



Lake City Fire Company
Junior Firefighters
Standard Operating Procedures (S.O.P.)
(Rev. Feb. 09)

The following Standard Operating Procedures (S.O.P.) have been adopted for use by the Lake City Fire Company's Junior Firefighter Program. This Standard operating Procedure (S.O.P.) is to be strictly adhered to by all members of the Lake City Fire Company Junior Firefighter Program.

ARTICLE 1: TITLE

This division of the Lake City Fire Company shall be known as the Lake City Fire Company's Junior Firefighter Program or Junior Firefighters.

ARTICLE 2: RULES AND REGULATIONS

1. The Junior Firefighter Program will be directly supervised by the appointed Lake City officer by the chief of the company.
2. An applicant between the ages of 16 and 18 will have to submit a completed application and the proper working papers to president of the fire company and applicant will begin their probationary period at the next business meeting.
3. The Junior Firefighter Program shall be taught by members of the Lake City Fire Company or by other properly trained firefighting, rescue or emergency medical services personnel.
4. The Junior Firefighter Program shall abide by all federal, state, and departmental rules and regulations.
5. A Junior Firefighter shall be off station no later than 10:30pm on school nights and midnight on weekends and during school vacations. Exceptions shall include those stated in Article 9.

ARTICLE 3: DRIVING PERSONAL VEHICLES

1. Only 16 and 17 year old Junior Firefighters that have a valid Pennsylvania driver's license may drive personal vehicles to the fire station.
2. All Junior Firefighters, if driving, must report to the fire station for all calls. If all of the apparatus has already responded when you arrive at the station, Junior Firefighters are to stand-by at the station until either a senior member stops and gives them a ride to the scene, or wait until the department returns from the call to assist with clean up duties.
3. At no time is a Junior Firefighter permitted to use a blue light or hazard lights while in route to the station for a call.
4. All speed limits and traffic laws are to be strictly followed while responding to the station for a call.
5. The fire department is in no way responsible liable for any moving violations received while en route to the station for any reason.
6. Failure by any Junior Firefighter to abide by these rules listed above will result in suspension and possible expulsion from the Junior Firefighter program.

ARTICLE 4: RESPONDING TO CALLS ON THE APPARATUS

1. Junior Firefighters shall don full protective bunker gear before boarding any piece of fire apparatus that is responding to a call.
2. Junior Firefighters shall wear full protective turnout gear to all calls unless otherwise instructed by a line officer or senior member.
3. When riding on a piece of apparatus, Junior Firefighters shall position themselves in a seat with a seatbelt in place and securely fastened.
If no open seats are available, the Junior Firefighter must wait for an open seat or wait for a senior firefighter to provide them a ride to the scene of the call.
4. Junior Firefighters responding to a mutual aid call into another department's district shall receive permission from the apparatus officer or senior member to be permitted to respond. Upon arriving on location, Junior Firefighters are to stay with the apparatus unless directed by a LCFC officer or the senior member.
5. Junior Firefighters shall at no time start, attempt to start, or move any piece of fire apparatus, with the exception of a utility truck under the direct orders of a line officer.

ARTICLE 5: MOTOR VEHICLE ACCIDENTS

1. At motor vehicle accidents Junior Firefighters may assist with traffic control, gathering the needed tools off the apparatus or assisting the commanding officer on scene.
2. Junior Firefighters who have received certification of either a First Responder or Emergency Medical Technician (EMT) may render patient care as long as it does not put the Junior Firefighter into any danger. This will only be done under direct supervision of an EMT or Paramedic over 21 years of age.
3. Junior Firefighters are no time will operate any kind of vehicle rescue tool while on scene of any emergency. Junior Firefighters may operate vehicle rescue tools during training only.
4. Junior Firefighters may assist in pulling electrical lines, scene lights or other required tools needed as long as the Junior Firefighter is not put in any immediate danger.

ARTICLE 6: NON STRUCTURAL, STRUCTURAL FIRES AND PERSONNEL RESPONSE

1. Junior Firefighters responding to any fire shall wear full turn out gear at all times.
2. At no time is a Junior Firefighter to relieve a senior firefighter in fire suppression operations.
3. Junior Firefighters shall assist the Fire Department by being support personnel at all times. Duties will include helping change air bottles, getting the needed equipment from the apparatus, hitting the hydrant if needed, repacking hose, assisting with crowd control, or assisting the commanding officers.
4. All Junior Firefighters shall stay with the apparatus on scene unless directed by a line officer or senior firefighter.
5. Junior Firefighters shall perform their duties as ordered by the line officers without question, unless the order would put the Junior Firefighter in immediate danger or was a direct violation of the Child Labor Laws. In this case, the Junior Firefighter should go directly their advisor or the Chief.
6. Junior Firefighters are not permitted at any time while on a scene of a fire to operate any hose line neither during the initial attack nor after the fire is knocked down.
7. Junior Firefighters shall not operate any power equipment of any kind on any emergency. Junior Firefighters may however assist in pulling electrical lines, fans or scene lights as long as the Junior Firefighter is not in any immediate danger.
8. At no time will any Junior Firefighter enter the burning structure. Only when the fire is completely extinguished; a Junior Firefighter may enter the structure to assist with overhaul. When the Junior Firefighters are permitted to enter the building to perform overhaul will be determined by the commanding officers.
9. Junior Firefighters shall assist with clean up following any call, unless excused by a line officer or senior member in charge. Clean up includes repacking the hose lines, washing the apparatus, cleaning the S.C.B.A, or any other duties assigned by any line officer or senior member.
10. Junior Firefighters will not respond on any call regarding first responder calls for assaults, overdoses, suicides, homicides, domestic violence, or any call that required scene security by police. If a Junior Firefighter is already out of the station on a piece of apparatus when this type of call is dispatched, the Junior Firefighter will not exit the apparatus.
11. Junior Firefighters that respond on apparatus will remain with the drive of the apparatus unless otherwise directed by a Chief Officer, line officer or senior member in charge.

ARTICLE 7: EMS CALLS

1. Junior Firefighters are permitted to respond on EMS calls as long as it does not violate PA Child Labor Laws and if the Junior Firefighter is an EMT and has permission to respond.
2. Junior Firefighters will not respond on any EMS call for assaults, overdoses, suicides, homicides, domestic violence, or any call that required scene security by police. If a Junior Firefighter is already out of the station on a piece of apparatus when this type of call is dispatched, the Junior Firefighter will not exit the apparatus.

ARTICLE 8: TRAINING

1. Junior Firefighters shall attend as many as they can or all training sessions, meetings and social events, taking into consideration and keeping in mind that school, work, and family takes precedence over all fire company activities.
2. Junior Firefighter training shall take place during the weekly Lake City Fire Company training.
Members will be able to participate in all aspects of training as long as it does not put the Junior Firefighter into any danger or violate Pennsylvania Child Labor Laws, or restrictions stated in the PA Junior Emergency Service Compliance Manual.
3. During training sessions only, Junior Firefighters are permitted to operate high pressure hose lines and other related activities as stated in the Pennsylvania Junior Emergency Services Compliance Manual.
4. Before a Junior Firefighter is permitted to respond to any call, the Junior Firefighter will have to complete specific training. The specific training consists of the layout of each apparatus and what each tool is and what each tool does. This is done so when a Junior Firefighter responds on the apparatus, they will know where the equipment is and what the equipment is used for.
5. Once training is completed, Junior Firefighters are required to assist with cleanup unless excused by a Junior Firefighter advisor, LCFC line officer or senior member.
If a Junior Firefighter needs to leave drill early, they need to advise an Officer/Advisor at the beginning of drill. If a Junior Firefighter fails to assist in cleanup and is not excused, that Junior Firefighter is subject to disciplinary action.
6. If a Junior Firefighter is unable to attend a training session, they are required to notify an Officer/Advisor prior to that specific training session. Failure to notify an Officer/Advisor will result in an unexcused absence.

ARTICLE 9: RESPONDING TIMES

Responding is prohibited between 12am – 6am Sunday through Thursday
Responding is prohibited between 1am – 6am Friday through Sunday and during school vacations. There is no night work limit during summer vacation.

EXAMPLE: A fire starts at 6pm on a Saturday night. The Fire Department responds. Junior Firefighters are present on the fire grounds operating under the direction of the Lake City Fire Company. The fire is not extinguished until 11pm. The Junior Firefighters are NOT in violation of the prohibited responding times. However, when the Junior Firefighters are released, they must go home.

1. The times set above are set by the Pennsylvania Child Labor Law, not by the Lake City Fire Company.
2. At no times will a Junior Firefighter be removed by school by the Lake City Fire Company for the purpose of responding to a call or assisting on a call.
3. If a Junior Firefighter is found skipping school to respond or to assist on any call, that Junior Firefighter will be suspended immediately from the Junior Firefighters for a time to be determined by the Lake City Fire Company Chief.

ARTICLE 10: ACADEMIC STATUS

1. A Junior Firefighter must maintain a 2.0 grade point average at all times while a member of the Junior Firefighter program. When report cards are distributed at school, the Junior Firefighter must present a signed statement from a parent stating that the Junior Firefighter has met the required grade point average. Failure to turn in a signed statement will result in suspension until the statement is presented to an Advisor.
2. If a member falls below the 2.0 grade point average, the Junior Firefighter will be suspending from the Post until the GPA is met.
3. A parent may request that his/her child be temporarily removed from the Post due to poor performance at school. A signed statement from a parent must be submitted to an Advisor as soon as possible.

ARTICLE 11: LEAVE OF ABSENCE:

1. A Junior Firefighter may request a leave of absence from the Junior Firefighter Program at all times. This request must be submitted in writing. The request must state the reason for the leave of absence and the duration.
2. While a Junior Firefighter is on an excused leave of absence, the Junior Firefighter is prohibited to participating in any Junior Firefighter training, responding to calls, or Lake City Fire Company activity.

ARTICLE 12: SUSPENSION OR TERMINATION

1. A Junior Firefighter may be suspended from the Junior Firefighter program for any the following reason(s):
 - Academic Status
 - Failure to Follow Junior Firefighter S.O.P.s
 - Failure to Follow PA Child Labor Laws
 - Failure to Follow LCFC Line Officer Orders
 - Acts Unbecoming of a Junior Firefighter
 - Theft of Any Sort
 - Use of Alcohol Product While on Duty as a Junior Firefighter
 - Any Form of Harassment
 - Fighting
 - Use of Profane Language
2. If a Junior Firefighter is on suspension, that Junior Firefighter is prohibited from participating in any Junior Firefighter function, responding to any call, or any Lake City Fire Company activity. If a Junior Firefighter is found doing any of the above while on suspension, the Junior Firefighter will be terminated from the Junior Firefighter Program.
3. If a Junior Firefighter is terminated from the Junior Firefighter Program, the Junior Firefighter must return to all items that were supplied to the Junior Firefighter by the Lake City Fire Company within 10 days. An Advisor or LCFC Chief only has the power to terminate a Junior Firefighter.
4. A Junior Firefighter does have the right to challenge the termination from the Junior Firefighter Program. A Junior Firefighter must submit to a Junior Firefighter Officer/Advisor a written challenge to the termination and requests a meeting with the Lake City Fire Company Chief and Junior Firefighter Officer/Advisors. A parent of the Junior Firefighter must be present at this meeting.
5. If a Junior Firefighter is terminated, they are prohibited from reapplying to the Junior Firefighter Program.

ARTICLE 13: ISSUED GEAR, UNIFORM AND EQUIPMENT

A Junior Firefighter is responsible for all gear, uniform and equipment that are issued to them. Responsibilities include the up keep and cleaning of the gear if needed.

ARTICLE 14: TURN OUT GEAR

1. Turnout gear is to be kept at station 56 at all times unless directed otherwise by the Chief. Turnout gear will consist of a coat, pants, gloves, boots and a helmet with red striping to identify them as a Junior Firefighter. Junior Firefighters are responsible to have the gear cleaned if needed.
2. At no time is a Junior Firefighter to mess with another Junior Firefighter's gear. If a Junior Firefighter is caught doing this; the Junior Firefighter will be suspended at a length to be determined by the Chief.

ARTICLE 15: HOUSE DUTIES

Junior Firefighters will be assigned house duties at either station. These duties can include filing the pop machines, cleaning around the station, assisting LCFC with tasks in and around the station and other related duties.

ARTICLE 16: SEXUAL HARRASSMENT

If a Junior Firefighter is accused sexually harassing another Junior Firefighter or a member of the Lake City Fire Company, that Junior Firefighter will be immediately expelled from the Junior Firefighter Department. The Junior Firefighter will not be able to challenge the expulsion.

ARTICLE 17: STATION RULES

At no time shall a Junior Firefighter remain at the station alone. Nor shall a Junior Firefighter be granted permission to carry a key to the stations. If all senior members leave the station, all Junior Firefighters must also. Horseplay at the station or in the apparatus will not be tolerated. If such activity is found disciplinary actions shall be taken.

ARTICLE 18: PROBATIONARY MEMBERS

1. Any person who expresses an interest in joining the Junior Firefighters will have to submit the proper paperwork. After the paperwork has been submitted and reviewed by the chief, line officers, and president shall decide to either accept, table or reject the application. The decided action shall be addressed at the next business meeting. If the individual is rejected, they may reapply for membership in 6 months.
2. Probation will last a total of 6 months and may be extended if needed. If probation has to be extended; the Chief has the authority to do so.
3. After the 6 months have elapsed, the probationary member will be voted upon by the LCFC membership. A majority vote must take place for a probationary member to become an active member of Junior FF.
4. During the probationary period, the membership will evaluate the participation of the probationary member.
5. During the probationary period, the probationary member will only be issued a duty shirt and turnout gear.
6. Pagers are to be issued to probationary members if available.
7. Probationary members still have the same privileges as active members in answering LCFC calls, attending all training sessions and other activities.

ARTICLE 19: RETURN OF GOODS

If at any time the Junior Firefighter is terminated, takes a leave of absents, or quits the fire company all Lake City Fire Company issued gear, uniforms and equipment must be returned within 10 days to avoid legal actions.

ARTICLE 20: SENIOR MEMBERSHIP

At the business meeting following the applicants 18th birthday the individual shall be reinstated as a Senior Firefighter. All rules and regulations now fall under Senior Firefighting personnel.

ARTICLE 21: NON SPECIFIED INFORMATION (Disclaimer)

If there is a concern not covered by this S.O.P. the Chief of the Fire Company shall have full authority to determine ruling on the matter.