

Mt. San Antonio College

# FIRE TECHNOLOGY CLUB



Standard Operating Procedures

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## **CLUB OVERVIEW**

### **Introduction**

The Mt. San Antonio Fire Technology Club has a long history of community involvement and volunteerism. All Fire Technology students are invited to become members of the Fire Technology Club. Club activities provides hands-on demonstrations that will further students' knowledge regarding the fire service. Throughout the semester students will learn to use equipment such as turnouts, hoses, tools, ropes, extinguishers, etc.

Guest speakers who are professionals in the fire service will be invited to share their experience and answer questions members may have in regard to this exciting career.

The purpose of this operating procedure is to inform agencies, staff and club members of club guidelines, acceptable behavior, and procedures for the Mt. San Antonio College Fire Technology Club.

1. The Mt. San Antonio College Fire Technology club curriculum and activities are designed to provide the club member with the necessary knowledge and skills to prepare for the entry-level Fire Fighter position. Since a certain personality is required to function in a quasi-military organization, we have established a chain of command concept. This is similar to the structure used in a fire department, and will allow club members the opportunity to evaluate how they function under the conditions of taking orders.
2. These regulations are intended to provide:
  - Uniform classroom instruction and practical field training for Mt. San Antonio College Fire Technology Club meetings classes to ensure that adequate materials are available as required for each class.
  - Clarification of the club member's role and responsibilities within the training program.
  - Maintenance and enforcement of club member rules and regulations.
3. Staff and club members shall be familiar, and held responsible for compliance, with all standard operating procedures and guidelines.

***Read this procedure manual carefully, as you will be held responsible for the contents.***

## **Club Goals:**

1. To teach uniformity, camaraderie, responsibility and accountability.
2. To gain more knowledge about the fire service.
3. To demonstrate the understanding of service to the community.

## **General Objectives:**

- Learn basic terminology.
- Understand concepts and principles.
- Apply principles to new situations.
- Demonstrate skill in critical thinking.
- Formulate valid conclusions from given data.
- Perform learned skills in volunteer environments while maintaining professionalism at all times

## **Type of Instruction:**

Your instruction at club meetings and training opportunities will be taught using a competency-based approach. Competency-based training coordinates and integrates classroom instruction with structured manipulative training in which the student receives occupational training that advances student knowledge and skills.

## **The core characteristics of Competency-based instruction are as follows:**

It provides club members with high quality, carefully designed, student-centered learning activities, media and materials designed to help them master each task.

1. The Fire Technology Club is a highly cooperative relationship between Mt. San Antonio College, actively enrolled fire technology students, community non-profit organizations, and our local fire agencies.
2. In an effort to maintain an effective flow of communication between these organizations, the Faculty Club Advisor will be your first line of contact. The following roster represents the staff of Mt. San Antonio College.

## **Mt. SAC Staff**

Dr. Sarah Daum  
(909) 274-4750

Dean, Technology and Health

Chief Stephen Shull  
(909) 274-5144

Director of Fire Technology  
Fire Academy Chief

Assistant Chief Jamie Hirsch  
(909) 274-5834

Faculty Club Advisor  
Professor of Fire Technology

Steve Benson  
(909) 274-5051

Club Advisor  
Senior Tool Keeper

Michelle Navarro  
(909) 274-5148

Administrative Secretary  
Fire Technology Office – 28-B 214

Tracy Chen  
(909) 274-5280

Fire Technology Program Assistant

Fire Technology Office  
Fax (909) 274-2027

(909) 274-5145

## **FIRE TECHNOLOGY STAFF RESPONSIBILITIES**

### **Director of Fire Technology**

The mission of the Director of Fire Technology is to oversee the administration of the Fire Technology Club process. The Director ensures student compliance with the Mt. San Antonio College guidelines, club SOP, and training requirements. The Director acts as the on-sight manager for all college related learning protocols and procedures and gives final approval for all event requests. The Director is responsible for ensuring that all fiscal club paperwork is completed in a timely manner and processed in accordance with Mt. SAC Student Club Guidelines.

### **Faculty Advisor**

The mission of the Faculty Advisor is to assist the instructional staff and supervise the weekly club meetings. The Faculty Club Advisor oversees the event calendar and takes event proposals to the Fire Tech Director for approval. Once approved, the event is processed through the Fire Technology office in room 28-B 214. The Club President reports directly to the Faculty Club advisor for all issues that involve the fire technology club. The club advisor is responsible for conducting the event after action review, and documentation.

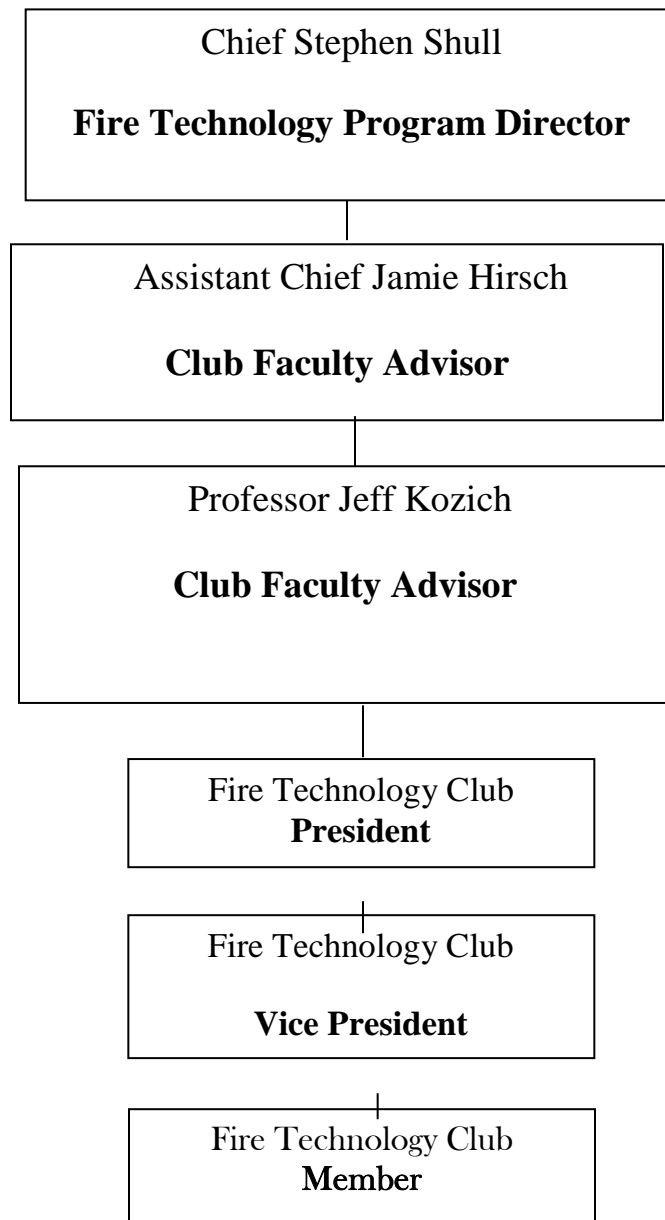
### **Fire Technology Program Assistant**

The mission of the program assistant is to coordinate the issuance of club member uniforms, and process event requests for fire technology club volunteers. The assistant manages the fire technology club calendar and coordinates the club banquet at the end of each semester.

## Fire Technology Club Chain of Command

During the school semester, every club member is the direct responsibility of Mt. San Antonio College. The Faculty Club Advisor, in conjunction with the Fire Technology Director, will issue all directions for activities involving the Club.

If any club member should receive directions in conflict with those previously administered by the Faculty Advisor or his/her designee, they shall immediately contact the Fire Tech Club President for action through the chain of command. The following flow chart represents the chain of command for the Fire Technology Club.



# **FIRE TECHNOLOGY CLUB MEMBERSHIP PROCEDURES**

## **Facilities**

1. The Mt. San Antonio College holds regularly scheduled meetings in Building 28B
2. Volunteer “Event” assignments will occur throughout the Southern California Region.
3. Parking:
  - Club members are required to maintain a current campus parking pass. Offsite parking requirements shall be obtained and information passed onto participants prior to the day of the event. All laws are to be strictly obeyed.

Vehicles and equipment (if applicable) should be secured at all times.

**It is highly recommended that you do not leave any equipment in the back of a pickup truck.**

## **Meetings:**

- The Club meets every week during the semester; Time and Location TBD prior to semester start date.
- \* *Uniform dress is required for the meetings.*
- Bring a note pad and pen if you wish to take notes. Please come with questions and new ideas for future meetings.

## **Volunteer Hours:**

- Every member can earn a community service certificate by completing a minimum of 15 hours of community service signed by the Fire Technology Director.
- All hours will be tallied throughout the semester. Club members can check their status anytime by contacting the Fire Tech Club President.
- Events that will enable club members to earn volunteer hours will be offered throughout the semester. However, students may complete their volunteer hours elsewhere as long as it is approved by the Faculty Club Advisors.
- There are several other events that satisfy volunteer hours such as Fire competition events such as musters, golf tournaments, and MCI drills.



## **Uniform Acquisition Procedures:**

Prospective club members shall follow these procedures to purchase their club uniform prior to the second meeting date of the semester. All club members must be in uniform for club meetings and events.

- Fill out the uniform order sheet found in the Fire Technology Club brochure.
- Take the completed form to the cashier's window in Building 4- South/West corridor and pay for all uniform pieces.
- Bring your paid receipt to the Fire Technology Program office in B28-B room 214 to receive your uniform.

Each club member must maintain the cleanliness and appearance of their uniform.

## **Election of Officers:**

Prior to the beginning of each semester, club members that are interested in holding an officer position for the coming semester, will participate in an interview process. The Fire Technology Director and Faculty club advisor shall appoint each position after the interview process has been conducted. The appointed officer positions are:

Club President

Club Vice President

Club Secretary

Club Treasurer

Inter Club Counsel Representative

## **CLUB MEMBER CONDUCT**

### **Fire Technology Club Honor Code**

As a club member preparing to enter into the Fire Service, you are entrusted to obey all laws and the Fire Service Code of Ethics. Here at Mt. San Antonio College, and in the Fire Service community, lying, cheating, or stealing is not and will not be tolerated. Any club member found guilty of one of the violations listed below will be subject to administrative discipline up to and including dismissal from the club program.

- Conduct unbecoming to a fire service trainee while in Fire Technology club uniform.
- Turning in assigned paperwork produced or written by someone other than him/her self.
- Cheating; as defined in the Mt. SAC college conduct policies.
- Unauthorized use of college equipment.
- Falsifying records and/or reports.
- Signing off on work that has not been properly completed.
- Engaging in any conduct involving moral turpitude or conduct violating the Fire Service Code of Ethics.
- Knowingly give out false information to another club member or college staff.
- Violating any local, state or federal law, excluding minor traffic violations.
- Assaulting or fighting with another club member.
- Attending class or events while under the influence of drugs or alcohol including the odor of alcohol on breath.
- Physical altercation or verbally abusive towards any other person on campus.
- Disrespecting faculty, Event coordinators, or any fire service staff member.
- Sexual Harassment or Discrimination shall not be tolerated and will result in disciplinary proceedings per Mt. San Antonio college policy.

***Any club member that commits any of the aforementioned violations, or is witness to a violation, is required to report the incident to a member of the club staff immediately.***

# **CLUB MEMBER CONDUCT**

## **Personal Conduct**

1. The Fire Technology program at Mt. San Antonio College is designed to be “responsible training”. The basic objective of this style of program is to instill in the club member discipline and ability to satisfactorily complete all assignments with a minimum of supervision during training or scheduled volunteer events.
2. The fire technology club expects you to perform in an exemplary manner, maintaining a high degree of professionalism. Fire Fighters have a serious responsibility, which requires mature judgment and emotional stability.
3. **Your personal conduct during your club membership should be exemplary at all times.** Respect toward instructors and common courtesy toward fellow club members is expected. This applies to all phases of volunteerism, assignments, and general behavior inside and outside of the classroom.

## **Standards of Club member Conduct**

1. Student conduct must conform to college policy, regulations and procedures. Violations of such regulations and procedures for which students are subject to disciplinary action include but are not limited to the following:
  - Willful disobedience to directions of college officials (including faculty) acting in the performance of their duties.
  - Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
  - Dishonesty, such as cheating or knowingly furnishing false information to the college.
  - Forgery, alteration, or misuse of college documents, records, or identification.
  - Unauthorized entry or use of the college facilities.
  - Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

## **CLUB MEMBER CONDUCT**

- Theft or damage to property belonging to the college, a member of the college community or a visitor to campus while at any on-campus location, off-campus class site, or at any college-sponsored event.
- Disorderly, lewd, indecent, or obscene conduct or expression, which interferes with the college's primary educational responsibility or adversely affects a student's standing as a member of the college community.
- Individual presents as under the influence of, or use, possession, or distribution of alcoholic beverages, controlled substance(s) or poison classified as such by Schedule D (Section 4160 of the Business and Professions Code) while at any on-campus location, any off-campus class site, or during any college-sponsored activity or trip, or competition. This includes the odor of alcohol on the breath.
- Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
- Possession, while on the college campus or at a college-sponsored function, of any weapons.
- Possession of any article not usually designed as a weapon when used to threaten bodily harm.
- Use of an electronic recording device in the classroom without permission of the instructor.
- **It is expected that all club members give 100% effort 100% of the time and maintain professionalism at all times.**

### **Club member Classroom Demeanor**

1. All instructors shall be called by their appropriate rank, i.e., Chief, Captain, Engineer, or Firefighter. If they are not sworn fire department personnel, they shall be referred to as "Mister" or "Miss/Mrs."
2. No coffee or food allowed in the classroom at any time.
  - Water will be allowed in the classroom.

3. No cell phones are allowed at any time during a volunteer assignment unless prior approval has been granted, or for an emergency situation.
4. Each Club member is responsible for being prepared for each training session or volunteer assignment. This includes all necessary equipment and uniform. Those club members that are not properly equipped or are missing any part of their uniform shall be dismissed from that day's events.
5. In the event that a club member has a safety equipment issue i.e. broken or missing equipment, it will be the club member's responsibility to report it immediately to the club president.
6. Off campus activities: All written or verbal club regulations will be adhered to without exception at any off campus club related function.
7. Alcoholic Beverages: Club members shall not bring intoxicating beverages on campus or to any volunteer assignments. Club members shall not drink alcoholic beverages before reporting for duty or while on duty. The odor of alcohol on the breath is grounds for immediate dismissal from the club.
8. Club participation is required. If you are going to be absent for a scheduled event that you volunteered for, you must personally notify the club President at least 24 hours PRIOR to the event. All absences are to be documented and scrutinized by faculty advisor.
9. At the end of the day, all equipment must be accounted for and secured back at the college.

## **CLUB MEMBER CONDUCT**

### **Injuries**

1. Club members shall immediately report any injury to the club president, and to the faculty advisor. A written report of injuries occurring to club members shall be forwarded to the fire technology office within 24 hours.
2. Club members shall have a medical clearance form signed by a physician releasing them to full participation before returning to the club program

## ATTENDANCE

### **Absences/Arriving Late/Leaving Early**

1. If a club member cannot make the event that he/she signed up for, you must give the Fire Technology club President 24 hour notice. The club is dependent upon the volunteers showing up *1 hour prior* to the event start time.
2. If a Club member knows that he/she will be leaving early, the club member shall report to the club President (or highest ranking member of the club) prior to leaving the event grounds.
3. *Repeated violations of this Policy and Procedure may result in the club member being permanently dismissed from the club.*

## **PERSONAL APPEARANCE-GROOMING**

While attending volunteer events, each club member is expected to maintain a professional appearance at all times. Club members shall maintain proper personal hygiene and shall be neat and properly groomed at all times while in the public view. Grooming standards are suggested as follows:

### **Male Hair Length**

- Hair shall be neat, clean and present a groomed appearance. No unusual colors will be allowed.
- Male hair may not touch any part of the ear or touch the top of the shirt collar.
- Necklines shall be clean and well trimmed.

Moderate “natural” style haircuts will be permitted, provided they conform to the standards described above and do not exceed a two-inch extension from the scalp.

### **Sideburns**

- Sideburns shall not extend below the middle of the ear, and will end with a clean-shaven horizontal line.

### **Facial Hair**

- Beards and goatees will not be permitted.
- Mustaches are permitted as long as they do not extend past the corner of the mouth.
- Club members shall be clean shaven for all classes, meetings and events.

### **Female Hair**

- Hair shall be neat, clean and present a groomed appearance. No unusual colors will be allowed.

## **PERSONAL APPEARANCE**

- Female hair length will be kept above collar when in a standing position. No ornamental hair fasteners will be worn. No loose or free flowing ponytails will be permitted. Only black or natural matching hair color fasteners are allowed.

## **Cosmetics**

- Make-up in moderation is permitted. It shall be of natural skin tone and color and moderately applied.
- Fingernails shall be trimmed so as to not interfere with the training program. Nail polish shall be done in good taste
- No Lipstick
- Fragrances shall be subdued and not be overpowering to others.

## **Watches**

- Only sports type wristwatches (black in color) shall be worn while in uniform.

## **Rings**

- For safety reasons, it is suggested that no rings be worn while attending manipulative club events. Mt. SAC will **NOT** be responsible for lost jewelry.

## **Earrings and Piercings**

- No earrings are allowed while in uniform.
- No visible body piercing are allowed while in uniform.

## **PERSONAL APPEARANCE**

### **Tattoos**

While in uniform, club members are prohibited from exhibiting any tattoo, branding, or other form of body art which may be seen by another person. Club members who have a tattoo, shall cover them.

### **Non-Uniform Dress**

#### **Males**

- Casual business slacks.
- Business shirt with collar.
- Closed-toe, standard heel height.



## **Females**

- Casual business slacks or business dress.
- Business shirt/blouse with collar.
- Closed-toe shoes, no adornments, standard heel height.

## **Unacceptable**

- Thong type shoes/sandals
- Cutoffs, Shorts
- Any shirt/blouse without a collar including t-shirts, tank tops, or halter-tops.
- Clothing which is inappropriately worn, stained, soiled, or un-pressed.
- Clothing or decoration, which expresses a political opinion, or expresses an attitude or opinion contrary to the public safety codes of ethics.

## **DISCIPLINARY PROCEDURES**

### **Disciplinary Action**

1. Any student who willfully disrupts the orderly operation of the campus, or violates the standards of student conduct, is subject to disciplinary action. The College President or designee may implement such action.
2. Disciplinary actions may be imposed individually or in combination. These disciplinary actions shall follow the Mt. San Antonio college discipline policy.

## **STUDENT GRIEVANCES**

### **Student Grievance Procedure**

The purpose of a student grievance procedure is to provide a process by which student-related issues may be resolved in a fair and efficient manner following due process of law. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, the student body, and the College.

### **General Grievance Process**

Student grievances shall be processed per Mt. San Antonio College policy and procedures.

**APPENDIX A**      Mt. SAC Fire Technology Club Event Reservation Form:

The following document must be filled out and submitted by anyone requesting the Mt. San Antonio fire technology club assistance and/or participation at a local event.

After submission, the request will be reviewed by the Fire Technology Director and the Faculty Club Advisor. They will either approve or deny the request.

If approval is given, the request will be placed on the club schedule. The Club President will give adequate notice to all club members in requesting volunteers to staff the event.

If denied, the requestor will be notified of the denial and the circumstances behind the decision. They may make necessary changes and resubmit if time permits.

***All requests shall be made no less than 1 month prior to the event date.*** This gives the club time to get the request through the approval process and to properly staff the event.

# FIRE TECHNOLOGY CLUB RESERVATION REQUEST FORM



Today's Date: \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Date(s)** \_\_\_\_\_

Request Made By: \_\_\_\_\_

Contact Phone # \_\_\_\_\_

**EVENT CONTACT INFO:**

**Name:** \_\_\_\_\_ **Cell#** \_\_\_\_\_

**Event Address:** \_\_\_\_\_

\_\_\_\_\_

Number of Fire Technology Students requested \_\_\_\_\_

SPECIAL REQUEST and/or Instructions for the Event

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE: \_\_\_\_\_

Club President Signature

Faculty Advisor Signature

Fire Technology Director's Signature

## FIRE TECH CLUB EVENT AFTER ACTION REPORT

Event Date:

<b>Event Name:</b>
--------------------

<b>INSTRUCTIONS:</b>
----------------------

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Rate each area by checking the appropriate number box.</li><li>2. 5 is the highest ranking, 1 is the lowest ranking</li></ol> |
|--|

**Event Organization:**

The event was organized and flowed smoothly throughout the day.

1  2  3  4  5

Comments:

**Event Time Commitment:**

The number of volunteer hours per club member was appropriate for the event.

1  2  3  4  5

Comments:

**Learning Environment**

The event provided an opportunity to learn tasks/skills that would be applicable toward the fire service career path.

1  2  3  4  5

Comments:

**STUDENT STANDARD OPERATING POLICY VERIFICATION**

This document is to be signed and turned in to the Fire Technology Club President as part of the club acceptance procedure.

I acknowledge with my initials that I have read and understand each section of the Standard Operating Policy given to me at the Fire Technology Club Orientation.

Club Member Initials

Club Overview	_____
Club Member Conduct	_____
Disciplinary Procedures	_____
Event Participation Procedures	_____
Personal Appearance & Uniforms	_____

I \_\_\_\_\_ have read and understand each section of the Mt. San Antonio College Fire Technology Club Standard Operating Procedures manual. By signing my name below I agree to uphold these policies for the duration of my membership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date