

**Norfolk Volunteer Fire Department**  
**Fire Cadets**  
**20 Shepard Road**  
**Norfolk, Connecticut 06058**  
**Standard Operating Procedures**  
**Established: 09/25/2018**

There are some issues and hazards specific to Fire and Emergency Services programs that must be considered when operating a cadet program. These issues are fairly unique, being a direct result of the affiliation with the fire department and the potential for hazards.

The following are a set of Standard Operating Procedures for Cadet Members approved by the Norfolk Volunteer Fire Department for the safety and well-being of cadet members ages 14-18.

In the context of these rules and conduct orders the term “member” will mean Norfolk Fire Cadet.

The Fire Cadet purpose is to provide experiences to help young people mature and to prepare them to become responsible and caring adults.

### **Membership**

Participation shall be open to all young adults of high school age who live in the surrounding area and are in senior high school or at least 14 years of age. No prospective participant shall be disqualified because of race, color, creed, or sex. All participants must agree to the Standard Operating Procedures.

Attendance at monthly meetings and activities is encouraged. Absence from more than three monthly meetings in a row shall result in a review of that member’s record by the Cadet Advisors. If it is found that a members' lack of attendance is not properly excusable, that member will be turned over to the Council for action. Work, organized sports, sickness, family, and school activities are all valid excuses.

Member participants under the age of 18 must have a form signed by a parent or guardian stating the member meets the health and physical fitness required by fire emergency services. It is suggested the members obtain a school physical.

Upon reaching the age of 18, a member may, with the recommendation of the advisors, apply to the department for active membership.

### **Fire Cadet Business**

Cadet business will be conducted under the principles outlined in Robert's Rules of Order. Voting on all issues will be by simple majority, with the exception of changes or amendments to the By-Laws, which will require a two-thirds vote of the total participants. A quorum shall consist of one more than the majority of participants for votes on routine business.

General meetings will be held during the first Monday of the month. If the first Monday is a holiday the meeting will be held on the following Monday.

Officer's meeting will be held when deemed necessary by the Advisor.

Cadets are encouraged to assist the Department with Fund Raising projects. Money-earning projects must be approved by a majority vote of post participants. All money-earning projects must be approved by the Advisor.

### **House Rules**

Members are not allowed to be in the firehouse without an advisor or fire department member.

Members shall not be allowed to bring guests to the firehouse except a prospective applicant.

### **General Rules and Conduct Orders**

Upon application to the post, a copy of these SOP's will be given to the new member and a copy to the applicant's parent or legal guardian.

Cadets actions shall conform to conventionally accepted standards of moral conduct and be in accordance with the ethical standards of a fire service, thus representing the, Norfolk Volunteer Fire Department (NVFD) and the Town of Norfolk in a positive manner.

Cadets shall abide by and be accountable to the NVFD Discipline and Grievance Procedures.

Any Cadet who is arrested for any violation of The Connecticut General Statutes shall report such arrest to a Cadet Advisor or the Chief of the NVFD within 72 hours and subsequently

shall request an immediate, self-imposed, leave of absence until such time as the NVFD Council can determine a return date to active duty status.

Any member who has been charged with arson, false alarms, or bomb threats shall be suspended from service. Conviction of the same will mean automatic expulsion from: The Norfolk Volunteer Fire Department Fire Cadet program.

Any suspension or expulsion from school will result in disciplinary action.

Fire Department issued equipment shall only be used for department sanctioned functions or incidents.

There shall be no alcoholic beverages or illegal substances consumed during any functions, meetings, or practices. No Cadet shall respond to incidents while under the influence of alcoholic beverages or illegal substance.

At the request of a parent or guardian, members receiving a failing grade average in schoolwork may be suspended from activities until the grade average is passing.

Curfew for all members attending classes, training and drills is 21:30. Fire Cadets under the age of 16 are unable to respond to incidents before 07:00 or after 19:00 and remain on scene no later than 22:00. Upon written consent from a parent or legal guardian, Fire Cadets over the age of 16 may respond to calls after 06:00 and remain on scene until 00:01.

The status of training and capabilities of each cadet member will be reported to the line officers of the department by the Fire Cadet advisors on a regular basis.

Cadet members are encouraged to attend monthly meeting of the Norfolk Fire Department.

Members are encouraged to attend, when possible, regular department drills and practices for more intensive training.

For their safety members will not respond from their residence, or present location, until the siren has completed its alarm cycle (approximately two minutes). The exception to the rule is if the member is responding with a firefighter.

A member is not permitted to respond to an alarm on a motorcycle or after dark on a bicycle. Only vehicles suitable for legal operation on a highway shall be used.

No blue light permits will be issued to Fire Cadet members. Members will not operate emergency lighting in any private motor vehicle. If the cadet member has a drivers license

and responds to an alarm in a motor vehicle, ALL MOTOR VEHICLE LAWS WILL BE FOLLOWED. The cadet member will not impede the progress of a regular department member or obstruct the passage of any motor vehicle or fire apparatus.

Members will respond to the firehouse for assignment. No member will respond directly to the scene of an emergency, unless riding with a member of the regular department or with prior permission obtained from a Line Officer of the department.

## SAFETY POLICY

Cadets must be equipped with personal protective equipment that is appropriate for the activity being done. Cadets are issued a readily identifiable orange helmet. Members responding to an emergency scene will wear full turnout gear at all times.

Cadets may not be substituted for trained personnel.

Cadets who ride on apparatus or other department vehicles must be seated and must wear a seat belt. Prior indoctrination, training, and approval is required before a member will be eligible to ride the apparatus. This approval will only come from a line officer or driver. Members must ride in the enclosed cab of an apparatus to the scene of any emergency. No member shall be allowed on either the rear step or in the jump seats in an emergency situation. In non-emergency situations (i.e. Musters, parades, drills, etc.) a member must obtain permission from the line officer or driver before riding in the jump seats.

During an alarm, no member will approach or request to ride on an apparatus. The officer or driver in charge will determine the need for a member's response.

Cadets may not drive department vehicles.

Cadets may not perform interior fire suppression involving structures, vehicles, or woodland fires, **except grass fires**. Cadets may not enter or perform ventilation procedures on a burning structure. No member will enter a fire ground building or vehicle. Approach to any emergency area will be made under the direction of the Incident Commander.

Cadets may not respond to hazardous materials fires, spills or other events which may expose the minor to a toxic and/or hazardous material exceeding a threshold limit value listed in the tables of section 1910.1000 of subpart Z of 29CFR 1910. (**Allows for small motor vehicle fuel leaks**)

Cadets may not perform any activity involving the use of self contained breathing apparatus or enter a confined space.

Cadets may not perform “off shore” ice rescue activities.

Cadets may not climb or operate aerial ladders.

Cadets may not perform any duty, which involves the risk of falling a distance of six (6) feet or more (including the use of ladders).

Cadets may not use any dielectric tools or gloves on energized electrical equipment.

Cadets may not operate power hydraulic rescue tools or equipment.

Cadets may not fill (SCBA) air bottles.

Cadets may not perform any duties involving the use of charged lines greater than 2 ½", except suction lines during drafting operations.

Cadets may not operate acetylene cutting torches.

Cadets may not handle life nets.

At the scene of an emergency Cadets are under the control of any Norfolk Volunteer Fire Department Officer or Firefighter. Their function is to provide support services necessary for the mitigation of an emergency. Cadets have the obligation to follow directions quickly and efficiently for their safety and the safety of others.

### **Disciplinary Action**

Cadets shall abide by and be accountable to the NVFD Discipline and Grievance Procedures.