




**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

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| General Order Number: 04-03 | Effective Date: February 4, 2021 |
| Division: Education and Training | |
| Chapter: Volunteer Recruit Training | |
| By Order of the Fire Chief: Tiffany D. Green  | Issue Date: February 4, 2021 |

POLICY

This General Order outlines the specific training requirements for volunteer members to obtain various operational levels within the Prince George's County Fire/EMS Department.

DEFINITIONS

Immediately Dangerous to Life and Health (IDLH) Atmosphere – An atmosphere that is likely to cause death or immediate or delayed permanent health effects or prevent escape from such an environment.

Target Solutions – The official web-based application used for tracking all training for Department members. This application is also used as the platform for online training delivery. (www.targetsolutions.com/pgmd). This is critical for tracking of ISO training hour requirements. Target Solutions has an ISO training tracker built in. Furthermore, training hours need to be documented in one place for ease of reporting. Additionally, this solidifies Target Solutions as the Department's platform for training records management and delivery of online training.

Volunteer Recruit School (VRS) – An entry level class that all new volunteer members of the Prince George's County Fire/EMS Department must successfully complete to be eligible to ride on apparatus in Prince George's County. See exception below.

PROCEDURES / RESPONSIBILITIES

I. New Volunteer Members Training

A. New Members with or without Prior Training/Experience

1. All new volunteer members must complete Volunteer Recruit School (VRS) regardless of any prior training and/or experience. VRS is an online training class with an in-station practical component, designed to provide an entry-level volunteer member with a brief orientation to the Prince George's County Fire/EMS Department and a basic skill set to build upon. In addition, VRS will not be considered complete until the new member has successfully completed FEMA IS-100 and IS-700, as well as Cardio-Pulmonary Resuscitation (CPR).



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B. Volunteer Recruit School Registration Procedure

1. When the applicant successfully completes the application process (both the background check and physical examination), the Administrative Aide in the Fire Commission office will send a request to the Technology & Information Services Office (TISO) for them to create a County email address, and to the Target Solutions Administrator to create a Target Solutions account.
2. Once the email and Target Solutions accounts have been set up, that information will be sent to the Fire Commission office. NO ONE else in the Department will be notified at this point, including the new member.
3. The Fire Commission Administrative Aide will then notify the new member and their respective volunteer fire company how to continue in the process and complete the VRS assignment in Target Solutions. This information will include how the new member can complete the online FEMA IS-100 and IS-700. If the new member needs to complete CPR, how to complete that training will be provided, as well. (Reference Attachment A).

C. Volunteer Recruit School Procedures

1. Once the new member completes all five (5) sessions of the online VRS, the Fire Commission Administrative Aide will be notified via a daily Target Solutions report that they have completed the online sessions of VRS. At this point they will be assigned the VRS Final Examination in Target Solutions.
2. Once the member has successfully completed the final examination, they must notify the Fire Commission office via the volunteer training email (pgvolunteertraining@gmail.com) and attach copies of their IS-100, IS-700, CPR cards and completed WHAT/HIPAA forms.
3. The Department's CPR instructors will provide a list of those members that have successfully completed the CPR class to the Fire Commission Administrative Aide by sending a copy of the class roster.
4. The Fire Commission Training Coordinator will confirm that the new member has completed all aspects of the VRS training and coordinate the completion of all paperwork needed for the member to obtain their PAT Tag, ID card, Personal Protective Equipment (PPE) and SCBA Face Mask. (Reference Attachments C, D and E).
5. The Fire Commission Administrative Aide will notify new members that they have successfully completed online portion of VRS and what date they may come to the Fire Commission office to pick up the required paperwork for the new member to be



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issued their PAT Tag, ID card, Personal Protective Equipment (PPE) and SCBA Face Mask. In addition, they will receive a Certificate of Completion for the VRS class. ***Member is to receive Certificate after all signatures are obtained including in station training and Form is returned to Fire Commission office.***

- a) The new member must contact Logistics to schedule an appointment to be fitted and issued PPE by calling 301-883-0350 or by email at pgfdlogistics@co.pg.md.us.
 - b) The new member can schedule an appointment online to be fit tested and issued a SCBA face mask at <https://apparatusmaintenance.appointy.com/default>.
6. The issuance of their PAT Tag, ID card, Personal Protective Equipment (PPE) and SCBA Face Mask will be completed in the sequence as listed. There are **NO EXCEPTIONS. New members will NOT participate in emergency operations using another member's PPE or SCBA face mask, before being assigned their own.**

D. Completion of Volunteer Recruit School

1. Upon successful completion of all portions of the Volunteer Recruit School, the new volunteer member will be given a Certificate of Completion, issued by the Fire Commission.
2. The new volunteer member will be given instructions on when they can pick-up required paperwork from the Fire Commission Office in order for them to be issued their Personnel Accountability Tag (PAT), I.D. card, personal protective equipment (PPE), and SCBA Mask and regulator.

E. Allowable Activities

1. Upon completion of the Volunteer Recruit School, an individual member will be authorized to respond on emergency calls and perform duties in non IDLH atmospheres. Members having only completed volunteer recruit school shall not enter an IDLH atmosphere or serve as a primary care provider on any medical emergency apparatus until they have obtained the appropriate training and certifications, as prescribed in Prince George's County Code, Subtitle 11 – Fire Safety; Division 7 – Minimum Qualifications for Volunteer Firefighters and Emergency medical Services Care Providers; Sections 11-331 through 11-343.

F. New Members with Prior Training/Experience

1. New volunteer members to the Prince George's County Fire/EMS Department may have acquired prior training from other departments/jurisdictions. Equivalency may



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- be granted for this training. The individual must submit a completed Application for Equivalency (Attachment B), along with copies of all training reports and/or certifications to the Fire Commission office located at the Fire Services Building, 6820 Webster Street, Suite 101, Landover Hills, Maryland 20784 for review/approval.
2. Approval will only be granted to those courses/certifications that are able to meet National Board on Fire Service Professional Qualifications (NBFSPQ), Maryland Fire Service Personnel Qualifications Board (MFSPQB), and/or International Fire Service Accreditation Congress (IFSAC) certification standards.
 3. Individuals that have been granted equivalent training will be given a Letter of Equivalent Training. After the application is approved, and the member meets the minimum standard for operations within the Prince George's County Fire/EMS Department as outlined in this General Order, he/she must complete the following training, via Target Solutions, prior to riding on apparatus:
 - a) Personal Protective Equipment and SCBA Refresher
 - b) Hazardous Materials First Responder Operations Level Refresher
 - c) Prince George's County Fire/EMS Department's General Orders Orientation
 4. When the new volunteer member has received their Letter of Equivalent Training and has completed VRS requirements, they may complete the following:
 - a) Report to the Fire Commission office to be issued their Personal Accountability Tag and ID card.
 - b) Report to Logistics & Supply to be issued their structural firefighting gear.
 - c) Report to Apparatus Maintenance to be FIT Tested and issued a mask and regulator.
 5. This equipment will be needed in order to complete their training and to receive their Certificate of Equivalency for Volunteer Recruit School.

REFERENCES

Prince George's County Code, Subtitle 11 – Fire Safety; Division 7 – Minimum Qualifications for Volunteer Firefighters and Emergency Medical Services Care Providers; Sections 11-331 through 11-343

FORMS / ATTACHMENTS

Attachment A – Volunteer Recruit School Via Target Solutions
Attachment B – Application for Equivalency
Attachment C – Training Certification – Volunteer Recruits School, Form # 3899
Attachment D – Issuance of Personal Protective Equipment Request/Agreement, Form #4371
Attachment E – Volunteer Agreement for Issuing SCBA Face Mask

VRS via Target Solutions

- The Prince George's County Fire Commission will be notified of the completed & passed physical.
- Fire Commission will notify station of members id number & notify them that members info has been sent to TISO.
- Recruit names will be submitted to TISO for Gmail/TS login accounts.
- Recruit will be notified once accounts are created (*someone from TISO will contact member with instructions on how to access their TS/Gmail account via text or email*).
- VRS sections will be assigned to the recruit in Target Solutions.
- Recruit will now be able to complete VRS modules assigned (*once all 5 modules are completed the final exam will be assigned*).
- Recruit must email Bonnie VRS completion Certificate, copy of CPR card, IS100, IS700 certs, WHAT/HIPAA Forms to pgvolunteertraining@gmail.com.
- Bonnie will verify all paperwork is complete for Training Commissioner processing & signature.
- Notification will be made to schedule for a PAT/ID & pick up of forms.
- Distribute paperwork during PAT appointment to move forward for gear/fit test.
- The recruit will contact Logistics for the gear appointment by calling 301.883.0350 or emailing pgfdlogistics@co.pg.md.us.
- The recruit will contact AMD to schedule their fit test for face-piece via direct web link: <https://apparatusmaintenance.appointy.com/default.aspx>.
- Recruit must complete in-station portion of PGC #3899 form.
- Volunteer Chief must sign PGC #3899 form verifying completion and form must be returned to Commission office.
- Once verified a final certificate of completion for VRS will be issued to Recruit.

FEMA Training Certifications

Go to: <https://training.fema.gov/>

- Click the Independent Study tab at the top of the page
 - Under the Distance Learning Section, type in Search box IS100 > Search
 - Click IS-100.c -Introduction to the Incident Command System
 - Complete course & take final exam
 - Print certificate

- Click the Independent Study tab at the top of the page
 - Under the Distance Learning Section, type in Search box IS700 > Search
 - Click IS-700.b - An Introduction to the National Incident Management System
 - Complete course & take final exam
 - Print certificate

- ❖ Both IS100 & IS700 certifications need to be submitted to Fire Commission via email pgvolunteertraining@gmail.com in order to receive credit.

CPR Training

- Members will be required to obtain CPR and submit a copy of their card to the Fire Commission via email pgvolunteertraining@gmail.com in order to receive credit.

- Members who need CPR can go to www.bowiefire.org select CPR for Bowie on the right-hand side of screen. Classes will resume on 3rd Wednesday of the month. Members should send an email to bowiecpr@gmail.com with the following information: name, station, Refresher or New. The webpage will be updated with class dates.

- ❖ Beginning January 1, 2021, the Fire Department will transition from the American Heart Association (AHA) training program to the American Safety & Health Institute (ASHI). Cards will still be digital. Your current AHA will be valid until it expires.

WHAT/Confidentiality Forms

- Members are required to download, sign, and submit to the Fire Commission via email pgvolunteertraining@gmail.com the WHAT and Policy on Confidentiality forms. These forms can be found on the Fire Commission website at <https://firecommission.com/> > forms > useful forms.

Prince George's County Fire Commission

6820 Webster Street Landover Hills, MD 20784

Phone: 301-583-1914 - Fax: 301-583-1912

Application for Equivalency

Name: _____ PGFD I.D. #: _____

Home Address: _____

Contact Number: _____

Fire/EMS Department Affiliation: _____ Station #: _____

Volunteer Chief: _____ Contact Number: _____

I am a new volunteer member to the Prince George's County Fire/Emergency Medical Services (EMS) Department, and I have prior training with another jurisdiction. I am providing copies of all relevant training I have completed along with a letter from my previous Fire/EMS Department regarding my membership status and training.

Verification Information:

Name of Fire/EMS Department Organization: _____

Point of Contact or Fire/EMS Chief: _____

Address: _____

Contact Number: _____

Attachments:

Training Records

Letter from Previous Fire/EMS Department Affiliation

**PRINCE GEORGE'S COUNTY FIRE COMMISSION
TRAINING CERTIFICATION – VOLUNTEER RECRUIT SCHOOL**

Attachment C

Name: _____ **PGFD I.D.#:** _____
LAST FIRST MIDDLE (must obtain prior to enrollment)

Date of Birth: ____/____/____ **Age:** ____ **Social Security #:** ____-____-____

Date Entered Fire Department: ____/____/____ **Fire/EMS or EMS only** **Station #:** _____
(circle one)

The new member must start at STEP 1 or 1A and continue in order until completed. If starting at STEP 1A, complete up to STEP 4.

STEP 1 – Training Requirements – Volunteer Recruit School (V.R.S.) Classroom portion – New member no training

- Session 1 – Fire Service Orientation, (WHAT), (HIPAA), and G.O's. and S.O.P.'s (3 hours)
- Session 2 – Infectious Control, and Fire Department Health and Safety (3 hours)
- Session 3 – Final Exam, and CPR (To be exempt from CPR proof required at Session 2) (8 hours)

Exams:

Final Exam **passed:** _____ **failed:** _____
Cardiopulmonary Resuscitation **passed:** _____ **failed:** _____ **exempted:** _____

STEP 1A – Training Requirements – Equivalency portion – New Member with prior training

- Session 2 – Infectious Control, and Fire Department Health and Safety (3 hours) **completed:** _____

Completion of Classroom Portion of VRS only: _____

Instructor's Name Signature Date

By Completion of Classroom portion of VRS, student is NOW allowed to get P.A.T. Tag, P.P.E., Fit Test, and then start Step 5.

STEP 2 – Personal Accountability Tag (P.A.T.)

Contact the Fire Commission office located in the Fire Services Building, 6820 Webster Street, Landover Hills, at 301-583-1914 during normal business hours for appointment. Must have appointment and bring this signed form.

P.A.T. Tag Issued by: _____ **Date Issued:** ____/____/____
Name Signature

STEP 3 – Personal Protective Equipment (P.P.E.)

Have this form, PPE form #4371 signed by Fire Commissioner and P.A.T. Tag then report to Logistics Division at 7600 Jefferson Avenue, Landover. Operating hours are 08:30 to 1200 hours and 13:00 to 15:30 hours, Monday through Friday.

P.P.E. Issued by: _____ **Date Issued:** ____/____/____
Name Signature

STEP 4 – SCBA Personal Face Piece

Contact the Breathing Apparatus Shop located in the Apparatus Maintenance Division, 4200A Forestville Road, Forestville at 301-817-3761 during normal business hours for appointment. Must have appointment and bring this signed form and the Volunteer Agreement form signed.

Face Piece & Reg. Issued by: _____ **Date Issued:** ____/____/____
Name Signature

STEP 5 – Training Requirements – In Station Portion of VRS

| | PowerPoint Presentation Viewed | Check Sheet Completed |
|---|---------------------------------------|------------------------------|
| Session 1 – Personal Protective Equipment (P.P.E.) | _____ | _____ |
| Session 2 – Self Contained Breathing Apparatus (SCBA) | _____ | _____ |
| Session 3 – Portable Ladders | _____ | _____ |
| Session 4 – Tools and Equipment | _____ | _____ |
| Session 5 – Hose Lines & Appliances | _____ | _____ |
| Session 6 – Hazardous Materials Awareness (E.R.G.) | _____ | _____ |
| Session 7 – Ambulance Operations | _____ | _____ |

After all steps are completed and signed, in-station check sheets must be turned in along with signed form #3899 back to the Fire Commission after Volunteer Chief signs.

Company Volunteer Fire Chief's Signature: _____
Name Signature Date

(By signing this, it certifies that the above student/member has completed the in-station portion of VRS was completed)

Fire Commission Approval: _____
Fire Commissioner Signature Date

*Note: No active Firefighter or EMS care provider shall enter a Burning Structure or serve as primary care provider on any emergency incident until they have obtained the appropriate certifications listed below.

Further Training Requirements and Additional Information:

- Fire Personnel** – Within 12 months of date of entering fire department, must enroll in Emergency Medical Technician or Fire Fighter 1 class
- Within 30 months of date of entering fire department, must obtain in Emergency Medical Technician and Fire Fighter 1 certification
- EMS Only Personnel** – Within 18 months of date of entering fire department, must obtain Emergency Medical Technician certification

I, _____, **have read and understand all the information contained within this form.**
New Member Signature

PRINCE GEORGES COUNTY FIRE COMMISSION

ISSUANCE OF PERSONAL PROTECTIVE EQUIPMENT REQUEST / AGREEMENT

TO: Logistics & Supply Services

The below named volunteer member meets or exceeds the training guidelines set forth by the Prince George's County Fire Commission and Prince George's County Code – Subtitle 11.

The member is eligible to be issued a complete set of Personal Protective Equipment in order to meet the requirements of General Orders (Division 8 Chapter 13 & Division 10 Chapter 2).

Volunteer Firefighter _____, Identification # _____ is a member of _____, Station # _____.
Name of Volunteer Station

By signing this Request/Agreement you acknowledge and agree to the following:

- 1) The Personal Protective Equipment is the property of Prince George's County.
- 2) The Personal Protective Equipment is for the sole and express use in Prince George's County Fire/ EMS operations only. At no time will the Personal Protective Equipment be taken out of Prince George's County for use in Fire/EMS operations of another jurisdiction except when participating in official Prince George's County Fire/EMS operations or approved training.
- 3) With sufficient notice, the Personal Protective Equipment will be presented to any authorized member of the Prince George's County Fire/EMS Department or the Prince George's County Fire Commission or their designee for inspection.
- 4) If found in violation of this Request/Agreement, the Personal Protective Equipment may be confiscated and the person in violation may be suspended from Prince George's County Fire/EMS operations.
- 5) If the Personal Protective Equipment of any volunteer member cannot be accounted for, the funds to replace it will be deducted from the General Operating Budget of the member's station.

Print: _____

Sign: _____
Volunteer Member / Date

New Member (No Prior Training)
(Must also have VRS Form #3899)

New Equivalence Member (Prior Training)
(Must also have VRS Form #3899)

Print: _____

Sign: _____
Fire Commissioner / Date

EMS Only Member (Must check one of the above)

Gear Issued:

Turnout Coat Turnout Pants Knee High Boots Helmet Gloves Nomex Hood Suspenders

Size: _____ Size: _____ Size: _____ Color: _____ Size: _____

Issued By: _____
Print / Date

Sign

PAT Tag ID Card

Issued By: _____
Print / Date

Sign



Prince George's County

Fire Commission

CRANFORD-GRAVES FIRE SERVICES BUILDING
6820 WEBSTER STREET
LANDOVER HILLS, MARYLAND 20784

Volunteer Agreement for Issuing Scott Face Piece

In order to provide accountability for the face pieces being issued to individuals, it is required that the personally issued face piece is inspected on an annual basis. This will be performed in conjunction with the individual's Annual Fit Test.

I _____ acknowledge that
(Print Vol. Chief or President Name)

the recipient named below is a riding member of Station _____

Signed: _____ (Vol. Chief or President Signature) _____ (Date)

Members Name: _____ PGFD ID # _____
Print