

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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GENERAL ADMINISTRATION

SOP#: EA 9.11

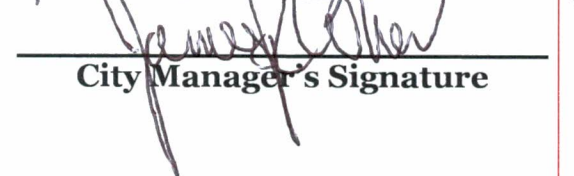
Title: Reporting of Off-Site
Training

Effective Date: 8/18/2023

Revised Date: _____



Fire Chief's Signature



City Manager's Signature

REPORTING OFF-SITE TRAINING

I. PURPOSE

To provide documentation for training to better support our high standard of service and care.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. POLICY/POSITION

Fire/Rescue Personnel shall document all off-site training with a CAD generated incident number under the Fire Module in ESO.

III. RESPONSIBILITIES

- Whomever is the lead for the offsite training is responsible for ensuring the report is created.
- Shift officers, then Battalion Chiefs are responsible for making sure the report is correct, complete, and locked.
- The Battalion Chief or designee shall approve off site training.

IV. PROCEDURES

1. Contact dispatch and request a CAD incident number be generated at the beginning of training.
2. At the conclusion of training contact dispatch so they can mark the incident over.
3. Add all personnel and apparatus that participated in the training.
4. Provide brief description of the location and training subject in the narrative. Note any injuries, equipment failures, or damages as well.
5. Training should be coded 900 for NFIRS purposes.
6. Shift Battalion ensures the report is complete and locked.

V. DEFINITIONS

Off-site- Training is considered off-site when personnel and apparatus leaves its assigned station to go to another physical location whether in district or not.