

Basic information for conducting

JUNIOR FIRE & EMS CAMPS



Please Read Carefully

The information contained in this manual is intended for educational purposes only VFIS specifically disclaims any liability for any act or omission by any person in connection with the use or implementation of any information contained in this manual.

VFIS does not make any representation or warranty, expressed or implied, with respect to the results obtained by the use, adherence or implementation of any material contained in this manual. The implementation of this manual is not a guarantee that you will achieve a certain desired result. Your continued effort in all areas of loss control, safety education and the implementation of operating procedures is the most effective way to assure that you are providing a safe environment for your employees, volunteers and the public.

© 2014 VFIS

All Rights Reserved. No part of this work covered by the copyright hereon may be reproduced or used in any form by any means—graphic, electronic or mechanical, including photocopying, recording, taping or information storage and retrieval systems—without the written permission of VFIS.

Junior Fire and EMS Camps

Summer brings with it the opportunity for the future of the fire and EMS community to inspire youth in the spirit of public safety. With students out of school, camps abound attracting their interest – swim camp, adventure camp, tennis camp, soccer camp, summer baseball academy and the list goes on. Yet, how many communities actually capitalize on the idea of hosting a fire, EMS or law enforcement camp?

Surprisingly, more communities than one might think are hosting such camps. In fact, a recent Internet search found some 2,000-plus communities involved in junior public safety camps. The goals of such camps vary, but typically involve:

- Increasing youth awareness about volunteering and supporting fire and emergency services.
- Educating parents, the community and organization mentors of the importance of encouraging volunteerism.
- Enabling local youth to gain insight and interest in becoming long-term members of emergency services.
- Providing fire and EMS agencies with additional help in accomplishing non-firefighting or nonemergency tasks.
- Assisting in developing leadership for America's youth, who are tomorrow's leaders.

Since so many communities are involved, it is important to assure the proper actions and precautions are taken to protect those future public safety members, the instructors/counselors and the organizations during these events, making them as valuable as possible to all involved.

The camps are typically designed to introduce the participants to the roles, responsibilities and duties of public safety personnel. However, their activities MUST be limited to what is permitted by law in each state's child labor laws. In addition, appropriate "sign offs" must be obtained by the parent/guardian of each participant and it's important for those providing instruction or serving as camp counselors to have background checks completed. Identify any camper with physical limitations to verify proper precautions are taken.

Once the camps are active, the youth are involved in many age appropriate activities such as:

- Physical training (exercise).
- Fire safety and prevention scenarios.
- Learning basic First Aid and CPR.
- Creating fire escape plans.
- Walking through the smoke maze.
- Water games.
- Running obstacle courses.

- Doing a radio search.
- Tying rope & knots.
- Thermal imager training and use.
- Observing a live fire scenario.
- Working with the fire and EMS equipment.
- Tours of 9-1-1 centers

It's helpful for the campers to receive hands on training and experience in what a firefighter does daily by interacting with active firefighters. In addition to learning about fire safety, they find out what to do in an emergency situation, acquire basic first aid skills and learn more about the tools and equipment used by firefighters. One of the biggest parts of camp is teamwork. Successful camps include lessons in team building and leadership. Having a successful outcome as a firefighter requires well-rounded team skills. These programs typically conclude with an awards ceremony that parents/guardians are encouraged to attend and, in some cases, demonstrations are provided by the campers.



Middletown PA Fire Company Fire/Rescue staff demonstrates auto extrication for the campers. (Credit: Middletown Fire Company)

Most organizations charge a small fee to cover the expenses of this program, similar to other summer camps. The fee typically includes a t-shirt or two for the participant to wear during the camp, a hat and may include lunch.

The camps are designed to be educational, fun and safe. Chief Chip Lillie of the Middletown Volunteer Fire Company in Middletown, Delaware County, PA, indicated the key to success in his camp was using qualified "younger" college and high school age members to work with the participants, moving them through the activities. They formed a bond. One parent of a program remarked "My son had a great time and understands what firefighters do and why, while learning about volunteering."

From a chief officer and administrator standpoint, an important part of developing a successful camp is taking the right risk management precautions and assuring insurance protection is in place. Consider the following:

- 1. Activities are consistent with state child labor law provisions and camp related requirements.
- 2. If affiliated with a municipal park and recreation program, verify the previously mentioned items are addressed.
- 3. Complete and review permission and restriction forms.
 - a. Registration.
 - b. Health Form.
 - c. Media Release.
 - d. Rules and Regulation sign off/acknowledgement.
- 4. Have sufficient counselors (male and female) for the number of participants with supervision 100 percent of the time.
- 5. Have a safety officer assigned to ALL activities.
- 6. Have fun!

Chief Lillie noted, "Hopefully we see these campers back in the future, as firefighters. That is the real goal."

Consider the following for a junior firefighter program:

- Develop sexual harassment/abuse policies for adult program advisors, general department membership and junior members that are strictly enforced and include:
 - Clear definitions of what constitutes as sexual harassment/abuse and prohibited activities.
 - Defined procedures for reporting violations and protecting confidentiality.
 - Mandated and documented training.
 - A provision for parents and/or legal guardians to be informed.
 - A signed acknowledgement for receipt and understanding of the policy.
- Policies regarding age and gender mix among both junior members and advisors may include:
 - Provisions and/or restrictions on minimum/maximum number of adults vs. juniors permitted during activities.
 - Minimize one-on-one contact in isolation between adults and youth.
 - One-on-one activities such as counseling should not be performed in seclusion.
 Provisions may be made for privacy but conduct the meeting in full view of others.
 - Use caution in allowing situations to arise where there is one-on-one gender mix between adults and juniors.
 - Avoid one-on-one and mixed gender sleeping arrangements with adults and/or youth by offering separate facilities whenever possible.



The author provides members of the Upper Merion Fire Camp with information on the equipment in the Chief's command vehicle of the King of Prussia PA Fire Company (Credit: Bill Daywalt, UM Township Deputy Fire Marshal)

- Include safe and confidential reporting provisions of incidents or actions for the junior member to both an advisor and non-advisor that may include:
 - The junior member or organization reserves the right to utilize outside third parties to help resolve any allegations.
 - A commitment statement by the emergency service organization (ESO) indicating they
 are committed to providing a safe environment for the junior members and are equally
 committed to conducting prompt, thorough and fair internal investigations of all
 complaints of work-related wrongdoings.
 - Junior members are not required to confront person(s) involved in alleged incidents.
 - Any person named in the complaint shall not be part of the investigative team. Neutral persons within the organization will be designated to handle internal investigations.

The following documents are provided as examples/samples. They are for you to create your own documents for use. Edit them to meet your needs.

SAMPLE MEDIA/PHOTO RELEASE AUTHORIZATION

Insert Department Name Here Insert Department Address Here Insert Department Phone Here

Media/Photo Release Authorization

	arent/guardian of a child/children enrolled in thetand and agree to the following conditions:	Fire Camp or Junior Fire Academy, I
1.	Members of various news media outlets may be on site at a recording and reporting to the general public on the success newspaper, radio, and television.	·
2.	The Fire Department will be taking photographs during the Web site or other promotional outlets.	week, which may be used on our official
3.	Participants under the age of 18 will only be identified to the names unless direct contact has been made with the parer	
4.	The has a Department of Cormay attend the camp or portions of the camp to record camphotographic and television recording equipment for future	np activities on professional grade
Parent	/Guardian Signature:	Date:

SAMPLE PROGRAM FLYER – Pages 6 - 7

Insert Department Name Here or place on letterhead

Dear Parent	or Guardian.
-------------	--------------

Fire Camp and Junior Fire Academy are free full-day local camps that run Monday through Friday. The camps are dedicated to exposing school age kids to what it is like to be a firefighter with the ______ Fire Department. These camps are a great opportunity for firefighters to help kids build a sense of teamwork and responsibility. We accept applications for Fire Camp from children who are going into sixth grade in August 20___ and for Junior Fire Academy from children who are going into seventh and eighth grade in August 20__.

These camps are designed to be fun, challenging, entertaining and educational; all at the same time. We want the children to learn safety lessons about things around their homes and schools that they encounter every day. They will have short periods of lectures and lessons each day followed by opportunities to actively participate in exercises designed to reinforce what they have been taught.

Their lessons and activities will center on the day and life of a firefighter and fire and life safety issues, but will also branch out to cover CPR, search and rescue and many other interesting topics. Attendees will be divided into teams of four, which will operate as a "fire company" for all of their activities. Each child will get the opportunity to be the "company officer" for a day. Leadership principles will be taught to each child directly and indirectly.

MEDICAL/MEDICATIONS

We have trained medical personnel for our department at the level of Emergency Medical Technician—Basic up to Paramedic. We will not be able to administer any medication to your child that is not provided by the parent in its original container with dosage specified. Children will not be allowed to keep medication of any type in their possession. Our medic will administer all medications as needed and as specified on the prescription label. In cases of injury or illness that are serious enough to warrant under our operational medical director's protocols, your child's status would be changed from "camper" to "patient" and could result in a transport to a hospital emergency room. Every attempt will be made to reach the parent/guardian prior to medical assistance being provided.

DRESS CODE

You should dress your child according to the weather forecast for the day. Long pants are preferred since we will be doing some crawling. Although we do our best to control the temperature in the training room where classes are held, the room at times can be cold. If your child is cold natured please send a light weight jacket with them. A camp T-shirt is provided on the first day. Many children will wear the T-shirt on Monday for pictures then again at the closing ceremony on Friday. Closed-toe shoes and socks are required at all times.

In order for any child to attend camp he or she will have to rely on you or another adult for daily transportation. Therefore, there is some time involved on your part. The hours for camp are as follows:

Therefore, there is some tim	ie involved on your part. The not	irs for camp are a	s follows:	
Campers may be droppe	MONDAY – FRIDAY fromed off at camp location after		-	p.m.
Lunch will be provided, but physical activity.	please make sure campers have	a good breakfast	since we will be doing a	ot of
	Fire Department, we thank t your child will have a fun and p		•	Junior
			Your Departme	Sincerely ent Name

For additional information or to apply, please contact the at
There are portions of the class that require physical effort in simulated firefighting operations as well as classroom training in fire safety and prevention. Will your child be willing and able to participate in both aspects?
Please feel free to make any additional comments here:
Please attach a second sheet of paper if you need more room to finish.
 Candidates will adhere to the Department's Rules and Regulations or will be dismissed without review. Candidates should not bring any valuables to the program, including toys, radios, jewelry, money, etc. Cell Phones are not permitted in camp. A phone is available for necessary calls. Fire Department is NOT responsible for lost items. Staff has been instructed NOT to safe keep any candidate's possessions. Candidates should wear closed-toed sneakers every day (no sandals). Candidates should wear work clothes including jeans (appropriate for the weather). Shorts may be worn for morning workout, but not in lieu of proper work clothing for evolutions. Candidate should bring appropriate clothing to get wet in and bring a towel for the end of every day.
Fire Camp and Junior Fire Academy will be held at the Hours are a.m. – p.m. Early drop-off hours are from – a.m. Late pick-up hours are from – p.m. Campers must be picked up by p.m.

SAMPLE APPLICATION – Pages 8 - 14

FIRE CAMP & JUNIOR FIRE ACADEMY APPLICATION 20_ FIRE CAMP DATES: _____ (RISING 6TH GRADERS) JUNIOR FIRE ACADEMY DATES: ______ (RISING 7TH & 8TH GRADERS) CAMP HOURS: Please fax your completed application to _____ or mail or drop it off at the _____ Attention: Applicant's Name: _____ Age: ____ Boy Girl Home Address: City: State: Zip: Email Address: Home Phone: Grade Entering August 201 School: Parent/Guardian Name: _____ Address: _____ Apt: ___ City: ____ State: __ Zip: ____ Home Phone: _____ Mother's Work Phone: ____ Father's Work Phone: Emergency Contact: _____ Cell Phone: NAME TELEPHONE Email Address: _____ Please list all health concerns, limitations or restrictions, and medications for your child: Only the following people may pick my child up from Fire Camp or Junior Fire Academy: Attendance is required for all portions of the 5-day camp. Will you commit to attending the entire program? ☐ YES ☐ NO Fee \$ ___ include with application T-Shirt Size:

Youth Medium Adult Medium ☐ Youth Large
☐ Adult Large ☐ Youth X-Large ☐ Adult X-Large

EMERGENCY MEDICAL AUTHORIZATION:

As parent or legal guardian of		, I furthermore give permission
to and its er	mployees and volunteers to obtain emerge	ency medical treatment for my
child(ren) or the child(ren) over w	whom I have legal custody, each of whom	is listed above.
	effort will be made to contact me prior to s ned, the county will exercise reasonable ju	
Signature:	Date:	
MINOR CHILD RELEASE, LIAB	BILITY WAIVER AND HOLD HARMLESS	STATEMENT FOR
PARTICIPATION IN THE FIRE (CAMP OR JUNIOR FIRE ACADEMY PR	OGRAM SPONSORED BY
my minor child identified below, I	in risks involved with participating in the a I hereby RELEASE, DISCHARGE AND A OFFICERS, AGENTS, VOLUNTEERS, A	GREE TO HOLD HARMLESS ASSISTANTS, AND EMPLOYEES,
property damage resulting from a participating in the County's active STATEMENT does not apply if s	nd or action of any kind arising due to bod any incident which may occur to my minor vities. This RELEASE, LIABILITY WAIVEF such injury, death or damage is caused by , its officers, agents, volunteers, assis	r child as a result of my minor child's R AND HOLD HARMLESS the willful, reckless or gross
	Date:	
Signature of parent of guardian		
Printed name of parent or guardi	an Printed name of minor ch	nild
PHOTOGRAPH RELEASE		
To more effectively promote prog seeks the permission of program	grams and activities sponsored by n and activity participants to photograph thing in county programs and activities. Pleas	e participants and their
I <u>, </u>	, the parent or legal guardian of e and use photographs of me and/or my c	,
of promoting and/or my child/children/ward(s)	e and use photographs of me and/or my control programs and activities. This includes perfor such purpose. I understand that such property of	rmission to publish photographs of me photographs of me and/or my
Signature:	Date:	

Health History Form Junior Firefighter Camp	Please return this form with event registration and provide any changes to this form to event health personnel upon participant's arrival. Provide complete information so that the staff can be aware of your needs.			
Name:				
Home Address:				
Gender: □ Male □ Female Birth date/	_/ Age at event:			
Custodial parent/guardian	Phone:			
Home address (if different from above):				
	Other ()			
Second parent or guardian or emergency contact:				
Address:				
If not available in an emergency, notify:				
Relationship: Phone: ()	Address:			
Insurance information: Is the participant covered by	family medical/hospital insurance? ☐ Yes ☐ No			
If so, indicate carrier or plan name:	Group #			
Insurance carrier address:	Phone: ()			
Allergies: List all known. Describe reaction and mana	agement of the reaction.			
Medication allergies (list) Food allergies (list) Other allergies (list) include insect stings, hay fever, asthma, animal dander etc.				
Does not eat: □ Red Meat □ Pork □ Dairy Products	□ Seafood □ Eggs □ Other (describe)			
	33			
Important – This section mus	t be completed for child to attend.			
Permission: My child □ has my permission □ does	s not have my permission to attend			
	s not have my permission to participate in swimming			
Should not participate in the following stand that while all reasonable efforts will be made to provide	owing activities e a safe environment, certain risks are involved. I understand the			
, officers, employees, and agents that in case of serious injury or illness, I will be notified. If it is impos as the attending physician recommends. This health history is corre permission to engage in all camp activities except as noted. I hereby prescribed medications, and seek emergency medical treatment inconcessary for treatment, referral, billing, or insurance purposes. I given you child. In the event I cannot be reached in an emergency, I hereby	s are not liable in case of accidental injury or illness. I hereby further understand sible to contact me, I hereby give permission for emergency treatment or surgery ct and complete as far as I know, and the person herein described has y give permission to the camp to provide routine health care, administer duding ordering x-rays or routine tests. I agree to the release of any records we permission to the camp to arrange necessary related transportation for me/y give permission to the physician selected by the camp to secure and d above. This completed form may be photocopied for trips out of camp.			
-	Date:			
I also understand and agree to abide by any restrictions placed on r				
Signature of camper/staffer:	Date:			

Medications Being Taken: Please list ALL medications (including over-the-counter or nonprescription drugs) taken routinely. Bring enough medication to last the entire time of this event. Keep it in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration. ☐ This person takes NO medications on a routine basis. OR ☐ This person takes medications as follows: Med #1 Dosage Specific times taken each day Reason for taking _____Dosage Specific times taken each day ______ Reason for taking _____ Med #2 Attach additional pages for more medications. Identify any medications taken during the school year that participant does/may not take during the summer. General Questions: (Explain "yes" answers below.) Has/does the participant No Yes No 1. Had any recent injury, illness or infectious 16. Ever had back problems? disease? 2. Have a chronic or recurring 17. Ever had problems with joints (e.g. illness/condition? knees, ankles)? 18. Have an orthodontic appliance being 3. Ever been hospitalized? brought to the 4. Ever had surgery? Event? 19. Have any skin problems (e.g. itching, 5. Have frequent headaches? rash, acne)? 20. Have diabetes? 6. Ever had a head injury? П 7. Ever been knocked unconscious? 21. Have asthma? 8. Wear glasses, contacts, or protective 22. Had mononucleosis in the past 12 months? eyewear? 23. Had problems with 9. Ever had frequent ear infections? diarrhea/constipation? 24. Have problems with sleepwalking? 10. Ever passes out during or after exercise? 25. If female, have an abnormal menstrual 11. Ever been dizzy during or after exercise? history? 12. Ever had seizures? 26. Have a history of bed-wetting? 13. Ever had chest pain during or after 27. Ever had an eating disorder? exercise? 28. Ever had emotional difficulties for which 14. Ever had high blood pressure? professional 15. Ever been diagnosed with a heart help was sought? murmur? Please explain any "yes" answers, noting the number of the guestions. Use this space to provide any additional information about the participants behavior and physical, emotional, or mental health about which the camp should know.

Name of family dentist/orthodontist: Phone:

Name of family physician: ___

Which of the following has	Please give all dates of immunization							
the participant had?	Vaccine:	Dates	Mo/Yr	Mo/Yr	Mo/Yr	Mo/Yr	Mo/Yr	Mo/Yr
□ Measles	□ Diphtheria							
□ Chickenpox	□ Pertussis							
□ German Measles	□ Tetanus							
□ Mumps	□ Polio							
□ Hepatitis A	☐ Typhoid					1		
□ Hepatitis B		_	_	_	_		_	_
□ Hepatitis C	□ TB Mantoux Test	Date o	of last test:		□ Positive	□ Negative		
Screening Reco	rd (for staff use	e only) So	creened by:					
Date screened: _ No □ None red Meds Received:		e:	AM/PM	Update	es/additions t	o health hist	ory noted:	Yes 🗆
Current health needs identified:								
Observational no	tes:							
		$\overline{}$						

Junior Firefighter Camp Rules

- **1.** No one may leave camp without permission. If you leave, written permission is required.
- **2.** No alcohol, firecrackers, weapons, tobacco or drugs are permitted in camp. Check medications with health personnel. Violators will be sent home without refund.
- **3.** All campers will be at their assigned location at all times.
- 4. Campers who bring a car to camp must leave it parked during camp.
- **5.** Campers are not permitted in others' belongings.
- **6.** Campers will be charged for the cost of any physical facility and/or resource damage for which they are responsible.
- 7. Campers are not permitted to have cell phones in camp. A phone is available for necessary calls.
- **8.** Campers shall follow all health and safety regulations.
- **9.** _____ are not responsible for loss, theft, or damage of personal items brought to camp. **Please leave valuable items at home.**
- **10.** Programs and activities offered by the ______ are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status.

Camp Goals

LEADERSHIP - Campers develop leadership skills and receive encouragement from their parents, peers and professionals to become engaged members of their communities.

TRAINING - Campers acquire insight and interest in becoming long-term members of the emergency services field.

COMMITMENT - Campers gain an increased awareness for volunteering and supporting the fire/emergency services.

SUPPORT - Campers become trained junior firefighters who can aid departments in accomplishing non-emergency tasks.

CAMARADERIE - Campers make new friends and create peer groups with people from various states, interest areas and backgrounds.

FUN - Campers enjoy leisure activities like sports and swimming.

Learn what it takes to be a firefighter

Interested in learning more about firefighting and emergency medical services?

Junior Firefighter Camp provides training from professional and volunteer firefighters in the areas of:

- CPR and First Aid
- Hoseline Operations
- Fireground Operations
- Ground and Aerial Ladders
- Leadership and Team-Building
- Self-Contained Breathing Apparatus

- Personal Protective Equipment
- Vehicle Extrication and Vehicle Fires
- Aircraft Rescue Firefighting
- Wilderness Search and Rescue
- Wildland Firefighting
- Rope Rescue

Camp Requirements and Registration

Registration Deadline: Ages: 14 – 17
Price: \$ Includes meals, lodging, and six required camp t-shirts.
Scholarship Availability: Scholarships will be offered to a select few who qualify. Please contact the for details.

Necessary Equipment:

- NFPA 1971 Compliant Gear (includes: helmet, hood, coat, pants, gloves, and boots)
- NFPA 1981 Compliant SCBA with face piece
- Cotton clothing including pants, shorts and t-shirts.

Returning Campers:

Returning campers will be placed in the Advanced Training Group and learn skills relative to his/her experience.

Resources

Implementing Junior Member Programs communique.

http://www.vfis.com/documents/ImplementingJuniorMemberProgramsCommunique.pdf

2013. West Virginia University State Fire Academy. http://fireservice.ext.wvu.edu/

2013. Middletown Township PA Fire Company. http://www.middletownfirecompany.com/

