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## Ames Fire Department Standard Operating Guidelines

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Book: 2 – Routine Operations  
Section: VI – Training  
Chapter: 1 – AFD Instructor Requirements  
Date Approved: 02-26-2014    Revision No.: New    Approved by:  
Review Date: 2017

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### **PURPOSE:**

This guideline provides clarification to Ames Fire Department (AFD) members wishing to conduct formal training as an instructor, both within the organization as well as outside of the organization.

### **POLICY:**

The AFD recognizes the value of having certified fire service instructors available to instruct fellow firefighters. The AFD also recognizes that as a fire service instructor you are held to a higher standard. As an AFD instructor, you are responsible for the safety of the entire class at all times. You are also responsible for the content of the training material(s), making sure it is both accurate as well as appropriate for the class.

### **PROCEDURE:**

- AFD members wishing to present training material(s) to the department, in a formal setting, will be Certified NFPA 1041 Fire Service Instructor I
  - Exception: Individuals working towards their Fire Service Instructor I certification who work under the guidance of a certified Fire Service Instructor I or higher
- A detailed training outline will be provided to the Shift Commanders for review and approval at least 30 days prior to the training
  - Training outlines will provide a ICS 215A Incident Action Plan Safety Analysis
    - Exception: If the training is classroom only and does not contain a hands-on portion, a ICS 215A Incident Action Plan Safety Analysis may not be required

### **REFERENCES:**

ICS 215 A Incident Action Plan Safety Analysis