

## Virginia Tech Wildland Fire Crew Standards of Procedure

- I. Contact for Call-Outs—The faculty advisor shall be the main contact for all officials. When they receive a call they shall implement the call-out procedures. If during the fire season the faculty advisor is not available to receive calls, the FMO or the SB will be designated as the main contact. They shall be in charge of contacting the appropriate officials and letting those officials know their name and contact information. If for some reason neither the FMO or the SB is available to be the main contact, they are in charge of finding someone(s) on the crew to serve as the main contact. The FMO/SB is still responsible for notifying the appropriate officials who the main contact is, that phone number(s), and the length of time that person will serve as the main contact. The main contact shall know (or be informed) where all keys, equipment, etc. are located and have a phone list and know call-out procedures.
- II. Dues—Dues shall be collected at the second club meeting of the academic year. For those who join the club after the second meeting, dues shall be collected at the first or second meeting they attend. All dues will be collected by the treasurer and deposited in the club account. All members who wish to be on the call-out list must pay dues (this includes Alumni and Honorary members). Dues shall be \$10 per academic year. If a member cannot pay dues for any reason, they may appeal to the faculty advisor.
- III. Equipment purchases—Based on the AFMO's recommendation, members shall vote on equipment purchases. The AFMO must inform members of the piece of equipment, why we need one (or more) and cost. A two-thirds majority is needed. Based on the vote, the AFMO may purchase the equipment. If the vote is a nay, the topic is rested for that meeting. Another vote may occur after a meeting has passed without a vote on that piece of equipment. Multiples of a tool and items related to a tool (ex. chainsaw-- chaps, cutting hard hat, gas can, etc.) may all be voted on together. Different types of equipment, except those listed above shall be voted on by separate votes.
- IV. Equipment/Vehicle Clean-up—All members who went out on a fire are responsible for cleaning the piece of equipment they used. This includes sharpening. All members who went out are responsible for cleaning the vehicles used. After equipment is cleaned and ready to go out again, it may be checked back in. All equipment and vehicle cleaning should be done promptly due to the fact we never know when the next call will come in.
- V. Maintenance of Equipment/Vehicles—Any equipment that breaks needs to be reported to the AFMO immediately and set aside so it is not taken out. The AFMO will conduct an inventory at the end of each fire season to make sure all equipment has been returned and to assess equipment needs. The AFMO and their committee will be in charge of checking all vehicle fluid levels each week. The person that checks the fluids will also start the vehicle and drive them around (2-5 miles). Each vehicle notebook will have a check sheet to be filled out each week by the person who checks the fluid levels.

- VI. Check in/out of equipment—Each person will fill out the check sheet indicating the item(s) they are taking. Group equipment (i.e., fire box, first aid kit, water coolers, etc.) will be checked out under the highest ranking member's name. All equipment must be cleaned and ready for the next call-out when it is checked back in. (See equipment and vehicle clean-up, Section IV). Each person shall check in their own equipment.
- VII. Elections—Nominations for officers will be taken at the third to last meeting of the academic year. At this time the ballot will be set based on nominations. Members may nominate themselves for office. Another member may nominate someone for an office, but the person nominated must accept the nomination. A person may only run for one office per academic year. Voting will take place at the next to last meeting. Votes will be placed as members arrive and the secretary will tally the votes secretly. Results will be announced at the end of the meeting. The outgoing and incoming officers will plan the last meeting of the academic year.
- VIII. Vehicle drivers—It is requested that all squad bosses and the AFMO obtain a CDL. Any members beyond those listed above may also obtain a CDL. The bus driver will have a CDL. If no members that are available to go out on a call have a CDL, the member with the most experience driving large vehicles may drive. The engine driver and co-pilot should have certification to operate the engine (). It is preferred to only have two people in the engine if bus space is available.
- IX. Course Work-- The following policies will prevail for courses taught within the College of Natural Resources:
1. Students will have full responsibility for class attendance, and for fully understanding the attendance policy and schedule for all quizzes, tests, and assignments in all classes they are enrolled in.
  2. Any unannounced quizzes, tests, and/or homework that are missed by students on fire call will be treated as an excused absence.
  3. Any announced quizzes, tests, and/or homework that are missed by students within the specified duration of the fire call will be treated as unexcused absences unless an emergency situation, as discussed below, prevents the agency's release of students by the specified time.

For courses offered by departments outside the College of Natural Resources, individual arrangements for absences and missed exams, quizzes, etc., must be made with course instructors. The students must assume that any unannounced or announced quizzes, exams, and homework missed will be considered unexcused and therefore take full responsibility for the consequences. The following policies apply to courses outside the College:

1. Policies for excused and unexcused absences will be those announced by the instructor at the beginning of the semester.
2. Students should make arrangements with their instructors prior to departure and are responsible for contacting instructors within 24 hours of termination of firefighting duties to arrange for making up missed work.

3. Students are responsible for establishing that they were on fire call and whether the absence is excused or unexcused.

In the event of a critical fire situation, the agency involved will communicate the fact to the Dean of the College of Natural Resources, who will then make the decision whether to declare an emergency situation. If such an emergency is declared, the Dean will notify the faculty of the emergency situation so that appropriate changes in scheduled examinations and laboratories may be made.