

GUIDELINE
BLOOMFIELD GENOA CITY
FIRE & RESCUE

**GUIDELINE
DRILL MAKE-UP**

ACCEPTED DATE: 01-17-2004	REVISED DATE: 01-18-2007
GUIDELINE NUMBER: 8	NUMBERS OF PAGES 2
ACCEPTED BY:	

Purpose: The purpose of this guideline is to allow all members and employee of the Bloomfield Genoa City fire department to make up drill time, during normal daytime hours.

Guideline: This guideline is for the convenience to those members who may regularly work at places of employment that requires them to work second or third shift hours, this will also include those members that travel for work. All members and employees will be given the opportunity to make up most fire and rescue drills. Instructors of both fire and rescue drill will have one week after the drill to prepare a make up drill. After one week of prep time the member or employee wishing to makeup drill will have two weeks after the one-week preparation week to do so. There will be no more than two (2) drill make ups allowed in a years time for those members or employees that don't fall in to the work or travel criteria requirements.

To make up a drill the member or employee wishing to make up a drill must fill out a "Drill Makeup Request Form" within one week of the original drill. Upon completion of this form, the member or employee will then turn the completed form in to the fire chief. The fire chief will then forward the completed form to the appropriate officer in charge of drills (Rescue Captain for rescue drill make up or a Fire Captain for fire drills) or the designated instructor. The instructor doing the drill will then contact the member and set up a time for the make up drill.

This guideline is set forth to utilize the availability of the full-time and part-time employees of the Bloomfield Genoa City fire department. Drills will be made up during normal business hours (8 a.m. – 4 p.m.) Monday thru Friday. For liability and to ensure all the points of the drill are covered, any time a drill is being made up there must be two employees present for the drill to count and receive credit for it. The drill instructors may delegate employees to be instructors for the drill with understanding that they

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are competent in the materials themselves.

Upon completion of the drill the instructor will then sign the form and forward to the appropriate Captain for them to sign and turn in for credit. Any falsification of the form will result in a revoking of this privilege, refer to “policy #2 conduct section #7” In the event the drill cannot be recreated it shall be the responsibility of the Captains to the best of their ability to make an auxiliary drill that best relates to the drill that is trying to be made up.