



## LAS VEGAS FIRE EXPLORERS MEETING OUTLINE

MEMBER BOOK  
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### **0630-0655 Drill field setup**

Members must be healthy, hydrated and rested prior to start of class. **Officers arrive at 0615**

Park vehicles at south side of FTC at parking lot and along wall in dirt. **Keep south side walk-in gate open.**

**Report to immediate supervisor for rank and location.**

Place PPE in inspection order at line up area. **Place books in portable classroom.**

Unlock PPE hut, Q-hut storage areas & copy room. Keep doors propped open.

Unlock portable classrooms, south auditorium and FTC locker room door. **Keep doors closed.**

**Radios**, passport board, Explorer clip board with SCBA check out sheet and out of service tags at line up area.

Nametags on red/green **passport system (Max 7:1 – Min 3:1)** Captains at top and actors below Captain.

Arrange fullest SCBA bottles in bottle rack in both storage areas. Set fullest bottles outside hut.

Check out SCBA and bottle and write hydrostatic date / bottle # down prior to inserting into SCBA harness.

Any out of service equipment must be immediately tagged out of service, and staged outside classroom 2 for pick up.

Assign EMS/REHAB & **check EMS equipment.** Take vitals of assigned Company for PT.

Fill and maintain 4 water jugs at the following locations: line up area, rehab & front bumper of apparatus.

**Place all assigned FF 1 equipment onto drill ground and check equipment operation.**

Set up Gauntlet. Participants divided by 8 = equipment needed at each station. **Stopwatch and time card air horn.**

Explorer 20 oz. water bottles must be filled prior to drill field inspection and before the start of each training rotation.

Supervisors are responsible for updating members for any missed communication, or daily operation changes.

### **0655-0700 Drill field line up inspection**

### **0700-0745 Classroom: Event sign up, JB chapter test & plan basic skills stations & rotations**

### **0745-0800 Drill field: Warm up, stretch & Donn PPE**

### **0800-0830 Drill field: The Gauntlet, hydration/cool down & clean up**

### **0830-1130 Drill field: Basic skills**

### **1130-1145 FTC clean up:**

Battalion Chief's complete training reports (**update contact info**) & SCBA check out.

Chief checks all documents and staples in order: Roster (on top), command, battalion, SCBA, injury, & events (at bottom)

Chief updates roster and makes copies for each Battalion.

SCBA cleaning stations: 2 buckets of water 1 with a shot Vionex soap.

Package and return SCBA's and bottles. Return all FF1 equipment to carts and proper storage areas.

Equipment manager checks SCBA bottle status, and organizes Explorer PPE.

Clean countertops, desks, toilets, mirrors, windows & floors of **used areas only**. Empty used trashcans & reline trashcans.

**Review & plan for next week's meeting.**

### **1200 Distribute updated roster & terminate meeting.**

After meeting event.

Collect paperwork, money orders, and resolve any issues.

**Complete inventory of all FF 1 carts** (Remark all equipment if needed, and notify if any equipment is missing)

Make up JB test

Issue or exchange PPE

Out of service SCBA's in assigned delivery vehicle.

Shut down all media, air conditioning, and lighting.

**All FTC doors must be closed & locked. All exterior gates closed & locked.**