

ALBANY COUNTY FIRE DISTRICT 1

Local Training

Standard Operating Guidelines (SOG)

Approved: 8/2011; Jim Noel, Chair

Any Albany County Fire District 1 (ACFD1) fire department or member of a fire department when organizing interdepartmental training shall with Albany County fire departments shall:

1. Complete the training request form to inform the ACFD1 Training Group of the intended class/training opportunity:
2. The training request will include:
 - The training date, time, and objectives
 - Safety considerations
 - Location
 - Prerequisites
 - Resources required (PPE equipment, etc.), and
 - Any other pertinent information.
3. The ACFD1 Training Group will then assist the requesting organization to find instructor resources from organizations such as Wyoming State Forestry, Wyoming State Fire Marshal's Office, Laramie Fire Department, and ACFD1 Personnel, or other resources as requested.
4. The host fire department requesting the class is ultimately responsible for organizing the training itself.
5. The Training Group will then broadcast the training information to individual ACFD1 organizations as appropriate, so all departments are informed.
6. A hard copy of all information will be kept on file by the ACFD1 Training Group for a minimum of five years.

All requests must be submitted in writing a **MINIMUM** of six weeks prior to the scheduled training.