

ELMHURST FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

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Purpose

This program is in response to the increasing requests from members of the community and students enrolled in vocational programs to learn more about the Elmhurst Fire Department and the responsibilities involved in the fire rescue services, as well as the need of maintaining and improving relations with the community. The program will give others the opportunity to better understand the Firefighter/Paramedic roles and function in the community as well as broaden their knowledge of basic firefighting or Emergency Medical System (EMS) procedures.

This procedure shall establish guidelines for the safety and benefit of those who choose to participate in the ride along program

Policy

The eligibility all individuals applying to participate in this program will be determined by the Fire Chief or his designee on an individual basis.

All persons applying to participate in this program must be over 18 years old, unless the person is enrolled in a Fire/EMS service related program or vocational program.

The role of all persons in the ride along program will be one of observation only unless performing EMS skills that student is required and authorized to perform by riders training program.

All persons applying to participate in this program must complete the Elmhurst Fire Department Ride Along Application and Waiver Agreement as soon as possible to the proposed ride time for approval.

The Elmhurst Fire Department Ride along Waiver Agreement must be used whenever a request is received from someone outside the department to ride along in an emergency vehicle. The person participating in the ride along program must be aware that a ride along may be canceled at any time upon the discretion of the Fire Chief or his designee due to special circumstances or considerations.

Ride-Along Hours

Riders are generally to be limited to the hours between **8:00 a.m.** and **10:00 p.m.** unless authorized by the Fire Chief or his designee for department related or educational purposes.

Dress and Appearance:

1. Riders shall be neat and clean in appearance. Their personal hygiene and grooming must be acceptable to the shift Battalion Chief. While participating in the Ride Along Program, the rider is, in effect representing the Elmhurst Fire Department.
2. Riders shall wear suitable attire. Dark pants and dark plain shirts are recommended. No writing or artwork

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is allowed on clothing, except small brand logos are acceptable. Riders must wear flat, closed toe shoes.

3. Riders shall wear no jewelry, except a ring and watch are permitted.
4. Riders shall wear a name badge or observer vest provided by the department, or other appropriate badge provided by the media, school, or city, etc.
5. Riders must have appropriate safety equipment to participate in certain aspects of the program. Example: Firefighter PPE for auto accidents

Instructions and Rules

1. No person shall be permitted to participate in the Ride Along Program unless he or she first has submitted a signed copy of both the following forms: (1) Request for Ride Along; and (2) Waiver Agreement assuming risk or injury or damage. The Fire Chief or his designee will approve or deny the request and return the forms back to the affected Battalion Chief. The forms shall have been approved and in the possession of the Battalion Chief prior to participation in the program. Refusal to complete these forms or false statements of any nature made on these forms will disqualify the applicant from participating in the Program.
2. No firearms, cameras, cell phones or recording devices will be allowed.
3. The rider must not leave the immediate vicinity of the fire vehicle in which they are assigned unless the Company Officer, Battalion Chief or Paramedic has given permission to do so.
4. The rider must obey the orders and instructions given by the department personnel to whom he or she is assigned.
5. The rider will provide his or her transportation to and from the assigned fire station.
6. The Fire Chief, Battalion Chief or rider may terminate the tour at any time.
7. The rider agrees not to discuss names or persons involved in EMS/Fire incidents or other incidents. Each rider will be considered a confidant of the Elmhurst Fire Department and it is essential that all matters pertaining to recipients of Fire/EMS or related services by the Elmhurst Fire Department and any and all personal information including names, medical history and statements gathered remain confidential in compliance with federal HIPAA regulations.

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Battalion Chief Ride Along

1. The Rider shall report to the on duty Battalion Chief in proper attire at the time designated on the Ride along Waiver Agreement.
2. The Rider shall ride until the time designated on the Ride along Waiver Agreement.
3. The Rider will be under the direct supervision of the on duty Battalion Chief or his designee, while on the Ride Along. (Note: Safety of the Rider is important to this program).

Engine Company Ride Along

1. The rider will report to the Company Officer in proper attire at the time designated on the Ride along Waiver Agreement.
2. The Rider will shall ride until the time designated on the Ride along Waiver Agreement.
3. The Rider will be under the direct supervision of the Company Officer or his designee while on the Ride Along.
4. The Rider shall not enter any structure or property that is or possibly could be involved with fire during an incident. The Company Officer at his/her discretion, may, after the incident is terminated, show or explain his actions or show building conditions to the rider. (Note: Safety of the Rider is key to this program).
5. While the Company Officer is actively involved with an incident, the Rider shall stay with the pump operator on the outside of the structure. If for some reason, the pump operator is unavailable (i.e. pump operator must assist in firefighting on the interior), The Rider will stay with the fire apparatus and report directly to the on duty Battalion Chief upon his arrival.

Paramedic/Ambulance Ride Along

1. The Rider shall report to the senior Paramedic and Battalion Chief in proper attire at the time designated on the Ride Along Waiver Agreement.
2. The Rider shall ride until the time designated on the Ride Along Waiver Agreement.
3. The Rider shall be under the direct supervision of the senior Paramedic. (Note: Safety of the Rider is key to this program).
4. The Rider will only perform skills that they are required and authorized to do so by the Riders training program.

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WAIVER OF LIABILITY

Whereas, the undersigned person hold a special interest in community affairs and in particular, in the problems and procedures involved with firefighting; and

Whereas, the Elmhurst Fire department is a municipal firefighting agency, and continually operates in an environment which is representative of a metropolitan suburban area; and

Whereas, the City of Elmhurst, an Illinois municipal corporation, is willing to allow certain resident to accompany members of the Elmhurst Fire Department in the carrying out of official firefighting duties (the "Program"), provided that the City will not thereby incur the risk of any liabilities to the undersigned, or to any third party, by virtue of actions of the undersigned or conduct on the Program; and

Whereas, the undersigned acknowledges that there are risks and dangers involved in the conduct of official firefighting duties, and specifically in accompanying Elmhurst Firefighters/Paramedics while they carry out their official duties, and agrees to assume such risks and dangers on the terms and conditions herein set forth,

Now, therefore, in consideration of the City of Elmhurst permitting the undersigned to accompany firefighters in the conduct of their official duties as part of the Program, and in order to induce the City of Elmhurst to permit such activities, the undersigned agrees to the following terms and conditions:

- A. That the undersigned will ride in a fire/medic unit with a company officer, paramedic or Battalion Chief only as scheduled in writing by the Fire Chief or the Chief's designee. The undersigned shall report for the ride-a-long in appropriate attire as directed by the Fire Department at the time of scheduling.
- B. That unless authorized by the company officer, paramedic or Battalion Chief, the undersigned will remain in the fire/medic unit; provided that under no circumstances shall the undersigned place himself/herself in a position where he/she would hinder fire suppression operations or be in danger of bodily harm, and further provided that after the fire incident is terminated, a Battalion Chief, Company Officer or Paramedic may, in his/her discretion, explain the actions taken or show the condition of the building to the undersigned.
- C. That the undersigned shall, at all times, be under the direct supervision of the Battalion Chief, Company Officer or Paramedic, shall report directly to such person, and shall follow his/her directions.
- D. The right is reserved to do a background check concerning the undersigned. This may be utilized to determine suitability for the Program.
- E. That the undersigned shall indemnify, defend and hold harmless the City of Elmhurst, its officers, agents and employees, from and against any and all loss, liability, personal injury, property damage, claims, costs and expenses, including attorney's fees, which may be incurred directly or indirectly as a result of the presence of the undersigned with any Battalion Chief, Company Officer or Paramedic of the Elmhurst Fire Department in the conduct of his/her official duties, or the operation of the Program,

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and hereby releases and covenant and agrees not to sue the City of Elmhurst, any member of its Fire Department, or any other City officers, agents or employees for any such injury, loss or damage which may be suffered by the undersigned by reason of the negligence, including willful and wanton negligence, of the City of Elmhurst, any member of its Fire Department, or any other officers, agents or employees of the City of Elmhurst.

- F. That nothing herein contained shall confer any rights of the undersigned or any third party or on the heirs or personal representative of the undersigned.
- G. That the City of Elmhurst reserves the right to manage, revise or terminate the program at any time and for any reason which it deems necessary.

Should any section, paragraph, clause, sentence or provision of this wavier be adjusted by a court of competent jurisdiction to be invalid, such decision shall not affect, impair, invalidate or nullify the validity of the remainder of this wavier as a whole, or any part thereof, other than the part so adjudged to be invalid.

This wavier shall be binding on and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto.

Dated this _____ day of _____, _____.

Signature

Printed Name

Address

SUBSCRIBED AND SWORN
BEFORE ME THIS _____ DAY OF

_____, _____.

_____/_____/_____
Requested ride date

Notary Public

From: _____ To: _____
Requested time

Accepted:
City of Elmhurst of Fire Department

By: _____

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**City of Elmhurst
Elmhurst Fire Department
Ride Along Program Request Form**

To participants in the Elmhurst Fire Department's Ride Along Program. All persons applying to participate in this program must be over 18 years old, unless the person is enrolled in a Fire/EMS service related program or vocational program. Minors must have a release form signed by parent/guardian and must be in good health. Participant must dress neatly and conservatively. No firearms, cameras, cell phones or recording devices will be allowed. Alcoholic beverages and/or drug use is prohibited. A liability waiver must be signed prior to participating in the program.

GENERAL INFORMATION:

Date Requested: _____	Times : _____(am/pm) to _____ (am/pm)
Age of Participant: _____	Parents Signature: _____

PERSONAL INFORMATION:

Full Name (Last, Initial, First): _____	
Address: _____	
Home Phone: _____	Work Phone: _____
Date of Birth: _____	

EMPLOYMENT/ SCHOOL:

Name: _____	
Address: _____	

EMERGENCY CONTACTS:

Name: _____	Phone: _____
Name: _____	Phone: _____

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For Dept. Use Only:

Reviewing Chief Officer: _____ Request Granted: YES NO

Station/ Shift: _____ Company Officer Assigned to Rider: _____

CHECKLIST FOR RIDE ALONG APPLICANT

1. _____ Completed application submitted.
2. _____ Applicant is 18 years of age or 16 years of age and a member of approve Educational/Vocational program.
3. _____ Applicant request is within Ride Along policy acceptance guidelines.
4. _____ Ride Along member advised of their responsibility for providing/ paying for their own meals.
5. _____ Approval of affected Battalion Chief.
6. _____ Ride Along Waiver completed and signed.
7. _____ Ride Along Request, Report, completed and signed waiver, and checklist forwarded to the Battalion Chief for review.
8. _____ Ride Along file sent to Fire Department Administrative Assistant for Ride Along file.

EVALUATION OF RIDE ALONG PARTICIPANT

Ride Along Participant Name: _____

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Date of Ride Along: _____

Battalion Chief/Engine/Medic Unit Assigned to: _____

Check all that apply

- Participated as an interested citizen wanting to observe the functions and duties of a firefighter.
- Participant is interested in a career as a firefighter.
- Participant not interested in a career of firefighting.
- Participated as a result of a school project.
- Member of a Fire Academy, Paramedic or Vocational program.

YES NO

- Responsive to the program.
- Cooperative.
- Interfered with duties of the firefighter.
- Neatly dressed.
- Participant should be allowed to ride in the future.

Additional Remarks:

Battalion Chief: _____ Date: _____