



Fire Cadet Handbook

2020-2021



Fire Chief's Message

The cadet program provides exceptional growth opportunities to young people who are fortunate enough to be chosen to participate in it. This program is about taking life skills, and combining them with Fire Department, values, training and culture to develop strong, competent leaders of tomorrow.

I've seen the transformation of individuals who have come through this program in the past and it has been amazing.

Although the Fire Cadet Program is designed to promote good citizenship rather than train prospective firefighters, many cadets have gone on to become members of the Calgary Fire Department. Others have become police officers, paramedics, emergency services dispatchers, or firefighters in other communities. The majority, however, become leaders who fulfill many important roles in their communities. Good citizenship is the foundation of firefighting.

When you wear the cadet uniform, you are taking on part of the image of the Calgary Fire Department. You and the Department will be judged by how you behave. Wear your uniform wisely, but more importantly, wear your uniform proudly.

We are happy that you chose to affiliate yourself with the Calgary Fire Department through this great program. We know that you will find it an enriching experience as you become leaders and role models in the community.

The cadet program is about having fun and learning, first-hand about the Calgary Fire Department. It's also about teaching and perpetuating our values – Pride, Professionalism, Teamwork and Respect.

Congratulations and welcome to the team!



Steve Dongworth
Fire Chief
Calgary Fire Department



Welcome To the Fire Cadet Team

Congratulations! We are excited that you have joined the Fire Cadet Program! You have been selected not only because of the things that you will learn as a cadet, but also because of the unique skills that you have that will benefit this team. You have specific strengths in which you can help your fellow Cadets improve and maybe areas in which they, in turn, can help you with.

Maybe you see yourself as a strong leader, maybe you don't. Maybe you have strong self-confidence, maybe you don't. Maybe you are athletic, maybe you aren't. Maybe you have the gift of encouragement, maybe you don't. No matter the situation, rest assured that you were picked because we see something in you that our team needs.

Just as our strengths vary, so do our weaknesses.

There are always areas in which we can improve. In this program, we will encourage you to not only use your strengths to help others grow, but also to allow others to help you grow through the use of their strengths. That is what teamwork is all about and is why teamwork is at the centre of all that we do.

Welcome to our team. We are excited to have you and look forward to the extraordinary experience we will have during our time together!

Fire Training Officer

Jonathan Senger & the rest of the Fire Cadet team



Mission & Vision

The Calgary Fire Department strives to enable students to better understand the firefighting career through an experience that balances both classroom and hands-on learning. Our mission is to instil in each cadet, strong life skills including; mental and physical wellness, a sense of self-responsibility, personal growth, leadership, teamwork and fire prevention skills.

Our Values

We value:

- Teamwork
- Pride
- Professionalism
- Respect
- Community Volunteerism
- Leadership
- Mentorship
- Academic Achievement
- Personal Growth
- The history and tradition of the Calgary Fire Department and the Fire Service as a whole



Purpose

The purpose of the Fire Cadet Program is to build strong life skills into the lives of the participants. We do this by using Fire Department skills and training as a medium to learn these skills. Although the Cadets will learn specific Fire Department skills, the design is not to make them Fire Fighters. If an individual is hired by a Fire Department in the future, they will be trained up to that Department's standards whether they were a Fire Cadet or not. As a cadet graduate, you will have a base of Fire Department knowledge that others may not have, but you will still need more training to become a firefighter.

What you will learn is the skills that will make you successful in life, whether you choose a career in firefighting or not. Not only will you learn valuable life skills, but you will have a lot of fun doing it! Where better to learn about Responsibility, Respect, Leadership, Community Involvement, Teamwork, Pride and Professionalism, than within the action-packed, exciting environment of the Fire Department!



History of the Program

The Calgary Fire Cadet Program was formed when a group of Calgary firefighters saw the potential in teaching youth life skills through the Fire Department. In 2000, the inaugural Fire Cadet Program class offered 24 teens a first-hand opportunity to experience the fire service in a new and unique meaningful way. The program was initially modeled after other successful, international cadet programs and has since become the prototype for many more programs across Canada.



Over the years, the yearly class size has changed and now we take 20 students into the program each year. The program has changed significantly since its inception, but the overall goal has remained the same, “To teach strong life skills to youth, using Fire Department training and tools as a medium.”

The Fire Cadet Program continues to change and adapt as we seek the best way to meet the needs of the youth in the program. It is exciting to see what the future will hold!

Our Logo



The Fire Cadet Logo is unique to our program and was designed in 2007-2008 with input from both firefighters and Fire Cadets. Each aspect of the crest has a specific meaning and represents a significant part of our program.

The outline of the logo is a modern version of the Maltese Cross. The Maltese Cross is historically significant to the Fire Service across North America and is seen in one form or another in almost every Fire Service crest. Among other things, it represents honour, bravery, loyalty, generosity, compassion and respect.

The logo colours; red, gold, and white, are the colours of the Calgary Fire Department, seen on every fire truck in our city. On each side of the crest are the tools of our trade. A fire hydrant adorns the left side, while a crossed ladder and pike pole adorn the right. These tools represent the practical nature of our program and the hands-on learning that takes place.

In the centre of the crest are three figures. The left figure is holding a book which symbolizes the academic and professional learning aspects of the program. The middle figure is wearing a tie which symbolizes the respect and professional approach that the cadet program takes both within the program as well as at the community functions that we participate in. The figure on the right is wearing a firefighting helmet and is holding an axe, portraying the firefighting skills that we use to teach the program. Together these three figures represent the teamwork that is necessary to be both a cadet and firefighter.

These three figures are in front of a flame backdrop in the shape of a maple leaf. This maple leaf represents the pride that we share in our country and the fact that we are a part of a vast family of firefighters from all across Canada.

Code of Conduct

As a member of the Calgary Fire Cadet Program, you are expected and required to:

- Abide by all of the Standard Operating Procedures and all other rules and regulations of the Calgary Fire Department, as well as those of the Calgary Fire Cadet Program.
- Conduct yourself in a professional and courteous manner that will reflect well upon you and the entire department, especially when in uniform.
- Demonstrate honesty, fairness, and integrity.
- Treat all people with courtesy and respect.
- Recognize the value and worth of each individual, including your own.
- Refrain from swearing or using otherwise inappropriate language while at the Training Academy, while participating in cadet activities, or anywhere else when in uniform.
- Work as a team.
- Participate in all activities pushing yourself to overcome your fears.
- Obey the chain of command.
- Wear your uniform when coming to and from cadet classes and any cadet functions that you participate in.
- Not wear your uniform or any other department issued gear outside of cadet class or approved community service activities.
- Always bring required gear to class (manual, pen, running shoes, fitness clothes, etc).
- Immediately report any issues or concerns to a Training Officer, Field Trainer, or Volunteer Instructor.

Program of Studies

The Fire Cadet program is three semesters long over a period of approximately 18 months. The program starts in September each year and runs until December of the following year, taking a break over Christmas and the weeks of spring break.

A typical program schedule is as follows:

- **February:** Application review
- **March:** Interviews and Group Assessments
- **September:** Class Orientation and Parent night.
- **September to December:** Level 1. Cadets meet via webinar every Wednesday afternoon and for face to face training once a month for the day
- **January to June:** Level 2. Cadets meet via webinar every Wednesday afternoon and for face to face training once a month for the day
- **July:** Summer Camp – 5 days at Fire Training covering Hazardous Materials and Medical topics
- **September to December:** Level 3. Cadets meet via webinar every Wednesday afternoon and for face to face training once a month for the day



Being a fire cadet is about training, responsibility, leadership – and fun! Each topic has both classroom learning and a practical, hands-on component.



Here's a sample of what you will experience:

Level One:	Level Two:	Summer Program & Level 3:
<ul style="list-style-type: none"> History of Fire Departments CFD History Personal Protective Equipment Rank Structure and Insignia Fire Cadet Teambuilding Rope and Knots Water Supply and Fire Hydrants Fire Hoses, Nozzles, and Appliances Fire Extinguishers Fire Hose evolutions Tools and Equipment Visit to the Firefighters Tribute Plaza Health and Wellness 	<ul style="list-style-type: none"> Fire Science and Behaviour Search and Rescue Basics Search and Rescue with SCBA Radio Communications SCBA skills/ Introduction to Search and Rescue Firefighter Safety and Survival Fire Prevention and Public Education Thermal Imaging for Search and Rescue Ground Ladders ATCO Gas and Utility Awareness Interview Skills Fire Recruitment/ Career preparation Health and Wellness Building Fire 	<ul style="list-style-type: none"> HAZMAT (Hazardous Materials) – Suits CPR/AED Wildland Firefighting Assisting Special Teams Aerial Apparatus Aquatic Rescue Confined Space Rescue Ventilation Fire Detection, Protection & Suppression systems Advanced Search and Rescue Vehicle Extrication Vehicle Fires / Propane Fires Structural Fires Resumes and Job Skills Health and Wellness Tour of Duty

Individual Topics are subject to change and dependent on operational priority

Tour of Duty



During Level Three, cadets have the opportunity to use all their skills during the “Cadet Tour of Duty.” This 10 hour day shift at the Calgary Fire Training Academy gives you a chance to put all your knowledge together during “calls” or scenarios and gives you a sense of real fire hall living.

The Tour of Duty gives you a chance to cook meals together, hang out, and ride on fire apparatus throughout the training grounds as you get called throughout the day to mock scenarios that will test the skills you have learned in the program.

Personal Protective Equipment (Duty Gear)

During the program, cadets are issued firefighting gear in order to participate safely in activities. Unless otherwise specified, all cadets must wear the following during any practical activity:

- Fire Coat
- Fire Pants
- Steel Toed Fire Boots
- Black Fire Helmet
- Gloves

Additionally, cadets will be issued the following items to be worn for specific activities (as directed by the instructors):

- Safety glasses
- Nomex flash hood (balaclava)
- SCBA facepiece

During the program, your fire gear will get contaminated with soot and other toxins, and we don't want to bring that contamination into other areas. Therefore, your gear must stay in the designated areas and be stored properly. To reduce the chance of cross-contamination you cannot take your gear home for any reason.



Uniform

The Fire Cadet uniform is something that is a privilege to wear. It signifies that you are a part of the Fire Cadet team and that you share the goals and values of the program and your fellow teammates.

The regular uniform consists of:

- Grey uniform shirt with Fire Cadet shoulder crests and your name embroidered on the chest
- Black tie
- Black Fire Cadet T-shirt worn under your uniform shirt
- Black uniform pants
- Black leather belt
- Silver Fire Cadet belt buckle (awarded after successful completion of Level 1)
- Black socks (socks need to be high enough to cover bare skin on ankle when sitting/crouching)
- Black shoes or boots that can be polished and are in-line with Fire Department standards



The fitness uniform consists of:

- Black or Red Fire Cadet T-shirt (depending on which activity and which platoon)
- Black Fire Cadet shorts (Black Fire Cadet jogging pants can be substituted if desired)
- Running shoes (appropriate for the activity)

Cadets are supplied with all uniform items except shoes and socks. They are also supplied with an all-weather Fire Cadet jacket to be worn when in uniform, at volunteer events, and when attending cadet class.

The uniform also demonstrates pride and professionalism. Therefore, it is expected that the uniform is always neat and clean. Shoes need to be polished anytime the uniform is worn.

All cadets need to wear their full uniform to and from cadet class each week and at community service events set up by the program. Uniform items, other than the jacket are not to be worn in public or at other community service events unless prior permission is granted.

Having a Fire Cadet uniform is a privilege. You earn the privilege of wearing it, by participating in the program. You earn the privilege to keep it once you graduate from the program. A Cadet, who does not graduate from the program for any reason, must return all uniform items.

We hope that you are proud to wear the uniform. We are proud to have you as a part of the team!



Hair and Jewelry Standards

The Fire Cadet program follows the same hair and jewelry standard as the Calgary Fire Department. The standard can be found in Appendix 3 or on the Fire Department website (www.calgary.ca/fire). We follow this standard for two reasons. The first is that we are representatives of the Calgary Fire Department and we need to look professional while in uniform.

The second reason is for our own personal safety. Earrings or long hair that isn't tied back can easily get caught in equipment as we raise ladders, cut cars apart, rappel down buildings, play sports, etc. Facial hair and excessive sideburns can prevent your breathing apparatus face piece from sealing on your skin. Without a good seal, your safety can be severely compromised in hazardous situations.

Although we follow the same guidelines as Calgary Fire Department firefighters, we do not need to be ready to respond to emergencies in the same way that they do. Therefore we make an exception to the guidelines for females who don't want to wear their hair in a bun during normal cadet activities. Long hair needs to be tied back during fitness and cadet activities, but in most cases it does not need to be tied in a bun. During cadet community service opportunities, females may wear their hair down as long as it is neat.



Safety Guidelines

Due to safety and insurance regulations, Fire Cadets may not operate any Fire Department vehicle, including fire trucks, vans, golf carts, or other apparatus.

Fire Cadets should also not enter any training area, structure, or training prop without a program Instructor.

It is important for every Fire Cadet to understand that they play an important role in the safety of both themselves and their teammates. The instructors will always do their best to limit the risk involved in each activity, but if at any point a Fire Cadet thinks that there may be a safety issue, they are obligated to **immediately notify an instructor** so that the situation can be evaluated and mitigated if needed.

Do not sit by and say nothing if you think that a dangerous situation could develop. No one will ever be upset if you bring forward a safety concern.



Community Service

The members of the Calgary Fire Department are servants of the community. Both during work hours and off-duty, firefighters believe in giving back to the community and are involved in many ways.

The Calgary Fire Cadet Program also believes in the importance of community service and strives to build these values into each cadet. As such, each cadet is given numerous opportunities to get involved in serving the community. During Level 1, each cadet is required to complete 10 service hours. In Level 2, each cadet must complete 14 hours, and in Level 3, each cadet is required to complete 16 hours.

Half of the required service hours in each semester need to be Fire Cadet related hours. We will supply you with a list of opportunities that you can choose from. The other half of the hours need to be done outside of the cadet program. In order for non-cadet related hours to count, they need to be approved in advance by the Cadet Training Officer.

Hours completed in the summer or between semesters are not counted towards your semester's total, but still need to be recorded as they are counted towards your overall service hours at the end of the program. These hours are used to help determine who is nominated and selected for various awards.

All volunteer hours are the responsibility of the Fire Cadet, as well as keeping track of one's hours each semester. A volunteer form will be given to each cadet that they must fill out and submit prior to the completion of each level. Non completion of volunteer hours will prevent the Cadet from moving on to the next level. Throughout the year many students are nominated for awards outside of the cadet program. Service hours are one of the factors that are used when determining who is nominated, so make sure to keep your recorded hours up to date.

Don't procrastinate and wait too long to start working on your required hours. A lack of service hours is one of the most common reasons that cadets are let go from the program.

See Appendix 2 for more details on the definition of Community Service Hours as well as some examples of eligible activities.



Typical Class Training Session

A typical class night begins with cadets arriving and forming up on the MAT Centre floor. Unless given an exemption, all cadets need to arrive at the Training Academy wearing their full uniform. Uniform inspection, attendance and announcements begin at 7:30am, therefore, you will need to arrive early to ensure that your shoes are shined, uniform is neat and you are lined up with your platoon by 7:15am.

Fire Cadets will participate in basic drill (marching) techniques before being dismissed to either change into your cadet fitness clothes or to go to a classroom for a short lesson. To prepare for fitness, you need to make sure that you bring appropriate running shoes so that you can participate in the activities. Fitness activities can include; working out in the weight room, doing circuit training, running the firefighter challenge, going for a run outside, or playing a sport such as; basketball, floor hockey, frisbee, bucketball, dodgeball, or volleyball.

We understand that everyone has a different level of fitness and has varying degrees of confidence in each activity. So don't be intimidated if you are not in peak physical condition or are not entirely comfortable playing sports or working out. Our aim is not to make you uncomfortable. Our goal is to build your teamwork skills, improve your fitness level, and to have fun!

After fitness, you will head out to the gear racks to put on your gear. You will then spend the rest of the day participating in the practical evolutions. Each day will have a morning and an afternoon training session.

Shortly after 4:15pm we will begin to clean up and head back to the gear racks to put our gear away.

At 5pm, once everything is cleaned up and all of the cadets are back in their uniforms, you will be dismissed.

Cadets will always arrive and leave wearing their uniform unless directed by the Fire Cadet Training Officer. Once you are home, you can begin to get excited about what we will be doing in the next full day training session!



Attendance

The activities we do each week build on the knowledge and skills learned in previous weeks and therefore it is important that you attend each class. Permission to miss a class may be granted under special circumstances deemed by the cadet Training Officer. A student, who misses more than three (3) classes in a semester without special circumstances, may be asked to leave the program. This includes webinars and face to face training days. These three (3) classes include missed classes due to sickness, so please plan your schedule to give yourself some leeway for unexpected sickness.

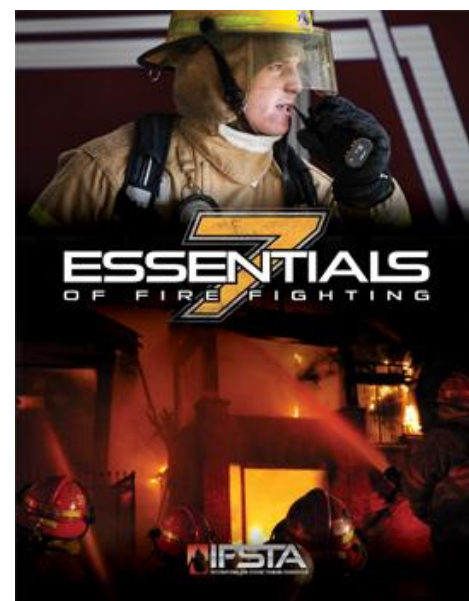
If you are going to miss a class, it is your responsibility to notify the cadet Training Officer with as much notice as possible. It will be your responsibility to catch up on any information that you have missed and to hand in any homework/quizzes either before or immediately after the missed class.

Fire Cadet Manuals and Homework

At the start of the program, each Cadet is given a textbook that they will use for the entire three semesters.. The textbook consists of chapters of information about each topic that will be covered during the semester.

Many of the activities that we do are complex and require a significant amount of base knowledge before attempting any practical hands-on skills. In an attempt to reduce the amount of time spent in the classroom and increase the amount of time that we have doing practical activities, you are required to do some pre-reading prior to each class and complete the required IFSTA programming online. This is in addition to the weekly Wednesday webinar which will focus on the CFD content offered through the Cadet Manual chapters.

The pre-reading usually consists of reading the specified chapter in the text or binder and then completing the study questions online. The online homework is to be completed in full prior to each training day.



Cheating

As a profession that is entrusted with so many things, one thing that we cannot tolerate is dishonesty or cheating. If you did not do your homework, it is better to be honest and accept the consequences

than to cheat or copy off of someone else. We are all bound to make mistakes throughout our lives and we do not always meet expectations, but it is important to take responsibility for what we have done (or not done) and to accept the consequences. That is a part of life, and we are okay with that.

As a firefighter, we are trusted by the public and cannot afford to be dishonest or to

cheat in anything that we do, and the same goes for Fire Cadets. The rules are simple: take responsibility for your actions and you will be okay, cheat and we can't keep you around.

Assessments and Exams

As the program progresses, so does the level of risk that you are exposed to. It is important that we know that you understand the material and have the skills to stay safe as we move into each new semester. Therefore, at the end of each semester, there are a series of exams, both practical and written.



Cadets are given the practical skills sheets in advance so that you know what skills you will be tested on. You will also be given a list of objectives to study for the written exams.

Along with these exams, each cadet is given a personal evaluation. The evaluation marks the cadet on various aspects such as; Safety, Teamwork, Leadership, Participation, Attitude, etc.

The evaluation mark, combined with the homework marks and the written and practical exams, make up the final mark for each semester.

Fire Cadets are held to a high standard, just as firefighters are. Therefore the pass mark for all exams is 80%. Failure to achieve 80% on both the written and practical exams at the end of each semester will require you to write a re-test. Failure of the re-test will unfortunately result in termination for the program.

We want you to succeed and will do everything that we can to help you achieve that goal. If you require any help, please contact your platoon leader or the Cadet Training Officer as soon as possible during the semester. Do not leave it to the last minute!



Awards and Scholarships

There are numerous awards and scholarships that are available to Fire Cadets.

The Kevin Coupland Memorial Award is awarded to a Level 1 cadet who exhibits Kevin's qualities of Leadership, Excellence and Hard Work. At the end of the first semester, cadets and instructors will vote on who will receive this award.

The Layla Shiber Memorial Award is presented each year to a graduating Level 3 cadet. The candidate is elected by the Cadets and instructors, based on the attributes outlined by Layla's classmates.

The Community Service Award is awarded to a graduating Level 3 cadet who demonstrates significant community involvement and who uses their time for the benefit of others. The winner is chosen based not only on the total number of hours that they volunteer, but also on the consistency and diversity of their volunteer experience.

The Tammy Forest Memorial award is presented each year to a non-paid program volunteer instructor. Tammy was a CFD employee and dedicated volunteer to the program. This award is voted for by the Cadet class and Training staff. This award was established to recognize an individual that volunteers their time with the Calgary Fire Cadet Program and exemplifies what Tammy was.

ATCO Gas has a committed history of being an active corporate citizen in the communities it serves and strives to encourage others to do the same. In recognition of the huge role that community involvement plays in the Fire Cadet Program, ATCO Gas has established two annual \$1,000 scholarships for graduates of the Fire Cadet Program. Cadets can apply for one of these scholarships in their final semester of the program.

Along with these scholarships and awards, cadets have won many other awards because of their participation in the program. In the past, cadets have won; Youth Achievement Awards, the Optimist Club Award, the Duke of Edinburgh Award, and many more.



High School Credits

The Fire Cadet Program is accredited by both the Calgary Board of Education and the Calgary Catholic School District. Cadets from other school districts, or who are homeschooled are also usually still eligible for credits.

Cadets are given High School credits under the banner of “Career Internship”, “Work Experience” or both. The amount of credits given is based on the hours that you put into the program and include your community service hours. Therefore the more hours that you put in, the more credits you will earn.

Each school district selects a teacher representative who monitors each student’s progress and assigns the credits. Questions about credits can be forwarded to your school division Fire Cadet Representative.

Leadership Roles (Platoon Leaders)

At the end of Level 2, cadets can apply to be a Platoon Leader for Level 3. Each platoon leader is in charge of a platoon. They assist with uniform inspection, attendance, leading physical fitness activities, volunteer activities, and will help direct their platoon mates with any questions during activities. Platoon leaders should also plan to return after they graduate for the level 1 July boot camp. Their responsibilities will include leading the new Cadets through exercises and assisting with practical skills instruction. Platoon leaders will receive the Leadership axe for completing these responsibilities.



A Platoon Leader is not a person who shows up, helps with activities and goes home. They are much more than that. They are mentors, leaders, and coaches who have great influence on the program and on each cadet in their Platoon. Being a Platoon Leader will stretch your leadership abilities and give you the opportunity to make an impact in the lives of others. It is a big responsibility, but also a fantastic experience.



The Axe Achievement Program

Sponsored by the Calgary Firefighters Association (International Association of Firefighters - Local 255) and based on the values of Teamwork, Community Service, Leadership, Academics and Personal Growth, the Axe Achievement Program is a way for each cadet to earn extra recognition within the program.

Axe pins are awarded once a cadet completes the necessary requirements in one of the five areas; Teamwork, Community Service, Leadership, Academics and Personal Growth. The pins are then worn on the collar of the cadet uniform. When a cadet completes the requirements of a second area, they trade in their pins for ones depicting two axes. Throughout the program, cadets can earn up to five axes (one for each area).

For specific details on the program and the requirements for each area, see Appendix 1.



Acknowledgements



The Fire Cadet Program was initiated and is supported by the Calgary Fire Department. We appreciate the hard work and support of the Firefighters, Field Trainers, Training Officers, support staff and the Senior Leadership Team of the CFD.

ATCO

The Calgary Fire Cadet Program would like to thank ATCO for their continued sponsorship and generous support.



Thanks also to the Calgary Firefighters Association - IAFF Local 255 for their support of the Axe Achievement Program.

Disclaimer

The Fire Cadet Program continues to change and adapt as we seek the best way to meet the needs of the youth in the program. Therefore, although the details in this book are accurate at the time of printing, specific details may change as the program moves forward.



Appendix 1 – Axe Achievement Program

January 2011

Sponsored by the Calgary Firefighters Association (IAFF Local 255)

Based on the values of Teamwork, Community Service, Leadership, Academics and Personal Growth, the Axe Achievement Program is a way for each cadet to earn extra recognition within the program.

Axe pins are awarded once a cadet completes the necessary requirements in one of the five areas; Teamwork, Community Service, Leadership, Academics and Personal Growth. The pins are then worn on the collar of the cadet uniform. When a cadet completes the requirements of a second area, they trade in their pins for ones depicting two axes. Throughout the program, cadets can earn up to five axes (one for each area). Fire Cadets can complete any or all of the sections and can be completed in any order.

Each cadet, through his or her own personal dedication to the cadet program, is eligible to hold any number of axes. Thus, it is possible for a numerous cadets to hold one single designation. This fosters a sense of accomplishment within the program without the competition for limited positions which is a reality in many other cadet programs.



Community Service

Any cadet completing 40 service hours, over and above the minimum requirement for any one given level in the Fire Cadet Program, or 40 hours during the summer break, is eligible for the axe in this area.

The hours can be made up of Fire Service related hours, other community hours, or a combination of both. In order for hours to be eligible, they must first be approved by the Fire Cadet Training Officer to ensure that they meet the Community Service guidelines. Summer hours must be from at least two different sources/agencies.

Academics: Any cadet achieving a final grade of 92% or higher in any given level of the Fire Cadet Program is eligible for the axe in this area.

A minimum of 80% must be attained in all assessed areas including; written exams, practical skill exams, homework, and the student evaluation.

Teamwork: Cadets that train for and participate on one of our Fire Cadet teams are eligible for the axe in this area. Opportunities differ each year based on event scheduling, funding, and level of cadet interest.

In the past, the Fire Cadets have had the opportunity to join the Vehicle Extrication Team, the Adventure Race Team, or the FireFit Combat Challenge Team. The commitment level differs for each team, but includes fundraising, planning, and training.

Other team events will be considered on a case by case basis, if there is demonstrated interest. In order for an event to be considered, it must be a team event, including at least four Fire Cadets, and incorporate a minimum time commitment of 30 hours, including fundraising, planning, training, and the actual event.

Leadership: Cadets can earn the axe in this area by reading the book “Me to We” by Craig & Marc Kielburger (supplied by the Fire Cadet Program) and answering the short questions at the end of each chapter. Cadets will then use the skills learned in the book to either complete an approved Leadership project, or apply for and be accepted as a Platoon Leader.

Ideas for leadership projects include, but are not limited to; planning a community event, or planning a fundraising project for a charity or one of the Fire Cadet teams.

Personal Growth: Any cadet completing an approved course, or combination of courses, which demonstrates personal growth outside of school is eligible for the axe in this area.

All courses must have started after entering the cadet program and be completed before graduation from the Fire Cadet Program in order to be eligible. Cadets should check with the Fire Cadet Training Officer prior to registering for a course to ensure that it is eligible for the axe.

On occasion, the Fire Cadet Program will offer approved courses to help students complete this axe. Otherwise, the Fire Cadet Training

Officer can supply information to cadets as to where they can obtain courses that interest them.

Funding assistance is available for cadets who have demonstrated a plan to complete this axe.

Examples of currently approved courses include:

- SCUBA Diver course (PADI Openwater Diver) – 21 hrs + open water dives
- AFLCA (Alberta Fitness & Leadership Certification Association) Exercise Theory (24 hrs) plus one of the following; AFLCA Aquatic Exercise (16 hrs), AFLCA Resistance Training (20 hrs), or AFLCA Group Exercise Fundamentals (12 hrs) – 36 to 44 hrs total
- National Coaching Certification Program (Part A and Part B) – 32 hrs
- National Lifeguard Service (NLS) Award – 40 hrs
- Bronze Medallion and Bronze Cross Combination – 32 hrs
- Wilderness First Aid Course – 40 hrs
- Emergency Medical or Emergency Fire Dispatch Certification Course – 16 hours
- Emergency Medical Responder (EMR) course – 160 hrs
- Other courses, or a combination of courses, may be eligible with prior approval from the Fire Cadet Training Officer – courses should total at least 32 hrs



Appendix 2 – Community Service and Volunteer Work Guidelines

January 2011

What is Community Service/Volunteer Work?

Community service is when you do something for someone else without the intentions of getting a reward or money. Community service can be carried out by simple acts such as helping someone carry groceries to painting a wall at a local building. This service should benefit someone other than yourself and it should be done because you would like to help and not because you are required to.

What Is Classified As Community Service/Volunteer Work?

Generally, an activity is considered Community Service or Volunteer work if it:

- Benefits the community (others)
- Is meaningful work (not just „putting in time“)
- Is done of your own free will (not required or expected work)
- Is done with no expectation of getting paid or compensated (money, school credits, major gifts, etc.)

Examples of volunteer community service:

- Volunteering at an agency such as the Mustard Seed, helping to serve meals
- Events set up by the Fire Cadet Program
- Shoveling snow for your neighbours
- Volunteering for a club or organization that benefits others (Big Brothers/Big Sisters, Boys and Girls Clubs, Scout Leader, Swim or Soccer Coach)
- Donating blood
- Volunteering at your local outdoor community rink (flooding, maintenance, etc.)
- Volunteering with a sports team
- Hours volunteering 24/7, such as a summer camp, will be limited to a maximum of 35 hours per week that can be counted towards your community service hours



What Is Not Classified As Community Service/Volunteer Work?

Anything that does not meet the above guidelines is not usually considered community service or volunteer work.

Examples of things that would not qualify as volunteer community service:

- Helping a friend move (as a friend you are expected to help)
- Going on a ride-along or a job shadow (this only benefits you and not others)
- Helping a neighbour paint their fence and then accepting money or gifts in return
- Training programs or attending Youth Conferences (weekly training for St. John Ambulance does not count, but events that you go to as a First Aid volunteer do count)
- Any hours completed for other school courses (Sport Performance, etc.), or as a requirement for a course, certificate or to graduate
- Participating in a service club (ex - attending a Military Cadet program every week, etc)

Where Can I Get Involved?

There are many community service opportunities around you. For instance, participating in a blood drive can be seen as community service since you are devoting your time and effort to help a random person. You can also see community service as random acts of kindness since you will most likely be doing something for someone that you may not be too familiar with.



In order to participate and get involved in community service, you can get information from your school, a specific organization, Volunteer Calgary, or the Fire Cadet Training Officer.

You can also offer your services to teachers. A few places that may require some type of service in your local areas are parks, libraries, shelters, non-profit organizations, and nursing homes. Since parks are visited constantly, they need constant maintenance. You can sign up to clean parks and receive acknowledgment for your actions. At a library, you can help by putting books in place or simple things such as showing people how to locate books around the library. Also, tutoring children or reading to children can be seen as an act of community service. The need for assistance is growing in nursing homes. If you have a passion for helping people in need and enjoy hearing stories about the past, the nursing home might be a perfect place to volunteer at.

Volunteering is an aspect of community service. When you volunteer, you sign up willingly knowing that you will not receive any type of gift. However, you will feel good knowing that you helped others and made a change in peoples' lives.



Here are some resources if you are looking to get involved:

- Volunteer Connector – <https://www.volunteerconnector.org/> Contains a database that holds hundreds of current volunteer opportunities from non-profit member organizations.
- The Mustard Seed - <http://www.theseed.ca> - an organization serving the homeless in Calgary
- Calgary Inter-Faith Food Bank - <http://www.calgaryfoodbank.com> – the Food Bank relies on 80 – 100 volunteers a day!

Why Should I Get Involved?

One of the benefits of participating in community service activities is getting the satisfaction of knowing that you were able to have a lasting effect on someone's life. Colleges and employers also love to see that you are an active member of your community, although this shouldn't be the main reason for doing community service. It doesn't hurt to volunteer to have a better resume, but you should also do it because you want to help others.

You also get to experience new things and find out a lot about your surroundings. Who knows, maybe you will even make many friends. Depending on where you choose to do your community service at, you may gain a great deal of knowledge and experience that will benefit you in the future. Most importantly, the people you help will remember you as a person that lent a helping hand when they were in need. The benefits of participation in community service activities are endless. Whether you are helping someone directly or cleaning a park, someone somewhere is glad you were there to help.



Community service can impact you as a citizen in your own community by helping to boost your appearance in your neighborhood. You will go home everyday knowing that you made the neighborhood a better place. If you choose to volunteer for something that you enjoy, who knows, maybe you will choose to pursue a career in whatever you do. It is important that you pick a volunteer service that is right for you. For instance, if you are impatient, you most likely shouldn't work with children or the elderly. Direct community work such as painting or cleaning would be better for you. There are endless chances to do community services. It's only a matter of where you look and how dedicated you are to your duties as a citizen of your community.

Get involved. You will be surprised at how much you can change the world... and yourself!

Appendix 3 – Hair and Jewelry Standards

October 2016

Taken from the Calgary Fire Department Policy and Procedures Manual

Procedure Statement

All parameters outlined in this procedure are for the purpose of improving health and safety while projecting a professional image for the department. Those that are specific to professional image have been reviewed from a hazard and risk perspective to as best as possible to insure member safety.

Professional image is the projection or visual link that creates an impression of positive character and operational competence. This is achieved through the personal presentation by all staff in a manner that is polished, deliberately well-groomed and in conformance with standardizing policy. While the following procedure must be adhered to as a minimum it is not considered to be comprehensive in addressing all possible ways in which Members may present themselves. In general, all Members shall adhere to an overarching principle of representing the department in a manner that supports our 4 core values of pride, professionalism, teamwork, and respect.

As no standard can cover all contingencies, Uniformed Members must exercise a certain amount of good judgment in their choices of hair and jewelry. If you are uncertain about the standards, consult with your supervisor.

Hair

- Uniformed Members will wear their hair in a style which is neat in appearance and professional in nature, and does not create a health and safety hazard in the execution of their duties.
- Hair will not extend past the top edge of the shirt collar measured while standing at attention or will be tied back at the nape of the neck into a bun, single pony tail, or professional braid.
- Will be of natural shade and colour.
- Hair depth, including bun, will not exceed 50mm and will otherwise generally contour to the shape of the head.
- During active operations, or in any other situation where a potential for entanglement exists, ponytail or braid must be tucked down the back of the shirt, duty coat or coveralls.

Facial Hair

- Will be of natural shade and colour.
- Sideburns shall be cut level and shall not extend below the bottom of the earlobe. They must be kept neat, trimmed and not interfere with the proper seal of respiratory protection.
- Beards, including partial beards, are not permitted to ensure a proper seal of respiratory equipment. Members will be clean shaven at start of shift without expectation to repeat during an operational period.
- Moustaches must be kept neat, trimmed and clean-shaven to within 10 mm of the corner of the mouth and 10 mm below the centre line of the mouth to ensure a proper seal of respiratory equipment.



Jewelry and Adornments

- Hair adornments are not permitted other than those of an unobtrusive nature for the purpose of securing pony tails, braids and buns. Any adornments used for this purpose must not be an entanglement hazard or have any risk of interfering with Personal Protective Equipment (PPE).
- Silicon or rubber rings are permitted. If worn, rings must be low profile and non-obtrusive, and must not be vulgar or objectionable in nature. While performing non-operational roles, Members may wear rings made from other materials, which must be removed in the event that they are required for an operational activation.
- Wristwatch, wrist fitness monitor, silicon or similar bracelets, or a medic alert bracelet may be worn on either wrist provided it is snug enough to prevent a snagging hazard.
- Ear jewelry is to be limited to low profile, unobtrusive, pierced, single stud type earrings located in the lobe. Face jewelry including tongue studs are not permitted.
- Necklaces of a non-flammable material may be worn inside a shirt.

Make-Up and Esthetics

- Make-up must be minimal and look professional in nature.
- Fingernails are to be natural, moderate in length, well-groomed and appropriate in appearance.
- Synthetic hair pieces, synthetic extensions, synthetic eyelashes, etc. are not permitted.

Accommodations

Any uniformed member may apply for long term or permanent accommodation to the above requirements for reasons of religion, faith or personal conviction. Temporary accommodations are required for transition from short to long hair styles. Applications must be submitted in writing through the chain of command to the Fire Chief. Application for Permanent accommodations must include an explanation and background information for the request. At the discretion of the Fire Chief any approvals may include conditions or time limits for the accommodation and any other stipulations considered necessary for the specific circumstance.

Exceptions for Cadets

Although we follow the same guidelines as Calgary Fire Department firefighters, we do not need to be ready to respond to emergencies in the same way that a firefighter does. Therefore, we make an exception to the guidelines for females who do not want to wear their hair in a bun during normal cadet activities. Long hair needs to be tied back during fitness and cadet activities, but in most cases it does not need to be tied in a bun. During cadet community service opportunities, females may wear their hair down as long as it is neat.