



CITY OF BUCKEYE

FIRE DEPARTMENT

EXPLORER PROGRAM HANDBOOK

Explorer member requirements

- Must be at least fourteen (14) years old and no older than twenty (20) years old
- Must be currently enrolled in school or have graduated
- While currently enrolled in school, must maintain a 2.5 GPA or better
- Be willing to devote necessary time to meetings and various activities
- Must not participate in illegal activity
- Must be tobacco free, drug free, and alcohol free

Basic Fire Explorer standards, expectations, and responsibilities

- No excuses, period
- Let your advisor know if you have any medical conditions or injuries
- Be prepared to learn at all times
- Keep boots polished
- Look sharp
- Keep training grounds and station clean at all times
- Keep the classroom looking clean and organized at all times
- Call all personnel by his/her rank
- Get used to saying “yes ma’am” and “yes sir”
- No use of the phone without permission
- No incoming calls, no cellular phones without permission
- No electronic devices
- Replace things the way you found them, or better
- Assist others after the task at hand is complete
- Be friendly but know your place as an explorer
- Be a team player and help others when you are not busy
- Always be polite, courteous, and professional
- Identify objectives and goals within the program
- Be alert at all times. Watch yourself and others. Remember safety first
- If you are not sure or there is a question, ask, don’t ever assume our email address is FireDepartment-Explorers@buckeyeaz.gov
- Refrain from conduct unbecoming to the City of BFD
- Be quick to respond to directions and orders
- Be the first to volunteer when asked
- Do not let others do your job, be aggressive towards your assignment and responsibilities

Fire Explorer Objectives

- To introduce explorers to the career of firefighting in a safe and professional manner
- Lecture on firefighting operating procedures, standards, and basics
- Hands on experience
- Working and volunteering within the community
- Provide the opportunity for young adults to decide whether or not they wish to pursue a career in firefighting
- Explorers will be provided the necessary tools to pursue an education and career in firefighting

Meetings

Meeting will be two hours long. The first hour will consist of classroom activities. The second hour will be Physical Training (PT). Participants will be responsible to wear their uniforms (boots, pants, Explorer Shirt) for the first hour then bring a change of clothes (closed toed tennis shoes, shorts and Explorer shirt) for the second hour. One Explorer shirt will be provided to participants. Participants will need to bring their own water for the PT portion of the program. Participants may bring a small snack if desired.

Attendance

- Attendance to all meetings and activities is mandatory
- Three (3) unexcused absences within a 12 month period may require the member to be placed on suspension
- Once on suspension members may not receive two (2) or more unexcused absences within 6 months of the start of suspension. Failure to do so will result in termination from the program
- Any member who is going to be absent from a regularly scheduled meeting or activity must contact an advisor at least 1 hour prior to that meeting or activity

Presentation and Appearance

- Must be dressed professionally and clean cut
- No profanity, vulgar, or obscene t-shirts (use your adult judgment)
- No low cut shirts or short shorts or skirts
- No baggy or saggy clothing
- CLOSE toed shoes ONLY! Steel toed boots will be mandatory when we are doing hands on training
- Uniforms will be available and mandatory in the near future when funding is available
- Uniforms will consist of a City of BFD explorer uniform shirt, navy station pants, and steel toed boots
- Uniforms must be clean and presentable
- When participating in activities, hair must be kept in a way that it does not hang below shoulders, in face, or in a manner that it will not present a safety hazard
- Hair must be of natural looking color and reflect a neat, clean appearance
- Males- no facial hair is permitted, must be clean shaved at all meetings and activities
- Females- when participating in activities, hair must be tied back
- Most important thing to remember is when the public sees your uniform they automatically associate you with the City of BFD therefore, your appearance needs to be professional at all times

***Your reputation will follow you throughout your career as an explorer and maybe even as a firefighter so make it a positive one. What you do now and how you act will forever follow you in this career field. You will be judged on your attitude, work ethic, physical appearance, and overall performance as a City of Buckeye Fire Explorer. Set your goals high and be proud of your work quality and job performance as they are a direct reflection of you.**