



NORTHWEST FIRE DISTRICT

RIDE-ALONG PROGRAM GUIDELINES

This guideline establishes the procedures for Northwest Fire District's (NWFD) "ride-along program" with duty crews for emergency and non-emergency activities. Riders will be asked to review a copy of these "guidelines" and agree to all the stipulations herein. Failure to agree to and abide by any of these terms will result in immediate denial/termination of ride-along privileges.

I. Definition

- A. A "ride-along" shall be any person riding on Northwest Fire District vehicle(s), who is not a paramedic student or a Northwest Fire District paid staff member.

II. Requirements

- A. A person wishing to participate in the *Ride-Along Program Packet*, must be a minimum of 18 years old, and complete a Request Form, view the HIPAA Training Self- Study Presentation, pass (85% score) the HIPAA Training Post Test, and read and sign the Acknowledgement of HIPAA Obligations prior to being allowed to ride-along.
1. The above described *Ride-Along Program Packet* (II.A.) is accessible on-line at the NWFD website, www.northwestfire.org.
 2. When completed the *Ride-Along Packet* is to be mailed or dropped off for consideration and approval to the Administration Office, located at 5225 W. Massingale Rd, Tucson, AZ 85743.
 - a. No person shall ride without having first completed and submitted the *Ride-Along Packet*.
 - b. Once approved, a Chief Officer or Designee with details regarding the ride-along will contact the "Ride-Along Applicant."
- B. A Battalion Chief will assign the "Ride-Along Applicant" to a Captain, who will coordinate times and dates with the rider.
- C. The *Ride-Along Program* will operate between 0800-2100 hours, seven days a week.
- D. Failure of the rider to arrive at the scheduled time may result in loss of ride-along privileges.
- E. Only one (1) rider per station will be scheduled at a time.
- F. Riders will be under the supervision of the Captain at all times; and the ride-along privileges may be suspended or terminated immediately at the Captain's or Battalion Chief's discretion.

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- G. Riders shall check in with the assigned Captain immediately upon arriving at the assigned station. Riders shall comply with all directions from Fire District personnel while in the station. If directions are in conflict, the direction from the Captain shall be followed.
- H. NWFD reserves the right to deny ride-along privileges to any person whose conduct and/or appearance is or becomes a detriment to the District.
 - 1. Rider Requirements for Clothing
 - a. Pants (black, navy blue, khaki colored).
 - i. Skirts or shorts are permitted.
 - b. Collared shirts.
 - c. A hat is recommended as crews frequently operate outdoors for extended periods of time
 - d. No clothing or hats with advertising or promotional logos will be permitted.
 - e. Footwear
 - i. Dark colored heavy shoes or boots
 - ii. Sneakers, tennis or running shoes are permitted
 - iii. No sandals, open toe.
 - 2. Rider Requirements for Grooming
 - a. Hair must be kept clean and groomed
- I. Riders are only allowed to observe operations and shall not participate with, or be a working member of, the responding crew(s), except for special situations approved by a supervisor, who will then be responsible for the actions of the rider. However, allowing the rider to participate with the crew does not make the supervisor or the District liable for any harm to the rider.
- J. Riders are to be instructed by the Captain in patient confidentiality and are not to discuss details of the patient's care (or even non-medical personal details) with anyone involved in that patient's care.
- K. Riders must be able to function in such a way as not to encumber or impede the crew's operations or ability to respond or perform their duties in any way.

III. Day of the Ride-A-Long

- A. Arrival Time to the Fire Station

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1. Please arrive at **0800** to observe Fire Personnel's morning routine at the Fire Station, become familiar with the apparatus, the equipment and its location on the truck.

B. What to do Upon Arrival

1. Upon arrival, **please ask for the Station Captain.**
2. He/she will brief you on your role, introduce you to the personnel in the station and let them know you are an Observer/Ride-A-Long and who you will partner with for the day.

C. Personnel Morning Routine at the Fire Station

1. Personnel are assigned to shifts (A, B, & C) and stations.
2. At 0800 station personnel have shift change
(Example: A-Shift leaves for the day and share information with the oncoming shift B-Shift).
3. Around 0830 equipment on the apparatus is checked out.

D. Meals

1. Observers may bring food or eat with the crew.
2. Crew members, who participate in the group meals, each contribute \$5 per meal, \$10 per day. Meals are typically eaten at noon & 1700 (5:00 p.m.).
3. After lunch and dinner, the tables are picked up and dishes are cleaned.
4. As part of the crew, you may be asked to assist with cleaning up after meals or other station duties.

E. Emergency Situations

1. Your safety and potentially ours is dependent on us knowing where you are at all times.

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2. If we cannot find you, we assume you are lost and/or injured, and manage the incident accordingly.

F. Responding with the Crew

1. Seat belts must be worn at all time when the vehicle is in motion.
2. The crew will tell you where to sit.
3. Follow the direction of the Captain or designated lead personnel.
4. For auto accidents and non-EMS calls (including fire calls), you must wear a safety vest and stay in the apparatus until directed otherwise by the Captain or Lead personnel.

DO NOT'S

- DO NOT operate any mechanical equipment.
- DO NOT operate, drive, or move any NWFD apparatus or unit
- DO NOT enter the HOT ZONE (NEAR FIRE).
- DO NOT work beyond your comfort level.
- DO NOT work outside the direction of the Captain or designated lead personnel.

MUST

- Meet and brief with Captain or Lead personnel upon arrival
- Wear your identification badge.
- Always wear your seat belt.
- Follow the instructions of fire personnel.
- Obtain permission and brief before leaving station for the day.

CANCELLING or ARRIVING LATE

Please contact the Battalion Chief at 887-1010 Ext. 3150. If no answer, please leave a message.

NWFD Station Locations: 887-1010 (main line)

Station 30	1520 W. Orange Grove Rd.	Station 35	3220 N. Camino De Oeste
Station 31	4701 N. La Cholla Blvd.	Station 36	13475 N. Marana Main St.
Station 32	4151 W. El Camino Del Cerro	Station 37	13001 N. Tortolia Rd.
Station 33	3701 W. Quasar Rd.	Station 38	8475 N. Stargrass
Station 34	8165 N. Wade Rd.	Station 39	12095 N. Thornydale Rd