



# GENERAL ORDER

## 1 General Order 700.08

### 2 Monthly Drills

### 3 Education and Training

4 Issue Date: 03/06/2014

5 Revision Date

#### 6 APPLICABILITY

7 All career, operational volunteer, and Protective Service Contingent members.

#### 8 POLICY

9 The Bureau of Education and Training has implemented a Monthly Drill program for completion  
10 by all operational personnel of Howard County Department of Fire and Rescue Services.

#### 11 DEFINITIONS

#### 13 PROCEDURES

14 Monthly station-based drills will be distributed by the Bureau of Education and Training in  
15 coordination with the Emergency Services Bureau via the Virtual Academy.

16  
17 Topics will be associated with documented NFPA, MFRI, OSHA performance objectives and job  
18 performance requirements.

19  
20 Accountability for completion of the drills shall begin at the company level.

21  
22 Records management will be the responsibility of the Bureau of Education and Training.

- 23       • Each volunteer corporation's designated representative to the Volunteer Training  
24 Board shall be responsible for the completion of the drills and the requisite  
25 documentation that will be forwarded to Education and Training.

26 The Emergency Services Bureau shall ensure completion compliance.

27 The monthly drill process is:

- 28       • E-mail notification from Education and Training when a new monthly drill is available.  
29       • The shift Lieutenant or Captain is responsible for delivery of the content.  
30       • Practical components to be coordinated with field Battalion Chiefs, if required.  
31       • The shift Lieutenant or Captain shall confirm drill attendance in Virtual Academy.  
32       • All personnel that have completed the drill are to complete a knowledge check in the  
33 Virtual Academy, when applicable.  
34       • Company Captain shall verify completion prior to last day of each month.



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**REFERENCES**

**SUMMARY OF DOCUMENT CHANGES**

**FORMS/ATTACHMENTS**

**APPROVED**

A handwritten signature in black ink that reads "Stephen E. Allen, Sr." The signature is written in a cursive style.

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Stephen E. Allen, Sr.  
Deputy Fire Chief, Support Services

44