24 November 2009

Date

**MEMORANDUM CIRCULAR**

**NUMBER: 2009-016**

**SUBJECT: TRAINING MODULE FOR FIRE VOLUNTEERS, MEMBERS OF FIRE BRIGADES AND FIRE SAFETY PRACTITIONERS**

1. **BACKGROUND**

Pursuant to Section 6.03.2 of the Implementing Rules and Regulations (IRR) of RA 9514 otherwise known as the “Fire Code of the Philippines of 2008”, ***“A training design shall be developed by the BFP for fire brigades, fire safety practitioners and fire volunteer organizations. Members shall be required to complete the specified program of instruction”***, and in line with our program which is to enhance the effectiveness and efficiency of our service especially in achieving our mission, the BFP has come up with a training program which caters the need of the qualified fire volunteers, members of fire brigades and fire safety practitioners to be educated and oriented with the basic principles of fire prevention and suppression. It shall also be the basis of BFP recognized organizations dealing with fire safety in their conduct of trainings to fire volunteers, members of fire brigades and fire safety practitioners as one of the requirements in the issuance of Certificate of Competency.

1. **PURPOSE**
2. To prescribe specific and uniform training module for fire volunteers, members of fire brigades and fire safety practitioners.
3. To provide training opportunity for fire volunteers, members of fire brigades and fire safety practitioners.
4. **PROCEDURES**
5. **FIRE VOLUNTEERS/ MEMBERS OF FIRE BRIGADES TRAINING COURSE**

**A.1. COURSE DESCRIPTION**

This five-day training program for the members of fire brigades and fire volunteers is an intensive program designed to give an individual the skills and confidence necessary to safely and effectively operate as fire volunteer.

 The program is composed of five (5) modules and requires the completion of a number of classes and competencies. The lessons cover subjects on General Fire Subjects, Fire Fighting Apparatus, Tools and Equipment, Fire Suppression and Control and Rescue and Emergency Medical Operations.

 Each module contains the following subjects:

|  |  |
| --- | --- |
| **MODULE 1****General Information (4 hours)**1. Introduction to Fire Safety Services 1.1 BFP Mission and Vision 1.2 Roles and Responsibilities of Fire Volunteer 1. 3 Organization and Relationship of Fire Brigade/Fire Volunteer to BFP 1.4 Introduction to Fire Service | **Time Allocation** |
| **Classroom** | **Practical** |
| 1111 |  |
| **MODULE 2****General Fire Subjects (8 hours)**1. Chemistry of Fire2. Fire Alarm and Communication System3.Firefighting Safety Techniques and Procedures4. Practical Examination | 122 | 3 |
| **MODULE 3****Firefighting Apparatus, Tools and Equipment (8 hours)**1. Firefighting Apparatus and Equipment2. Personal Protective Equipment3. Fire Hose and Nozzles4. Portable Fire Extinguisher and Ladder5. Practical Examination | 1111 | 4 |
| **MODULE 4****Fire Suppression and Control (8 hours)**1. Fundamentals of Fire Suppression and Control2. Fundamentals of Practices of Ventilation3.Fundamentals of Forcible Entry and Overhaul4.Fundamentals of Salvage and Procedures5. Fire Simulation | 1111 | 4 |
| **Module 5****Rescue and Emergency Medical Operations (12 hours)**1. Basic Rescue a. Basic Search and Rescue Principles b. Rescue Methods and Techniques c. Ropes and Knots2. Emergency Medical Operations a. Basic Life Support3. Practical Examination | 2222 | 4 |

**A.2 OBJECTIVE**

 This program aims to provide the members of fire brigade and fire volunteers with the fundamental knowledge and skills in fire prevention and suppression that could help them toward the effective delivery of their duties and responsibilities as fire volunteers or members of fire brigades.

**A.3 DURATION**

This course is a five-day intensive and progressive training with a total credit of forty (40) hours.

**A.4 ADMISSION REQUIREMENTS**

 The participants of the course shall submit the following requirements:

1. Duly accomplished Application Form for Mandatory Training ***(Annex A)***.
2. Certificate of Good Moral Character (from Barangay, School, Organization).
3. Certificate of Physical and Mental Fitness.

**A.5 ADMINISTRATION**

1. The BFP- Field Offices shall be responsible in the implementation of this program.
2. The FSED-NHQ shall develop and design the multi-media (PowerPoint) presentation and application form for the Training Program. However, reproduction of the aforementioned materials shall be done by the concerned Regional Offices.
3. The C/MFM shall designate personnel who will serve as training officer and training supervisor throughout the duration of the program. The Training Officer shall ensure the safety of participants and see to it that program objectives are achieved.
4. Participants will be required to read, understand and sign the waiver/agreement to be provided at the back of the application form prior to start of the course. In addition, participants shall be responsible in providing all course and test materials.
5. Certificate of Completion of Mandatory Training ***(Annex B)*** shall be approved by the BFP- Regional Director upon the recommendation of the City/Municipal Fire Marshal through the Provincial/District Fire Marshal.
6. The BFP-National Headquarters (BFP-NHQ) through channel shall be provided with the list of successful participants. Likewise, after activity report shall be forwarded to BFP-NHQ, Attn: Director, Fire Safety and Prevention two-weeks after the termination of the training program conducted.

**B. FIRE SAFETY PRACTITIONERS TRAINING COURSE**

**B.1 COURSE DESCRIPTION**

This course offers subjects on fire protection and fire safety for various professionals and fire safety practitioners. It aims to assist the government and private sectors in ensuring public safety through education.

This program provides the technical training needed to determine code compliance and understand various design approaches and new technologies in fire science.

It is spread over twelve (12) modules and requires the completion of a number of practical examinations/workshops.

Each Module contains the following subjects

|  |  |
| --- | --- |
| **MODULE 1****FIRE CODE OF THE PHILIPPINES (16 hours)**1. RA 9514 (Basic Law)2. Implementing Rules and Regulations of RA 9514, Standard and Compliance | **Time Allocation** |
| **Classroom** | **Practical** |
| 8 hours8 hours |  |
| **MODULE 2****FIRE AND LIFE SAFETY ASSESSMENT ANALYSIS (8 hours)**1. FALAR2. Building Fire Safety | 8 hours |  |
| **MODULE 3****FIRE ALARM AND DETECTION SYSTEM INSPECTION TESTING AND MAINTENANCE (8 hours)** | 8 hours |  |
| **MODULE 4****BUILDING COMPARTMENTATION AND STRUCTURAL FIRE RESISTANCE AND SMOKE CONTROL AND REMOVAL SYSTEM (8 HOURS)**1. Building Compartmentation and Structural Fire Resistance 2. Building Smoke Control and Removal System3. Fire Safety Suppression System | 8 hours |  |

**B.2 OBJECTIVE**

 This program aims to provide the fire safety practitioners with the fundamental knowledge and skills in fire and life safety assessment standard and compliance with the Fire Code of the Philippines and fire science and technology that could help them toward the effective delivery of their duties and responsibilities as fire practitioners.

**B.3 DURATION**

This course is a five-day intensive and progressive training with a total credit of forty (40) hours.

**B.4 ADMISSION REQUIREMENTS**

 The participants of the course shall submit the following requirements:

1. Duly accomplished Application Form for Mandatory Training ***(Annex A)***.
2. License from Professional Regulation Bodies such as but not limited to Engineering and Architecture. For newly licensed, he must be under the supervision of a professional fire safety practitioner.
3. Certificate of Employment or at least five (3) years work experience in safety and fire protection.

**B.5 ADMINISTRATION**

1. The BFP- Field Offices shall be responsible in the implementation of this program
2. The FSED-NHQ shall develop and design the multi-media (PowerPoint) presentation and application form for the Training Program. However, reproduction of the aforementioned materials shall be done by the concerned Regional Offices.
3. The C/MFM shall designate personnel who will serve as training officer and training supervisor throughout the duration of the program. The Training Officer shall ensure the safety of participants and see to it that program objectives are achieved.
4. Participants will be required to read, understand and sign the waiver/agreement to be provided at the back of the application form prior to start of the course. In addition, participants shall be responsible in providing all course and test materials.
5. Certificate of Completion of Mandatory Training ***(Annex B)*** shall be approved by the BFP- Regional Director upon the recommendation of the City/Municipal Fire Marshal through the Provincial/District Fire Marshal.

1. The BFP-National Headquarters (BFP-NHQ) through channel shall be provided with the list of successful participants. Likewise, after activity report shall be forwarded to BFP-NHQ, Attn: Director, Fire Safety and Prevention two-weeks after the termination of the training program conducted.
2. **FUNDING**

 The BFP Regional Offices shall include this activity in their Annual Operation Plans and Budget (OPB) to ensure its implementation.

1. **EFFECTIVITY**

 This Memorandum Circular shall take effect immediately upon approval.

S/Rolando M Bandilla, Jr.

**ROLANDO M BANDILLA JR, CESO IV**

**CSUPT (DSC) BFP**

 Acting Chief