Ocean City Fire Department

FIRE CHIEF'S GENERAL ORDER

FCGO: 24 - 003

Friday, May 10, 2024

TO	ALL OCFD Personnel
FROM	Fire Chief Richard R. Bowers, Jr.
SUBJECT	TRAINING SECTION STUDENT SIGN- IN FORM

Effective immediately, all Ocean City Fire Department personnel are to use the attached Training Section Student Sign-In Form when attending drills, or training classes. This is the only official training recording form in which participation credit for drills and training classes will be permitted.

Personnel attending the drill and or training class must print their name legibly under personnel and include your department ID. If the activity is an EMS drill or training class then both the department ID and MIEMSS number must be included. Drill or Training Instructors must sign the form to validate the personnel attending and the content covered.

Drill or Training Instructors will be responsible for submitting the roster to the Training Battalion Chief. If the Drill or Training Instructor is submitting a hard copy place a line across the form at the end of the sign-in with their signature. If roster is emailed type "End of Roster" in Department ID column after last student's name and sign Lead instructor signature with "name and electronic signature" this will prevent any non-attending personnel to receive credit by adding their name. (see examples)

To receive drill or training credit this form, and only this form, must be filled out correctly with participants names and instructor signatures.

Please discontinue the use of any and all other drill or training forms.

A hard copy of the Training Student Sign-in form has been placed at each station, they are on Chief Backstage (for those who have accessibility) and also on the shared "T" drive path as follows:

Fire Admin Public (T)/ FireEMS / Roster Student Sign-in Training approved by Chief

OCEAN CITY FIRE DEPARTMENT

TRAINING SECTION

STUDENT SIGN-IN

Topic:

Date:

Time:

Location:

Instructor(s):

Lead instructor signature: _____

Training objectives covered: _____

PERSONNEL NAME-PRINTED	DEPARTMENT ID	MIEMSS NUMBER

PERSONNEL NAME-PRINTED	DEPARTMENT ID	MIEMSS NUMBER
*EXAMPLES	*END OF ROSTER	*For emailed electronically signed rosters
OR		

*SIGNATURE OF INSTRUCTOR FOR HARD COPIES