

FIRE WARDENS CLUB

(Est. 2017)

Wardens HANDBOOK



NAME: _____

SCHOOL: _____

What is the Fire Wardens Club (FWC)?

The Fire Wardens Club is an extra-curricular activity for students in primary schools. It is a *uniformed* club and was established by the Jamaica Fire Brigade supported and endorsed by the Ministry of Education.

What is the purpose of the (FWC)?

To empower Wardens with the right knowledge, skills and attitudes to be prepared for, respond to, and recover from disasters which can mean the difference between life and death.

The Club's Insignia / Crest



CROX the friendly Crocodile was designed by the McCook Primary School in a competition put on by the Fire Prevention & Public Relations Department – St. Catherine Division.

CLUB Motto

"Preparing today...for disasters tomorrow."

Club Pledge

"I am a proud member of the Jamaica Fire Brigade's Fire Wardens Club. I pledge to always attend club meetings, participate actively, obey the rules, display good conduct and wear my uniform with pride.

I pledge that I will raise disaster awareness in my home, my school and my community for a safer Jamaica and help my friends and neighbors if I can in times of disaster."

Club Prayer

“Dear God from disasters, protect our country and people,
Protect the young and the old, protect the strong and feeble.
Empower us Fire Wardens with the right knowledge and skill
To help ourselves and others, our purpose to fulfill. Amen.”

RULES & CODES OF CONDUCT

Wardens must:

- Always show respect to Superintendents and obey their instructions.
- Never use offensive language or behavior towards fellow club members.
- Display good team spirit and support for fellow Wardens.
- Attend all club meetings and participate in activities when at school and complete all assignments.
- Never behave in a manner that would damage the reputation of the club either at or away from school.
- Wear uniform with pride.
- Volunteer their time to help others.

Superintendents (Teachers) must:

- Respect the rights, dignity and worth of each Warden.
- Support, encourage and involve all wardens regardless of their abilities.
- Ensure all activities are appropriate to the age and ability of each warden.
- Promote esprit-de-corps (team work) among wardens.
- Never condone rule violations, nor display nepotism and favouritism.
- Never use offensive language or behaviour.
- Never behave in a manner that would bring the club or the Jamaica Fire Brigade into disrepute.

CLUB SQUADRONS

- ❑ **Starter Wardens:** *Grades 1 & 2*
- ❑ **Junior Wardens:** *Grades 3 & 4* (Promotions begin)
- ❑ **Senior Wardens:** *Grades 5 & 6* (Further Promotion possible)

Promotional Pyramid



How do I become eligible for promotion?

Wardens may be promoted to a higher rank on the pyramid based on performance in the following areas:

- Written tests
- Practical tests (e.g. Rescue, first aid, ropes & knots; etc.)
- Interview (conducted by the Fire Prevention Department)
- Regular club meeting attendance (verified by club register)
- Degree of participation in club meeting and activities
- Overall demonstration of good conduct
- Good Turnout (Parade and Uniform Inspection)

ROLES & RESPONSIBILITIES OF CLUB LEADERS

Officer

- Chair club meetings in the absence of Superintendent
- Conduct club meeting activities
- Represent your school at various meetings or events
- Enforces FWC Codes of Conduct/Rules (*Reports misconduct to Superintendent*)
- Be a good FWC Role Model

Deputy Officer

- Assists the Officer with his /her duties

- Be a good FWC Role Model

Sergeant

- Responsible for securing all club materials and equipment
- Assists at FWC events
- Be a good FWC Role Model

Corporal

- Assists the Sergeant with his or her duties
- Assists at FWC events
- Be a good FWC Role Model

Note Well: A FWC Leader can be demoted for misconduct. Demotion means that he/she will be reduced to the next lower position/rank on the pyramid. For example, a Deputy Officer can be demoted to a Sergeant.

INDISCIPLINE

OFFENCES		POSSIBLE OUTCOME
1	Misconduct (e.g. fighting)	<ul style="list-style-type: none"> ▪ DEMOTION or; ▪ Will not be eligible for promotion for 1 year.
2	Using offensive language	Awarded 3 demerits
3	Wearing FWC Uniform with other forms of clothing (eg. Jeans, etc.)	Awarded 2 demerits
4	Absent from club meetings (without reason)	Awarded 1 demerit

Note: A maximum of six (6) demerits within a school year will result in Demotion and/or non-eligibility for promotion.

UNIFORM

- The Weekly Wear (below) must be worn to each club meeting.



Royal Blue Caps – worn by Wardens, Corporals and Sergeants.

Light Blue Caps – worn by Deputy Officers

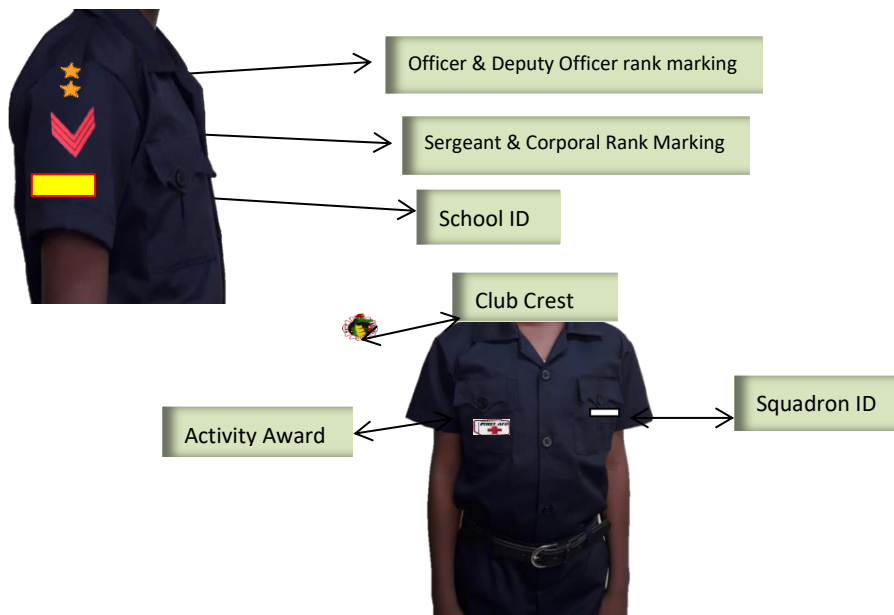
Yellow Caps – worn by Officers

White Caps – worn by Superintendents

- The Formal uniform (right) is worn on special occasions and to formal functions. This uniform must be worn with black shoes and black or navy blue socks.



- **Placement of badges and buttons**



CLUB ACTIVITIES

All topics and activities are disaster-based and presented under 6 general subject areas:

1. Types of Hazards & Disasters:
 - Fire
 - Earthquake
 - Hurricane
 - Tsunami
 - Other hazards & disasters
2. First Aid
3. Rescue Techniques / Ropes & Knots
4. Foot Drill
5. Fire Brigade Knowledge
6. Volunteerism



➤ **ACTIVITY AWARDS**

There are five Individual Activity Awards that Wardens can achieve annually within their respective Club Squadron. The winners of these special awards will emerge out of the examinations/tests and will be awarded with a Certificate of Achievement and a special Badge/Pin.

The categories are:

- | | |
|--|--------------------|
| 1. Best First Aider | 2. Rescue Champion |
| 3. Drill Champion | 4. Ropes Master |
| 5. QUIZ Wiz (best achievement in written test) | |

➤ **MERIT PIN**

If a Warden earns up to 2 merits for the following activities within a school term (September – December or January to March or April – June), he/she may be awarded a merit pin/button. One (1) merit will be awarded per action:

- Helping hands(Volunteering)
- Good Turnout (uniform inspection)

➤ **METEREOLOGIST AWARD – (Disaster Portfolio)**

This award is given to the top Warden from each Squadron who documents in a journal (scrap book) or Video documentary, the significant weather activities across the world within a school year. The awardees will be recognized at the annual Promotion & Awards Banquet held in May each year.

=====

Message to Parents

Your child/ward is a member of the Jamaica Fire Brigade's Fire Wardens Club. He/she is expected to abide by the codes and conduct of the club.

The club has an established website to which photographs depicting club activities will be uploaded periodically. If you do not wish photos of your child/ward to be uploaded to the website, you should inform the club Superintendent as soon as possible.

Do encourage your child/ward to actively participate in the club's activities and assist him/her with assignments which are related to the Fire Wardens Club.

Ensure that you get a receipt from the Superintendent in charge of the club when you make any Fire Wardens Club related purchases associated with the Fire Brigade.

Fire Wardens Club Website: