

## DRILL AND CERMONIES

### PURPOSE and SCOPE

This manual is designed to familiarize you with the formations that apply to platoons, companies and inspections.

Fire Cadets are expected to possess a basic knowledge of drill procedures. **The fire service is a paramilitary organization** and at some time, every member of the Fire Service participates in some form of drill and/or ceremony. This manual presents the techniques and principles used in the Verdugo Fire Academy and does not reflect the total of all drill movements or ceremonies.

### DRILL AND CERMONIES

Drill originated to provide simple formations for a unit (s) to move from one place to another in a standard and orderly manner, while maintaining the best possible appearance. Discipline is installed through precision and automatic response to orders. Objectives include developing command voice, individual and unit drill and discipline.

#### I. DEFINITIONS

The following terms are common to all types of drill and formations:

- A. ELEMENT: A cadet, squad, section, platoon, company, or other unit, which is part of a larger unit.
- B. FORMATION: An arrangement of elements of a unit in line, in column, or in any other part of a larger unit.
- C. LINE: A formation in which the elements are side by side or abreast of each other. A section or platoon is in line when its squads are in line one behind the other.
- D. FORMATION: An arrangement of elements of a unit in line, in column, or in any other part of a larger unit.
- E. DEPTH: the space from head to the rear of an element of a formation. The depth of a cadet is considered to be 12 inches.

- F. FRONT: The space, which an element of a formation occupies, measured from one flank to the other. The front of a cadet is considered to be 22 inches.
- G. CENTER: The middle element of a formation with odd number of elements, or the left center element of a formation with an even number of elements.
- H. DISTANCE: The space between elements in the direction of depth.
- I. FILE: A single column of cadets or vehicles, one behind the other.
- J. INTERVAL: The lateral space between elements on the same line. Interval is measured between individuals from shoulder to shoulder or formations from flank to flank.
- K. RANK: A line of cadets or vehicles placed side by side.
- L. ALIGNMENT: The dressing of several elements on a straight line.
- M. HEAD: The leading element of a column.
- N. PACE: A step of 30 inches; the length of a full step in quick time.
- O. STEP: The distance from heel to heel between the feet of a marching cadet. Half step and back step are 15 inches, right and left steps are 12 inches and quick and double time are 30 and 36 inches.
- P. CADENCE: The uniform step and rhythm in marching.
- Q. QUICK TIME: A cadence at 120 steps per minute. (It is the normal cadence for Drill and Ceremonies.
- R. DOUBLE TIME: A cadence at 60 steps per minute. (used at funerals)
- S. LEFT (RIGHT): Left extreme or element of a cadet or element.
- T. BASE: Element on which a movement is regulated.
- U. GUIDE: The individual (BASE) upon whom a formation, or elements of a formation regulates its march.

- V. SNAP: The quality that inspires immediate response, when a command is given.

## II. **GIVING COMMANDS**

Commands are an oral order from an authority (Instructor). Unquestionable obedience to a command is necessary for success in the fire service, especially on the fire ground or in rescue operations. A command given by an authority (Instructor) or pier in the performance of ones duties demands the followers' immediate response to the will of the giver of the command. When a command is issued, there can be no question on the part of the follower as to whether the command is correct or whether there is an option to carry it out. The follower must be trained to immediately carry out the instruction contained in the command. Commands become familiar as a result of constant use (Training).

**Safety Issue**: At all times cadets/students are expected to follow all commands given. The only exception is if the cadet sees that something is unsafe. Upon seeing something unsafe the cadet is responsible for reporting it to an instructor or to the one giving the command.

### A. **Voice Control**

The Fire Ground is a very noisy place. Cadets must learn to speak in a way that they will be heard clearly and with out misunderstanding.

1. The loudness of a command is adjusted to the number of cadets in the formation and the environmental noise.
2. The only position for giving commands in drill and ceremonies is the position of attention.
3. The use of ones diaphragm and the throat are essential to success in giving commands. The diaphragm automatically controls normal breathing and is used to support the voice in giving commands. Like wise the throat, mouth and nose act as amplifiers and help to give fullness and projection.

B. Pitch and Inflection

Pitch is a rise and fall of pitch and tone in the voice. The preparatory command is the command, which indicates the movement.

C. Distinctness

1. Distinctness depends on the correct use of the tongue, lips and teeth, which form the separate sounds of a word. All commands can be pronounced correctly without loss of effect.
2. To develop the ability to give clear, distinct commands, practice giving commands slowly and carefully, prolonging the syllables. Then gradually increase your rate of delivery until you develop the proper cadence, still enunciating each syllable distinctly.

**III. TYPES OF COMMANDS**

- A. Most drill execution begins with a preparatory command and a command of execution. Neither of these parts is actually a command by itself but together, complete one order that obtains the desired response. The best way to develop command voice is to practice commands.
- B. The preparatory command is the command, which indicates that a command of execution will be given. This gives the follower of the command an opportunity to prepare and also gives the nature of the command to be executed. In the command "FORWARD / MARCH": the preparatory command is FORWARD. The preparatory command is given in normal voice.
- C. The command of execution is the command, which indicates when to execute a movement. In the command "FORWARD / MARCH": the command of execution is MARCH. The command of execution is given a sharper tone and is a slightly higher pitch than the last syllable of the preparatory command. It must have plenty of snap.

- D. Combined commands are commands in which the preparatory command and the command of execution are combined. An example would be the command "FALL IN".
- E. As a general rule for drill, the command "AS YOU WERE" cancels a movement or order started, but not completed. At this command, cadets should resume their former position.

#### **IV. INDIVIDUAL MOVEMENTS**

##### **A. Position of attention**

This is the basic military position from which most other movements are executed. This position indicates that the cadet is alert and ready for instruction.

COMMANDS: "(Squad, Platoon or Company) ATTENTION, FALL IN".

1. Bring you left heel against the right with smartness and snap.
2. Turn your feet out equally to form a 45-degree angle. Keep you heels on the same line and touching.
3. Keep you legs straight but not stiff at the knees.
4. Keep you hip's and shoulders level and you chest lifted.
5. Let your arms hang naturally, thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.
6. Keep your head and body erect. Look straight ahead. Keep your mouth closed and you chin pulled in slightly.
7. Stand still and do not talk.

Note(s): ATTENTION. "Squad (Platoon), ATTENTION" may be given during halt, at parade rest, at ease, or rest.

- (a) During parade rest, come to attention.
- (b) During at ease or rest, take position of parade rest on the command SQUAD. When "ATTENTION" is given, come to that position.

**B. REST**

**1. PARADE REST**

- (a) Assume that you are halted at attention and that you have received the command "PARADE, REST."
- (b) At "PARADE," shift the weight of your body to the right leg without noticeable movement.
- (c) On "REST" and for the count of one, smartly move the left foot approximately 12 inches from the inside of the right heel.
- (d) Keep the legs straight without stiffness, resting the body weight equally on both legs.
- (e) Clasp the hands behind the back while moving the left foot.
- (f) Place the left hand at the small of the back, just below the belt and place the right hand inside the left.
- (g) Grasp the thumb of the left hand lightly with the thumb of the right hand.
- (h) Extend and join all the fingers, and turn the palms to the rear. Align the elbows with the body.
- (i) Do not move, and do not talk.
- (j) Hold you head and eyes in the same position as you would at attention.

Note(s): The only command you may receive while at parade rest is back to the position of attention. The command is "Squad, ATTENTION."

- (1) On the command of execution, smartly bring the left heel against the right heel.
- (2) Simultaneously, drop the arms to the sides, and assume the position of attention.

## 2. AT EASE

- (a) Assume that you are halted at attention and that you have received the command "AT EASE".
- (b) On "AT EASE," and for the count of one, keep your right foot in place. Move about and adjust equipment (uniform) only.
- (c) Maintain silence

Note(s): The only command you may receive while at ease is "ATTENTION".

- (1) At "Squad," assume the position of parade rest.
- (2) On "ATTENTION," smartly bring the left heel against the right heel.
- (3) Simultaneously drop the arms to the side, and assume the position of attention.

Note(s): You may also be given this command when not in ranks. In this case, it means to cease talking but to continue whatever you were doing before the command.

## 3. REST

- (a) Assume that you are halted at attention and that you have received the command, "REST."

- (b) On "REST" and for the count of one, keeping your right foot in place, move about only to adjust equipment.
- (c) Talk in a low, conversational tone.

Note(s): The only command you may receive while at rest is the command "ATTENTION."

- (1) At "Squad," assume the position of parade rest.
- (2) On "ATTENTION", smartly bring the left heel against the right heel.
- (3) Simultaneously, drop the arms to the sides, and assume the position of attention.

4. FALL OUT

- (a) Assumes that you are halted at attention and that you have received the command, "FALL OUT."
- (b) On "FALL OUT," leave your position in ranks.
- (c) Go to a predesignated area, or remain in the immediate vicinity or leave the area as directed.

Note(s) The only command you may receive from "FALL OUT" is "FALL IN".

5. FALL IN

- Resume your position in ranks at the position of ATTENTION.

6. HALT

To halt, while marching forward at quick time cadence.

- (a) Assume that you are marching forward at quick time and that you have received the command, "Squad, HALT".

- Note(s): The command is given as the left foot strikes the ground.
- (b) On the count of one, take one more normal step.
  - (c) For the second count of halt, take the next step; smartly bring the left heel against the right heel.
  - (d) Assume the position of attention.
  - (e) Remain in this position until given another command.

To halt, while marking time.

- (a) Assume that you are marking time and that you have received the command, "Squad, HALT."
- Note(s): The command is given as the left foot strikes the ground.
- (b) For the first count of halt and for your next step, take one more 2-inch vertical step in place with the right foot.
  - (c) For the second count of halt, take a 2 inch critical step in place with the left foot.
  - (d) Smartly bring the left heel against the right heel, assuming the position of attention.
  - (e) Remain in this position until given another command.

## 7. HAND SALUTE

On the command of HAND SALUTE.

- (a) Assume that you are halted at attention and that you have received the command "HAND, SALUTE."
- (b) On SALUTE, smartly and in the most direct manner, raise the right hand until the tip of the right forefinger touches the lower portion of the headdress above or slightly to the right of the right eye.

- (c) Extend and join the fingers with the thumb along the hand and the palm down.

Note(s) Ensure that you are able to see the entire palm when looking straight ahead.

- (d) Keep the wrist and forearm straight.
- (e) Incline the forearm at a 45-degree angle.
- (f) Keep the upper arm parallel to the ground and the elbow in plane with the body.

Note(s) The command to terminate the salute is "READY, TWO".

#### 8. READY, TWO

- (a) On TWO, smartly and in the most direct manner, return the right hand to the right side.
- (b) Assume the position of attention.
- (c) Remain in this position until another command is given.

### C. FACING

#### 1. RIGHT FACE

- (a) Assume that you are halted attention and that you have received the command "RIGHT, FACE."
- (b) On "FACE" and for the count of one, slightly lift the toe of the right foot and the heel of the left foot.
- (c) Then face 90 degrees to the right by pivoting on the right heel assisted by slight pressure from the left toe.
- (d) Hold the left leg straight without stiffness with the thumbs along the seams of the trousers.

- (e) For the count of two, smartly bring the left heel against the right heel, assuming the position of attention.
- (f) Remain in this position until given another command.

2. LEFT FACE

See RIGHT FACE and reverse the foot positions.

3. ABOUT FACE

- (a) Assume that you are halted at the position of attention and that you have received the command "ABOUT, FACE."
- (b) At "ABOUT," shift the weight of your body to the left leg without noticeable movement.
- (c) On "FACE" and for the count of one, place the ball of the right foot in position, touching the ground at one-half of your foot's length to the rear and slightly to the left of your heel.
- (d) Keep the right leg straight without stiffness. Rest the body weight on both legs.
- (e) Keep the thumb along the seams of the trousers.
- (f) For the two, face to the rear by turning about 180 degrees to the right.
- (g) Pivot on the heel and the ball of the right foot, assuming the position of attention.

Note(s) If properly executed, the heels will be on line and touching when the movement is completed.

- (h) Remain in this position until given another command.

4. QUICK TIME

From the Halt

- (a) Assume that you are halted at attention and that you have received the command "FORWARD, MARCH".
- (b) At "FORWARD," shift the weight of your body to the right leg without noticeable movement.
- (c) On "MARCH," smartly take a 30-inch (from the rear of the left heel to the rear of the right heel) step to the front with the left foot.
- (d) Simultaneously, begin to swing your arms in their natural arc, 6 inches to the front and 3 inches to the rear of your legs.
- (e) Continue to march without stiffness or exaggeration of movement, taking 120 30-inch steps per minute, swinging the arms as indicated above until given another command.

While Making Time

- (a) Assume that you are marking time and that you have received the command "FORWARD, MARCH."

Note(s): The command of execution may be given on either foot as it strikes the ground. For example, the command is given as the left foot strikes the ground.

- (b) On "MARCH," take one more 2-inch vertical step in place with your right foot.
- (c) Take a 30-inch (from the rear of the left heel to the rear of the right heel) step to the front with your left foot.
- (d) Continue to march, taking 120 30-inch steps per minute, swinging your arms 6 inches to the front and 3 inches to the rear of your legs until given another command.

5. MARK TIME

From the Halt

- (a) Assume that you are halted at attention and that you have received the command "MARK TIME, MARCH."
- (b) At "MARK TIME," shift the weight of your body to the right leg without noticeable movement.
- (c) On "MARCH," take a 2-inch (from the ball of the foot to the deck) vertical step in place with your left foot. (The heel is 4 inches from the ground.)
- (d) Simultaneously, begin swinging your arms 6 inches to the front and 3 inches to the rear of your legs.
- (e) Continue marching in place, taking 120 2-inch vertical alternating steps per minute, swinging your arms 6 inches to the front and 3 inches to the rear of your left until given another command.

While Marching at Quick Time

- (a) Assume that you are marching at quick time and that you have received the command "MARK TIME, MARCH."

Note(s): The command of execution may be given on either foot as it strikes the ground. For example, the command is given as the left foot strikes the ground.

- (b) On "MARCH," take one more 30 -inch step to the front with your right foot.
- (c) Bring the left foot along side the right foot as in halt.
- (d) Without losing cadence, take a 2-inch vertical step in place with your right foot.

- (e) Continue marching in place, taking 120 2-inch vertical alternating steps per minute, swinging your arms 6 inches to the front and 3 inches to the rear of your legs until given another command.

6. SIDE STEP

Right Step

- (a) Assume that you are halted at attention and that you have received the command "RIGHT STEP, MARCH."
- (b) At "RIGHT STEP," shift the weight of your body to the left foot without noticeable movement.
- (c) On "MARCH" and for the cadence count of one, place the right foot 12 inches (from the inside of the right heel to the inside of the left heel) to the right of the left foot.
- (d) Keep heels on line, and distribute the body weight evenly on both legs.
- (e) Keep the legs straight, without stiffness, and thumbs along the trouser seams.
- (f) For the cadence count of two, smartly bring the left heel against the right heel as in the position of attention.
- (g) Continue taking 12-inch steps right at 120 steps per minute until you receive another command.

Note(s) The only command you may receive while right stepping is "HALT." Both the preparatory and command of execution must be given as the heels are together.

- (1) On "HALT" and for the first count of halt, take one more 12-inch step to the right with the right foot.

- (2) For you next step and for the second count of halt, smartly bring the left heel against the right heel assuming the position of attention.

Left Step

See RIGHT STEP and reverse the foot positions.

D. FACE TO THE REAR WHILE MARCHING

While marching forward at quick time.

1. Assume that you are marching forward at quick time and that you have received the command "TO THE REAR, MARCH."

Note(s) The command of execution will be given as the right foot strikes the ground as this involves a movement to the right.

2. On "MARCH," place you're left foot approximately 30 inches directly in front of you right foot.
3. Face 180 degrees to the right by pivoting on the balls of both feet.
4. Keep the legs straight without stiffness.
5. Continue the arms in their natural swing, but do not allow them to swing side from the body.
6. Without losing cadence, take a 30-inch step in the new direction at quick time until given another command.

**V. Movements as a member of a unit.**

Note(s) The following formations are close but not entirely correct for movements as a unit. This change is done for the functional ease of the academy. This change deals primarily with the use of Engine Companies in formations.

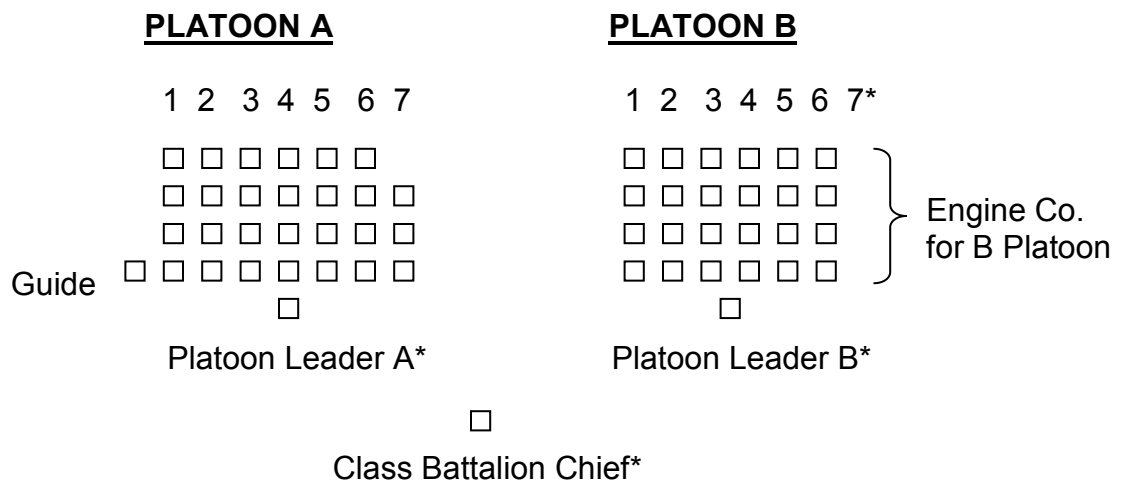
The Platoon is the basic drill unit. A section normally forms and drills as a squad. A large section, however, is divided into two or more drill squads to form and to drill as a platoon. The two platoon formations are line and column.

**A. PLATOON IN LINE**

1. Used when forming the platoon.
2. Used in ceremonies of larger units when the company is in line, and in inspections of a platoon.

Note(s): Figure 1 illustrates the platoon in line showing the post of each individual. The squads are numbered from front to rear. When in line formation, a platoon should be marched for short distances only.

**Figure 1.**



Note(s): Each four Cadets from front to rear are an engine company starting from left to right (numbered as 1A, 2A, 3A - 6A). If a member of an engine company is missing the cadet to their rear should move forward. The Guide will complete the 3-member Engine Company in Platoon A. The 2 Platoon Leaders and the Class BC will make a three person engine company for Platoon B. The engine company system is an Academy system and not part of proper military formation arrangement.

3. On FALL IN, (Class BC) form the platoons in line and at normal interval.
  - (a) On "IN," (Class BC) positions him/her self so that they will be directly between the two Platoons. The BC will be 12 paces from the first rank of the platoon.
  - (b) (Guide) Keep your head and eyes to the front, and furnish normal interval to the first squad leader by raising your left arm shoulder high in line with your body.
4. In the first squad, including the squad leader, align with the Cadet to your right.
5. Furnish interval to the Cadet on your left.
6. As you obtain alignment and interval, return smartly and quickly to the position of attention without command.
7. (Squad Leaders) Fall in directly behind the squad leader of the first squad with a 40-inch distance between you.
8. (Remaining Squads) Align yourself with the corresponding Cadet in the first squad.

Note(s) Members of the first squad will obtain only exact one-arm intervals.

- E. TO OPEN AND CLOSE RANKS (for inspections). (Modified for Academy purposes.)

#### OPEN RANKS

Note(s): The commands are "OPEN RANKS, MARCH; READY, FRONT; COVER." They are given only in line.

1. (Front Rank) On "MARCH," take two paces forward; halt, and execute dress right.
2. (Second Rank) Take one pace forward; halt, and execute dress right.
3. (Third Rank) Stand fast, and execute dress right.
4. (Fourth Rank, if present) Take two paces backwards; halt, and execute dress right.
5. (Each succeeding rank, if present) Take two, four, or six steps backward; halt, and execute dress right.
6. (Instructor) Verify the alignment as for dress right.
7. After verifying the alignment of the rear rank, face the left, and command "READY, FRONT; COVER."

#### TO CLOSE RANKS

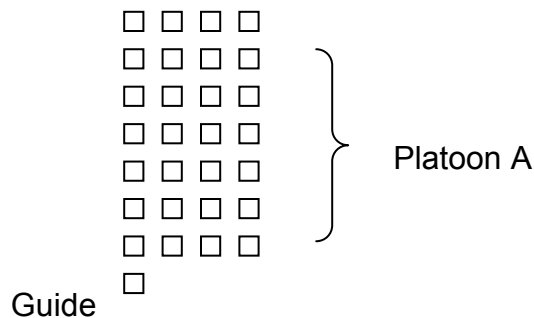
Note(s): The command is "CLOSE RANKS, MARCH." It may be given only from open ranks.

1. (Front Rank) on "MARCH," stand fast.
2. (Second Rank) Take one pace forward and halt.
3. (Each Succeeding Rank) Take two, three, four or five paces forward, and halt.
4. (Each Cadet) Cover.

C. PLATOON IN COLUMN

1. Used when marching the platoon.
2. Used in ceremonies of larger organizations when the company is massed.

Figure 2.



Note(s): Figure 2 illustrates the platoon in column and shows the post of each individual. The squads are numbered from left to right with the squad leaders at the head of their respective squads. The second or "B" Platoon would be positioned 6 paces behind the "A" Platoon.

After the platoon is formed in line, it is put in column with the command "RIGHT, FACE."

Note(s): (Guide) has special movements. See Guide Manual for instructions.

C. CHANGE OF DIRECTION

Note(s): The command is "COLUMN RIGHT (COLUMN LEFT), MARCH." The basic element during the turn is the squad on the flank in the direction of the turn. The pivot Marine for the movement is the first Marine in the base squad, excluding the guide.

1. (Pivot Cadet) On "MARCH," face the right (left) in the direction of the turn.
  - (a) Then take a half step.
  - (b) Resume the full step when the other Cadets of your rank are abreast.
2. (Other Cadets of the Leading Rank) Turn twice to an oblique right (left) without changing interval.
  - (a) Place yourselves abreast of the pivot Cadet.
  - (b) Conform to his/her step.
  - (c) Execute the first oblique opposite their new line of march so that when the oblique is completed, they will be marching toward the new front with proper interval.
3. (Ranks in the Rear of the Leading Rank) Execute the movement on the same ground and in the same way as the leading rank.

## **VI. DISMISSED**

This command releases the Cadet/FF from obligation or to go and carry out their duties as required. It means that the conversation is concluded.

Note(s): This is also the last command given to the cadets as a Class and will only occur on graduation day.

## **INSPECTIONS / TESTING**

### PURPOSE and SCOPE

Inspections have a real functional value, and they are one of the most important tools of command. They are also a very significant part of every firefighters career, because he/she will continually be inspected or be responsible for inspections.

Inspection results are excellent indicators of your department's morale, efficiency, discipline, training and leadership. They help you determine if the Cadet/Firefighter in your company are ready to fulfill their positions within the Fire Departments mission of public service. Your Companies must be able to deploy in response to emergencies in the shortest possible time. A engine company may not have time to replace worn boots, unserviceable gloves or equipment that has not been cared for in normal training, or learn which firefighter can execution orders as directed. Inspections are excellent occasions to discover these discrepancies. Through inspections, you can correct small problems before they become major problems and ensure that your Cadets are ready in all respects for any assignment.

**The primary objective of inspections is to determine the condition of the Cadet/Firefighter or the object under inspection, and to insure that the person being inspected understands the standards require of them.**

- I. Preparation for inspections
  - A. Preparation before an inspection is as important, if not more important, than the inspection itself. Your Class BC and Platoon Leaders will mainly supervise the preparation of the Academy Class.

Note(s): The Senior Drill Instructor will be an invaluable tool for success in inspections. Take advantage of it. While preparing for inspections commend the effort of your fellow Cadets that put forth to meet the desired results, and then call attention to any discrepancies. The inspection that your Class receives from you (the Cadets) should be the most detailed that the Class receives. Demand perfection from all Cadets. The higher your standards are, the more the Class will produce.

1. Personal appearance
  - (a) In addition to every item of uniform or equipment, personal grooming is important for a professional appearance.
  - (b) See Policies and Procedure Manual for personal appearance standards.

2. Uniforms/Clothing
  - (a) **It is often said that the uniform reflects the man/woman.** In the Fire Service, the uniform not only reflects the individual Cadet/Firefighter, but the entire Fire Service as well. The Fire Service uniform with appropriate insignia is designed primarily to show at a glance the department and grade of the individual authorized to wear it. The uniform represents visual evidence of the authority and responsibility vested in the individual by their Department for the public that they serve.
  - (b) See Policies and Procedure Manual for personal uniform standards.
  - (c) Verdugo Fire Academy Cadets may well be associated and identified with the Academy and/or College, even when not wearing a uniform. Whenever civilian clothing is worn, Cadets should ensure that their dress and personal appearance is conservative and commensurate with the high standards traditionally associated with the Academy.
3. Firefighting Gear (personal issue, example: turnouts).
  - (a) Proper fit and serviceability of all Firefighting Equipment is necessary to insure the safety of the individual wearing/using it.
  - (b) See Policies and Procedure Manual for personal Firefighting Gear standards.
- F. Forming for Inspection.
  1. When the class is formed, the Instructor or Class BC will give the command "OPEN RANKS, MARCH". Follow the procedure for the command as stated in this manual.
  2. Once the formation has opened ranks, the Instructor or Class BC will verify the alignment of the rank and file and make any needed adjustment. Once this is complete the if

executed by the Class BC he/her will return to the center of the formation and face the Instructor.

3. The Class BC will execute a salute and say "Sir..., Class Number of Class is prepared of Inspection... Sir." The Class BC will hold the salute until the Instructor returns the Salute; he/she will then return to attention.
4. "OPEN RANKS" will be preformed for the actual inspection.

G. Being Inspected.

1. Everything should be ready 10 minutes before the inspecting Officer arrives. You should make one final check to ensure that discrepancies noted in the preliminary inspection have been corrected.
2. When the inspecting party arrives, the Class BC will report your Class for inspection.

Note(s): Cadets will be questioned on General knowledge, while being inspected to accustom them to answering questions while in ranks. It will also give the inspector an indication of the effectiveness of the training program and the basic knowledge of the individual Cadet. Answer questions calmly, directly and without any excuses.

3. Be alert for the inspecting officer's comments and take mental notes as he makes comments.

H. After the Inspection.

1. After the inspection, the Class BC should hold a critique with your unit as soon as possible. He/she should point out good and bad points. If the inspector was pleased be sure to pass the praise on to the Class.
2. For the inspection to serve its purpose, Cadets must follow up on the discrepancies that were found. Scribes should take good notes during the inspection to help Cadets in taking corrective action. The Class BC should schedule a reinspection for those Cadets who did not meet or failed the

inspection requirements. As a Class you should make sure all Cadets correct every discrepancy.

3. The Drill Instructor/Drill Master normally requires an after-inspection report from the Class BC. The report should include the following:
  - (a) Inspection discrepancies, usually by name.
  - (b) Corrective action taken.
  - (c) Reinspection schedule if required.

### **CADET DRILL REGULATIONS**

As a sign of respect to Staff, Instructors, Visitors, and College Staff and to develop the teamwork necessary for a successful Class, Cadets are required to conduct themselves differently. The way Cadets walk, talk, and behave at all times will be monitored. Every aspect of a Cadets performance is measured, evaluated and subject to grading. Therefore, every cadet will conduct themselves according to the following guidelines unless directed differently by an Instructor.

#### **I. ADDRESSING STAFF, INSTRUCTORS, AND VISITORS**

All Cadets shall address Academy Staff, Instructors and Visitors while wearing the Academy Uniform as follows:

- A. The **First Word** out of the Cadets mouth will be **Sir/Mam** followed by the Cadets last name and the request that the Cadet desires to ask. The **Last Word** out of the Cadets mouth will be **Sir/Mam**.
- B. All Cadets will request permission to speak to a Staff Member, Instructor or Visitor while the Cadet is wearing the Academy Uniform. Note the following Examples:
- C. At all times Cadets will address Staff Members, Instructors or Visitors by their title and/or name if the Cadet knows it. Example:

*(See examples on the next page.)*

**(Addressing a visitor)**

Cadet: "Mam..., Cadet Your Last Name request permission to speak... Mam!!!!" (*To be said in a loud voice and with authority*)  
Visitor: "What do you want?"  
Cadet: "Mam..., Cadet Your Last Name request permission to carry your boxes into the Classroom for you... Mam!!!!"  
Visitor: "OK".  
Cadet: "Mam..., Thank you... Mam!!!!"

**(Addressing Staff/Instructors)**

Cadet: "Sir..., Cadet Your Last Name request permission to speak to Instructor Smith... Sir!!!!"  
Instructor: "Speak!"  
Cadet: "Sir..., Cadet Your Last Name request permission to go to the Class Room to get his/her rope... Sir!!!!"  
Instructor: "Go!"  
Cadet: "Sir..., Yes Sir!!!!"

- D. Cadets will stand at attention when addressing Staff Members, Instructors or Visitors or during any other dialogue unless the addressee puts the Cadets "AT EASE" or gives some other instruction.
- Note(s): This does not apply during fire ground or manipulative operations. However, if the Cadet is not directly involved or the operation has not started, the Cadet is required to respond as stated above.
- E. Cadet(s) shall be quite at all times while entering, exiting or working in the classroom. Cadets shall file into the classroom described or instructed in the first part of the program. This applies to entering any classroom the Academy uses.
- F. Whenever asking a question during a classroom session, the Cadet asking the question shall raise his/her hand and wait for the Instructor to call on him/her prior to speaking. **At no time shall a cadet sound of without asking permission of the instructor.**

Upon receiving permission for the instructor the Cadet will state his/her name and the nature of the question. Example:

Cadet: Raise Hand to ask a question.

Instructor: Addressing the Cadet with a raised hand. "What is your question Cadet?"

Cadet: "Sir..., Cadet Your Name Here would like Instructor Jones to show how to tie the square knot again... Sir!"

*(To be said clearly, with confidence and appropriately for the setting)*

Instructor: "Sure"... and continues to instruct.

Note(s): **Under no circumstances shall Cadets attempt to argue with an Instructor. However, Cadets are encouraged to ask questions in order to clarify the subject matter being presented.**

G. Cadets shall be responsible for remaining attentive during all periods of instruction. If a cadet becomes drowsy or in any manner incapable of properly paying attention, he/she may leave their seat quietly and stand at the back of the classroom or area where the instruction is being delivered. **If a Cadet fails to pay close attention to the Instructor during any training, the Cadet will be dismissed for the day and/or be subject to disciplinary action.**

I. At no time shall any Cadet bring into the Classroom or drill yard, any type of food or drink unless approved by the Academy Staff or the Instructors. Drinks may be kept in the Cadet Bag while in the drill yard.

Note(s): Cadets are encouraged to hydrate themselves as much as possible due to the physical demand placed on them.

J. Cadet shall carry all books and folders in the left hand at all time, while moving around. The IFSTA Manual will always be carried on the outside of a stack of books, spine down, front cover out. Bags and Equipment will also be carried in the same way except during manipulative or drill ground operations and/or when the Cadet has too much to carry in one hand.

K. Cadets will use a:

- A 4 inch (RED) 3 Ring Binder Only.
- Paper used shall be loose leaf (WHITE) College Rule Paper

### III. CLASSROOM ENTERING

- A. Upon being marched into the Classroom, all Cadets shall remain at the position of attention beside/in-front of their perspective seats. Their Books, Notebooks, etc..., shall be held in the left hand.

COMMANDS: ("Ready, Seats/Sit".)

Upon being given the COMMAND "Ready, Sit", Cadets books, notebooks, etc..., shall be placed on the Cadets table/desk with both hands on top of the Cadets lap, palms down, left hand on left knee and right hand on right knee, until they are given the COMMAND "AT EASE" by the Instructor or the Class BC if necessary.

- B. Cadet tables/desks, chairs and areas will be kept neat and clean at all times. All materials are to be placed directly in front of the cadet in a neat stack. All materials shall be neatly stacked on the table/on or under the desk prior to exiting the room for any reason. The IFSTA Manual will be placed on the Top of the Stack with the front cover up.

### IV. CLASSROOM EXITING

All Cadets shall exit the classroom in an orderly manner as outlined in this Manual and as instructed by the Academy Staff.

### V. GENERAL CONDUCT

**Cadets shall conduct themselves in an orderly manner at all times.**

- A. Whenever any Cadet(s) are moving about and they approach a Staff Member, Instructor or Visitor from behind, the Cadet(s) will maintain a space of not less than 10' to the rear of the Staff Member, Instructor or Visitor. When a Cadet(s) are directed to follow a Staff Member, Instructor or Visitor they will do so 4 paces behind and 2' to the right of the Staff Member, Instructor or Visitor.
- B. Whenever Cadets are moving out of formation, all cadets will do so at Double Time. The only exception will be during lunch.

- C. Whenever a group of Cadets or an individual Cadet is confronted by a Staff Member, Instructor or Visitor, the Cadet(s) shall come to attention and remain at the position of attention until directed by the Staff Member, Instructor or Visitor otherwise. Upon completion of the conversation between the Staff Member, Instructor or Visitor, the Cadet(s) will remain at attention until the Command "DISMISSED" is given.
- D. No Cadet shall enter any classroom or office prior to knocking first and being acknowledged. The Cadet(s) shall Knock Three Times firmly on the Door Jam, upon acknowledgement by the Staff Member, Instructor or Visitor; the Cadet will request permission to speak. Once permission to speak is granted, the Cadet will request to enter the classroom or office. Example:

Cadet: Knock 3 Times on Door Jam.

Instructor: Addressing the Cadet that Knocked. "What do you want Cadet?"

Cadet: "Sir..., Cadet Your Name Here request permission to enter the Office... Sir!"

*(To be said clearly, with confidence and appropriately for the setting)*

Instructor: "Enter."

Once permission to enter is granted the Cadet will report to the Desk/Location of the Staff Member, Instructor or Visitor he or she should like to address. The Cadet will stand at attention and request permission to speak as stated earlier.

Cadet: "Sir..., Cadet Your Last Name request permission to speak to Instructor Smith... Sir!!!!"

Instructor: "Speak!"

Cadet: "Sir..., Cadet Your Last Name request permission to (whatever...).

If the Cadet was requested to report to a specific Staff Member or Instructor the will report as ordered. Example:

Cadet: "Sir..., Cadet Your Last Name reporting as ordered... Sir!!!!"

Instructor: Will address the Cadet concerning the reason for reporting.

- E. Cadets shall confine their activities to the training center/college classroom and drill yard. **No Cadet shall enter any fire station without permission from a Staff Member, Instructor or Department Personnel of that station. Cadets are not to leave a training area for any reason without permission. This includes lunch and breaks.**