

# Junior EMS Program



## Tool Kit

Thousand Islands Emergency Rescue Service  
Clayton, New York

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## About Junior EMS Programs

There are thousands of Junior EMS (Emergency Medical Services), programs nationwide, mostly patterned after Junior Firefighter programs within volunteer fire companies. Many are also affiliated with the Boy Scouts of America's Explorer or Venturing programs. Junior EMS Programs can easily be formed within the structure of independent volunteer non-profit agencies, but there are certain procedures that should be addressed by the agency from policy and legal perspectives. These programs are an excellent way to recruit new members into your organization who may become Emergency Medical Technicians or Paramedics.

Thousand Islands Emergency Rescue Service, Inc. (TI-RESCUE) has sponsored a Junior EMS Program since 2003 and has been very successful at mentoring young people into volunteer and career EMS positions throughout our region. We've put *The Junior EMS Tool Kit* together for other agencies to use as a guide to duplicating our success.

Nationwide, the number of EMS volunteers is declining while the age of current EMS volunteers is increasing. EMS agencies are finding it difficult to attract new members due to a range of reasons--increased demands on people's time, longer commuting distances to and from jobs, the prevalence of multiple-income households with child-care concerns, migration out of smaller and more rural communities, and ever-increasing training requirements.

It's vital to attract people into the emergency services while they are young so that they form lifelong connections, whether as active responders or as active community supporters. Junior EMS programs provide an opportunity to learn about EMS and EMS agencies in a safe, controlled, educational, fun and exciting way while providing agencies with an excellent recruitment mechanism with has long-range benefits to local communities and departments.

TI - Rescue has created *The Junior EMS Tool Kit* for other independent EMS agencies, referencing many already-existing programs to create a useful resource for beginning a Junior EMS Program.

## Benefits of a Junior EMS Program

- **Allows young adults to gain insight and interest in becoming members of the emergency services**
- **Increases awareness about volunteering and supporting their fire or emergency medical services.**
- **Provides departments with trained help for accomplishing emergency and non-emergency tasks**
- **Instills valuable life skills of teamwork, responsibility, accountability and cooperation in our nation's youth**
- **Provides an outlet in a structured supervised atmosphere for troubled youths**
- **Leadership development for the next generations of American adults**
- **Educates and involves parents and mentors on the importance of encouraging volunteerism**

## Other Resources

While there is a lot of information about Junior Firefighter programs that may include information for EMS agencies, specific resources just about EMS Junior Programs are very limited. Some of the resources used in this Toolkit include:

National Junior Firefighter Program: [juniors.nvfc.org](http://juniors.nvfc.org)

Boy Scouts of America [www.scouting.org](http://www.scouting.org) (Boy Scouts of America can assist in sponsoring programs called Exploring and also Venturing)

Both of these agencies are able to register their local programs in searchable, online databases as well as access additional resources and tools to help develop, expand, and recruit for local program.

TI-Rescue's program began as a Boy Scouts of America Explorer Post, but we soon fashioned our own program, simply calling it the Junior Membership Program.

Another resource concerning potential liability when offering a Junior Program is [www.firecorps.org](http://www.firecorps.org). Download ***Fire Corps Liability Guide: Managing the Unexpected in Fire Corps Activities***. This guide shows how important it is to have a plan to minimize liability concerns and pay for liability that does occur, offering best practices for dealing with these concerns and provides the tools and templates to help departments manage unexpected outcomes. Some of the examples in the *Liability Guide* can apply to Junior EMS programs.

## STARTING YOUR PROGRAM

Implementing a youth program of any kind can be a significant asset to your department, helping you find and involve a new stream of volunteers and community supporters that can become the backbone of your agency for years to come.

It is TI-Rescue's aim to provide you with tools and resources gained from our experience to help you jump-start the involvement of young people in your organization. *The Junior EMS Tool Kit* makes it easier for you by taking you through the steps of starting and maintaining a program, including providing sample documents from successful programs.

This section has information and resources for implementing your program, including:

- Getting the approval and support from department leadership and members
- Establishing a liability waiver that all youth members and their parent/guardian must sign.
- Establishing the parameters of your program and developing a set of policies and procedures for your Junior EMS members.
- Determining and developing the necessary paperwork
- Recruiting your members
- Organizing regular events and activities to keep youth members involved

## Organizational Support

Whether you're an EMS Chief, a member of the board of directors, or a department member interested in starting a program, one thing is absolutely certain: **without solid program leadership and interest from department members, the program cannot be successful.**

You will need to make the case as to why it is important for your agency to get young adults involved, and the positive impact a Junior EMS program will have on your department:

- **It's a great tool for recruiting potential future members and leaders**
- **It will help form stronger bonds to your community**
- **Junior EMS programs provide young adults with invaluable EMS experience: members of these programs often become healthcare professionals and lifelong supporters of their agencies.**

Ask others for their help in determining what resources and personnel you need to start a program. Their early involvement will give them some "ownership interest".

Be prepared to alleviate concerns within your agency about having young people present at your facility and events. A successful program has solid leadership that promotes safety first and works to ensure that there is no negative impact on the overall operation of your organization or its primary mission to provide quality pre-hospital patient care to your community.

You will also need to recruit members of your department to help lead and/or serve as advisors to the program. To ensure adequate safety and effectiveness, successful programs should have at least one supervising adult advisor for every 6-7 youths while they participate in organizational functions or events.

You may have to limit the size of your Junior EMS program based on the number of agency members who will commit to serving as advisors. You will also need several additional members who are interested in participating in the program as mentors, educators, and in support roles. If your organization has employees, you should also ensure they are willing--and able--to assist with the program.

To protect your Junior members as well as your department, you must screen all adults who will be working with your Junior membership.

The program's leadership will also need to establish guidelines for interaction between adult advisors and junior members.

You should also consult with your legal representatives before putting these policies and procedures into action.

A very good reference tool to assist in this process is the Centers for Disease Control and Prevention's guide:

*Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures*  
([www.cdc.gov/ncipc/dvp/PreventingChildAbuse.htm](http://www.cdc.gov/ncipc/dvp/PreventingChildAbuse.htm))

## LIABILITY

It certainly is important to research the liability laws and regulations within your state and locality prior to starting a Junior EMS program. In New York State, laws are rather friendly to volunteer agencies about having Junior members. It is in your best interest to consult with your insurance provider as well as with legal counsel before you start a program or change any existing requirements.

TI-Rescue had to update its liability coverage for members and employees to cover our Juniors should they get injured while on an emergency or at an agency function. Parental insurance has to be in place for other illness or health issues. The extra liability umbrella coverage was not expensive for our service.

It may be noteworthy to check insurance coverage for all individuals who are present on your organization's property, regardless of how they are involved in activities.

It is up to the individual agency to set parameters as to what activities a Junior EMS member can do. Certain activities are based on each junior's individual abilities and level of training. If the agency has Junior members participating in operational/emergency response activities, EMS agencies should check with their current insurance provider regarding requirements for youth membership.

Typically, a signed waiver of liability that includes a full disclosure of risks will help protect you from liability should someone be injured. The parent or legal guardian of the youth participant must sign this form along with the youth participant. Language for consent forms and liability waivers may vary from agency to agency depending on state, local and insurance requirements.

**See Appendix A, Sample 2: TI-Rescue Waiver**

## OPERATING PROCEDURES

Before launching a youth program in your EMS agency, determine the parameters of the program and establish the policies and procedures that will govern the program. The following four steps will help you through this process.

### **Step One: Determine the Appropriate Age Range**

TI-Rescue recommends a minimum age requirement of at least 8th grade or 14 years old, going up to the age your department requires for full operational membership (usually 18 or 21). Work with your organization/agency leaders to determine the age range for your program.

Visit the U.S. Department of Labor website for more information on national child labor laws:

[www.dol.gov/dol/topic/youthlabor/agerequirements.htm](http://www.dol.gov/dol/topic/youthlabor/agerequirements.htm)

The age range should be based on factors such as the makeup of your community and any state or local age requirements, such as child labor laws, that may impact your program. If you choose to allow participants below age 14, you can help ensure adequate supervision by limiting the number of youth in the program based on the number of adult coordinators or managers of the program. Age 14, however, meets the requirements for New York State.

### **Step Two: Establish What Youth Members Can and Cannot Do**

EMS agencies may have individual requirements and special programs, depending on age and experience--the final decision lies with your own organization's judgment and the decision-making process by your leadership. Before finalizing your organization's program, you should meet with your agency's leadership, insurance carrier and legal representative to review and get agreement about which activities your participants will and will not be doing.

#### ***Here are some things to consider when developing your activity list:***

The maturity level and abilities of the individual Junior EMS member must be considered if an agency has the Junior "ride" or "respond" on calls in an ambulance. Your agency may decide that Junior members cannot engage in ambulance operations or patient care procedures, but only in support operations.

TI-Rescue encourages training Junior members in the core areas of interest. They should take classes in CPR, first aid and communications, certain rescue operations, rehabilitation, participate in health and wellness programs, and certainly be exposed to all facets of EMS education. These activities can be taught without putting Junior members in situations where they may be injured or in high stress. Accomplished Junior members might also be considered to help organize and run classes.

Depending on the age and abilities of participants, some programs also offer simulated, hands-on training in a non-emergency situation, such as staging EMS skills training sessions with mock victims, vehicle extrication drills or SADD drills; Junior members can participate in the training and/or serve as “victims”

Youth participants should be supervised at all times and should not act without an adult supervisor’s direction; an advisor of your organization’s program should always be on hand to provide direction.

Other examples of Junior member activities may include, but are not limited to:

- Parades or special events
- Fundraising events and activities (check national and local laws regarding fundraisers that involve games of chance, such as raffles and Bingo)
- Help with training
- General EMS Standby operations
- Life Safety education Programs
- Meeting participation
- Assisting at incidents in a non-operational capacity and outside the operational area (such as assisting with refreshments)

### **Step Three: Set the Minimum Requirements for Youth Participants**

#### **Grades:**

TI-Rescue recommends that participants provide documentation proving the attainment of at least a “C” average in their school coursework. Organizations should monitor grades on a quarterly or bi-annual basis at a minimum. Parents may ask organizations to limit participation at higher averages, and their word should always be the last in these cases.

#### **Parental / Guardian Permission and Involvement:**

Full permission from the parent or legal guardian should always be obtained for participants who are under 18 years of age. Parents should be presented with an accurate overview of your program, what it entails, and what their children will learn. The more proactive you are with parents, the better. Encourage parents/guardians to attend agency functions, host special monthly or quarterly social nights for parents, and host other special functions for the youth and their parents so the parent is confident in the department’s dedication to the program and its members. Consider additional ways to get the parents/guardians involved, such as through a fundraising program or those who may be interested in joining the agency in a non-emergency capacity.

**Minimum Participation Requirements and Hours of Participation:**

Consider whether you want to require your program's members to participate in a certain number of activities or for a certain number of hours each month in order to remain an active member. Take into consideration your state, local, and school requirements for when your youth members are allowed to participate. For instance, many schools will not allow their students to leave during the school day to participate in many activities, but others will. There may also be certain laws or regulations concerning how late at night youth members are allowed to participate in program activities. Consider selecting certain week nights and/or a weekend afternoon so that juniors build the time into their schedule.

**Step Four: Formalize the Program's Operating Guidelines**

Once you have determined the age range, activity list, and minimum requirements for youth participants, formalize the Operating Guidelines for your program, which should encompass all of these items. Make sure all potential participants and their parent/guardian(s) receive a copy of these guidelines and are clear on their content.

As a reference for your own program, refer to:

**Appendix A, Sample 1: Operating Guidelines**

As with all guidelines and samples within *The Junior EMS Tool Kit*, the actual content of your program's Operating Guidelines should be based on the needs and requirements of your department/organization and community.

**DOCUMENTS**

Ultimately, your department is responsible for determining what documents are necessary for your Junior EMS program. Typical documents include a liability waiver and parental consent form (which have previously been discussed), Junior Membership application, informational booklet for parents, and perhaps a program handbook for Juniors.

See the Appendices at the end of *The Junior EMS Tool Kit* for examples of these documents.

## RECRUITMENT

Once you have established the framework for your Junior EMS program, it's time to recruit youth members. For this, you can look to the community, your agency members, and the local media.

### ***Community:***

There are many ways to connect with your community in order to recruit youth members. Some ideas include the following:

- Outreach to existing youth organizations, such as 4H, athletic teams, school service organizations, and other groups
- Form alliances and partnerships with schools and religious groups in your community
- Ask schools to host a "skills session" or safety event with your agency and include promotion of your youth program. This could also be done at career days or during National EMS Week
- Some schools have a community service program that requires students to volunteer within the community. If this is the case in your community's schools, make sure your program is listed as an option.
- Provide handouts/brochures/flyers to schools, youth organizations, religious groups, libraries, etc.
- Ask to have a table or to present at school events, church functions, or other youth-oriented events. If you already have youth members, bring them along (in the program's uniform, if possible) to create a positive impression of your Junior EMS program.

### ***Your Agency Members:***

Your own agency's members can also be great recruiters. Remember to reach out to those within your organization when recruiting Junior members to utilize their connections within your community.

- Existing adult members may have children who are interested in getting involved in the organization in a more formal manner. These youth (and their friends), may also be an excellent source of word-of-mouth marketing.
- Current members of your youth organization are also a great marketing resource.
- Consider creating internal rewards and recognition for junior members who recruit new members to your program

**Local Media:**

Local newspapers and television media generally take great interest in youth programs and are often eager to assist you in recruitment or doing human interest stories about your program.

There are many ways to utilize the local media to help recruit junior members:

- Submit press releases to local media outlets including newspapers, television, and radio stations announcing the launch of your program and how local youth can join. Submit subsequent press releases with program news and updates to continue promoting your program over time.

**Appendix A, Samples 4 and 5** are examples of press releases adapted to alert the community of their program's activities.

- Ask your local newspaper or television or radio news program to feature a profile of a Junior in your Junior EMS Program each month or quarter. This offers another means of promoting your program and its participants.
- Mention your youth program in all of your agency's fundraising, news, and recruitment events and on your website, Facebook page and other communications
- Create a specific name and mission statement for your program that can be used for outreach purposes. Use something that is catchy and quickly relays what the program is about. Do not underestimate the excitement your community has about emergency medical services.

An example of a mission statement can be found in

**Appendix B: New Member Booklet**

## ACTIVITIES

The types of activities you may want to consider for your program's participants as well as related concerns to keep in mind were previously discussed in the Procedures section. Activities will vary from program to program and will be affected by things like participant age and skill level, liability concerns, and your agency's needs. Regardless of the activity list you create for your youth members, you should schedule regular events with your youth participants to keep them active and engaged in the program. While activities should take place throughout the month, you should also hold program meetings at least once a month as well as find ways to reward or recognize youth members for their participation in program activities.

### ***Meetings and Introductory Program Events***

Your agency should schedule a regular monthly meeting for Junior program participants. These meetings can be strictly informational or may include basic training coursework for participants, a fixed activity, or something that relates to your organization and its participants.

It is also a good idea to conduct monthly, bi-monthly, or quarterly orientation events specifically for new or potential members of your program. These events should allow interested youth and their parents/guardian to tour your facility, learn about the program and the expectations for Junior members, and complete all paperwork for joining the program.

### ***Incentives and Rewards for Participants***

Offering incentives and rewards to your Junior members is a great way to keep them interested and motivated and to recognize their hard work. Your agency should consider tracking the amount of hours that Junior members accumulate participating in organization activities.

To motivate members to participate and track (and build!), their hours, agencies can offer incentive rewards as Junior members reach certain benchmarks.

Example incentives that your organization can provide:

- Provide youth members with a basic uniform, such as a unique t-shirt or ID name tag
- Create a points system based on hours of participation or projects completed, with special rewards for reaching certain benchmarks. These rewards could include donated gift certificates to a local restaurant, or simply recognition at the organization's monthly meeting through a certificate or other form of recognition (agency website or Facebook page).

See:

**Appendix C, Sample 6: Certificate of Recognition**

- Create special awards such as Junior EMS Provider of the Year or periodic achievement awards for more formal recognition at your organization's annual awards banquet, monthly meetings, or other special event.
- For recruiting purposes, consider special recognition for participants who bring in the most new or potential members.
- Recognize the success of your participants' achievements outside of the agency. If a member of your program has excelled academically or in athletics, the arts, or other efforts outside of EMS, formally recognize the achievement.
- Treat the members of your youth program just as you would your full members. Make them feel like they are indeed part of the department "family." Create this connection now and they may remain involved in the department for a long time to come.
- Create special incentives for parents to be involved in fundraising, recruiting, or other activities. The parents may not be formal members of your organization, but they may still want to be involved. Parents can be an invaluable asset in supporting your youth program in the same way they support their children's sports, school, and other extracurricular activities.

## MAINTAINING YOUR PROGRAM

As your Junior EMS program continues to grow, it is important to keep your Junior members active and interested in the program. This section looks at some ways you can maintain or expand your existing program through increased activity offerings, scholarship opportunities, and member leadership roles within the program.

### EXPANDING ACTIVITIES

Offering an increased number and variety of activities to your youth members will help to maintain their enthusiasm, ensure they feel connected to your organization, and allow them to learn valuable information that can assist them in preparing for a future in the fire and emergency services.

#### ***EMS Camps***

Every year, your agency should consider holding an EMS camp. They are also can be called Medic Camps or Rescue Camps. The activities at each camp vary, but usually include a great deal of teamwork involving first aid, rescue training drills, hands on participation with skills on manikins or a host of medical/rescue/ ambulance sessions.

If you have a large group of Juniors in your program and enough experienced adults who are willing to assist you may want to consider planning a local or regional EMS camp of your own.

#### ***Competitions***

Junior EMS competitions are held across the country each year allowing Junior members from different departments to compete against each other for awards in specific training areas. If your Junior EMS program cannot afford to travel to one of these events, you can easily create your own competition by dividing your members into teams to compete against each other in different categories. If other agencies in your area have Junior EMS programs, they may be interested in joining the competition as well. EMS competitions generally are first aid based or station-based in certain EMS skills as immobilization, splinting, or bleeding control as examples.

#### ***Conferences***

There are many EMS conferences and trade shows held each year which may be good opportunities to send some of your Junior members with agency members or other adult mentors to learn more about the industry and health care. These conferences may be better suited to older members of your program, as they may be more able to understand the material and adequately relay the information back to the other Junior members. If an EMS conference is close enough to your agency for a day trip, consider taking all of your Junior members on a field trip to the show. The equipment displays, ambulances, and energy at the show will interest and inspire many of them.

### ***College Visits***

If your department has Junior members who are juniors or seniors in high school, consider scheduling a visit to nearby colleges that have programs in EMS, medicine, or related fields. You can contact the admissions department of any college or university to schedule a tour for your members and possibly schedule a meeting for them with a professor in the field of their choice. Depending on the time of year, your Junior members may be able to sit in on a class that they would be interested in taking.

### ***Camping / Training Expeditions***

Many EMS Agencies take their Junior members on camping trips to National or State Park Campgrounds and include many special training events while they enjoy the expedition. These activities may include canoeing and kayaking, Wilderness First Aid, rope rescue and repelling, white water rafting and life guarding as examples.

### ***Fundraisers***

If the suggested activities sound great but your agency does not have the resources to support them, remember that your youth can help raise money for the program. Your Junior members may surprise you with the number of fundraising ideas that they can generate. Below are just a few suggestions as to how your junior members can raise money to support their activities:

- Host a dance for the youth in your community
- Garage sale (solicit donations to be sold)
- Car washes (some companies, such as Wal-Mart®, have a money-matching policy that allows your group to double their profits)
- Pancake breakfast or spaghetti dinner for the community (check with your local health department regarding facilities and procedures required for serving the public. Many fire departments have the required facilities, as do many churches and schools)
- Bake sale
- Raffles (check national and local laws regarding fundraisers that involve games of chance or gambling)

## **SCHOLARSHIPS**

The National Junior Firefighter Program at [www.juniors.nvfc.org](http://www.juniors.nvfc.org) contains a list of over 150 scholarship opportunities specifically for junior firefighters, but many include EMS-related experience. Although the requirements for the scholarship may vary, many are intended for students who are pursuing or will pursue a college degree in fire engineering, fire protection, fire safety, or emergency medical services.

You may also want to explore the feasibility of establishing a local scholarship program for Junior EMS members. Many local businesses may be willing to donate funding to support a scholarship program that recognizes youth in your community who have supported the fire and emergency services. Alternatively, there may be existing local scholarship opportunities your members can apply for that recognizes young adults who participate in community service activities.

## **LEADERSHIP ROLES**

In order to encourage your Junior members to remain active in the program, you can create leadership roles within the youth program. For instance, the junior program can have a chief, assistant chief, captain, and lieutenant or other type positions. These positions can be determined yearly by level of participation, experience, or by vote of their peers. Establish a list of duties for each position and, if possible, a badge or some special indicator of the position held.

# APPENDIX A

Sample 1: Operating Guidelines For Junior Program

Sample 2: TI-Rescue Waiver

Sample 3: Junior Program Application



# TI-Rescue Junior Membership Program Operating Procedures

## TI- Rescue and Junior Program History

Thousand Islands Emergency Rescue Service (TI-Rescue) was established in 2002. TI - Rescue is the 911 ambulance service provider for the Towns of Orleans and Clayton in the northern region of Jefferson County, New York. Our response district is 154 miles of mostly rural terrain and encompasses a large portion of the St. Lawrence River along the US/Canadian border. We staff paid paramedics 24/7/365 and supplement our capabilities with paid and volunteer Emergency Medical Technicians and drivers. TI-Rescue is a non-profit 501c3 corporation. Our commitment to community service and initiating programs in public safety and health awareness and our assistance to neighboring towns helped make us the New York State EMS agency of the Year for 2008.

We were very proud to establish and begin our Junior Membership Program in 2003, and we have had very great success in offering young adults in our area the ability to volunteer to assist our agency, but to also give our participants in our program the opportunity to learn more about health related careers, obtain hands-on training in CPR, first aid and ambulance operations, and to share opportunities with other youths through activities to assist their communities in a non-profit setting.

## Mission and Values

The *Thousand Islands Emergency Rescue Service* and its *Junior Membership Program* work in cooperation to **Educate, Protect and Serve** the youth of the Towns of Clayton and Orleans and surrounding communities in the northern region of Jefferson County.

The following statements are upheld by Thousand Islands Emergency Rescue Service:

### MISSION STATEMENT

To maintain a safe environment for youth to gather within the community to learn about many aspects of Emergency Medical Services and to provide guidance for avenues for positive social interaction, the value of volunteerism, for youth within our communities.

### VISION

TI-Rescue will be a model for EMS agencies with Junior EMS youth programs. We will introduce the young community to Emergency Medical Services and to provide a safe environment for social activities for youth within our communities.

## **CORE VALUES**

Recognizing the dedication and skill and value of all members, we will create and maintain an environment of individual safety, well-being and trust. We are guided by:

*Service to Others, Team Work, Compassion, Integrity, Safety, Honesty, Accountability, Professionalism, Respect and Diversity.*

## **COMMITMENT TO THE COMMUNITY**

Thousand Islands Emergency Rescue Service (TI-Rescue) takes very seriously its mission of providing lifesaving emergency care to the communities that we serve. Our Junior Membership Program demonstrates commitment to our community through:

- Providing an opportunity for youth to serve the community.
- Respectful and courteous treatment of all people.
- Accountability for our actions.
- Open honest communications.
- Educating the community in health awareness and disease prevention.
- Providing a safe environment for youth activity within the community.

## **Code of Conduct**

As a member of the Junior Membership Program, you are expected and required to:

- Abide by all of the Standard Operating Procedures and all other rules and regulations of TI-Rescue, as well as those of the Junior Membership Program.
- Conduct yourself in a professional and courteous manner that will reflect well upon you and the entire department, especially when in uniform.
- Demonstrate honesty, fairness and integrity.
- Treat all people with courtesy and respect.
- Recognize the value and worth of each individual.
- Refrain from using foul language while in uniform, at the station, and while participating in department functions.
- Work as a team with others.
- Participate in training, meetings, and fundraisers.
- Obey the chain of command.
- Wear your uniform when “on duty” at the station and any agency functions you help with.
- Not wear your uniform or any other issued apparel for general use outside of the station or agency functions.
- Notify an advisor or person in charge (if assigned) upon arrival and departure from the station and department functions.
- Immediately report any problems to an Advisor or person in charge (if assigned).

# Introduction

Upon learning and completing CPR, First Aid and TI-Rescue's orientation programs, Junior members are issued a uniform and begin assisting on emergency calls under the direction of EMT's and Paramedics. Junior members are also responsible for the upkeep of our MCI/Rehab Unit and are expected to respond to those types of emergency calls under the supervision of the Junior Coordinator. The jobs that Junior members do often free up EMT's and Paramedics to perform other crucial tasks. Junior members will learn on the job while "on duty". All the training, uniforms and personal protective equipment are provided at no cost, but we do ask parents for assistance in activities such as conferences, trips, EMS Camp, or fundraisers if they are financially capable.

It is never the intention to place any Junior member in harm's way but any EMS call or operation can be a dangerous job. TI-Rescue's staff and volunteers are also trained to supervise Juniors and have them "step aside" in stressful situations or in difficult patient care activities.

Strict laws exist to protect minors from the most hazardous dangers. For example, Junior members will never enter a "hot zone" at a major vehicle accident or respond to a weapons type call. TI-Rescue takes safety very seriously and will not tolerate horseplay during training or real emergencies. It must also be recognized that during emergency conditions, a Junior member might be asked to complete a task but only after they have been trained in doing such a task. A Junior member must also take personal responsibility to alert the staff and crews when they feel they are overwhelmed or may NOT want to do a certain task when requested.

## Junior Membership Requirements

The requirements to be a Junior Member at TI-Rescue are as follows:

Junior members must be at least 14 years old but not older than 18 years old. At TI-Rescue a regular member of the organization can join at 18. A Junior member would essentially transition into regular membership at 18. They must be able to follow directions under stressful conditions. They should be in good physical condition to perform essential EMS tasks to assist EMT's or Paramedics on emergency or non-emergency calls. Junior members should be willing and able to attend at least 50% of scheduled meetings and required training. Special trainings are optional but highly encouraged. Junior members must maintain a 75% average or higher in their schoolwork to remain active.

Junior members have to adhere to these guidelines, but will be also trained and become knowledgeable in TI-Rescue's Standard Operating Guidelines (SOG's.) Junior members need to be self-starters and willing to learn. Junior members who regularly strive to learn more and be involved will be rewarded with increasing levels of responsibility and opportunities. Junior members who do not contribute to the agency will be removed from active status to allow other juniors the opportunity to participate.

## Rules and Regulations

1. The regular on-duty Paramedics, EMT's and drivers will directly supervise the Juniors. During certain emergencies or agency activities, an EMT advisor will supervise Junior members. Within the ranks of the Junior membership, leadership roles can be assigned by the EMS Chief.
2. The Junior members shall abide by all federal, state and departmental rules and regulations.
3. All applicants to the Junior Membership Program shall meet the minimum standards and must provide at least 2 references which will be checked prior to initial interview.
4. Junior membership applications are screened by the EMS Chief and EMS Deputy Chief. After the initial interview by the EMS Chief or EMS Deputy Chief, the Junior member applicant will enter the orientation phase. When orientation is complete, the applicant will be sworn in at a General Membership and Staff meeting as a Junior member in good standing.
5. Junior members should attend Junior Membership meetings as scheduled but also should attend regular agency staff and membership quarterly meetings.
6. TI-Rescue has established a limit of 10 Junior membership positions at one time. If more applications are received; candidates will be evaluated in order in which the applications were received and positions filled as others leave or transition into general membership within the agency.
7. Dependents of active EMS agency personnel are automatically accepted regardless of the total number of Junior members currently on hand.
8. All Junior members must complete the TI-Rescue Orientation Program. This orientation includes adherence to TI-Rescue's Standard Operating Guidelines, facility policies, vehicle orientation, command structure and OSHA or NYS DOH regulations.
9. All TI-Rescue members recognize rules and regulations that govern minors and their safety. Junior members are not permitted to participate in activities that are prohibited. Junior members must recognize when they have been asked to perform something not appropriate and will report this to the requesting EMT or Paramedic or an EMS officer.
10. Junior members should not be at the station unsupervised, and in the event of a situation in which they may be, the Junior should confine themselves to the general membership area within the station.
11. All junior members must sign in and out of the Operations Daily Activity Log each time they are "on duty", are involved with agency training or activities.
12. Junior members and their immediate family may use the station meeting room by request and approval of the EMS Chief or Deputy EMS Chief. DO NOT bring your friends to hang around the station. On occasion, a small group is permitted with the approval of your Junior Coordinator. Contingencies within agency SOG's allow for "guests" and "riders" when approved.

13. Any injuries occurring during training or at a scene call are covered by Jefferson County Self Insured. Any injury, no matter how insignificant, must be reported to a crew member and then to an EMS officer as soon as practical for documentation.

14. Alcohol beverages are **NOT** allowed on TI-Rescue property or functions at any time.

15. Do not respond to calls or come to the station if you are sick or under the influence of medication, drugs or alcohol.

### **HOURS OF OPERATIONS FOR JUNIOR MEMBERS (ON DUTY HOURS)**

1. All hours for "on duty" time as a Junior member may vary based on parental or guardian approval but must follow the following guidelines:

2. Any activity time or "on duty" time can only occur from 0800 until 2200 any day of the week.

3. There is no activity time or "on duty" time while school is in session. **NO EXCEPTIONS!**

4. A Junior member can be "signed in "on duty" for a maximum of 18 hours per school week (Monday through Friday).

5. A Junior member can be "signed in "on duty" for a maximum of 6 hours on school days.

6. A Junior member can be "signed in "on duty" for a maximum of 16 hours total for Saturday and/or Sunday.

7. A Junior member can be "signed in "on duty" for a maximum of 8 hours on school holidays.

8. No activity, "on duty time" or "bunking over" is allowed for a Junior member between 2200 to 0800.

9. A Junior member **can be** "signed in "on duty" for 40 hours per week or during school breaks.

### **DRIVING OF PERSONAL VEHICLES**

1. Only members that are at least 16 years old and have a valid NYS driver's license may drive personal vehicles to the station.

2. **UNDER NO CIRCUMSTANCES ARE JUNIOERS TO GO DIRECTLY TO THE SCENE!** Junior members are not allowed to drive to a call in any circumstance. If multiple EMS calls are coming in, Junior members should drive to the station to assist with an oncoming crew accordingly.

3 **UNDER NO CIRCUMSTANCES** is a Junior member permitted to use colored lights, hazard lights, honk horn or use any other warning device while enroute to the station.

4. If all ambulances have responded prior to your arrival, you must stand-by at the station and wait until the vehicles return from the call to assist in clean-up or restocking. Junior members are **NOT** permitted to respond with any other agency or back-up mutual aid EMS agency.

5. All speed limits and traffic laws are to be strictly followed while responding to the station.

6. TI-Rescue is in no way responsible or liable for any moving violations or accidents while enroute to or from the station for a call or training in personal vehicles.

7. Failure to abide by these rules will result in a suspension of at least 30 days and possible expulsion from the Junior Membership Program.

## **RESPONDING TO CALLS ON AN AMBULANCE**

1. Junior Members must complete the TI-Rescue orientation process, and have completed a CPR course and First Aid training prior to being able to respond with the ambulance crew.

2. The Junior member must be scheduled, be in uniform, and be signed in “on duty” to respond.

3. Prior to getting out of the ambulance, the Junior member must have proper Personal Protective Equipment (PPE) on, e.g. gloves or other biohazard equipment as instructed. Junior members must obey the directions of the on duty crew, fire department officials, or law enforcement official if they are told to stay in the vehicle due to danger or uncertainty about the level of danger at the scene.

4. When riding any ambulance or vehicle of TI-Rescue, the Junior Member shall position themselves in a seat with a seat belt in place and securely fastened while enroute to a call or enroute from the hospital to station.

5. When riding in an ambulance enroute to the hospital, if possible, and not involved in patient care procedures, the Junior member shall position themselves in a seat with a seatbelt securely fastened. It is desired that a Junior NOT stand up in the ambulance while the ambulance is moving.

6. At the scene of an emergency call the Junior Member will obey all instructions given by the Paramedic or EMT on the call. The instructions must be followed. If you are not sure what you are doing or have been assigned something you are not familiar with, say so right away so your task can be clarified or someone else can teach the task or be given the assignment. Generally, Junior members are doing tasks as assisting with carrying equipment or simple patient procedures.

9. Junior Members shall NOT at anytime, start or attempt to start or move any ambulance or agency vehicle. NO EXCEPTIONS.

10. Upon returning to the station, Junior Members assist in clean up, restocking medical supplies for the next call or any other assignment given by crew.

## **MOTOR VEHICLE ACCIDENTS**

Junior members are prohibited from entering any involved vehicle to assist victims. Junior members must however put on an ANSI safety vest just as all crew members at a scene. Restrict participation at these scenes to helping with carrying, or getting equipment from the ambulances when requested. Junior members are not permitted to perform any traffic control duties. Junior members may assist in vehicle rescue operations under direct supervision if they are appropriately trained and supervised.

## **PROHIBITED ACTIVITIES BY LAW and/or by TI-RESCUE**

TI-Rescue and/or state law specifically prohibits Junior Members from participating in the following activities:

1. Operating organizational vehicles.
2. Entering a burning structure or entering a crashed motor vehicle.
3. Participate in emergencies involving WMD, explosives, or hazardous materials.
4. An emergency operation in or around mines, strip-mines or quarries or gravel-pits
5. Participate in operations involving radioactive substances.
6. Participate in operations involving weapons or suicides.

## **PERMITTED ACTIVITIES**

1. Participate in organized training activities in which an adult member of the organization is present and supervising the junior member.
2. All aspects of EMS patient care within operational scope of practice
3. All aspects of EMS Training
4. Rescue training.
5. Hazardous material training at agency level as required by OSHA
6. Safety training.
7. Wilderness Search and Rescue training.
8. Provide Rehabilitation and canteen services for FF or other rescue personnel.
9. Participate in searches or rescues, with supervision.
10. Hypothermia and Ice Rescue training
11. Fundraising activities
12. Agency activities related to Junior Membership Program.
13. All/any other activities, training, or EMS operation sanctioned by EMS Chief or EMS Deputy Chief

## **MEETING AND TRAINING**

Junior Membership Meetings are generally conducted by the EMT Junior Coordinator and the Junior Advisor(s). The meeting times and dates are set by the EMT Junior Mentor. They are generally informational with Junior Program business discussed and often a short training session is done in conjunction with the meeting. Junior members are also encouraged to come to TI-Rescue General Membership and Staff meetings. These meetings are held quarterly and are posted on our bulletin Board.

Training is a very important part of the entire TI-Rescue operation. All Junior members are required to have CPR and First Aid training. As a regular part of Operational Procedures, every member must go through Orientation. Each member, including Junior members, is issued an orientation booklet that has over a hundred various steps and procedures that need to be completed.

The term "Orientation" and "Probation" are often used to mean the same thing: All EMS related training is given at TI-Rescue including and up to NYS EMT Basic classes. Junior members can enter an EMT class at 17 but have to be 18 years of age when they take the final state exam.

Junior training dates and times will also be scheduled by the EMT Junior Coordinator and the Junior Advisor on the 2<sup>nd</sup> and 4<sup>th</sup> Sunday of every month from 2:00 p.m. until 4:00 p.m., unless otherwise stated. There will be a meeting of the Junior Membership before every training.

The training for the Junior Membership Program is structured to introduce Junior members to Emergency Medical Services and to medical careers. Junior members that transition into general membership are at an advantage since the Junior Program introduces them to the tools and skills that are used in EMS. During orientation and training, you will learn how to work as a team and HAVE FUN!

Quite often the training will include some physical or hands on activity and/or lesson. At times, an educational field trip may be substituted for the regularly scheduled training.

## **EMT JUNIOR COODINATORS**

The TI-Rescue Chief will designate one or more Emergency Medical Technicians in either a paid or volunteer capacity to be Junior Coordinators. These Junior Coordinators oversee the entire Junior Membership Program and carry out as needed the responsibilities of the program in close conjunction with the EMS Chief and EMS Deputy Chief. Working with Junior Advisors, the Coordinator will champion recruiting and recognition of Juniors, be responsible for records of attendance, and training and provide a summary report of Junior Member activities at general membership and staff meetings.

## **JUNIOR ADVISOR**

The Junior Coordinator(s) will appoint (in conjunction with the EMS Chief) a Junior Advisor(s) from within the Junior Membership Program who possesses leadership and training capabilities to lead other Junior members. Junior Advisors will coordinate new member orientations and see they are following through with duties and report to the Junior Coordinator(s) accordingly. Junior Advisors will be issued an Advisor recognition pin to be given out at a general membership meeting. In cooperation with the Junior Coordinator, they will also coordinate other training activities, fundraising, and new candidate's applications.

## JUNIOR UNIFORMS

All uniforms and/or Protective Equipment that are issued to Junior members remain the property of the TI-Rescue, and must be surrendered upon termination of membership.

During orientation the following uniform items are issued and must be worn at all times while on duty or during agency activities:

- Navy blue EMS pants
- Junior Membership Tee Shirt with TI-Rescue logo
- Navy windbreaker type jacket

At completion of orientation, the Junior Member is issued a TI-Rescue regulation uniform shirt that will be navy/yellow, and a jacket. At a regularly scheduled General Membership and staff meeting, an Orientation Completion Merit pin will be presented to the Junior Member.

### Uniform Configuration

Merit Badges

Picture ID

Name Plate



You are responsible for the care and maintenance of your uniforms. They are to be worn when participating in any agency function or activity where you will have contact with members of the public. Uniforms are also required to be worn during training, unless told otherwise by a Junior Mentor. The uniform is not provided for your daily wear. **It is not to be worn while off duty except to travel to and from the station.**

**Acknowledge Receipt of Operating Guidelines**

**I acknowledge that I and my son/daughter have received a copy of the TI-RESCUE Junior Membership Program Guidelines and have reviewed them prior to signing these documents.**

\_\_\_\_\_  
Junior Member Signature and Date

\_\_\_\_\_  
Parent/Guardian Signature and Date

I acknowledge that the above received a copy of the Thousand Islands Emergency Rescue Service Junior Membership Program Guidelines.

\_\_\_\_\_  
EMS Chief Signature

\_\_\_\_\_  
Date

Appendix A  
TI-Rescue Waiver

# Thousand Islands Emergency Rescue Service

## Junior / Parent Release Form

### GENERAL RELEASE OF ALL CLAIMS TO THOUSAND ISLANDS RESCUE

This agreement is made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, by and between

---

Junior Name (Print name in full)

(hereafter "Releaser") and Thousand Islands Emergency Rescue Service (hereafter "TI-RESCUE")

WHEREAS, TI-RESCUE is the owner and operator of the primary ambulance service in the Towns of Clayton and Orleans, in Jefferson County, in New York State; and,

WHEREAS, TI-RESCUE, has gratuitously consented to allow Releaser to occupy certain premises and/or vehicles owned or leased by TI-RESCUE for the purpose of accompanying patients to the hospital; and,

WHEREAS, Releaser acknowledges and understands the particular risks and dangers to which the occupiers of ambulance premises, public and private dwellings and/or ambulance vehicles et al. are commonly exposed. Such risks include but are not limited to, an increased potential for automobile accidents, exposure to potentially contagious diseases, and such other injuries and hazards inherent in the operation of an ambulance service and should Releaser become injured it is acknowledged they are insured by Jefferson County Self Insured through TI-RESCUE for injuries.

WHEREAS, Releaser acknowledges and understands that TI-RESCUE is NOT responsible for sickness or medical problems or difficulties, and the releaser acknowledges that Releaser or Releaser's health insurance is responsible for said problems or difficulties if such an event occurs.

NOW THEREFORE, in consideration of these hazards, the undersigned agrees as follows:

- 1) Releaser hereby fully waives and releases all rights, claims, actions and causes of action Releaser has or may hereafter have against TI-RESCUE arising out of Releaser's occupancy of certain premises and/or vehicles owned or leased by TI-RESCUE for the purpose of accompanying patients to the hospital
- 2) This release is executed by Releaser with the full knowledge and understanding of the risk involved in Releaser's occupancy of certain premises and/or vehicles owned by leased and/or owned by TI-RESCUE for the purpose of accompanying patients to the hospital
- 3) This release is freely and voluntarily executed by Releaser, and was not made upon reliance of any inducements, promises, representations, made by TI-RESCUE or any of its representatives.
- 4) Releaser hereby agrees that Releaser will not participate in the treatment or transportation of patients unless specifically requested to do so by the Paramedic, EMT or other qualified member.
- 5) Any action Releaser observes, including any and all names, addresses and other personal and/or identifying Information, history of past or present illnesses, conditions, injuries and/or treatments and of patients and/or family members, noted or observed during an ambulance call or while "on duty" shall be kept in the strictest of confidence during and/or after their membership activities with TI-RESCUE.

This release shall be binding upon the Releaser, Parents of Releaser, Releaser's heirs, representatives, successors and assigns.

I have read and understand all of the forgoing.

X \_\_\_\_\_ Parent Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Releaser's Signature

Appendix A  
Sample Application



# TI-Rescue Junior Membership Application

For Applicants 14 to 17 years old

Today's Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

Driver's License Number and State (if you drive): \_\_\_\_\_

**(Attach Copy)**

Home Address: \_\_\_\_\_

City, St, ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Number: \_\_\_\_\_ (if any)

E-mail: \_\_\_\_\_

Alternate Address (if needed): \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Do you have your parent's permission to apply to be a Junior EMS Member? Yes No

## PARENT / GUARDIAN INFORMATION

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact (if different):

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Relation to you: \_\_\_\_\_

Are you related to a member of TI-Rescue Yes No

If so, who? \_\_\_\_\_

## MEDICAL

Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Desired Hospital \_\_\_\_\_ Phone Number \_\_\_\_\_

Medical Conditions \_\_\_\_\_

Allergies \_\_\_\_\_

Do you take any medication? Yes No

If Yes, list the medication and what condition it is for: \_\_\_\_\_

## BACKGROUND INFORMATION (use another sheet of paper if more space needed)

*(A background check will be done as well; a felony will prevent anyone from becoming a member of TI-RESCUE)*

6) Have you ever been arrested, ticketed, fined, etc? (Felonies, Traffic Tickets, Misdemeanors, etc)

Yes No

a) If Yes, Please list the date(s) and what the charge(s) were/was:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION (use another sheet of paper if more space needed)**

7) What interests you the most about becoming involved with TI-RESCUE?

---

---

---

8) Please list other activities, in detail, that you are involved in (Sports, Volunteer Work, Church, etc):

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---

---

\_\_\_\_\_  
Applicant Signature and Date

\_\_\_\_\_  
Parent Signature and Date

TI-RESCUE Use:

EMS Chief Approval \_\_\_\_\_ Date \_\_\_\_\_

**Parental Consent**

My son/daughter, \_\_\_\_\_, has my permission to be a volunteer Junior Member with the Thousand Islands Emergency Rescue Service. I give my consent to allow \_\_\_\_\_ to be a Junior Member and do not hold the Thousand Islands Emergency Rescue Service responsible for any actions caused by my son/daughter that is not under the direction of a member of TI-RESCUE.

\_\_\_\_\_  
Junior Member Signature and Date

\_\_\_\_\_  
Parent/Guardian Signature and Date

**Contract of Understanding**

I and my son/daughter have read ALL of TI-Rescue's Junior Membership Guidelines and understand the guidelines set forth for the purpose of a Junior Member. I and my son/daughter understand that Junior Members serve in a support role of TI-RESCUE to learn the basics of Emergency Medical Services and lifesaving training to prepare to become a full member at the age of 18. I and my son/daughter understand that Junior Members are to follow all instructions from EMT's and Paramedics or those in the command structure of TI-RESCUE and that the general standard of conduct is to act in the manner of a professional. I and my son/daughter understand that he/she is expected to be courteous and respectful of other staff or volunteer members (Junior and Regular) and to all citizens as they are representing TI-RESCUE. I and my son/daughter understand there is a "zero tolerance" policy regarding drug and alcohol use. I and my son/daughter understand that by signing this Contract of Understanding we are declaring that any violation of the guidelines is grounds for immediate dismissal. I and my son/daughter understand that any acts that violate the guidelines are to be immediately reported to the EMS Chief.

\_\_\_\_\_  
Junior Member Signature and Date

\_\_\_\_\_  
Parent/Guardian Signature and Date

# **APPENDIX B**

**Sample:**

- 1. Informational Packet For Potential Members and Parents**
- 2, 3, 4. Sample Press Releases and Promotional Announcement**
- 5. Certificate of Recognition**

Thousand Islands Emergency Rescue Service  
PO Box 524 100 Union St.  
Clayton NY 1324

315-686-2058

[www.ti-rescue.org](http://www.ti-rescue.org)



## **TI-Rescue Junior Membership Program**

**Informational Packet**

**For**

**Potential Members and Parents**

Potential New Member,

As the EMS Chief of the Thousand Islands Emergency Rescue Service (TI-RESCUE), I would like to take this opportunity to introduce you to our Junior Membership Program. It is our goal and mission to serve the communities in our district with the most professional 9-1-1 ambulance service possible, and also to commit to multiple programs to assist our residents by providing them awareness in health education and wellness. It is also part of our mission to link community support and volunteerism to our non-profits. We recruit volunteers from all walks of life and it is important to begin with you--the young adults of the community.

Since 2003, we have had several Junior Members who have had confirmed their interest in Emergency Medical Services and have gone on to have a career as an Emergency Medical Technician or as a Paramedic. I honestly believe that as an active participant in this program, you are the future of EMS and will come to know the benefits of volunteering. In doing so, you become a hero of tomorrow.

When people do not know where to turn for help, quite often their response is to call the local EMS agency. We are a direct connection to the community and they expect us to fix their emergency, or to at least make things better for them. Therefore, those that volunteer as EMT's or enter the career as a Paramedic are held in high esteem by many people. As a member of our Junior Membership Program, people will look to you as a representative of TI-RESCUE and our good will. Therefore, it is important to follow the code of conduct and to be courteous and respectful to all, especially when wearing our uniform.

As a new member of the Junior Membership Program, you will be required to participate in trainings, meetings, drills, fundraising events and station projects. Once trained and having gone through Orientation, you can actually participate in ambulance responses under the supervision of EMTs and Paramedics. There are also many other activities and opportunities available to you that I hope you will take advantage of.

As the EMS Chief of this department, I take a great deal of pride in what our organization does and our commitment to professionalism and life-saving patient care. I would expect you to feel the same. If you do decide to become Junior Member; strive for excellence; be the best that you can; be proud of what you are doing it for; promote agency pride by example; and most of all have fun and be safe. Again from myself, my staff, and the entire TI-RESCUE organization, I hope to see you soon.

Sincerely,

Roland (Rolly) Churchill EMT-P  
TI-Rescue EMS Chief

# ***Frequently Asked Questions about TI-Rescue's Junior Membership Program***

*Some answers to questions asked most often by prospective Junior Members...*

**Q: How old do I have to be to participate in the Junior Membership Program?**

A: We accept members at 14 years of age. This is the age that New York State agrees that a teen can begin working for a wage, and are mature enough to begin training programs such as CPR and First Aid, but also work in a team setting and in the chain of command setting.

**Q: What activities do you have in this program?**

A: New members go through training and orientation and when qualified can participate with a crew on the ambulances, being supervised by EMT's and Paramedics. We also hold fundraising events, public service projects, and assist with EMS activities such as the EMS Bike Team. Members also participate in field trips, attend EMS conferences, and go on camping and canoeing expeditions and a host of other activities with other non-profit agencies.

**Q: Do we get uniforms like the Paramedics?**

A: Yes. Every Junior Member is issued an orientation uniform and once Orientation is complete, Junior Members are issued a full uniform.

**Q: Do we get to participate in parades?**

A: Yes. Parades are usually held in the summer months. Junior Members either participate in the parade or assist with EMS Bike Team operations with Junior Membership Advisors. Junior Members **MUST** have a uniform issued to them before they are able to participate in a parade.

**Q: How will I find out about different events taking place?**

A: Events are announced at trainings, meetings, e-mails and agency wide text messaging. You may also be contacted by an EMT Junior Advisor in charge of the Junior Program (especially if there is a change or short notice).

**Q: What is the cost of the program?**

A: All training, participation, uniforms, and most activities are free to members completing orientation and becoming a Junior Member in good standing. We may however, request parental participation for the cost of certain field trips, conference attendance or other specialty events for Juniors that are beyond the means of TI-RESCUE.

**Q: When can I start riding the ambulances and perform emergency medical services?**

A: New members go through extensive training and orientation and when qualified and cleared by the EMT Junior Advisor, you can participate with a crew on the ambulances but are supervised by EMT's and Paramedics.

**Q: If I have questions or problems, who do I talk to?**

A: The Junior Membership program is headed up by a Junior EMT Mentor and within the ranks of the Juniors is a Junior Advisor, but all TI-Rescue EMT's, Paramedics and officers are available to answer questions and to assist you. The entire TI-Rescue team will help you with any questions, and any problems or conflicts. We are here to make your experience as a Junior Member successful and FUN.

**Q: Do I have to participate in trainings and other events?**

A: YES! The goals of the Junior program can not be met for an individual who does not participate in the trainings or other events. A lack of participation may result in inappropriate team concepts and a poor link in the chain of command. Individuals who do not participate regularly in Junior Membership Program activities without notifying an Advisor may be dropped from the program.

## ***Information for Parents***

We hope some of the questions and answers for potential new Juniors has helped answer some of your questions, but the following will answer many of the concerns that we typically hear from parents/guardians. You may certainly call our station and talk with the EMS Chief or EMS Deputy Chief during regular business hours at 315-686-2058

### ***SUPERVISION***

Thousand Islands Emergency Rescue Service is manned 24/7/365 by EMT's, Paramedics, drivers and other support personnel. TI-Rescue has a paramilitary command structure, having an EMS Chief, Deputy EMS Chief as leaders supervising personnel in a multitude of operational roles each and every day. Junior Members interact with Emergency Medical Technicians (EMTs) and Paramedics and gain experience in an EMS station environment. Supervision is imbedded in our structure as well as accountability to our community. The Junior Membership Program has Mentors and Advisors that offer students advice on the skills, responsibilities and educational requirements for emergency medical services or other allied professional careers. Training of all types is done by New York State Certified Instructors in EMS, and Junior Members are not allowed in an emergency setting until they are judged to be trained, mature and competent enough to assist ambulance crew members safely and effectively.

### ***DROPPING OFF AND PICKING UP YOUR CHILD***

Drop off:

- Please make sure that a member or employee of TI-Rescue is present before dropping off your child or have your child acknowledge the same before leaving. It is possible that all personnel are out on emergency runs and the station is empty.
- Please let an advisor or TI-Rescue member or employee know if someone other than a parent is to be picking up your child.

Picking up:

- **Please make sure to pick up your child on time!** This goes for any function, whether it's training, fundraiser or public service activity. We prefer to have your child call and acknowledge they are ready.

### ***EMERGENCY CONTACT INFORMATION***

Please update your emergency contact and medical information whenever changes occur.

## ***PARENTAL HELP***

Any time that you can help at a function is greatly appreciated, even if it is only for an hour or so. We would like to have as many parents involved as possible with our Junior Membership Program. It is a great way to interact with your child and their friends. Most of the help that is needed from parents is needed at fundraisers, or as chaperones for field trips, camping trips or trips to theme parks. Parental assistance would come by message from you child but we may contact you depending on what the function may be. Your help is always needed and appreciated.

## ***FUNDRAISERS***

Fundraisers are an important part of the Junior Membership Program. Without them, we would not be able to do all the activities that we do. The money that the Junior Membership Program raises generally goes toward costs associated with field trips, EMS conferences or special activities planned by the Membership.

Some of our regular fundraisers are:

### Breakfasts:

The Junior Members sponsor a pancake breakfast once or twice a year. Most or all of the food for these breakfasts are donated by local stores or vendors. The breakfasts are held at our meeting room and the Junior Members typically serve the food to get additional tips at tables. TI-Rescue volunteers and parents assist with cooking food or collecting money at the door and seating patrons at tables.

### Dinners / Suppers

Similar to our breakfasts, we often have one or two spaghetti suppers or pulled pork dinners. With the assistance of other non-profits, we have also held chicken barbeques. The Junior parents are asked to help in the kitchen or do similar chores just as with our breakfasts.

The Junior Program will get the profits from all of these sales.

We occasionally also have fundraisers at a local restaurant or as opportunities arise.

**If you have an idea—or connections to help with—an idea for a fundraiser, please let us know!**

## **JUNIOR MEETINGS (Parents)**

When Junior Program Meetings are held, we encourage parents and/or guardians to attend with their child. The dates and time for these meeting are set by the EMT Junior Mentor in conjunction with the Junior Members. This is a good way for the parents to ask questions and offer opinions about the Junior Membership Program and to find out what's coming up.

## **PARADES**

Another function that is popular with the Junior members are parades. We either participate in the parade with TI-Rescue equipment or make a float to be in the parade. Parents who would like to participate in walking with the Junior members or assisting with preparations prior to parades are most welcome. Certain parades have participants marching and usually the parades are judged, so our Junior Members have an opportunity to win an award as a group.

## **JUNIORS UNIFORMS**

The following uniform items are supplied during orientation by TI-Rescue:

- T-shirt (for trainings/other functions)
- Navy EMS pants
- Navy windbreaker
- Picture ID Badge bar (given at annual banquet)

Following completion of Orientation the Junior Member is supplied with:

- Standard uniform shirt
- Name plate
- Orientation Completion pin

The following are uniform items are preferred and we request the parents consider assistance in obtaining for Junior Members:

- Sturdy Black boots
- Black uniform belt

## **PUBLIC SERVICE PROJECTS**

The Junior Members help out at several community functions through the year:

- Annual Thousand Islands Antique Boat Show in Clayton
- Stone Mills Agricultural Field Days at Stone Mills
- Save the River 5 K Run
- TIYLO Triathlon
- Thousand Islands Land Trust Old Home Days – Grindstone Island
- And many more

## **BECOME A MEMBER**

Parents can also join the Thousand Islands Emergency Rescue Service as member who can be trained as an ambulance driver, first responder or EMT if they wish, and help at fundraisers, committees and other functions.

## **QUESTIONS**

If you have any questions, please contact Rolly Churchill, EMS Chief, at 315-686-2058 during regular business hours Monday through Friday.

## **Appendix B**

### **Sample Press Releases and Promotional Announcement**

## Press Release

For more Information, Contact:

Rolly Churchill, EMS Chief  
Thousand Islands Emergency Rescue Service, Inc.  
P.O. Box 524 100 Union St.  
Clayton, NY 13624  
e-mail [director@ti-rescue.org](mailto:director@ti-rescue.org)

June \_\_, 20\_\_

### **JUNIOR MEMBERSHIP RANKS GROWING.**

CLAYTON NY -- Thousand Islands Emergency Rescue Service (TI-Rescue) established an Emergency Medical Services (EMS), Junior Membership Program in 2003 and has consistently had 5 to 6 Junior Members active. At this year's Career Day at Thousand Islands Central School, TI-Rescue paramedics Chancy Law and Mike Bennett will talk about careers in Emergency Medical Services and the chance for teens to join as volunteers to join the Junior Membership Program.

The Junior Membership Program is open to youths aged 14 to 17 years of age and is designed to teach safety and basic skills required for careers in emergency medical services or other allied medical professions. Junior Members are always in a structured, supervised environment. New members go through training and orientation and, when qualified, can participate with a crew on ambulance calls supervised by EMT's and Paramedics. We also hold fundraising events, public service projects, assist with EMS activities and the EMS Bike Team, participate in field trips, and conferences, go on camping and canoeing expeditions, and participate in parades and a host of other activities with other non-profit agencies.

TI – Rescue is always seeking new participants for the Junior Membership Program. If you are a teen, or parents of a teen, between the ages of 14 and 17 would like to get more information on the Junior Membership Program, please call TI-Rescue at 686-2058 and talk to Heather Jackson EMT, Junior Membership Program Coordinator, or go to our website at [www.ti-rescue.org](http://www.ti-rescue.org) and click on the Junior Membership Program for downloadable information and for an application.

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## Press Release

For more Information, Contact:

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May \_\_, 20\_\_

### **TI-Rescue Junior Members Assist in SADD Drill**

LaFargeville NY – It was a horrific accident that ended up in the front of the LaFargeville Central School. Two local teens are dead and one seriously injured because of an intoxicated driver. The scene was described “as a bloody battlefield” and the dead teens were popular friends to most of the LaFargeville Central students.

LaFargeville Fire Department, using the Jaws of Life, extricated one teen from the vehicle. Thousand Islands Rescue (TI-Rescue), ambulances and paramedics rushed the injured teen to Samaritan Medical Center. The driver, John Doe, 17, of Omar, was arrested and handcuffed at the scene by Jefferson County Sheriff deputies. Mr. Doe will be arraigned before Justice Lee Gill and charged with involuntary manslaughter.

Luckily, this was only a drill conducted for Students Against Drunk Drivers (SADD) and all the “dead” and “injured” and the “drunk driver” were TI-Rescue Junior Members Cassidy Davis, Samantha Smith, Jon Orvis, and Lindsey Garnsey.

“We participate in this drill each year just before the senior prom”, states TI-Rescue’s EMS Chief Rolly Churchill. “It takes time to set up and do the makeup on the Junior Members who play the victims, but it always sends a strong message to all that watch this event,” said Churchill.

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**Appendix B**  
**Certificate of Recognition**

*Modify this certificate to honor a Junior member who has reached pre-determined goals at the agency.*



On behalf of the  
Thousand Islands Emergency Rescue Service  
we recognize

# John Smith

as a Junior Member who has served over 250 hours

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Rolly Churchill, EMS Chief      Date

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Dale Kenyon, Chairman      Date