

Windsor Fire & Rescue Services



Secondary School
Co-operative Education Program

Student's Time is Divided into 2 Major Components

1. Fire & Rescue



2. Safety Village and Public Education

How do I Become A Co-op Student?

- Contact the Co-op Teacher at your high school to apply for the program and prepare for an interview.
- You will need to have prepared a cover letter, resume, have a copy of your attendance record and grade transcript, and most importantly a Police Information Check and a Police Vulnerable Sector Check that isn't more than 3 months old. (If any of these items are not submitted at the time of the interview you will not be considered for the placement.)
- 4 students will be chosen based on their interview scores.

Required Training

- Day 1 & 2 (in-school) - Corporate Employee Safety Orientation On-line training must be successfully completed prior to the start of the placement.
- Day 3 (Fire Headquarters) – Familiarization/Orientation Tour
- Day 4 (Fire Headquarters) – SCBA training and mask fit testing

Placement Hours

- **Morning**

- 8:30 am – 11:30 am

- **Afternoon**

- 12:00 pm – 3:00 pm

What are my responsibilities and duties at Windsor Fire & Rescue Services?



1. Fire & Rescue

- Participate in any training that is made available either at Headquarters or off site.



1. Fire & Rescue

- Check Personal Protective Equipment (PPE) every morning. (Bunker gear, helmet and Self Contained Breathing Apparatus)



- Assist drivers with inventory/ equipment checks and washing of vehicles.

1. Fire & Rescue

- Assist Firefighters with general maintenance around the station (cleaning, mopping and polishing floors, lawn mowing, making soup, etc.
- Assist other Divisions when required ie. Quartermaster, Fire Prevention, clerks, etc.
- Assist with station tours.
- Complete training log books provided by WFRS.



1. Fire & Rescue

- Network and team build with Firefighters and WFRS Staff



2. Safety Village and Public Education

Tasks:

- Dress as Sparky and greet children
- Assemble teacher's package & teacher's questionnaire
- Set up fire hazards in living room, kitchen & bedroom
- Prepare all audio visual & electronic equipment for presentation
- Escort class to fire classroom



2. Safety Village and Public Education

Tasks (Cont'd)

- Perform puppet shows
- Demonstrate firefighting gear
- Present part of fire safety program to class, when required
- Assist children down escape ladder
- Wash kitchen and classroom floors, as required
- Vacuum bedroom carpet and bleachers, as required



2. Safety Village and Public Education

Tasks (Cont'd)

- Assist with floor mats for Stop, Drop & Roll demonstration
- Assist instructor, as required
- Monitor consumable supplies & inform instructor when depleted



2. Safety Village and Public Education

Tasks (Cont'd)

- Attend and assist at Public Relations events

