

Firefighter Training Student Handbook



Lorain County Fire Chiefs' Association, Inc.

ODPS Fire Charter #351

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ADMISSION REQUIREMENTS

Admission into the program will be granted to individuals who satisfy the following requirements:

1. At least 18 years of age and not attending high school.
2. Has not been convicted of, pled guilty to, had a judicial finding of guilt for any of the following:
 - a. Fraud or material deception in applying for, or obtaining a certificate issued by ODPS.
 - b. A felony
 - c. A misdemeanor involving moral turpitude
 - d. A violation of any federal, state, county or municipal narcotics law
 - e. Any act committed in another state that, if committed in Ohio, would constitute a violation set forth in this section.
3. Has not been adjudicated mentally incompetent by a court of law
4. At the time of admission, is not under indictment for a felony or misdemeanor involving moral turpitude.
5. Does not currently engage in the illegal use of controlled substances, alcohol or other habit forming drugs or chemical substances to an extent that it impairs the ability to perform the duties of a fire fighter or fire safety inspector.
6. Has and maintains a valid Driver's License prior to the start of and through the duration of the course.

SPECIFIC RULES AND REGULATIONS

1. Possession of alcohol and/or drugs at the Academy is prohibited.
2. Cell phones, pagers, radios and other communication devices are not permitted during instruction in the classroom, during skills practice, or any testing process.
3. All forms of gambling are prohibited.
4. No weapons or firearms are permitted at the Academy or practical areas, unless authorized by Program Director.

PRE-REQUIREMENTS FOR ADVANCED COURSES

In addition to above requirements, student must meet following requirements:

Volunteer Firefighter: Hazmat awareness/operations or concurrent; NIMS 700, ICS 100

Firefighter 1 Transition: Completion of Volunteer Firefighter course; NIMS 700, ICS 100, EVO course.

Firefighter 1: NIMS 700, ICS 100

Firefighter 2: Completion of Firefighter 1 course, EVO course, NIMS 700, ICS 100

Firefighter 1&2 NIMS 700, ICS 100 or concurrent

Fire safety inspector:

1. Applicant must be employed by one of the following: Office of State Fire Marshal, a firefighting agency, or Private
2. Applicant must submit a letter of recommendation from employer.
3. Applicant must hold a current firefighter certificate.

Fire Instructor:

1. Applicant has not less than 5 years work experience as Firefighter or Fire Safety Inspector, including 3 years immediately prior to course.
2. Successful completion of knowledge examination.

DISCRIMINATION POLICY

The LCFCA Academy is committed to offering all its students the opportunity to pursue academic excellence. The Academy seeks to encourage an atmosphere in which all persons have an equal opportunity for participation in this pursuit, whether this is in group settings or in close relationships between individual students and faculty. The Academy, further, condemns covert or overt acts which interfere with these expressed goals. Therefore, any form of intimidation, abuse or harassment based on race, ethnic origin, creed, gender or sexual preference is contrary to the ideals of the Academy.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the U.S. Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when [1] submission to such conduct is made either explicitly or implicitly a term or condition of an individual's

employment, [2] submission to or rejection of such conduct [by an individual is used as the basis for employment decisions affecting such individual, or [3] such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. The Academy recognizes sexual harassment as a malicious form of unlawful discrimination, and condemns its practice. It is the policy of the Academy to take positive and prompt action to eliminate any evidence of sexual harassment in the work place. Consequently, faculty or students who act contrary to this policy shall be subject to disciplinary action. Students and faculty are encouraged to report harassment whenever it occurs, so it can be promptly eliminated from the classroom environment.

ACCESS TO STUDENT RECORDS

The Program, as part of its responsibilities to students, must maintain accurate and confidential student records. The Program recognizes the rights of students to have access to their educational records and to limit such access by others in accordance with the Family Educational Rights and Privacy Act (FERPA). These rights are spelled out in the Program's procedure on student education records.

Student records, with certain exceptions, will not be released without prior consent of the student. Students have the right to review and question the content of their educational records within a reasonable time after making a request for such a review. If there are any questions as to the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity for a hearing on the matter is provided. Students wishing to review their educational records may apply to the Program Director for details regarding Program procedures designed to expedite their request.

COURSE GRADES

The marking and credit system used by the Academy will be followed. In order to continue in the Firefighter certification program, a student must earn a grade of "C" or better. In order for a student to achieve the grades established, he/she must achieve as follows:

- A - Superior quality; maintain a grade in the course of 100-93%.
- B - High quality; maintain a grade in the course of 92-86%.
- C - Average; maintain a grade in the course of 85-80%.
- D - Below average; 79-70%.
- F - Failing; 69% and below.

Students must maintain a 70% average in the course. If grade average falls below 70%, they will be advised to seek tutorial counsel or consider withdrawing from the program.

The State Certification examination is administered at the end of course. Only students must have successfully completed the course and passed all required Practical Skill Tests are eligible to take the written State Certification examination. If a student fails to pass the State Certification Exam, he/she will be permitted to retake the examination two additional times. Students are required to wait (5) business days before being permitted to take a retake of the State Certification Exam. Pursuant to Ohio Department of Public Safety, if a student fails to successfully pass the next two opportunities, he/she will automatically fail the course.

Practical Skill Testing:

The Program uses multiple methods of ensuring competency of subject matter including cognitive or performance skill testing. Practical skill testing, measures the individual's ability to perform specific tasks or applications against a given or known standard.

	Firefighter 1	Firefighter 2	Firefighter 1-2
Mandatory skills	7	3	10
Random skills	3	1	4
Total skills	10	4	14

In individual practical skills tests, the student performs the skills without assistance. There are some skills that must be performed in a team setting. For those, the student is required to verbalize their actions and must verbalize to team

members as necessary. Although operating as a team, only the student being evaluated is graded.

Grades: Practical skill tests are typically Pass or Fail unless otherwise specified.

Retest: Two practical skill test re-takes will be permitted for each performance skill test administered, allowing for a total of three (3) attempts to pass each test (refer to the specific appendix for specific course policy). Students may retest for a second time in the same day at the discretion of the Skill Coordinator and/or Program Director. Third attempts may not be less than one day after the second attempt. All final re-takes will be observed by the Program Director. Failure to obtain a passing grade within the allotted (3) attempts will result in the student's dismissal. An exit interview with the Program Director will be held prior to dismissal. A *Student Knowledge & Skills Objectives Check-off Sheet* must also be completed and on file.

CRITERIA FOR COURSE COMPLETION

Volunteer Firefighter, Firefighter 1 Transition, Firefighter 1, Firefighter 2 Transition, Firefighter 2: **Students are required to attend all sessions of the course, complete all evolutions, and must pass all written exams (minimum 70%) and practical examinations (satisfactory).**

Fire Instructor: Students must attend all scheduled classes and pass a written final examination (minimum score of 75%). Student must also pass a final 20-minute teaching assignment.

Fire Safety Inspector: Students are required to attend all scheduled classes and pass written examinations with a minimum score of 80%.

State Certification

Following satisfactory completion of the course and online testing process, a Certificate of Completion will be issued by the State office. A printed copy of the test results will be given to the student, who is then eligible to immediately begin work in their area of certification. The state office will forward the official Firefighter certification directly to the student in approximately 2-3 weeks.

Lecture and Practical Policies

1. Students must attend all scheduled classes and work sessions and be on time for all sessions.
2. Breaks are provided during classes at discretion of the instructor. Return to class promptly after the break.
3. Instructor may dismiss a student from class who exhibits disruptive behavior. This will be counted as an absence and may be cause for dismissal from the program.
4. Smoking and the use of other tobacco products are not permitted in the classroom or practice area.
5. Any student suspected of cheating during an exam will be dismissed from the class and no credit will be given for the exam.
6. Personal protective clothing and equipment for firefighter training shall comply with the rules adopted in Ohio Administrative Code, Chapter 4121-1-21-02.
7. Facial hair that interferes with the proper seal of a respirator is not permitted, including sideburns, beards, and other facial hair.
8. All passengers are required to be seated and use seat belts while the fire apparatus is in motion, except during hose loading.

Deficiency Notification and Counseling

Students will receive a Deficiency Notification for:

1. Consistent tardiness.
2. Absenteeism over 3 hours.
3. Grade percentage below 70%.
4. Second failure of a practical skill.

The instructor will counsel the student when the deficiency is given, and outline suggestions for improvement. The student will acknowledge receipt of the Deficiency Notification by his/her signature on the form. A copy of the Deficiency Notification will be given to the student and to the Program Director.

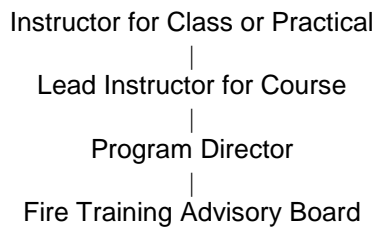
Attendance Policy

A student who misses any portion of the class and/or practical of a course without prior approval of the lead instructor is subject to dismissal from the program.

Students must contact the instructor concerning content missed during an absence and arrange for make-up of the material in a method acceptable to the instructor. If an absence results in missing an examination, the student must complete the exam at a time acceptable for the instructor. If an absence results in missing a practical evolution, the student is required to make up the practical work in conjunction with other students, or will be required to attend a make-up session during the next scheduled course. **Course completion will not be attained until all practical sessions are completed.**

Lines of Communication

In the Fire Training Program, there is a distinct line of communication the student is expected to use when attempting to solve problems, offer suggestions, initiate complaints, get questions answered, etc. This line of communication begins with the student's course instructor and proceeds as follows until the situation is resolved or the question is answered:



Students are expected to follow this line of communication. If it is determined that a student has contacted a person higher on the line of communication without following the chain of command, the student will be sent back to talk to the appropriate person before their requests, comments, etc., will be considered.

DISCIPLINARY PROCEDURES: GROUNDS FOR DISMISSAL

Disciplinary action, if necessary, will relate to the severity and frequency of the behavior which violates the standards of conduct. The use of disciplinary action is never an end in itself; its sole purpose is to play a positive role in the correction or elimination of behaviors that do not conform to the required rules or standards approved by the faculty, program director and advisory committee. This disciplinary guide shall serve as the criteria for judging student conduct.

The Rules of Conduct are divided into two groups. Group I offenses result in one of three (3) actions: 1) narrative report; 2) deficiency report; and/or 3) dismissal from program. Group II offenses may result in bypassing one or more steps in the disciplinary process due to the seriousness of the infringement. The final decision for dismissal shall be made by the faculty, Program Director and Advisory Board of the program. If sponsored by a local fire agency, the students' fire chief or supervisor will also be notified of the disciplinary action. The rules listed below are not all-inclusive, and shall be considered as guides for similar occurrences.

Group I Offenses.

1. Failure to maintain a 70% grade point average or meet performance standards within reasonable length of time.
2. Act of insubordination toward supervisor or instructor, including manner, speech, gesture, or disruptive behavior in class or on the sponsor's premises.
3. Sleeping during practical or class time.
4. Leaving assigned class/ practical area without instructor's authorization.
5. Excessive absenteeism or tardiness; reporting for class late, leaving early, or returning late from breaks without an excuse.
6. Failure to complete given assignments within specified time limits.
7. Parking in restricted areas or those areas interfering with emergency, safety, security, or fire personnel.
8. Smoking anywhere other than in designated areas.
9. Failure to adhere to the dress code.

Group II Offenses. May result in accelerated discipline up to and including dismissal, depending on the severity of the infringement.

1. Cheating during a quiz, written examination or practical skills test.
2. Disorderly conduct, such as fighting, creating a disturbance, horseplay, use of profane or obscene language, or annoying others while in class or in practical areas.
3. Disclosure of any confidential information concerning any personnel without first obtaining authority to do so.
4. Stealing, misappropriation, damaging, destroying, or defacing property of the practical agency, or its employees, deliberately or through negligence.
5. Intoxication, use or possession of intoxicating beverages, illegal use or possession of drugs, or abusive use of prescribed drugs.
6. Mistreatment of visitors, employees or another student.
7. Threatening or intimidating any person by word, deed or both.
8. Possessing a firearm or other deadly weapon on class or sponsor's premises.
9. Falsifying education application, medical history, records, schedule, or student performance.
10. Making statements of accusations of a vicious, malicious, or false nature concerning any personnel, visitor, or member of the fire department team, including faculty and other students.

APPEALS

Students have the right to appeal disciplinary decisions in all cases. To appeal a decision, the student must file a written petition with the Program Director within two (2) working days after notice that disciplinary action will be implemented. An appeal hearing will be conducted by the three (3) members of the Advisory Committee, consisting of one (1) instructor, one (1) fire chief, and one (1) Firefighters' Academy representative.

STUDENT WITHDRAWALS AND FEE REFUNDS

Course withdrawal procedure includes notification of the course instructor and Program Director, briefly indicating one's reason for withdrawing. Notice of intent to withdraw must be received in writing before the end of the course. Students who fail to return to class and have not notified the course instructor or Program Director of their intent to withdraw will be automatically dismissed and their course fees forfeited. All students who withdraw from a course will be charged tuition, fees and books. Tuition refunds include:

Up to 48 hours before the course start date:	100%
Within 48 hours prior to start of course:	No refund

STUDENT HEALTH CARE SERVICES

There are no student health care services available for any Academy courses. If a student becomes ill or injured during a program, emergency medical services will be requested at the student and/or host department's expense. Students with local fire agency affiliations should check with their supervisors to assure health and/or medical coverage.

STUDENT ATTIRE

Instructors are encouraged to establish a dress code for students attending the fire training courses. We believe that it is each individual's responsibility to use good judgment in selecting attire that projects a professional image, yet is appropriate for both climate differences and classroom activities.

Recommended classroom attire:

- Males: Dress denims (jeans) or slacks, shirts with collars, or departmental work clothes.
- Females: Dress denims (jeans) or slacks and blouse, or departmental work clothes.

Shorts, cutoffs, ragged clothes, etc. are NOT permitted in class or during evolutions.

PROTECTIVE CLOTHING REQUIREMENTS

Due to the nature of the occupation and the environment students are exposed to during training, safety is essential. The instructor staff is very aware of this. In order to ensure that the student is protected during firefighting situations, the faculty requires the student to report with the following equipment, which must meet the respective minimum acceptable

standards for equipment (OAC 4121:1-21-02 Fire Fighting), including: coat and pants, with liner and moisture barrier, boots, gloves, helmet, Nomex or PBI hood, SCBA with approved PASS device.

FIRE EXAMINATIONS/CERTIFICATION

Final certifying examinations for each course will be administered following the rules promulgated by the Division of EMS, Rule 4765-11-03(A 14), Fire Test Administration. Students should arrive early on the date of the exam to check in with the exam proctor. Exams will start promptly at the designated time. Late arrivals will not be admitted into the exam. Students must bring the following items to the exam site: **photo identification (driver’s license) and pen.**

You will not be permitted to test if you do not have these required items.

Upon successful completion of the final exam (grade of 70% or higher), the student will be issued a copy of grade. This document enables the student to begin work duties at the discretion of their respective employer. A state certification card should be issued within 1-2 weeks after the exam.

Each student is permitted three (3) attempts to complete the final exam. If the student is unsuccessful after three attempts, the student must retake the entire course including practical tests prior to any further testing.

ALTERNATIVE FIRE TESTING (ORAL EXAMS)

A student in a chartered fire training program who is eligible to take the state final written examination may file a request with the Division of EMS for reasonable accommodations. Any student of a chartered training program with a documented disability, as defined in American with Disabilities (ADA), may qualify for reasonable accommodations. Documentation for disability will consider:

1. A statement from the Program Director documenting the accommodations granted to the student during the program and his/her eligibility to take the exam.
2. A statement from the student requesting the type of accommodations needed.
3. A letter from the student’s physician or a licensed professional healthcare provider who has diagnosed or treated the student, or a certified vocational evaluator.

POLICY REGARDING STUDENTS OPERATING AS A MEMBER OF A RESPONSE CREW DURING CLASS TIME

Students attending fire training courses shall not be scheduled as members of a regular response crew. In the event of an extreme emergency or an emergency incident requiring the use of personnel, the course instructor may release those students required for control of the emergency. Students who are excused from class are required to make arrangements with the instructor for the missed session or they will be charged with a course absence. (See absence policy)

POLICY REGARDING LIVE FIRE TRAINING

All live fire training sessions conducted during Firefighter 1 or Firefighter 2 courses shall follow the guidelines as set forth in the National Fire Protection Association, Standard 1403, *Live Fire Training Evolutions in Structures*, current edition. All live fire training evolutions performed in acquired structures shall also be conducted in accordance with the requirements of the Ohio Environmental Protection Agency (OEPA) and the sponsoring fire agency shall be responsible to secure the appropriate permits and approvals.

PROGRAM COST

Volunteer firefighter	\$400	Firefighter 1	\$825
Firefighter 1 T	\$650	Firefighter 2	\$650
Firefighter 1&2	\$1,700	Fire Inspector	\$480
Fire Instructor	\$425		

CERTIFIED INSTRUCTOR POLICY

Only fire instructors certified by the Ohio Department of Public Safety shall be utilized for fire training classes. Assistant Fire Instructors may be used during fire training, but only under the direction of a Fire Instructor. Fire instructors may only teach up to their level of fire certification. All instructors must be pre-approved by the LCFCA Training Program Director and have a signed contract on file prior to use in any class or practical.