**Student Manual**



**Spring 2021 Class**

**Online Classroom activities:**

Students in this program will be expected to complete all their coursework and reading of book materials on their own time. Coursework will be conducted solely online. Chapter deadlines will be set for each chapter with the material to be completed at 11:59 PM of the due date. Any chapters not completed will result in a failing grade of said chapter(s).

Co- Lead Instructors will hold two online web video chat session a week (Tuesday and Thursday nights at 1800 - 2000 CST) During these two hours students will be allowed to ask questions about chapters covered that week and get clarity on the material covered. Students are expected to attend the sessions. If they are unable to attend or must leave for a department run the session will be recorded. Refer to the attendance policy listed below.

**Skills activities:**

Students in this program will perform chapter skills within their department to limit contact tracing. Students will be taught by an approved Subject Matter Expert or Indiana Instructor 1.

Students will be expected to attend four workshops which will be held at each training site Black Township Fire and Rescue (BTFR) or Princeton Fire Territory (PFT). Workshops for each training site will be staggered so that students may be able to attend skills for one of the weekend openings if work causes difficulties in attending the first weekend workshop.

**Final Examination:**

Students in this program will have to complete a skills exam prior to taking a written examination. Students may choose to test at the Black Township training site or the Princeton Fire training site.

**Student Expectations:**

 **Dress & Grooming:** Students in this program will be expected to always present a professional appearance, in accordance with the rules and regulations of BTFR and PFT. If there are specific personal protective items required for the class, these will be communicated to the students by the Lead Instructor. Students shall wear at a minimum shorts or pants, a t-shirt with sleeves, and closed toe shoes.

All clothing that is deemed offensive to others or inappropriate for the fire ground will result in the student being asked to leave class by the instructor.

**Grooming:** It is the duty of every student to display a professional image at all times while participating in class. It is our expectation that all students are clean shaven, have clean presentable uniforms, and hair groomed (females if long hair pulled back to as to not allow your hair to obstruct view or become entangled).

*All Candidates shall meet the department guidelines for facial hair at all times, failure to comply with these standards will result is dismissal from class.*

**Fireground uniform:**

**T-shirt**: T-shirt with sleeves

**Shorts/Pants:** Department issued shorts, department issued pants, blue jeans

**Shoes:** Any closed toe shoes are acceptable as long they have good ankle support

**Classroom:**

Required materials:

Firefighter Engineering book.

Laptop, tablet, cellphone, webcam

**Training Site:**

Required materials:

Spare clothes

Full PPE

SCBA mask

SCBA

Any medication that may be needed during the times of class (inhaler, epi pen, etc.)

**Food & Drink:** During skills time at the training ground food and drink are ONLY allowed if the lead instructor authorizes it. If you so choose to being food or drink, the area MUST be clean at the end of class. This privilege will be lost if messes are left.

**Smoking and dipping:** Smoking is not permitted in any building of the fire department or on the training grounds, there are posted smoking areas located at the back of the station. Smoking shall be done 8 feet from any doorway (truck-bays included). Smoking and dipping are only allowed during class break times.

**Cell Phones:** Students can have cell phones with them as long as they are left on a silent setting, if you need to take a call, you may leave the classroom in a manner as not to distract the other students. If Students are caught playing on phones or texting in class, they may be asked to leave the class and could result in disciplinary action.

**Pagers/Radios:** Students are allowed to have pagers and radios with them as long as they are left on a silent setting, if your department is dispatched to an emergency (manpower for a structure fire or other large scale incident), the student will excused from the class to respond if they wish however it is not recommended. If Students abuse this privilege, they may be spoken to by the Lead Instructor and Lead Evaluator.

**Attendance:** Attendance, Students are required to attend all class and workshop sessions based upon the guidelines set by the Lead Instructor. Deviation from those guidelines must come from the Lead Instructor. Rarely- if ever- is it acceptable to miss a workshop skills exam day. NEVER is it acceptable to do so without the prior permission of the Lead Instructor AND the Lead Evaluator.

If a student must miss a practical skills exam day, this MUST be coordinated with the Lead Instructor and Lead Evaluator. The Lead Instructor and Lead Evaluator shall document why the student was absent from the practical skills exam day. Absences / Tardiness Absences and tardiness- as well as the consequences of each- shall be clearly communicated to the students prior to the start of the class.

**Conduct:** Recruits are expected to be professional, courteous, and respectful always.

When addressing Instructors, guest speakers, or outside personal, students will use the proper title when addressing them; i.e. Chief, Captain, lieutenant, or Firefighter etc. (If you don’t know the proper title Mr., Mrs., sir or ma’am is acceptable).

**Interaction with other students:** The recruit academy is designed to not only teach the students how to become firefighters, but also to build teamwork skills. When dealing with other students, you are expected to treat all recruits with respect. We expect recruits to encourage, motivate, and help other recruits,

***Students are expected to conduct themselves in a professional manner during all class periods and contact with public while representing themselves as a student of this class.***

***The following actions are unacceptable and can subject the student to additional assignments, suspension, and/or dismissal from the program:***

* ***- Downgrading, intimidating, mocking, sexual harassment and bullying physically or mentally towards any instructor, preceptor, staff member, student or other member of the public***
* ***Disruptive behavior that interferes with learning environment***
* ***Failure to compete assigned class work***

***The following actions will result in immediate dismissal from the program without further discussion and the student’s fire chief notified***: -

* ***Being under the influence, or reasonable suspicion of, alcohol or illicit drugs during any class period***
* ***Any act of violence, or threat of such act, to any person***
* ***Any act of harassment towards any person in any way***
* ***Any act of academic dishonestly (cheating)***
* ***Dishonesty regarding reason for an absence or tardiness; -Failure to follow safety instructions***

**Cussing:** Foul language is not allowed in class or on the training grounds, infractions may result in disciplinary action.

**Tardiness:** It is the duty of the student if you will be late to contact the instructor and inform them before the start of class you will be expected to make-up anything missed during your own time.

**Absent:** It is the duty of the student if you will be absent, to contact the instructor and inform them before the start of class you will be expected to make-up anything missed during your own time. It is the discretion of the lead instructor the number of missed classes that are acceptable.

**Safety:** Safety is the highest priority. Safety violations will be corrected, if they continue may result in dismissal from the class. If you have a medical issue it is your duty to inform the instructor of special needs.

**Horseplay:** will not be tolerated in the classroom or the training grounds and will result in disciplinary action.

**Discipline:**

1. Warning (Verbal)
2. Incident (written)
3. Counseling with Lead instructor
4. Removal from class (single day)
5. Dismissal from the class (may result in removal from department)

Depending on the severity, instructors may skip to any step felt necessary to deal with the incident.

It is the student’s right to petition the chief of the department regarding any disciplinary action they feel is unjust or unfair.

**Grievance Procedure:** Any concern or complaint should first be addressed to the Lead Instructor. If at any time, the student feels they need to speak to someone above the Instructor, or appeal any part of the discipline process, they may ask the Lead Instructor to schedule a conference with their supervisor and the student’s supervisor.

ONE LAST EXPECTATION……. HAVE FUN! We want all students to enjoy the class! These classes can be stressful, frustrating and time consuming. But they should be fun as well. If you are struggling in any way, please talk to the lead instructor! We may be able to help you learn what you are struggling with.

**Facial Hair Policy:** OSHA 1910.134- Fire Departments & SCBA

 **Respiratory protection**- i.e. ‘SCBA policies’ must be a written part of every fire department’s ‘standard operating policy’ (SOP). Both the Federal and Indiana Departments of Occupational Health and Safety (OSHA) have written regulations that govern the use of respirators (which includes Self Contained Breathing Apparatus (SCBA).

 What follows below, is a summary of those parts of the regulations that directly affect ALL fire departments (employers) in the State of Indiana- whether staffed by volunteer, combination, career, territorial, or not-forprofit. This interpretation was written by a firefighter FOR firefighters in order to ensure we are providing the best possible safety for our members. OSHA language has been substituted by plain English and does NOT constitute a legal interpretation. While this document also does NOT encompass the entire OSHA standard (23 pages in length) it DOES address many of the issues specific to fire department operations. You are encouraged to contact IOSHA, the State Fire Marshall’s Office, or the Indiana Fire Training System for further guidance. This document has been vetted and reviewed, but does NOT constitute a legal endorsement.

1910.134(c) Respiratory protection program. This paragraph requires the Fire Department, whether the staff is paid or not, to develop and implement a written respiratory protection program with required fireground procedures for SCBA use. Someone from within the Department must be named as responsible for seeing to it that the SCBA policy is followed at all times, aka a Chief, a Training Officer, a Safety Officer, etc. While there are multiple sections that cover procedures for selecting the proper respirators for use in the workplace, we generally only have ONE to choose from for interior fire attack - SCBA. Fire Service personnel should ALWAYS err on the side of using versus not using SCBA. Additionally, using ‘dust masks’- either N-95 or N-100- for overhaul, is NOT effective as has been proven by multiple studies.

1910.134(e)(1) General. At a bare minimum, a firefighter’s personal physician should certify the individual who desires to serve as a firefighter is medically able to wear, and work, in an SCBA as a firefighter. Ideally, this would be a physician who is knowledgeable of, or is contracted or associated with the Fire Department, to implement the provisions of NFPA 1582 and 1910.134, and has performed a medical evaluation consistent with the duties expected of a firefighter on the fire ground.

1910.134(f) Fit testing. Firefighters shall be fit tested prior to allowing them wear or use SCBA in an environment that is considered immediately dangerous to life and health (IDLH). There are also requirements as to the type of test used and that fit testing shall be conducted annually.

1910.134(k) Training and information. These sections require the fire department to provide training to firefighters who are required to use SCBA. The training must be comprehensive, understandable, and recur annually and more often if necessary. The employer shall ensure that each employee can demonstrate knowledge of at least the following: the proper use of respirators, when to wear it, why to wear it, donning and doffing, limitations on their use, the importance of a good mask fit, maintenance procedures, emergency procedures, cleaning, and storage.

OSHA 1910.156 Training. The fire department shall provide training and education for all members commensurate with those duties and functions that they are expected to perform. Such training and education shall be provided to firefighters before they perform fire emergency activities. Fire officers and training instructors shall be provided with training and education which is more comprehensive than that provided to the general membership. The employer shall assure that training and education is conducted frequently enough to assure that each member of the department is able to perform the member’s assigned duties and functions satisfactorily and in a safe manner so as not to endanger other members. All members shall be provided with training at least annually. In addition, members who are expected to perform interior structural firefighting shall be provided with an education session at least quarterly.

1910.134(g)(1)(i) and 1910.134(g)(1)(ii) Face piece seal protection. The fire department shall not permit SCBA to be worn by firefighters who have: facial hair that comes between the sealing surface of the face piece and the face, or that interferes with valve function, or any condition that interferes with the face-to-face piece seal or valve function. If an employee wears corrective glasses or other personal protective equipment, the department shall ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user. Eyeglass frames cannot extend from within the mask, under the seal, to the ears.

1910.134(g)(3) Procedures for IDLH atmospheres and 1910.134(g)(4) Procedures for interior structural firefighting. For all IDLH atmospheres, the employer shall ensure that: a rapid rescue team, consisting of at least two firefighters with appropriate equipment, training, and communications, remain outside for rescue. Further, ALL firefighters doing interior structural attack must do so in pairs and must use SCBA.

***Note: Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has been assembled. One of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.***

1910.134(h)(1) Cleaning and disinfecting. The employer shall provide each SCBA user with an SCBA that is clean, sanitary, and in good working order. Face pieces must be cleaned after each and every use, stored in a manner to prevent damage, kept readily available, well maintained, checked for proper function before and after every use, and inspected at least monthly. Additionally, SCBA’s must have a written (or digital) log as to the date they were inspected, by whom, kept charged to at least 90% of capacity, repairs made only by qualified persons (and those repairs logged), defective ones immediately pulled from service, and filled only with Grade D breathing air.

**Online learning: (***Must be completed prior to the state exam)*

Complete the National Fallen Firefighters Foundation’s Cancer Video “The Silent Killer”

<https://vimeo.com/155710892>

16 Life Safety Initiatives

<https://www.fireherolearningnetwork.com/Training_Programs/Courage_To_Be_Safe.aspx>

FEMA National Incident Command system training

<https://training.fema.gov/nims/>

IS 100

IS 200

IS 700

IS 800