

Chester County Fire Training Policies and Procedures

CLASS ATTENDANCE AND RESPONSIBILITIES

Students must attend all of the sessions for a certificate to be issued. Students may be excused from attending a session with the permission of the instructor. Absence does not excuse a student from knowledge covered in the missed session. Absence from 21% of the prescribed hours automatically disqualifies a student from receiving a certificate unless the missed training sessions are made up.

Students shall report to all sessions at the designated time and locations required. Students shall report physically and mentally fit to perform required duties. They shall be properly equipped and cognizant of information required to immediately assume their duties.

CONDUCT POLICY

Every student shall be courteous, civil, and respectful in his/her conduct toward all persons. The use of coarse, profane, vulgar, discourteous language or comments in any form related to another's sex, race, color, national origin, religion, age, or disability will not be tolerated and is prohibited.

The Chester County Fire/Rescue Training Division strongly believes that the classroom should be free of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct or communication of a sexual nature. Sexual harassment will not be tolerated and is strictly prohibited.

The Fire/Rescue Training Division is committed to provide all students with an environment free from all forms of discrimination and harassment. No student shall be subject to verbal, visual, or physical harassment. Such behavior may result in disciplinary action and notification of the student's fire chief. Some infractions may require the notification of law enforcement officials. If any student feels that they are being harassed, they are to immediately notify an instructor.

CONFIRMATION

Confirmation will be sent to each department pre-registering students only upon request.

COURSE ENROLLMENT AND CANCELLATION

A minimum of six (6) students will be required to conduct lecture-style courses. For the safety of students and instructors practical courses will be based on individual course needs. Every effort will be made not to cancel any course. However, due to unforeseen issues that may arise, it may become necessary to cancel a course. Notification of any course/class cancellation will be done from the information provided on the pre-registration forms. Any cancellation will be done a minimum of twelve (12) hours prior to the scheduled start time of the course/class.

Class cancellation due to inclement weather conditions will be done through the County 9-1-1 Campus. Students are not to call the County 9-1-1 Campus to inquire about class information.

COURSE LENGTHS, SCHEDULES AND SUBJECT MATTER

Instruction consists of classroom discussions, demonstrations, lectures, simulation, small group activity, practical applications and drills necessary for the development of proficiency in the course's subject matter. The Chester County Fire/Rescue Training Division establishes the precise content of each course; the State Fire Academy sets the minimum standards by which a course is accredited.

Normal class hours will be from 1900 hours to 2200 hours on weeknights and 0830 hours to 1700 hours on weekends. Although this is the standard time frame, some classes may be conducted at other times to satisfy safety issues or in order to experience actual emergencies.

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COURSE TUITION FEES

Tuition fees must accompany registration forms. Only checks made payable to the “County of Chester” or a Purchase Order will be accepted as payment for the course. **Failure to provide payment or Purchase Order will result in delay of registration.**

Fees for classes will be addressed on a course-by-course level. It is the intent to keep all costs for courses as low as possible without jeopardizing safety. The Department of Emergency Services reserves the right to adjust course fees accordingly.

DRESS ATTIRE

Students dress attire for all sessions shall be professional and not interfere with a positive learning environment. Shorts, low cut shirts, tank top style shirts, sandals, or clothing that displays any message based upon race, color, sex, age, national origin, or any item deemed inappropriate by an instructor is prohibited. Students will not be permitted to participate in class and may be asked to leave if this occurs.

FOOD AND BEVERAGES

There will be no food permitted within the classroom or to be consumed during field exercises. Beverages may be consumed during classroom sessions. An instructor may change this rule in the event a student has a pre-existing medical condition or that fluids need to be consumed during practical field exercises.

GROOMING

Hair

All students shall adhere to the policy of the Pennsylvania State Fire Academy for all hazardous environment exercises. No hair shall be permitted to extend past the collar of the turnout gear. All long hair shall be pulled back and placed under the student’s helmet for live practical exercises.

Facial Hair

Facial hair shall be well groomed so as not to create a safety hazard to the student. A well-groomed mustache is permitted. All other facial hair is prohibited to comply with the Pennsylvania State Fire Academy policy.

Jewelry

Students shall refrain from wearing any obtrusive jewelry that may cause a safety hazard. All neck chains shall be tucked under the student’s clothing so it does not fall out. Only post style earrings are permitted.

INJURIES

Students shall report all injuries to their Instructor. If medical attention is required, the student will no longer be permitted to continue with the exercise. Any student, who seeks medical attention, will not be permitted to return to any session, until they submit a note from a physician allowing their return to normal firefighting duties.

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INTOXICATING BEVERAGES AND CONTROLLED SUBSTANCES

Students shall not possess, store, or bring, into any session any intoxicating beverage. Students shall not possess or use any controlled substance except when prescribed in the course of medical treatment by a state-licensed physician. When a controlled substance is prescribed, that may affect the performance of a student, the instructor will be notified immediately. A student who reports to a session or while attending a session is deemed to be unfit by the use of an intoxicating beverage or controlled substance will not be permitted to participate in the class. The Chief of the student's company will be notified and a representative of the department must be sent to pick the student up. If a student wants to leave prior to the arrival of their company officer, it is not the responsibility of the instructor to restrain the student. The instructor will notify the police as to the license plate, vehicle description, and direction of travel. Odor of an intoxicating beverage upon a student is just cause for being determined as unfit.

ITEMS REQUIRED FOR CLASS

Students are expected to report for each class prepared with the required items. All courses require the student to bring pen/pencil and notepad. During each course, additional items may be required for practical and/or classroom sessions. Students will be notified by the instructor(s) of those additional items during class meetings prior to when the items are needed or through written notification on the course syllabus. Students are responsible for coming with all items required for the course. Students who come unprepared may be disqualified from attending the class. Other items that may be required for courses taken may include but are not limited to the following:

- Eight (8) foot piece of rope
- NFPA approved turnout gear
- SCBA
- Spare SCBA cylinder
- PASS Device

PERSONAL PROTECTIVE EQUIPMENT

It will be the responsibility of each individual student to provide his/her own protective clothing for the course they are attending. Full turnout gear (TOG) must meet NFPA standards and will consist of the following:

- Helmet
- Eye Protection
- Coat
- Pants
- Boots
- Firefighting gloves
- Rescue or leather work gloves
- Hood

All turnout clothing will be NFPA approved. Clothing may be inspected prior to a field exercise. Clothing that does not provide a student with a safe level of protection, will not be permitted to be worn. The instructor or training staff reserves the right to reject a student from participating in live training exercises if it is deemed that their personal protective equipment is unsafe for training.

MEDICAL CONDITIONS

Students must advise an instructor if they have any medical conditions that exist that may prohibit them from performing any task they are assigned. Furthermore, the student shall advise the instructor if there is any medical conditions that may become aggravated because of any task the student must perform.

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NO-SHOWS/STUDENT CANCELLATION

If a student fails to attend a course without notifying the Fire Services Division prior to the start date of the course the student may be withdrawn from other courses/classes for the remainder of the year. The student/company will be charged full price of the course for said student.

In addition, please notify the Fire Services Division 48 hours prior to the beginning of the course if you are unable to attend.

PAGERS AND CELLULAR PHONES

Students are permitted to wear pagers and cellular phones. The audible alert mode shall be set to vibrate or mute. No student shall leave a training session to answer a page or a call unless it is an emergency. Only the highest-ranking officer from each company in a class will be permitted to have an emergency pager on alert mode. This is done so to not distract from the learning environment.

PENNSYLVANIA CHILD LABOR LAWS

The Fire/Rescue Training Division strictly adheres to Pennsylvania Child Labor Laws. The Child Labor Law applies to those who are not yet eighteen (18) years of age. Junior firefighters are prohibited from participating in the operation or class where the law prohibits. Junior firefighters may observe the operation where the law permits but are to be in a safe area away from possible harmful events including but not limited to hose lines, hydraulic tools, and/or fire and smoke products.

PERSONNEL ACCOUNTABILITY REPORTING (PAR)

The tag accountability system will always be in use. The Fire/Rescue Training Division will supply these tags to each student for use during the course. Students are to bring their tags with them to each session. Students are responsible for these tags during the entire course and will return the tags at the completion of the course. Accountability tags are to be prominently displayed at all times. Every team member will be responsible to know the location of fellow team members at all times. Desk nameplates will be displayed at all times during classroom sessions.

PERSONAL ITEMS

The Fire/Rescue Training Division reserves the right to restrict any and all items used, worn, carried, or maintained by the student while engaged in any training activity. The Training Division and its instructors are not responsible for any loss or damage to a student's personal items or their organization's equipment during training sessions, classroom or practical exercises.

PRACTICAL FIELD EXERCISES

Students are required to wear full turnout gear at all times during live practical exercises. Full turnout gear will include:

- Helmet
- Eye Protection
- Coat
- Pants
- Boots
- Firefighting gloves
- Rescue or leather work gloves
- Hood

All personal protective equipment must be NFPA approved. Gear may only be removed inside a designated "Break/Safety Area" or at the discretion of the instructor. Students are not permitted to participate in any field exercises unless they have their proper protective gear. Students will not be granted credit of attendance if they fail

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to bring their personal protective equipment when required. Long sleeve shirts and long pants are required to be worn during all live fire exercises.

REGISTRATION

The Chester County Department of Emergency Services has launched an online website. To attend fire training classes, you will need to go to the online website to register for classes. **We will no longer except faxed, emailed, or mailed in registration forms as a method to register for fire classes.**

The website is <http://destraining.chesco.org>. You will then need to register if you are a first time user of the system. After registering with the website, you can then navigate to find the class that you are interested in taking. By clicking on "Take Course" you are then registered.

PREREQUISITES

It is the goal of the Fire/Rescue Training Division to establish a stepping procedure to allow students to build on their education in emergency services. Prerequisites have been established for some courses so those students will have the necessary background to gain the most from each subject. Students without the prerequisites will not only be unprepared but will also slow the progress of the entire class and fail to understand some of the materials being offered. Students not meeting the prerequisites of any course may be dismissed from the course and/or will not receive certification in the course area. Minors are prohibited from attending courses where a minimum age of eighteen (18) is a pre-requisite.

REPORTING FOR CLASS

Students shall report to all sessions at the designated time and locations required. Students shall report physically and mentally fit to perform required duties. They shall be properly equipped and cognizant of information required to immediately assume their Duties

SPARE CLOTHING

It is suggested that students bring a spare set of clothing to all field exercises in the event they soil or wet their clothing. Students will not be permitted to leave the session area and return home to change.

STUDENT'S WITH LEARNING DISABILITIES

If any student has a learning disability, they may be assisted with any examination. The student must make the instructor aware of this before and not after an examination. This does not, however, apply for "Certification" testing.

TESTING PROCEDURES

Students must receive a minimum score of seventy percent (70%) on all written exams. One retest of a written examination(s) may be granted to those failing upon approval from the Chester County Fire/Rescue Training Division. It must be arranged between the student and the Instructor for a retest. It must take place within ten calendar days of the date of the exam in question and before the final roster being submitted. Students must master all practical skills one hundred Percent (100%). Students will be required to perform each of the skills listed on the skill sheets. The decision as to whether a skill has been successfully demonstrated is admittedly a subjective one. Instructors will base their assessment on a student's physical ability and other factors; but **the skill will be completed**. Students who do not fully complete any skill, will not be eligible for a certificate issuance regardless of their reason for non-completion or the amount of effort expended in attempting (w/o success) to complete the skill(s). For example, a student being judged on their ability to climb a twenty-four foot ladder will climb the ladder its entire length. The Instructor may allow a certain amount of leeway as to how quickly or smoothly the task is done, but climbing half way or climbing two rungs is not acceptable performance.

Note: This is not for National Certification

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USE OF TOBACCO PRODUCTS

The use of tobacco products is prohibited during training sessions. Smoking will only be permitted in designated smoking areas and during designated times such as class breaks. Students age seventeen and below are not permitted to utilize or possess any tobacco product.

WEAPONS

The carrying of any weapons during sessions is **strictly prohibited**