

# FSCJ

Florida State College  
at Jacksonville



# **FSCJ FIRE ACADEMY OF THE SOUTH**

## **MINIMUM STANDARDS COURSE**

### **FIREFIGHTER I/II**

## **STUDENT OPERATIONAL GUIDELINES**

*Revised January 1, 2018*

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## **GOALS/OBJECTIVES**

To effectively demonstrate our mission in all that we do, we are committed to five (5) Fire Academy of the South goals:

1. Provide each student with talented, experienced, dedicated, and well-educated professional instructors that can inspire and motivate by utilizing their vast firefighting experiences.
2. Provide each student with the facilities and equipment to effectively and efficiently train him/her to safely serve and protect the public.
3. Provide each student with the knowledge, skills, and abilities to develop his/her teamwork and leadership skills that are essential for his/her firefighting profession.
4. Provide each student with meaningful instruction that is comprehensive and responsive to the diverse needs of the community.
5. Prepare each student for taking the Florida State Firefighter I and II certification examinations and for employment as a firefighter in the State of Florida.

Because firefighting is one of the most dynamic, dangerous, demanding, and stressful professions; firm rules and strict discipline are required for safety and will be maintained at all times.

## **ACADEMY MOTTO**

“Real Training for the Real World”

## **ATTENDANCE**

Students are mandated to receive 398 hours of instructional training in various subjects as required by FLORIDA STATE STATUTE 633.35.

### **I. SCHOOL HOURS**

1. Day Class begins at 8:00 AM and ends at 5:00 PM.
2. Night Class begins 6:30 PM and ends at 10:30 PM
  - There is no guarantee that the day or night class will begin or end at a specific time due to the size of the class and the critical training being provided.
3. Roll call be taken at formation at the beginning of class.
4. During formation the students will recite the Pledge of Allegiance and the Firefighter's Promise.

### **II. ABSENTEEISM**

1. Excused Absence
  - A. Excused absence will be handled on a case-by-case incident.
2. Unexcused absence
  - A. Will be grounds for dismissal from the class.
3. **The Fire Academy of the South Director will have the final decision as to whether the absence is excused or unexcused.**
4. Failure to follow this rule will result in the student being ineligible to take the State Examinations.
5. It is student's responsibility to immediately notify the Lead Instructors if they know in advance that they will miss a specific day.
6. If a student will not be able to attend class for any reason:
  - A. The student shall contact the **Class Leader** a minimum of 30 minutes prior to the start of class.
  - B. The student shall relay the reason for the absence to the Class Leader.
  - C. The Class Leader shall notify the Lead Instructor upon arrival at the Fire Academy.
  - D. If the student cannot talk to the Class Leader directly on the phone, the student should then call the **Lead Instructor**.
  - E. The student's absence shall be noted in the class log and documented on

the daily roster.

- F. If the Class Leader will not be able to attend class for any reason, he/she shall contact the **Lead Instructor** a minimum of 30 minutes prior to the start of class.
- G. Excused absences must be approved by the Director, Fire Academy of the South or designee and are defined as absences of an emergency or unavoidable nature.
- H. Excused absences may include, but are not limited to the following:
  - 1) Vehicle accident en-route to class
  - 2) Injury/illness of a student or injury/illness, or death of a student's immediate family (i.e. father, mother, spouse, child). A note is required for that missed class or classes.
  - 3) Court subpoena or deposition
  - 4) Child birth in student's immediate family
  - 5) Military obligation (military orders are required for dates missed).
- 7. Procedure to follow to make-up a missed class
  - A. Student must immediately notify his/her Lead Instructor that they wish to make-up a missed class day
  - B. Student must fill out form for make-up – must be signed first by their Lead Instructor
  - C. Student must obtain Lead Instructor signature on class that is made up.
  - D. Student's responsibility to return with both signatures to their Lead Instructors.
  - E. Students must make up missed class within 2 weeks.

### III. TARDINESS

- 1. Class begins at 8:00 a.m. for day classes and 6:30 p.m. for night classes.
- 2. Students must be at formation to begin work at these times.
- 3. Students not present at formation are counted as absent/tardy.
- 4. All students shall report to formation in their approved uniform attire.
- 5. If a student is going to be late to class they should contact the Class Leader immediately, relaying the reason.
  - A. If the student cannot talk to the Class Leader directly on the phone, the student should then call the **Lead Instructor**.
  - B. The student's absence shall be noted in the class log and documented on

the daily roster.

6. If the Class Leader is going to be late to class they should contact the Lead Instructor immediately, relaying the reason.
7. The most effective firefighters are self-disciplined which aids in the avoidance of negative consequences.
  - A. Punctuality is an indicator of self-discipline.
  - B. When a student has an unauthorized tardiness they will be required to carry a fighter tool with them at all times for that day/night i.e. fire axe, halligan etc.
    - 1) The following class session the student will be required to explain to the class the purpose, characteristics and common use of the tool.
    - 2) Or the Class Leader can chose additional PT for that student

## EXAMINATION

### I. TESTS AND GRADES

1. Students will be graded in the following areas:
  - A. Written Examinations
  - B. Practical Skills
  - C. Performance and Physical Ability
  - D. Workbook
  - E. Student Assignments
2. Written and practical test shall be on each subject taught.
  - A. **A minimum grade of 70%** is required on each test.
  - B. One make-up exam for failure on the original tests will be allowed, but the score must be **70% or better**.
  - C. **Students receiving a failing grade (less than 70%) on any three (3) written test or failing one (1) make-up test (written or practical), will be considered as failing the program. Make-up tests will be counted only as Pass or Fail.**

### THERE WILL BE NO EXCEPTION TO THIS RULE!

3. Students are required to complete the following (2) assignments **PRIOR** to taking a Chapter Quiz on Resource One:
  - Complete the assignment in the *“Essentials of Firefighting Course Workbook (6<sup>th</sup>)”* for that chapter
  - Complete practice quiz on that chapter with a score of 100%
4. If the Student's Workbook or Chapter Quiz (combo) is not completed on the assigned class day/night – the Student will be issued a warning. If the Student's receive **(3) warnings** – he/she will be dismissed from the program.
  - Students are required to complete the missed assignment, Workbook and Chapter Quiz, **before** the next scheduled class.
  - Students are **not** permitted to complete the workbook assignment while a class lecture is in session.

The Workbook and Chapter Quiz will be checked by the Instructor's working that day **prior** to taking the Chapter Test.

5. Students receiving a failing grade (less than 70%) on any three (3) Chapter written test or failing one (1) Chapter make-up test (written or practical), will be considered as failing the program. Make-up tests will be counted only as pass or fail.

**Firefighter I & II Final Exams are independent tests and are not covered by the three test rule.** If you fail Firefighter I or II written or practical Final tests – a make-up test will be provided.

- A. Once a student starts a Chapter quiz or Firefighter I or II Final Exams – they are not permitted to leave the classroom.
- B. Cell Phones are **NOT PERMITTED** in the Testing room.
- C. The following time limits will be established for test taking:
- Chapter tests (25 questions) – 30 minutes
  - Firefighter I & II Final Exams – (100 questions) – 2 hours
6. Practical tests will be counted only as **Pass or Fail**. Practical tests will be administered for the following tasks:

If a student fails a Practical Test – there will be retest administered.

- A. Ladders (ground and aerial)
- B. Self-Contained Breathing Apparatus (donning/doffing and maze)
- C. Knots and Hitches
- D. Rescue Practices (Maze 1 & 2)
- E. Live Fire Training
- F. Hose rolls, Nozzles, and Fire Streams
- G. Fire Ground Skills

**THERE WILL BE NO EXCEPTION TO THIS RULE!**

## **II. FAILED OR MISSED EXAMS**

1. Failed or missed test must be made up **within three (3) class periods**.
- A. The responsibility of making up failed exams rests with the student.
- B. No makeup examination will be given during regular class periods.
2. Day class makeup exams, at the Lead Instructor's discretion, may be taken during a lunch break.
3. Night class makeup exams may be taken at the Lead Instructor's discretion either prior to class or Saturday lunch break if falls within three (3) class periods.



4. Should any student fail a test during the final exam week that results in a re-take test, the retake must be done prior to the State Test being administered.
5. Cheating is a violation of Florida State College at Jacksonville rules for Student Conduct. Anyone found cheating is subject to dismissal.
  - A. If a student is suspected of cheating he/she will be given written notice of such violation and told that this is being forward to the Executive Director of Public Safety, (Dean).
    - The initial investigation along with pertinent documents will be forward to the Dean for further action. The Dean shall or his/her designee shall investigate the alleged violation.
    - After completing the investigation, the Dean may: Dismiss the allegation as unfounded or advise the student of his/her rights to an administrative hearing.
    - The Administrative Hearing shall be conducted in accordance with the Student Rights and Responsibilities.
    - The student shall remain in the class until a disposition is final.
    - If the student is dismissed from the class, a letter shall be place in his/her training file and a letter will be sent to the State Fire College notifying them of the dismissal for cheating.
    - No credit for any passed test or classroom time will be counted from the time the student is notified in writing of the charge.
    - The dismissal is retroactive to the date of notification.

### III. STATE EXAM

1. Students successfully completing the course will be eligible to take the State Examination.
  - A. The examination will be administered by one or more representatives from the Florida State Fire College, Ocala, Florida.
  - B. The State Examination consists of two (2) sections:
    - 1) Written exam
    - 2) Practical exam
    - 3) **Minimum passing score of 70% must be obtained on each section.**

## **APPEARANCE**

All students are expected to maintain a high standard of personal appearance and hygiene. Clothing shall be clean and shoes shall be cleaned. All students shall ensure that their fingernails are maintained in a clean neatly trimmed manner. Fingernails are not to extend past the finger more than 1/8." Negative associations are often related to personal appearance, and it is incumbent upon all students to present a positive, professional appearance:

### **I. Hair**

1. Hair styles that interfere with the wearing of PPE or proper uniform are not permitted.
2. At no time shall hair protrude from under the fire helmet's protective flaps.
3. Hair shall be neatly trimmed, combed or appropriately styled, and clean.
4. Hair color is an important part of the physical appearance of a student, and it alone may serve to intimidate rather than foster confidence from a citizen.
  - A. The only permitted hair colors of recruits will be those colors that occur naturally.
5. Hair styles are to be as follows:
  - A. Males shall ensure that their hair is evenly trimmed at all times.
  - B. Hair shall not extend downward below the top of the ear.
  - C. Hair shall not extend downward over the shirt collar in standing position.
6. Haircuts cannot involve unusual shapes.
7. Designer haircuts are prohibited. Twists, braids, or similarly styled hair for males is prohibited.
8. Females shall ensure that while in uniform, their hair shall not touch the collar while in a standing position, and it must be worn in a neat manner.
9. Sideburns shall not extend below the ear.
10. The determination of whether a particular hairstyle is appropriate or not will rest with the Fire Academy of the South, Director.
11. All students shall ensure their hair is not combed or styled to extend in front of the eyes.
12. Students' hairstyles shall not interfere with the students' vision or prevent the proper performance of their duties.

13. Hair clips, pins, scrunchies, and barrettes (none of which may be oversized) shall be of a single solid color of dark blue, dark brown, or black.
14. Hair combs are prohibited.
15. Facial Hair
  - A. With the exception of acceptable mustaches and sideburns, the face shall be clean shaven for formation at the beginning of class. Beards, goatees, or other facial hair shall not be permitted.
  - B. No facial hair shall be worn by any student unless a waiver is granted by the Director of the Fire Academy of the South, when provided with proper medical documentation justifying the waiver to the "no facial hair" policy due to a legitimate medical condition.
  - C. Neatly trimmed mustaches are permitted.
  - D. Cannot extend beyond corner of the mouth, top of the upper lip.
16. Failure to comply with the facial hair requirements or conditions of the facial hair waiver may result in corrective action or dismissal of the violating student.

## II. JEWELRY AND COSMETIC

1. Adorning jewelry and any body piercing that is visible (e.g. lips, eyebrows, nose, tongue etc.) is prohibited.
2. Earrings shall **not** be worn by male or female students.
3. Cosmetics, worn by students shall be conservative and professional in appearance.
  - A. Eye shadow, blush (flesh tones), lipstick (flesh tones), and fingernail polish (clear) shall not detract from a professional appearance.
  - B. Eyeliner and mascara shall be used in colors of black or brown only.
  - C. Contact lenses worn shall only be in colors that occur naturally for the eye.

## III. UNIFORMS

1. Three (3) blue T-Shirts, will be supplied on the first day of class.
2. Dark blue trousers will be worn at all times. Blue jeans or spandex are not permitted. Blue pants that were purchased for EMT class are acceptable pants to wear.
3. Laced black shoes and black socks must be worn at all times.
4. Shoes with safe soles (non-slip) must be worn. Steel toe shoes preferred.

- A. No flip-flops, slides, sandals or slippers are allowed.
- 5. The class uniform will only be worn during class hours and travel to and from class.
  - A. The wearing of the uniform class at any other time is prohibited.
- 6. Caps/hats will be prohibited while at the Fire Academy of the South.
- 7. All students shall wear a belt with pants and shirt shall be tucked inside pants during class.

## REQUIRED EQUIPMENT

### I. PERSONAL PROTECTIVE EQUIPMENT

1. Bunker gear in compliance with current NFPA standards (Bunker Jacket, Bunker Pants, Fire Hood, Fire Gloves, Fire Boots).

### II. BOOKS

1. Text Book: ***Essentials of Firefighting and Fire Department Operations***
  - A. Publisher: IFSTA
  - B. Edition: 6<sup>th</sup>
  - C. ISBN: 978-0-13-314080-4
2. Course Workbook: ***Essentials of Firefighting***
  - A. Publisher: IFSTA
  - B. Edition: 6<sup>th</sup>
  - C. ISBN: 978-087939512-4
3. Additional Book: ***2016 Emergency Response Guidebook (ERG 16S)***
  - A. Author: DOT
  - B. Publisher: Annex Pub & Printing INC
  - C. Edition: 2012
  - D. ISBN: 978-1-61099-120-9

### III. PSYCHOMOTOR SKILLS

1. FAC 69A-37

(5)(a) One aspect of training is psychomotor skills development, which includes the demonstrated ability to perform individually and as a member of a team or group all tasks and operations associated with the training in a manner which does not present a threat to the safety of the trainee, co-workers, or others and which contributes to the successful achievement of the purpose for which the task or operation is being performed.

**(b) If, in the professional opinion of the instructors, the student does not possess the qualities necessary to satisfactorily perform psychomotor tasks, the student shall be dropped from the training program.**

## **GENERAL SAFETY**

### **I. ACCIDENTS/INJURIES**

1. If any student becomes injured or ill:
  - A. Immediately notify Lead Instructor
  - B. The primary factor regarding injured personnel is to provide prompt evaluation and necessary treatment and secondarily, processing the appropriate forms.
  - C. All injuries will be evaluated by **Lead instructor**.
    - 1) Severe injuries are to be transported to the appropriate medical facility.
    - 2) All injuries are to be reported to the Security Office of FSCJ South Campus.
    - 3) The Lead Instructor is responsible to contact the Minimum Standard Coordinator and the Director of the Fire Academy of any student that had a **reportable injury** via text by the end of the class day.
      - a. A reportable injury is an injury report completed by Security Office of FSCJ South Campus.
    - 4) The Lead Instructor will notify the Minimum Standard Coordinator and the Director of the Fire Academy immediately of any injury that requires a **transport** to a medical facility.
  - D. If the injury or illness does **not** require transport to a medical facility:
    - 1) After receiving first aid from the instructor (i.e. band aid, ice pack), the student can then return to participate with the class.
  - E. If the injury requires medical treatment (i.e. bandage, splint) and the student cannot participate in the class the student is required to obtain a release from a Medical Doctor (MD).\*
    - 1) Note: This rule does not mean that the student is out of any class such as minimum standards classes, and all efforts will be made to retain the student.
    - 2) The Lead Instructor will report all injuries incurred during training to the FSCJ FAS Director in writing. This report will include all the information pertaining to the injury incurred and the circumstances involved.

**THERE WILL BE NO EXCEPTIONS TO THIS RULE!**

## **RULES AND REGULATIONS**

### **I. CHAIN OF COMMAND**

1. All orders of execution and reports shall move downward and upward through the "Chain of Command" with mutual consideration by all instructors and students concerned.
  - A. All Fire and Rescue Officers will be addressed by their rank (i.e. Lieutenant, Captain, and Chief). All other Instructors will be addressed as Instructor.
  - B. Students will be addressed by their last name.
  - C. The rules and regulations of Florida State College at Jacksonville will be followed at all times.
  - D. Minor infractions will be dealt with by appropriate measures.
    - 1) Serious violations may result in the student being dropped from the course or expulsion.
    - 2) Disruption of class by any student will be grounds for dismissal or expulsion.
2. CHAIN OF COMMAND -- QUESTIONS OR GRIEVANCES
  - A. Any questions or grievances will be handled by **following the Chain of Command as listed below:**
    - 1) Lead Instructor
    - 2) Minimum Standards Coordinator
    - 3) Director, Fire Academy of the South

### **II. GENERAL RULES**

1. Classes more than 8 hours in duration will be provided a meal break.
2. Students shall not leave Fire Academy grounds, except for lunch, without permission from the instructor.
3. Students are allowed in the classroom, drill ground and student break area of the main building only. No student is allowed in the office area at any time without permission.
4. **NO cell phones, pagers, portable radios, watches or pocket knives are permitted in the classroom or the drill field.**
  - A. Emergency telephone calls will be received by the Fire Academy of the South Offices, (904) 646-2139. If no answer, contact the Lead Instructor.

- During night class, emergency calls will be directed to the Lead Instructor.
5. All students will park in the parking lot on the south side of the main building only. Private vehicles will not be allowed on any other part of the Academy grounds without permission.
    - A. Speed limit will be **10 mph** on the Fire Academy of the South grounds. It will be strictly enforced.
    - B. Florida State College at Jacksonville is in no way responsible for student vehicles or contents within them.
  6. Littering anywhere on campus is prohibited.
  7. No equipment will be used by students without an instructor present.
  8. All equipment and gear will be promptly returned to the proper place in a neat and orderly manner at the end of each class session.
  9. Smoking or use of tobacco products is prohibited.
  10. **Sunglasses are prohibited** while participating in practical evolutions, or while standing by to participate in drills. Prescription eyeglasses that tint in sunlight are permitted.
  11. Watches, earrings, or other body piercing, necklaces, bracelets or rings other than wedding bands are prohibited. Wearing wedding bands is discouraged during practical evolutions.
  12. Horseplay will not be tolerated on the drill ground or in the classroom.

### III. BEHAVIOR

1. DRILL GROUND BEHAVIOR
  - A. All students are required to fully participate in all drills. These portions of the course are scored and count towards final grades.
2. Students will not leave the classroom when in session without the instructor's permission, the only exception is the restroom.
3. Students shall be courteous, civil, and respectful to fellow students and other individuals at all times.
4. Each member of the class and the instructor are responsible to ensure only the most professional conduct towards and between members of the class occurs.
5. Humor is an important element of interpersonal relations.
  - A. However, ethnic, racial, gender, obscene, or otherwise questionable humor, conversation, writings, depictions, pictures, innuendos, gestures etc. is unacceptable.



6. It is the policy of the Fire Academy of the South to provide a businesslike environment, free from all forms of discrimination, including sexual harassment.
7. No student/staff member shall be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical.
  - A. Sexual harassment will be treated as misconduct with appropriate disciplinary sanctions, up to and including dismissal.
8. All personnel involved in the Fire Academy of the South courses are expected to cooperate in assuring that no form of harassment occurs and that those participating in training are not exposed to an "intimidating, hostile, or offensive" work or training environment.
9. If any student is exposed to any "intimidating, hostile, or offensive" work or training environment from another student, the student should:
  - A. **Immediately** notify the Lead Instructor
  - B. This also includes any student witnessing this negative behavior.
10. If any student is exposed to any "intimidating, hostile, or offensive" work or training environment from an instructor or Lead Instructor, the student should:
  - A. **Immediately** notify the Minimum Standards Coordinator via phone call
11. If an instructor becomes aware of any conduct occurring in a training course which could be considered intimidating, hostile, or offensive, he or she is expected to act immediately – Notify:
  - A. Minimum Standards Coordinator
  - B. In all cases of such conduct, the training supervisors will be advised of the details including who was involved in such an incident.
  - C. Actions of this nature are subject to appropriate disciplinary sanctions, up to and including dismissal.
12. Lack of integrity, dishonesty, untruthfulness, or discourtesy will not be tolerated.
  - A. Any conduct detrimental to the conduct, efficiency, or discipline of the academy, whether or not specifically stated in the instructions, is prohibited and can be cause for disciplinary action or dismissal from the academy.
13. Students required to take prescription drugs or over the counter drugs that may cause impairment will notify the Fire Academy of the South staff in writing and state the reason for taking the medication.

- A. A signed doctor's statement identifying any precautions the student should exercise will be attached to the written documentation.
  - B. For example, if the student should not drive or operate a piece of fire equipment while under the medication, or the medication has no side effects that would impair normal functioning, the doctor's statement will so state.
  - C. No other drugs are permitted.
14. Possession of or use of intoxicating beverages will not be permitted while on Fire Academy of the South property.
- A. Students reporting for class under the influence of drugs or intoxicants will not be allowed to participate in class that date.
  - B. This offense may also lead to being dropped from the course or failing the course in accordance with FSCJ's substance use/abuse policy.
15. Students will not bring personal items (personal or inappropriate photographs, movies, cameras, video cameras, etc.) to the Fire Academy of the South other than issued equipment, uniform/accessories, hygiene items, books and firefighting learning materials.
- A. Videotaping, photographing/recording via cell phone is strictly prohibited on Fire Academy of the South property, unless specifically authorized by the Lead Instructor.
16. Students must use the computers on campus for business reasons only.
- A. No unauthorized use of internet sites will be allowed.
17. NO food is allowed in the classroom by the student during class periods.
- A. Food (including gum) is also prohibited on the drill field.
  - B. Due to firefighting being physical demanding, **water with a lid** is permitted in the classroom to stay hydrated.
  - C. Soda, energy drinks and coffee are permitted in the classroom.
18. The solicitation of discounted food, products, or other services while representing themselves as students in the Fire Academy is strictly prohibited.
19. If an instructor does not appear in the classroom to conduct a scheduled class, it will be the responsibility of a Class leader or designated member of the class to notify the front office during day class and at night class Minimum Standards Coordinator via phone.

#### **IV. INSUBORDINATION**

1. If a student is insubordinate to the Lead instructors, Instructors, Class

Leader, Academy Administration or other students by being disrespectful or disobeying a direct order – shall be grounds for dismissal.

2. Students may not leave the drill field without permission from an Instructor, including rest room breaks.
3. Students sleeping in class during lecture, attitude or behavior interfering with learning/teaching - shall be grounds for dismissal.
4. Failure to follow – Chain of Command - shall be grounds for dismissal.

## **V. PHYSICAL TRAINING**

1. Physical training is a necessary part of academy training. It is used to instill self-discipline, teamwork and confidence in students.
2. Students are required to participate in 100% of the physical conditioning portion of the program as determined by the Lead Instructor.
3. PT gear:
  - White t-shirt – no designs or writing on the shirt
  - Dark gym shorts
  - Sneakers

**Adherence to these rules and regulations will help to ensure that the objectives of the course are attained and that each student derives the maximum personal benefit from the course. The Academy's staff will also make every effort to see that this is accomplished.**

## **RECEIPT FOR RULES AND PROCEDURES**

Class Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

**Acknowledgement:**

I have read and I understand the Rules and Procedures of the Fire Academy of the South. A copy of these rules was provided to me. I also understand that I am subject to dismissal or termination from the Fire Academy for failure to adhere to these rules and regulations.

Signature: \_\_\_\_\_