

# FIRE ACADEMY OF THE SOUTH

## MINIMUM STANDARDS COURSE

### FIREFIGHTER I/II



## STUDENT OPERATIONAL GUIDELINES

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*Revised Aug 2019*

**FSCJ** Florida State College  
at Jacksonville



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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 real-world situations.
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 always be maintained.

## **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**

- A. Day time class hours are 0800-1700.
- B. Nighttime class hours are as follows:
  - 1. Night 1830-2230
  - 2. Saturdays 0800-1700
- C. There is no guarantee that classes will begin or end at a specific time due to the size of the class, the critical training being provided and weather conditions.
- D. Roll call will be taken at formation at the beginning of class and the students will recite the Pledge of Allegiance.

### **II. ABSENTEEISM**

- A. Excused absences will be handled on a case by case incident and must have proper documentation to support the absence.
  - 1. Excused absences must be approved by the lead instructor and are defined as absences of an emergency or unavoidable nature.
  - 2. Excused absences may include, but are not limited to the following:
    - a. Vehicle accident en-route to class
    - b. Injury/illness of a student
    - c. Injury/illness or death of a student's immediate family (i.e. father, mother, spouse, child)
    - d. Court subpoena or deposition
    - e. Childbirth in student's immediate family
    - f. Military obligation
- B. Unexcused absences will be grounds for dismissal from the class.
- C. The student's absence must be documented on the daily roster and the lead instructor must fill out the proper paperwork.
- D. The Fire Academy of the South (FAS) Director or Assistant Director will have the final decision as to whether the absence is excused or unexcused.
- E. It is the student's responsibility to:
  - 1. Make up the missed classroom or practical work assignments and be prepared for the next following class.
  - 2. Make-up a missed computer exam within three class dates.
  - 3. Notify the lead instructor and class leader that they will miss a specific future date.



- F. If a student will not be able to attend class for any reason, they must:
1. Contact the class leader a minimum of thirty minutes prior to the start of class and state the reason for their absence.
    - a. The class leader must notify the lead instructor of the student's absence upon the instructor's arrival at the Fire Academy.
  2. Contact the lead instructor if the class leader is unavailable.
- G. If the class leader will not be able to attend class for any reason, they must:
1. Contact the lead instructor a minimum of thirty minutes prior to the start of class and state the reason for their absence.
  2. The class leader's absence must be documented on the daily roster.
- H. Procedure to make-up a missed class:
1. Students must make up a missed class within two weeks.
  2. Students must fill out a make-up class form indicating the session they will attend to complete the make-up work, and have it approved and signed by their lead instructor.
  3. Students must obtain the lead instructor's signature of the session that their time is made up and return the form to their lead instructor.

### III. LATE

- A. Students that are not present at formation in their approved uniform attire are considered late.
- B. If a student is going to be late to class for any reason, they must:
1. Contact the class leader immediately and state the reason for being late.
  2. Contact the lead instructor if the class leader is unavailable.
- C. If the class leader is going to be late to class for any reason, they must:
1. Contact the lead instructor and state the reason for being late.
- D. When a student is late (without authorization), the following discipline shall be administered:
1. First time: oral counseling by the lead instructor: student will be required to carry a tool with them for that class period and give a five-minute lecture the following class period on what being late means in the fire service.
  2. Second time: Meet with the Director/Assistant Director of the FAS as to whether the student is withdrawn from the program. Decision will be based on case by case situation.



## EXAMINATION

### I. EXAMS AND GRADES

#### A. Students will be graded in the following areas:

1. Computer exams
2. Practical exams
3. Practical drills
4. Performance and physical ability
5. *Essentials of Firefighting Course Workbook*
6. Student assignments on the IFSTA Resource One webpage

#### B. Computer exams

1. Students receiving a failing grade on three exams or failing one make-up exam will be considered as failing the program and are exited from the program.
2. A minimum passing grade of 70% is required on each exam.
3. Students failing an exam will be allowed one make-up exam.
  - a. Make-up exams will be counted as pass or fail only.
4. The following time limits will be established for taking exams:
  - a. Chapter exams are twenty-five questions and have a thirty-minute time limit.
  - b. Firefighter I & II final exams are one hundred questions and have a two-hour time limit.
5. Firefighter I & II final exams are independent exams and are not covered by the three-test rule.
  - a. Students failing a firefighter I or II final exam will be provided a make-up exam.
6. Students requiring special accommodations for taking an exam must go through FSCJ Student Support Services and provide the proper documentation. The outlined accommodations from FSCJ will then be met by the FAS.

#### C. Practical exams

1. Exams are designed to prepare the student for the State of Florida Bureau of Fire Standards Minimum Standards Firefighter II Examination.
2. Exams will have students on the fire ground to assist with setting the course up after student's complete fire ground skills.
3. Students may also be used to help perform skills as needed (i.e., butting the ladder, folding salvage covers, making a water chute). Students used to perform skills will not be able to talk or lead the student testing on how to perform the skill.
4. Practical exams will be counted only as pass or fail.



5. Students will be considered as failing the exam for one of the following:
  - a. Not completing the exam
  - b. Not receiving a minimum grade of 70%
  - c. Not completing the exam in the required time
6. Students who fail the exam will be allowed one make-up exam.
7. Students taking a make-up exam must retake the entire exam.
  - a. Students failing the make-up exam are exited from the program.
8. Practical exams will be administered for the following:
  - a. PPE / SCBA
  - b. FF 1 mid-term
  - c. FF 1 final exam
  - d. FF 2 mid-term
  - e. FF 2 final exam
    - i. Lead instructors will not administer this exam to their class.
    - ii. Lead instructors will witness the exam being given to make sure time requirements are met, skills are completed correctly and answer any questions the exam administer has regarding the exam.
    - iii. The exam has three parts that are timed separately. If a student exceeds the time requirement on any part or fails to make a minimum passing grade of 70%, it is an automatic failure and the entire exam must be retaken.

#### D. Practical Drills

1. Practical drills are graded as a pass or fail only.
2. Students will be required to successfully complete the following drills:
  - a. Maze
    - i. This drill will test the student on their ability to function under stress and show a working knowledge of their PPE / SCBA.
    - ii. Students receive a failing grade for:
      - 1) Failure to enter the maze
      - 2) Not completing the drill
      - 3) Abandoning a crew member inside the maze
      - 4) Taking their face mask off while inside the maze  
(exception will be for equipment malfunction)
  - b. Class A burn
    - i. This drill is a live fire demonstration of fire behavior. This demonstration gives the student the opportunity to test their gear and SCBA in a controlled live fire environment.
    - ii. The lecture, given during the burn, allows the student to see how fire behaves (i.e., free burning, smoldering, thermal layering, heat rising and falling, etc.) in a controlled live fire.



- iii. Students receive a failing grade for:
  - 1) Leaving the building without letting the instructor know
  - 2) Failure to work through any equipment issues within the student's scope of knowledge to fix.
  - 3) The student will not be held accountable for any equipment malfunctions beyond the student's scope of knowledge.
- c. LP burns
  - i. This drill is a live fire demonstration of fire behavior. This demonstration gives the student the opportunity to advance hose lines to attack a controlled exterior fire.
  - ii. Students receive a failing grade for:
    - 1) Failure to participate
    - 2) Failure to follow directions, which puts the rest of the crew in immediate danger
3. Students that do not complete these drills on the first attempt will be given a letter of counseling and a second attempt to complete the drill.
4. Students who do not successfully complete the drill within two attempts will be exited from the Minimum Standards program.
- E. Workbook and Student Assignments
  1. Students must complete the following two assignments prior to taking a chapter exam on Resource One.
    - a. Complete the assignment in the correct version of *"Essentials of Firefighting Course Workbook"* for that chapter
    - b. Making a one hundred on the practice quiz of that chapter
  2. These will be checked by the instructor's working that scheduled class period. If the student's workbook or chapter quiz is not completed by the beginning of class, then the student will receive a zero as an exam grade and be allowed one make-up exam.
  3. Students must complete the missed assignment before the next scheduled class.
  4. Students are not permitted to complete the workbook assignment while a class lecture is in session.
  5. Once a student starts a computer exam, they are not permitted to leave the classroom.
  6. Cell phones are not permitted in the testing room.





## II. FAILED OR MISSED EXAMS

- A. Failed or missed exams must be made up within three class periods.
  1. The lead instructor has the discretion to extend this time frame for extenuating circumstances (i.e., campus closure, other agencies using facility, equipment out of service, etc.)
- B. Computer exam make-up
  1. The responsibility of making up failed exams rests with the student.
  2. No computer makeup exam will be given during regular class periods.
  3. The lead instructor has the discretion to schedule the makeup exam, so it does not conflict with the class schedule or students in the computer lab.
  4. Computer makeup exams may be taken during a lunch break, prior to class or after class.
- C. Practical exam make-up
  1. Due to the time constraints to take practical exam, it is not practical to administer the test during lunch, before or after class. The lead instructor has the discretion to schedule this makeup exam when it best suits the class schedule.
  2. The student will not miss any work or assignments due to taking this exam during class hours.
  3. Students are not entitled to practice prior to taking the make-up test. Students have been preparing for the skills required to pass the exam during regular class times.
  4. The instructor that administered the first practical exam will not be allowed to administer the make-up exam; they will serve as a witness.
  5. All make-up exams will have two instructors and the class leader will be present to witness the exam.
  6. The class leader's responsibility is to:
    - i. Witness that the timing of the test starts at the beginning of each skill and stops at the completion of the skill.
    - ii. Witness that each skill or task asked to be performed has been covered during the class.
  7. If the class leader must take the make-up test, then another student will serve as the witness.
- D. Should any student fail a test during the final exam week that results in a make-up test, then make-up must be done prior to the State Test being administered.



- E. Cheating is a violation of Florida State College at Jacksonville rules for Student Conduct. Anyone found cheating is subject to dismissal.
- F. 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 Director of Public Safety Training.
  - 1. The initial investigation along with pertinent documents will be forward to the FAS Director for further action. The FAS Director or his/her designee shall investigate the alleged violation.
  - 2. After completing the investigation, the FAS Dean may: Dismiss the allegation as unfounded or advise the student of his/her rights to an administrative hearing.
  - 3. The Administrative Hearing shall be conducted in accordance with the Student Rights and Responsibilities.
  - 4. The student shall remain in the class until a disposition is final.
  - 5. 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.
  - 6. No credit for any passed test or classroom time will be counted from the time the student is notified in writing of the charge.
  - 7. The dismissal is retroactive to the date of notification.

### **III. STATE EXAM**

- A. Students successfully completing the course will be eligible to take the state examination.
  - 1. The examination will be administered by one or more representatives from the Florida State Fire College.
  - 2. The State Examination consists of two sections:
    - a. Written exam
    - b. Practical exam
    - c. A minimum passing score of 70% must be obtained on each section and time requirements must be met.



## APPEARANCE

All students are expected to maintain a high standard of personal appearance and hygiene. Clothing and footwear must be clean. All students must 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**

- A. Styles that interfere with the wearing of PPE or proper uniform are not permitted.
- B. At no time shall hair protrude from under the fire helmet's protective flaps.
- C. Hair shall be neatly trimmed, combed or appropriately styled, and clean.
- D. The only permitted hair colors of will be those colors that occur naturally.
- E. Hair styles are to be as follows:
  - 1. Hair must be evenly trimmed.
  - 2. Hair must not extend downward below the top of the ear.
  - 3. Hair must not extend downward over the shirt collar in standing position.
  - 4. Haircuts cannot involve unusual shapes. Twists, braids, or similarly styled hair for males is prohibited.
- F. Students' hairstyles shall not interfere with the students' vision or prevent the proper performance of their duties.
- G. 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.
- H. Hair combs are prohibited.
- I. The determination of whether a hairstyle is appropriate or not will rest with the FAS, Director.
- J. Facial Hair:
  - 1. Except for acceptable mustaches and sideburns, the face shall be clean shaven for formation at the beginning of class.
  - 2. Neatly trimmed mustaches are permitted and cannot extend beyond corner of the mouth, top of the upper lip.
  - 3. Sideburns shall not extend below the ear.
  - 4. No additional facial hair shall be worn by any student unless a waiver is granted by the Director of the FAS. The student must provide proper medical documentation justifying a legitimate medical condition.
- K. 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**

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

## **III. UNIFORMS**

- A. Three blue T-Shirts will be supplied on the first day of class.
- B. Dark blue trousers will always be worn. Blue jeans or spandex are not permitted.
- C. Blue pants purchased for EMT class are acceptable pants to wear.
- D. Laced black footwear and black socks must always be worn.
- E. Footwear with safe soles (non-slip) must be worn. Steel toe footwear is preferred.
  - 1. No flip-flops, slides, sandals or slippers are allowed.
- F. The class uniform will only be worn during class hours and travel to and from class.
  - 1. The wearing of the class uniform at any other time is prohibited.
- G. Caps/hats will be prohibited while at the Fire Academy of the South.
- H. All students shall wear a belt with pants and shirt shall be tucked inside pants during class.

## **REQUIRED EQUIPMENT**

### **I. PERSONAL PROTECTIVE EQUIPMENT**

- A. Bunker gear in compliance with current NFPA standards (Bunker Jacket, Bunker Pants, Fire Hood, Fire Gloves, Fire Boots).
- B. Bunker gear can be rented through the FAS.



## II. PSYCHOMOTOR SKILLS

### A. 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

- A. If any student becomes injured or ill, they shall immediately notify the lead instructor
1. The primary factor regarding injured personnel is to provide prompt evaluation and necessary treatment and secondarily processing the appropriate forms.
  2. Any injury requiring medical treatment will be evaluated by lead instructor.
    - a. Severe injuries are to be transported to the appropriate medical facility.
    - b. All injuries requiring medical treatment are to be reported to the Security Office of FSCJ South Campus.
    - c. The lead instructor is responsible to contact the MSPC of any student that had a reportable injury via text by the end of the class day.
    - d. The lead instructor will notify the MSPC and the Director of the FAS immediately of any injury that requires a transport to a medical facility.
  3. If the injury or illness does not require transport to a medical facility:
    - a. After receiving first aid from the instructor (i.e. band aid, ice pack), the student may return to participate with the class.
  4. 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) prior to participating in physical activities.
    - a. All efforts will be made to retain the student in the class.
    - b. If the student is unable to physically participate due to the injury, the student must still attend class. If the student injury prevents them from physically participating after sixteen hours of class, then a re-evaluation of the student's injury condition with Director of the FAS and the Lead Instructor will convene. The final decision as to whether the student can continue in the fire program will be made by the Director of the FAS and handled on a case by case basis.



## **RULES AND REGULATIONS**

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

- A. 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.
  - 1. 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.
  - 2. Students will be addressed by their last name.
  - 3. The rules and regulations of FSCJ Site Safety Manual must always be followed.
  - 4. Minor infractions will be dealt with by appropriate measures.
    - a. Serious violations may result in the student being dropped from the course or expulsion.
    - b. Disruption of class by any student will be grounds for dismissal or expulsion.
    - c. Any questions or grievances will be handled by following the chain of command as listed below:
      - i. Lead Instructor
      - ii. Minimum Standards Program Coordinator
      - iii. Director, Fire Academy of the South

### **II. GENERAL RULES**

- A. Classes more than eight hours in duration will be provided a meal break.
- B. Students shall not leave fire academy grounds, except for lunch, without permission from the instructor.
- C. 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.
- D. NO cell phones, pagers, portable radios, watches or pocketknives are permitted in the classroom or the drill field.
  - 1. Emergency telephone calls will be received by the FAS Offices, (904) 646-2139. If no answer, contact the lead instructor. During night class, emergency calls will be directed to the lead instructor.



- E. 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.
  - 1. Speed limit will be ten mph on the FAS grounds. It will be strictly enforced.
  - 2. FSCJ is not responsible for student vehicles or contents within them.
- F. Littering anywhere on campus is prohibited.
- G. No equipment will be used by students without an instructor present.
- H. 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.
- I. Smoking or use of tobacco products is prohibited.
- J. Sunglasses are prohibited while on the fire ground (unless approved by lead instructor). Prescription eyeglasses that tint in sunlight are permitted.
- K. Watches, earrings, or other body piercing, necklaces, bracelets or rings other than wedding bands are prohibited. Wearing wedding bands is discouraged during practical evolutions.
- L. Horseplay will not be tolerated on the drill ground or in the classroom.

### **III. BEHAVIOR**

- A. All students are required to fully participate in all fire ground drills.
- B. Students will not leave the classroom when in session without the instructor's permission.
- C. Students must be courteous, civil, and respectful to fellow students and other individuals.
- D. 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.
- E. Humor is an important element of interpersonal relations, however: ethnic, racial, gender, obscene, or otherwise questionable humor, conversation, writings, depictions, pictures, innuendos, gestures etc. is unacceptable.
- F. It is the policy of the FAS to provide a businesslike environment, free from all forms of discrimination, including sexual harassment.
- G. No student or staff member shall be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical.
  - 1. Sexual harassment will be treated as misconduct with appropriate disciplinary sanctions, up to and including dismissal.
- H. All personnel involved in the FAS 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.



- I. If any student is exposed to any “intimidating, hostile, or offensive” work or training environment from another student, the student should:
  - 1. Immediately notify the lead instructor
  - 2. This also includes any student witnessing this negative behavior.
- J. If any student is exposed to any “intimidating, hostile, or offensive” work or training environment from an instructor or lead instructor, the student should:
  - 1. Immediately notify the MSPC via phone call
- K. If an instructor becomes aware of any conduct occurring in a training course which could be considered intimidating, hostile, or offensive, the instructor is expected to act immediately to stop the improper behavior. The instructor will notify the MSPC as soon as practical.
  - 1. In all cases of such conduct, the training supervisors will be advised of the details including who was involved in such an incident.
  - 2. Actions of this nature are subject to appropriate disciplinary sanctions, up to and including dismissal.
- L. Lack of integrity, dishonesty, untruthfulness, or discourtesy will not be tolerated.
  - 1. Any conduct detrimental to the conduct, efficiency, or discipline of the academy, whether specifically stated in the instructions, is prohibited and can be cause for disciplinary action or dismissal from the academy.
- M. Students required to take prescription drugs or over the counter drugs that may cause impairment will notify the FAS staff in writing.
  - 1. A signed doctor’s statement identifying any precautions the student should exercise will be attached to the written documentation.
  - 2. 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.
  - 3. No other drugs are permitted.
- N. Possession of or use of intoxicating beverages will not be permitted while on FAS property.
  - 1. Students reporting for class under the influence of drugs or intoxicants will not be allowed to participate in class that date. The student will be sent home and the absence will be considered unauthorized.
  - 2. This offense may also lead to being dropped from the course or failing the course in accordance with FSCJ’s substance use/abuse policy.
- O. Students will not bring personal items (personal or inappropriate photographs, movies, cameras, video cameras, etc.) to the FAS other than issued equipment, uniform/accessories, hygiene items, books and firefighting learning materials.
  - 1. Videotaping, photographing/recording via cell phone is strictly prohibited on FAS property, unless specifically authorized by the lead instructor.
- P. Students must use the computers on campus for business reasons only.
  - 1. No unauthorized use of internet sites will be allowed.





- Q. No food is allowed in the classroom by the student during class periods.
  - 1. Food (including gum) is also prohibited on the drill field.
  - 2. Due to firefighting being physically demanding, a water container with a lid is permitted in the classroom to stay hydrated.
- R. The solicitation of discounted food, products, or other services while representing themselves as students in the fire academy is strictly prohibited.
- S. If an instructor does not appear in the classroom to conduct a scheduled class, it will be the responsibility of a class leader to notify the front office during day class and at night class MSPC via phone.

#### **IV. INSUBORDINATION**

- A. 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 it shall be grounds for dismissal.
- B. Students may not leave the drill field without permission from an instructor, including rest room breaks.
- C. Students sleeping in class during lecture, attitude or behavior interfering with learning/teaching shall be grounds for dismissal.
- D. Failure to follow the Chain of Command shall be grounds for dismissal.

#### **V. PHYSICAL TRAINING**

- A. Students are required to participate in 100% of the physical conditioning portion of the program as determined by the lead instructor.
- B. Prior permission must be given to students that want to work out or use the fire ground when not in class must let an instructor know they are there and let them know when they leave.
- C. Students that want to wear gear and use the tower must have another student with them for accountability and let an instructor know they are there.
- D. Only current students may use facility. No family or friends may use facilities
- E. PT gear will consist of a T-shirt (no designs or writing on the shirt, unless it's issued/class shirt), dark gym shorts and athletic shoes.

#### **VI. SYLLABUS**

- A. The students will be given a syllabus for FF1 and FFII. The syllabus is a guideline and subject to change. Since many agencies use this facility, there may be scheduling conflicts and these conflicts are addressed as they arise. The lead instructor has the discretion to make changes to benefit the entire class. Students will not suffer any loss of any lectures or practical drills due to these changes. Students will be notified of the changes regarding written test and practical test.



## BOOKS FOR MINIMUM STANDARDS PROGRAM

- A. Textbook: ***Essentials of Firefighting and Fire Department Operations***
  - 1. Publisher: IFSTA
  - 2. Edition: 6<sup>th</sup>
  - 3. ISBN: 978-0-13-314080-4
  
- B. Course Workbook: ***Essentials of Firefighting***
  - 1. Publisher: IFSTA
  - 2. Edition: 6<sup>th</sup>
  - 3. ISBN: 978-087939512-4
  
- C. Additional Book: ***2016 Emergency Response Guidebook (ERG 16S)***
  - 1. Author: DOT
  - 2. Publisher: Annex Pub & Printing INC
  - 3. Edition: 2016
  - 4. ISBN: 978-168008074-2



## RECEIPT FOR RULES AND PROCEDURES

**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 ensure this is accomplished.**

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 of the South for failure to adhere to these rules and regulations.

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

Lead Instructor: (print) \_\_\_\_\_

Lead Instructor: (signature) \_\_\_\_\_