

WELCOME TO
THE CAPE MAY COUNTY
FIRE TRAINING ACADEMY

*FIREFIGHTER
STUDENT HANDBOOK*

PURPOSE

The purpose of this course announcement is to provide students with rules and regulations for training at the Cape May County Training Academy.

PREREQUISITES

Firefighting courses are structured sequentially. For this reason, prerequisites have been established for many courses so that each student will have the necessary background to gain the most from each student area. Since many courses build upon the knowledge gained in the prerequisite courses, an unprepared student will not only fail to understand some of the material, they will also slow the progress of the entire class. Please note that prerequisites are indicated in the course description section for each academy course. Make sure your personnel are qualified for that class.

If a person has taken a course which is a prerequisite for an Academy course from any other institution, he or she must supply documentation of this at the time of application. Copies of certificates for these courses must accompany the course application in order to receive equivalency credit for that course.

APPLICATION PROCEDURE

Personnel desiring to enroll into any course must do so through their respective Chief or Training Officer. All applications must be submitted at least 10 days prior to the commencement of the class. If the application is not filled out in its entirety, the entire application will be rejected. No walk-ins will be accepted for any class. A check or voucher must accompany each registration form.

PHYSICAL CONDITION OF STUDENTS

No student shall be admitted to class with any physical and/or other condition that would prevent them from safely participating in class activities. No student shall be given credit for any unit of instruction in which he or she did not actively participate. No credit will be given to students who cannot actively participate in class. Students who do not actively participate in any portion of the class will not be given a certificate of completion for the class and will not be eligible to return for other courses for which the completed course is a prerequisite.

FIRST SESSION ORIENTATION AND ATTENDANCE

Only pre-registration is allowed. No walk-in registrations will be accepted. The first class is mandatory. Applicants who are not in attendance for this first class meeting will be dropped from the course. There will be no refunds for those for those who fail to attend the first session.

Students are responsible to sign the roster for each lesson to receive credit for that lesson to receive credit for that lesson. Make-up students are responsible for signing the roster with

their original class number, in order to receive credit. Please inform the instructor that you are making up a class from a previous course.

Students shall not leave the Academy prior to class dismissal without permission from the instructor in charge of the class.

MAKEUP POLICY

Any students who have missed lessons in Academy courses have one (1) year from the date the lesson was missed to make up the lesson. The procedure for makeups will be as follows:

1. The student shall check the student handout to make sure of the date of the makeup class.
2. When signing the roster that student shall print clearly his or her:
 - a. Full legal name
 - b. Fire Department/Company represented
 - c. Number or date of the original class
 - d. Signature

BEARDS & SELF-CONTAINED BREATHING APPARATUS

In accordance with N.F.P.A. 1500:5-3.10, "Standard on Fire Department Occupational Safety and Health Program" and OSHA 29 CFR 1910.134, the Cape May County Fire Training Academy policy prohibits training individuals with facial hair that interferes with the face piece seal on positive pressure self-contained breathing apparatus in those courses where SCBA must be worn. Those students with beards, or such facial hair that does interfere with the face-to-face piece seal may not participate in some blocks of instruction and, therefore, cannot be given credit toward completion of those courses.

PERSONAL PROTECTIVE EQUIPMENT

The Cape May Co. Fire Training Academy requires each student to actively participate in actual firefighting evolutions, (live burn and other practical evolutions). Each student involved in these training areas must provide and wear their own personal protective equipment (PPE). The academy cannot loan firefighters PPE to those improperly prepared. PPE shall include the complete and proper wearing of approved boots, turnout coats and/or pants, leather gloves, helmet and eye protection, and Nomex or PBI hood. All of this equipment must meet the NJ PEOSHA PPE requirements for firefighters.

The wearing of jewelry by students to class is not permitted. Jewelry that can be removed, must be removed and secured by the student prior to participating in outdoor activities. The Cape May County Training Academy will not be responsible for lost jewelry.

CERTIFICATE OF INSURANCE

Each participating Fire Department/Company must have current proof of liability and workmen's compensation insurance and indemnification on file with the training committee of the Cape May County Firemen's Association.

FINANCIAL RESPONSIBILITY FOR MEDICAL TREATMENT

Any payment for any and all medical related charges will be the responsibility of the sponsoring organization.

SCBA USE

In all courses/classes requiring the use of SCBA, it shall be the students' responsibility to bring a full spare cylinder with each SCBA. Please make sure that the SCBA and cylinders are marked with your department/company identification prior to use at the academy. All SCBA used must be properly hydrostatically tested. Any unit failing inspection will not be permitted to be used and the student will not be permitted to participate and will not be given credit for the class.

DISCIPLINE

1. Discipline is a fundamental requirement of the Cape May County Fire Academy requiring exact, prompt, and willing adherence to orders. Discipline also insures appropriate action in the absence of orders.
2. The highest standard of discipline is required of all trainees. This involves self-control and a sense of personal responsibility beyond mere obedience or the threat of punishment.
3. Disciplinary action is based on an infraction system, which requires that trainees forfeit personal time for infractions.
4. Infraction details shall be assigned at the discretion of the Training Coordinator or academy instructors.
5. Excessive infractions will result in a formal meeting with your department's Chief and could result in dismissal from the fire academy.
6. Forms of Discipline are:
 1. Counseling
 2. Remedial training
 3. Oral reprimand
 4. Letter of reprimand
 5. Suspension
 6. Dismissal

FIREFIGHTER I: RULES AND REGULATIONS

All trainees while in training, and required to observe Rules and Regulations, Academy orders and instructions whether verbal or written. Any trainee violating any of these provisions shall be subject to disciplinary action.

All trainees shall promptly obey orders emanating from the Training coordinator, instructors, or a member of the Academy staff in a position of supervision. Should any order conflict with a previously issued order, the trainee to whom such an order is given shall respectively call attention to such conflict of orders. The order given by the last person shall stand and the trainee obeying such last order shall not be disciplined.

1. All evening classes start promptly at 7:00 P.M. All week-end classes start promptly at 8:00 A.M. unless otherwise specified.
2. Students will not leave class or drills prior to being dismissed.
3. All turnout gear must fit properly, be free of rips and tears, and be PEOSHA approved as per P.L. 1983. Your gear will be inspected by your instructors for compliance.
4. All classes are mandatory. You must attend. NO EXCEPTIONS. (Except EMT/HAZ-MAT)
5. In order to graduate Firefighter I and II, you must make all classes and drills. If you miss any, you will have to make them up within one year before you graduate.
6. Any student missing more than five (5) classes in one semester will not be eligible to take the final exam and must repeat the course.
7. If the student will be absent from class, advance notice must be given to the Training Coordinator or Fire Marshal's office in order to be eligible for a make-up.
8. All radio receivers and pagers shall be left in your vehicle prior to and during class.
9. Students are responsible for maintaining any books, equipment, apparatus or buildings made available for their use.
10. All students must be prepared for class and have any homework assignment completed.
11. Students are required to police the classroom and training grounds at the end of each training session.
 1. All tables in the classroom wiped down and cleaned.
 2. All instructor writing boards wiped down.
 3. All trash cans emptied and replaced with new trash bags if over half full.
 4. All tables and chairs aligned with each other prior to leaving classroom.

12. The New Jersey Division of Fire Safety mandates that a trainee must achieve a minimum score of 70% in order to receive a Firefighter I certificate. If a trainee fails the written examination the Training coordinator will inform the trainee of the failure and a make-up exam will be scheduled.
13. During the examination all students must follow instructions, regulations and procedures for submission of papers pertaining to the examination. All unauthorized papers must be discarded during the examination. No talking. Cheating or allowing someone to cheat off your answer sheet is not tolerated and shall result in recommendation for immediate dismissal.
14. Any student who has a learning disability is to notify one of the instructors or the Training Coordinator of such, so arrangements can be made for testing.
15. There is to be absolutely no horseplay or disturbances in the class or on the training grounds as this could lead to unsafe conditions and injury or possible dismissal from the course.
16. Injuries of any nature incurred during training, either during class or on the drill-field must be reported immediately to the instructor in charge or his staff.
17. Unless specifically instructed otherwise, trainees shall be attired in the issued uniform and come to class dressed properly. NO HATS!
18. All students are to be familiar with the training sites, emergency exits, and the emergency evacuation signal during any hands on training.

PERFORMANCE OF DUTIES

1. Trainees shall be held responsible for the proper performance of their duties.
2. Trainees shall not perform their duties in an inefficient manner.
3. Trainees shall not feign illness, or sleep in class.
4. Trainees shall communicate promptly to the appropriate Academy supervisor all important happenings, complaints or misconduct. Trainees shall not withhold any information on these matters for any reason.
5. Trainees shall be punctual in attendance where the time period is specified.
6. Trainees shall not make any misleading statement or intentionally misrepresent any facts.
7. Trainees shall not make false or misleading reports.

PROFESSIONAL CONDUCT

1. Trainees shall not:
 - a. Threaten, assault, strike, or direct any insulting language toward any other trainee or member of the Academy staff.
 - b. Behave in an insubordinate or disrespectful manner toward any member of the Academy staff or any other trainee placed by proper authority in a position of supervision.
2. Trainees shall not:
 - a. Act or behave in such a manner so as to discredit themselves or bring discredit upon the Academy or their organization both at the academy or while off academy grounds.
 - b. Act or behave in any capacity to the detriment of the good order and discipline of the Academy.
3. Trainees shall not:
 - a. Use harsh, coarse, profane, insolent, indecent, suggestive, sarcastic or insulting language.
 - b. Criticize, ridicule, humiliate, harass or discriminate against any other person.
4. Trainees shall:
 - a. Be quiet, civil and orderly, and maintain decorum, control temper, patience and discretion at all times.
 - b. Answer all questions concisely and politely.
5. Trainees, while at the Academy, shall not fraternize with any member of the staff.
6. Trainees shall not cheat, plagiarize or use other fraudulent means to meet training standards.
7. Trainees shall make every effort to work harmoniously with classmates in assigned duties.
8. Trainees shall not have sexual contact with other members of the class.

INTOXICANTS AND DRUGS

A. Alcohol

1. Trainees shall not consume any alcoholic beverage to the extent that consumption is apparent when reporting to the training facility.

2. Trainees shall not consume, bring or permit to be brought onto the Academy premises any alcoholic beverage.

B. Drugs

1. Trainees shall not possess or use any illicit drug, controlled dangerous substance at any time.
2. Any use of a prescription drug prescribed for use during the training program must be reported to the Training Coordinator.
3. The abuse of any legally obtained drug or medication is prohibited.

OPERATIONAL PROCEDURES

1. Introduce yourself when addressing an instructor.
2. Address each other properly.

CLASSROOM PROTOCOL

1. Everyone will be seated and silent according to the schedule without the direction of the instructor whether or not he/she is present.
2. Break periods will be according to schedule or given by the instructor. Everyone will congregate in the designated area when taking breaks outdoors.
3. All trainees are responsible for maintaining order in the classroom. No tape recorders, beepers, food or beverages are permitted in the classrooms during sessions.
4. To ask a question, a trainee shall raise his or her hand and wait to be recognized by the instructor. When called upon, the trainee shall identify himself or herself, and department, and then make the inquiry in a concise and respectful fashion.
5. Clothing and equipment is not to be left in the classroom overnight.
6. Full attention to the instructor at all times.
7. Remain seated until an instructor formally dismisses you.

FIRE ORDERS

1. First duty is to save life.

2. Dial 911 and the Cape May Court House Fire Department.
3. Summon instructor as soon as possible, if he is not available.
4. Know fire exits you are to use in classroom.

SMOKING REGULATIONS

1. Smoking will not be permitted by a trainee during class and only at the discretion of the instructor.

VENDING MACHINES

1. Vending machines may be used only during break time.

DUTY OFFICER RESPONSIBILITIES

1. The Duty Officer will be responsible for all record keeping during his time of duty and for submission of the paperwork to the instructor or training coordinator.
2. The Duty Officer shall ensure that all trainees are in their respective seats at the conclusion of break.
3. The Duty Officer shall be responsible for maintaining the security and decorum of the classroom at all times.
4. The Duty Officer shall politely question any unauthorized person(s) who enter the classroom.
5. At the request of an instructor or staff member, the Duty Officer shall be responsible for obtaining and connecting or setting up audio/visual equipment.
6. The Duty Officer shall receive and pass on to the next Duty Officer any and all previously communicated orders and directives.
7. The Duty Officer is responsible for recording all infractions issued and rescinded.
8. Duty Officers will assign cleaning details and will be responsible for details being completed properly.
9. All details will be completed by the end of each class.
10. Infractions of policy by students will be sent to the Chief of their department in writing.

ACADEMY STAFF AND FACULTY

- A. The organizational uniqueness of the Cape May County Fire Academy has made it possible to assemble a faculty highly qualified by both academic background and practical experience.
- B. The Academy is run by a full-time Fire Marshal, Training Coordinator and Administrative Assistant.
- C. The faculty consists for the most part, of specially trained and educated members of the Fire Service community. These include members of federal, state, county and municipal fire service agencies. All instructors are certified through the New Jersey Fire Training Commission and the Division of Fire Safety.
- D. In addition to the regular staff of instructors, some visiting faculty are used from time to time. The visiting faculty include members of the legal, medical, and scientific and academic communities.