



County of Salem Fire Academy

"The Difference Starts Here."



Policies and Guidelines : Firefighter 1 Program

1. Required items for each class:

- Pen/pencil and notepad
- Accountability tag (provided)
- Essentials of Fire Fighting Text
- Full set of NFPA approved turnout gear
 - Helmet with eye protection
 - Bunker coat
 - Bunker pants and boots
 - Gloves
 - A piece of pocket safety rope of a minimum of 15 feet long.
- SCBA (when directed)
- Spare SCBA bottle (if agreeable with company / department)
- NFPA Interior Firefighting Protective Hood
- PASS Device (may be SCBA integrated)
- Desk Name Plate (provided: to be displayed at each classroom session)

2. Personnel Accountability Reporting (PAR) & Reporting

The tag accountability system will always be in use. The County Fire Academy will supply the accountability tags. They will be returned at the completion of the program. Recruits are to bring their tags with them to every session. They will prominently display their tag at all times. It will be the responsibility of all Battalion personnel to know the location of their fellow crew members at all times. Issues related to accountability should be directed to the Battalion Chief as soon as it is discovered. A PAR may be taken at anytime during the course.

Recruits shall report to all sessions at the designated time and location required by the assignment or order(s). Recruits shall report physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required to immediately assume their duties.

A recruit who expects to absent from a session, or be late in arriving, must immediately notify their Battalion Chief **and** attempt to notify (or insure the notification) the Academy / Staff as soon as the absentee or lateness is known.

3. *Military Decorum*

The military over the years has been an example for the emergency services to emulate their chain of command, discipline and decorum. The Fire Academy setting takes on the quasi-military decorum in order to appropriately safeguard all participants as well as instill the necessary respect for the chain of command, discipline and responsibility, to each other, as a team. Each class session will involve recruits adhering to a variety of commands and directives given by Instructors. While the fire service is not a military organization, the fire fighter recruits must learn the concepts of orders, directives and commands and be ready to follow them. Academy staff (instructors) will be referred to as such (“Instructor Smith”) during conversations while at the Academy. The recruits will be exposed to military drill and will be expected to conduct themselves appropriately while in formation, assembled as a class. In situations which may warrant the use of these particular commands and actions noted below, the recruit needs to be extremely familiar with their concepts:

Position of Attention

To come to attention, bring heels together smartly and on line. Place the heels as near each other as the conformation of the body permits, and ensure the feet are turned out equally, forming a 45-degree angle. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level. chest lifted, back arched, and shoulders square and even. Arms hang straight down alongside the body without stiffness, and the wrists are straight without the forearms. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers or sides of the skirt. Hands are cupped (but not clenched fist) with palms facing the leg. The head is kept erect and held straight to the front with the chin drawn in slightly so the axis of the head and neck is vertical; eyes are to the front, with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

Parade Rest

The command is Parade, Rest. On the command Rest, the recruit will raise the left foot from the hip just enough to clear the ground and move it smartly to the left so the heels are twelve inches apart, as measured from the inside of the heels. Keep legs straight, but not stiff, and the heels on line. As the left foot moves, bring the arms, fully extended, to the back of the body, uncapping the hands in the process; and extend and join fingers, pointing them to the ground. The palms will face outwards. Place the right hand in the palm of the left, right thumb over the left to form an “X”. Keep the head and eyes straight ahead, and remain silent and immobile.

At Ease

On the command At Ease, the recruit may relax in a standing position, but they must keep the right foot in place. Their position in the formation will not change, and silence will be maintained.

Fall In

On the command of Fall In, individuals will come on line as a Battalion, in the Parade Rest position, ready to come to the Attention position if ordered to do so.

Fall Out/Dismissed

On the command Fall Out/Dismissed, individuals may relax in a standing position, or break ranks.

Dress Right

Recruits may be called to muster into formation(Fall In). The lines of formation are to be equal in form. To establish this interval, the Battalion officer in each file obtains exact shoulder-to-fingertip contact with the individual to their left. Once this is done, the recruit will then drop their arm and have the rest of their company do the same as they line up behind the company officer.

Pledge of Allegiance to the Flag

The flag is symbolic of the United States and the principles for which it stands. The pledge to the flag is a declaration of reverence and loyalty to the United States with the flag as its emblem. The pledge is also recited in respect to those firefighters who have fallen in the line of duty. The recruit take their right hand and place it over their heart. The pledge will be recited.

4. Class Structure

Prior to the pledge, recruits assemble, by battalion in a single line. Battalion officers will then be required to give PAR of the members of their Battalions for the roll call. The class will then be called to attention by the duty Battalion Chief. The class will then render the pledge to the colors, led by the duty Battalion Chief or his/her designee. Line of duty update will be given at that time by the Duty Battalion Chief. The class will then be ordered back to parade rest and then to their seats. Any particular information to be shared with the recruits by the instructors will be given at that time. Formal classroom or drill activities will immediately follow the roll call briefing.

5. *Recruit Conduct*

The Salem County Department of Emergency Services is committed to provide all persons with a learning environment free from all forms of discrimination and harassment, including sexual harassment. While it is understood that certain comments may be made, inadvertently, during seemingly closed conversation, it is the ultimate responsibility of all parties to be respectful of others within the immediate area. No person shall be subject to verbal, visual or physical harassment. The Academy has established a zero-tolerance stance on such actions and such behavior may result in disciplinary action, which could include expulsion from the program and the possible notification of law enforcement officials.

If any recruit feels that they are being harassed in any way, they are to **immediately** report such unacceptable behavior to an Instructor. The Instructor will immediately file an incident report with the Academy for further action. If the action is of a serious nature or is witnessed by an Academy staff member, the offending party may be immediately dismissed from that session, pending further action.

The conduct of all participants in the program is expected to be professional in nature and respectful at all times. Efforts should be made so as to not be distracting or otherwise create an issue, which may cause unwanted delay in the program's presentation. Continual distractions or inappropriate conduct on the part of any recruit is cause for disciplinary action and possible expulsion.

Academic dishonesty will not be tolerated. Any recruit(s) who is (are) determined to be cheating on any written examinations will be asked to leave the session and your expulsion from the program will be formally relayed (in writing) to your company or department chief officer. No consideration will be given to the recruit or Company, with regard to tuition, if dishonesty is the cause for expulsion.

6. *Dress Code*

Recruit dress attire for all sessions shall be professional in appearance and cannot interfere with a positive learning environment. Each recruit will be issued two T-shirts, one of which is to be worn at every session. The long sleeve T-shirt *shall* be worn during any sessions where we will be operating on the drill grounds, conducting live burns. Additionally, the recruit *shall be required* to wear a navy blue pair of trousers (no jeans) and a black belt to complete the uniform appearance along with black closed toed shoes or boots. On days where PT is scheduled, recruits *shall be required* to wear navy blue sweat pants, white socks

and sneakers to complete the Academy uniform for those days/evenings. All clothing should be appropriate in appearance (not soiled, badly wrinkled, etc.). Academy sweat shirts are made available as well at a nominal fee for those who desire to purchase them. **No other exterior garments will be worn in the classroom setting.** There shall be no wearing of shorts, low cut shirts, tank top style t-shirts, sandals, open toed shoes or clothing that displays any message based upon race, color, sex, age or national origin, or deemed inappropriate or offensive by an Instructor.

7. Food And Drink

No food shall be brought into the classroom nor onto the drill grounds during field exercises. Appropriate break periods will be provided for snack or food consumption. Liquid refreshments are permitted in the classroom and when appropriate during field exercises.

8. Chain of Command

The proper respect and recognition of the chain of command is essential for any emergency services organization. It allows for the effective and orderly management of an incident as well as providing for the necessary level of accountability and safety for those in the organization. The Academy recognizes the need to instill this concept at the earliest possible level of training, thus, we have established an appropriate chain of command within this program. The Instructor that conducts the roll call briefing at the beginning of each session will be the Academy's officer of the day (OD) and should be considered the Incident Commander (IC) for that training session. All orders by an Instructor will be followed UNLESS such order / directive poses an immediate safety threat. Instructors will make every attempt at insuring that conflicting orders are minimized. During most hands-on evolutions and during **ALL** live burn evolutions, there will be a safety officer identified / established and as such, all orders / directives from the Safety Officer will supersede any other order or directive communicated during the training evolution.

a. Battalion Chiefs / Officers

Each training Battalion has a designated Chief and other officers as deemed appropriate by each of the Battalions. The responsibilities of the battalion officers are important to the safety and welfare of the members of the Battalion. Officers must display leadership and related characteristics at all times. They must provide guidance to members of their Battalion and assign duties and responsibilities to its members where and when appropriate. The Chief will be held responsible for insuring the Battalion's mission or seeing an assignment is accomplished in an efficient, safe and timely manner. Officers will be required to know the location

of their members *at all times*. They, or their designee, will be in charge of the accountability system. Officers will be required to report the status of their company at the beginning of each session.

9. *Smoking / Smokeless Tobacco - Chew*

Smoking and “Chew” or smokeless tobacco is not permitted on the Academy grounds during the Fire Fighter 1 program.

10. *Offensive Weapons and Other Contraband*

The carrying of *any type weapon* during sessions is **strictly prohibited**. (This includes pocket knives, etc.)

Recruits shall not possess, store or bring into any session any alcoholic beverage or controlled dangerous substance(s). If controlled dangerous substances are discovered, the appropriate law enforcement officials will be contacted. Recruits shall not possess or use any controlled substance *except* when prescribed in the course of medical treatment and by a state licensed physician. When controlled substances are prescribed that may affect the performance of a recruit, an Instructor shall be notified **immediately**. A recruit who reports to a session, or while attending a session, is deemed unfit in any respect by his/her Instructor by reason of the use of intoxicating beverage or drugs, will be removed from the session and arrangements made for transportation from the facility. An odor of an alcoholic beverage upon a person’s breath / person is considered just cause for being declared unfit.

11. *Cellular Phones & Pagers*

Recruits are permitted to wear pagers and cellular phones but are discouraged to do so. At all times, the audible alert mode shall be muted. No recruit shall leave a training session to answer a page or call, until they receive permission from their respective Battalion officer, who in turn must notify the OD in an appropriate manner so as not to cause disruption or alarm.

12. *Field / Practical Exercises*

Recruits must advise an Instructor if they have any medical condition that exists that would prohibit them from performing the task(s) they are assigned. Furthermore, the recruit shall also advise the Instructor if there are any medical conditions that may become aggravated because of the task(s) the student must perform OR if there is a pre-existing medical condition(s) that would adversely

impact others or risk exposure to fellow participants or staff in the event of injury. **In compliance with appropriate privacy regulations, ALL information will be considered privileged and handled accordingly. No medical information will be shared unless an exposure risk is identified.**

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

A formal rehab sector when established will be utilized by all recruits as directed. Full compliance with EMS resources assigned to rehab is required as well in order to continue within the training evolution.

All long hair shall be pulled back and placed up in a bun under the recruit's helmet. No hair shall be permitted to extend past the collar of the turnout coat. Facial hair shall be well groomed so as not to create a safety hazard to the recruit, a well-groomed mustache is permitted. **All other facial hair is prohibited.** Recruits shall refrain from wearing any obtrusive jewelry that may cause a safety hazard. All neck chains shall be tucked under the student's undergarment so it does not fall out. All head/facial jewelry is to be removed during hands-on sessions or when turn-out gear is deemed the mode of dress. **Long sleeve shirts and full-length pants must be worn for all live fire activities.**

Full turnout gear shall be worn at ***all times*** during practical exercises. Gear may only be removed inside the "safe/ break area" or at the discretion of an Instructor. Recruits are not permitted to participate in any field exercise unless they have their proper protective gear. Recruits will not be granted credit of attendance if they fail to bring their gear. Long sleeve shirt issue is required to be worn for all live fire exercises.

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

The Salem County Department of Emergency Services reserves the right to restrict any and all items used, carried, worn, or maintained by the recruit while engaged in fire academy activity. The County holds no responsibility in the loss or damage of any recruit's personal item or their organizations equipment.

13. Successful Completion of Program

Recruits must attend all of the sessions to have a certificate issued. Recruits may be excused from attending a session with the permission of the Academy. A make-up assignment will be required to be completed in order to be recognized as an “excused” absence. The Division of Fire Safety mandates that a candidate cannot miss two (2) sessions of the course presentation. Any two *unexcused* absences will result in the expulsion of the recruit from the program. **An absence does not excuse a student from knowledge/skill covered in the missed session.**

Recruits 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. It must be arranged between the recruit and an Instructor to take a retest. Failure to remediate a module examination may be grounds for expulsion.

If any recruit has a documented or perceived learning disability, the Academy will assist them with any examination. The instructor may read the tests to those recruits having been identified as having a disability or other related condition which creates a hardship or issue when taking written examinations. The recruit must make the Instructor aware of this before the **second** examination. Any documentation regarding their disability or condition should be made available to the Academy Director or his/her designee.

Recruits must master all practical skills. Recruits will be required to perform each of the skills listed on the skill sheets and arrange for instructors to sign the sheets where / when appropriate, once the skill has been successfully mastered. 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 **each of the skills must be satisfactorily completed.** Recruits 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 how quickly or smoothly the task is done, but climbing half way or climbing two rungs is not acceptable performance.)

While a recruit may complete our program in it’s entirety, one must successfully pass the States required written examination in order to receive the appropriate FF 1 credentialing.

14. Grievances, Challenges, Etc.

The Academy will always strive in maintaining an appropriate setting for Emergency Services Training, as well as continually evaluate the methods and instruments used to examine / test the knowledge and skill bases of our participants. The Academy recognizes from time to time there may arise, differing opinions and situations which may warrant further review.

The Academy provides a method and a platform from which one may challenge or grieve any disciplinary issue, written examination scoring or skill evaluation. The party must first submit such a grievance or challenge in writing to the Academy Director. The Director will review the submission and confer with any staff member who may have knowledge. A decision from the Academy Director shall be rendered within five working days of the receipt of such grievance.

In the event the aggrieved party does not agree with the Director's ruling, an appeal must be filed in writing to the Academy Director who will then in turn forward the matter to the Director of Emergency Services for review and action. The Director of Emergency Services, in most cases, will return his/her opinion within five working days of his/her receipt of the appeal. The Director of Emergency Services ruling shall supersede any previous decision and is considered final in the Academy setting. In cases where an issue was decided or ruled upon initially by the Academy Director, the grievance will be forwarded immediately to the Director of Emergency Services.

15. Reserved (for addendums / changes)

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