

MASTER PLAN OF INSTRUCTION

LAKE TECHNICAL CENTER
INSTITUTE OF PUBLIC SAFETY

FIRE FIGHTING PROGRAM

SCHOOL YEAR

2011-2012

DR. DIANE CULPEPPER, LTC DIRECTOR

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Lake Technical Center is accredited by the Commission of the Council of Occupational Education

MISSION STATEMENT

Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

No person shall, on the basis of race, color, creed, religion, sex, age, handicap, marital status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of Lake Technical Charter Board. Lake Technical Center is an Equal Opportunity Employer.

LAKE TECH FIRE ACADEMY
INSTITUTE OF PUBLIC SAFETY

FIRE FIGHTING PROGRAM
450 Hours

The technical certificate program for Fire Fighting is a comprehensive course consisting of lectures, practical, and “LIVE” fire training. The program is designed to prepare the student to become a State Certified Firefighter.

ADMISSION CRITERIA:

To apply for admission into the Firefighting I/ Firefighting II Recruit Program, each applicant must:

- * Be a non-user of tobacco. Tobacco use is strictly prohibited by Florida Statute 633.34.6. If you are a tobacco user, you will not be accepted into the class and cannot become a firefighter in the State of Florida. Applicants must sign an affidavit stating they are not a user of tobacco.
- * Be at least 18 years of age unless a dual-enrolled, high school senior and 17 years old.
- * Not have been convicted of any felony or of any misdemeanor convictions involving moral turpitude.
- * A fingerprint background check will be completed on each candidate.
- * Be a high school graduate or have its equivalent (GED).
- * Have passed a physical examination **including EKG and hearing test** by a licensed Florida physician, physician assistant, or nurse practitioner within six months of the starting date of the class, meeting the requirements of the Division of State Fire Marshal Bureau of Fire Standards and Training Medical Examination Form.
- * Be of good moral character.
- * Possess a valid Florida Driver’s License. Note: applicants must be a resident of Florida for at least one year or they must pay out-of-state tuition.
- * A **Driver’s License History** is required to be included with your application packet. **This must be an official certified record from a courthouse. Applicants with excessive points or license suspended within the last three years will be disqualified.**
- * Hospitalization/accidental medical insurance is optional. (For those who don’t have insurance a low cost plan is available. See the Admissions Office at the main campus in Eustis.)
- * **Applicants will not be admitted to the class until they have documentation of successful completion of an EMT class or they must enroll in the First Responder (40 hours) class which will be scheduled to coincide with the firefighting class. For Firefighter certification applicants must have a minimum of First Responder certification to sit for the state certification exam.**

- * Qualified high school students may be eligible for the day firefighting program if they have met all their academic requirements for graduation

For information on financial services contact Financial Aid Office at the Lake Tech main campus in Eustis (342) 589-2250.

APPLICATION PROCEDURE FOR CONDITIONAL ACCEPTANCE:

- * Applicants for Career and Technical Education programs 450 hours or more must take the state-mandatory Test of Adult Basic Education (TABE). Documented A.A., A.S., A.A.S., B.A., or B.S. degreed persons are exempt from this requirement. Bring original college certificate or college transcripts to Lake Technical Center in Eustis to qualify for an exemption; this documentation must be submitted prior to the program start date. The TABE is given in the assessment center from 8:00 am to 5:00 pm on Mondays and from 8:00 am to 2:00 pm on Thursdays at a cost of \$20.00. If taking the TABE at another site, a level 9A or 10A test is required. A grade level of 10.0 or above must be achieved in all areas of Reading, Math, and Language before graduation. No appointment is necessary for the TABE. A picture ID is required.
- * Applicants (with the exception of EMT students from Lake Tech EMT program) must take The National Firefighter Inventory Selection test. To qualify for admission, the applicant must attain a score of 70% or higher. Prior firefighting knowledge is not required for the test. One retest is allowed within six months. The test is given at the Lake Technical Center in Eustis at a cost of \$25. The testing fee must be paid at the Eustis campus. Call (352)589-2250 to make an appointment.
- * Applicants must submit a completed and approved Institute of Public Safety Application. Untruthfulness or omissions on the applications will be grounds for dismissal if admitted to the program.
- * Recruits re-entering program for Firefighter II must meet all current standards.

******DO NOT SUBMIT ANY MONEY PRIOR TO BEING ACCEPTED INTO THE CLASS******

FINAL ADMISSION

BASED ON THE FOLLOWING:

Students are accepted into the Firefighting program on a conditional admission basis. Final admission is contingent upon passing the Physical Ability Test (PAT) and receiving a clear background check.

- * Applicants must pass the Firefighting Physical Ability Test Evaluation.
- * After passing the PAT, applicants must go online to the Pearson VUE website to apply and pay for a BFST fingerprint background check. The fingerprint fee (currently \$57.25, subject to change without notice) must be paid by credit card on that site. Applicants must travel to the Pearson VUE site of their choice to

have fingerprints taken. Applicants must also bring to the first class session a \$30.00 check or money order made payable to the FL Dept of Financial Services to pay for the BFST application and state exam.

REFUNDS:

- Withdrawal Refund Policy: through the closing of the fifth day of class, 100% less a \$100.00 administrative processing fee; Students who have not visited the school facility prior to enrollment may withdraw without penalty within three days following a tour of the facilities and inspection of the equipment.
- If Lake Tech cancels a class, a class does not open as scheduled, or a student registers but never attends – 100%.
- 100% refund on unused lab fees with approval from the instructor or director's designee within the first five days of class.

See the Lake Technical Center Catalog for full Refund Policy.

OBJECTIVES:

To provide the means of developing the basic firefighting knowledge and skills required by the State of Florida Division of Fire Marshal's Office and Lake Technical Center. To impart to the student the proper attitude and discipline required for gainful employment within the fire service.

PURPOSE:

To provide training for firefighters that meet NFPA 1001 standards as outlined in State Statute 633.

CURRICULUM:

The State of Florida Bureau of Fire Standards and Training and DOE set the curriculum of instruction in order to sit for the State Certification Examination.

The Institute of Public Safety Fire Fighter program has a reputation for being one of the top training programs in the State of Florida. In order to maintain this reputation, we give more to the student in way of instruction and, in return, expect more from the student. The students are expected to meet our requirements, as well as those of the Bureau of Fire Standards and Department of Education.

SPECIFIC REQUIREMENTS:

Certain required curriculum must be completed by the student regardless of the amount of hours attended. Students must receive live fire training in structure, flammable liquids, L.P. Gas fires, and mandatory 41 hours of live burns total FFI & FFII. Protective breathing apparatus, rescue, ladder, and hose training, must be

experienced by the student in order to successfully complete the class. In addition, all students must rappel from the top floor of the tower and each station, as well as climb to the top of the aerial ladder. Failure to complete any portion will be grounds for dismissal.

ATTENDANCE:

The Lake Technical Center Fire Fighter Minimum Standards Course is currently 450 hours in length. Students who exceed 16 hours of absence during the 450 hours will be placed on probation. All absences after the student is placed on probation will require documentation. Only documented sickness or personal emergencies will be approved. Only the MSC Coordinator, the Program Director or their designee may give approval of absence. Failure to meet these requirements will result in suspension and or dismissal from the class. If total absences exceed 24 hours, the student will be exited from the class. Absenteeism and tardiness are a reflection on the trainee's personal character and an indicator of disinterest in attaining professional status in the public safety field. These areas are also a main point of interest that employing agencies explore when reviewing trainee records for retention or employment. Class attendance will be verifiable by an attendance roster. The instructor will verify attendance. Any tardiness is recorded on the daily attendance sheets, no matter how much time. Ex: two minutes, five minutes, etc. All will be recorded.

Trainees are required to be in class at all times when class is in session. Absence from class for any reason other than illness requires prior authorization from the respective Coordinator.

Attendance during certain areas of training is mandated by the state in order to meet competency standards. **STUDENTS UNABLE TO PERFORM PT OR TRAINING EVOLUTIONS MAY BE ALLOWED TO SIT OUT FOR ONE CLASS. AFTER THAT THEY MUST HAVE AN EXCUSE FROM A DOCTOR STATING THE REASON THEY CANNOT PARTICIPATE AND THE DATE WHEN THEY CAN RESUME NORMAL FIRE FIGHTER TRAINING. STUDENTS UNABLE TO PARTICIPATE IN REQUIRED DRILLS DUE TO INJURIES OR ILLNESS DOCUMENTED BY A DOCTOR WILL BE UNABLE TO COMPLETE THE REQUIREMENTS FOR THE CLASS AND WILL BE EXITED.** Excessive absence or tardiness will be grounds for reprimands and/or dismissal from the program. Phone 352-742-6463 ext. 242 on Saturdays or for night classes.

Should an emergency arise requiring the student's absence from any course, the student will inform the respective Training Coordinator in writing (or by telephone with a written report later) prior to the absence or as soon as possible. Homework will be assigned for time missed. The MSC Coordinator shall determine what make-up work shall be assigned.

- Failure to call in to report inability to report for class on time will be considered grounds for dismissal from the class. Students must call in at least 30 minutes prior to the start of class.
- Feigning sickness or injury to avoid class work will be grounds for dismissal from the class.

Homework assignments will be required for absences in excess of 30 minutes and must be turned in to the Fire Program Records Secretary within five (5) class days following the absence. Homework will be one page for each hour absent and will be written on the subject missed. There will be no copying from the book. Failure to complete homework may result in termination from the class. Any unfinished homework will make the student ineligible for the Minimum Standards State Exam. Students will not receive a graduation certificate until all homework is completed.

TARDINESS:

Students who are tardy to class or tardy returning from breaks shall perform 1 *Tower for every minute late, up to 30 Towers. Any lateness exceeding 30 minutes shall require “homework” as stated above and be counted in one-hour increments. All tardiness will be recorded against student attendance. A certificate of perfect attendance will not be awarded to a student who has been tardy. Continued tardiness will result in reprimands along with discipline (push-ups, etc.) If tardiness is not corrected, recommendation for dismissal will be initiated.

*Tower: is climbing the stairs to the sixth floor and down.

Essentials of Fire Fighting student workbook: the workbook corresponds to the chapters in the textbook. Before a subject test is given, the corresponding questions in the workbook must be completed correctly. The workbook will be displayed on the student’s desk at the time of the subject test. The lead instructor for the day will review the workbook for correct completion or omitted questions. If the workbook questions for that chapter are not correctly completed or omitted, the student will be assigned *towers at the rate of one tower for each five incorrect answers and one tower for each omitted question.

*Tower means the student will climb the training tower stairs to the sixth floor and return to the ground floor.

PRACTICAL TEST GRADING POLICY:

Five pass/fail practical tests are administered during the class.

1. PAT at 225 Hours
2. P.B.A. Testing
3. Mid Term Practical
4. PAT Final Exam
5. Final Practical Skills Testing

1. PAT at 225 Hours:

This test consists of five events wearing bunker gear and SCBA. Total time allowed for test is 8 minutes. Going overtime means you have failed the test. One re-take is allowed.

1. Hammer Slide
2. Tower Climb
3. Hose Hoist
4. Dummy Drag
5. Charged Hose Advance

2. The P.B.A. Day Test:

The P.B.A. Day test includes two areas of testing:

- A. El Paso Air Pack Drill
- B. Negotiating the Maze

The two areas must be successfully completed. **NO** repeats are allowed on area A. A total of three attempts are allowed on area B. After a third unsuccessful attempt to negotiate the maze, the student has failed.

The P.B.A. Day Test is a test of strength and stamina. No numerical grade is used. However, the student must complete each area of testing as instructed and while wearing bunker gear and using the self-contained breathing apparatus. There is no time limit to complete each area of the test except that resting is allowed only when scheduled in the drill. Each area of the test is administered separately, not continuously. Some of the basic rules of each area are as follows:

Area A: El Paso Air Pack Drill

The student must complete eleven evolutions in this part of the test. He/she shall be breathing air from the S.C.B.A. Because of the physical stamina required for this part of the test, there are three 2-minute rest periods included. Failure of this portion of the test occurs when the student quits the test, removes the S.C.B.A. facepiece, or is stopped by the instructor. The instructor may stop the test because the student has taken unscheduled rests after repeated warnings or the student's safety or health is at risk. Students who stop will be ordered to continue. Students who do not continue when ordered to do so will fail the test.

*Note: If a student stops three times, having been ordered to continue, the student will fail the test. Stops are timed for 10 seconds. Student must start at the instructor's order to proceed after 10 seconds or failure occurs.

Area B: Maze

The student must negotiate the maze while breathing air from the S.C.B.A. and the facepiece blindfolded. Failure of this portion of the test occurs when the student removes the blindfold or facepiece, quits the evolution, or is stopped by the

instructor because of safety or health reasons. Failure may also occur if the student incorrectly negotiates the Maze and ends at the wrong location. Due to the possibility of a malfunction of the breathing apparatus in a confined space, the student will be given three (3) attempts to complete this area of the test.

3. Mid Term Practical Test: The test will consist of all the skills taught in the first 225 hours of the class. Failure will result in dismissal from the program. One retake will be allowed. The retake will not count against the subject retake policy.

4. PAT Final Exam: This test consists of five events wearing bunker gear and SCBA on air. Total time allowed for test is 6 minutes. Going overtime results in failure of the test. One re-take is allowed.

1. Hammer Slide
2. Tower Climb
3. Hose Hoist
4. Dummy Drag
5. Charged Hose Advance

5. Final Practical Skills Test:

This practical skills test is administered near the end of the class. There are 3 sections on the test. Each is graded separately. Each student must demonstrate individual firefighting skills. A numerical grade is used. A passing grade of 70% is required on each section. One re-take is allowed. All sections must be re-taken, if any one of the sections is failed. Passing of this test is required in order to take the State Examination for Certification.

PHYSICAL TRAINING:

It is the student's responsibility to maintain adequate physical fitness. This will require the student to exercise on his or her own time as well as scheduled workouts. The gym, tower, etc. are available for student use during appropriate times.

PT consists of calisthenics and running. All students will participate as scheduled and meet the requirements as listed in the physical fitness schedule. A PT leader will be appointed. Students are required to follow the instructions of the PT leader. Students shall be inspected for proper attire for PT. Those who do not meet the standards shall be sent home to retrieve the proper clothing. The time will be docked from the student's attendance record. Firefighter training is very stressful on the body. It is very important to stay hydrated. You will be given adequate water breaks, but it is the individual's responsibility to stay hydrated before, during, and after physical activity.

GRADING POLICY:

1. Exams are administered for combined subjects of instruction. A student may fail two of the tests, provided they pass a retake exam for each test failed with a score of 70% or higher when the exam and retake scores are averaged together. A grade of 70% will be the recorded score. If a third exam is failed, no retake will be allowed and the student will be dismissed from the program.
2. If the student fails an exam and the retake exams combined average of the original test and retake do not meet or exceed the required seventy (70%) percent level, the policy dictates that the student will be dismissed from the program.

To successfully complete the program, a student must pass the Lake Technical Center final examination with a score of seventy (70) percent or higher on both the written and practical portions. **One retake** will be allowed in the area of deficiency.

The state test is usually given at Lake Technical Center for the convenience of the student.

To be certified as a graduate, the student must demonstrate mastery of all competencies in the program. The instructional staff reserves the right to assign additional work to any student who, in their professional opinion, requires additional work to master those competencies.

DRESS CODE:

In the classroom, students will wear the following: Uniform purchased from Lake Tech

- long black pants
- blue Lake Technical Fire Academy dress shirts
- black belt, silver buckle, white socks (not from LTFA)
- black athletic shoes

During PT, students will wear the following:

- Lake Technical Center (only) shorts and shirts for PT and under turnouts
- Lake Technical Center (only) sweat pants, sweat shirts, or jacket for PT and under turnouts
- Black jogging shoes, white socks (all white, tube-length socks)

Under garments shall be worn at all times. **Note:** Shirts are to be tucked in at **all** times.

STATE EXAM: Shorts are not allowed in the state exam; uniform pants & PT shirt are required for the state exam.

Lake Technical shorts may be worn under turnout gear at the discretion of the instructor.

No tank tops or lettered tee shirts are allowed other than Lake Technical Center PT shirt. No sandals or flip-flops are allowed. No jewelry is allowed. This includes any type of body piercing jewelry. Watches and wedding rings are the only exceptions. **Students are to report to class in clean and maintained attire.** Watches are not allowed on/during state MSC exams.

Requirements may be altered at the discretion of the Lead Instructor.

The student must be standing on his/her assigned number at the designated class start time.

The class leader will ring the Fire Bell nine times to signify that the class is ready for inspection.

Students shall line up and be inspected daily before each class session for proper attire, grooming, and equipment. This shall include all of the student's personal protective equipment (PPE). The equipment shall also include the student's personal rescue rope (20 feet of 7/16 Kermantle rope). The student shall be sent home to retrieve the proper attire or equipment and docked for the time absent if any items are missing. In addition, for every violation the student will do one tower. The towers will be done at the end of the class day.

The violations will be noted on the daily attendance form and in the logbook.

THERE WILL BE A FLAG-RAISING CEREMONY PRIOR TO THE INSPECTION. A STUDENT WILL BE ASSIGNED TO TAKE DOWN THE FLAG AT THE END OF THE CLASS.

At the end of the class each squad leaders will ring the bell one time to signify that his/her squad has completed their assignments and are ready to be dismissed.

LUNCH PERIODS:

Students in the day program will have one (1) hour for lunch. Lunch periods may run from 1pm to 2pm as class times are 9am to 6pm, unless otherwise instructed. This will allow 4 hours before and after lunch for class work. While off campus, students will conduct themselves in a manner that is a credit to themselves, the program, and the school. The rules of conduct will be the same as on campus. There are no lunch periods for the evening firefighting class during the week. Students will have one (1) hour for lunch on Saturday class sessions. The above rules will apply.

BREAKS AND CLASS TIMES:

Breaks will be given at the discretion of the instructor in charge of the class. All classes must meet for the scheduled time stated. During the first break of the class, a designee will report to the front office with the class paperwork and pick up any messages to go to the fire area (the exception will be Saturday classes). Students may not leave the campus during breaks.

If an instructor does not report for class at the scheduled time, the class leader will contact the Lake Technical Center Reception Office, the MSC Coordinator, and/or the Fire Program Director.

ETIQUETTE:

Students will step to the side and assume a parade rest position when they are on the main campus north of the training area during the following conditions: (This area is designated by a red line on the side walk).

- When approached by instructional staff or other persons known not to be students.
- When approaching persons in the hallway who are not wearing the uniforms of students.
- When in the break areas and visiting dignitaries in uniform (or suits) are being toured. **Exception:** During training exercises students will continue to train unless otherwise instructed.
- All students will stand when being instructed on the drill field. While observing or waiting to perform an exercise all students will stand unless drills being taught requires kneeling, i.e. hose rolls, tool hoisting. Students will focus on the training exercise; this is not the time for socializing. No lying down, kneeling down, leaning against walls or sitting down is allowed on the training grounds. **Exception:** Designated breaks under the pavilions.

FAILURE TO FOLLOW ETIQUETTE RULES WILL BE GROUNDS FOR DISCIPLINE.

FACULTY OFFICES:

Students are not permitted to enter the offices of any staff member without permission.

The student will knock and receive permission to enter before entering. This does not include the front reception office.

PARKING:

Students shall park at the front of the campus in the parking area provided. Students shall walk on the concrete walks from the parking lot to the training area and **NOT ON THE GRASS**. Students do not play loud car or portable radios while in parking areas. Up to 15 minutes before class starts, students may drive their cars to the training area to unload their equipment.

LOCKERS/SHOWERS:

Lockers and showers are provided for the convenience of the student. Students will clean up after themselves and leave this area in the same condition as found. Students must furnish their own lock for lockers and give the number of the locker being used to the Program Secretary. The team leader will oversee cleanup of this area.

INSURANCE:

Due to the high risk nature of training, proof of personal/accident insurance is highly recommended.

ANY STUDENT RECEIVING INJURY OR COMPLAINING OF ILLNESS WILL BE REQUIRED TO PROVIDE A MEDICAL EXCUSE. THE STUDENT MUST REPORT ALL INJURIES TO THE INSTRUCTOR IMMEDIATELY!

VISITORS:

Students will not have visitors in the training areas without approval of the Fire Program Director or MSC Coordinator.

DISCIPLINE / REPRIMANDS:

It is the student's responsibility to read and comply with school policies and procedures, as set forth in the school catalog and the policies of Lake County School Board (LCSB). The catalog is available in the campus Admissions Office and on the school website at <http://www.laketechn.org>. The LCSB policies can be found at <http://lake.k12.fl.us>.

Failure to comply with the rules and regulations of the fire program may result in one or more of the following: Demerits will be given for failure to follow uniform rules. After two demerits the violation will be moved to a second offense reprimand

- First offense: a verbal warning
- Second offense: a formal written warning (with a letter to student's sponsor outlining the problem when applicable)
- Third offense: a suspension for a minimum of eight hours and may be grounds for dismissal. A SIT meeting will be scheduled to consider appropriate discipline.

Failure to follow a direct order will be grounds for dismissal.

Untruthfulness will be grounds for dismissal.

Fighting will result in a minimum of eight hours suspension and may include dismissal from the class.

All reprimands will be documented in the class log.

RULES AND REGULATIONS FOR FIREFIGHTING (BY NUMBER)

1. Attendance is very important. There are no excuses for absences or tardiness. Be on time!
2. All students will be at their assigned place in front of the apparatus bay ready for inspection unless otherwise indicated by the instructor.
3. Students will report to class in appropriate uniform unless otherwise indicated by the instructor. Refer to scheduled activities.
4. Breaks shall be given at the discretion of the instructor. Students must return to class and be seated prior to the end of each break (lecture class). Lateness will be documented and a reprimand given.
5. All instructors are to be addressed as “Mr.,” “Sir,” “Ms.,” or “Mrs.” together with their last name.
6. Each student shall bring paper, pen, books, and turnout gear with them to each class unless otherwise indicated by the instructor.
7. Horseplay is a safety violation and **will not** be tolerated.
8. The use of drugs or alcohol is prohibited on school property. Students reporting to class with intoxicants on their breath or in a state of intoxication will be suspended from the class immediately!
9. Vehicles and lockers are subject to random drug searches by law enforcement canines.
10. The use of tobacco products of any kind is **strictly prohibited!** Any student found using tobacco—on or off campus—will be dismissed from the program.
11. Gambling will not be permitted on school property.
12. Profane, obscene or vulgar language and/or conduct are not a characteristic of professional demeanor and **will not** be tolerated.
13. Damage to school property as a result of negligence or carelessness will result in the responsible party being liable. Students shall sit in chairs only. No resting of feet or sitting on tables is allowed.
14. No fire boots or turnout gear is to be worn in the classroom or on the main campus.

15. No firearms are permitted on campus.
16. Students shall obey all federal, state and local laws as well as the firefighting program rules and regulations.
17. Students shall park only in designated parking areas.
18. Full turnout gear will be worn for all practical drills unless otherwise indicated by the instructor.
19. Any student needing to leave the training area for any reason must first secure permission from the instructor. This is a serious safety violation and could be cause for disciplinary action.
20. All students will report to class clean and neatly groomed. Male students will be clean-shaven. Neatly trimmed mustaches are allowed provided an air mask seal can be obtained, but may not extend below the corners of the mouth. Long hair is discouraged. If worn long the hair must be kept under a hood during training for safety reasons. Sideburns cannot extend below the bottom of the ear.
21. With the exception of wedding rings and watches, students will not wear jewelry. This includes any type of body piercing jewelry. Watches are not allowed during State Exam.
22. Students will contact the school 30 minutes prior to class if they will be arriving late or if they will be absent.
23. The instructor must approve any equipment that is not provided by Lake Tech prior to its use by the student.
24. Students issued Lake Tech gear are responsible for proper care of the gear issued.
25. Students are required to take notes in class and maintain a notebook that may be checked periodically.
26. Students shall notify the reception office of any changes in address or phone numbers as soon as the change becomes effective.
27. No student shall enter the MSC Office without first receiving permission to enter.
28. No radios, cell phones, pagers or devices that maybe disruptive to the class will be allowed. The Lead Instructor may make an exception to this rule upon a request from the student. An exception will be granted for illness or

pending emergencies only. The exception will be recorded in the daily log and must be re-approved each day. Recorders and lap top computers are allowed in lecture classes. During the state examination, no exceptions for phones are allowed.

29. No cameras are allowed unless prior approval has been given. No video cameras will be allowed. No cell phone cameras are allowed.
30. Students will conduct themselves in a manner that is a credit to themselves, the firefighting program and Lake Tech.
31. Only authorized personnel will fill air bottles and drive the mule. Selected students will be trained to fill air bottles.
32. Students will be assigned classroom and grounds cleanup on a rotational basis at the discretion of the instructor, included will be apparatus and equipment maintenance.
33. Food and drink is only allowed in the pavilion areas, not in the classrooms or training areas. Water bottles (water only) are allowed in the classroom.
34. Shoes and socks are to be worn at all times.
35. All campus rules and regulations not listed here will apply.
36. Students who know of other students violating the rules and regulations or school rules shall report them to the instructor.
37. Students will not drive the pumper trucks.
38. Students should not register to attend other classes during the duration of the MSC class. They will not be excused to attend these classes. Students will not be allowed to leave early with the exception of EMT, paramedic state test, or a job interview. All leaves must be documented before the scheduled date. Even with approved leaves, time will be docked and homework will be assigned. No exceptions can be made for PBA Day Test, Burn Days, Rappelling, or State Exam.
39. Essentials of Fire Fighting student workbook: the workbook corresponds to the chapters in the textbook. Before a subject test is given, the corresponding questions in the workbook must be completed correctly. The workbook will be displayed on the student's desk at the time of the subject test. The lead instructor for the day will review the workbook for correct completion or omitted questions. If the workbook questions for that chapter are not correctly completed the student will be required to one tower for every five

wrong answers. For omitted answers the student will do one tower for every answer omitted.

40. No chewing gum allowed while on campus.
41. Harassment of fellow students **will not** be tolerated. Racial, gender or ethnic comments will be grounds for dismissal.
42. Students will show respect for instructors.
43. Students will perform tasks as instructed. Failure to do so will be considered insubordination and the student will be recommended for termination from the program.
44. The student will have on their person at all times their 20ft of 7/16 personal rope unless exempted by the instructor.
45. Truck and equipment maintenance: On the last day of the week, all trucks will be washed/cleaned inside and out. All equipment will be cleaned and inventoried. (Thursdays for day class and Saturdays for night class)
46. Each student will be assigned a SCBA with a number. The MSC coordinator will assign a student to check the units out and in each day/night. A log will be maintained.
47. If an instructor feels that pushups are not appropriate for discipline other physical exercises may be issued, such as tower stair climbing, hose pull, etc.
48. Each student agrees to have his/her picture taken for identification and security purposes for the school.
49. In the event of inclement weather (tornadoes hurricanes), it is the student's responsibility to check local news stations to see if Lake Tech Fire Academy classes (part of Lake County School System) have been canceled.
50. All students must rappel from the top floor of training tower.
51. All students must climb to the top of the aerial ladder.

**THE FOLLOWING BEHAVIORS WILL RESULT IN DISCIPLINARY ACTION:
(AFTER A VERBAL WARNING, A WRITTEN REPRIMAND WILL BE GIVEN FOR THE SECOND OCCURRENCE)**

- 52. Arrival for class after the start time (with no notification, written reprimand)**

- 53. Arrival for class after the start time (after notification, towers or homework)**
- 54. Second late return for class—verbal reprimand**
- 55. Absent from class without notification (written reprimand and home work)**
- 56. Absent from class after notification (homework)**
- 57. Reporting to class without complete uniform (towers)**
- 58. Reporting to class with soiled uniform (towers)**
- 59. Failure to have book/notebook in the classroom (verbal reprimand)**
- 60. Wearing of hats/caps in classroom after one verbal warning (second occurrence, written reprimand)**
- 61. Reporting to class without complete set of turnouts (first occurrence, verbal warning)**
- 62. Reporting to class without complete set of turnouts (second occurrence, written reprimand)**
- 63. Not giving Instructor full attention after one verbal warning**
- 64. Sitting or lying down during class without a directive by an Instructor (first occurrence, verbal warning)**
- 65. Distracting others from the Instructor to the detriment of the leaning after one verbal warning (second offense, written reprimand)**
- 66. Eating or Drinking during class meeting after one verbal warning (exception water only)**
- 67. Sitting on classroom tables after one verbal warning**
- 68. Actions on drill ground that endanger other persons as determined by the Course Coordinator (written reprimand)**
- 69. Sleeping in class (first offense verbal warning, second offense written reprimand)**
- 70. Dropping hose coupling after one verbal warning**
- 71. Misuse of Personal Protective Equipment (first occurrence, verbal warning)**

- 72. Misuse of Personal Protective Equipment (second occurrence, written reprimand).**
- 73. No radios, cell phones, pagers or other devices that may be disruptive to the class will be allowed. These devices must be left in the student's car. If a student is found with one of these, they will be subject to dismissal from the program.**
- 74. At any time during the class an instructor may ring the fire alarm bell, which will require the recruit to be on their number completely in their PPE within 1.5 minutes. Failure to do so will require one tower for every 5 seconds over the time limit**

** Due to the hazardous nature of the training, students involved in a gross safety violation that may result in injury to other students or instructional staff may be exited from the program IMMEDIATELY upon documentation of such acts.

The Fire Service is a paramilitary organization. The chain of command must be followed.

The chain of command for the class will be:

1. Lead Instructor for the day
2. MSC Coordinator
3. Fire Program Director

The staff at Lake Technical Center takes great pride in the Fire Program and its students. The staff has the responsibility to train students to be professional firefighters and to certify that students will be a credit to Lake Tech Fire Academy and the profession. During the class, students who are not meeting the professional standards whether academic, practical, or attitude, will be counseled. If improvement is not made, the student may be dismissed from the Academy.

If any problems arise during the course of the program, students should feel free to contact the Institute of Public Safety staff members or administrators at (352) 742-6463, or by visiting the counselors located in the Admissions Office of the Eustis campus. Students must follow the chain of command.

Students enrolled in this class are training to enter a dangerous, responsible, adult occupation in which the civilian public, as well as your work partners will be dependent upon your ability. With this in mind, use your training hours wisely.

CREED

WE ARE FIREFIGHTING RECRUITS.
OUR CHOSEN PROFESSION IS RICH IN
TRADITION AND HONOR. OUR ABILITIES
FORGED IN THE FLAMES OF EXPERIENCE
AND TEMPERED IN THE HALLS OF
EDUCATION.

WE MUST REMAIN VIGILANT TO HELP
THOSE IN NEED WHO CANNOT HELP
THEMSELVES.

WE ARE A BROTHERHOOD, THE FINE LINE
BETWEEN CHAOS AND NORMALCY. WE
ACCEPT THE SACRIFICES WE MUST MAKE
TO EARN THE TITLE OF
AMERICA'S BRAVEST.
WE DO NOT FEAR THE FUTURE
FOR WE ARE THE FUTURE!

LAKE TECHNICAL CENTER
INSTITUTE OF PUBLIC SAFETY

STATEMENT OF UNDERSTANDING

FIREFIGHTING

I attest that I have received a copy of the Lake Technical Center Institute of Public Safety Fire Program's Rules and Regulations and Code of Student Conduct. I know it is my responsibility to understand them and that any infractions of the aforementioned guidelines may result in disciplinary actions as outlined in the Rules and Regulations. I also understand that I cannot be a user of tobacco and enrolled in this class.

DATE

STUDENT NAME – PRINTED

STUDENT SIGNATURE

WITNESS – PUBLIC SAFETY STAFF