

# MASTER PLAN OF INSTRUCTION

## LAKE TECHNICAL COLLEGE INSTITUTE OF PUBLIC SAFETY

### FIRE FIGHTER I/II PROGRAM

SCHOOL YEAR  
2016-2017

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EXECUTIVE DIRECTOR

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**Lake Technical College is accredited by the Commission of the Council of Occupational Education**

#### **MISSION STATEMENT**

The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities.

Lake Technical College prohibits discrimination in admission to, or access to, or employment in its programs and activities on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The district provides equal access to district facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

**LAKE TECH FIRE ACADEMY  
INSTITUTE OF PUBLIC SAFETY**

**FIRE FIGHTER I/II PROGRAM**

398 Hour Fire Fighter I/II (Minimum Standards Class) and 47 Hour Capstone Class

or

192 Hour Fire Fighter II and 47-Hour Capstone Class

The technical certificate program for Fire Fighter 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.

Per Florida Statue 633.34.6, to become a Fire Fighter I/II in the State of Florida, an individual must be a non-user of tobacco, and the individual must sign an affidavit stating he/she is not a user of tobacco.

**ADMISSION CRITERIA:**

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

- \* Be at least 18 years of age unless a dual-enrolled, high school senior and 17 years old. Qualified high school students may be eligible for the day firefighting program if they have met all their academic requirements for graduation
- \* **Florida Statute 633 (excerpt) Firefighter Certification; Qualification for Certification** - A person making application for Firefighter Certification is ineligible if previously convicted of a misdemeanor relating to the certification or to perjury or false statements, or a felony or a crime punishable by imprisonment of 1 year or more under the law of the United States or of any state thereof or under the law of any other country, or dishonorably discharged from any of the Armed Forces of the United States. “Convicted” means a finding of guilt or the acceptance of a plea of guilty or nolo contendere in any federal or state court or a court in any other country, without regard to whether a judgment of conviction has been entered by the court having jurisdiction of the case.
- \* **Florida Statute 633.107 Exemption from disqualification from licensure or certification.—**
  - (1) The department may grant an exemption from disqualification to any person disqualified from licensure or certification by the Division of State Fire Marshal under this chapter because of a criminal record or dishonorable discharge from the United States Armed Forces if the applicant has paid in full any fee, fine, fund, lien, civil judgment, restitution, cost of prosecution, or trust contribution imposed by the court as part of the judgment and sentence for any disqualifying offense and:
    - (a) At least 5 years have elapsed since the applicant completed or has been lawfully released from confinement, supervision, or nonmonetary condition imposed by the court for a disqualifying offense; or
    - (b) At least 5 years have elapsed since the applicant was dishonorably discharged from the United States Armed Forces.
  - (2) For the department to grant an exemption, the applicant must clearly and convincingly demonstrate that he or she would not pose a risk to persons or property if permitted to be licensed or certified under this chapter, evidence of which must include, but need not be limited to, facts and circumstances surrounding the disqualifying offense, the time that has elapsed since the offense, the nature of the offense and harm caused to the victim, the applicant’s history before and after the offense, and any other evidence or circumstances indicating that the applicant will not present a danger if permitted to be licensed or certified.
  - (3) The department has discretion whether to grant or deny an exemption. The department shall provide its decision in writing which, if the exemption is denied, must state with particularity the reasons for denial. The department’s decision is subject to proceedings under chapter 120, except that a formal proceeding under s. 120.57(1) is available only if there are disputed issues of material fact that the department relied upon in reaching its decision.
  - (4) An applicant may request an exemption, notwithstanding the time limitations of paragraphs (1)(a) and (b), if by executive clemency his or her civil rights are restored, or he or she receives a pardon, from the disqualifying offense. The fact that the applicant receives executive clemency does not alleviate his or her obligation to comply with subsection (2) or in itself require the department to award the exemption. To apply for exemption contact the Bureau of Fire Standards at 352-369-2800
- \* Submit to a fingerprint background check. 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 program, 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.
- \* Submit a **driver's license history** with the 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.**
- \* **Submit documentation of successful completion of an EMT or First Responder Class. For Fire Fighter, certification applicants must have a minimum of First Responder certification to sit for the state certification exam.**
- \* Complete LTC's online application

### **ACCOMMODATIONS:**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Students with Disabilities Coordinator will schedule a meeting with the student and instructor to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

### **TUITION:**

Tuition is charged for adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. Tuition is due prior to the first day of each semester based on the Lake Technical College payment calendar. Failure to pay all fees due at the time class begins will result in not being able to attend class and/or clinical if applicable.

### **FINANCIAL AID:**

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

### **APPLICATION PROCEDURE FOR CONDITIONAL ACCEPTANCE:**

- 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. Two retest is allowed within six months. The test is given at the Lake Technical College in Eustis at a cost of \$25. The testing fee must be paid at the Eustis campus. Call (352)589-2250 test schedule information.
- Applicants must submit a completed and official program application for approval by the Fire Program Training Director. 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.

## **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 Simulated Candidate Physical Ability Test (SCPAT), refer to the Lake Tech web site for details, and receiving a clear background check. Fingerprinting and drug testing will be done on SCPAT testing day.

### **REFUNDS\*:**

- Withdrawal Refund Policy: through the closing of the fifth day of class, 100% of all tuition/fees will be refunded, with the exception of rental fees.
- If Lake Tech cancels a class, a class does not open as scheduled, or a student registers but never attends – 100% of all tuition and eligible fees will be refunded.
- No fees will be refunded after the closing of the fifth day of class per semester.
- Registration and payment plan fees are non-refundable.

*\*See the Lake Technical College catalog for full Refund Policy.*

## **OBJECTIVE:**

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 College. 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 the Florida Department of Education (FLDOE) 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, rigorous and relevant instruction is provided. The students are expected to meet all requirements of both the Florida Bureau of Fire Standards and FLDOE.

## **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 30 hours of live burns total in 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 failure.

Additional Requirement: Completion of the 47-hour Capstone for Fire Fighter class

## **ATTENDANCE:**

The Lake Technical College Fire Fighter I/II (Minimum Standards) Program is 398 hours in length. Students who exceed 16 hours of absence during the 398 hours and the 47-hour Capstone for Fire Fighter 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 Training 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 documented by an attendance roster. The instructor will verify attendance. Any tardiness is recorded on the daily attendance sheets, regardless of the amount of time. Ex: two minutes, five minutes, etc. All will be recorded.

The Fire Fighter II program is 225 hours in length.

For the FFII program and 47-hour Capstone for Fire Fighter, the maximum number of absences is 12 hours and probation occurs at 6 hours of absences. All the other rules concerning absences listed in the above paragraph apply.

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 physical training (pt) or training evolutions may be allowed to sit out for one class. Absence from more than one class requires an excuse from a doctor stating the reason he/she cannot participate and the date when he/she 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. 1928 on Saturdays or 352-742-663 ext. 1911 or 1916 for night classes.

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. A student having medical documentation or documentation of an extenuating circumstance does not need to petition to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team.

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 one's 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. Phone 352-742-6463 ext. 1928 on Saturdays or 352-742-663 ext. 1911 or 1916 for night classes.
- 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 Records Specialist within five (5) class days following the absence. Homework will be one written page for each hour absent and on the subject missed. Copying from the book is unacceptable. Failure to complete homework may result in termination from the class. Students with incomplete homework will be ineligible for the Minimum Standards State Exam for Certification. 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 one 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 means the student will climb the training tower stairs to the sixth floor and return to the ground floor*

**Leaving Campus during School Hours:** For safety reasons, students will notify their instructor when leaving campus early. Students may leave campus for lunch provided this is done within the allotted time.

## **ESSENTIALS OF FIRE FIGHTING**

**Exam Prep:** the Exam Prep corresponds to the chapters in the textbook. Before a subject test is given, the corresponding questions in the Exam Prep must be completed correctly. The Exam Prep will be checked on test days for completion.

## Practical Testing for Fire Fighter I and Fire Fighter II Courses

1. Simulated Candidate Physical Agility Test (SCPAT) The test consists of 8 events.

This test is given three times during the FF1/FF2 course. At qualifying maximum time 12 minutes with no weights...At midterm recommended time 11 minutes with 50 pounds of weight. Must complete the entire SCPAT course or be subject to dismissal from the class. Final SCPAT recommended time 10 minutes 20 seconds with 50 pounds of weights and 25 pounds additional for the stair climb. Must complete the entire course within 15 minutes or be exited from the class.

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise & Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach & Pull

### **PRACTICAL TEST**

1. SCPAT FF2 class will test at their midterm
2. Protective Breathing Apparatus Testing (P.B.A.)
3. Mid Term Practical
4. SCPAT Final Exam
5. Final Practical Skills Testing

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

The P.B.A. Day test

##### **Maze**

The student must negotiate the maze while breathing air from the SCBA 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 half of the class. One retake will be allowed. The retake will not count against the subject retake policy.

4. SCPAT final test. Final SCPAT recommended time 10 minutes 20 seconds with 50 pounds of weights and 25 pounds additional for the stair climb. Must complete the entire course within 15 minutes or be exited from the class.

**5. Final Practical Skills Test:** This practical skills test is administered near the end of the program. There are 3 sections on the test, and is graded separately. Each student must demonstrate individual firefighting skills. A numerical grade is used. A passing grade of 75% is required on each section. One re-take is allowed. If any one of the sections is failed, all sections must be re-taken. Passing of this test is required in order to take the Minimum Standards State Exam 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. Students 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. 75% is passing score. A student may fail up to two of the tests, provided he/she passes a retake exam for each test failed and earns a score of 75% or higher when the exam and retake scores are averaged together. A grade of 75% 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 exam combined average of the original test and retake do not meet or exceed the required 75 % level, the student will be dismissed from the program.
3. If on any subject test a grade of less than 80 is made, the student will be required to attend a study session with Lake Tech's Academic Success Advisor. The study session will be on Tuesday mornings from 7 am to 9 am in the Minimum Standards Class (MSC) classroom.
4. To successfully complete the program, a student must pass the Lake Technical College final examination with a score of seventy (75) percent or higher on both the written and practical portions. **One retake** will be allowed in the area of deficiency.

Final written test: The passing score is 75%. One retest is allowed on the final written test. The original test and the retest must average 75% for a passing grade. A grade of 75% will be recorded. Failure to meet this requirement will mean the student cannot take for the State Certification exam and will be exited from the program.

The state practical test is given at Lake Technical College Institute of Public Safety for the convenience of the student. The state written test is given in the computer lab at Lake Tech, Eustis campus.

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 practice to any student who, in their professional opinion, requires additional work to master specific Bureau of Fire Standards requirements.

## **ONLINE ACCESS:**

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your instructor(s) have a current, working email address for you. See your instructor for more information.

## **SOCIAL MEDIA:**

The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of "not-so-popular" problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about you. You should also be cautioned on how private your social media content really is – despite the settings on your account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as "private" for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that your posts will be seen/read by everyone with access to the Internet.

## **ACCEPTABLE DRESS:**

Students who attend Lake Tech shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive.

The Fire Program Training Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

## **DRESS CODE:**

In the **classroom**, students will wear the following uniform purchased from Lake Tech which includes:

- long black pants
- blue Lake Technical Fire Academy dress shirts (class A)
- black belt, silver buckle
- black athletic shoes
- White Socks tube-length to wear with boots (purchased anywhere)

During **PT**, students will wear the following:

- Lake Technical College, with logo, shorts and shirts for PT and under turnouts
- Lake Technical College, with logo, sweat pants, sweat shirts, or jacket for PT and under turnouts
- White Socks for PT (purchased anywhere)

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

## **BUNKER GEAR:**

Bunker gear is not provided by Lake Tech. We will make available to you a vendor for rental of the gear. If you have other sources for the gear, the gear must be approved by a member of the Lake Tech staff. It is the responsibility of the recruit to keep the gear clean. The gear will be inspected for cleanliness.

**STATE EXAM:** Uniform pants & PT shirt are required for the state exam. Shorts are not allowed during the state exam.

Lake Technical College 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 College PT shirt. No sandals or flip-flops are allowed. No jewelry is allowed, which 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.** Requirements may be altered at the discretion of the lead instructor.

**\*Watches are not allowed to be worn during state MSC exams.**

## **CLASS PROCEDURES:**

**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 before each class session and be inspected daily for proper attire, grooming, and equipment. This shall include all of the student's personal protective equipment (PPE) which includes the student's personal rescue rope (20 feet of 7/16 Kermantle rope). The student will be in proper uniform, including rope, while on campus. The student will be in proper uniform when on lunch breaks. 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. Towers will be done at the end of the class day. Violations will be noted on the daily attendance form and in the logbook.

When the inspection is completed, the class will recite the "Firefighter's Creed." The recruits will have two weeks to learn "Creed." After that, at any time during the class the recruit can be required to recite the "Creed". The penalty for not knowing the creed will be 3 towers, in full bunker gear.



## **FIREFIGHTER CREED**

**WE ARE FIREFIGHTING RECRUITS. OUR CHOSEN PROFESSION IS RICH IN TRADITION AND HONOR. OUR ABILITIES ARE 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, AND ARE WILLING TO EARN THE TITLE OF "AMERICA'S BRAVEST." WHILE WE ARE UNCERTAIN WHAT THE FUTURE HOLDS FOR US. WE DO NOT FEAR THE FUTURE .....FOR WE ARE THE FUTURE!**

There will be a flag-raising ceremony prior to the daily 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. Since class times are 9 am to 6 pm, unless otherwise instructed, lunch periods run from 1 pm to 2 pm. This will allow 4 hours before and after lunch for class work. 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. 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.

### **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, 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 College Institute of Public Safety front office, the MSC Coordinator, and/or the Fire Program Training Director.

### **ETIQUETTE:**

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

- 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; or
- When in the break areas and visiting dignitaries in uniform (or suits) are touring the facilities. **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 require 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 doing so. This does not include the front reception office.

### **FOLLOW UP**

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, instructors may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your

instructor any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

### **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 Records Specialist. The team leader will oversee cleanup of this area.

### **INSURANCE:**

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

**ANY STUDENT WHO SUSTAINS AN 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. The catalog is available in the campus Admissions Office and on the school website at <http://www.laketech.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:

- 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 School Intervention Team (SIT) meeting will be scheduled to consider appropriate discipline.

### **GROUND FOR DISMISSAL:**

- **Failure to follow a direct order**
- **Untruthfulness**
- **Fighting will result in a minimum of eight hours suspension and may include dismissal from the class.**
- **Cheating**

**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 PROGRAM immediately!
9. Vehicles and lockers are subject to random drug searches by law enforcement canines.
10. Lake Tech is a tobacco-free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location. Again, 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 because 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 but may not extend below the corners of the mouth so that an air mask seal can be obtained. 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, including 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 may be disruptive to the class will be allowed in the classroom or on the training grounds. Cell phones can go no further than the red lines designating the training area. Phones must be left in your locker or car. 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.
29. During the state examination, no exceptions for phones are allowed.
30. Laptops and tablets are allowed for access to digital versions of the text. Any other uses of these devices are prohibited. Violation of this rule may include dismissal from the program. Twitter or Facebook use during class will be grounds for dismissal from the class. Tape recorders are allowed for lectures.
31. No cameras are allowed unless prior approval has been given. No video cameras will be allowed. No cell phone cameras are allowed.
32. Students will conduct themselves in a manner that is a credit to themselves, the firefighting program and Lake Tech.
33. Only authorized personnel will fill air bottles and drive the Polaris. Selected students will be trained to fill air bottles.
34. Students will be assigned classroom and grounds cleanup and apparatus and equipment maintenance on a rotational basis at the discretion of the instructor.
35. 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.
36. Shoes and socks are to be worn at all times.
37. All campus rules and regulations not listed here will apply.
38. Students who know of other students violating the rules and regulations or school rules shall report them to the instructor.
39. Students will not drive the pumper trucks.
40. 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 test, 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.
41. Essentials of Fire Fighting Exam Prep: the book corresponds to the chapters in the textbook. Before a subject test is given, the corresponding questions in the Exam Prep must be completed correctly.
42. No chewing gum allowed while in the classroom, labs, or during class activities.
43. Harassment of fellow students **will not** be tolerated. Racial, gender, or ethnic comments will be grounds for dismissal.
44. Students will show respect for instructors.
45. 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.
46. The student will have on his/her person at all times his/her 20 ft. of 7/16 personal rope unless exempted by the instructor.

47. 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)
48. Each student will be assigned a numbered SCBA. The MSC coordinator will assign a student to check the units out and in each day/night, and a log will be maintained.
49. If an instructor feels that pushups are not appropriate for discipline, other physical exercises such as tower stair climbing, hose pull, etc. may be issued.
50. Each student agrees to have his/her picture taken for identification and security purposes for the school.
51. 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.
52. All students must rappel from the top floor of training tower.
53. 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):**

54. **Arrival for class after the start time (with no notification, written reprimand)**
55. **Arrival for class after the start time (after notification, towers or homework)**
56. **Second late return for class—verbal reprimand**
57. **Absent from class without notification (written reprimand and home work)**
58. **Absent from class after notification (homework)**
59. **Reporting to class without complete uniform (towers)**
60. **Reporting to class with soiled uniform (towers)**
61. **Failure to have book/notebook in the classroom (verbal reprimand)**
62. **Wearing of hats/caps in classroom after one verbal warning (second occurrence, written reprimand)**
63. **Reporting to class without complete set of turnouts (first occurrence, verbal warning)**
64. **Reporting to class without complete set of turnouts (second occurrence, written reprimand)**
65. **Not giving the instructor full attention after one verbal warning**
66. **Sitting or lying down during class without a directive by an Instructor (first occurrence, verbal warning)**
67. **Distracting others from the instructor to the detriment of the learning after one verbal warning (second offense, written reprimand)**
68. **Eating or Drinking (exception water only) during class meeting after one verbal warning**
69. **Sitting on classroom tables after one verbal warning**
70. **Actions on drill ground that endanger other persons as determined by the Course Coordinator (written reprimand)**
71. **Sleeping in class or during practice drills is unacceptable behavior and will result in loss of attendance equal to the time observed sleeping. In addition, a student will receive a verbal warning on the first offense. For a second offense in the classroom, a written reprimand will be issued. For a second offense during practice drills, the student will be subject to dismissal.**

- 72. Dropping hose coupling after one verbal warning**
- 73. Misuse of Personal Protective Equipment (first occurrence, verbal warning)**
- 74. Misuse of Personal Protective Equipment (second occurrence, written reprimand)**
- 75. 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.**
- 76. 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 College 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 it be 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 visit 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.

**LAKE TECHNICAL COLLEGE  
INSTITUTE OF PUBLIC SAFETY**

**STATEMENT OF UNDERSTANDING**

**FIRE FIGHTER**

I attest that I have received a copy of the Lake Technical College 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.

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DATE

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STUDENT NAME – PRINTED

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STUDENT SIGNATURE

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WITNESS – PUBLIC SAFETY STAFF