

# **LAKE TECHNICAL COLLEGE**

**2019-2020**

## **MASTER PLAN OF INSTRUCTION**

### **FIRE FIGHTER / EMERGENCY MEDICAL TECHNICIAN – COMBINED PROGRAM**

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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 does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.**

## FIRE FIGHTER / EMERGENCY MEDICAL TECHNICIAN – COMBINED PROGRAM

The **Fire Fighter/EMT Combined Program** is a 698-hour program offering a sequence of 4 courses with 3 occupational completion points. The program is comprised of comprehensive courses consisting of lectures, practical “LIVE” fire training, and EMT clinical rotation and field internship. Graduates will be eligible to take the state firefighter certification and state EMT certification National Registry examination.

OCP	Course Number	Course Title	Length	SOC Code
A	FFP0010	Fire Fighter I	206 hours	33-2011
B	FFP0020	Fire Fighter II	192 hours	33-2011
C	EMS0110	Emergency Medical Technician	300 hours	29-2041

Lake Technical College’s Capstone Test Prep Class of 47 hours is available upon completion of OCP A and B.

Per Florida Statue 633.34.6, to become a Fire Fighter 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 **Fire Fighter/EMT Combined Program**, each applicant must:

- \* Be at least 18 years of age, unless a dual-enrolled high school senior and 17 years old. A qualified high school student may be eligible if he/she has met all academic requirements for graduation. Dual-enrolled applicant must be 18 years old to test for fire certification and prior to beginning of the Emergency Medical Technician (EMS0159) course.
- \* Have earned a high school diploma or its equivalent.
- \* Be of good moral character.
- \* Possess a valid Florida driver’s license. Note: Applicant must be a resident of Florida for at least one year to pay in-state tuition rate.
- \* Take the TABE test, level 10 in all subjects, A level TABE.
- \* Submit to a fingerprint background check. See Florida Statute 633 excerpt (page 3 of this document) related to background check.
- \* Submit to a drug screening. Additional drug screenings may be required during the program if suspicion warrants. If at any time the student’s drug test is positive and has not been medically approved, the student will be withdrawn from the program. **NOTE: Students are responsible for payment of all fees related to drug screening.**
- \* 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. The applicant is required to provide documentation of mandatory shots and immunization prior to beginning the Emergency Medical Technician (EMS0110) course.
- \* Current Professional CPR card.
- \* Submit a **driver’s license history** with the application packet. **This must be an official certified record from a Courthouse. An applicant with excessive points or license suspended within the last three years will be disqualified.**
- \* Complete LTC’s online school application.

Along with the completion of the above-listed admission criteria, an applicant must submit a completed LTC’s Fire Fighter/EMT Combined Program application for conditional acceptance into the program.

### **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.**

**Final admission to the Fire Fighter/EMT Combined Program 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.

**Untruthfulness or omissions on the LTC or program application will be grounds for dismissal if applicant is admitted to the program.**

## **GENERAL INFORMATION**

### **ACCOMMODATIONS**

Federal and state legislation require the provision of accommodations for students with disabilities as identified on the secondary student's IEP/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 faculty 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.

### **INSURANCE**

Due to the high-risk nature of training, personal accident insurance is required. Hospitalization/accidental medical insurance is optional. For those who don't have insurance, a low cost plan is available. See the Admissions Office at Lake Technical College's main campus.

### **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). For information on financial services, contact the Financial Aid Office at Lake Technical College's main campus 352.589.2250.

## **TEST OF ADULT BASIC EDUCATION (TABE)**

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy applicants, take a state mandated basic skills examination prior to enrollment. Scores are good for two years and must be valid at the time of enrollment.

Assessment instruments meeting this requirement include (must be within 2 years of enrollment to be considered valid):

- A **common placement test** where a minimum score has been achieved pursuant to Rule 6A-10.0315, F.A.C.;
- Tests of Adult Basic Education (**TABE**) 11 & 12; and,
- 2014 GED® Tests: **Reasoning through Language Arts** and/or **Mathematics Reasoning** where a minimum score (145) as required in Rule 6A-6A.6.021, Florida Administrative Code (F.A.C.) has been achieved.

Applicants transferring appropriately leveled TABE, GED test sections, or common placement tests must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed envelope.

**Standardized tests scores are valid for two years.**

Several exemptions to TABE are accepted. In order to be exempt, a student must submit official documentation to a career advisor for verification of an exemption:

- Applicants who possess a **documented degree** in applied science (AAS) level or higher;
- Applicants who earned a **Florida standard high school diploma, 2007 or later** (see withdrawal codes for standard);
- Applicants who are serving as an **active duty member** of any branch of the United States Armed Services;
- Documented passing scores on **state-designated industry certification** tests may be used;
- Any student enrolled in an **apprenticeship program** that is registered with FDOE in accordance with Chapter 446.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Required TABE exit scores may be waived for documented special needs students as per Florida guidelines. The student must enroll in AAEE and begin remediation in order to meet the exit requirements of the CTE program in which the student is enrolled. A student, with a documented disability, who is approaching completion (**mastered 90% of the competencies**) of the CTE program and has not met TABE scores, may be considered for a TABE exemption.

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after 60 documented hours of remediation in the Applied Academics for Adult Education (AAEE) lab or three months if not attending AAEE. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum TABE scores set by the Florida Department of Education for their program must begin attending remediation classes in the AAEE lab prior to or at the time of enrollment in a Career and Technical Education class for at least one block a day and make acceptable progress as determined by the AAEE faculty. It is highly recommended students meet state mandated TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring appropriately leveled TABE, PERT or other accepted standardized test scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed envelope. Standardized tests scores are valid for two years.

TABE scores are good for two years and must be valid at the time of enrollment. TABE scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of each semester per school year. Continuous enrollment applies to attendance in a single program.

The TABE exit scores for this program are reading 10; math 10; and language 10.

### **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.

### **REFUND POLICY**

If it becomes necessary for a student to withdraw from the program, the tuition refund may be given using the following applicable guidelines (excerpts from the LTC refund policy guidelines):

- Withdrawal through the closing of the fifth day of class per semester, 100% of all tuition and eligible fees will be

- refunded.
- Registration fees are non-refundable.
- Payment plan fees are non-refundable.
- Uniforms are not eligible for refunds.
- Rental fees are non-refundable.
- If student tuition has been paid by a scholarship, the refund due will be returned to the scholarship fund or the agency that sponsored the student.

**The Lake Technical College refund policy is listed in its entirety in the College's catalog on its website ([www.laketech.org](http://www.laketech.org)).**

### **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 faculty have a current working email address for you. See your faculty 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 an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an 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 all posts will be seen/read by everyone with access to the internet.

## **FIRE FIGHTER / EMT PROGRAM PROCEDURES AND POLICIES**

### **PROGRAM OBJECTIVES AND PURPOSE**

- To provide the means of developing the basic firefighting and EMT knowledge and skills required by the State of Florida Division of Fire Marshal's Office, the Florida Department of Health, and Lake Technical College.
- To impart to the student the proper attitude and discipline required for gainful employment within the fire service or pre-hospital emergency medicine.
- To provide training for firefighters that meet NFPA 1001 standards as outlined in Florida Statute 633, implemented by Rule 69A, and EMT training as outlined in Florida Administrative Code 64-J and Florida Statute 401.

### **ATTENDANCE**

In an effort to develop appropriate work ethics, Lake Tech students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the faculty on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. Faculty are not expected to manually enter student attendance. Only one override is permitted for failure to log in or out. Therefore, failure of a student to log in and out may result in a

documented absence. Logging in or out for another student or having another student log in or out is unacceptable behavior and may result in dismissal.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted except as approved by the Executive Director of Lake Technical College.

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.

Absenteeism, tardiness, and leaving early are a reflection on the trainee's personal character and an indicator of disinterest in attaining professional status in the field. Excessive absence or tardiness will be grounds for reprimands and/or dismissal from the program. These areas are also a main point of interest that employing agencies explore when reviewing trainee records for employment or retention.

Classroom, lab and clinical rotations scheduling will **not** be arranged around a student's employment schedule. It is expected that the student's education comes first. Each student is expected to be punctual and in attendance for all classroom, lab, and clinical rotations. **Employment should in no way interfere with the student's academic or clinical responsibility.**

Specific attendance requirements are outlined in the Course Requirements section of this Master Plan of Instruction.

It is important to keep in mind that faculty in the Fire Fighter/EMT Combined Program also work in their respective fields and hire new employees as well as give employment recommendations to other agencies. They take note of a student's attendance record as well as absenteeism and tardiness. Think about your future—the first day of class in this program starts your interview!

### **DRESS CODES**

Students who attend Lake Technical College 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.

When off campus students will not engage in unprofessional behavior, such as but not limited to, alcohol consumption and unquestionable behavior while in uniform. Violation of this policy will result in the student being placed on probation. A second offense will result in termination from the program.

The Executive 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.

The **Fire Fighter/EMT Combined Program** has a **specific uniform dress code**. Students are expected to report to class and all related program activities in clean and maintained attire. Undergarments shall be worn at all times. Shirts are to be tucked in at **all** times.

**In the classroom**, students will wear the following:

- long black pants for all courses
- Fire courses - blue Lake Technical Fire Academy dress shirts (class A)
- EMT courses - EMT approved polo shirt
- black belt with silver buckle
- black athletic shoes
- Black socks tube-length to wear with boots (student provided)
- Black socks for PT (student provided)
- Jewelry is confined to a wedding and/or engagement ring, if applicable, and a watch. Body piercing, which includes, but is not limited to, ears, brows, nose, lips, and tongue, is not permitted.
- Make-up is to be moderately applied and should be consistent with the professional nature of Fire Fighting and EMS.
- Hair should be clean and groomed neatly. Hairstyle and color should be consistent with the professional nature of Fire Fighting and EMS. Extremes in either will not be allowed. Hair longer than shoulder length (men or women), must be tied back. For safety reasons, long hair must be kept under a hood during training.

No hats may be worn in the classroom, lab areas, or during EMT clinical and internship. Students must be cleaned shaven. Neatly trimmed mustaches are permitted provided an air mask seal can be obtained. The mustache, however, may not extend below the corners of the mouth. Sideburns cannot extend below the bottom of the ear.

- Fingernails are to be kept clean and trimmed not to exceed ¼" passed the nail tip. Polished nails must be clear or neutral in color. Bright and dark color nail polish as well as artificial and gel nails are not permitted.
- Body art must be covered.

**During Physical Training (PT)**, students will wear the following:

- Lake Technical College (only) shorts and shirts for PT and under turnouts
- Lake Technical College (only) sweat pants, sweat shirts, or jacket for PT and under turnouts
- Black socks

**Emergency Medical Technician (EMS0110) course**, the following items are required:

- Lake Technical College student photo ID badge
- Watch with second hand
- Student kit (included in supply fee)
- Blue ink pen
- Safety glasses
- Small spiral-bound notebook

At the discretion of the faculty, Lake Technical College shorts may be worn under turnout gear. No tank tops or lettered tee shirts are permitted other than Lake Technical College PT shirts. No sandals or flip-flops are allowed. No jewelry, which includes any type of body piercing jewelry, is allowed. Watches and wedding rings are the only exceptions. Students are not permitted to wear watches during state MSC exams. Academic integrity is a concern to the Fire and EMS programs; therefore, utilizing cell phones and other programmable devices smartwatches are not permitted during testing. Requirements may be altered at the discretion of the lead faculty.

For the **Fire Fighter State Exam**, students are required to wear uniform pants and PT shirt. Shorts are not allowed to be worn in the State exam.

### **DISCIPLINE/REPRIMANDS**

As set forth in the College's catalog, it is the student's responsibility to read and comply with school policies and procedures. The catalog is available on the College's website, [www.laketech.org](http://www.laketech.org).

Failure to comply with the rules and regulations of the Fire Fighter/EMT Combined 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 disciplinary action.

**All reprimands will be documented in the class log.**

### **EQUIPMENT**

**Bunker gear** is not provided by Lake Technical College. The College will make available to you a vendor for rental of the gear. If you have other gear sources, the gear must be approved by a member of the Lake Technical College Fire Fighter staff. It is the responsibility of the recruit to keep the gear clean. The gear will be inspected on a regular basis for cleanliness.

### **FACULTY OFFICES**

Students are not permitted in any staff member's private office without permission. The student will knock and receive permission to enter before doing so. Please note that the Institute of Public Safety (IPS) front office is not considered a private 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, faculty 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

faculty 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.

### **GROUND FOR PROGRAM DISMISSAL**

The faculty and staff of Lake Technical College work closely with all students to help them succeed in their chosen profession. Violation of any established program regulation or policy may result in disciplinary action up to and including dismissal from the program. There are zero tolerance infractions, however, that will result in a student's dismissal from the program:

1. Unsatisfactory academic, practical, lab or clinical work.
2. Demonstration of unsafe performance and poor professional judgment in the practical area (to include clinical and field internship) such as, but not limited to, endangering safety of self or others by:
  - a. Violating standard safety practices;
  - b. Delaying care that is within the student's realm of ability and/or knowledge; or
  - c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge.
3. Being found in any restricted or unauthorized area.
4. Unethical conduct such as fraud, drug abuse, alcohol abuse, breach of confidentiality (HIPAA violation); inappropriate student/patient interaction or interpersonal relation; or aggressive or dishonest behavior towards any school or hospital staff member, physician, patient, or other student, defined as follows:
  - a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others.
  - b. Dishonest behavior is defined as an untruthful, untrustworthy, or unreliable action.
5. Cheating in any manner.
6. Withdrawal from a hospital or participating agency as the result of due process proceedings based upon a written request from the agency that the student be withdrawn.
7. Violations of the attendance policy.
8. Failure to satisfy identified probationary requirements within the stated time.
9. Failure to comply with requirements as stated in the Master Plan of Instruction.

### **INJURY/ILLNESS**

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

### **LOCKERS/SHOWERS**

Lockers and showers are provided for the convenience of the students. It is expected that each student will clean up after himself/herself and leave this area in the same condition as found. Each student must furnish his/her own lock for a locker and give the number of the locker being used to the Program Office. The team leader will oversee cleanup of this area.

### **PARKING**

Students shall park in the designated 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 and/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.

### **TESTING and GRADING**

Lake Technical College is a postsecondary institution designed to provide trained individuals for industry. The approved postsecondary program grading requirements must be met for the student to receive a program certificate.

#### *Lecture/Classroom*

Written and Practical exams are administered for combined subjects of instruction.



### Grading Policy:

1. Exams are administered for combined subjects of instruction. A student may fail two of the tests, provided he/she passes a retake exam for each test failed with 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 exams combined average of the original test and retake do not meet or exceed the required seventy (75%) percent level, the policy dictates that the student will be dismissed from the program.
3. Exam Retake Policy: If a test is failed the student will given one hour to review the failed test and the test answer card in the classroom or instructor's office, the exam cannot be copied or picture taken by device. The student must return the test document and the test answer card to the instructor. Failure to do so will result in dismissal from the program. The student will retake the exam 3 class sessions after the failure date.

### *Written*

1. A student may fail two tests, provided he/she passes a retake exam for each test failed with 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 on any subject test a grade of less than 80% is made, the student will be required to attend a study session with Lake Technical College's Student Success Counselor. Study sessions will be on Tuesday mornings from 7 am to 9 am in the Minimum Standards classroom on the IPS campus.

### *Practical*

Practical exams are scored Pass or Fail.

To successfully complete the program, a student must pass each course's comprehensive final exam with a score of 75% or higher and receive a Pass on the practical exam. One retake allowed on the written final. One retake on the final practical. The entire practical must be retaken.

### *Clinical/Internship Practical Experience - This is the clinical component for EMT (EMS0110)*

A final grade for the student's clinical and ambulance internship activities is calculated and based on the following criteria:

- a. Knowledge and skills: These required components are very closely integrated in the training and work of an EMT or paramedic and, therefore, will be weighted together to make up this portion of the curriculum. The knowledge and skills grade will encompass the following areas of study:
  1. Clinical chronology/clinical essay
  2. Skills Check Off and competency examinations
- b. Professional Skills:
  1. Attendance/tardiness to clinical rotations
  2. Professional appearance
  3. Professional interaction and rapport (teamwork and diplomacy, respect, patient advocacy)
  4. Professional conduct (integrity, empathy, self-motivation, and self-confidence)

The student must successfully complete both the clinical/internship portion of the program independent from the classroom portion. The minimum satisfactory grade for the clinical/field internship portion is 75%.

### **STATE TESTING**

For the convenience of the student, the State practical test for Fire Fighter I (FFP0010) and Fire Fighter II (FFP0020) is given at IPS.

The State written tests for Fire Fighter I (FFP0010) and Fire Fighter II (FFP0020) are given at the Lake Technical College Testing Center on the College's main campus.

Florida Statute 401.2701 requires the student to pass a comprehensive final written and practical examination given at the end of EMT (EMS0110). To become a State certified EMT, the graduate must apply for and pass the Florida EMT (National Registry EMT) certification examination. The certification examination is given off-campus.

### **VISITORS**

All visitors to the main campus of Lake Technical College must check in at the Admissions kiosk in the lobby, and all visitors to the IPS campus must check in at the Front Office. Students will not have visitors in the program training areas without approval of the Fire Program Director, MSC Coordinator, or the EMT Program Coordinator.

## COURSE REQUIREMENTS

The State of Florida Bureau of Fire Standards and Training, the Department of Health, Division of Medical, the Florida Department of Education (FLDOE), and the US Department of Transportation (DOT), National EMS Education Standards for EMT set the curriculum of instruction required to sit for the state certification and licensure examinations. The specific requirements for each of the courses that make up the Fire Fighter/EMT Combined Program are outlined in this section.

It should be noted that to be certified as a graduate of the Fire Fighter/EMT Combined Program, the student must demonstrate mastery of all competencies in the program, and **the student's final grade for the program** will be an average of the final grade for Fire Fighter I and II and the final grade for EMT. The instructional staff reserves the right to assign additional practice to any student who, in their professional opinion, requires additional work to master specific program requirements.

### FIRE FIGHTER I (FFP0010) and FIRE FIGHTER II (FFP0020)

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, LP gas fires, and mandatory 30 hours of live burns total in Fire Fighter I and Fire Fighter II. Protective breathing apparatus, rescue, ladder, and hose training must be experienced by the student in order to successfully complete the courses. 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 of the requirements will be grounds for failure.

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

#### Attendance:

The Lake Technical Center's FF1/FF2 classes which are part of the Combo course 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. . If the total absences exceed 24 hours, the student will be exited from the class. The exception for this will be if the absences were for documented medical reasons. 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.

#### Fire Fighter I (FFP0010)

The Fire Fighter I course is 206 hours. Class attendance will be documented by an attendance roster. Students are required to sign in for every session, and the faculty will verify attendance. Any tardiness, regardless of the amount of time (i.e., two minutes, five minutes, etc.), is recorded on the daily attendance sheets.

Any student who exceeds 11 hours of absence during the 206 hours will be placed on probation. All absences after the student is placed on probation will require documentation, and 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 program.

#### Fire Fighter II (FFP0020)

The Fire Fighter II course is 192 hours. Any student who is absent more than 10 hours will be placed on probation. All other rules regarding absences listed in Fire Fighter I (FFP0010) apply also to Fire Fighter II (FFP0020).

#### Capstone Test Prep Class

The 47-hour Capstone test prep class is for State test preparation. Attendance and course requirements are the same as Fire Fighter I (FFP0010) and Fire Fighter II (FFP0020).

Trainees are required to be in attendance at all times when class is in session. Absence from class for any reason other than illness requires prior authorization from the respective Coordinator. Should an emergency arise requiring the student's absence from any class, 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. Failure to call in to report one's inability to report for class on time will be considered grounds for dismissal from the program. 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 program.

- For daytime Fire Fighter and Capstone test prep class, call 352.742.6463 ext. 1909 or 1910.
- For evening or Saturday Fire Fighter or Capstone test prep class, call 352.742.6463 ext. 1928.

Homework will be assigned for time missed in excess of 30 minutes, and the MSC Coordinator shall determine what make-up work shall be assigned. Homework assignments 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 related to the subject missed. Copying from the book is unacceptable. Failure to complete homework may result in termination from the program. 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.

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 PROGRAM AND WILL BE EXITED.

#### 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 the student's attendance. A Certificate of Perfect Attendance will not be awarded to a student who has been tardy. Continued tardiness will result in reprimands and discipline (push-ups, etc.). If tardiness continues, 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.

#### Fire Fighter I (FFP0010) and Fire Fighter II (FFP0020) 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 three 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), 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 Creed." The recruits will have two weeks to learn the "Creed." After that, at any time during the class the recruit can be required to recite the "Creed." The penalty for failure to know 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 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 leader will ring the bell one time to signify that his/her squad has completed their assignments and are ready to be dismissed.**

#### IPS Lunch Periods

Students in the day Fire Fighter and Capstone test prep class will have one (1) hour for lunch. Since class times are 9 am to 6 pm for these courses, the lunch period runs from 1 pm to 2 pm, unless otherwise instructed, which allows 4 hours before and after lunch for class work. There are no lunch periods for the evening Fire Fighter and Capstone test prep 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 faculty in charge of the class. All classes must meet for the scheduled time stated. During the first break, a designee will report to the IPS front office with the class paperwork and pick up any messages to go to the fire area. (The exception to this procedure will be Saturday classes). Students may not leave the campus during breaks.

If a faculty does not report for class at the scheduled time, the class leader will contact the IPS 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 (this area is designated by a red line on the sidewalk) during the following conditions:

- When approached by instructional staff or other persons are 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 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.

The Fire Service is a paramilitary organization, and the chain of command must be followed. The chain of command for the Fire Fighter and Capstone test prep class will be:

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

#### **FAILURE TO FOLLOW ETIQUETTE RULES WILL BE GROUNDS FOR DISCIPLINE.**

#### 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 weight. At SCPAT qualification any candidates with a time over 8 min. 30 sec. will be required to attend remedial PT training two days per week from 7 am to 8:30 am. At midterm, they will be tested to meet the midterm requirement of 10 minutes with 50 pounds of weight. Students who do not meet the requirement will be required to continue with the remedial training.

At midterm, all candidates are required to complete the SCPAT in 10 minutes with 50 pounds of weight. Students who do not meet this requirement will be required to attend the remedial PT training. The final SCPAT must done in 10 minutes and 20 seconds with 50 pounds, and an additional 25 pounds while on the stair climb. Two attempts will be allowed. Failure to meet this time will mean the student will be exited from the class.

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

2. Protective Breathing Apparatus (PBA) Day Test includes two areas of testing:

- Negotiating the Maze

The student must negotiate the maze blindfolded while breathing air from the SCBA and the face-piece. Failure of this portion of the test occurs when the student removes the blindfold or face-piece, quits the evolution, or is stopped by the faculty 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.

Mid-Term Practical Review consists of all the skills taught in the Fire Fighter I course. The midterm practical is to make the student aware of skills they need to work on.

3. Final Practical Skills Test is administered near the end of the Fire Fighter segment of the program. There are 3 sections on the test, and each 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 (PT)

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.

## **EMERGENCY MEDICAL TECHNICIAN (EMS0159)**

### Attendance Policy

Attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. This mechanism will not be amended / over-ridden more than one time by the faculty for the duration of the program.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or professional skills grade and can result in termination from the program.

### Tardiness

As in the workplace, students are expected to be in their seats promptly in the morning, after break, and after lunch. Students are expected to notify the faculty before the start of class of any anticipated tardiness.

### Lecture/Classroom Attendance Policy

- Students are required to log in and out every session.
- Students who miss more than eight (8) class hours of the Emergency Medical Technician (EMS0110) 300 course hours are subject to dismissal from the program. Absences and tardiness are significant areas of interest by potential employers such that any violation of the above will lower the student's professional skills grades.
- All assignments missed during the student's absence must be made up. It is student's responsibility to meet with the faculty to get missed assignments and handouts.
- Per F.S. 401.2701 5.b.5.c., attendance at the 2-hour Trauma Methodology and Trauma Registry lecture is mandatory.
- Per F.S. Section 383.3361 (1) & (3), attendance at the SUID training is mandatory.
- No member of the class will be permitted to leave the classroom, clinical site, or field internship without first discussing with and receiving the expressed permission of the lead faculty or preceptor.

### Clinical/Field Internship Student Policies\*\*

1. Each student is to abide by the policies and procedures of Lake Technical College, the EMS program and the facilities utilized by the EMS Program for clinical and internships. Any student not in compliance with the set

guidelines may be asked by the lead faculty to leave the clinical or internship facility. The student will not be allowed to return to that clinical or internship. The lead faculty will notify the EMS Program Coordinator of the event.

2. Pursuant to 64J 1.020(1)(a) Florida Administrative Code, the student may not be subject to call or serving as part of the ambulance or fire department required staffing while participating in class, hospital clinical, or field internship.
3. Each student must carry on his/her person a current and valid "professional" CPR certification.
4. The student will observe patient care activities and assist only as directed by the faculty or paramedic in charge. Students will perform only patient care that has been covered and completed in his/her present program.
5. No student is allowed to be alone with patients at any time per 64J1.020(1)(b). The student must be accompanied by a Lake Technical College faculty, a clinical site employee, or an approved preceptor at all times.
6. All school, hospital and ambulance and/or fire department regulations are to be followed by every student during clinical and field internship training.
7. Remember to protect patient privacy and confidential information. What you hear and see is not for general discussion. Any violation of this policy will be considered a serious breach of professional ethics. A Confidentiality Statement with each student's signature is kept on file.
8. Each student will attend clinical and field internship according to the clinical and field internship schedule. The student will schedule clinical and field internship through FSDAP. Any schedule change must be completed 24 hours prior to the clinical and field internship time, or it will be considered an unexcused absence.
9. Students are authorized to be at the stations only for scheduled times. Please do not arrive early or stay late unless permitted to do so in order to complete a run. Students are not to be in any field internship station unless accompanied by a crewmember or faculty. **IF AN INCIDENT OCCURS WHILE AT A CLINICAL SITE OR FIELD SITE, THE EMS COORDINATOR MUST BE CONTACTED IMMEDIATELY.**
10. Unauthorized clinical and field internships are not allowed. Hours for students attending any clinical or field internship (including scheduled dates but not scheduled stations) without prior approval from the EMS Coordinator will not be counted toward clinical/field internship hours.
11. Students are to occupy only those areas specified for training during clinical and field internships. They are not to be in areas such as the sleep quarters.
12. Students are expected to utilize their time productively by studying, practicing with equipment, etc., in order to maximize clinical and field internship experiences, not watching television, sleeping, or other non-program related activities.
13. Any student not in a proper, professional, maintained uniform will be sent home, and he/she will have to reschedule.
14. During all skills activities, whether inside or outside, proper and appropriate personal protective equipment shall be worn, and the student is responsible for providing the protective eyewear. No student will be permitted to assist in patient extrication or hazardous incident as determined by the incident commander unless the student is dressed in the proper rescue/turnout gear.
15. During a potentially harmful or dangerous patient care situation, the student may be required to remain in the vehicle. Please follow this directive without question.
16. Certain records must be maintained in order to document clinical and field internship experiences and skill performance. It is the responsibility of the student to adequately and accurately maintain these records.
17. The paramedic/preceptor on duty must approve use of the station telephone by the student. Personal cell phones are not to be used during patient care and transport.
18. No student will drive emergency vehicles.
19. Additional policies and regulations may be established by the school or by the EMS Coordinator during the course of the program. After due and proper notification, students will be expected to comply fully with all regulations.

**\*\* Violation of any of the above may result in disciplinary action up to and including suspension/dismissal from the program.**

## **FIRE FIGHTER / EMERGENCY MEDICAL TECHNICIAN – COMBINED MASTER PLAN OF INSTRUCTION SUMMARY OF RULES**

The Lake Technical College faculty and staff are dedicated to preparing students for successful entry and advancement into the professions that they themselves have pursued. The rules and regulations of the program have been established with the assistance and approval of the Program Advisory Committee, our industry partners who are agency leaders in the community, and the administration of the College. To ensure that every student entering the **Fire Fighter/Emergency Medical Technician – Combined Program** understands the high

standards of the program and the expectations put on each student admitted to the program, a summary of those rules and regulations follows.

- Students will conduct themselves in a manner that is a credit to themselves, the program and Lake Technical College.
- Students shall obey all federal, state, and local laws as well as school and program rules and regulations.
- Each student agrees to have his/her picture taken for identification and security purposes for the school.
- Students may not register to attend other classes during the duration of the FF/EMT program. They will not be excused to attend other classes.
- Students shall park only in designated parking areas.
- Students will show respect for faculty.
- All faculty are to be addressed as “Mr.,” “Sir,” “Ms.,” or “Mrs.” together with their last name.
- Profane, obscene, or vulgar language and/or conduct are not a characteristic of professional demeanor and **will not** be tolerated.
- Harassment of fellow students **will not** be tolerated. Racial, gender, or ethnic comments will be grounds for dismissal.
- 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.
- Attendance is very important. There are no excuses for absences or tardiness. Be on time!
- Students will contact the school 30 minutes prior to class if they will be arriving late or if they will be absent.
- In the event of inclement weather (tornadoes, hurricanes, etc.), it is the student’s responsibility to check local news stations to see if Lake Tech classes (part of Lake County School System) have been canceled. Information will also be posted on the College’s website, [www.laketech.org](http://www.laketech.org).
- All students will report to class clean and neatly groomed as noted in the Dress Code Policy.
- Students will report to class in appropriate uniform unless otherwise indicated by the faculty. Refer to scheduled activities.
- Shoes and socks are to be worn at all times.
- Each student shall bring paper, pen, books, and turnout gear (for Fire Fighter courses only) with them to each class unless otherwise indicated by the faculty.
- Students are required to take notes in class and maintain a notebook that may be checked periodically.
- Laptops and tablets are allowed for access to digital versions of the text. Any other uses of these devices are prohibited. Digital recorders are allowed for lectures. Twitter, Facebook and any other social media may not be used during class. Violation of this rule may include dismissal from the program.
- 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. For the Fire Fighter courses only - cell phones can go no further than the red lines designating the training area. Phones must be left in the student’s locker or car.

The Lead Faculty 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.

- Any student needing to leave the training area for any reason must first secure permission from the faculty. This

is a serious safety violation and could be cause for disciplinary action.

- Students will not be allowed to leave class early with the exception for EMT 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.
- Water bottles (water only) are allowed in the classroom. Food and drink are not permitted in the classrooms or training areas. Food and drink are only allowed in the pavilion areas, break rooms, and cafeteria.
- Breaks shall be given at the discretion of the faculty. 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.
- Attendance at the 2-hour Trauma Methodology and Trauma Registry lecture is mandatory (per F.S. 401.2701 5.b.5.c.)
- Attendance at the SUID training is mandatory (per F.S. Section 383.3361 (1) & (3))
- Attendance is mandatory at all scheduled skill labs.
- Horseplay is a safety violation and **will not** be tolerated.
- 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!
- Vehicles and lockers are subject to random drug searches by law enforcement canines.
- Lake Technical College is a tobacco free institution. The use of tobacco products, including e-cigarettes, of any kind is not permitted at any Lake Technical College 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.
- Gambling will not be permitted on school property.
- No firearms are permitted on campus.
- 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.
- Watches are not allowed during the state test.
- During the state examinations, no exceptions for phones are allowed.
- Students shall notify the IPS front office and the EMS Coordinator of any changes in address or phone numbers as soon as the change becomes effective.
- No student shall enter program private offices without first receiving permission to do so.
- An individual will be designated to take pictures during program activities, exercises, and events. No other cameras are allowed unless prior approval has been given. No video cameras or cell phone cameras will be allowed.
- Students in course EMS0110 cannot be subject to call while participating in class, hospital clinical, or field sessions per F.A.C. 64J-1.020 (1)(a).
- Students who know of other students violating the rules and regulations or school rules shall report them to the faculty.
- Students will not drive the pumper trucks.
- For Fire Fighter courses only, all students will be at their assigned place in front of the apparatus bay ready for inspection unless otherwise indicated by the faculty.



- Students issued Lake Technical College gear are responsible for proper care of that gear.
- The faculty must approve any equipment that is not provided by Lake Technical College prior to its use by the student.
- No fire boots or turnout gear is to be worn in the classroom or on the IPS main campus.
- Full turnout gear will be worn for all practical drills unless otherwise indicated by the faculty.
- No exceptions can be made for PBA Day Test, Burn Days, Rappelling, or State Exam.
- The chapters in Essentials of Fire Fighting Exam Prep correspond to the chapters in the textbook. Before a subject test is given, the corresponding questions in the Exam Prep must be completed correctly.
- No chewing gum allowed while in the classroom, lab, or clinical rotations.
- The student will have on his/her person at all times his/her 20 ft. of 7/16 personal rope unless exempted by the faculty.
- 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)
- 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.
- If a faculty feels that pushups are not appropriate for discipline, other physical exercises such as tower stair climbing, or hose pull may be issued.
- Only authorized personnel will fill air bottles and drive the Polaris. Selected students will be trained to fill air bottles.
- At the discretion of the faculty, students will be assigned classroom and grounds cleanup as well as apparatus and equipment maintenance on a rotational basis.
- All students must rappel from the top floor of training tower.
- All students must climb to the top of the aerial ladder.
- All campus rules and regulations not listed here will apply.

**THE FOLLOWING UNACCEPTABLE BEHAVIORS WILL RESULT IN THE IDENTIFIED DISCIPLINARY ACTION.**

- **Arrival for class after the start time (with no notification, written reprimand)**
- **Arrival for class after the start time (after notification, towers, manikin CPR, or homework)**
- **Second late return for class (verbal reprimand)**
- **Absent from class without notification (written reprimand and homework)**
- **Absent from class after notification (homework)**
- **Reporting to class without complete uniform (towers, manikin CPR)**
- **Reporting to class with soiled uniform (towers, manikin CPR)**
- **Failure to have book/notebook in the classroom (verbal reprimand)**
- **Wearing of hats/caps in classroom after one verbal warning (second occurrence, written reprimand)**
- **Reporting to class without complete set of turnouts (first occurrence, verbal warning; second**

occurrence, written reprimand)

- **Not giving the faculty full attention after one verbal warning (second occurrence, written reprimand)**
- **Sitting or lying down during class without a directive by an faculty (first occurrence, verbal warning; second occurrence, written reprimand)**
- **Distracting others from the faculty to the detriment of the learning after one verbal warning (second offense, written reprimand)**
- **Eating or drinking (other than water) during class meeting after one verbal warning (second occurrence, written reprimand)**
- **Sitting on classroom tables after one verbal warning (second occurrence, written reprimand)**
- **Actions on drill ground that endanger other persons as determined by the Course Coordinator (written reprimand)**
- **Sleeping in class (first offense verbal warning, second offense written reprimand)**
- **Sleeping during practical drills (Dismissal from the program)**
- **Dropping hose coupling after one verbal warning (second occurrence, wearing a coupling necklace)**
- **Misuse of Personal Protective Equipment (first occurrence, verbal warning; second occurrence, written reprimand)**
- **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.**
- **At any time during the class, an faculty 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 staff at Lake Technical College takes great pride in the Fire Fighter/EMT Combined Program and its students. The staff has the responsibility to train students to be professional firefighters and EMTs and to certify that students will be a credit to the program 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 program.

Students enrolled in this program 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.

If any problems arise during the course of the program, students may contact the Lake Technical College's Institute of Public Safety staff members or administrators at 352.742.6463 or Lake Technical College's EMS Program Coordinator or College administrators at 352.589.2250.

## **FIRE FIGHTER/EMT COMBINED PROGRAM INFORMATION**

**Time Allotted**                      698 hours

### **Program Oversight**

Fire Program Training Director	Ron Williams, 352-742-6463 ext. 1925
EMS Program Coordinator	Layne C. Hendrickson, 352-589-2250 ext. 1881
EMS Program Medical Director	Desmond Fitzpatrick, M.D.

### **Methods of Instruction**

Lectures/Discussions  
Demonstration/Role Playing  
Simulation  
Collaborative Learning  
Cooperative Learning  
Case Studies  
Problem-Based and Inquiry Learning

**Clinical-** Hospital-based Patient Care

**Field Internship** – ALS Prehospital Care and Transport

### **Textbooks**

**Essentials of Fire Fighting & Fire Department Operations (ED.6)**

ISBN: 9780133140804  
ISBN10: 0133140806

**Essential of Fire Fighting 6<sup>th</sup> Edition Exam Prep**

ISBN: 9780879395100  
ISBN10: 0879395109

**Emergency Care + My Brady Lab 13ed. ISBN 9780134190754**

**Florida Department of Education  
Curriculum Framework**

**Program Title:** Fire Fighter/ Emergency Medical Technician – Combined  
**Program Type:** Career Preparatory  
**Career Cluster:** Law, Public Safety, & Security/ Health Science

Career Certificate Program	
Program Number	P430216
CIP Number	0743020312
Grade Level	30, 31
Standard Length	698 Hours
Teacher Certification: OCPs A&B	Refer to the <b><u>Program Structure</u></b> section.
Teacher Certification: OCPs C & D	Refer to the <b><u>Program Structure</u></b> section.
CTSO	FPSC and HOSA
SOC Codes (all applicable)	33-2011 Fire Fighters 29-2041 Emergency Medical Technicians and Paramedics 31-9099 Healthcare Support Workers, All Other
CTE Program Resources	<a href="http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.html">http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.html</a>
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

*# These certifications can only be used for adjunct faculty. Please refer to 64J-1.201 F.A.C. for the EMS instructor qualifications.*

### **Purpose**

The purpose of this program is to provide the necessary training required for students to become certified firefighters as well as licensed Emergency Medical Technicians. It is not intended for those who are currently certified/licensed as either firefighters or EMTs. Students wishing to add an additional certification to an existing credential must enroll in either the Fire Fighter I/II program or the Emergency Medical Technician program.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security and Health Science career clusters; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills.

### **Program Structure**

This program is a planned sequence of instruction consisting of 3 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S. **(NOTE: Bureau of Fire Standards and Training (BFST) course number system on their frameworks is not the same as SCNS. Ensure to report the FDOE SCNS Course Number.)**

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	FFP0010	Fire Fighter I	FIRE FIGHT 7G	206 hours	33-2011
B	FFP0020	Fire Fighter II		192 hours	
C	EMS0110	Emergency Medical Technician	PARAMEDIC @7 7G # EMT 7G # REG NURSE 7 G # PRAC NURSE @7 %7%G *(Must be a Registered Nurse)	300 hours	29-2041

## **Regulated Programs**

### Fire Fighter Regulation

Pursuant to 633.128, Florida Statutes, the Department of Financial Service, Division of State Fire Marshal, has established training requirements for firefighters and volunteer firefighters. These requirements are implemented by Rule 69A-37.055, Florida Administrative Code. This program is a planned sequence of instruction consisting of two occupational completion points. **(NOTE: The curriculum frameworks are subject to change by the Bureau of Fire Standards and Training (BFST) in accordance with statutory or Florida Administrative Code (F.A.C.) rule changes.)**

### EMT Regulation

The EMT component of this combined program prepares students for certification as EMT's in accordance with Chapter 64J of the Florida Administrative Code. The program must be approved by the Department of Health, Office of Emergency Medical Services, and the curriculum must adhere to the US Department of Transportation (DOT), National EMS Education Standards for EMT. This is the initial level for a career in emergency medical services and the primary prerequisite for paramedic training and certification.

The EMT component of this program meets the Department of Health trauma score card methodologies and Sudden Unexpected Infant Death Syndrome training education requirements. Upon completion of this component, the instructor will provide a certificate to the student verifying that these requirements have been met. Programs may also teach domestic violence and prevention of medical errors education and may choose to provide a certificate to the student verifying that this education has been completed.

Please refer to chapter 401 F.S. for more information on disqualification for the EMT license through the Office of Emergency Medical Services, Department of Health.

The EMT component of this program must be taught by an instructor meeting the qualifications as set forth in 64J-1.0201 FAC.

An American Heart Association or Red Cross certification or equivalent in "professional" Basic Life Support is required of all candidates for entrance into the EMT component of this program.–

The Student Performance Standards for Emergency Medical Technician were adapted from the US Department of Transportation (DOT) National EMS Educational Standards for EMT.

Florida Statute 401.2701 requires that the instructor-student ratio should not exceed 1:6. Hospital activity shall include a minimum of 20 hours of supervised clinical supervision, including 10 hours in a hospital emergency department. Clinical activity shall include appropriate patient assessment skills, intervention and documentation relevant to each clinical rotation.

Field internship shall include a competency based program to assure appropriate pre-hospital assessment and management of medical and trauma patients, as well as associated manual skills. The field internship activity shall include a minimum of 5 emergency runs resulting in patient care and transport appropriate for the EMT. In addition, the patient care component should include minimum competencies in patient assessment, airway management and ventilation, trauma and medical emergencies.

## **Common Career Technical Core – Career Ready Practices**

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

## **Standards**

### **Fire Fighter Component**

The **Bureau of Fire Standards and Training (BFST)** approved curricula is available at:

**Fire Fighter I:** [http://www.myfloridacfo.com/Division/SFM/BFST/Training/documents/Syllabus\\_FirefighterPartI.pdf](http://www.myfloridacfo.com/Division/SFM/BFST/Training/documents/Syllabus_FirefighterPartI.pdf)

**Fire Fighter II:** [http://www.myfloridacfo.com/Division/SFM/BFST/Training/documents/Syllabus\\_FirefighterPartII.pdf](http://www.myfloridacfo.com/Division/SFM/BFST/Training/documents/Syllabus_FirefighterPartII.pdf)

### **Emergency Medical Technician Component**

- 01.0 Demonstration of a simple depth and foundational breadth of EMS systems.
- 02.0 Demonstration of a simple depth, simple breadth of research and evidence-based decision making.
- 03.0 Demonstration of a fundamental depth, foundational breadth of workforce safety and wellness.
- 04.0 Demonstration of a fundamental depth, foundational breadth of the principles of medical documentation and report writing.
- 05.0 Demonstration of a simple depth, simple breadth of the EMS communication system, communication with other health care professionals, and team communication.
- 06.0 Demonstration of a simple depth and simple breadth of the principles of therapeutic communication.
- 07.0 Demonstration of a fundamental depth, foundational breadth of medical legality and ethics.
- 08.0 Demonstrate the application of fundamental knowledge of the anatomy and function of all human systems to the practice of EMS.
- 09.0 Demonstrate the application of fundamental knowledge in the use of medical terminology and medical terms.
- 10.0 Demonstrate the application of a fundamental knowledge of the causes, pathophysiology and management of shock and the components of resuscitation.
- 11.0 Demonstrate the application of fundamental knowledge of life span development to patient assessment and management.
- 12.0 Demonstrate the use of simple knowledge of the principles of illness and injury prevention in emergency care.
- 13.0 Demonstrate a simple depth, simple breadth for medication safety and kinds of medications used during an emergency.
- 14.0 Demonstrate a fundamental depth and foundational breadth of medication administration within the scope of practice of the EMT.
- 15.0 Demonstrate a fundamental depth and simple breadth of emergency medications within the scope of practice of the EMT.
- 16.0 Demonstrate a foundational depth, foundational breadth of airway management within the scope of practice of the EMT.
- 17.0 Demonstrate a fundamental depth, foundational breadth of respiration.
- 18.0 Demonstrate a fundamental depth, foundational breadth of assessment and management utilizing artificial ventilation.
- 19.0 Demonstrate a fundamental depth, foundational breadth of scene management and multiple patient situations.
- 20.0 Demonstrate a fundamental depth, simple breadth of the primary assessment for all patient situations.

- 21.0 Demonstrate a fundamental depth, foundational breadth of the components of history taking.
- 22.0 Demonstrate a fundamental depth, foundational breadth of techniques used for a secondary assessment.
- 23.0 Demonstrate a simple depth, simple breadth of monitoring devices within the scope of practice of the EMT.
- 24.0 Demonstrate a fundamental depth, foundational breadth of how and when to perform a reassessment for all patient situations.
- 25.0 Demonstrate a simple depth, foundation breadth of pathophysiology, assessment and management of medical complaints.
- 26.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of neurologic disorders/emergencies for all age groups.
- 27.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of abdominal and gastrointestinal disorders/emergencies for all age groups.
- 28.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of immunology disorders/emergencies for all age groups.
- 29.0 Demonstrate a simple depth, simple breadth of the assessment and management of a patient who may have an infectious disease for all age groups.
- 30.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of endocrine disorders/emergencies for all age groups.
- 31.0 Demonstrate a fundamental depth, foundational breadth regarding the assessment and management of psychiatric emergencies for all age groups.
- 32.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of cardiovascular emergencies for all age groups.
- 33.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of toxicological (poisoning and overdose) emergencies for all age groups.
- 34.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of respiratory disorders/emergencies for all age groups.
- 35.0 Demonstrate a simple depth, simple breadth of the assessment, and management of hematology disorders for all age groups.
- 36.0 Demonstrate a simple depth, simple breadth of the assessment and management of genitourinary/ renal emergency for all age groups.
- 37.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of gynecologic emergencies for all age groups.
- 38.0 Demonstrate a fundamental depth, foundational breadth of the assessment and management of non-traumatic fractures for all age groups.
- 39.0 Demonstrate a simple depth, simple breadth in recognition and management of nose bleed for all age groups.
- 40.0 Demonstrate the application of fundamental knowledge of the causes, pathophysiology, and management of shock and respiratory failure.
- 41.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment and management of the trauma patient for all age groups.
- 42.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of bleeding for all age groups.
- 43.0 Demonstrate a fundamental depth, simple breadth of pathophysiology, assessment and management of chest trauma for all age groups.
- 44.0 Demonstrate a fundamental depth, simple breadth of pathophysiology, assessment and management of abdominal and genitourinary trauma for all age groups.
- 45.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of orthopedic trauma for all age groups.
- 46.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of soft tissue trauma for all age groups.
- 47.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of head, facial, neck and spine trauma for all age groups.
- 48.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment, and management of nervous system trauma for all age groups.
- 49.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment and management of trauma patients with special considerations for all age groups.
- 50.0 Demonstrate a fundamental depth, foundational breadth of pathophysiology, assessment and management of environmental emergencies for all age groups.
- 51.0 Demonstrate a fundamental depth, foundational breadth of the pathophysiology, assessment, and management of multi-system trauma and blast injuries.
- 52.0 Demonstrate a fundamental depth, foundational breadth of management of the obstetric patient within the scope of practice of the EMT.
- 53.0 Demonstrate a fundamental depth, foundational breadth of management of the newborn and neonatal patient within the scope of practice of the EMT.

- 54.0 Demonstrate a fundamental depth, fundamental breadth of management of the pediatric patient within the scope of practice of the EMT.
- 55.0 Demonstrate a fundamental depth, foundational breadth of management of the geriatric patient within the scope of practice of the EMT.
- 56.0 Demonstrate a simple depth, simple breadth of management of the patient with special challenges.
- 57.0 Demonstrate a simple depth, foundational breadth of risks and responsibilities of transport.
- 58.0 Demonstrate a fundamental depth, fundamental breadth of establishing and working within the incident management system.
- 59.0 Demonstrate a simple depth, foundational breadth of responding to an emergency during a multiple casualty incident.
- 60.0 Demonstrate a simple depth, simple breadth of safe air medical operations and criteria for utilizing air medical response.
- 61.0 Demonstrate a simple depth, simple breadth for safe vehicle extrication and use of simple hand tools.
- 62.0 Demonstrate a simple depth, simple breadth of risks and responsibilities of operating in a cold zone at a hazardous material or other special incident.
- 63.0 Demonstrate a simple depth, simple breadth of risks and responsibilities of operating on the scene of a natural or man-made disaster.



# **LAKE TECHNICAL COLLEGE**

## **FIRE FIGHTER / EMERGENCY MEDICAL TECHNICIAN – COMBINED PROGRAM**

### **STATEMENT OF UNDERSTANDING**

I attest that I have received a copy of the Lake Technical College Fire Fighter/Emergency Medical Technician - Combined Program's Master Plan of Instruction and Code of Student Conduct. I know it is my responsibility to understand the rules and regulations and any infractions of the aforementioned rules and regulations may result in disciplinary actions as outlined in the Master Plan of Instruction. I also understand that I cannot be a user of tobacco and enrolled in this program.

\_\_\_\_\_  
STUDENT'S NAME - PRINTED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
LAKE TECHNICAL COLLEGE STAFF

\_\_\_\_\_  
DATE