

# NH Fire Academy & EMS

## *Student Handbook*



# **New Hampshire Division of Fire Standards & Training and Emergency Medical Services**

## **Orientation Packet**

### ***Welcome To The New Hampshire Fire Academy!***

We strive to ensure a quality training experience which results in the certification of competent and safe Responders. In order to do so, all students must adopt a mature and respectful attitude toward the training process. This Orientation Packet should be considered as a guide for you while you attend classes in your program.

The Course Coordinator is \_\_\_\_\_,

who can be reached by telephone at: \_\_\_\_\_ or email

\_\_\_\_\_.

We are proud of our facility and hope that you, as Academy students, will share this pride.

## Code of conduct

1. All students shall park in the marked parking area in front of the Administration Building. Personally owned vehicles are not allowed beyond the "Authorized Vehicles Only" signs, or the Drill Yard.
2. Obey posted Campus Speed Limits.
3. Class hours will be established for each program. Roll Call will be held prior to each class. Students will be ready to participate following Roll Call.
4. Identification Badges will be in the student's possession when attending class. (*Applies to those classes in which badges have been issued*)
5. Students will comply with the New Hampshire Fire Academy Dress Code and be neat in appearance while attending and participating in classroom activities. Appropriate clothing shall be worn when conducting practical evolutions in the Drill Yard.
6. Students will be in full compliance with the hair and grooming standards (Part of "Dress Code") of the New Hampshire Fire Academy.
7. Pagers, Cell Phones, and all other electronic devices shall be turned off when class is in session.
8. Students will conduct themselves in a professional manner at all times.
9. Students will be respectful to Instructors and other students.
10. Students will address the Instructors by rank when known or use "Sir" or "Ma'am" if the Instructor's rank is unknown.
11. Classes will be conducted in a formal atmosphere, but we also realize that humor and fun should be part of any training experience. However, discourtesy toward instructors or other students, distractions during class, inattention, disruptive behavior or academic dishonesty will not be tolerated.
12. Smoking is allowed in designated areas only (rear of admin building & south side of dorm). All other types of tobacco materials are not allowed.
13. Eating and drinking in classrooms will be at the discretion of the Course Coordinator.
14. Students shall return from breaks at the allotted time.

## Rules & Regulations

15. The use of alcohol or drugs on campus will result in IMMEDIATE DISMISSAL.
16. Students shall not leave classes without informing the Lead Instructor.
17. Students are responsible for their own turnout gear and classroom materials.
18. Turnout gear and classroom materials are to be brought with you to each class.
19. Turnout gear may only be worn in designated areas.
20. The use of profane, obscene, sexist, or demeaning language will not be tolerated.
21. Any form of violent behavior, sexual harassment, or intimidating behavior will not be tolerated. Students found guilty of such behavior shall be subject to disciplinary action up to and including dismissal from the program.
22. Students will receive a quiz at the end of each module. Students are responsible for taking and passing the quiz with the appropriate passing score during the given time frame as prescribed by the course coordinator or lead instructor. Students who do not pass a quiz within that given timeframe shall be considered a fail for that module. The student shall be responsible for making arrangements to retake the failed module.
23. The student is responsible for passing all module quizzes and practical requirements to be eligible to take the certification exam. If a student fails a certification exam it is their responsibility to schedule a retest with the Fire Academy. All examination retests will be taken as part of the Monthly Exam at the Fire Academy. There is a retest fee.
24. Students will fill out Instructor/Module evaluations at the conclusion of each module.
25. It is expected that students will attend all classes in their program. Those who need to be excused from class MUST notify the Course Coordinator. Attendance information may be forwarded to the student's Chief or Training Officer. Missed classes must be made up.
26. A student with a diagnosed learning disability may, upon their request, receive assistance as recommended by an independent third party after review of the curriculum and their IEP or diagnosis. This determination shall be made by the Chief of Training and Certification.

## New Hampshire Fire Academy Student Dress Code

When attending classes at the New Hampshire Fire Academy, it is each student's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both climate difference and classroom activities. The Fire Academy staff instructors have the authority to determine when a student's attire may be inappropriate. Students displaying inappropriate attire will be requested to change into proper clothing.

1. Classroom setting:
  - Dark blue shirts with collars and dark blue or black slacks, or department uniforms, black shoes with socks.
  - T-shirts will be allowed if it is approved for the course or is the student's department T-shirt.
2. Special classroom, practical and laboratory exercises:
  - Dark blue casual shirts, including t-shirts, trousers and jeans.
  - All students shall wear full, NFPA compliant personal protective equipment where applicable.
3. Optional items include sweatshirts, job shirts, jackets, headgear, etc
4. Shorts, tube tops, and shirts showing your stomach or midriff are examples of inappropriate clothing and shall not be worn at the Fire Academy.
5. Hats will be allowed outside of the building.
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6. Graduations or other special events require formal or semi-formal dress as appropriate. This would include your Department Class "A" uniform.
7. With the exception of mustaches, facial hair below the earlobes is not permitted.
8. Facial hair will be groomed so it is not below the corners of the mouth.
9. Two days of growth constitutes a beard – shave daily.
10. Jewelry shall not be worn during Practical Evolutions.
11. Students attending higher education programs (examples are instructor, officer, inspector, NFA programs, etc.) shall wear professional attire as designated by the program coordinator or lead instructor. This shall be in place of other dress code requirements that are more appropriate for NFPA 1001 or firefighter type curriculums.

## Student Responsibilities

You have enrolled in a Firefighter Certification course or module intended to provide Standards Based Training. The current curriculum adopted by the New Hampshire Fire Standards & Training Commission requires a significant commitment from the student. This commitment is not limited to identified classroom and practical time, but involves pre-class reading and homework assignments.

The responsibilities of the student entering into Fire Academy Training are as follows:

1. Maintain physical conditioning which will allow successful completion of practical exercises without endangering your health or compromising the safety of others.
2. Complete all pre-class reading assignments. There will be a reading assignment required for each individual module within a certification course. The length will vary depending upon the particular subject.
3. Complete all pre-class homework assignments prior to the start of the particular module. As with the reading assignment, the time necessary to complete the assignment will vary depending upon the particular subject.
4. Attend all classroom and practical sessions. Make-up sessions are provided only at the discretion of the Course Coordinator and Lead Instructor and are subject to scheduling availability. *The Fire Academy is not required to offer make-up programs.*
5. Actively participate in the learning process, both in the classroom and on the Drill Yard. Certification is not awarded solely on attendance. Certification requires that the student learn, apply, and be evaluated on the subject presented.
6. Be Courteous when interacting with the Instructors, Staff, and other students.
7. Bring training materials to class as specified. This includes books, manuals, writing materials, protective equipment and appropriate dress.

*Participation in the Certification process distinguishes you as one who pursues personal growth and development. The New Hampshire Fire Academy Staff wishes you the best in your training, as well as your future in the Fire Service.*

## Disciplinary Action Policy

Step 1      **FIRST OFFENSE:** Will result in counseling of the student by the Uniformed Staff Member responsible for the course. A written report of the First Offense verbal reprimand will be placed in the course file and a copy forwarded to the Director of NH Fire Standards & Training and Emergency Medical Services.

Step 2      **SECOND OFFENSE:** Will result in counseling of the student by the Uniformed Staff Member responsible for the course and a written reprimand. The original will be placed in the course file and copies will be forwarded to the Director of NHFSTEMS and the student's Fire Chief.

Step 3      **THIRD OFFENSE:** Will result in the student being referred to the Director of NHFSTEMS. Based upon the severity of the action(s), disciplinary cases referred to the Director will result in one of the following:

**IN COURSE PROBATION:** Includes written documentation, with any further violations resulting in immediate dismissal.

**SUSPENSION:** The student will be prevented from participating in portions of the class. This level of discipline may result in a student receiving an "Incomplete" for the course. There will be no reimbursement of course fees.

**DISMISSAL:** The student will be dismissed from the remainder of the course. Further, the Director may place the student on a Course Ineligibility List for up to three years.

***All discipline shall occur outside the classroom environment. Any discipline at the Director's level will result in immediate notification of the student's Fire Chief.***

## Agreement

I have read and understand the Rules & Regulations, Student Responsibilities, Dress Code, and Disciplinary Action Policy for the Division of Fire Standards & Training and Emergency Medical Services Certification Programs.

I agree to abide by these documents and accept the ramifications of violating these Rules & Regulations and Policies.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 01/23/2013

*Return this page to your Course Coordinator when completed.*