



**Bergen County**

**Fire Training Academy**

**Student Handbook**

**& Code of Conduct**

# RULES & REGULATIONS

## ADMITTANCE & ATTENDANCE

Students will only be enrolled in courses with the prior authorization of their Chief or Training Officer via an Academy application form. Students who have not been confirmed into the class will not be permitted without prior authorization from the Chief Fire Instructor.

Students are responsible for signing the roster each night to receive credit for the lesson. Make-up students are responsible for signing the make-up roster with their original class number, in order to receive credit from a class that was made up. Next to your name on every sign in roster are the lesson numbers of any lessons you have missed. **All missed lessons must be made up before a student can receive a Completion Certificate for any courses attended.**

Any student arriving late to class shall report to their Instructor-in-Charge for the evening before reporting to class. Habitual tardiness will result in the student being dropped from the course and the candidate's Fire Chief being notified.

Students shall not leave the Institute or the Field Training Site prior to class dismissal without prior approval from their Instructor-in-Charge of the class. Doing so without permission may result in your dismissal from your class.

## CLASS INFORMATION

All day classes will begin at 9:00 a.m. and end at 4:30 p.m. All night classes will begin at 7:30 pm and end at 10:30 pm unless otherwise specified by the Institute. Classes held at the Institute will have classroom assignments posted by Class Number, and Lesson on the computer screen at the Fire Instructors Office, Room 305 west.

## INDOOR DRESS CODE

Students shall be appropriately and neatly attired. Sleeveless shirts and shorts shall **NOT** be permitted while in the classroom or on the fire grounds. Shorts are permitted for fire ground training only commencing on June 15<sup>th</sup> through September 15<sup>th</sup> when we have high heat indices. Any shorts or short sleeve shirts shall either be 100% cotton, Nomex or Fire Wear as per PEOSHA requirements.

No turnout gear shall be worn on or carried into the main Administrative building or the Administrative building's classrooms. All such gear shall be left outside on the Portico of the West wing of the academy.

## **JEWELRY**

Earrings must be removed prior to all fire ground training, especially those lessons that include the use of SCBA and any live burn class. It is recommended that rings, necklaces, bracelets, or other body piercing be removed prior to any live fire training, to minimize the potential for injuries.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All firefighter's personal protective equipment and any clothing worn must properly fit the student and be free from rips and tears in compliance with Occupational Safety and Health Administration (OSHA) (290 CFR 1910.156) and New Jersey PEOSHA ("Public Employee Occupational Safety and Health Act") requirements.

## **MEDICATION**

Any student taking medication, which has side effects that may affect their participation in class activities, are not allowed to participate in class at the academy without a note from their physician indicating it is acceptable to do so. Any student showing up without a doctor's note will be sent home and not allowed to participate in the class.

## **SMOKING**

Smoking, including E-cigarettes is prohibited in ALL Institute classrooms, Fire Facilities, restrooms and lobby, as well as during class at Field Training Sites. While smoking is discouraged at all times at the Institute, it is permitted outside during breaks. Proper receptacles are provided for cigarette butts and must be used at all times.

## **CONDUCT**

Students shall be courteous, disciplined, and conform to the high ideals of the fire service. Proper decorum shall be observed at all times toward fellow students, Institute staff and Instructors. Students are responsible for maintaining any books, equipment, apparatus and the buildings made available for their use.

**The following are *forbidden* at the academy before, during or after classes:**

The use of abusive, profane, or obscene language, horseplay, bullying, gambling or under the influence of alcohol, or any other disturbance, **IS PROHIBITED**. Your Fire Chief will be notified and such behavior is grounds for the student's dismissal from their class.

Possession, either in your turnout gear or on your person of any type of knife is **STRICTLY PROHIBITED** at the facility.

## **HAIR, SCBA and SMOKE OR LIVE BURN EVOLUTIONS**

Firefighter I and Firefighter II students must NOT have facial hair, other than a mustache, w h i c h shall not extend below the lip, for the ENTIRE duration of their assigned program.

As per OSHA CFR 29 1910.134(g) (1) (i) "The employer shall not permit respirators with tight-fitting face pieces to be worn by employees who have: (I) (A) Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; (i) (B) Any condition that interferes with the face to face piece seal or valve function"

Therefore, anyone who has a beard or excessive facial hair shall **NOT** be permitted to participate in any evolutions that require the use of SBCA pursuant to OSHA 29 CFR 1910.134, NFPA Std. 1500, Std. on F.D. Occupational Safety & Health, sec. 5-3.10 and PEOSHA N.J.A.C. 12:100-10.10.

Students attending courses that require the use of an SCBA and/or live fire training, including but not limited to Firefighter I, Firefighter II, Propane, Flashover, Roof Simulator and Automobile Fires, who has facial hair (mustache or beard) that extends below the lower edge of their lower lip shall not be permitted to participate or receive credit for the class, this includes lectures.

All Fire 1 students must submit a completed "Mask Fit Test" form to their Instructor in charge. Any firefighter participating in live fire training, shall wear an OSHA approved hood.

## **CLASSROOM MANAGEMENT**

All students are required to take notice of all EXIT signs located throughout the building. In the event of an emergency, quickly and calmly exit the building via the nearest EXIT location. Do not leave the facility without notifying the Lead Instructor of your class for the evening. Evacuation routes are posted throughout the building.

Students are not, in any way, to interfere with classes that may be in session. Proper decorum should be exercised at all times. Any actions or behavior considered prejudicial to the good order and discipline of the class will result in dismissal from the Academy.

Books, papers or other materials on the Instructor's desk, podium or chalkboard are for Instructor use only.

Eating and drinking is prohibited in ALL Academy classrooms and at ALL Field Training Sites, as well as smoking, chewing gum or tobacco during the instructional period. Breaks will be provided as time allows. ALL trash must be deposited in the proper receptacles.

Cell phones are to be **turned off** or placed on silent during classroom instruction and are not to be used except in an emergency. Text messaging is not permitted.

Students are not to stand with their feet against the walls, on tables or chairs, or mark, alter or damage Institute property.

At the end of classroom instruction, students shall close all windows, turn off all audio/visual equipment, return all portable audio/visual equipment to its proper location, ensure that all tables and chairs and/or desks are arranged in an orderly fashion, erase boards, turn off the lights, and close the door.

During classroom training, the Instructor is in charge of the students and must maintain the discipline and conduct consistent with the Academy's Rule and Regulations set forth herein.

The instructor will immediately correct violations of the rules and regulations by the students. Any disciplinary action considered shall be brought to the attention of the fulltime Fire Instructor for determination. Depending on the severity of the infraction, the Fire Instructor shall contact the Director of the Facility or in his absence his designee.

Students whom feel that they are not being treated appropriately can contact the Director of the Law & Public Safety Institute bypassing all Chain of Command by emailing him at [rblohm@bergencountynj.gov](mailto:rblohm@bergencountynj.gov) They should identify the nature of their challenge their full name their class number and a phone number to receive a return phone call.

### **COURSE REQUIREMENTS – Practical Evolutions**

Firefighter I: Due to the fact that information given in certain lessons are required to operate safely in subsequent ones, the following lessons must be taken in their scheduled order starting with the Lectures. *Ladder lecture & practicals, Hose lecture & practicals, Search & Rescue lecture & practicals, Fire Attack lecture & practicals*, all MUST be taken in order. *SCBA Orientation* MUST be attended by the student to be able to attend any practical that uses an SCBA. If the student misses the *SCBA Orientation* then that student will miss any practical utilizing an SCBA until it is made up.

If any Fire 1 student that is registered for Hazmat with their class plans to be absent from Session 01 and/or Session 06 then they will be removed from the Hazmat program and will need to register with another class at a later date. Session 1 & 6 are MANDATORY.

### **WRITTEN EXAMINATIONS**

Firefighter One and Firefighter Two students are encouraged to complete all lessons in the order given prior to taking their midterm or final exam so that they have the best chance to successfully pass. However, Fire One students are allowed to miss up to four lessons and still be able to take those exams. Fire Two students are allowed to miss up to three lessons and still be able to take their final exam.

Students who missed or need to retake their Firefighter One Midterm please schedule a midterm retake with the Lead Instructors.

Midterms must be retaken within three weeks of being notified of a failure. If after the third attempt a student fails to obtain a minimum passing score of 70% the student will be dropped from the program. At the discretion of their respective department's if a student has been dropped from a program the student can re-apply to take the entire program over at a later date.

***The NJ Division of Fire Safety requires that a student who fails their final three (3) times must take the entire program over again at a later date.***

Students who missed or need to retake a **Final Exam for Fire One or Fire Two must email [MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV](mailto:MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV)** to determine scheduled test date availability. **Minimum passing score is 70%, on all quizzes, midterms, and final exams.**

Any student who has a reading disability (comprehension, perception, literacy) should notify their Fire Instructor of the disability during the orientation. Accommodations for an IEP and verbal exams will only be given at the Firefighter One and Firefighter Two levels. Students may request a verbal exam by providing the Lead Instructors with their IEP. The EXCEPTION to this is for any IAFF on line registration for programs the IEP must be requested electronically at the time of registration. Students must present a copy of their IEP at the beginning of Lesson Two.

No one other than the Instructor and student(s) taking the test will be allowed in the room while the exam is being administered. The only exceptions is in the event that a student requires an interpreter, who must be provided by the student's fire department or someone who officially requested an accommodation.

Firefighter One students **MUST** return their Rope issued by the Academy, at their Evaluation Date. Failure to do so will result in an "incomplete" and the student will **NOT** be allowed to take the Evaluation or receive their Certificates.

***ANYONE MISSING LESSONS MUST MAKE-UP THE LESSON (S) PRIOR TO BEING ISSUED THE COURSE CERTIFICATE.***

## **QUIZ AND MIDTERM SCHEDULE FOR F-1 & F-2 PROGRAMS**

FF1 students, who are deficient in two or more quizzes prior to their Midterm, will not be allowed to sit for their exam. The same holds true after a student takes their Midterm, if they once again become deficient in 2 or more quizzes they will not be allowed to sit for their final examination.

Once a student completes in their entirety all deficient quizzes they can **only** request a makeup midterm examination by scheduling with their Lead Instructors.

If a student is requesting a makeup final examination, they can **only** email [\*\*MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV\*\*](mailto:MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV)

Any FF2 students with three or more deficient quizzes will not be allowed to sit for their Fire Two final examination. Once a student completes in their entirety all deficient quizzes they can only request a makeup final examination by emailing [\*\*MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV\*\*](mailto:MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV)

Any FF1 or FF2 student that has not completed any of the required quizzes by the end of the 6<sup>th</sup> lesson will receive written notice of being behind on their quizzes from their Lead Instructors.

The student must acknowledge and sign the notice which will be placed in the Academy's class file. A copy of the notice will be sent to that student's Training Officer or Fire Chief. The student has fourteen (14) days from the date of the notice to complete and pass all missed quizzes.

If the student fails to comply with these stipulations the student will be removed from the program they are enrolled in.

### **COURSE COMPLETION & MAKE-UP LESSONS**

Students are required to attend ALL classes BEFORE they are issued a certificate. Candidates have eighteen (18) months from their class **start date** to complete the course requirements.

Students MUST email [\*\*MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV\*\*](mailto:MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV) to register for the Make-Up class they need. It is the student's responsibility to contact the academy the day prior to coming to the academy for a makeup class to ensure that the class they wish to make up is still taking place at the academy or field location. Students must verify the location when making up a class that they missed and that they have been accepted to take it by emailing [\*\*MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV\*\*](mailto:MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV)

### **INJURIES**

Injuries or illness of any nature, occurring on the Academy grounds, or at a Field Training Site, **must** be reported immediately to the Fire Instructor-in-Charge of the class. An accident report shall be filled out completely and sent to the Administrative office of the Director of the Institute and a copy will be sent to the student's department. Appropriate treatment and/or transportation will be provided as needed unless the student refuses medical attention (RMA). ***All junior fire students will be sent by ambulance to the hospital for evaluation and their parent and Fire Chief notified of the incident.***

Students who are currently listed as “suspended” or on “sick leave” from their department shall **NOT** be allowed to participate in any lectures or training programs. If a student is out with a physical injury, that student *can* participate in lectures **ONLY**. When a student has been out on injury/sick leave and intends to return to the institute to continue with classes, they must provide a doctor’s note to the Fire Instructor in Charge that they are medically cleared to continue attending fire classes. Students suspended from duty must present a note from their Chief to the Instructor-in-charge, before returning to class.

### **RESTROOMS**

Restrooms are to be used for their intended purpose. Smoking is prohibited. Paper towels shall be deposited in the proper receptacles.

### **VISITORS**

Visitors, day or evening are prohibited from entering the Fire Training area without knowledge of the full time Fire Instructor and academy personnel present to insure their safety. Proper protective gear can be loaned to individuals whom don’t have any with them at that time.

### **RADIO EQUIPMENT**

All radio receivers and pagers shall be in the OFF position during instruction periods. EXCEPTION: Chief Officers.

### **FIRE DUTY**

Students attending classes at the Institute or at a Field Site are NOT permitted to respond to an emergency scene, unless requested by the Chief of the individual’s F.D.

## **ACKNOWLEDGEMENT**

**Students must read the Rules & Regulations,  
sign and return the attached  
“Student Handbook & Code of Conduct  
Acknowledgment Form” to their  
Instructor by the start of the second class.**

***Failure to do so may result in your being removed from the  
class.***



## STUDENT HANDBOOK & CODE OF CONDUCT ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, hereby acknowledge receipt of the Bergen County Law and Public Safety Institute Student Handbook and Code of Conduct document. By signing this form, I represent that I have read the Rules and Regulations set forth therein and will adhere to the required Code of Conduct.

I understand that the Academy adheres to the Code of Conduct and violation of any rules and regulations may result in disciplinary action up to and including dismissal from the Law & Public Safety Institute. I further understand that this Student Handbook is not a contract and that the Rules and Regulations contained herein may be changed without notice at the sole discretion of the Institute and that the Institute retains the right to interpret and enforce the Rules and Regulations as it deems appropriate.

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

Date: \_\_\_\_\_