



# WARREN COUNTY FIRE ACADEMY



## POLICY HIGHLIGHT REVIEW

### *Attendance & Class Times*

**In order to receive a course certificate, 100% attendance is required.**

Attendance will be taken at the beginning and end of each class or practical session and reported to the office. The instructor will verify complete attendance at the end of each session and sign off on the attendance roster. The instructor will note the time of all late arrivals on the attendance roster. Habitual tardiness without a valid excuse will result in the student being dropped from the course. Students will be dismissed as a group at the conclusion of the class or practical session; no one is allowed to leave early without prior approval from the Training Coordinator or Operations Officer.

**\* Any student not in the class at the end will be marked absent for the entire class.**

Any student missing 10% of the lessons in any course will be dropped from that course and will be required to re-apply for that course. Students who miss a practical will need permission from the Training Coordinator to continue with the program.

Open Enrollment Programs: The office will post class times.

### *Make-up Policy*

All course work will be made up under the guidance and supervision of Academy staff. Letters from the Chief of the Department indicating that the student has made up missed course work **will not** be accepted. In the event a student needs to make up a missed class or practical session, they must do so by the date determined by an Academy Supervisor. The student will be responsible for contacting the office to make an appointment with the Fire Training Coordinator and make arrangements to make up the missed class or practical and have their name included on the make-up attendance roster. If missed course work is not completed, the student will be required to take the course over again in order to receive a certificate.



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### Academic Requirements

Students must maintain a grade 70% or greater on ALL exams and quizzes in order to complete the course, receive a certificate and attend the graduation ceremony. Students in hands-on programs must participate in and satisfactorily pass all practical evolutions to complete the course and receive a certificate.

**\*Students in the Firefighter I/II program must pass the state-issued exam in order to receive a Firefighter I/II certificate from WCFA.**

\* Students enrolled in the Firefighter I program will be dismissed from the program if they fail to achieve a 70% grade for each State exam.

Students enrolled in the Firefighter I/II program will be dismissed from the program if they are unable to satisfactorily complete any of the Practical Skills Evolutions (weekend skills training), and/or the Practical Skills Assessment, and/or the Live Burn/Flashover skills training portion of the curriculum. The Training Coordinator will notify the Chief of the Department when a student is found to be deficient in any of these areas and will explain the reason for dismissal.

**\* Students with learning disabilities or physical needs must notify the staff of any special needs, so the appropriate accommodations can be made.**

**Students with an IEP that is 5 years old or less can have tests read to them if they provide a copy of their IEP to the Academy.**

### Course Certificates

For courses that require a certificate, such as FF1, Pump course, etc., certificates will be issued following the completion of the course. All sessions of a course MUST be completed to receive a certificate. Any student that requires a certificate to be reissued will be charged \$5.00 per certificate that is reissued - **NO EXCEPTIONS.**



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### *Physical Requirements*

All students attending the academy must produce proper medical clearance from their physician, i.e., a letter which states that they are in good health, able to participate in rigorous exercises (firefighting duties), and have no underlying medical issues that would preclude the student from participating in firefighting duties. Also acceptable is a physician's completed physical exam form or the NJ State Firemen's Relief Association Physical form. Medical clearance certification from the Chiefs is no longer acceptable.

Due to the physical requirements of fire service training and the demanding nature of the training exercises, any student who poses a direct threat to their health or safety and/or to the health and safety of other students and instructors will not be allowed to participate in the course. Students taking medication with side effects that may affect their participation in the course must notify the office or Operations Officer prior to the start of the course. Students with an illness that may affect their participation in the course must notify the office or Operations Officer prior to the start of class.

The Academy will conform to the requirements of the Americans with Disabilities Act.

All students using SCBA must conform to all current PEOSHA/ OSHA Respiratory Protection Standards.

### *Dress Code*

Firefighter I students will purchase and wear the academy recruit T-shirt with neat casual pants or a class B uniform to *all* classroom lectures. All other students will be dressed in casual attire for lectures. *Hats or bandanas shall not be worn in the classroom during lectures.*

Comfortable clothing is recommended for practical sessions; long pants are required - jeans or 100% cotton sweatpants are suggested. *Note:* Clothing may become soiled during outdoor activities so dress appropriately.

*No shorts, cutoffs, tank tops, sleeveless shirts or open-toed footwear are allowed on the academy grounds.*



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**No one who has a beard or excessive facial hair shall be permitted on the Fire Academy Grounds for any courses or drills.** This is in accordance with OSHA 29 CFR 1910.134, NFPA 1500 Standard on Fire Department Occupational Safety and Health, Sec. 5-3.10, and PEOSHA. **Non-compliant participants for Fire Department drills shall be permitted to remain at the instructors building.**

Firefighter I/II students shall be clean shaven during the entire course. This directive shall take effect following orientation. **Non-compliant students will be removed from the class and excused from the Fire Academy for that day marked as an un-excused absence.**

No fit test will be performed on any person who has a beard or excessive facial hair. This is according to OSHA 29 CFR 1910.134, NFPA 1500 Standard on Fire Department Occupational Safety and Health, Sec. 5-3.10, and PEOSHA.

All students participating in live burn drills (burn building, flashover) **MUST** be certified Firefighter One by the NJDFS. **Exception:** A Firefighter One student who is enrolled in the program and has completed the SCBA/PPE portion of the program and has permission from the Academy Safety Officer.

Any student participating in live fire training who comes to class with hair that extends below his or her collar must arrange it so that it does not fall below the collar. Hair enclosed in an OSHA-approved hood is acceptable.

During practical sessions, jewelry is not to be worn. This includes earrings, necklaces, bracelets or rings. **Medical Alert jewelry and wedding bands are exempt.**

### **Student Conduct**

Students are expected to treat the Academy staff, instructors and fellow students with courtesy and respect. Students should be well-disciplined and refrain from abusive, profane or obscene language or behavior. Horseplay or any disturbance during class; any form of gambling; sexual harassment; racial or ethnic discrimination; use, possession or introduction of any intoxicants or reporting to class under the influence of intoxicants; fighting; stealing; or cheating on quizzes or exams is not allowed and will not be tolerated. Behaving in this manner will result in the student being permanently dismissed from the program and the Academy.



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Students may *not* receive personal phone calls on Academy phones *except* in emergency situations. If you receive an emergency call, an Academy staff member will get you from class immediately to take the call.

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

Do not in any way interfere with any classes, the Communications Center or meetings that might be in session. Proper decorum will be exercised at all times. Any act or behavior pattern deemed prejudicial to the good order and discipline of the class, i.e. sleeping during class, horse play in drills, will result in dismissal from the Academy. The administrative office should not be entered unless required to do so on official business.

Students are expected to clean up after themselves. Soda cans, coffee cups, newspapers, etc., are to be placed in the proper receptacles provided for regular trash or recyclables. Wearing of boots and turnout gear in the public safety building is not permitted.

All students should take note of the EXIT signs located throughout the building. In an event of an emergency, quickly and calmly exit the building at the location closest to your activity. The emergency door, located at the top of the stairway, is to be used for emergency evacuation only. Students shall assemble across from the front of the building near the green phone cabinet. At this time a PAR (Personal Accountability Report) shall be taken by Academy staff. If in any case a student is missing, immediate notification will be made to the Incident Commander or person in charge. Under no circumstances shall any person re-enter the building or leave the Academy without permission from the Instructor in Charge.

### *Photographs and Videos*

Any student, visitor, or member of the press may take photographs and videos with the permission of the Training Coordinator or Academy staff. Photographs and videos **CANNOT** be posted on any social media sites such as Facebook, Twitter, Instagram, and Google Plus, Pinterest or any other form of social media or communication that is open to public comment or view without permission/approval by the Training Coordinator.



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### *Breaks*

Breaks will be at the discretion of the instructor. Food & beverages will **NOT** be allowed in the classroom. All students will be responsible for disposing of their trash in the receptacles provided and cleaning up any mess they make. During practical sessions, a minimum 45-minute lunch period will be given to the students.

Firefighter One students are **NOT** allowed to leave the Academy for lunch. Lunch menus are provided from a local deli and lunch will be delivered or you may have your lunch brought in or you can bring your lunch. A refrigerator is available in the kitchen. Students shall only use designated areas for lunch. Designated areas will be assigned by fire academy staff.

### *Personal Protective Equipment (PPE) & Self-Contained Breathing Apparatus (SCBA)*

The sponsoring department is responsible for supplying their students PPE & SCBA, with a spare air cylinder, for those courses that require this equipment. All protective clothing worn must meet current OSHA, PEOSHA and NFPA Standards. The Academy will refill any student's air cylinder, provided it has an up-to-date hydrostatic test date.

### *Liability*

It is the responsibility of each organization using the Warren County Fire Academy for training or any other purpose to provide a certificate of insurance from its insurance company prior to entrance into FFI/II or any drill or Outreach program. This certificate of insurance shall provide the following information:

- Liability insurance in a minimum value of \$1,000,000.
- The County of Warren shall be named as an additional insured.
- The certificate of insurance holder shall be the Warren County Fire Academy.

Payment for all medical expenses will be the responsibility of the student or the users' sponsoring organization.



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### *Accidents/Injuries*

All accidents or injuries occurring on Academy grounds must be reported immediately to the Operations Officer or Safety Officer. The attending Academy staff will take the necessary action to obtain the appropriate level of emergency care for the injured party or parties. The Academy office must be notified immediately about the incident and an accident report form must be completed. ***Phone calls after a student leaves stating they were injured at the Academy will be considered to not have happened at the Academy.*** The Academy will immediately notify the student's Chief of any illness or injury as any medical cost incurred will be the responsibility of the sending agency's insurance. No student will be allowed to return to class without written permission from their doctor.

### *Tobacco use*

Smoking and smokeless tobacco or electronic nicotine products are ***NOT*** permitted in the Academy buildings or on the drill grounds. Tobacco products are only allowed in the rear of the building at the designated area. Any student found using tobacco products in the Academy buildings ***WILL*** be sent home. During outside operations, smoke breaks will be at the discretion of the Operations Officer or Instructor in Charge.

### *Fire Calls*

***Fire calls will not be considered an excuse for being late or missing a lesson.*** Any student who is attending a course at the Academy is expected to be on time for any course he or she is attending. ***Unless specifically called by his or her department and requested through academy staff, no student shall leave for an incident in his or her town.***

### *Radios, Pagers, Cell Phones & Other Electronic Devices*

All radio receivers and pagers shall be in the ***OFF*** position during instructional periods. Use of cell phones & other electronic devices during class is prohibited. Exception is a Chief Officer's (please use vibrate feature to limit classroom disruptions). Any student using any cell phone, I-Pad or any other electronic device during class without permission of the instructor will be dismissed from the program they are enrolled in.



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### *Parking*

The parking area immediately adjacent to the building has been designated as staff parking for the Office of Emergency Management, the Communications Center, the Academy's instructional staff and short-term visitor parking. Students are to park in the general parking area only. Do not park in reserved spaces. Parking violators may be towed. The use of sirens and other audible warning devices on Academy grounds is prohibited. Students utilizing the parking facilities shall operate vehicles in a safe and responsible manner. All vehicles shall be operated no greater than 15 mph.

### *Team Concept*

The Warren County Fire Academy follow the state mandated personnel accountability system as prescribed by NJAC: 5:75-2.4. At or shortly after orientation Firefighter I/II students will be issued 2 temporary personnel accountability tags. These tags will be utilized at every class. The student is to place one tag on the personnel accountability board prior to the beginning of class. The tag will be retrieved by the student at the conclusion of the class. It will be the responsibility of the student to adhere to the policy.

To stress the importance of the “team concept” and discourage “free-lancing” no students are to move around the fire grounds alone. After a class utilizing the fire-grounds has commenced students shall not leave the training area unless excused by an instructor and they must do so with a partner. This includes but is not limited to: going to car to retrieve equipment, bathroom breaks, etc.

### *Disciplinary Procedures*

The disciplinary procedure is constructed to ensure fair treatment and to protect the safety of all instructors, employees and students. Discipline may be in the form of a verbal warning, written warning, fine (in cases of damage to County property or expenses incurred), or termination of enrollment. The students Fire Chief (or designee) will be advised of any disciplinary actions.



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### *Additional Information*

This document provides only a brief overview of the Warren County Fire Academy policies and procedures. All the policies that relate to the recruits can be found on the J&B Class #87 site in the WCFA Policies section. It is recommended that all recruits are familiar with them. Below is a list of policies that related to recruits.

- AP-2: Rules and Regulations
- AP-3: Code of Ethics & Confidentiality
- AP-4: Harassment
- AP-6: Student Discipline
- AP-7: Student Grievance Procedure
- AP13: Reporting of Injuries, Illness and Exposures



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### *Warren County Fire Academy*

1024 Route 57  
Washington, NJ 07882  
908-835-2068  
wcfa@co.warren.nj.us

By signing below I acknowledge that I have reviewed the Warren County Fire Academy Rules & Regulations with the Academy Staff.

I also have received a copy of the rules and regulations for my records.

I also agree to adhere to all current rules and I understand that from time to time the Academy may have cause to change and/or add to these rules and regulations.

Name (print): \_\_\_\_\_

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

Department: \_\_\_\_\_

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

Fire Academy  
Representative: \_\_\_\_\_  
(print name)

\_\_\_\_\_  
(Signature)

This copy acknowledging the students agreement will be kept on file at the Fire Academy.