

North Central Ohio Fire Training Academy Handbook



Lead Fire Instructor
Don Staiger - #126064

Program Coordinator
Captain Terry Weber - #005728

North Central Ohio Fire Training Academy

Introduction

Welcome to the North Central Ohio Fire Training Academy Fire Training Program.

The North Central Fire Fighter program was developed to meet the area needs and to help better serve the community.

The instructional program is designed to teach the students the basics of knowledge and the skill in the field of Fire Fighting and Rescue.

The program consists of classroom and clinical experiences. We have experienced Fire Fighting from the City to Urban areas to better teach the students. The instructors have years of experience. Upon successfully meeting the stated criteria for passing and reaching the desired level clinical competency, the student will be eligible to take the State Certify Exam.

Competency, knowledge, awareness of one's ability and the limitations, the ability to relate with people, and a capacity for a calm and reasonable judgment while under stress are essential attributes of the firefighter.

Admission Requirements Ohio Revised Code (4765-7-17)

1. 17-years old and in the 12th grade (senior year) before the first class date.
2. High School Diploma / GED
3. Must not have a beard or any facial hair that inhibits a face seal with an SCBA face piece.
4. Must provide evidence of physical exam as required by the Ohio Revised Code prior to the first class date.
5. Possess a valid Ohio Drivers license.
6. Wear all NFPA approved turnout gear and use SCBA when instructed to do so.
 - a. Protective Ensemble for Structural Firefighting - NFPA 1971
 - b. Open-Circuit Self Contained Breathing Apparatus - NFPA 1981
7. Prior to the second-class session, must provide letter from appointing department authority accepting responsibility for all actions, injuries and liability incurred.
8. Read and sign the Waiver of Liability.
9. Must not have been convicted of, plead guilty to or has a judicial finding of guilt for any of the following reasons:
 - a. Fraud or material deception in applying for, or obtaining a certificate issued,
 - b. A felony,
 - c. A misdemeanor involving moral turpitude,
 - d. A violation of any federal, state, county, or municipal narcotics law,
 - e. Any act committed in another state that if committed in Ohio would constitute a violation set forth in this paragraph,
 - f. Have not been adjudicated mentally incompetent by a court of law,
 - g. At time of admission, is not under indictment for a felony or misdemeanor involving moral turpitude.
 - h. Does not currently engage in the illegal use of controlled substances, alcohol, or other habit forming drugs or chemical substances to an extent that it impairs the ability to perform the duties of a fire fighter, fire instructor or fire safety inspector.

Non-Discrimination Policy

Ohio Revised Code (4765-7-02 (16))

The **North Central Ohio Fire Training Academy** does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA)*, age, or veteran status in employment, program or against individuals receiving services.

(* Reasonable accommodations for the final written examination are available for any student in a chartered training program with a documented disability. Contact the chartered training program for qualification requirements.)

Attendance

1. **Attendance:** Attendance is required at all scheduled sessions unless excused by authorized absence. Authorized absence included illness, death within the immediate family. Other reasons for absence are judged on an individual basis and permission must be obtained from the Coordinator. Absence without notification or permission constitutes an unauthorized absence. Absence resulting in the student missing more than 10% of the class will result in dismissal from the program.
2. **Tardiness:** Habitual tardiness is disruptive. After three (3) tardies, this will be counted as an absence from class. Individual basis will apply. Tardiness is cause for counseling and could result in dismissal from the program.
3. **Cancellation:** Decisions regarding class cancellation will be made through the program Coordinator no later than two (2) hours prior to class time.

Lab Skills and Practical Testing Sessions

Training in the many firefighting techniques will be included in the classroom session. A complete list of the lab skills and practical testing sessions will be given to each student at the first class.

Tuition Refund

Ohio Revised Code (4765-7-17)

Tuition must be paid on or before the first day of the class. Unless other arrangements have been made through the Program Coordinator.

Full refunds will be made if cancellations are received 10 working days prior to the course starting date. A \$100.00 processing fee will be retained.

No refunds will be after the beginning of the course.

Class Cancellation

If the North Central Ohio Fire Training Academy classes are cancelled due to weather conditions, all class participants will be contacted and a message left on the phone number listed on their application. If a student has a concern about a class cancellation call the station phone number 419-946-2551.

Classroom / Lab Skill Sessions Expectations

Ohio Revised Code (4765-07-02)

Classroom etiquette and good conduct are expected from each student. Students must be ready at the commencement of each class: **prepared to take notes, have all assignments read, homework done, and ready to be involved and responsive.** Excessive tardiness will not be permitted; and three times will result in **immediate dismissal from the program.**

In order to successfully complete the North Central Ohio Fire Training Academy Fire program the student must:

- Submit all assignments
- Attain 75% or better on quizzes. (May repeat each once)
- Pass section exams with 75% or better (May repeat once)
- Pass all practical exams on a pass/fail basis. (May repeat each once)
- Pass final class exam with 75% or better. (May repeat once)
- Failure to attain 75% or higher on a repeat written exams and or failure to pass repeat practical exams will result in dismissal from the program.
- Repeat exams, regardless of grade attained will be recorded on the student's record as a 75%.
- All required documents submitted and full payments of fees.
- All clinical and didactic must be completed prior to **State Certifying Exam** (Ohio Revised Code 4765-7-02)

Operational Policies

1. **Student Conduct** – Any infraction that may be detrimental to the welfare or reputation of an individual or reflect negatively on the North Central Ohio Fire Training Academy will be tolerated. Disciplinary action will be initiated for following behaviors, but not limited to:
 - Suspected consumption of or under the influence of alcohol or drugs prior to or during class or clinical time.
 - Absence totaling 10% or more of class time.
 - Sleeping in class or clinical time/areas.
 - Cheating
 - Falsification of records and/or documents.
 - Improper conduct toward faculty, classmates, employees of program facilities.
 - Poor personal appearance.
 - Tardiness
 - Theft or destruction of property, classmates, equipment, and school property and or of off site locations property or equipment.
 - Leaving without permission (this includes classroom or clinical.)
 - Inability to meet clinical objectives.
 - Gambling, fighting, foul language will be ground for dismissal.

At the first occurrence, the coordinator will initiate a counseling report. The student will be given the opportunity to indicate verbally and in writing his/her viewpoint. A copy of the incident and counseling will be placed in the student's file.

With the occurrence of the second incident, the Coordinator will initiate a disciplinary report in addition to the counseling record. One copy will remain in the student's file; another copy will be forwarded to the student's fire chief. Counseling will again be offered to the student. A second incident may result in probation at the discretion of the coordinator.

A third incident will result in dismissal from the program.

2. **Student Rights** – Students do have the right to ask questions, discuss problems and express opinions. It is the policy of the North Central Ohio Fire Academy to assist a student in the solution of a classroom problem or disagreement. It is the wish of the facility member that disagreements may be settled quickly between a student and the facility member at that level. If that is not the case, the grievance may be brought to the attention of the coordinator. This must be done in writing within five (5) days of the occurrence of the incident. The coordinator will in turn report the findings to the student within five (5) days. Documentation will be placed in the student's file. If the student is not satisfied with the decision of the coordinator, the student may make a formal request, through an impartial grievance committee selected by the advisory board. That committee's decision will be final.

On-duty Illness or Injury

Disclaimer – The North Central Ohio Fire Training Academy is not responsible for the cost of medical care resulting from injury or illness that occurs during fire didactic or clinical time.

Responsibilities – It is the responsibility of the student to check with their employer or Fire Department / EMS to determine if any injuries or illness occurring during didactic or clinical time is to be covered by the Fire/EMS insurance, personal insurance or on a self-pay basis.

Procedures:

1. The student is responsible for reporting any injuries or illness, occurring during class/clinical, to the coordinator.
2. The student is to be referred to the Emergency Department to be treated by the physician on duty.
3. The student is responsible for his/her own follow-up care.
4. The student cannot return to class until they have been released with a release to return to class.

Liability Insurance

1. The student should make certain that their individual department insurance would cover them while they are students.
2. Students who are not affiliated with a department, as well as any other student, who wishes their own liability insurance, may contact private companies who offer this service.

Withdrawal or Dismissal from the Program

Students who resign or withdrawal, or are dismissed from the program are to submit a written resignation to the coordinator and include the reason for the withdrawal.

Students dismissed from the program, will forfeit all tuition.

Course Completion Objectives

To successfully complete this course, you must do the following:

- Observe all rules and regulations spelled out in this handbook.
- Observe attendance requirements.
- Maintain at least a 75% on **ALL** quizzes, tests and the instructor's final exam.
- If you do not pass the final instructor's exam, you will not be able to sit for the *State Certifying Exam*.

Student Attire

Students will be expected to dress in long pants, shirts with long or short sleeves, pull over or button down the front and fit loosely, no skin tight clothing and are tucked in the pants at all times. At no time will inappropriate attire be allowed. Anyone coming to class will be dismissed to change clothes if they arrive to class with inappropriate attire.

North Central Ohio Fire Training Academy

Student Acknowledgement

I have had the policies and procedures reviewed with me and agree to the same. I have received my copy of the Fire Fighting Education Student Handbook from the North Central Ohio Fire Academy Fire Fighter Training Program. I understand that this manual may need revision from time to time, and that change may be made without notice. I further understand that any charges will be announced and distributed for inclusion in the manual and that **IT IS MY RESPONSIBILITY** to be familiar with policies and procedures of the program and to keep current with all changes.

Signature of Student

Date

Print Name

North Central Ohio Fire Training Academy
Liability Release

North Central Ohio Fire Training Academy
Chartered School Name

Mt. Gilead, Ohio 43338
1 Municipal Drive
Address

Whereas, the undersigned voluntarily desires to participate in the _____ training course: and **Whereas,** the undersigned is aware that there are risks and hazards which may arise through participation in said activity and that participation in said activity has serious risks, including risk of loss of life and or limb and or property of the undersigned: and **Whereas,** the undersigned being knowledgeable that risks are involved in said **Course** and being willing to waiver all rights or claims to injury, person, and or property:

Therefore, it is agreed as follows:

In consideration of being allowed to participate in said activity and receive education and other benefits there from the undersigned hereby voluntarily assumes all risk of accident or personal damage to his person or property, and hereby releases the **North Central Ohio Fire Training Academy**, its agents and employees from every claim, liability or demand of any kind sustained, whether caused by negligence of the said **North Central Ohio Fire Training Academy**, its agents or employees, or otherwise. The **RELEASE** shall be binding upon any heirs, administrators, executors and assigned of the undersigned.

The undersigned, by signing this **RELEASE**, hereby certifies that the undersigned has **read and fully understands** the conditions herein provided.

Department Chief Signature

Student Signature

Department Name

Social Security Number

Date

Date