



Public Safety Campus
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**POLICIES and PROCEDURES
for the
FIREFIGHTER TRAINING PROGRAM**

MISSION STATEMENT

The mission of the Firefighter Certification Program at First Coast Technical College is to prepare students for employment as Firefighters who will function at entry level competency to control fires and other emergencies, using appropriate equipment and materials, and to prepare students for certification as a Firefighter in accordance with Chapter 69A-37 of the Florida Administrative Code.

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I. FIREFIGHTER I and II TRAINING

A. GENERAL DESCRIPTION

1. The Firefighter I Training Course* conducted at the FCTC Public Safety Campus is 191 hours in length. The course curriculum must be completed, in its entirety, for an individual to be eligible to test for certification under Florida Statute 633.34. The curriculum has been established by the State Fire Marshal's Office, Bureau of Fire Standards and Training and the Florida Department of Education
2. The Firefighter II Training Course* conducted at the FCTC Public Safety Campus is 301 hours in length. The course curriculum must be completed, in its entirety, for an individual to be eligible to test for certification under Florida Statute 633.34. The curriculum has been established by the State Fire Marshal's Office, Bureau of Fire Standards and Training and the Florida Department of Education

**The term "Course" refers to Firefighter I and Firefighter II, which are two separate Courses within the Firefighter Certification Program*

B. TEXTBOOKS

1. The following textbooks are required for successful completion of the Firefighter I & II courses. Only the editions shown shall be accepted: (Books must be unused)
 - a) JBL Fundamentals of Fire Fighter Skills and Hazardous Materials Response Fourth Edition (**Premier Access**)
 - b) Department of Transportation Emergency Response Guidebook (ERG), 2024 Edition

C. AREAS OF STUDY

There are three areas of study developed for these courses. They are academic, practical, and physical abilities. Each of these areas is disseminated in the form of the class schedule.

1. **ACADEMIC:** These are pre-assigned and given to the student at the beginning of the course. Students must complete all homework and assignments prior to coming to class. Assignment will be turned in at the start of the day on the date that they are due. Tests and exams are reflected on the class schedule. Students who are unable to satisfactorily complete the academic requirements of the class shall be terminated from the Program.
2. **PRACTICAL EVOLUTIONS (TERMINAL OBJECTIVES):** These evolutions are designed to allow the student an opportunity to practice and demonstrate those skills learned to meet the requirements established by the Bureau of Fire Standards and Training. Any student who is unable to satisfactorily complete any or all practical evolutions shall be terminated from the Program.
3. **PHYSICAL ABILITIES:** Physical training is an integral part of the Firefighter Program. All students should be in good physical condition prior to the start of class so they may

successfully complete the practicum requirements of the Program. Any student who is physically unable to participate in and/or perform all physical portions of the class shall be terminated from the Program.

II. ADMISSIONS POLICY

To be considered for entry into the Firefighter Program, the prospective student must:

- Complete and submit a Program Application (available on the website or on campus)
**An application will be considered complete when the application fee has been paid and all required documents have been submitted*
- Successfully pass a Physical Agility Test
**There is an additional fee to participate in this evaluation*
- Successfully complete an EMT course, or Paramedic course
**Candidates who have not yet completed an EMT course may be considered for admission, however the State of Florida Bureau of Firefighter Standards and Training will withhold the candidate's Firefighter Certificate of Compliance until the candidate has completed an EMT course.*
- Attend an Orientation class for the Firefighter Certification Program
**Any candidate who is unable to attend Orientation will be unable to attend class and may be moved to a later class start date.*

III. REGULATIONS FOR CONDUCT

A. ATTENDANCE

Students are expected to be in class and attend **ALL** scheduled class sessions. Students who do not attend class during all scheduled class times may not be permitted to complete the Program or be issued a Course Certificate, regardless of the reason for the absence or time missed.

Students shall notify a Lead Instructor and their Class/Squad Leader, in writing (i.e. text), whenever they will be unable to attend class or if they will be arriving late or leaving early. Failure to make the appropriate notification(s) will result in an unexcused absence. Unexcused absences and/or excessive excused absences (including tardiness) will be handled as a failure to progress and will result in termination from the Program. Students will be required to complete appropriate forms documenting all absences, tardiness, leaving early, or otherwise being absent from scheduled class times.

In order to be eligible for completion of the Program, and to become certified as a Firefighter, all students must meet the minimum curriculum hours as established by the State Fire Marshal's Office, Bureau of Fire Standards and Training (as required by Florida Administrative Code Chapter 69A-37) and the Florida Department of Education.

The current requirements for state certification include completion of a minimum of 191 hours for Firefighter I and 301 hours for Firefighter II, for an overall total of 492 hours for the Firefighter Program. Further, per the Bureau of Fire Standards and Training, each student must receive a specific number of hours of lecture and/or drill in each topic within

the Program. Due to Florida Department of Education requirements, First Coast Technical College is not permitted to offer a training program that exceeds these required hours.

THEREFORE, any hours or portions of an hour missed, regardless of excused status and regardless of whether from tardiness, absence, or leaving early, MUST be made up in the specific lecture or drill area or the student will be terminated from the Program for failure to meet Program/State requirements.

The Program will attempt to provide an opportunity for students to make up a **maximum of eight (8) hours** of excused time missed during each of the Firefighter I and Firefighter II Courses. If a student is unable to make up the hours missed at a time and place offered by the Program, or if the Program is not able to provide an opportunity to make up the hours missed, the student will not have met the Program objectives and requirements and will not be eligible for Course completion and/or a Course Certificate.

Students are further cautioned that attendance during certain drill areas such as vehicle extrication, live fire, and similar activities is **mandatory**, and hours missed during these class times (regardless of reason) are not able to be made up due to the logistical issues involved in holding these class sessions. **Mandatory dates are noted on the class syllabus.*

B. WITHDRAWAL AND/OR EXIT PROCEDURES

Students must notify the Lead Instructor or Program Director of their intention to withdraw from the Program and must follow the **official** withdrawal procedures as required by FCTC.

References will be provided only for students who leave FCTC in “good standing” and complete the following:

- Notify the Course Instructor or Program Director
- Satisfy all financial obligations
- Complete an exit interview with the Program Director

C. REFUND POLICY

The Refund Policy is explained in the current FCTC Student Handbook at <https://fctc.edu/students/handbook>.

D. CLASSROOM CONDUCT

1. When an Instructor or guest enters the classroom, all students will **promptly come to attention** and will **remain standing** until the command to return to your seat is given by the guest or Instructor.
2. Sleeping in the classroom or breakroom is **not** allowed and will not be tolerated.
3. Tobacco products and e-cigarettes are **not** permitted on any FCTC campus.
4. Food and drink are **not** allowed in the computer lab. Food is **not** allowed in the classroom. Water bottles with closeable lids/tops will be allowed in the classroom and on the drill field.
5. Sunglasses or hats are **not** to be worn during class. Prescription glasses that are not sunglasses may be worn. A “spectacle kit” must be purchased by the student if prescription glasses must be worn with the SCBA facepiece.

6. Profanity will **not** be tolerated on any FCTC campus.
7. During breaks, do **not** linger in hallways or by entrance/exit doors. Move promptly to an authorized break area. Break areas are to be kept clean and orderly. Students will report promptly to the classroom by the end of the break period and be seated.
8. Comments or other conduct reflecting racial, ethnic, or sexual prejudice is **strictly prohibited**.
9. Students will be seated immediately prior to class. Silence will be maintained during the classroom instruction, unless the Instructor recognizes the student. Any student who wishes to make a statement or ask a question should do so only after being recognized by the Instructor.
10. The following offenses during training are considered grounds for dismissal by FCTC under the "Good Moral Character Rule" of Administrative Code Rule 69A-37.036:
 - a) Arrest or Criminal Action
 - b) Cheating
 - c) Dishonesty
 - d) Disrespect
 - e) Fighting
 - f) Unfairness

E. SEXUAL HARASSMENT

Sexual harassment of any form is prohibited and may result in actions up to and including dismissal from the Program and/or filing of criminal charges.

Students are required to review the St. Johns County School District's policy on sexual harassment in the Student Code of Conduct at <https://www.stjohns.k12.fl.us/schoolservices/conduct> so they will be aware of the definitions of sexual harassment and the types of activities that may be prohibited. The specific policy applicable to FCTC students is found in the FCTC Student Handbook at <https://fctc.edu/students/handbook>.

F. OTHER APPLICABLE REQUIREMENTS

Students in the Firefighter I and II Program are also bound by the general school regulations, policies, and procedures which may be found in the FCTC Student Handbook at <https://fctc.edu/students/handbook>.

IV. GUIDELINES FOR SUCCESSFUL COMPLETION

A. GRADING PRACTICES

A student's over-all average score at the end of each Course must be at least 70%. If the 70% average has not been obtained, you will not have passed the Course and will not be eligible to take the State Test for Firefighter Certification. This grading practice applies to all **practical** testing as well as all **written** tests.

An **Initial Test** is defined as the first test you take on a specified section of the curriculum. It could be a test over a module, chapter, multiple chapters, etc. It may also be a mid-term or final test.

The following rules will apply:

1. A student who scores 70% or higher on any **Initial Test** will have passed the test and no retest will be given.
2. A student who scores below 70% on an **Initial Test** will be required to retest on the next class day or at another time as assigned by your Instructor.
3. A student will be allowed to retest on a maximum of **two** Initial Tests during each Course. Any student who scores below 70% on a **third** Initial Test will be withdrawn from the Course.
4. Any student who scores below 70% on a **retest** will be withdrawn from the Course.
5. The maximum score recorded on any **retest** will be 70%, regardless of score. This score (70%) will be averaged into your overall grade.

Failure of an Initial Test will generate a Performance/Affect Counseling form. Receipt of three (3) Performance/Affect Counseling forms will generate a Formal Counseling form.

B. PROBATION

Students who experience one or more of the following will be notified that they are being placed on **Probation**. This notification is an attempt to “warn” students of potential problems that may cause them to fail a Firefighter Course:

1. Failure of a **second** Initial Test
2. Receipt of a **second** Formal Counseling form
3. Excused absences totaling **8 hours**
4. Overall grade average falls **below 75%**

C. TERMINATION

The following is a summary of reasons that would result in a student’s **Failure/Termination** during a Firefighter Course. Failure of either the Firefighter I or Firefighter II course will result in a student’s inability to obtain a Course Completion Certificate and/or complete the FCTC Firefighter Program.

1. Failure of a **third** Initial Test
2. Failure of any **retest**
3. Receipt of a **third** Formal Counseling form
4. Overall grade average of **less than 70%** at the end of a Course
5. Any **unexcused** absence
6. Total **excused** absence(s) exceeding **8 hours**
7. Conduct that is unacceptable for a potential employee in the field of Public Safety

**NOTE: Anyone caught damaging or in the possession of property of other students or Instructors without their expressed permission, will be dismissed from the Program without recourse.*

D. SAFETY

1. Firearms or weapons of any kind are **not** permitted on any FCTC campus.
2. Committing any unsafe act will result in **immediate dismissal** from the Program.
3. Safety equipment, including PASS devices, will be worn during all **Hazardous Evolutions**.
4. Any injury must be **immediately** reported to an Instructor. Injury forms must be completed and forwarded to FCTC Administration by the Lead Instructor **within 24 hours**.
5. Any student under the care of a physician as a result of injury or illness **must** provide the Lead Instructor with a note indicating they are medically able to return to full duties **before** they may return to class.
6. Instructors have full authority to prevent a student from participating in a **high-risk** or **high-heat** activity if they observe signs or symptoms of a medical condition that would make it unsafe for the student to complete the activity.
7. Any student who is unable to perform or complete an activity due to overheating, exhaustion, or other medical condition, or based on an Instructor's evaluation/observation, may be required to obtain a release from a physician indicating that they are medically able to return to full duties in order to safely continue in the Program. This may be required by the Lead Instructor or the Program Director.
8. Helmets will be worn at **all** times while on the drill field, unless permission has been granted by an Instructor to remove them.

E. TELEPHONE MESSAGES

Telephone messages **will not** be delivered to students during class periods except during emergency situations. The Public Safety Campus emergency telephone numbers are:

Lead Instructor's Office	(904) 547-3563
Public Safety Academy Office	(904) 547-3542
Program Director's Office	(904)-547-3540

V. GENERAL PROCEDURES

1. All Academy staff will be addressed by their **formal titles** (Mr/Mrs/Ms or Chief/Captain/Lieutenant/Engineer/Firefighter/Instructor).
2. Students will **knock prior to entering** any office and enter only when told to do so.
3. Students and Academy Staff **will not** fraternize.
4. All students are required to have a **current** and **valid** Florida Driver's License prior to starting class and maintain such throughout the Program. A copy of the Driver's License

will be provided to FCTC prior to the first day of class. It is the student's responsibility to ensure a current, updated copy of the Driver's License is on file.

5. Students will be responsible to **immediately** notify the Academy Office if there is a change in their address and/or telephone number.
6. Outside activities that may conflict with the Program will be at the student's **own risk**. The **physical ability of the student** should be the main concern.
7. Students are responsible for notifying the Lead Instructor or Program Director when involved in **any** type of off-duty incident requiring the involvement of a Law Enforcement Agency (i.e. traffic citation, automobile accident, domestic dispute, arrest, or injuries to themselves).
8. Unapproved electronic devices (cell phones, smart phones, smart watches, etc.) are **strictly prohibited** in the classroom or during outside practical activities (drill). Any student found with an electronic device on their person during testing will be removed for cheating.

VI. OBEDIENCE TO COMMAND

A. VERBAL ORDERS

All orders and commands given by Academy Staff, Instructors, or Class Officers will be executed **immediately**. If a student disagrees with the command or feels that he/she has not received fair treatment, he/she may request a meeting with the Lead Instructor and/or Program Director. A meeting by the Training Staff will be granted to determine propriety, if any.

Any violations of a **serious nature** may result in the student's **immediate dismissal** from the Program, depending upon the individual circumstances.

Any student who fails to follow Instructor commands or these Policies and Procedures in such a manner as to create a disruption of class activities, or which distracts an Instructor from properly monitoring the activities of other students, may be directed by an Instructor to leave the campus or class activity area **immediately**. Such activities may also result in the student's dismissal from the Program entirely after review by the Program Director or other Administrative Staff. Any time missed as a result of such dismissal from class must be made up as permitted in "Section II. A. Attendance" for the student to successfully complete the Program. Unless otherwise determined by the Program Director or other Administrative Staff, any time missed for this reason will be deemed an unexcused absence.

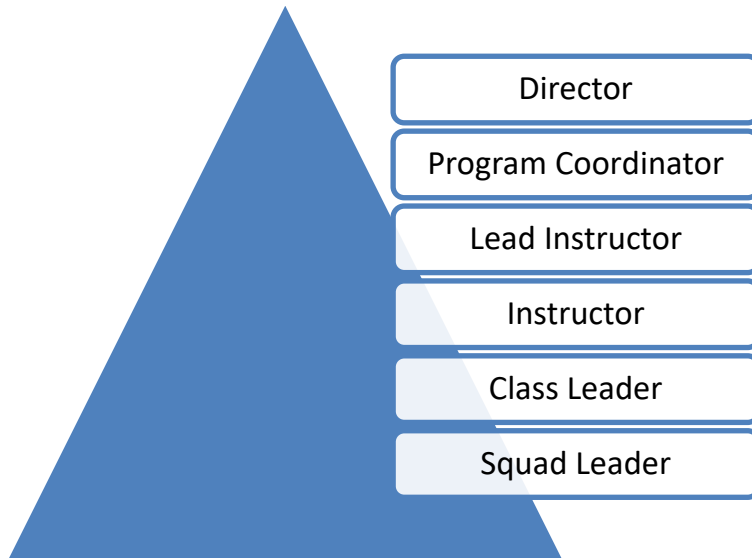
B. CHAIN OF COMMAND

Generally, students are expected to follow the Chain of Command to resolve issues and communicate information. This is intended as part of the learning process, as most fire departments operate under a paramilitary style Chain of Command and will not tolerate those who operate outside of this structure. However, as a learning institution, FCTC and the St. Johns County School District view our students as both learners and customers. All students are permitted to contact school Administrators or other staff members as needed to progress throughout the Program. No staff member or Instructor shall prohibit any

student from directly contacting other staff members as provided in the FCTC Student Handbook and/or School District Policies and Procedures.

During **ordinary/routine** circumstances, the Chain of Command **shall** be followed.

The Chain of Command is as follows:



VII. REGULATIONS FOR APPEARANCE

A. HAIR STYLE

Hair shall be maintained to present a neat appearance at all times. During practical evolutions, the student's hair must remain **off the collar** in a manner that does not pose a safety hazard. Long hair that must be restrained so that it is off the collar should remain so at all times during class hours.

Male students must be **clean shaven** before each class meeting. Beards are strictly prohibited. A mustache will be allowed, provided it does not pose a safety hazard.

At no time should any head or facial hair impede the seal of the SCBA facepiece when worn.

B. UNIFORMS

The uniform is to be worn **in its entirety** at all times unless otherwise stated by the Instructor.

All students will wear the prescribed uniform as stated below:

1. Classroom Uniform

- a) Academy Polo shirt
- b) FCTC ID badge

- c) Dark Blue or Navy Blue “Dickie” style pants or BDU’s
- d) Plain black belt, with standard silver/chrome buckle
- e) Black or dark blue socks
- f) Black boots or plain black shoes (polishable)

2. Drill Uniform

- a) Academy T-shirt
- b) Dark Blue or Navy Blue “Dickie” style pants or BDU’s
- c) Plain black belt, with standard silver/chrome buckle
- d) Black or dark blue socks
- e) Black boots or plain black shoes (polishable)

Uniforms will be kept **clean, pressed, and in good repair**. Uniform shoes will be kept **polished** as applicable. Shirts will remain **tucked in** at all times.

C. JEWELRY

NO JEWELRY, except a wedding band, is permissible while in class. This includes watches, necklaces, and visible body piercings.

D. INSPECTIONS

Students are subject to daily inspections. Should the Instructor deem a student’s appearance unacceptable, the student shall receive written notification. After three (3) written notifications of unsatisfactory appearance, the student will be subject to review by the Program Director. A fourth offense may result in termination from the Program.

VIII. MISCELLANEOUS

A. INJURIES

All students will **immediately** report any injuries sustained while a member of the class (whether during or outside of class hours) to an Instructor. The Instructor may require that the student seek professional medical attention and obtain a note indicating they are medically able to return to full duties **before** returning to class.

Any injury that occurs during class hours will require an Injury Form to be completed and forwarded to the Lead Instructor or Program Director **within 24 hours** of the injury.

B. PARKING

1. The speed limit on campus is **15 MPH** and is **strictly enforced**.
2. An FCTC Parking Permit is required to park on campus.
3. Students are not permitted to park in reserved areas.
4. Parking is permitted in designated areas only.

C. MEALS

Meal breaks will typically be one (1) hour in duration. Students are expected to return promptly after meal breaks. Food will be consumed in the **designated breakroom** or **outside areas** only.

D. RECORDING DEVICES

The use of any digital recording device is **prohibited** unless authorized by the Program Director.

E. GRIEVANCE PROCEDURES

Students with a grievance shall submit a written complaint to the Program Director within **seven (7) calendar days**. The Program Director will respond to the grievance within **fourteen (14) calendar days**. If the student is not satisfied with the response, he or she may request an Administrative Hearing. For further information, refer to the FCTC Student Handbook at <https://fctc.edu/students/handbook>.

ANY ITEM NOT COVERED BY THESE POLICES AND PROCEDURES OR THE FCTC STUDENT HANDBOOK SHALL BE REVIEWED BY THE ACADEMY ADMINISTRATION ON A CASE-BY-CASE BASIS

APPENDIX A

Personal Protective Equipment

In order to protect Firefighter Program students, only rental or department-issued personal protective equipment (PPE) will be allowed.

In order to use department-issued PPE, the PPE must be owned by the department and the student must be an employee (full-time/part-time/volunteer) of the department.

All PPE must meet NFPA 1971, *Standard on Protective Ensembles for Structural Fire Fighting*. This includes (but is not limited to) helmet, coat, trousers, boots, eye protection, protective gloves, and protective hood.

The PPE must be in serviceable condition, inspected, and clean per NFPA 1851, *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting*, and any damage (if applicable) repaired by the manufacturer or authorized repair facility.

FCTC reserves the right to inspect departmental records of department-issued PPE. These records should contain the following:

- Person to whom PPE is issued
- Date of issue and condition when issued
- Manufacturer and model name or design
- Manufacturer ID number, lot number, and/or serial number
- Month and year of manufacture
- Date(s) and finding(s) of advanced inspection(s) by organization
- Date(s) of advanced cleaning or decontamination by organization
- Reason for advanced cleaning or decontamination
- Date(s) of repair(s), who performed repair(s), and brief description of repair(s)

The issuing department will not hold FCTC responsible for any damage to the PPE as a result of normal training/operational use. If PPE is damaged, the issuing department will replace or repair the equipment within twenty-four (24) hours of reported damage.

FCTC will be held harmless for personal injury, death, or property damage as a result of using department-issued PPE.

The accompanying letter must be signed by the Fire Chief of the issuing department and notarized.

The department-issued PPE must be brought to class for inspection. The accompanying letter must be presented at this time.

APPENDIX A (CONTINUED)

Personal Protective Equipment Release Form

_____ (Student Name) is a full-time employee/part-time employee/volunteer (circle one) for _____ (Department Name) and has been issued department-owned PPE (bunker gear/turnout gear) as required by NFPA 1971, *Standard on Protective Ensembles for Structural Fire Fighting*. This includes (but is not limited to) helmet, coat, trousers, boots, eye protection, protective gloves, and protective hood.

I certify that the PPE is in serviceable condition, has been inspected, and is clean per NFPA 1851, *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting*, and any damage (if applicable) has been repaired by the manufacturer or authorized repair facility.

The department will not hold First Coast Technical College (FCTC) responsible for damage to the PPE as a result of normal training/operational use. If PPE is damaged, the department will replace the equipment within twenty-four (24) hours of reported damage.

FCTC will be held harmless for personal injury, death, or property damage as a result of the use of the department-issued PPE.

(Department Chief signature)

(Department Chief printed name)

NOTARY ACKNOWLEDGEMENT

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me on this _____ (day) of _____ (month), _____ (year), by _____ (name of person acknowledging).

(Seal)

(Signature of Notary Public)
Print, Type/Stamp name of Notary Public

Personally known: _____
Produced identification: _____
Type of Identification produced: _____

APPENDIX B

Acknowledgement of Policies and Procedures

**First Coast Technical College
Firefighter Certification Program**

I have carefully read the Policies and Procedures for the Firefighter Certification Program and I fully understand its content. I agree to abide by all of the Policies and Procedures as stated.

Student Signature

Date

Student Name (Printed)

APPENDIX C

Release

THE UNDERSIGNED HEREBY AGREES TO AND ACKNOWLEDGES THE FOLLOWING:

As additional consideration for being permitted to participate in the First Coast Technical College (FCTC) Firefighter Training Program, beyond the payment of the enrollment fee, the undersigned, for himself or herself, his or her heirs, executors, administrators and assignees, hereby releases, discharges, and holds harmless FCTC, their officer, agents, and employees from any and all claims, causes of action, demands, damages, or losses of any kind, including personal injury, death, or property damage, whether present or future, known or unknown, either in the law or in equity, arising from or resulting from any incident which may occur as a result of participation in the First Coast Technical College Firefighter Training Program training, regardless of whether such personal injury, death, or property damage is caused by negligent act or omission of First Coast Technical College.

The undersigned agrees to indemnify and save harmless First Coast Technical College and their officers, agents, and employees from any loss, liability, or damages that First Coast Technical College may suffer as a result of claims, demands, costs, or judgments against them arising out of the undersigned's participation in the First Coast Technical College training program.

The undersigned acknowledges that the activities on the First Coast Technical College training premises involves risks, and the undersigned assumes the risk of any and all bodily injury, death, or property damage arising in any way from said activities. The undersigned acknowledges that First Coast Technical College in no way guarantees the undersigned's safety in connection with those activities.

By my signature below, I acknowledge that I have read, understand, and agree to abide by the contents of this release.

Student Signature

Date

Student Name (Printed)