

# Rules and Regulations

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## Emergency Services Training Programs



**Broward Fire Academy  
2600 Southwest 71<sup>st</sup> Terrace  
Davie, Fl. 33314  
754-321-1300**



*Broward County  
Public Schools*

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**The information contained in this orientation packet is in compliance with the following Florida State Statutes:**

**633.34: State of Florida Qualifications for Firefighter Certification and Employment**

**633.35: Firefighter Training and Certification**

**64J-1.008: Emergency Medical Technician**

**64J-1.020: Training Programs (Emergency Medical Technician)**

## Welcome to Broward Fire Academy

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It gives us great pleasure to welcome you to the Broward Fire Academy.

This facility and its personnel possess both the expertise and the desire to provide you with the training necessary to successfully enter the challenging field of firefighting and emergency medicine.

The Academy is supported by the McFatter Technical College and the School Board of Broward County, and in turn will support you as you work to achieve your goals.

We wish you great success in achieving your goals and completing both the Emergency Services and Minimum Standards training programs. We hope that as you continue your career in the fire service you will look to the Broward Fire Academy to fulfill your continuing education needs.

Sincerely,

The Staff of the Broward Fire Academy

Mark J. Wilson – Program Coordinator

Joseph D. Dorsette – Minimum Standards Program Coordinator

Hugh Mike O'Donnell – EMT Program Coordinator

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## Florida Statute 633.34

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### State of Florida Qualifications for Firefighter Certification and Employment

**IN ORDER TO QUALIFY FOR EMPLOYMENT AS A FIREFIGHTER, ONE MUST MEET THE REQUIREMENTS OF THE EMPLOYING AGENCY AND FLORIDA STATUTE 633.34 WHICH STATES:**

**633.34 Firefighters; qualifications for employment.**--Any person applying for employment as a firefighter must:

- (1) Be a high school graduate or the equivalent, as the term may be determined by the division, and at least 18 years of age.
- (2) Neither have been convicted of a felony or of a misdemeanor directly related to the position of employment sought, nor have pled nolo contendere to any charge of a felony. If an applicant has been convicted of a felony, such applicant must be in compliance with s. 112.011(2)(b). If an applicant has been convicted of a misdemeanor directly related to the position of employment sought, such applicant shall be excluded from employment for a period of 4 years after expiration of sentence. If the sentence is suspended or adjudication is withheld in a felony charge or in a misdemeanor directly related to the position or employment sought and a period of probation is imposed, the applicant must have been released from probation.
- (3) Submit a fingerprint card to the division with a current processing fee. The fingerprint card will be forwarded to the Department of Law Enforcement and/or the Federal Bureau of Investigation.
- (4) Have a good moral character as determined by investigation under procedure established by the division.
- (5) Be in good physical condition as determined by a medical examination given by a physician or surgeon licensed to practice in the state pursuant to chapter 458, or an osteopathic physician or surgeon licensed to practice in the state pursuant to chapter 459. Such examination may include, but need not be limited to, provisions of the National Fire Protection Association Standard 1582. A medical examination evidencing good physical condition shall be submitted to the division, on a form as provided by rule, before an individual is eligible for admission into a firefighter training program as defined in s. 633.35.
- (6) Be a nonuser of tobacco or tobacco products for at least 1 year immediately preceding application, as evidenced by the sworn affidavit of the applicant.

## Florida Statute 633.35

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**IN ORDER TO QUALIFY FOR FIREFIGHTER CERTIFICATION, ONE MUST BE IN COMPLIANCE WITH FLORIDA STATUTE 633.35 (1) (2) WHICH STATES:**

**633.35 Firefighter training and certification.--**

- (1) The division shall establish a firefighter training program of not less than 360 hours, administered by such agencies and institutions as it approves for the purpose of providing basic employment training for firefighters. Nothing herein shall require a public employer to pay the cost of such training.
- (2) The division shall issue a certificate of compliance to any person satisfactorily complying with the training program established in subsection (1), who has successfully passed an examination as prescribed by the division, and who possesses the qualifications for employment in s. 633.34, except s. 633.34(5). No person may be employed as a regular or permanent firefighter by an employing agency, or by a private entity under contract with the state or any political subdivision of the state, including authorities and special districts, for a period of time in excess of 1 year from the date of initial employment until he or she has obtained such certificate of compliance. A person who does not hold a certificate of compliance and is employed under this section may not directly engage in hazardous operations, such as interior structural firefighting and hazardous-materials-incident mitigation, requiring the knowledge and skills taught in a training program established in subsection (1). However, a person who has served as a volunteer firefighter with the state or any political subdivision of the state, including authorities and special districts, who is then employed as a regular or permanent firefighter may function, during this period, in the same capacity in which he or she acted as a volunteer firefighter, provided that he or she has completed all training required by the volunteer organization.
- (3) The division may issue a certificate to any person who has received basic employment training for firefighters in another state when the division has determined that such training was at least equivalent to that required by the division for approved firefighter education and training programs in this state and when such person has satisfactorily complied with all other requirements of this section. The division may also issue a special certificate to a person who is otherwise qualified under this section and who is employed as the administrative and command head of a fire/rescue/emergency services organization, based on the acknowledgment that such person is less likely to need physical dexterity and more likely to need advanced knowledge of firefighting and supervisory skills. The certificate is valid only while the person is serving in a position as an administrative and command head of a fire/rescue/emergency services organization.
- (4) A person who fails an examination given under this section may retake the examination once within 6 months after the original examination date. An applicant who does not retake the examination within such time must take the Minimum Standards Course, pursuant to subsection (1), before being reexamined. The division may establish reasonable preregistration deadlines for such reexaminations.

FL Statute 633.34 .35

## **Florida Statute 64 J – 1.008**

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(1) Qualifications and Procedures for Certification pursuant to Section 401.27, F.S. To be qualified for EMT certification, an individual must:

(a)1. Successfully complete an initial EMT training program conducted in accordance with the 1994 U.S. DOT EMT-Basic National Standard Curriculum, which is incorporated by reference and is available for purchase from the Government Printing Office by telephoning (202) 512-1800, or writing to the Government Printing Office, Superintendent of Documents, Post Office Box 371954, Pittsburg, PA 15250-7954, or

2. If out of state or military trained in accordance with the 1994 U.S. DOT EMT-Basic National Standard Curriculum, currently hold a valid EMT certification from the National Registry of Emergency Medical Technicians or another U.S. state or territory which has the certifying authority to submit to the department DH Form 1583, 12/08, Application for Examination for Emergency Medical Technician (EMT) & Paramedic Certification, which is incorporated by reference and available from the department, as defined by subsection 64J-1.001(9), F.A.C., or at <http://www.FLhealthsource.com>.

(b) Apply for and pass Florida EMT certification examination on DH Form 1583, 12/08, Application for Examination for Emergency Medical Technician (EMT) & Paramedic Certification; and

(c) Possess a high school diploma or a General Education Development (GED) diploma.

(2) Renewal Certification – To maintain an active certificate the EMT shall pay the recertification fee and affirm continued compliance with all applicable requirements contained in paragraph 64J-1.008(2)(a), (b) or (c), F.A.C., complete the applicable certification renewal notice, Certificate Renewal Notice DH-MQA 1212, 7/09, which is incorporated by reference and mailed by the department, or apply for renewal online at [www.flhealthsource.com](http://www.flhealthsource.com), where the form may also be obtained; and within 2 years prior to the expiration date of his or her EMT certification complete one of the following:



## **Florida Statute 64 J – 1.008**

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(a) Complete 30 hours of EMT refresher training based on the 1996 U.S. DOT EMT-Basic National Standard Refresher Curriculum, to include adult and pediatric education with a minimum of two hours in pediatric emergencies, an additional 2 hours of HIV AIDS refresher training, in accordance with Section 381.0034, F.S.; and maintain a current CPR card as provided in Section 401.27(4)(e)2., F.S., and Rule 64J-1.022, F.A.C., CPR shall be included in the 30 hours of refresher training, provided that the CPR training is taken with a continuing education provider recognized by the department pursuant to Section 401.2715, F.S. The 1996 U.S. DOT EMT-Basic National Standard Refresher Curriculum shall be the criteria for department approval of refresher training courses. The department shall accept either the affirmation of a licensed EMS provider's medical director; or a certificate of completion of refresher training from a department approved Florida training program or a department approved continuing education provider as proof of compliance with the above requirements. The 1996 U.S. DOT EMT-Basic National Standard Refresher Curriculum is incorporated by reference and available for purchase from the Government Printing Office by telephoning (202) 512-1800 or writing to the Government Printing Office, Superintendent of Documents, Post Office Box 371954, Pittsburg, PA 15250-7954.

(b) Successfully pass the EMT certification examination during the current certification cycle; and complete 2 hours of HIV AIDS refresher training, in accordance with Section 381.0034, F.S.; and maintain a current CPR BLS card for the professional rescuer. Prior to taking the examination, a candidate must request approval to sit for the examination. Such approval is requested by submitting DH Form 1583, 12/08, Application for Examination for Emergency Medical Technician (EMT) & Paramedic Certification to the department.

(c) Satisfactorily complete the first semester of the paramedic training course at a department approved Florida training center pursuant to Section



## **Florida Statute 64 J – 1.008**

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401.2701, F.S., within the current 2-year certification cycle. Complete 2 hours of HIV AIDS refresher training in accordance with Section 381.0034, F.S., and also maintain a current CPR card for the professional rescuer.

(d) An individual must provide to the department, upon request, proof of compliance with the requirements in this section.

(3) In the event an applicant or certified EMT changes the mailing address he or she has provided the department, the applicant or certified EMT shall notify the department within 10 days of the address change.

(4) Individuals who document their possession of the following in their application shall be deemed to satisfy subsection 64J-1.012(3), F.A.C., for certification as an EMT only while these criteria are applicable:

(a) Status as a member of the United States military;

(b) Valid EMT certification from the National Registry of Emergency Medical Technicians; and

(c) Assignment to Florida as part of a training program to operate as an EMT.

## **Florida State Statute 64 J - 1.020**

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(1) Qualifications and procedures for EMT and paramedic training programs in addition to those contained in Section 401.2701, F.S., are as follows:

(a) Each applicant shall demonstrate that EMT and paramedic students are not subject to call while participating in class, clinical or field sessions.

(b) Each applicant shall demonstrate that each EMT and paramedic student function under the direct supervision of an EMS preceptor and shall not be in the patient compartment alone during patient transport and shall not be used to meet staffing requirements.

(c) Paramedic training programs may allow up to 20% of the field internship experience to be done aboard an advanced life support permitted vehicle other than an ambulance.

(d) Each applicant shall receive a scheduled site visit by the department. Any paramedic training program that is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) has the option to request that the department schedule its site visit to the institution in conjunction with the CoAEMSP site visit to avoid duplication of effort and unnecessary interruption of the student learning environment.

(e) Course directors shall submit a roster of students eligible to take the state certification examination to the department within 14 days after course completion but not before course completion. This roster shall be signed by the program director.

(2) To be approved as an EMT Training Program, an entity shall submit a completed DH Form 1698, December 2008, Application for Approval of an Emergency Medical Services (EMS) Training Program, which is incorporated by reference and available from the department, as defined by subsection 64J-1.001(9), F.A.C., or at <http://www.fl-ems.com>.

(3) To be approved as a Paramedic Training Program, an entity shall submit a completed DH Form 1698, December 2008, Application for Approval of an Emergency Medical Services (EMS) Training Program, which is incorporated by reference and available from the department, as

## Florida State Statute 64 J - 1.020

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defined by subsection 64J-1.001(9), F.A.C., or at <http://www.fl-ems.com>.

(4) Any changes to the training program as approved by the department shall be submitted to the department for review within 30 days of the change.

(5) Approved training programs that wish to offer EMT or Paramedic training programs after their approval expiration date must apply to the department. An entity shall submit a completed DH Form 1698, December 2008, Application for Approval of an Emergency Medical Services (EMS) Training Program, which is available from the department, as defined by subsection 64J-1.001(9), F.A.C., or at <http://www.fl-ems.com>. The application must be received by the department not less than 90 days before the training programs approval expiration date and no earlier than 180 days prior to the approval expiration date.

(6) Emergency Medical Technician (EMT) training program course length shall be a minimum of 250 hours. EMT students shall not have less than five (5) patient contacts resulting in the student accompanying the patient to the hospital. Student to Instructor ratios shall not exceed 6:1 during the skills laboratory phase of the program.

(7) Paramedic training program course length shall be a minimum of 1100 hours that includes the recommended hours listed in the United States Department of Transportation, National Highway Traffic Safety Administration's, 1998 EMT-Paramedic National Standard Curriculum for classroom, skills laboratory, hospital clinical, and field internship.

(8) Florida approved Emergency Medical Technician Training Programs must have at a minimum the equipment and supplies listed in Table I.

(9) Florida approved paramedic Training Programs must have at a minimum the equipment and supplies listed in Table I and Table II.

(10) All equipment and supplies must be appropriate to the objective being taught, in good working order, and available in sufficient quantity for the students enrolled. There must be sufficient equipment so that not more than six students are required to learn on a single piece of equipment at any one time.

## **Discrimination and Harassment Policy**

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The Broward Fire Academy and McFatter Technical College are committed to providing an atmosphere free of discrimination and/or harassment based on gender, race, religion, ethnicity, national origin, or sexual orientation.

Slurs, jokes, comments, and/or other verbal, graphic, or physical conduct relating to an individual or group's gender, race, religion, ethnicity, national origin, or sexual orientation is strictly prohibited. When necessary, disciplinary action, up to and including removal from the Fire Academy Programs may be taken pending a counseling session with the Fire Academy Director and Admissions Advisor.

If you feel that you are being harassed or discriminated against in any way by another recruit, an instructor, or staff member, you should notify an Instructor, a Lead Instructor, a Coordinator, or the Fire Academy Director immediately. You will not be penalized in any way for reporting such conduct towards yourself or another individual.

# INTRODUCTION

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You are now participating in one of the finest Firefighter and Emergency Medical Technician training programs in the nation. Upon completion of this training, you will have the foundation upon which to build increasing competency throughout your career.

It is the responsibility of the Broward Fire Academy to train you to serve a complex and multi-ethnic community. Nothing short of your maximum effort will be accepted. Our standards are high and we are demanding; the next few months will not be easy. Those who are unwilling or unable to meet the standards in academics, physical performance, and mental fortitude shall be withdrawn from the program. Those who measure up should be justifiably proud to join the ranks of one of the most honored professions in the world. Upon successful completion of the State Minimum Standards testing process, receipt of a State of Florida Certificate of Compliance, and successful completion of the National Registry testing process you may be eligible to compete for positions with any Fire Rescue Department in the State of Florida, and possibly other States.

# INSTRUCTIONAL OVERVIEW

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## MINIMUM STANDARDS

The Minimum Standards training Program is designed to meet the pre-employment requirements as prescribed by Florida Statute 633.34, Qualifications for Employment.

In addition to the 360 hours required by the State of Florida, the Broward Fire Academy Council has recommended additional hours of instruction in topics including firefighter safety, ladder and hose operations, hazardous materials, and vehicle extrication. As of July 1<sup>st</sup>, 2010, the course is scheduled at 398 hours, which includes the State of Florida certification test.

### Major areas of instruction include:

Orientation, Tradition and History	Hose
Fire Behavior	Fire Streams
Portable Extinguishers	Fundamentals of Extinguishment
Protective Breathing Equipment	Private Fire Protection Systems
Apparatus and Equipment	Forcible Entry
Tools and Equipment	Employability Skills
Ladders	Hazardous Materials

# INSTRUCTIONAL OVERVIEW

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## EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician-B program is designed to meet the requirements as prescribed by Florida Statutes 64j-1.008 (Emergency Medical Technician) and 64j-1.020 (Training Programs).

In addition to the 250 hours required by the State of Florida, the Broward Fire Academy Council has recommended additional hours of instruction including cardio-pulmonary resuscitation (CPR), hospital, and field clinical internships. As of July 1<sup>st</sup>, 2010, the course is scheduled at 300 hours, which includes the on-line application for State of Florida licensure and National Registry testing.

### Major areas of instruction include:

Orientation, Tradition and History	Airway Anatomy and Management
Introduction to Emergency Medical Care	Medical Emergencies
	Trauma Emergencies
Medical, Legal, and Ethical Issues	Pediatric Emergencies
The Human Body	Ambulance Operations
Patient Assessment and Vital Signs	Special Operations



## **PROGRAM OBJECTIVES**

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The Broward Fire Academy Firefighter Minimum Standards and Emergency Medical Technician – Basic Training Programs are one of the most comprehensive and innovative in the State of Florida. The objectives of the programs are:

1. To prepare the recruit to meet Florida State Certification requirements, as outlined in the Florida State Statutes.
2. To prepare recruits to meet the informational requirements of entry-level firefighting and emergency medicine through successful completion of an integrated, performance oriented, and job-related curriculum.
3. To prepare recruits to demonstrate their understanding and comprehension of the duties required for successful job performance through competency-based techniques, including practical exercises, supervised performance, and field assignments.
4. To instill in the recruits the necessary self-discipline that will enable the recruit to perform as a team member in an emergency situation.
5. To help the recruit to develop the confidence necessary to cope with the physical, emotional and psychological demands of operating as an emergency responder.
6. To help the recruit to develop an understanding of the high ethical standard that is required of the emergency services profession.

# **BFA POLICY AND PROCEDURES**

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## **GENERAL PROCEDURES**

### **Recruit Rules of Conduct**

Attached to this packet is a copy of the Conduct and Discipline Code as approved by the McFatter Technical College and the School Board of Broward County.

The following rules of conduct will apply. Recruits violating this code will be dealt with according to the provisions provided.

1. Recruits shall not use any tobacco products.
2. Recruits shall not use profanity.
3. Recruits shall not operate any emergency apparatus, heavy equipment, or any other Fire Academy vehicles.
4. Recruits shall not remove any academy or private property from the Broward Fire Academy or McFatter Technical College grounds.
5. Recruits shall not remove any materials from bulletin boards.
6. Recruits shall not use any Broward Fire Academy office phones.
7. Recruits shall not use any Broward Fire Academy computers without the expressed permission of an Instructor, Program Coordinator or the Fire Academy Director. The Computer Use Agreement Form must be signed prior to any use regardless of permission granted.
8. Incoming calls of a non-emergency nature will not be put through to the recruit. Messages will be taken and given to the Instructor to forward to the recruit at break time. In case of an emergency, the recruit will be notified immediately.
9. All visitors must report to Administration.

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10. Recruits shall not gather in doorways, hallways, entranceways, or other thoroughfares at any time, and shall not impede the movement of staff members or other persons walking about the Broward Fire Academy or McFatter Technical College grounds.
  11. Recruits shall refrain from any loud or boisterous conduct and shall conduct themselves in a professional manner at all times. Violence, profanity, vulgarity and/or racial, ethnic, religious, sexist statements are not allowed and will not be tolerated.
  12. As professionals, discipline will be maintained at all times. Polite and courteous conduct is both required and expected of all recruits.
  13. Anytime a Recruit is wearing the Broward Fire Academy uniform, on or off Academy grounds, it is expected that the Recruit will conduct himself/herself in a professional manner. Any allegations of inappropriate behavior, on or off school grounds, will be thoroughly investigated.
  14. Alcohol, weapons, and narcotics are expressly prohibited on school grounds. No alcoholic beverages or other drugs will be consumed during the class day nor allowed on the school property. If recruits are found under the influence of alcohol or drugs, they will be removed from the program following a counseling session with the Fire Academy Director and a Program Coordinator/Manager.
  15. No physical activities which may have the potential for recruit injury are permitted on Academy grounds.

### **ADDRESSING ACADEMY PERSONNEL & GUESTS**

All instructors shall be addressed by their formal title (i.e. Captain Smith, Instructor Young, Mrs. Garcia, etc.). Sir or Ma'am will be the first and last word spoken by a recruit (i.e. Sir, yes Sir, Ma'am, no Ma'am).

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## **RESTRICTED AREAS**

Recruits are restricted from entering the administration offices; recruits shall not enter fire/medical apparatus, the drill field, smoke tower, burn building, burn fields, and other designated areas unless supervised by an Instructor or given prior permission by an Instructor or Fire Academy staff.

## **PARKING**

Recruits shall park their vehicles in the Recruit Parking to the west of the building or along the road at the entrance of the grounds. Any valuables, equipment, gear or uniforms left in vehicles are left at the recruits own risk.

All recruits shall comply with Florida State Department of Motor Vehicles Statues concerning the acquisition and display of license plates, vehicle registrations and Florida Driver's Licenses.

All posted traffic/parking and other driving regulations shall be adhered to at all times.

## **PERSONAL BELONGINGS**

There is no storage for personal belongings in the Fire Academy building; personal belongings will be stored in the recruit's vehicle.

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## **REPORTING TO THE BROWARD FIRE ACADEMY** **INSTRUCTORS' OFFICES**

When reporting to the Instructors' Office or, an Academy Office, the recruit will report as follows:

1. Approach the office, knock twice and wait for the command to enter.
2. When given the command to enter, the recruit will either state:  
    “Sir/Ma’am, Recruit (**state your last name**) requests permission to speak to \_\_\_\_\_;     **OR,**  
    “Sir / Ma’am, Recruit (**state your last name**) reporting as ordered.”
3. The above shall be executed at the position of “Attention”. The recruit shall remain at the position of attention until instructed otherwise.
4. Upon completion of the conversation, the recruit will again come to the position of attention and state “Sir / Ma’am, Recruit (**state your last name**) requests permission to be dismissed.” If the response is affirmative, the recruit will then execute an “about face” movement and carry on.

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## **ACCIDENT INSURANCE**

Unless the recruit has proof of personal medical/accident insurance, the “Recruit (student) Accident Insurance Plan” as approved by the Insurance Department of the School Board of Broward County is required and considered to be mandatory. Instructions for completing the policy application will be covered during the orientation session.

## **PERSONAL INFORMATION**

Notification of any changes in address, telephone number or other pertinent personal information must be made in writing to an Instructor within 24 hours of a change via a Personal Information Change form. It is the responsibility of the recruit to notify the Florida Bureau of Fire Standards and Training, and/or the State of Florida Department of Health of any changes.

## **RECRUIT COUNSELING**

Instructors and other staff members are available for recruit counseling any time a need arises. Counseling may be requested in order to discuss personal or professional situations, including class standing, career direction, learning or study habits, or any similar issue affecting the recruit’s ability to succeed in this program. Whenever possible, appropriate advice and/or suggestions will be made by the training staff, but when necessary or requested, a referral will be made to other staff members or outside agencies for assistance.

The Guidance Department offers counseling services located at the Broward Fire Academy, and at the McFatter Technical College. These counselors may be contacted for assistance at anytime.

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## **EQUIPMENT ON LOAN**

Equipment and gear necessary for use at Broward Fire Academy is on loan to the recruits by the Academy. Equipment and gear must be returned upon completion or release from the program. All equipment must be cleaned prior to return.

Failure to return equipment will result in the recruit having his or her Certificate of Compliance being withheld, and/or could result in him or her being charged with theft.



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## ATTENDANCE

Attendance is an employability skill and is given the same value as any other required performance. All recruits must receive the minimum requirements (hours), by law, of lecture material and drill curriculum.

As a result of the requirements set by the Florida Department of Education, the Bureau of Standards and Training, Florida Statutes 69A-37, 64j-1.008, and the State of Florida Administrative Code, the attendance policy for the Emergency Services Training Programs is different than that of the School Board of Broward County, Florida.

The Bureau of Fire Standards and Training and the Florida Department of Health requires that recruits attend all classes during scheduled hours. Permission to deviate from the training schedule will be limited to emergency situations and shall be reviewed on an individual basis by the Fire Academy Director. Personal business will not be conducted during class hours. Unauthorized absences will result in disciplinary action up to, and including, removal from the Fire Academy pending a counseling session with the Fire Academy Director and Guidance Counselor.

Exceptions may include: court appearance, death in the immediate family, or injury with appropriate documentation presented to the Fire Academy staff. The Fire Academy Director will evaluate these situations on a case-by-case basis, and will make the final decision on a recruit's status. Those recruits allowed to remain in the program must schedule make-up days for missed hours.

A recruit is considered absent if he/she does not attend class during the scheduled hours. Recruits that are tardy to class will be issued demerits which will be issued in accordance to the disciplinary policy.

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**NOTE: CERTAIN ACTIVITIES CAN NOT BE MADE-UP; FOR EXAMPLE – EXTRICATION AND LIVE BURN EXERCISES. SHOULD A RECRUIT MISS A REQUIRED ACTIVITY THAT CAN NOT BE MADE UP THE RECRUIT SHALL BE WITHDRAWN FROM THE FIRE ACADEMY.**

### **ILLNESS, TARDINESS OR EMERGENCY**

If a recruit is unable to report as a result of illness, tardiness, or other emergencies, the recruit must call (754) 321-1300, at least one (1) hour prior to regular reporting time. The recruit will leave a detailed message including; full name, class number, reason for absence/tardiness, and estimated time and date of return. This procedure will be followed every day of the absences.

1. Any recruit not present at the time prescribed, whether in the classroom or drill field, is considered tardy. The incident will be documented on the daily log by the lead instructor and demerits awarded accordingly. Being tardy three (3) times will result in being withdrawn from the Fire Academy program pending a counseling session with the Fire Academy Director and Guidance Counselor.
2. An absent or tardy recruit will report to the Lead Instructor prior to reporting to class. Recruits are required to submit a memo to the Lead Instructor explaining the reason.
3. If a recruit is sponsored by an outside agency, he or she will notify the agency of their absence or tardiness. A Lead Instructor will follow-up to ensure that the agency was notified.

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### **AWOL (Absent Without Leave)**

A recruit who does not notify the Fire Academy of their absence within one (1) hour of his/her class reporting time is considered AWOL and will be withdrawn from the Fire Academy program pending a counseling session with the Fire Academy Director and Guidance Counselor.

### **CLASS HOURS**

Unless otherwise specified, class hours are as follows:

**\*All class times and schedules can be adjusted as needed\***

#### **Day Class**

Fire: Monday - Friday, 0700 - 1730

EMT: Monday - Thursday, 0900 – 1630

#### **Evening Class**

Fire: Tuesday & Thursday 1700-2200 and Saturday 0700-1730

EMT: Monday – Thursday 1700 – 2230

1. The Class Leader and Assistant Class Leader will make all attempts to arrive 20 minutes prior to class to assure that the class is properly prepared for the day.
2. On those days when an inspection is scheduled, recruits will arrive a minimum of 15 minutes prior to inspection, allowing enough time to prepare their uniform, gear and workbooks for inspection.
3. Recruits will be released as a group following completion of cleaning duties at the end of class.

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## **INJURIES**

If a recruit is injured he or she will report the injury to an Instructor immediately via the chain of command. Failure to immediately report any injury shall lead to being removed from the program following a counseling session with the Fire Academy Director and a Guidance Counselor.

All injuries will be documented immediately, and an Accident Report and/or Exposure Report will be completed, even if medical attention is not required at the time of injury or exposure.

The Lead Instructor will complete the appropriate forms and direct the recruit to seek medical attention for any injury that prevents a recruit from participating in any program activities.

If, in the opinion of an Instructor, an injury is significant, the recruit will be transported to an emergency medical facility. Once an Instructor makes this determination a recruit does not have the option to refuse treatment or transport. Refusal of transport will result in being withdrawn from the Fire Academy program pending a counseling session with the Fire Academy Director and Guidance Counselor

1. The lead instructor will use the Fire Academy daily log to report any limitation placed on the recruit, but will not record any medical information. Any changes in the status of the recruit regarding limitations and/or restrictions will be logged as well.
2. Injuries or illnesses which result in the recruit being unable to participate in the full spectrum of activities for more than three (3) consecutive class days will result in the recruit being removed from the Fire Academy program following a counseling session with the Fire Academy Director and a Guidance Counselor.

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## **MEDICAL RELEASE**

In case of illness, or injury as a result of program participation, or as a result of outside activities, a recruit must consult a physician prior to returning to the program. On his or her return the recruit will submit a signed physician's statement from their (non-relative) physician addressing his or her current condition, any specific physical limitations, and the anticipated date of return to the program. A business card from the attending physician must be attached to the statement.

If and when the recruit is cleared to return to the program, the physician's statement will state that the recruit is cleared to return to "***FULL AND NON-RESTRICTED TRAINING***".

# **UNIFORMS AND PERSONAL APPEARANCE**

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## **UNIFORM REGULATIONS**

Uniform regulations will be enforced at all times while the recruit is enrolled in the program.

1. All recruits shall comply with uniform standards and personal grooming requirements.
2. Each recruit will have a complete clean uniform available at all times, including physical training wear and bunker gear.
3. Only those uniform(s) authorized by the Fire Academy may be worn during training.
4. Appropriate undergarments are to be worn at all times while attending the Broward Fire Academy. Undershirts shall be plain white or navy blue Fire Academy t-shirt. No graphics or writing of any kind will be permitted on an undershirt.
5. Recruits will be regularly inspected for appearance of uniform, and cleanliness.
6. Uniform items will not be worn while conducting personal business.
7. The uniform of the day or of a specific activity shall be decided by the Lead Instructor.
8. At no time shall a recruit's uniform be altered.

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## **RECRUIT UNIFORMS**

Recruits are required to have a complete uniform ensemble the first day of class. Uniforms will be identified as “Class A,” “Class B,” “Class C,” or bunker gear.

### **“Class A” uniform:**

- Broward Fire Academy Recruit embroidered patch polo shirt
- Navy Blue Pants or Dickies
- Polished black shoes (no athletic shoes or shoes / boots with heels)
- Black Belt
- Recruit ID card
- Stethoscope (EMT)

A “Class A” uniform is required for all classroom activities.

### **“Class B” uniform:**

- Navy Blue Pants or Dickies
- Broward Fire Academy Recruit T-Shirt
- Polished black shoes (no athletic shoes or shoes / boots with heels)
- Black Belt
- Recruit ID card
- Stethoscope (EMT)

### **“Class C” uniform**

(Physical Training uniform):

- Broward Fire Academy Recruit T-shirt
- Broward Fire Academy Recruit shorts
- White socks without stripes, markings or logo's
- Appropriate athletic shoes



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## **MINIMUM STANDARDS FIELD/DRILL GROUND UNIFORM** **(Bunker Gear)**

The Lead Instructor will specify the uniform of the day. Anytime the recruit is on the drill ground he or she will wear his or her helmet with the face shield and ear flaps down, and fire gloves on.

Recruits will wear bunker gear appropriate for the activities as determined by the Lead Instructor.

Recruits will wear either their “Class B” or “Class C” uniforms underneath their bunker gear as determined by the Lead Instructor.

## **PERSONAL APPEARANCE**

Recruits will be responsible for maintaining all uniforms and equipment in a good state of repair at all times. Uniforms will be kept clean and pressed. All leather and metal will be polished.

A recruit’s hair will not touch the classroom shirt collar at the back of the neck. Any unsecured hair that is longer than the classroom shirt collar will be pinned up and/or restrained in such a manner that it does not touch the classroom shirt collar.

Hair shall not extend over the ears and sideburns will be trimmed no longer than the center of the ear. No designs or words will be cut into the hair, and hair will not be multi-colored or dyed.

**Any hairstyle that is deemed inappropriate by the staff of the Broward Fire Academy will not be allowed.**

Recruits will be clean-shaven when reporting to all functions and/or classes. No beards, sideburns or goatees are allowed. Mustaches neatly trimmed to the edge of the mouth are permissible.

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Fingernails must be trimmed no longer than 1/8 of an inch above the finger for safe field operations and must be kept clean.

Recruits shall not wear perfume or colognes, make-up, cosmetics, or nail polish.

### **JEWELRY**

No earrings, necklaces, ornamental rings, or body jewelry shall be permitted at any time. A recruit may wear a wristwatch, and a wedding band. If a recruit has a prescription for a medical alert tag he or she will wear the medical alert tag at all times.

### **PERSONAL HYGIENE**

Showers are available for use by recruits following physical training activity. Recruits will shower using soap after such activities, and prior to entering the classroom for lectures. This is not optional. Recruits shall provide their own personal shower supplies; these supplies will not be stored in the locker room or shower area.

The Lead Instructor and/or his/her designee will counsel any recruit who fails to maintain appropriate personal hygiene.

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## CLINICALS

1. All recruits must abide by the signed HIPAA Rules and Regulations regarding patient privacy and confidentially. Any direct violation of the HIPAA standard shall lead to being removed from the program following a counseling session with the Fire Academy Director and a Guidance Counselor.
2. A recruit will be expected to conduct himself/herself in a safe and professional manner. At no time will equipment be utilized in an inappropriate manner or handled without an Instructor or the rescue crew's permission.
3. Clinical instructors or facility staff will not tolerate any unprofessional behavior. Hospital instructors and agency representatives have the right to discuss behavior or send a recruit home. Unacceptable behavior shall lead to being removed from the program following a counseling session with the Fire Academy Director and a Guidance Counselor.
4. **Recruits must bring their lab binders to each clinical.** The recruit must have the Instructor or lead crew member sign the "Clinical Attendance" form for all rescue rides and hospital clinical. Failure to have these individuals sign the form will require the recruit to repeat the clinical. In addition, the recruit has a "Clinical Performance Skills" form that identifies skills that must be performed or observed, and which need to be signed by the Clinical Instructor or lead crew member.
5. Recruits are required to have a stethoscope, watch with second hand, note pad, and blank hospital/ride reports.
6. Recruits are required to wear their Student Identification at all times.

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## **HOSPITAL CLINICALS**

1. Recruits will report to the “Emergency” entrance of the hospital at least 15 minutes prior to the clinical start time and wait for the Instructor.
2. Recruits will perform patient assessments and complete at least one SOAP report. Recruits will submit the completed report to the Clinical Instructor for grading and feedback for each patient.
3. Recruits will observe and provide any assistance requested by the hospital staff under the direction of the Instructor.

## **RESCUE CLINICALS**

1. Recruits should arrive to their assigned station no later the 30 minutes prior to the start of the scheduled clinical.
2. Recruits should be prepared to participate with crews for lunch and dinner, or bring their own meals.
3. Recruits will assist in and around the station with morning apparatus check outs, station duties, and other organized duties.
4. Recruits will participate on calls and during incidents as directed by the Department personnel.
5. Anytime the recruit is not working under the direction of Department personnel he or she should be studying.

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## **ACADEMIC PERFORMANCE**

Recruits must maintain a satisfactory level of performance in order to qualify for graduation from the Fire Academy and participation in the State of Florida and National Registry examination processes.

## **CLASSROOM PROCEDURES**

1. Upon entering the classroom after activities, the recruits will proceed to their seats and be seated immediately.
2. When an instructor and/or visitors enter into the classroom, the class leader will call for the class to come to “ATTENTION”. All recruits will immediately stand and face the front of the classroom and provide the proper respect due to the instructor and/or visitor. The need to come to “ATTENTION” is excused when an Instructor is already present in the room.
3. To ask a question a recruit shall raise his or her hand and wait for acknowledgement from the instructor. Once acknowledged, the recruit shall stand and ask the question, speaking clearly, and in a tone and volume that allows all others in the classroom to hear the question.
4. As instruction is being delivered in the classroom, recruits shall be alert and shall take adequate notes (**Tape recorders are not allowed.**) Minimum Standard Recruits shall keep their notes in a black, 3-inch, 3-ring notebook binder. A concentrated effort should be directed towards compiling an accurate and complete notebook, as it will be the best source of reference in preparing for tests. Notebooks will be available for inspection by the Lead Instructor.
5. Water in a closed container is allowed in the classroom. No other food or drinks shall be brought into or consumed in the classroom.

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6. Classrooms are to be cleaned and organized at all times. Trashcans are to be emptied as needed, and at the end of each class.
  7. Cell phones, pagers, or other electronic devices will not be worn or carried by recruits during class hours. This includes all clinical times and other scheduled Fire Academy activities/functions.

### **METHODS OF TESTING**

1. Oral question and answer
2. Written or Computer Based Exam
3. Practical Demonstration (manual dexterity)
4. Performance Objectives

### **EXAM PREPARATION**

Examinations serve the following purposes:

- a. To motivate and stimulate learning.
- b. To provide practice in applying one's learning.
- c. To indicate recruit progress.
- d. To emphasize important points.
- e. To serve as a basis for grades.
- f. To reward recruit efforts.

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1. Review new material as soon as possible after it has been presented.
  2. Schedule time so as to allow review all of the material thoroughly.
  3. Material should be learned, not memorized. Do not be afraid to seek assistance on portions of a subject that you don't understand. Training faculty and staff are available to assist you.
  4. During review of exams, recruits will not be allowed to take notes and must clear their desk of all materials except test booklets.

### **WRITTEN EXAM GUIDELINES**

1. Exams will be administered for all subject areas covered in the Firefighter and EMT Training Programs. Written exams will be administered on the dates specified on the class schedule. Recruits are responsible for all material contained within assigned book(s), handouts, videos, lectures, etc. The Department of Education requires that all recruits score a minimum of 70% in each subject area.
  - A. American Heart Association BLS Healthcare Provider Exam- All recruits must pass the exam with a minimum of 84% according to the standards required by the American Heart Association.
2. Testing shall be conducted using an approved Broward County School Board computer system. In case of computer problems, a recruit may be required to test using a paper format, consisting of a written test and a Scantron answer form. There will be no difference between the materials on either test.
3. Should a recruit have a question during the exam, they are to raise their hand and wait for the Instructor to come to their desk. The only time a recruit may leave his/her seat during an exam is when the exam is over.
4. Every attempt will be made to provide recruits with exam results the day the exam is administered.



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Should a recruit fail a primary written exam, he or she will be given a make-up exam. Make-up exams will be scheduled to be taken 60 hours following the failure of the original examination. Make-up exams must be passed with a minimum score of 70%.

**Any recruit who fails to score a 70 % or higher on a make-up examination shall be removed from the appropriate Broward Fire Academy program, and shall have a counseling session with a Coordinator, the Fire Program Director, and/or Guidance Counselor.**

**PERFORMANCE OBJECTIVE TESTING**  
**MINIMUM STANDARDS**

Performance Objective testing will be administered for all hands-on field operations.

The recruit will have two (2) attempts to pass each specific performance objective test. Recruits must score a minimum of 70% on each performance objective test, and successfully pass on the required pass/fail components of the performance objective test.

If a recruit fails the first attempt of a performance objective test, he or she will be given two (2) documented practice sessions under instructor guidance, before being retested.

**Any recruit who fails to score a 70% or higher, or fails the pass/fail component on the second attempt of a performance objective test shall be removed from the Fire Academy program, and shall have a counseling session with a Coordinator, the Fire Program Director, or a Guidance Counselor.**

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## **RESEARCH PAPERS**

Research papers are used as educational motivators and are designed to better acquaint the recruit with a particular subject. They are used by the Lead Instructors in evaluating recruits comprehension of assigned subject matter, and will be assigned at his or her discretion.

Research papers are to be computer generated, and formatted at the Lead Instructor's discretion. If a recruit is found to have plagiarized any part of a research paper without proper citation or references he or she will be removed from the program.

## **CHEATING**

Cheating is any unauthorized activity that impairs or alters the circumstances of an examination as it measures a recruit's knowledge or skills, including, but not limited to:

1. Obtaining/providing or attempting to obtain/provide questions, answers responses or copies of an exam and/or skills objective prior to its administration.
2. Attempting to compromise the exam process by bringing, or attempting to bring, materials, equipment or information to respond to exam and/or skills objective questions.
3. Looking, or attempting to look, at the exam materials and/or skills objective of another recruit.
4. Allowing, or attempting to allow, another recruit to obtain access to exam and/or skills objective information.

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5. Helping, or attempting to help, any recruit being tested by verbalizing, motioning, positioning, or any other mannerisms that may be perceived as assisting a recruit in a testing procedure.
  6. Taking, or attempting to take, examination and/or skills objective materials from the Broward County School Board.
  7. Beginning an exam before the examination time begins.
  8. Continuing to work on an exam after the examination time has ended.
  9. Using or attempting to use one of the following prohibited exam aids during the examination and/or skills objective process; data-link or calculator watches, cellular telephones, pagers, electronic organizers, calculators; dictionaries or other books and/or other electronic devices.

### **CONSEQUENCES OF CHEATING**

The recruit who is caught cheating should expect one or more of the following consequences:

- Test scores are invalidated and changed to zero.
- Retake test.
- Notification to sponsoring agencies are notified (if applicable)
- Removal from the program.

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## **BREAK TIME**

Classroom break periods are at the discretion of the instructor. Recruits shall return promptly to the classroom by the end of each break and be seated. A recruit reporting to the classroom late following a break is considered to be “Tardy” and will be dealt with in accordance to Fire Academy rules and regulations.

Recruits shall take their breaks in the Student Portable, in the Apparatus Bay, picnic tables, or a designated area. Recruits will not congregate in any other area during a break. Eating and drinking will only be permitted in areas designated above. Classrooms and other facilities will be maintained in a clean and orderly manner at all times.

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## **PHYSICAL TRAINING (PT)**

Physical training is an integral part of the Fire Academy program, and all recruits will be required to participate. PT may include, but is not limited to:

Running

Climbing stairs

Push-ups

Pull-ups

Sit-ups and Crunches

Physical training exercises will intensify during the duration of the program.

All recruits shall be involved in the physical training program. A recruit who is unable to participate in physical training due to an injury or illness will provide a physicians statement as outlined previously. If a recruit misses three (3) consecutive PT sessions, he or she will be scheduled for a counseling session with the Lead Instructor and the Fire Academy Director to discuss the recruit's performance.

Recruits excused from participating in physical training shall be assigned non-physical assignments until PT is completed. **The student shall NOT use this time for personal gain (studying for tests).**

Students shall not be permitted to use the Academy's Wellness Center (weight room) without specific authorization of a lead instructor. If permitted to use the Wellness Center, it will be utilized for physical fitness only.

# **DISCIPLINE**

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## **CHAIN OF COMMAND**

The Broward Fire Academy is organized to operate in a manner similar to that of a functioning fire department. Chain of Command is as follows:

**Fire Academy Coordinator/Director**

**Fire Program Coordinator / EMT Program Coordinator**

**Lead Instructor**

**Adjunct Instructor**

**Class Leader**

**Assistant Class Leader (Minimum Standards)**

**Team 1**

**Team 2**

**Squad Leaders**

**Squad Leaders**

**Recruits**

**Recruits**

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## **OBEDIENCE TO COMMANDS**

All orders and commands given by an Instructor, Staff Member, Class Leaders and /or Squad Leaders, will be executed immediately.

Orders posted on official bulletin boards or distributed through other official channels must be adhered to and have the same force and authority as Fire Academy Rules.

If a recruit receives an order or instruction that he or she perceives as a conflict to a previous order, he or she shall immediately advise the Instructor of the conflict. Responsibility for countermanding the original order or instruction then rests with the Instructor who issued the conflicting command.

No recruit shall knowingly obey any order that is contrary to law, or ordinance. Responsibility for refusal to obey an order rests with the subordinate and requires justification. A recruit who receives an order which he or she believes to be unlawful or improper shall notify the Fire Academy Director immediately via the chain of command. Appeals for relief of such orders should be made to the Fire Academy Director at this time. The recruit may be required to furnish a written report containing the facts of the incident including the date, time, and location of the occurrence.

Any violation of rules and regulations may result in disciplinary action up to and including being withdrawn from the Fire Academy Program pending a counseling session with the Fire Academy Director and Guidance Counselor.

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## **DISCIPLINARY PROCEDURES**

Recruits will be counseled, and possibly disciplined, when he or she demonstrates a behavior or performance which does not meet the standards expected of a recruit at the Broward Fire Academy.

The responsible instructor or staff member will document all counseling in writing, and an entry will be made in the recruit's file. Counseling sessions may result in a recruit receiving disciplinary action up to and including being removed from the Fire Academy Program pending a counseling session with the Fire Academy Director and a Guidance Counselor.

Recruits are also subject to the disciplinary policies and procedures of the School Board of Broward County (in accordance with the Recruit Conduct and Discipline Code).



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## **DEMERIT SYSTEM**

This program incorporates a demerit system as a method of changing inappropriate behavior. Demerits will be issued in a progressive manner for repeat infractions. When demerits are issued a written description of the infraction will be recorded on the Recruit Demerit Form, which will be signed by both the recruit AND the issuing Instructor.

When a recruit receives 15 demerits, he or she will be counseled by the Program Coordinator and/or the Fire Academy Director.

A recruit who receives a total of **30 or more** demerits shall be dismissed from the program after a counseling session with the Fire Academy Director and Guidance Counselor

### **Demerits are issued as follows:**

Infraction	Progressive Demerits		
	1st	2nd	3rd
Out of Uniform	2	4	6
Foul Language	2	4	6
Failure to complete assignment	3	5	7
Violation of rules or regulation	3	5	7
Violation of safety standards	3	5	7
Disrespect	10	10	10
Other – Must give detailed explanation	2	4	6
Tardiness	7	10	13
Excused absence	5	8	10

**THE DEMERIT SYSTEM IS USED FOR MINOR DISCIPLINARY ACTION. OTHER DISCIPLINARY ACTION CAN BE IMPOSED AT THE DISCRETION OF THE LEAD INSTRUCTOR, PROGRAM COORDINATOR, AND ACADEMY DIRECTOR, UP TO AND INCLUDING DISMISSAL FROM THE PROGRAM.**

# **WORK DETAILS**

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## **OUTSIDE INSTRUCTIONAL AREAS**

### **EQUIPMENT AND APPARATUS**

It is the recruit's responsibility to maintaining the outside areas of the Fire Academy, as well as the equipment and apparatus.

Fire/Rescue apparatus and equipment will be returned to their proper place at the end of an activity by an Instructor. Any damage to Fire Academy apparatus will be reported immediately to an Instructor.

All hoses will be washed after use and hung in the drying section of the smoke tower unless otherwise directed by an Instructor.

### **CLEANING DUTIES**

Recruits will be required to perform the following clean-up duties:

1. Men's and Women's Bathrooms and Locker room: mirrors cleaned, shower areas wiped down, including shower heads and soap trays, sweep and wet mop floors.
2. Classrooms: straighten all desks and chairs, wipe down desks and counter tops, clean whiteboard, sweep and/or vacuum floors.
3. Break Room (Portable): straighten and wipe down all tables and chairs, sweep and/or vacuum floors.
4. Grounds: police, sweep sidewalks, straighten outside drill area putting away equipment that is left out, and wash down concrete areas around tower area as needed.

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5. Tower: police entire tower, straighten equipment room, hose drying area, close all windows and secure all tower doors.

NOTE: Squads are responsible for their detail for the entire day, in addition to any other duties assigned by an Instructor



## Student Agreement Letter

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Student Name (Print) \_\_\_\_\_

Class # \_\_\_\_\_

I, \_\_\_\_\_ hereby certify that I have read the information contained within the Emergency Services Training Program Manual that explains policies, procedures, rules, and regulations to be followed by me as a student. I have been given the opportunity to receive answers to questions about information contained within the packet that I may not have understood. By signing this form, I am indicating that I have a full and clear understanding of all the information contained within this packet. And, I agree to follow all policies, procedures, rules, and regulations. I fully agree to, and understand, that any deviation from set policies could result in disciplinary procedures including dismissal from the program.

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

Date \_\_\_\_\_

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

Witness (Print) \_\_\_\_\_

Date \_\_\_\_\_