



# **The Ohio Fire Academy**

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**Student Handbook of Policies & Procedures**

**2019**

**RESPONSIBILITY AND MISSION**

The Ohio Fire Academy, a bureau within the Division of State Fire Marshal, as authorized under ORC §3737.33, is responsible for providing training to Ohio's first responders (firefighters, emergency medical services, and law enforcement).

The mission of the Ohio Fire Academy is to provide fire service personnel and other allied professionals with training, education, and accredited courses that are consistent with nationally recognized standards to improve the safety and proficiency of Ohio's Fire Service.

It is the vision of the bureau to be recognized as the national premier leader in the development and delivery of fire, EMS and emergency responder training programs.

**Supporting Goals:**

- To maintain valid procedures that measure specific levels of skills, abilities and knowledge consistent with nationally recognized standards approved and adopted by the Ohio Fire Academy.
- To maintain a voluntary accreditation program that will ensure complete impartiality and confidentiality.
- To maintain a statewide and uniform procedure for cognitive testing and psychomotor evaluations.

**We Believe That...**

- Those served by the Ohio Fire Academy (OFA) deserve the highest quality training and education, responsive to current and local needs.
- We most effectively accomplish our mission through the individual ownership and commitment to excellence that comes from appreciating, respecting, and developing our personnel.
- The needs of the fire service are best met by working cooperatively in all of our relationships.
- OFA resources should be available on an equitable basis.
- OFA should advocate pro-active efforts to make Ohio safer.

**QUALITY IMPROVEMENT IS INNERMOST TO  
REACHING OUR GOALS**

**We Pledge To...**

- Cultivate in all OFA personnel a commitment to quality and belief in the value of continuous process improvement.
- Upgrade and maintain the OFA infrastructure to meet both current and future needs of OFA customers.
- Maximize individual abilities by supporting continuous professional development.
- Increase awareness of the Academy's capabilities and limitations.
- Utilize customer input to improve overall OFA processes.

**Objective**

To support the development of Ohio's firefighters and EMS personnel by providing and supporting safe and up-to-date fire and EMS training and education, in compliance with the applicable standards and regulations.

**Accreditation**

The Academy received accreditation from the International Fire Service Accreditation Congress (IFSAC) in 2002, and became the only IFSAC accredited certification agency in Ohio. Accreditation is granted to an educational institution that meets or exceeds IFSAC's standard criteria of educational quality. IFSAC's standardized testing is recognized and accepted in 41 states and 25 countries.

This manual will serve as the State Fire Marshal, Ohio Fire Academy student policy and information guide.

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## GENERAL POLICIES

When a student enrolls into the Academy, he or she agrees to take advantage of the curriculum and opportunities afforded by the Academy and must agree to be governed by the policies, rules, and regulations set forth. Student's conduct shouldn't diminish the rights of others. Students attending the OFA are citizen guests of two communities: The Academy and the City of Reynoldsburg. The Academy recognizes the rights of all individuals, as well as their freedoms and responsibilities, and expects high standards of mutual respect and behavior acceptable to all concerned. The OFA reserves the right to restrict any student's participation in any activity while attending the Academy.

### I. Attendance

- a) Students enrolled in OFA state certified classes (on or off campus) are prohibited from making an emergency response during class hours. Fire: OAC §4765-24-03(A)(15)(m) and EMS: §4765-7-02(A)(21)(i).
- b) Absences will be excused at the discretion of the Training Supervisor and/or Deputy Superintendent.
- c) All absences (excused or unexcused) are considered missed time, even though the time must be made-up.
- d) All missed lecture time shall be made up by reading/outlining the missed material and submitting the outline to the Training Coordinator. All missed practical skills time shall be made up, if possible. Many practical skills days such as auto extrication, live fire training, etc. require such extensive set up and so many instructors that it is not practical to make up the time which will constitute a failure and dismissal from the course.
- e) All absences will be reported to the Training Coordinator and the student's fire chief or supervisor, and/or fire department/sponsoring agency.
- f) An accumulation of specified hours (see Maximum Allowable Absence Reference Chart below) will result in immediate dismissal from the Ohio Fire Academy.
- g) Tardy students shall report immediately to the Training Coordinator or in the Training Coordinator's absence, report to the Lead Instructor. Tardy is defined as arriving later than the start time.
- h) Students who are tardy, in excess of 30 minutes, must submit a Tardy/Absence Form (Addendum III).

**Absence Due to Illness or Injury:** It is the responsibility of the student to notify the Training Coordinator of any illness or injury that affects a student's ability to participate in training.

#### Maximum Allowable Absence Reference Chart:

| Maximum Allowable Absence Reference Chart |          |
|---|----------|
| Firefighter I & II.....                   | 24 Hours |
| Firefighter I.....                        | 12 Hours |
| Firefighter II.....                       | 12 Hours |
| Volunteer Firefighter.....                | 0 Hours  |
| EMT.....                                  | 16 Hours |
| Advanced EMT.....                         | 20 Hours |
| EMT Refresher.....                        | 0 Hours  |
| Instructor (Fire/EMS).....                | 8 Hours  |
| Fire Safety Inspector.....                | 8 Hours  |

Maximum Allowable Absence Reference Chart for  
Other OFA Classes

Classes 60-80 Hours.....6 Hours  
Classes 40-59 Hours.....4 Hours  
Less than 40 Hours.....\*

\*See Superintendent or Deputy Superintendent

**Voluntary Withdrawal from all OFA Programs:** Any student who voluntarily withdraws from an OFA course shall state his/her reason in writing, utilizing a Dismissal Request form (Addendum IV). The completed request shall be submitted to the Academy’s Administration office, after which the student must have an exit interview with the Academy Superintendent or Deputy Superintendent.

Reference: Fire: OAC §4765-24-03(A)(15)(f) and EMS: OAC §4765-7-02(A)(21)(k)

**Refunds:** Refund of tuition fees are based on a prorated schedule depending on the portion of the class completed and will be judged by the Superintendent or Deputy Superintendent on a case-by-case basis and do not include dorm fees or equipment rental fees. Request shall be made within 24 hours of being dismissed for academic failure, disciplinary action, or withdrawal for personal reasons from said course.

Reference: Fire: OAC §4765-24-03(A)(15)(g) and EMS:OAC §4765-7-02(A)(21)(d)

## II. Conduct

Student behavior is a direct reflection of their character, their community, the Ohio Fire and EMS Service, and specifically, the Ohio Fire Academy. Students must conduct themselves in a dignified manner maintaining the highest standards of integrity at all times while at the Academy.

**Addressing Staff:** The State Fire Marshal’s staff and Instructors shall be addressed by Sir/Ma’am, Mr./Mrs., Miss/Ms. or by Instructor. Persons in uniform shall be addressed by their rank (e.g. Chief, Captain, and Lieutenant).

**Standards of Conduct:** Standards of conduct for which students are subject to disciplinary action include, but are not limited to:

- a) Alcohol and/or illegal drugs are strictly prohibited at the Academy. Underage consumption of alcohol by students will not be tolerated on or off the Academy’s campus. Students shall not have the smell of alcoholic beverage on or around them while on Academy grounds.
- b) Cheating, dishonesty, plagiarism, or knowingly furnishing false information to the Academy.
- c) Commission of acts, harmful or potentially dangerous to others.
- d) Damage to or theft of Fire Marshal - State of Ohio owned property.

- e) Damage to or theft from fellow students attending the Academy.
- f) Destruction or a disruption of Fire Marshal activities such as administration of the Academy, Academy programs, social functions, and or outside agencies at the Academy.
- g) Engaging in gambling activities is prohibited.
- h) Exceeding maximum absence hours.
- i) Failure to comply with the directions of Fire Marshal officials or designees acting in the performance of their duties.
- j) Failure to meet program objectives and/or requirements.
- k) Falsification, alteration or misuse of Academy documents, records or identification cards.
- l) Firearm/weapon - Bringing a firearm/weapon on or into Fire Marshal owned property is strictly prohibited.
- m) Harassment (Refer to Addendum I).
- n) Immoral, obscene, indecent, or improper conduct.
- o) Inattention, sleeping in class, disruptive behavior and/or lack of application during training.
- p) Leaving without permission.
- q) Misconduct, abusive or obscene language, excessively noisy, drunken, or illegal behavior on campus or in neighboring communities.
- r) Poor personal appearance.
- s) Threats or act of physical violence towards anyone while attending the Academy.
- t) Unauthorized absences.
- u) Unsanctioned entry to or misuse of Fire Marshal facilities.
- v) Violation of rules governing the use of, or residence of, Fire Marshal-owned or Fire Marshal controlled property
- w) Violation of tobacco use policy.

### III. Course Information

Refer The Ohio Fire Academy Website for all course descriptions and fees.  
<https://ofa.com.ohio.gov>

### IV. Discipline

**Disciplinary Action:** Disciplinary actions include a wide range of sanctions, but are not limited to:

- a) Recording of incidents in the student's personnel file.
- b) Notification of the student's superiors.
- c) Dismissal from the Academy.

**Right of Appeal/Grievance Procedure:** The student has the right to file a grievance or appeal any disciplinary action sanctioned against them. The student must present an appeal/grievance in writing to the OFA Superintendent or Deputy Superintendent, within five (5) days of receiving notification of disciplinary action. The Superintendent or Deputy Superintendent will schedule a meeting with the student as soon as practical, in an effort to resolve the grievance. The Superintendent or Deputy Superintendent will then issue a decision supporting the initial disciplinary action, or in support of the filed grievance/appeal.

Reference: Fire: OAC §4765-24-03(A)(15)(e) and EMS: OAC §4765-7-02(A)(21)(m)

## **V. Dismissal**

**Dismissal Policy:** Students not in compliance with the Ohio Department of Commerce, Division of State Fire Marshal, Ohio Fire Academy, rules, policy, and curriculum requirements of the Academy are subject to dismissal.

Reference: Fire: OAC §4765-24-03(A)(15)(d) EMS: OAC §4765-7-02(A)(21)(l)

## **VI. Dormitory**

The SFM reserves all rights related to any person's eligibility for room assignment in and use of any SFM dormitory room or other associated area. The SFM, at its sole discretion, may make changes to any person's access to any part of the dormitory areas or exclude any person from the occupancy and use of all or any parts of the dormitory areas. The SFM makes no representation of and assumes no liability for the suitability or condition of its or other selected facilities, including any dormitory room or associated areas.

The SFM (including the Ohio Fire Academy) is not liable to any dormitory occupant or visitor for any damages to or for the loss of any occupant or visitor's personal property (including such person's motor vehicles, bicycles, or other means of transportation) caused by any means or regardless of where such damage or loss occurs, including damages or property loss caused by theft, vandalism, fire, water, mildew, rain, smoke or explosion. In accordance with Ohio law, the SFM assumes no liability for and shall be indemnified and held harmless for any claims, demands or suits of any nature, kind or description whatsoever, including, but not limited to claims for direct, indirect or consequential damages, acts of God, or any types costs and expenses, for or on account of any loss or damage to property owned or possessed by any occupant of the dormitories or associated areas or any injury to any occupant of the dormitories or associated areas which may result from any cause, including but not limited to, the condition, operation and use of the dormitory areas and the acts or omissions of members of the SFM's staff or the acts or omissions of any other occupant of the dormitories or associated areas.

### **Room Care:**

As a condition of any use or access to the dormitory areas, all dormitory occupants and visitors as deemed to agree to and must accept all portions of this policy and such person waive all claims against the SFM for its implementation of this policy. In addition to the general provisions stated above, the following are specific regulations applicable to the use of the SFM's dormitories and associated areas:

- Beds: Each room has two beds which are assigned by the OFA computer database. Bed number one shall be the bed on the left; Bed number two shall be the bed on the right, as you are standing at the foot of the bed. Beds are not to be moved or altered for any reason.
- Lockers: Four lockers are provided in each room. Students residing for an extended period, over one week, may use two lockers; however, since the rooms are assigned to others over the weekend, you must confine your items into one locker before leaving for the weekend.
  - o To lock the unit press “C” - enter any four-digit code and key symbol.
  - o To unlock the unit press “C” - enter your four-digit number and the key symbol.

**It is your responsibility to secure your items in your locker.**

- Check-Out: 8:00 a.m. on the final day of class, access cards shall be returned to the designated drop box or registrar.
- Residents may not alter the structure of the dorm, its furnishings or its surroundings (e.g. installing radio or television antennas, modify or tamper with electrical outlets or fixtures, plumbing, heating, and air conditioner). Tampering with electrical outlets, sprinklers or fixtures may present cause for eviction.
- Residents are responsible for all damages to any parts, fixtures or other state property in their assigned dormitory rooms caused by any means (other than ordinary wear and tear) or by any persons. Residents are responsible for all damages to any parts, fixtures or other state property in any areas associated with the dormitory (other than ordinary wear and tear) attributable to that resident.
- Students shall keep assigned dorm room neat and orderly at all times. A failure to properly maintain a dorm room will result in disciplinary action.
- Residents may not affix anything to the walls.
- **NO SMALL KITCHEN APPLIANCES** (ie: microwave ovens, coffee makers, and small grills)
- All dorm rooms are designated NON-TOBACCO AND NON-SMOKING AREAS.
- Turnout Gear is not allowed to be worn or stored in student sleeping rooms.
- The Ohio Fire Academy will provide cleaning of dorm rooms and restrooms as scheduled.
- Residents may not store hazardous, explosive, or flammable materials in or around any dorm. Candles are not permitted in any part of the dormitory building.
- Dormitory rooms are subject to random inspections. The Ohio Fire Academy, designated SFM staff or contract employees of the SFM may enter, inspect, or search a dormitory room under the following conditions:
  - o when there is a reasonable suspicion that an occupant may be physically harmed or endangered,
  - o when there is a reasonable suspicion that Ohio Fire Academy regulations or federal, state or local laws are being violated, or
  - o for periodic health and safety inspection of the dorm room, which may occur daily.
    - Determination of what constitutes “reasonable suspicion” may be made by the State Fire Marshal or Chief Deputy State Fire Marshal.
- “Quiet Hours” will be observed from 11:00 p.m. to 6:00 a.m. (23:00 – 06:00). A failure to observe quiet hours is grounds for dismissal.

- Dormitory facilities are available for “resident students.” Only the assigned students are allowed in any dorm room.
- The main entrance to the State Fire Marshal’s Office and Ohio Fire Academy will be locked at 12:00 a.m./midnight and will remain locked until 6:00 a.m. Students residing in the dorm will need to be in the building prior to midnight.

**ANY STUDENT REQUIRING ADMITTANCE AFTER (12:00 A.M. MIDNIGHT) MUST REPORT TO THE GUARD ON DUTY.**

**Guests:**

- Guests of students are not permitted in dorms or student lounge area.
- Guests must sign-in upon arrival and are permitted in the Lobby of the main building only, unless written permission is obtained from the Training Coordinator stating otherwise. This includes all Academy Grounds. All guests shall leave the Academy property by 23:00 hours.

**Linens:**

- Towels/wash cloths will be replaced weekly per the current schedule.
- Dirty towels/wash cloths shall be placed on the floor of the restroom when you are requesting replacement. Those wishing to conserve resources may wish to reuse towels.
- Students residing for extended periods: Linen shall be replaced by the maid service, once per week.

**Towels and wash cloths shall not be used for polishing shoes/boots and or soaking up blood or other body fluids.**

**Lost/Damaged Items:** Linens, mattresses, furniture or other issued items that are missing, lost, or damaged are subject to a replacement charge payable by the person assigned such item(s).

**VII. Dress & Appearance**

**Appearance:** The pride each student takes in himself/herself is reflected in the manner in which he/she is groomed.

**Dress:** Attendance at the OFA is both an honor and a privilege. You should dress in attire that reflects professionalism and pride in the service you represent. Uniforms are to be neatly pressed, clean, and in serviceable condition. Shoes/Boots must be clean and polished as needed. Students not wearing department uniforms should refer to the Department of Commerce Business Casual dress policy (Addendum II).

- **Specific dress requirements for Firefighter students are listed in Appendix A.**
- **Specific dress requirements for EMT students are listed in Appendix B.**
- **Specific dress requirements for EMT Refresher students are listed in Appendix B.**
- **Specific dress requirements for Advanced EMT students are listed in Appendix B.**
- **Specific dress requirements for Advanced EMT Refresher students are listed in Appendix B.**
- **Specific dress requirements for FSI students and related courses are listed in Appendix C.**
- **Specific dress requirements for Fire, Live Fire, EMS, and FSI Instructor students are listed in Appendix D.**

Shorts, cut-offs, ragged clothes, etc., are not permitted in class or in the cafeteria. Individuals dressed in such attire will be asked to conform to the policy. Protective clothing (turnout gear) is not permitted inside the main Academy building, including the dormitory rooms.

**After Hours Dress:** The following articles of clothing are permitted after hours:

- Sweat Pants/Shorts
- T-shirts
- Sandals

**Hair:** How the student wears his/her hair is a matter of personal taste, except when safety is a concern. There are many acceptable hairstyles, as long as the hair is kept in a neat and clean manner. The acceptability of the style will be judged by the following criteria: Hair styles that preclude the proper wearing of SCBA and firefighting headgear are not permitted. Hair will be worn so that it does not extend below the bottom of the uniform shirt collar while standing in an erect position. Hair may be pinned or worn in a way to keep hair above the bottom of the collar.

**Facial Hair:** Facial hair must not interfere with the SCBA seal.

**Hats:** Hats of any type are not to be worn inside of *any* building.

**Jewelry:** OFA reserves the right to restrict student participation when safety is a concern. Jewelry must not interfere with classroom activities and/or hands-on training.

**Sunglasses:** Sunglasses are not to be worn inside of *any* OFA building. Prior authorization by the instructor or Training Coordinator is required for utilization of sunglasses on the training grounds.

## VIII. Emergencies

### In case of Emergency Call 911

**All office telephones, including “A” & “B” Building, and the 911 phone located in front of the “A” Building. Appropriate OFA Staff must also be contacted (Superintendent, Deputy Superintendent, Training Supervisor, or Training Coordinator)**

**Fire Alarms:** Please review fire escape plans posted in rooms and become familiar with evacuation procedures and designated meeting places in the event of a fire or fire drill.

**Health & Safety:** For the purpose of providing a healthy and safe experience for each student attending the Academy, it is imperative that each student provide their undivided attention to the information contained within this policy, as well as the instructions given by the instructional staff during an emergency.

**Tornado Warnings:** In the event of a tornado, or a tornado drill, persons in the main building should go directly to the basement. Persons in the “A” building, go directly to the Main Building or “B” Building. “B” Building, go directly to classrooms BB1, BB2 or the restrooms. Those in the dorm rooms should seek shelter in their dorm room restroom. If you are on the training grounds, seek an area of refuge, (e.g. 1st floor interior area of the burn building) if the early warning will allow seek shelter in the “B” building, or main Academy building.

**Infection Control Guidelines:** Students, faculty and staff must adhere to the following infection control guidelines throughout all training at the Ohio Fire Academy. Incidents involving possible body substance exposures, the following shall be worn:

- Eye protection whenever there is a potential for splash exposure.
- Protective gloves whenever there is a potential for exposure to bodily fluids.
- Protective gloves must be changed between each patient contact.

**Injury Procedure:** Academy staff shall be notified any time a student requires medical attention. Staff will administer needed First Aid. Should the student require hospital care, the local EMS service will transport the student. Any and all costs incurred for such hospital care shall be the responsibility of the student or his/her sponsoring organization. An injury report form must be completed and submitted to the Training Coordinator within 24 hours of the injury occurring.

Reference: Fire: OAC §4765-24-03(A)(15)(n) and EMS: §4765-7-02(E)(12)

- **After Hours Injury or Illness Procedure:** In the event an injury occurs after hours, Security shall be notified so they may make the appropriate notifications.

## IX. Equipment

Equipment used by students and instructors are tested and repaired in accordance with the appropriate NFPA standards. Apparatus will undergo DOT safety inspections on an annual basis.

## X. Facilities

**Computer Lab:** Computers are provided for students' use in completing class assignments, research, and email communications.

- a) Instruction sheets and log-on information is located at the computers.
- b) Students are prohibited from adding software or modifying system configurations.
- c) Personal computer systems are not permitted access to the Ohio Department of Commerce Computer Network.
- d) Personal computer systems are allowed in classrooms to access course information and complete required assignments. Wi-Fi login information will be provided upon arrival.

*The accessing, downloading and visiting of pornographic, sexually explicit or sexually oriented, or other objectionable and/or offensive websites and information is prohibited. Any student found doing so will be subject to immediate dismissal (reference "Computer Use Agreement Appendix".)*

**Lake Osmond (Pond):** Students living on campus may fish, observing the catch and release rule (anything caught shall be returned to Lake Osmond immediately) from 1700 until dusk, when not attending class. All those fishing shall use the buddy system at all times. NO SWIMMING IS PERMITTED AT ANY TIME. The Academy Administration may deny access to Lake Osmond for fishing without prior notice.

**Pagers & Cell Phones:** All cell phones and pagers shall be placed on vibrate. If you must accept or make a call, please remove yourself from the classroom. Firefighter I & II and EMS Training students, please refer to appropriate Appendix for further clarification.

**Parking:** All Students should park in designated parking areas (Student Lot 1 & 2).

**Physical Training Equipment:** Exercise equipment is available for use by Ohio Fire Academy students, faculty, employees of the State Fire Marshal and the Department of Natural Resources. Contact the Academy staff prior to use of equipment.

**Recreation:** Recreational equipment (pool table, foosball and basketball) is available for your recreation (contact OFA staff for equipment).

**Resource Center:** The Academy's Resource Center has an extensive collection of fire-related materials for your viewing. For assistance, see the Academy Staff.

**Shower Facilities:** Showers are available for both resident and non-resident students; however, linen such as wash cloths and towels are provided for resident students only. Lockers are available for non-resident students to store toiletries. Lockers are located in the exercise room.

**Telephone Calls:** In case of emergency, family and/or agencies may contact the Academy at 614-752-7196, or after 5:00 p.m. at 614-752-7171.

**Television:** Televisions are available in the student lounge and each dorm room.

**Tobacco Use:** Smoking will be allowed outside the shipping and receiving area located on the west side of the building near the mail room. Smoking or use of any tobacco products of any kind are not permitted in the “A” or “B” buildings, main building, loading dock by the cafeteria, maintenance building, entrances to the dorm areas, dorm rooms, student lounge or on the grounds/parking. Please place all tobacco waste products in the appropriate waste containers.

**Vending Machines:** Vending machines are located on the first floor of the main building in the cafeteria, “A” Building and “B” Building lobby for your use.

## **XI. Food Service**

The Academy provides food service through a third party source. The guidelines for the meal plan have been constructed in such a way to meet the needs of most individuals.

Food service hours are:   Breakfast: 7:00 a.m. – 8:00 a.m.  
  Lunch: 11:00 a.m. – 1:00 p.m.  
  Dinner: 5:00 p.m. – 6:00 p.m.

Coffee, pop, snacks, etc. are available through the cafeteria’s serving line from 7:00 a.m. - 1:00 p.m.

**Closed Lunch Hour:** Students participating in the Basic Fire and EMS Training Programs, are not permitted to leave during the lunch break without permission of the Training Coordinator.

**Closed Dinner Hour:** Students participating in the Basic Fire Training Programs are not permitted to leave *scheduled evening class* dinner breaks without receiving the permission of the Training Coordinator.

### **Meal Cost:**

**Resident and Non-Resident:** Lunch is provided by the OFA with your course fees. Breakfast is NOT provided but available on a pay per item basis.

\*\*Note: FF I & II students – please see the Meal Cost section appendix “A”.

**NOTE:** Please be advised that the cafeteria can no longer invoice students or departments for meals. Payments must be paid by cash (or credit card) as services are received.

## **XII. Instructor**

All state certified programs are conducted by Instructors certified by the Ohio Department of Public Safety, Division of EMS. Annually, the Academy performs an audit of the instructor list to verify active certification.

## **XIII. Student ID Policy**

The Ohio Fire Academy / State Fire Marshal's Facility located at 8895 E. Main St. Reynoldsburg, OH will issue ID badges and/or electronic key cards. All badges/cards will be issued based on the specific needs of the designated student. All badges/cards will only be valid for use during the specified length of the course. Students may not reuse badges/cards after completion of the specified course. Electronic Key Cards will only be issued to students staying in OFA dorms or students in the FF I & II and EMT Classes. These cards will allow residential students access to specific campus buildings that are electronically locked and controlled after normal business hours. These buildings include the "A" Building or Apparatus Building until 10:00 p.m. and the Main Building prior to 12:00 a.m. (Midnight).

### **ANY STUDENT REQUIRING ADMITTANCE AFTER 12:00 MIDNIGHT MUST REPORT TO THE GUARD ON DUTY**

ID badges must be worn visibly by the student in all classroom settings, practical evolution settings, physical training, traveling from building to building, during meal-times, and in common areas after normal class hours when the student is on campus.

Students will be required to present their identification badge upon request from Security and/or OFA/SFM Staff.

Each student is responsible to secure their individual badge(s) when not being worn.

### **Exceptions to wearing photo ID badges:**

- 1) Wearing the badge in a manner or situation that could cause harm or compromise student safety.
- 2) Interference with personal protective clothing.

**Loss of Photo ID Badges and Electronic Key Cards:** If a student loses their photo ID and/or electronic key card, it must be reported to the appropriate Training Coordinator immediately and the student will be required to obtain a new card as soon as possible. A lost or misplaced electronic key card will result in a \$20.00 processing fee for a replacement card.

### **Badge holders must be returned to the Registrar's office**

## **XIV. Mail/Messages**

**Mail:** In-coming mail for students shall be addressed to: Your name c/o Training Supervisor, Ohio Fire Academy, 8895 East Main Street, Reynoldsburg, Ohio 43068-3395. Out-going mail may be given to the Training Coordinator or placed in the out-basket in the Academy office, with postage attached.

### **Messages:**

- **Normal Business Hours:** Messages including emergency messages for students will be delivered by the Training Coordinator or OFA staff.
- **After Business Hours:** The security officer will attempt to locate resident student, if student is not in the dorm, the message will be posted in the student lounge on the Message Board.

## **GENERAL TESTING POLICY**

### **Written Exam:**

- Prior to testing, each candidate must show the proctor a picture ID.
- All written OFA exams require a minimum of 70% to pass.
- If a student fails to pass a written exam, he/she will be permitted to retake the exam two (2) additional times.
- Student must pass all written exams before proceeding to the next scheduled exams.
- Student shall not retest on the same day (*Exception: USAF per contract*).
- Exam time allotments will be provided by the exam proctor.
- Retests will be scheduled at the discretion of the Training Coordinator.
- The student will be dismissed from the course for failure to obtain a minimum score of 70% within the allotted exam retake opportunities.
- Initial State Certification exams - Please refer to the appropriate appendix.
- Subject to the approval of the State Fire Marshal, Academy Administration may alter, amend, and/or exclude any OFA exam or other graded materials it has determined to be flawed, inadequate, or compromised prior to the issuance of a final grade. The Superintendent, with the consent and approval of the State Fire Marshal, will make a determination of the appropriate action of such circumstances within a reasonable timeframe. Corrective action may include providing a revised exam, additional exam, or additional assignment.

## Cognitive Examination Oral Testing Procedures

A candidate with a documented disability, as that term is used in the American Disability Act (ADA), may file a written request with the Ohio Fire Academy (OFA) for an oral examination.

The OFA shall review all requests for an oral examination and may approve a request if the following is provided:

1. Notification to the OFA at the time of application of the need for an oral examination.
2. Detailed letter from the candidate's physician or a licensed professional healthcare provider who has diagnosed or treated the candidate, or a certified vocational evaluator who has evaluated the candidate. The letter must contain the following:
  - a. The nature and extent of disability;
  - b. Rationale behind the proposed oral examination.
  - c. IEP/NORAP information.

Upon receipt of the request, the OFA superintendent and/or deputy Superintendent will review the request and determine if an oral examination is required. Upon determination of a valid request, a date and time shall be set for the oral examination to be given. All oral examinations will be conducted at the OFA.

### Grading Chart:

Fire: OAC §4765-24-03(A)(15)(a) and EMS: OAC 4765-7-02(A)(21)(h)

**Exam Score Percentage Calculation:** The percentage score for each student's exam is determined by dividing the number of correctly answered exam questions by the total number of exam questions.

The following formula demonstrates this procedure:

Where: "A" (divided) is the number of correctly answered questions:

And: "B" (divisor) is the total number of exam questions:

And: "C" (quotient) is the percentage of correctly answered exam questions.

Then: "A" ÷ "B" = C

Examples:

A Student answered 79 (A) questions correctly on an exam with 100 (B) possible questions.

|    |   |     |   |             |
|----|---|-----|---|-------------|
| A  | ÷ | B   | = | C           |
| 79 | ÷ | 100 | = | 0.79 or 79% |

A student answered 17 (A) questions correctly on a 25 (B) question exam.

|    |   |    |   |            |
|----|---|----|---|------------|
| A  | ÷ | B  | = | C          |
| 17 | ÷ | 25 | = | .68 or 68% |

Grades are not rounded up. The grade % is based on the actual % of correct answers.

**Refer to Appendix A for Firefighter grade determination procedure.**

**Refer to Appendix B for EMT grade determination procedure.**

**Refer to Appendix B for EMT Refresher grade determination procedure.**

**Refer to Appendix B for Advanced EMT grade determination procedure.**

**Refer to Appendix B for Advanced EMT Refresher grade determination procedure.**

**Retakes:** Two exam retakes will be permitted for each exam administered allowing for a total of three (3) attempts to pass each exam. Exam retakes must be completed prior to the next scheduled exam, following the failure of the respective exam. Students shall not be permitted retakes on the same day as an exam failure. A maximum score of 70% will be allowed on a retake exam, for the purpose of determining the student's overall grade point average. Retakes will be administered at the discretion of the Academy Training Coordinator and/or Training Supervisor.

### **Performance (Psychomotor) Skill Testing**

All examinations shall be conducted in such a manner as to maintain compliance with all state regulations and federally mandated standards, such as those issued by the NFPA, EPA, FERPA Equal Employment Opportunities Act, Affirmative action policies, Americans with Disabilities Act and the Age Discrimination Employment Act. All candidates, personal protective clothing, apparatus, equipment, and facilities utilized in the evaluation of candidates shall meet the applicable NFPA standard(s) as required of NFPA 1500.

### **Influence Policy**

It shall be the policy of the Ohio Fire Academy that no individual, entity, or interest group shall exercise undue or inappropriate influence over the certification process.

Any candidate, instructor, proctor, evaluator, or staff member shall report any suspected inappropriate influence or a suggestion of undue or inappropriate influence immediately to the Superintendent and/or Deputy Superintendent, of the Ohio Fire Academy.

Persons found guilty of influencing or attempting to influence the outcome of an examination shall fail and be further disqualified for obtaining a certification from the Ohio Fire Academy. Public officials, employees, and candidates may be subject to prosecution under ORC 102.03.

**Grades:** Performance (Psychomotor) skill tests are Pass or Fail, unless otherwise specified. Testing for initial State Certification: Refer to the appropriate appendix.

**Retakes:** Two performance (psychomotor) skill test retakes will be permitted for each performance skill test administered, allowing for a total of three (3) attempts to pass each test (refer to the specific appendix for specific course policy).

Students may retest for a second time in the same day at the discretion of the Academy Training Coordinator and/or Training Supervisor. Third attempts may not be completed less than one day after the second attempt. All final retakes will be observed and video recorded by the Fire Training Supervisor or designee.

Failure to obtain a passing grade within the allotted three (3) attempts will result in the student's dismissal. An exit interview with the Academy Superintendent or Deputy Superintendent will be held prior to dismissal.

## Curriculum Assistance

**Remediation:** Any student who fails any exam, and who wishes additional assistance before completing the retake, can request such assistance from the Training Coordinator and Training Supervisor. The Training Coordinator and the Training Supervisor will make provisions to provide the assistance requested. All remediation will be at the convenience of the Academy's Training Coordinator and/or Training Supervisor.

**ADA Compliance:** Students with a documented learning disability, as that term is used in the American with Disabilities Act (ADA), may qualify for reasonable assistance under Ohio Department of Public Safety Policy Number FP-004 "Alternative Fire Testing for ADA Candidates." Pursuant to the Department of Commerce ADA policy, qualified individuals with a disability may request a reasonable accommodation.

If you believe that you meet these criteria, please contact the Training Coordinator for more information. Documentation of the disability must be presented prior to the first day of class. EMT Students must also consult the NREMT for agency-specific requirements.  
[www.nremt.org](http://www.nremt.org)

## Grade Determination Procedure for all OFA Testing

Upon successful completion of all the assigned work, a student's final course average will be determined by averaging the weighted scores of all tests, performance (psychomotor) based skills, and research papers to determine the student's final (alpha) letter grade for submission for college credit.

|       |     |      |
|-------|-----|------|
| 90    | 100 | A    |
| 80    | 89  | B    |
| 70    | 79  | C    |
| BELOW | 70  | FAIL |

## **Apparatus Use Policy**

It is the goal of the Ohio Fire Academy to provide all persons training at the Academy with the necessary tools and equipment to successfully complete their respective course requirements. The fire apparatus & squad unit at the Academy are here for your use during training and we expect that all students will use and maintain them in a responsible manner and that great care will be taken when using this equipment.

**It is the policy of the Ohio Fire Academy that any student OFA Fire Apparatus Operator (FAO) or otherwise, who disregards the safety and well-being of others, or fails to comply with these policies will be immediately dismissed/removed from the Academy facilities.**

### **Prerequisite Operating Provisions**

Persons are only permitted to operate Academy apparatus when the following provisions have been met:

- 1) Has a current motor vehicle operator's license.
- 2) Successfully completed an emergency vehicle drivers training program approved by the Academy.

### **Driving & Operation**

The following items are mandatory for safe vehicle operation: A Safety inspection (walk-around) of the vehicle shall be conducted prior to initial use.

- a) ALL persons riding in any of the Academy apparatus will be properly seated and seat belted prior to the movement of the vehicle.
- b) ALL persons riding in/on Academy apparatus will not depart from the vehicle until it has come to a complete stop and the brake is set or vehicle is in park.
- c) No person(s) shall ride on the outside of any of the Academy vehicles (Exception: Hose bed under the supervision of Academy Staff while loading LDH)
- d) Maximum speed for Academy apparatus operating on the grounds is 15 mph.**
- e) Academy apparatus are not permitted to be operated in areas designated as parking lots.
- f) Emergency lights should only be used when the training evolutions require.
- g) The use of sirens on campus is considered horseplay and will not be tolerated.

### **Backing Apparatus**

No student shall back any Academy apparatus for any reason without the use of a "Backer" or "Spotter" at the rear of the vehicle to insure it is clear to do so.

### **Care**

It is the responsibility of the person or persons using Academy apparatus to place the vehicle back in-service (make it better than you found it, return it the way you found it);

- Replace wet/dirty hose with dry/clean hose: Clean it
- Wash/dry the vehicle if needed: Fix it
- Wipe down the interior if needed: Replace it

**After Hours Use of Apparatus**

The use of Academy apparatus for training after hours is at the discretion of the Course Coordinator and/or Academy operations. Approval must be obtained from the Course Coordinator or Training Grounds Supervisor prior to operating apparatus. An Academy Coordinator or Fire Training Officer must be present for after-hours use of any apparatus.

**Damage**

All damage shall be reported immediately to the Training Grounds Supervisor, Training Coordinator, or Deputy Superintendent of the Academy. If the damage in any way effects the operation of the vehicle, the apparatus shall be placed "Out of Service".

**Outside Agencies**

Since many outside agencies use the facility in the evening hours, the availability of apparatus and equipment after normal hours will be dependent upon their schedules. If an outside agency is scheduled to use apparatus or equipment, they will have priority over you. Contact the Lead Instructor of said agency to insure there will be no conflict.

## **Addendum I – Anti-Harassment**

# EQUAL EMPLOYMENT OPPORTUNITY POLICY

## *Policy Number 205.0*

**Purpose:** To ensure employees can work in an environment free from discrimination and/or harassment.  
**Revised Date:** October 2011  
**Cross Reference:** Title VII of the Civil Rights Act of 1964 and subsequent amendments; The Genetic Information Nondiscrimination Act of 2008; ORC Chap. 4112; OAC §123:1-49-02; Executive Order 2011-05K

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### I. General Information / Policy

The department is committed to addressing Equal Employment Opportunity (EEO) concerns and continually improving our EEO program. The department's EEO strategic plan is updated according to the Department of Administrative Services (DAS) guidelines and a copy can be obtained from the Office of Human Resources (HR) upon request. The EEO Section displays informational posters from the Ohio Civil Rights Commission (OCRC) and the United States Equal Employment Opportunity Commission (EEOC) to publicize this commitment to equal employment opportunity.

It is the policy of the department to maintain a work environment free from any discrimination and to prohibit harassment of employees, temporary employees, interns, applicants, customers, clients, contractors and consultants, including discriminatory sexual advances or harassment adversely affecting an individual's terms and conditions of employment.

The department will not tolerate threats or acts of discrimination. The department will fully comply with the State of Ohio's EEO program and all applicable city, state and federal laws, rules, regulations and guidelines as they relate to non-discrimination in employment. It is illegal to discriminate against an applicant or employee due to his/her race, color, sex (including sexual harassment and pregnancy), national origin, ancestry, disability, religion, age (40 years or older), veteran status (e.g. Vietnam Era, Desert Storm/Shield), military status, sexual orientation, or genetic information.

In addition, retaliation against an individual because they have filed a charge of employment discrimination or participated in an investigation of such a charge is also illegal.

The department will not tolerate harassing conduct, including sexual harassment that affects tangible job benefits, that unreasonably interferes with another's work performance, or that creates an intimidating, hostile work environment, based upon an individual's race, color, sex, national origin, ancestry, disability, religion, age, veteran status, military status, sexual orientation, or genetic information.

Employees who violate this policy or any part thereof may be subject to discipline, up to and including termination.

### II. Definitions

- **Discrimination:** Adverse treatment of one person or group based on their race, color, religion, sex (including sexual harassment), sexual orientation, national origin, ancestry, disability, age (40 years or older), veteran status, military status or genetic information.
- **Retaliation:** Retaliation occurs when an employer, employment agency, or labor organization takes an adverse action against an individual because he/she engaged in a protected activity.

- **Harassment:** Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual harassment), sexual orientation, national origin, ancestry, disability, age (40 years or older), veteran status, military status or genetic information. Harassment becomes unlawful where (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature by a superior, subordinate or peer when: (1) submission to the conduct is an explicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; and (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- **Hostile Work Environment:** An environment where unwelcome conduct based on a person's membership in any protected class has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

### III. Filing Procedures

#### A. Reporting in General:

Any employee, temporary or intern who believes that he/she is a victim of harassment or discrimination based upon his/her membership in a protected class should report such incidents to his/her supervisor, the department's EEO Administrator or the Human Resources Director.

All managers and supervisors shall report any allegation or complaint they receive or any possible violation of this policy to the EEO Administrator within twenty-four (24) hours. Failure to do so may result in disciplinary action.

Every attempt will be made to resolve the situation in a timely manner. Resolutions may include non-formal discussions between the parties, internal investigations and possible recommendations for additional training and/or disciplinary action, up to and including possible termination. The nature of the resolution will be determined based upon the individual circumstances of the situation and the results of the internal investigation.

#### B. Filing a Charge Internally:

1. Once the EEO Administrator has received an allegation of an EEO violation, an informal inquiry will be conducted.
2. If the informal inquiry substantiates a possible EEO violation, the person accused of engaging in improper activity will be notified that the issue has been brought to the attention of the EEO Administrator/HR.
3. Upon determination by the EEO Administrator that a formal investigation is warranted, further interviews will be conducted with any individual who is believed to have relevant information concerning the issues involved.
  - a. Written statements detailing the information will be prepared and provided to each witness for his/her review and signature.
  - b. All employees are expected to fully comply with any EEO investigation and must provide a truthful statement upon request. Failure to do so will be considered a violation of the EEO policy.
4. Once the evidence has been gathered, the EEO Administrator will review the findings and prepare a position statement.
5. If the EEO Administrator determines that there has been a violation of the EEO policy or that further administrative action is necessary, appropriate recommendations will be made to the Human Resources Director.

6. The complainant, the complainant's supervisor, and the person accused of improper conduct will be notified of the conclusion of the investigation and will have the results communicated to them.
7. The complainant has the right to appeal the department's findings to the DAS Equal Opportunity Division within fifteen (15) days.

C. Filing a Charge Externally:

An employee can file a charge of discrimination and/or harassment outside of the department's internal filing process.

- An employee may elect to file his/her charge with DAS Equal Opportunity Division (EOD).
  - A complainant has thirty (30) calendar days after the alleged discriminatory act in which to file with the EOD.
  - Further information is available on-line at [www.das.ohio.gov/eod](http://www.das.ohio.gov/eod) or by visiting 30 East Broad Street, 18<sup>th</sup> Floor, Columbus, Ohio 43215-3414. Telephone: 614-466-8380.
- An employee may elect to file his/her charge with the Ohio Civil Rights Commission (OCRC). The primary function of the OCRC is to enforce state laws against discrimination. OCRC receives and investigates charges of discrimination in employment, public accommodations, housing, credit and higher education on the bases of race, color, religion, sex, national origin, disability, age, ancestry or familial status.
  - Charges may be filed within six (6) months (180 days) of the date of alleged discrimination with OCRC.
  - Further information is available on-line at [www.crc.ohio.gov](http://www.crc.ohio.gov) or at 1-888-278-7101.
- An employee may elect to file his/her charge with the U. S. Equal Employment Opportunity Commission (EEOC). EEOC is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.
  - Charges may be filed within three hundred (300) days of the date of the alleged discrimination with EEOC.
  - Further information is available on-line at [www.eeoc.gov](http://www.eeoc.gov) or at 1-800-669-4000. The TTY number is 1-800-669-6820.

If you have any questions about this policy or believe that you have been subjected to harassment or discrimination in violation of this policy, please contact:

EEO Administrator  
Ohio Department of Commerce  
77 South High Street, 23<sup>rd</sup> Floor  
Columbus, Ohio 43215-6123  
Telephone: (614) 728-4292  
Fax: (614) 466-6183  
**[EEO.Administrator@com.state.oh.us](mailto:EEO.Administrator@com.state.oh.us)**

## **Addendum II – Personal Appearance**

# PERSONAL APPEARANCE

*Policy Number: 509.0*

Purpose: To give guidelines on what is considered professional attire for the workplace.

Revised Date: October 2011

Cross Reference:

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## I. Professional Image Required

All employees are required to maintain a “professional image” in attire and appearance during their regularly scheduled work hours.

## II. Professional Image Standards

The Department of Commerce maintains a professional image by necessitating that our employees dress in traditional business attire. Traditional business attire is that which is common and traditional in formal business settings. It is characterized by clothing that is designed to present a competent business image. Employees are expected to be reasonably aware of what professional business people normally wear when attempting to dress in a formal business setting. Under this standard, attire such as jeans, tennis shoes or flip-flops is strictly prohibited.

Clothing should always be clean, in good repair, and well-fitting. Traditional standards of personal hygiene must be observed at all times. A failure to exercise good judgment as to what constitutes a professional image in work attire may result in discipline. Employees may also be required to leave the workplace on their own time if their attire does not comport to the professional image standard.

Division Heads will be responsible for enforcing the professional image of their respective divisions. Employees should consult their supervisor if they have questions regarding this policy.

## III. Uniforms

Uniformed employees are considered to be in professional attire for purposes of this policy. Employees who have been issued uniforms by the department must follow policies for wearing uniforms of the division or office in which the employee is assigned. Please refer to your respective division’s internal policies regarding uniforms.

## IV. Business–Casual Authorization

Employees must be in traditional business attire unless specifically authorized by the Director, or by the Division Head with the approval of the Director. Business-casual attire is that which is designed to present a professional image while allowing for more relaxed style of clothing.

## V. Casual Attire

In general, attire that is not designed to present a professional image or is more appropriate in a non-business setting is prohibited. On occasions when traditional business and business-casual attire are not appropriate for the work being performed, employees may request to wear casual attire. The use of casual attire shall only be approved by the Director or Division Head. At times when casual attire is approved, employees are still expected to wear clothing that is clean, in good repair, and well-fitting.

For the purpose of this policy the term “casual attire” and “dressed-down” are synonymous.

**Addendum III**  
**Student Tardy/Absence Form**

STUDENT TARDY / ABSENCE FORM

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Last four digits of SSN: \_\_\_\_\_ Course #: \_\_\_\_\_

Date Tardy / Absent: \_\_\_\_\_

Total Time Missed: \_\_\_\_\_ minutes/hours

Topic Missed: \_\_\_\_\_

Reason for being tardy or absent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I will have to make-up any missed material at the discretion and convenience of the Training Coordinator.

---

Student's Signature

Training Coordinator

FOR OFFICE USE ONLY

Absence Acceptable  
Absence Un-Acceptable

Comments : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Training Supervisor  
Printed 11/2015

## **Addendum IV: Dismissal Request**



## **Appendix A: Firefighter I & II**

## Appendix A: Firefighter I & II

**Overview:** The Ohio Fire Academy offers hands-on training, emphasizing practical applications of fire suppression and prevention techniques for persons seeking careers in the Fire Service. Throughout our intensive programs, students are afforded an opportunity to complete requirements for several levels of firefighter certifications.

**Content:** Our courses are designed to meet certification requirements as established by the Ohio Department of Public Safety, Division of EMS and NFPA Standards pertaining to Firefighter I, Firefighter II, Hazardous Materials: Awareness & Operations Level, and Fire Apparatus Driver-Operator/Pumper requirements.

### Admission Policy

#### Eligibility:

Enrollment is open to any firefighter and other persons interested in the vocation of firefighting, who meet the following criteria:

- Must be a high school graduate or have earned a G.E.D.
- Must be at least 18 years of age at the time of registration
- Must have a valid driver's license at the time of registration
- Must provide proof of health insurance or letter from fire chief indicating proof of health insurance
- Must have a NFPA 1582-compliant medical exam performed and signed by a Medical Doctor (M.D.) or Doctor of Osteopathic Medicine (D.O.)
- Shall not have been convicted of any of the following:
  - (a) Any felony;
  - (b) A misdemeanor committed in the course of practice;
  - (c) A misdemeanor involving moral turpitude
- Shall not have committed fraud, misrepresentation, or material deception in applying for or obtaining a certificate issued under section 4765.55 of the Revised Code and OAC 4765-20
- Shall not have been previously revoked or denied a certificate by the State of Ohio Department of Public Safety, Division of EMS or the licensing organization in another state

Basic Firefighter applicants are placed on a list, according to the following priorities:

- 1) Full-time paid firefighter & COTC students according to the registration date in OFA database.
- 2) Part-time paid firefighter according to the registration date in OFA database.
- 3) Volunteer firefighter according to the registration date in OFA database.
- 4) In State persons sponsored by a fire department organization according to the registration date in OFA database.
- 5) In State non-fire department affiliated persons according to the registration date in OFA database.
- 6) Out of State non-fire department affiliated persons according to the registration date in OFA database.

**Physical Fitness:** The Academy has a comprehensive physical fitness program which is designed around each individual's level of fitness and includes running and weight lifting.

**Hydration:** Students are required to maintain a sufficient intake of water to prevent dehydration during training.

**Meal Cost:** Breakfast and lunch are provided with your course fees. Dinner meals will only be provided when an evening class is scheduled.

**Dress & Grooming:**

OAC §4765-24-03(A)(15)(i)

The daily uniform while in the classroom will consist of the following:

**Physical Training:**

- FD or OFA T-Shirt / Sweat Shirt
- Sweat Pants / Sweat Shorts / Running Shorts
- Running Shoes

**Roll Call, Classroom, Cafeteria:**

- Uniform work pants and uniform collared shirt (shirts buttoned and neatly tucked in)
- Black shoes / Duty boots
- Black Socks
- Black Belt
- Name Badge w/ a Personal Accountability Tag (P.A.T. - supplied by OFA)
- Hats of any type are not to be worn inside of *any* building

**Training Grounds:**

- Uniform work pants and Fire department approved T-shirt or a plain T-shirt.
- All Applicable PPE

**Facial Hair:** Students shall be clean shaven prior to class instruction each day. Beards, goatees, long mustaches, and other facial hairstyles are not authorized for safety reasons. The Industrial Commission Standard will be adhered to strictly.

OAC §4123:1-21-02(P)(10) Respiratory Protection

**Pagers, Cell Phones, & Cameras:** Pagers, cell phones, and cameras are **not permitted** during training. Students living on campus shall leave these items secured in their dorm rooms. Commuter students shall either leave these items at home or properly secure them in their vehicle. Only in cases of special circumstance will students be permitted to carry a cell phone and/or pager while in class. The Training Coordinator will make that determination.

## **Conduct**

**Leadership:** Each student shall be required to perform the duties and responsibilities of a company leader/EMS crew leader during training. Students will be evaluated on the following leadership traits:

- a) Ability to communicate effectively
- b) Ability to demonstrate courtesy and tact
- c) Ability to keep subordinates informed
- d) Being accountable for actions
- e) Demonstrating dependability
- f) Demonstrating reliable judgments
- g) Displaying enthusiasm
- h) Making timely decisions
- i) Maintaining physical and mental fitness
- j) Seeking and accepting responsibility

**Duties:** The duties and responsibilities of a company leader/EMS crew leader include, but are not limited to the following:

- 1) Assigning daily work details & insuring work is satisfactorily completed
- 2) Assisting the lead instructor with carrying out special orders/requests
- 3) Assisting all Instructors
- 4) Insuring all class participants are accounted for at all times
- 5) Insuring class participants complete daily PPE inspections
- 6) Insuring that all equipment and apparatus are cleaned and readied for use after the training session is completed
- 7) Insuring that all training sites used are policed and placed in order after the training session has concluded
- 8) Performing morning inspections

**Training Schedule:** Training will begin promptly at the scheduled time and will end when all objectives have been met for that day's training. The Academy reserves the right to adjust schedules and times to meet the needs of the respective programs.

**The start time for the first day of all on-site OFA classes is 9:00 am, unless otherwise noted.**

**Roll Call:** Roll call will be used as a means for the duty officer and Academy to maintain documentation of attendance and accountability of students.

Roll Call will be taken at the following times:

- a) Start/End of Physical Training session
- b) Start of Apparatus/Equipment Checks
- c) Start of Morning Classroom Session
- d) Lunch Break (Dinner Count Obtained)
- e) Start of Afternoon Session
- f) Dinner Break

- g) Start of Evening Session
- h) End of Training Day

**Morning Roll Call:** Morning Roll Call is an important function of our training program. It requires students to be assembled and prepared to proceed with their daily duties/training at a specific time. Morning Roll Call is the time information will be passed onto the class from the Training Coordinator or Instructional Staff.

Morning Roll Call will be used to provide a means for the Duty Officer to complete his/her Morning Inspection of the class to insure OFA Standards of Dress & Appearance is being met, assignment of work details, and other assigned duties.

**Morning Inspection(s):** Morning Inspections is the time when students complete assigned work details (e.g. apparatus inspection, PPE inspection, and clean-up).

**Apparatus Inspections:** Apparatus Inspections are to be completed daily to insure all equipment and apparatus is “Ready for Use” unless otherwise directed.

**PPE Inspections:** Personal Protective Equipment Inspections shall be completed on a daily basis to insure “Ready for Use” status as well as safe operation of said equipment.

**Clean-Up Detail:** A daily clean-up schedule will include, but not be limited to the following:

- a) Empty/Load Hose Dryers
- b) Empty Trash
- c) Laundry as Needed
- d) Mop Floors as Needed
- e) Sweep Apparatus Bays
- f) Sweep Student Locker Room
- g) Vacuum Floor Mats

**Daily Log:** The Duty Officer will be responsible for maintaining the “Daily Log.” The Daily Log will be used for recording:

- a) Accidents/ Incidents (Near-Misses)
- b) Announcements
- c) Company Work Assignments
- d) Daily Training Activities
- e) Equipment Out-of-Service
- f) Reportable Injuries
- g) Tardiness or Absences

**Daily Report:** The Chief of the day will report to the Training Coordinator daily at a designated time and provide a detailed report on training activities, attendance, etc. Any absences or no-shows shall be reported to the Training Coordinator at the beginning of the training day.

**Attendance/Accountability Board:** All students will place one (PAT) Personal Accountability Tag on the Attendance/Accountability Board before Roll Call each day (provided by the Academy). This board will be maintained by the duty officer, so students may be accounted for throughout the training day.

## **Curriculum Requirements (Successful Course Completion)**

OAC §4765-24-13

Students are required to successfully complete ALL assigned work. A failure to complete assigned work will result in unsuccessful completion of the course.

OAC §4765-24-13(A)(3) "Courage to Be Safe: Sixteen Life Safety Initiatives Course" totaling at least four hours."

Curriculum includes but is not limited to:

- 1) Physical Fitness Training (excluding the night Firefighter I & II class)
- 2) Firefighter I & II Curriculum
- 3) Pumping Apparatus Driver/Operator Curriculum
- 4) Homework
- 5) Written Exams
- 6) Performance Based (Psychomotor) Skill Tests

### **Written Exams:**

- 1) Weekly Quizzes
- 2) Mid-Term Quiz
- 3) Course completion exam(s)
- 4) State Certification Examination

\*Note: All written exams require a minimum of 70% to pass.

If a student fails to pass the State Certification Exam, he/she will be permitted to retake the examination two additional times. Students are required to wait a minimum of seven (7) calendar days before being permitted to sit for a retake of the State Certification Exam. Pursuant to Ohio Department of Public Safety, Division of EMS Program Director Guidebook, if the student fails to pass the next two opportunities, he/she will be required to repeat the course.

Reference: [OH Dept. of Public Safety, Division of EMS Program Director Guidebook]

### **Performance Based Skill Tests:**

- 10% of Firefighter I & II Skill Sheets
- 10% of the Hazardous Materials Skill Sheets for Awareness and Operations Level
- 10% of the Driver Operator – Pumper skills sheets
- ProBoard Skills as Required by ODPS

Note: All performance based examinations are Pass-Fail.

Pass 1<sup>st</sup> attempt = 100%, 2<sup>nd</sup> or 3<sup>rd</sup> attempt maximum score = 70%

If a student fails to pass a performance based skill test, he/she will be permitted to retake the test two additional times. Students are required to wait 24 hours after the 2<sup>nd</sup> retake before being permitted to take their 3<sup>rd</sup> and final attempt. If the student fails to successfully pass the 3<sup>rd</sup> opportunity, he/she will be dismissed from the course.

**RETAKES:** Retakes will be taken at the discretion of the Academy staff. All final retakes will be observed by OFA Superintendent, Deputy Superintendent, or Training Supervisor.

## **GRADE DETERMINATION PROCEDURE**

**Final Letter Grade:** Upon successful completion of all the assigned work, a student's final course average will be determined by averaging the combined scores of OFA written tests, performance based (psychomotor) skill tests, homework, and other assignments.

## **Appendix B: EMS Training**

## Appendix B: EMS Training

**Overview:** The Ohio Fire Academy offers classroom and hands-on training, emphasizing practical applications of Emergency Medical skills, practices, illness and accident prevention techniques, for persons seeking careers in the Fire and EMS Service. Throughout our intensive program, students are afforded an opportunity to prepare and complete requirements in preparation for a certificate to practice in the State of Ohio as an Emergency Medical Service Provider.

### Admission Policy

Students who enroll in the Ohio Fire Academy EMS Program must meet the following:

- Must have a valid driver's license at the time of registration
- Must meet all prerequisites identified in the registration process
- Must be eighteen (18) years of age at time of enrollment
- Must meet the applicable sections of the OAC §4765-8-01 & ORC §4765.30
- Advance level student applicants must submit verification of certification as an EMT, showing compliance with OAC §4765-7-02(A)(19)

### Student Financial and Personal Information:

OAC §4765-7-02(A)(21)(q) - Student financial and personal information shall be protected as outlined by the policies of the State of Ohio, Department of Commerce, State Fire Marshal.

### Qualifications for a Certificate to Practice:

OAC §4765-8-01

- (A) An applicant for a certificate to practice as an Emergency Medical Responder, EMT, Advanced EMT, or Paramedic must meet the following requirements:
- 1) Submit a completed application on a form approved by the board;
  - 2) Successfully complete an EMS training program through an accredited institution, pursuant to ORC §4765.17 and Chapter 4765-7 of the Administrative Code, and receive a certificate verifying completion of such program at the level for which the certificate to practice is sought. Such program must have been completed no more than two years prior to making application per Chapter 4765-8 of the Administrative Code;
  - 3) Submit documentation of successful completion of the following training courses:
    - a) National incident management system course IS-700 and incident command system course IS-100, both of which can be accessed at the federal emergency management agency web site (<http://training.fema.gov/emiweb/IS/crslist.asp>) for

online courses or [http://www.fema.gov/emergency/nims/nims\\_compliance.shtm](http://www.fema.gov/emergency/nims/nims_compliance.shtm) (March 1, 2004) for materials and information on instructor lead classroom-based courses). These courses are also listed on the division of EMS web site (<http://www.ems.ohio.gov>). Completion of the above topics is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, December 17, 2003) and approved by the board as being necessary for initial training.

- 4) Pass an initial certification examination in accordance with rule §4765-8-05 of the Administrative Code;
  - 5) Be at least eighteen years of age;
  - 6) Has not been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, any of the following:
    - a) Any felony;
    - b) A misdemeanor committed in the course of practice;
    - c) A misdemeanor involving moral turpitude;
    - d) A violation of any federal, state, county, or municipal narcotics or controlled substance law;
    - e) Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph.
  - 7) Has not been adjudicated mentally incompetent by a court of law;
  - 8) At the time of application, is not under indictment for any felony or has any misdemeanor charges pending as outlined in paragraph (A)(6) of this rule;
  - 9) Does not engage in the illegal use or illegal acquisition of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as a first responder Emergency Medical Responder or EMT;
  - 10) Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4765 of the Revised Code;
  - 11) Has not been convicted, in this state or another state, of providing emergency medical services or representing himself/herself as an EMS provider without a license or certificate, or similar crime directly related to the profession of EMS;
  - 12) If the applicant is, or has been, certified or licensed as an EMS provider in this state or another state, the applicant's certificate or license is not currently on probationary status nor has it been suspended or revoked by the board or the EMS certifying or licensing entity in another state.
- (B) In deciding whether to grant a certificate to practice, the board has the following options:
- 1) The board shall issue a certificate to practice to an applicant who meets all of the requirements listed in paragraph (A) of this rule;
  - 2) The board shall refuse to grant a certificate to practice to an applicant who fails to meet one or more of the requirements listed in paragraphs (A)(1) to (A)(5) of this rule;
  - 3) The board may grant, refuse to grant, or limit a certificate to practice to an applicant who meets the requirements listed in paragraphs (A)(1) to (A)(5) of this rule, but fails to meet one or more of the requirements listed in paragraphs (A)(6) to (A)(12) of this rule.

Effective: 4/1/2016

**Physical Fitness:** The Academy has a comprehensive physical fitness program which is designed around each individual's level of fitness and includes running and weight lifting.

**Meal Cost:** Breakfast and lunch are provided with your course fees. Dinner meals will only be provided when an evening class is scheduled.

**Course Content:** The Emergency Medical Technician (EMT) Training Program is designed to meet the requirements of the Ohio Revised and Administrative Code §4765. This program includes classroom instruction, laboratory practical application, hospital emergency department, and vehicle clinical experience. Course content and instruction meets or exceeds the minimum number of hours established by the Ohio Department of Public Safety, Division of EMS Board's rules in all required areas.

Course content is provided. Students are responsible for purchasing their own textbook and workbook.

**Course Schedule:** Students will be issued a course schedule upon successful enrollment/admission to a course. Training will begin promptly at the scheduled time and will end when all objectives have been met for that day's training. The Academy reserves the right to adjust schedules and times to meet the needs of the respective programs.

**The start time for the first day of all on-site OFA classes is 9:00 am, unless otherwise noted.**

**EMS Initial Certification Course (EMT and Advanced EMT):**

The typical Ohio Fire Academy Initial Certification EMS Course is five weeks in length. Students are required to participate in course projects, including study and review, as well as clinical / hospital sessions on the evenings and weekends during the course.

**EMT Refresher Course:**

This course is four days in length. Class room time is Monday-Thursday 08:00-17:00. Students are required to participate in course projects, including study and review sessions.

**The Duty Officer will be responsible for maintaining the "Daily Log." The Daily log will be used for recording:**

- a) Accidents/Incidents (Near-Misses)
- b) Announcements
- c) Crew Work Assignments
- d) Daily Training Activities
- e) Equipment Out-of-Service
- f) Reportable Injuries
- g) Tardiness or Absences

**Daily Report:** At the Conclusion of Each day, the Officer of the day will report to the Training Coordinator and provide a detailed report on training activities, attendance, etc. Any absences or no-shows shall be reported to the Training Coordinator at the beginning of the training day.

## **Dress & Grooming**

OAC §4765 -7 -02(A)(21)(j)

The daily uniform while in the classroom will consist of the following:

- Duty uniforms may be worn per individual department requirements
- Students not affiliated with a department must wear work pants (navy or black) and uniform shirt with collar
- OFA Student polo must be worn for all clinical experiences
- Shirts must remain buttoned and neatly tucked in
- Black shoes/Duty boots
- Black Socks
- Black Belt

**Hats:** Hats of any type are not to be worn inside of *any* building.

**Equipment:** Students will be issued a stethoscope and shall maintain it throughout the course.

**Hair:** Beards, goatees, and mustaches must be clean, and neatly trimmed. Hair styles must not interfere with classroom activities or the performance of practical skills.

**Pagers, Cell Phones, & Cameras:** Pagers, cell phones, and cameras are not permitted during training. Students living on campus shall leave these items, secured in their dorm rooms. Commuter students shall either leave these items at home or properly secure them in their vehicle. Only in cases of special circumstance will students be permitted to carry a cell phone and/or pager, while in class. The Training Coordinator will make that determination.

## **EMT Student Conduct Expectations**

**Leadership:** Each student shall be required to perform the duties and responsibilities of a company leader/EMS crew leader during training. Students will be evaluated on the following leadership traits:

- a) Ability to communicate effectively
- b) Ability to demonstrate courtesy and tact
- c) Ability to keep subordinates informed
- d) Being accountable for actions
- e) Demonstrating reliable judgments
- f) Demonstrating dependability
- g) Displaying enthusiasm
- h) Making timely decisions
- i) Seeking and accepting responsibility

- j) Maintaining physical and mental fitness

**Duties:** The duties and responsibilities of a company leader/EMS crew leader include but are not limited to the following:

- 1) Assigning daily work details & insuring work is satisfactorily completed
- 2) Assisting all Instructors
- 3) Assisting the lead instructor with carrying out specials orders/request
- 4) Insuring class participants complete daily PPE inspections
- 5) Insuring that all class participants are accounted for at all times
- 6) Insuring that all equipment, and apparatus are cleaned and readied for use after the training
- 7) Insuring that all training sites used are policed and placed in order after the training session has concluded.
- 8) Performing morning inspections

**INFECTION CONTROL GUIDELINES:** Students, faculty and staff must adhere to the following infection control guidelines throughout all training at the Ohio Fire Academy.

**CPR Training Infection Control Guidelines:**

- CPR mannequins must be cleaned and disinfected following each class session in compliance with manufacturer, AHA, ARC, ASHI and CDC guidelines
- Do not use CPR mannequins if you have:
  - o cuts or sores on your head, face, lips or mouth (cold sores)
  - o respiratory infections – cold or sore throat
  - o a communicable disease
- Individual face shields must be used at every practice session (No direct mouth to mannequin practice is permitted)
- Wash hands thoroughly prior to each practice session

**Incidents Involving Possible Exposures to Body Substances, the following shall be worn:**

- Eye protection whenever there is a potential for splash exposure
- Protective gloves whenever there is a potential for exposure to bodily fluids
- Protective gloves must be changed between each patient contact

**Morning Roll Call:** Morning Roll Call is an important function of our training program. It requires students to be assembled and prepared to proceed with their daily duties/training at a specific time.

Morning Roll Call is the time information will be passed onto the class from the Training Coordinator or Instructional Staff.

Morning Roll Call will be used to provide a means for the Duty Officer to complete his/her morning inspection of the class to insure OFA Standards of Dress & Appearance is being met, assignment of work details and other assigned duties.

**Roll Call:** Roll call will be used as a means for the duty officer/staff to maintain documentation of attendance for training as well as an Accountability of students during training.

Roll Call will be taken at the following times:

- a. Start of Morning Classroom Session
- b. Lunch Break (Dinner Count Obtained)
- c. Start of Afternoon Session
- d. Dinner Break
- e. Start of Evening Session
- f. End of Training Day

## **SPECIFIC TESTING REQUIREMENTS:**

### **EMT - Examinations and Evaluations**

OAC §4765-7-02(A)(2)(d)(e)(j)

Student testing will consist of:

- 1) Four (4) Computer Based Test (CBT) modules – a CBT will occur at the completion of each of the four course modules.
- 2) One (1) CBT CPR exam (requires 70 % to pass).
- 3) One (1) CBT course final exam OAC §4765-7-02(A)(2)(j).
- 4) One (1) set of CPR psychomotor skill (pass or fail required skill).
- 5) One (1) set of final psychomotor skill test(s).
- 6) One (1) set of National Registry psychomotor skill test(s).

### **EMT Refresher - Examinations and Evaluations**

OAC §4765-7-02(A)(2)(d)(e)(j)

Student testing will consist of:

- 1) One (1) written course final test OAC §4765-7-02(A)(2)(j)
- 2) One (1) set of final psychomotor skill test(s)

### **Advanced EMT - Examinations and Evaluations**

OAC §4765-7-02(A)(2)(d)(e)(j)

Student testing will consist of:

- 1) One (1) written pre-entrance examination which must be completed prior to acceptance into the program.
- 2) Three (3) written module tests –a written test will occur at the completion of each of the three course modules.
- 3) One (1) written course final test OAC §4765-7-02(A)(2)(j)
- 4) One (1) set of final psychomotor skill test(s).

## **Advanced EMT Refresher - Examinations and Evaluations**

OAC §4765-7-02(A)(2)(d)(e)(j)

Student testing will consist of:

- 1) One (1) written course final test OAC §4765-7-02(A)(2)(j)
- 2) One (1) set of final psychomotor skill test(s)

### **EMS - PERFORMANCE BASED SKILLS TESTING (EMT, EMT Refresher, Advanced EMT, and Advanced EMT Refresher):**

Students will be issued a copy of all applicable psychomotor skill tests. Testing will be administered when appropriate at the conclusion of each lesson. All psychomotor skill tests will be based on the National Registry of Emergency Medical Technicians (NREMT) psychomotor skills examination sheets. A passing grade is a minimum of 70% of the overall point value of the individual skill sheet and no critical criteria missed. Students must have successfully completed each of the performance based skills as outlined by the ORC/OAC prior to completing the final psychomotor skill testing.

### **EMS – Certification Examination for State of Ohio Certificate to Practice:**

Students who have successfully completed the training program and have passed the program final written and practical exam will be issued a program certificate of completion.

OAC §4765-7-02(A)(2)(j)

Any student having been issued a program certificate of completion is eligible to take the initial certification exam and must pass the initial certification exam in accordance with the Ohio Administrative Code. Students will self-schedule the Computer Based Test (CBT) at an NREMT authorized test center. Further information for test registration will be provided to the student upon successful completion of the program.

### **NREMT FINAL REQUIRED PERFORMANCE BASED SKILL TESTING:**

OAC §4765-8-05

All required NREMT Psychomotor Skill Testing will be completed at the end of the course. A minimum score of 70% is required on all NREMT Psychomotor Skill tests. Student(s) who fail up to and including three (3) of the final psychomotor skills test, given on the last day of the course, will be permitted to retake the psychomotor skills test(s) one time only that same day, with a different evaluator. Any student requiring a third attempt of a required NREMT psychomotor skill test will be evaluated by a different evaluator and the test must be recorded and monitored by the OFA Superintendent, Deputy Superintendent, or Fire Training Supervisor.

Failure of four (4) or more final psychomotor skills evaluations constitutes failure of the entire final psychomotor examination. Students failing the final psychomotor examination are required to retest the entire final psychomotor examination at the next regularly scheduled EMT program at the Ohio Fire Academy, or as determined by the Program Director.

## **Clinical Experience Policies**

**General Policies:** Students are required to successfully complete clinical hours in the pre-hospital environment (EMS Squad and Hospital E.D.) to comply with OAC. Clinical time will be scheduled by the EMS Training Coordinator at an approved clinical site with a current Memorandum of Understanding between the Ohio Fire Academy and the approved clinical site and its designated preceptors.

Students must utilize appropriate PPE in all clinical and practice settings. Strict adherence to OFA and the clinical agency guidelines must always be followed. Failure to comply with these practices will result in disciplinary action up to and including possible dismissal from the EMT program.

Adjustments to scheduled Squad clinical experience shall only be made by the EMS Coordinator. Failure to comply with this policy may result in disciplinary action, non-credit for clinical experience, and/or dismissal from the EMS program.

Students must also comply with specific rules of the clinical site during their designated clinical time.

### **Specific Policies:**

- 1) Scheduling of Clinical Experience time is prohibited during scheduled class time.
- 2) Students may not be utilized to substitute paid personnel during clinical experience times. OAC §4765-7-02(A)(21)(o)
- 3) All clinical time will be scheduled for you by the OFA EMT Training Coordinator. You are expected to be at the clinical site 15 minutes prior to the assigned date and time. You are responsible for notifying the clinical site and OFA Training Coordinator if you must cancel a scheduled time. Early arrival or stay over times must be approved by the clinical person in charge. Any and all missed clinical times require submitting a letter of explanation to the OFA EMT Training Coordinator. Missed clinical time shall result in not being allowed to sit for the State (NREMT) written certification examination until such time is completed.
- 4) The OFA student polo must be worn and the dress and grooming policy must be followed during all clinical experiences.
- 5) You must have a stethoscope, black ball-point pen, and a wristwatch with a second hand.
- 6) Professional behavior is required at all times.
- 7) Each individual student is responsible for the completion of the clinical experience in FSDAP for each session and patient encounter. All required fields must be thoroughly completed with appropriate documentation and signatures. Documentation of all completed clinical experience patient encounters must be submitted within 72 hours of the shift completion. Documentation not submitted in this time will be considered late and the shift will be locked. Students must speak to the EMS coordinator to have the shift unlocked so that documentation can be completed and submitted.
- 8) All clinical experience sessions will be evaluated by a preceptor. Unsatisfactory evaluations will require scheduling a conference with the OFA EMT Training Coordinator and Training Supervisor. Hospital and Squad Clinical experience is provided as a service to the Ohio Fire Academy. Please always respect and appreciate this service at all times.

**STUDENTS ARE RESPONSIBLE FOR ALL STUDENT DOCUMENTATION COMPLETION AND SUBMISSION TO THE EMS EDUCATION COORDINATOR**

**Clinical Experience Additional Exposure Guidelines:**

Personal Protective Equipment (PPE) includes but is not limited to:

- Eye protection (goggles with wrap-around lenses)
- Non-latex impermeable gloves
- Masks appropriate to the potential threat level

Incidents of actual/potential infectious exposure or other injury or illness incurred ***must be immediately reported*** to the clinical person in charge as well as the OFA Program coordinator, the clinical person in charge will confer with hospital staff members regarding completion of any required incident reports. Students involved in an actual/potential infectious exposure must complete an Ohio Fire Academy Injury Report form. All completed forms must be returned to the Training Coordinator.

**Guidelines for Patient/Victim Contact in the Pre-hospital Setting**

**Purpose:**

- To recognize, observe, and/or participate in emergency care given in acute medical, trauma, pediatric, OB/GYN, and psychiatric emergencies. These situations include but are not limited to: cardiac/respiratory arrest; acute myocardial infarction; cardiogenic shock; hypovolemic shock; respiratory distress, multiple trauma; diabetic emergencies; poisonings; emergency child birth and related complications; drug overdose; alcohol related illness; and psychological emergencies
- To observe and/or participate in the care and treatment of patients/victims in emergency situations

The student is expected to participate in patient assessment and care procedures and perform selected procedures as directed by and under the direct supervision of a pre-hospital provider/preceptor.

**If you are requested to perform a procedure outside your scope of training, you must immediately inform the person requesting such procedure that the procedure is beyond your scope of training as outlined by the ODPS Division of EMS and ORC & OAC.**

**Patient confidentiality and patient rights must always be respected.**

## **Appendix C: Fire Safety Inspector (FSI) and Hazard Recognition Officer (HRO) Training**

## Appendix C: Inspector Training

**Overview:** The Ohio Fire Academy offers a comprehensive classroom and hands-on training program covering the techniques for persons seeking certification as a Fire Safety Inspector (FSI) or Hazard Recognition Officer (HRO).

**Content:** Our course is designed to meet certification requirements as established by the Ohio Department of Public Safety, Division of EMS and NFPA Standards pertaining to Fire Inspector Level I and Level II qualifications, and Hazard Recognition Officer. Students that pass our FSI course are eligible for International Fire Service Accreditation Congress (IFSAC) certification.

### Dress & Grooming

OAC §4765-24-03(A)(15)(i)

#### Classroom and Cafeteria:

- Uniform work pants and uniform shirt (shirts buttoned and neatly tucked in) or business casual attire.
- Black shoes / Duty boots

### Admission Policy

OAC §4765-24-03(A)(15)(h)

**Eligibility:** Enrollment is open to any firefighter interested in the vocation of fire inspection/code enforcement, who meets the following criteria OAC §4765-24-14(C):

- Must be a high school graduate or have earned a G.E.D.
- Must be at least 18 years of age at the time of registration
- Must hold a current and valid State of Ohio firefighter certification
- Must be employed by the Ohio State Fire Marshal's Office; or a firefighting agency in the State of Ohio as defined in division (A)(3) of section 9.60 of the Revised Code; or a private fire company as defined in division (A)(5) of section 9.60 of the Revised Code that is providing fire protection in accordance with division (B) (C) or (D) of section 9.60 of the Revised Code
- Must have submitted employment verification letter from SFM or fire chief
- Must meet all course prerequisite requirements prior to enrollment

**Curriculum Requirements:** Students are required to successfully complete ALL assigned work. A failure to complete assigned work will result in unsuccessful completion of the course. OAC §4765-24-14(A)

Curriculum includes but is not limited to:

1. Overview of the Ohio Fire and Building Code
2. Fire Safety Inspector Curriculum (NFPA 1031)
3. Walk through inspections
4. Performance Based Skilled Testing (22)
5. Written Exam(s)

**Written Exams:**

- OFA course completion exams
- State Certification exam

**Performance Based Skill Testing:**

- Completion of 10 Inspector Skill Sheets (FSI) as required by the Ohio Department of Public Safety Division of EMS and the Superintendent of the Academy, or his/her designee.
- All Performance Based Skill tests are Pass/Fail

If a student fails to pass a performance based skill examination, he/she will be permitted to retake the test one additional time on the same day. If the student fails the 2nd attempt they must wait one business day to take his/her 3<sup>rd</sup> and final attempt. If he/she fails the 3<sup>rd</sup> attempt he/she will be required to repeat the course.

Reference: [OH Dept. of Public Safety, Division of EMS Practical Skills Evaluator Training Course]

**State Certification Requirements:** Student must successfully complete the following:

- Pass course completion exams
- Pass Performance Based Skill tests
- Pass State Certification Exam

If a student fails to pass the State Certification Exam, he/she will be permitted to retake the examination two additional times. Students are required to wait (7) calendar days before being permitted to retake the State Certification Exam. Pursuant to Ohio Department of Public Safety, Division of EMS Program Director Guidebook, if the student fails to pass the next two opportunities, he/she will be required to repeat the course.

Reference: [OH Dept. of Public Safety, Division of EMS Fire Charter Program Director Guidebook]

**Appendix D:**  
**FIRE/EMS/FSI/LIVE FIRE**  
**INSTRUCTOR COURSES**

**Overview:**

The Ohio Fire Academy offers a comprehensive classroom and hands-on training program covering the techniques for persons seeking certification as a Fire/EMS/FSI/LF Instructor.

**Content:** The course is designed to meet certification requirements as established by the Ohio Department of Public Safety, Division of EMS and NFPA standards pertaining to Fire Instructor qualifications. Our Fire Instructor and FSI Instructor courses also meet the requirement for International Fire Service Accreditation Congress (IFSAC).

**Dress & Grooming**

OAC §4765-24-03(A)(15)(i)

Classroom and Cafeteria:

- Uniform work pants and uniform shirt (shirts buttoned and neatly tucked in) or business casual attire.
- Black shoes / Duty boots

**ADMISSION POLICY:**

OAC 4765-24-15(H)

**Eligibility:**

Enrollment is open to any individual interested in becoming a Fire, EMS, Fire Safety Inspector, or Live Fire Instructor, and who meets the following criteria:

- Must be a high school graduate or have earned a G.E.D.
- Must be at least 18 years of age at the time of registration

**Registration Process:**

- At the time of registration, students must declare which Certification they are requesting: Fire Instructor, EMS Instructor, FSI Instructor, or Live Fire Instructor
- ***Only Students who have passed the required knowledge and practical (EMS only) exams, and provide documentation, shall be enrolled in the course***

**Fire Instructor Qualifications:**

OAC §4765-21-03(A)

- In the preceding seven (7) years, an applicant shall have been certified for at least five (5) years as a firefighter
- Shall possess a current and valid firefighter certificate that is in good standing
- Shall pass the fire instructor knowledge examination which demonstrates a level of knowledge in firefighting consistent with Firefighter Level I & II (a score of 80% or better within three attempts is required. Candidates who cannot pass the exam within three attempts shall contact the Division of EMS for information on further testing options.)
- The fire instructor knowledge examination shall be taken within one year prior to admission into a fire instructor course
- Must meet all course prerequisite requirements prior to enrollment

### **EMS Instructor Qualifications:**

OAC §4765-18-03

- Possesses a current and valid certificate to practice as an EMS provider issued under section 4765.30 of the Revised Code or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant
- In the preceding seven (7) years, has been certified or licensed for at least five (5) years as an EMS provider, registered nurse or physician assistant
- Prior to acceptance into the program, passes a knowledge examination that demonstrates a level of knowledge in emergency medical services that is consistent with the level of the individual's certificate to practice, within the preceding three years. The examination is administered by the National Registry of EMTs. Candidates must register for the exam by creating an account with the NREMT. This must be done online at [www.nremt.org](http://www.nremt.org). Once the candidate has completed this process, the NREMT will contact the Ohio Department of Public Safety, Division of EMS, to approve the candidate for the Instructor Knowledge Exam
- Must pass this exam within three (3) attempts
- Must pass a practical exam for their current level of certification
  - The practical exam shall be administered by an accredited institution and will be at the level of the candidate's current certificate to practice
  - A minimum score of 80% is required for each skill
  - The candidate must provide a letter signed by the Accredited Program Director with proof of successful completion of the practical examination
  - Programs approved only for Continuing Education (CE) cannot provide the testing
  - The validity of the practical skills exam will be per the Ohio Administrative Code §4765-18-05(A)(5)

### **Fire Safety Inspector Instructor Qualifications:**

OAC §4765-21-03(I)

- In the preceding seven (7) years, an applicant shall have been certified for at least five (5) years as a fire safety inspector
- Shall possess a current and valid fire safety inspector certificate that is in good standing
- Must pass the fire safety inspector instructor knowledge exam that demonstrates a level of knowledge in fire inspection and code enforcement (a score of 80% or better within three attempts is required. Candidates who cannot pass the exam within three attempts shall contact the Division of EMS for information on further testing options)
- The fire instructor knowledge exam shall be taken within one year prior to admission into a fire safety inspector instructor course
- Must meet all course prerequisite requirements prior to enrollment

**STUDENTS WHO PASS THE FIRE OR FSI KNOWLEDGE EXAMS HAVE TWO (2) YEARS TO TAKE THE COURSE AND MAKE APPLICATION TO THE DIVISION OF EMS**

**Instructor Curriculum includes but is not limited to:**

- Fire Instructor Curriculum (NFPA 1041)
- Curriculum development
- Teach-backs and public speaking
- Written exams
- Performance Based Skill testing
- Instructor Orientation

**Written Exam:**

- Course completion exams
- State Certification exam

**Performance Based Skill Test:**

- Completion of four (4) randomly selected Skill Sheets

**State Certification Requirements:**

- Upon successful completion of the above curriculum requirements, student will sit for the written State Certification Exam
- Complete ten (10) hours of supervised teaching
- Return Forms to OFA

If a student fails to pass the State Certification Exam, he/she will be permitted to retake the examination two additional times. Students are required to wait seven (7) calendar days before being permitted to retake the State Certification Exam. Pursuant to Ohio Department of Public Safety, Division of EMS Program Director Guidebook, if the student fails to pass the next two opportunities, he/she will be required to retake the course.

Reference: [OH Dept. of Public Safety, Division of EMS Program Director Guidebook]

**Live Fire Instructor Qualifications:**

OAC §4765-21-03(C) to (H)

- An applicant for a live fire instructor certificate shall meet all of the following requirements:
  - Shall possess a current and valid fire instructor or assistant fire instructor certificate that is in good standing
  - Shall meet the appropriate live fire instructor requirements as set forth in paragraphs (C) to (F) of OAC §4765-21-03
  - Shall submit a completed "Live Fire Instructor Initial Application"

**Curriculum includes but is not limited to:**

- Information on the history of live fire training evolutions
- Review of live fire training evolution incidents
- Information on live fire training legal considerations
- Information on preparation and training of live fire evolution instructors
- Pre-requisites to becoming a live fire training instructor

- Comprehensive review of the fundamental elements of the NFPA 1403, *Standard on Live Fire Training Evolutions*, including how to use NFPA 1403
- An understanding of the impact of NFPA 1403 on live fire training
- Information on the effects of live fire training on firefighter physiology
- The fundamental elements of planning for live fire training
- Information on live burn evolutions in acquired structures
- Information on live burn evolutions in gas-fired and non-gas-fired structures
- Information on nonstructural training props

**Written Test:** There will be a written assessment given at the end of Day 1.

#### **State Certification Requirements:**

- For those certified as a fire instructor or assistant fire instructor ***between April 7, 2014, through December 31, 2017***, the holder of a fire instructor or assistant fire instructor certificate, who wishes to provide instruction in any live fire training evolutions required for certification as a firefighter, shall successfully complete the "Live Fire Training Operations Course" through a chartered program in order to be eligible for certification
  - The "Live Fire Training Operations Course" shall consist of a minimum of twenty-four hours as set forth in paragraph (H) of rule 4765-24-15 of the Administrative Code
  - Credit may be given for successful completion of a substantially similar live fire training operations course when approved by the executive director of the Ohio Division of EMS
  - Fire instructors and assistant fire instructors who wish to provide instruction in live fire training evolution shall submit a completed "Live Fire Instructor Initial Application" no later than September 1, 2020
- ***Effective January 1, 2018***, the holder of a fire instructor or assistant fire instructor certificate, who wishes to provide instruction in any live fire training evolutions required for certification as a firefighter, shall meet the following requirements:
  - Applicants shall complete the "Live Fire Training Operations Course" through a chartered program except that credit may be given for successful completion of a substantially similar live fire training operations course when approved by the executive director
  - Applicants shall complete the "Live Fire Training Operations Job Performance Requirement Check-Off" under the auspices of a chartered program within twelve months of completion of the "Live Fire Training Operations Course"
  - Applicants shall submit a completed "Live Fire Instructor Initial Application" within ninety days after completion of the "Live Fire Training Operations Job Performance Requirement Check-Off."
- ***Effective January 1, 2021***, no person shall provide instruction in live fire training evolutions required for certification as a firefighter without possessing a live fire instructor certificate:
  - The training shall be obtained as set forth in paragraph (C) or (D) of OAC §4765-21-03
- The holder of a certificate to teach may be eligible for certification as a live fire instructor through exemption as specified in paragraph (F) of OAC §4765-21-03

- A holder of a current and valid fire instructor or assistant fire instructor certificate on *April 6, 2014*, who wishes to provide instruction in any live fire training courses shall be exempt from the requirements set forth in paragraphs (C) and (D) of this rule provided:
  - The fire instructor or assistant fire instructor certificate does not expire and become subject to the reinstatement process for a fire instructor or assistant fire instructor certificate
  - The fire instructor or assistant fire instructor submits a "Live Fire Instructor Initial Application" no later than December 31, 2020