

# **POLICIES AND PROCEDURES EMERGENCY SERVICES TRAINING PROGRAMS**



**Broward Fire Academy  
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**[www.BrowardFireAcademy.com](http://www.BrowardFireAcademy.com)**



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**The Broward Fire Academy is a  
National Fire Protection Association  
(NFPA) compliant facility**

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# Welcome to the Broward Fire Academy

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Welcome to the Broward Fire Academy

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

It is the responsibility of the Broward Fire Academy to train you to serve a complex and multi-ethnic community. Nothing short of your maximum effort will be accepted; our standards are high, and we are demanding. Those who are unwilling or unable to meet the standards in academics, physical performance, and mental determination will not successfully complete their program. Those who do successfully complete a program should be proud to join the ranks of the most honored profession in the world. Upon successful completion of the National Registry testing process, the State of Florida Minimum Standards testing process, and the receipt of a State of Florida Certificate of Compliance you may be eligible for employment with any number of Fire Rescue Departments in the State of Florida, and throughout the United States.

We wish you great success in achieving your goals, and we hope that as you continue your career in the emergency services you will look to the Broward Fire Academy to fulfill your continuing education goals.

Sincerely,

Mark J. Wilson

Program Director, Broward Fire Academy

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# FIREFIGHTER CODE OF ETHICS

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
  - Be truthful and honest at all times, and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
  - Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
  - Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
  - Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
  - Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
  - Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
    - Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
    - Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
  - Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
  - Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

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## Discrimination / Harassment Policy

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The School Board of Broward County is committed to providing an atmosphere free from discrimination and / or harassment based on gender, race, religion, ethnicity, national origin, or sexual orientation.

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

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

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## Program Objectives

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The Broward Fire Academy delivers the most comprehensive and innovative Emergency Services Training Programs in the State of Florida. Program objectives include:

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

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# Instructional Overview

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## **Emergency Medical Technician**

The Emergency Medical Technician program is designed to meet the requirements as prescribed by Florida State Statutes.

In addition to the three hundred (300) statute hours, additional instruction including cardio-pulmonary resuscitation (CPR), hospital clinical internships, and field clinical internships have been included in the program. The course includes the application process for State of Florida licensure and National Registry testing.

### **Areas of instruction**

Orientation, Tradition, and History

Respiratory Emergencies

Cardiology

Geriatric Emergencies

Medical, Legal, and Ethical Issues

Traumatic Emergencies

The Human Body / Anatomy and Physiology

Pediatric Emergencies

Patient Assessment and Vital Signs

Rescue Operations

## **Firefighter Minimum Standards**

The Firefighter Minimum Standards program is designed to meet the requirements as prescribed by Florida State Statutes and Administrative Codes.

In addition to the four hundred ninety-two (492) statute hours, additional instruction in firefighter safety, fireground operations, wildland firefighting and hazardous materials operations have been included. The course includes the State of Florida Minimum Standards practical skills test.

### **Areas of instruction**

Orientation, Tradition, and History

Fire Hose Operations

Firefighter Protective Equipment

Fire Behavior

Portable Fire Extinguishers

Ground Ladders

Forcible Entry

Building Construction

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# Chain of Command

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The Broward Fire Academy is organized to operate in a manner similar to that of a functioning fire department; as such, the chain of command is the line of authority and responsibility along which operations are organized.

**Fire Academy Program Director**

**Fire Program Coordinator/ EMT Program Coordinator**

**Lead Instructor**

**Adjunct Instructor**

**Class Leader**

**Assistant Class Leader**

**Team 1**

**Squad Leader**

**Recruit**

**Team 2**

**Squad Leader**

**Recruit**

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## Policies and Procedures

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- Recruits shall always conduct themselves in a professional manner. Profanity, racial, ethnic, religious or sexist statements will not be tolerated.
- When a recruit is in uniform, on or off Academy grounds, it is expected that the recruit will conduct themselves in a professional manner. Any allegations of inappropriate behavior will be thoroughly investigated.
- The possession or use of alcohol and illegal drugs are expressly prohibited on Academy grounds.
- Weapons of any kind are expressly prohibited on Academy grounds, including pocket knives and multi-purpose tools with blades.
- Recruits shall not gather in hallways, doorways, entranceways, or other thoroughfares at any time.
- Recruits shall not use any Broward County Public School computers, telephones, or other audio / visual equipment without the expressed permission of a Broward Fire Academy staff member.
- Recruits shall not carry cellular telephones, pagers, or “smart” watches on their person during class hours except when granted permission by the Program Director or his/her designee.
- Recruits will not take still pictures or video of Academy operations without the permission of the Program Director.
- Recruits shall not conduct personal business during scheduled class time or while in uniform.
- Recruits shall not add or remove any material from bulletin boards unless authorized by a Broward Fire Academy staff member.
- Recruits shall not operate Academy fire or rescue apparatus, heavy equipment, or other Broward County Public School vehicles.
- Recruits shall not remove any property of Broward County Public Schools from the Broward Fire Academy grounds.
- Recruits shall not engage in any non-program physical activities which may have the potential for injury.

- Equipment necessary for use at the Broward Fire Academy is on loan to the recruits. All equipment must be returned in acceptable condition upon completion or release from the training program. Failure to return equipment will result in the recruit having his or her Certificate of Completion being withheld, and the consideration of legal action.
- There is no storage for personal belongings in the Broward Fire Academy building; recruits will not leave personal belongings in the locker room, classroom, bay, etc. Personal possessions will be left in private vehicles and are left at the recruit's own risk.
- Notification of any changes in address, telephone number, or other pertinent personal information must be made in writing to the Broward Fire Academy administrative office via the chain of command within twenty-four (24) hours. It is the responsibility of the recruit to notify the Florida Bureau of Fire Standards and Training and / or the State of Florida Department of Health of any changes.
- Recruits shall park their vehicles in the marked spots in the parking lot, or along the road at the entrance of the facility. All posted traffic, parking and State of Florida driving regulations shall always be adhered to. Recruits shall comply with the State of Florida Department of Motor Vehicles Statutes concerning the acquisition and display of license plates, vehicle registration, and State of Florida driver's licenses.
- Recruits are restricted from entering the administration offices, apparatus bay, drill field, smoke tower, burn buildings or burn field, or other areas unless approved and supervised by a Broward Fire Academy staff member.
- All Instructors shall be addressed by their formal title: Example - Chief, Captain, Instructor, Mrs. or Mr. Sir or Ma'am will be the first and last words spoken by a Recruit: Example – "Sir thank you, Sir" or "Ma'am, no Ma'am".
- Broward Fire Academy staff members are available for recruit assistance and guidance at the recruits request. Guidance may be requested in order to discuss personal or professional situations including; class status and participation, career direction, study or learning habits, or similar issues. When necessary, a referral will be made to the McFatter Technical College Guidance Department.
- A recruit that fails to notify Broward Fire Academy staff of a change in status of their personal health insurance will be automatically removed from their prospective program.
- There will be no intimate physical contact between recruits. This includes, but is not limited to hugging, kissing, and contact between one's hand or hands and any part of another's body. Failure to adhere to this will result in discipline, up to and including removal from the program.



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# Attendance

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Class hours are as follows, unless otherwise specified

## Day Class

Firefighter Minimum Standards: Monday – Friday 0700 – 1730

Report time 0615

0615 to 0700; inspection, equipment preparation, apparatus inventory/maintenance and fireground operational needs.

Emergency Medical Technician: Monday – Thursday 1000 – 1600

Report Time 0945

## Night Class

Firefighter Minimum Standards:

Tuesday, Wednesday, Thursday 1700 – 2230

Report time 1615

1615 to 1700; inspection, equipment preparation, apparatus inventory/maintenance and fireground operational needs.

Saturday 0700 – 1730

Report time 0615

0615 to 0700; inspection, equipment preparation, apparatus inventory/maintenance and fireground operational needs.

**All class days, times, and schedules are subject to adjustment to meet program objectives.**

**Recruits may be required to participate in outside training with local and regional emergency services providers which Academy staff deem beneficial to the recruits personal and professional development. This training may fall outside of regular class hours and will be addressed on a case-by case basis.**

As a result of the requirements set by the Florida State Statutes and Administrative Codes, the attendance policy for the Emergency Services Training Programs are different than that of the School Board of Broward County.

**The Florida Department of Health and Bureau of Fire Standards and Training Minimum Standards and EMT Programs requires that Recruits complete all scheduled hours.** Deviation from the training schedule will only be considered in emergency situations and will be addressed on an individual basis by the Academy Program Director. Certain mandatory training activities such as hospital and field clinicals, vehicle extrication, wildland firefighting, live burn exercises, and hazardous materials operations level training cannot be missed. If a mandatory activity is missed a recruit will be removed from the respective program.

### **Tardiness and Unexcused Absence**

- A recruit not present at the activity start time specified is tardy. The occurrence will be documented by the Instructor and discipline issued accordingly.
- If a recruit is unable to report to class as a result of illness or emergency, the recruit must contact the Instructor via the chain of command. The recruit will give a detailed message to include; full name, class number, reason for the tardiness / lateness or unexcused absence.

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

- A recruit who does not notify his or her Instructor via the chain of command of their unexcused absence within one (1) hour prior to the scheduled reporting time will be considered AWOL. A recruit who is AWOL will be withdrawn from the program. This applies to all aspects of both the EMT and Minimum Standards programs, including labs, hospital clinicals, and EMS ride times.

If a recruit is sponsored by an outside agency, he or she will notify the agency any attendance issues as soon as they occur. A representative from the Broward Fire Academy will follow up with the agency to ensure notification.

# Injuries, Illnesses, and Exposures

If a recruit is ill, suffers an injury, or experiences an exposure he or she will report the incident to an Instructor immediately via the chain of command. An accident report and / or exposure report will be completed, even if medical attention is not required. Failure to report the incident will result in disciplinary action up to, and including, removal from the Broward Fire Academy.

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

If, in the opinion of an Instructor, an injury, illness, or exposure is significant, the recruit will be transported to a medical facility via the "911" system. **As a condition of participation in a program, a recruit agrees that if an Instructor makes the determination that he or she needs emergency medical care, he or she will consent to evaluation and transport to a medical facility.**

## **Medical Clearance/ Release**

To return to the program following absence because of illness or injury the recruit will submit a signed physician's statement which states that the recruit is able to return to **"Full and Non- Restricted Training."** A business card from the attending physician must be attached to the statement, and the physician shall not be a relative to the recruit.

**Injuries, illnesses, or exposures which result in the recruit being unable to participate in the full spectrum of activities for more than twenty-four (24) hours will result in the Recruit being withdrawn from the training program.**

- **EMT Recruits will make up time by attending a hospital clinical or a fire-rescue ride time within ten (10) days of the missed time. If neither are available, the recruit will attend an entire Friday Minimum Standards class within ten (10) class days of the missed time. This time will be scheduled and documented.**
- **Full-time Minimum Standards recruits will make up time by attending an entire Saturday class within ten (10) class days of the missed time. This time will be scheduled and documented.**
- **Part-time Minimum Standards recruits will make up time by attending an entire Friday class within ten (10) class days of the missed time. This time will be scheduled and documented.**

**Failure to attend a scheduled make-up date will result in removal from the program.**

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# Personal Appearance and Uniforms

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Personal appearance reflects a professional image; recruits are expected to be clean and neat in appearance and are responsible for maintaining all uniforms and personal equipment in a state of readiness.

## **Grooming**

Hair shall be worn neatly and in style and color that promotes a conservative and professional image. Hairstyles that present an unprofessional or non-businesslike appearance are not permitted. This includes but is not limited to: eccentric styles, unusual shapes or designs, shaved areas on the scalp Mohawks, tails, glitter, paint, hairnets, beads or ornaments, extensions, or unnatural colors.

Hair will be neat, clean, trimmed, and will not touch any part of the shirt collar. Any unsecured hair that is longer than the shirt collar will be pinned up so that it does not touch the collar. Hair accessories (barrettes, clips, etc.), must blend with the hair color and not interfere with protective equipment.

Hairstyles will not interfere with the proper utilization of personal protective equipment, including helmets. Any hairstyle deemed unsafe or inappropriate or by Broward Fire Academy staff will not be allowed and must be addressed at the earliest opportunity.

## Male Recruits

1. Hair shall not extend more than two (2) inches from the scalp, and if longer than three (3) inches will be pinned up or secured in a bun.
2. The hair may be parted on the top of the head, no farther than the outside corner of either eye. Parts are not to extend over the back of the head.
3. No hair products such as hair spray or styling gel are allowed.
4. Recruits will always be clean-shaven. Neatly trimmed moustaches may be worn but will not extend more than a half (1/2) inch beyond the corners of the mouth or extend over the upper lip. Sideburns will not extend beyond the lowest part of the ear, will not flare at the base, and will not connect with moustaches. Beards and/ or goatees are not allowed.

## Female Recruits

1. Hair shall not extend more than two (2) inches from the scalp; this applies to all hair textures and styles.

2. "Buns" must always be worn on the back of the head and secured. "Buns" will not be wider than the head, and not extend more than three (3) inches from the scalp.
3. The hair may be parted on the top of the head, no farther than the outside corner of either eye. Parts are not to extend over the back of the head.
4. No portion of the scalp shall be shaved other than that extending below that hairline which cannot be secured in a "bun".
5. No hair products such as hair spray or styling gel are allowed.

**Personal Hygiene (Can be found on the "myJBL" and the "IFSTA Resource 1" learning platforms)**

Recruits will adhere to **F. S. § 553.865 "Safety in Private Spaces Act"** relating to facility requirements based on sex. More information regarding this state statute can be found on IFSTA Resource One and JBL Learning.

Recruits will shower using personal supplies after physical training and fireground activities which are to be followed by classroom instruction; this is not optional. Personnel hygiene supplies are not to be stored in the shower or locker rooms.

Recruits that are assigned to shower in the Broward Fire Academy locker rooms which have single-person shower stalls are to shower alone. At no time will more than one recruit occupy a single shower stall. Failure to adhere to this policy will result in discipline, up to and including removal from the program.

Recruits shall not wear make-up, cosmetics, foundations, fragrances, perfumes, or colognes.

Fingernails will be kept neat and trimmed at a length that does not interfere with the proper performance of job duties. Fingernails shall not extend beyond the fingertip for males or exceed more than a quarter (¼) inch from the end of the finger for females. Nail polish and nail ornaments are prohibited.

**Jewelry and Body Piercings**

A Recruit may wear a plain black "sports-style" wristwatch (no "smart" watches Apple or other similar), wedding band, or medical alert tag. If a recruit has a prescription for a medical alert tag, it must always be worn. Earrings, necklaces, ornamental jewelry, body jewelry, or ornamental dentistry is not permitted.

## **Body Art – Tattoos and Brandings**

The Broward Fire Academy must and will abide with its external customers rules, regulations, and policies pertaining to body art.

- **A Recruit will not have any body art or brandings visible on any exposed part of the body while wearing a Class “A” or Class “B” Recruit uniform.**
- Visible tattoos or brandings on a recruit’s arms shall be covered by a navy-blue sleeve as available at the McFatter bookstore; this is the only sleeve that will be acceptable.
- Visible tattoos or brandings on a recruit’s hands shall be covered by a navy-blue gloved sleeve that the recruit will have to secure from an outside vendor that is approved by the Program Director.
- Visible tattoos or brandings on a recruit’s neck or throat will be covered by a navy-blue “buff” as available at the McFatter bookstore. This is the only “buff” that will be acceptable.
- Visible tattoos or brandings on a recruit’s neck or throat that cannot be covered by a navy-blue “buff” will be covered by one or more plain Band-Aids.

## **Uniform Regulations**

Recruits are required to have a complete uniform ensemble the first day of class. Each recruit will have a complete set of clean, appropriately sized uniforms available at all times, including physical training wear. Recruits will be regularly inspected for appearance and cleanliness; only those uniforms authorized by the Broward Fire Academy may be worn. The uniform of the day or for a specific activity shall be identified by an Academy Instructor. Appropriate undergarments are always to be worn: any base layer will be navy blue without any type of logo, graphic or design visible. At no time shall a recruit’s uniform be altered for any reason. Boots, metal and leather shall be polished.

## **Uniform Classifications**

### **Class A**

Class A uniforms are required for all classroom activities and off-site clinical internships

Recruit Identification Card

Fire Recruit - Broward Fire Academy button-down uniform shirt with patches

EMT Recruit - Broward Fire Academy embroidered polo shirt

Navy-blue pants

Black lace-up, pull-on, or zippered military-style boots (“heavy-duty” athletic shoes such as “Skechers” or “Caterpillar” or similar are not acceptable)

Plain black crew socks

Navy-blue web belt with silver buckle

Stethoscope (EMT only)

## **Class B**

Class B uniforms are required for hands-on and practical exercises

Recruit Identification Card

Broward Fire Academy navy blue t-shirt, navy blue pants

Black lace-up, pull-on, or zippered military-style boots (“heavy-duty” athletic shoes such as “Skechers” or “Caterpillar” or similar are not acceptable)

Plain black crew socks

Navy blue web belt with silver buckle

Stethoscope (EMT only)

## **Class C**

Class C uniforms are required for physical training activities

Broward Fire Academy navy blue t-shirt, Broward Fire Academy navy blue shorts

Plain black socks (no markings, stripes, or logos), plain athletic shoes

## **Class D – Bunker Gear**

Class D uniforms are required for the firefighting drill grounds.

**Recruits will wear a complete Class B uniform underneath their bunker gear at all times.**

Helmet with face shield and ear flaps

Protective hood, bunker coat, bunker pants, firefighting boots

Firefighting gloves – (recruits may utilize work gloves at the Instructors discretion)

Failure to inspect and maintain your PPE to NFPA Standards will result in discipline, up to and including removal from the program.

**All turnout gear must be in compliance with the most recent edition of NFPA Standard 1971, “*Standard on Protective Ensembles for Structural Fire Fighting and Proximity Firefighting*” and maintained according to NFPA Standard 1851, “*Standard on Selection, Care, Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.*”**

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# Daily Procedures

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- Recruits will arrive a minimum of forty-five (45) minutes prior to class start time to allow for preparation of uniforms, equipment, and gear for daily line-up and inspection, and to ensure that the class is properly prepared for the day.
- Recruits entering the classroom shall proceed to their seat and / or workspace and be seated immediately. Recruits shall be alert, take adequate notes as necessary, and participate in any classroom activity.
- If a recruit has a question, the recruit shall raise their hand and wait for acknowledgement from an Instructor. Once the recruit is given permission to ask his or her question, the recruit shall stand, ask their question; speaking clearly, and use a tone that will allow all other recruits to hear the question.
- When a staff member, guest, or visitor enters the classroom, an appointed recruit shall call the class to come to “attention”. All recruits will immediately stand, face the front of the classroom, and provide the proper respect. The need to come to “attention” will be excused at the Instructors’ discretion.
- Electronic devices for audio or video recording, personal tablets, or personal laptop computers are not allowed in the classroom.
- Food or beverages other than water in a Fire Academy issued bottle is not allowed in the classroom.
- Recruits will be released / dismissed as a group following the completion of their respective cleaning, janitorial, and routine maintenance duties at the end of class. Recruits shall not leave the Academy grounds unless they have been formally dismissed.

## **Break Time**

Breaks will be provided at the discretion of the Instructor(s). Recruits shall take their breaks in the “Portable”, in the apparatus bay, at the outdoor tables or on the drill field. Recruits will not congregate in any other area during given break time. Eating and drinking will only be permitted in these designated areas.

Recruits shall return promptly to the classroom by the end of each break and be seated and ready to continue with scheduled activities. A Recruit reporting to the classroom late following a break will be disciplined accordingly.



Recruits are not to occupy personal vehicles parked in the parking lot areas during operational hours unless / until a class has been formally dismissed.

# Academic and Skills Performance

Recruits must achieve and maintain a mastery level of performance to qualify for graduation, to participate in the National Registry examination processes, and to participate in the State of Florida Bureau of Fire Standards and Training practical and written examinations.

## **Academic - Quizzes and Examinations**

Examinations, whether written, verbal, electronic, performance based, serve to:

- Emphasize important subject material
- Encourage, motivate, and stimulate learning
- Provide practice in applying one's knowledge
- Document a Recruit's progress

Quizzes and examinations will be administered for all subject areas covered in each of the Emergency Services Training Programs and include a mid-term exam and final exam. Quiz and examination dates and times will be posted but may be changed as needed. Recruits are responsible for all material contained within assigned textbooks, lectures, handouts, videos, and other educational materials provided.

**Quizzes must be completed according to the class schedule with a passing score of seventy (70) percent. If a minimum passing score is not achieved the quiz may be taken multiple times until the minimum passing score is achieved. If a recruit does not complete a quiz prior to the associated examination, he or she will receive a grade of "zero" for the initial examination and will be required to take the appropriate make-up examination. The recruit will also receive demerits for failure for violation of Policies & Procedures.**

Once an examination has begun it will be completed in its entirety. Every attempt will be made to provide recruits with their examination results the day the examination has been administered. Examinations may or may not be reviewed at the discretion of the Instructor.

***The American Heart Association standards require that all students must pass American Heart Association tests with a minimum of eighty-four (84) percent.***

***The Florida Department of Education requires that all Recruits score a minimum of seventy (70) percent in each written testing area and / or subject matter, and mastery in practical skills evaluation.***

Should a recruit fail any primary exam including the mid-term and final of a score less than seventy percent (70%), he or she will be given a secondary or make-up exam no less than forty-eight (48) hours following the failure of the primary exam. These forty-eight (48) hours are consecutive hours from that time and are not program hours. The format of the make-up exam may be of different than that of the original exam.

***A make-up exam must be passed with a minimum score of seventy percent (70%); failure to achieve a score of seventy percent (70%) or higher on a make-up examination will result in the recruit being removed from the program.***

**Should a recruit fail *any* three primary examinations, Skills Test (EMT), Performance Objectives (Minimum Standards), or Physical Ability test, he or she will be subject to removal from the program, regardless of scores achieved on a secondary or make-up tests.**

### **Practical / Skills Test and Performance Objectives (PO's)**

The primary source for practical / skills testing for the EMT program is the Florida Health Emergency Medical Technician Curriculum. The primary source for performance based objective testing for the Minimum Standards program is the Florida State Fire Marshal's Bureau of Fire Standards and Training "Minimum Standards Performance Objectives." The Physical Ability Test (PAT) is considered to be a performance objective test. Additional performance-based testing may be delivered at the discretion of the Fire Academy Program Director.

Recruits will be provided with testing and performance criteria prior to testing; dates and times will be posted but may be changed as needed.

If a recruit fails the first attempt of a performance objective, he or she will be given two (2) documented monitored remediation sessions prior to being retested. Retesting of practical / skills test or performance objectives will be scheduled a minimum of forty-eight (48) hours consecutive hours following the failure of the first attempt. ***According to the Florida Department of Education make-up practical / skills tests and performance objectives must be passed at the mastery level; failure to achieve mastery level will result in the recruit being removed from the program.***

### **Practical / Skills Test (EMT)**

Should a recruit fail any seven (7) practical / skills tests he or she shall be subject to removal from the program, regardless of the time achieved on a secondary or make-up test.

### **Performance Objectives (Minimum Standards)**

Should a recruit fail any three (3) performance objectives he or she shall be subject to removal from the program, regardless of the scores achieved on a secondary or make-up test. Multi-part performance objectives (rope & knots, tying tools & equipment, etc.) will be considered to be failed if more than fifty percent (50%) of the total number of skills are not performed correctly.

## **Physical Ability Test (EMT and Minimum Standards)**

EMT recruits will complete the PAT at the discretion of the Program Director or his or her designee; Minimum Standards recruits will complete the PAT four (4) times during the Minimum Standards program with a time of eight (8) minutes or less. Should a recruit fail three (3) primary attempts at the PAT he or she shall be subject to removal from the program, regardless of the time achieved on previous make-up PAT.

- **PAT # 1** – PT Uniform
- **PAT # 2** – Bunker Gear
- **PAT # 3** – Bunker Gear with SCBA
- **PAT # 4** – Bunker Gear, SCBA, “on-air”

If a recruit cannot complete the PAT in the allotted time, he or she will be given two (2) documented monitored, remediation sessions prior to being retested.

## **Research Papers/ Special Projects**

Research papers and other special projects and assignments may be used as educational motivators, to better familiarize the recruit with a subject, and to assess a recruits understanding of a concept or topic. Research papers or other special projects and assignments will be assigned at the Instructors' discretion.

Research papers and special projects may also include a public speaking or demonstration component.

All research papers shall meet the APA (American Psychological Association) format.

APA Paper Formatting is as follows;

1. Use white 8 ½" x 11" paper.
2. Make 1-inch margins on the top, bottom, and sides.
3. The first word in every paragraph should be indented one half inch.
4. Indent set-off quotations one inch from the left margin.
5. Use Times New Roman font, with 12-point size.
6. Must include a work sited page.
7. Double spaced.

If a PowerPoint presentation is assigned, it will consist of a maximum of eight (8) slides.

### **Online Training Courses Completion / Certification**

All online training assignments are to be completed in their entirety, including reviewing all PowerPoint slides, watching all videos, reviewing all audio recordings, reviewing all written material, and successfully completing all assessments, quizzes and tests.

A recruit that claims credit or certification for a training course that he or she did not complete in its entirety will be considered to have cheated, and will be subject to discipline, up to and including removal from the respective program.

### **Fire in the Field**

Recruits must complete each of the three (3) module test of the "*Fire in the Field*" wildland firefighting training course with a minimum passing score of eighty percent (80%); a score of less than eighty percent (80%) on one or more modules will constitute a failure, and the module test(s) will need to be retaken and passed with an eighty percent (80%) or better.

Successful completion of "*Fire in the Field*" is a mandatory prerequisite to attending the wildland live-fire training event. A recruit that does not participate in a wildland live-fire training event will not be eligible to participate in the State of Florida Minimum Standards practical testing process.

# Academic Honesty

Fire Academy recruits are expected to exhibit exemplary ethical conduct and behavior. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, or other unethical behaviors will not be tolerated.

Cheating is any unauthorized activity that impairs or alters the circumstances of an examination as it measures a Recruit's retention of information, subject knowledge, and assessment of practical skills.

Examples of cheating include, but are not limited to:

- Obtaining, providing or attempting to obtain or provide questions, answers, responses, copies of assignments or examinations and / or skills objectives prior to its administration.
- Attempting to compromise the exam process by bringing, or attempting to bring materials, equipment, or information to respond to exam and / or skills objectives.
- Looking, or attempting to look, at the exam materials and / or skills objectives of another recruit.
- Allowing, or attempting to allow, another recruit to obtain access to exam and / or skills objectives.
- Helping, or attempting to help another recruit being tested by verbalizing, motioning, positioning, or any other gestures or mannerisms that may be perceived as assisting another recruit in a testing procedure.
- Removing, or attempting to remove examinations and / or skills tests or any other materials from the Broward Fire Academy.
- Beginning an examination before the start time or continuing to work on an examination after the end time.
- Using, or attempting to use a prohibited examination aid including, but not limited to; electronic devices such as cell phones, I-pods, I-pads, tablets, calculators, watches, and books, or written material.

**Any recruit who is found to be cheating, or attempting to cheat, will face disciplinary action up to an including removal from the program.**

**Recruits are expected to report academic misconduct such as cheating or plagiarism through the Chain of Command if they witness a violation. A recruit who does not report academic misconduct will face disciplinary action up to an including removal from the program.**

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# Clinical Requirements

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- **All recruits must abide by the Health Insurance Portability and Accountability Act (HIPAA) regarding patient privacy and confidentiality.**
- A recruit is expected to conduct him or herself in a professional and safe manner. Unprofessional behavior will not be tolerated in any manner and will result in the recruit being released from the clinical.
- Class "A" uniforms, including sleeves, buffs and band aids are mandatory for all scheduled clinical times.
- At no time will equipment be utilized unless supervised by a staff member of the hospital, employee of a fire - rescue department and / or a Fire Academy Instructor.
- Recruits will adhere to the policies and procedures set forth by the individual fire - rescue departments and hospitals.
- Recruits must bring appropriate paperwork to each clinical. The recruit must have the Instructor or appropriate employee sign the "Attendance Form". Recruits who fail to secure the appropriate signatures will be required to repeat the clinical time.

## **Hospital Clinical Time**

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



## **Rescue Clinicals**

- Recruits should arrive to their assigned station 30 minutes prior to the start of the scheduled clinical
- Recruits should be prepared to participate with fire - rescue personnel in all aspects of fire station operations including house or station duties, apparatus check-out, scheduled training, and meals
- Recruits will participate on calls and during incidents as directed by the Department personnel
- Recruits should utilize any available down-time for studying and material review
- Recruits should consider fire rescue personnel as a resource and are encouraged to interact with them in terms of training, study and review, and professional development

**If a Fire Academy Clinical Instructor or fire-rescue personnel report that a recruit was exposed to a critical incident which may have a negative impact on the recruit, he or she will attend a Critical Incident Stress Management (CISM) session scheduled by the Fire Academy.**

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# Physical Performance

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Physical performance is a significant aspect of emergency response activities, and as a result physical training mandatory part of both the EMT and Minimum Standards programs. Recruits will demonstrate improvement in physical performance as the programs progress. Improvement may be defined as an increase in total exercise time, an increase of number of exercises performed, an increase in number of repetitions of an exercise performed, or a decrease in time during timed events. Recruits who consistently fail to complete physical training for reasons other than injury will be counseled, will have the occurrences documented. Failure to demonstrate improvement in physical performance may result in removal from the program.

Recruits who consistently fail to complete physical training for reasons other than injury will be counseled with documentation. If a recruit fails to complete physical training on three (3) separate occurrences, the recruit will meet with the Lead Instructor and the Program Director to develop an action plan to address the issue. Failure to adhere to the action plan and to show improvement in performance may result in removal from the program.

Physical training may include:

- Calisthenics
- Cardio-vascular training
- Resistance training

## **Wellness Center / Weight Room**

- The weight room will be utilized for physical fitness training only.
- Recruits shall not be permitted to use the Academy's weight room without authorization by an Fire Academy staff member.
- Recruits will always work out with a partner.
- At the completion of a workout, recruits will organize, clean, and disinfect all equipment. Recruits will advise an Academy staff member that they are clear of the weight room.

## **Recruit Physical Ability Stamina Assessment**

At the discretion of the Program Director or Program Lead Instructors, the Recruit Physical Ability Stamina Assessment (PAST) may be utilized during the programs. It is expected that recruits will demonstrate improvement each time the assessment is completed.

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# Disciplinary Procedures

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Progressive discipline is a process for dealing with unacceptable behavior patterns. The primary purpose for progressive discipline is to assist the recruit in identifying and understanding that a performance problem exists and that there is an opportunity for improvement.

When an Instructor addresses a disciplinary issue, he or she will document the issue in the Class Daily Log. When necessary, an Instructor may request that the recruit receive a formal documented counseling session with the Instructor, the Program Coordinator and / or the Program Director.

In addition to the Fire Academy's Rules and Regulations, recruits are subject to the disciplinary policies and procedures of the School Board of Broward County.

## **Obedience to Commands**

All directions, instructions, orders, or commands given by any of the staff members of the Broward Fire Academy, McFatter Technical College, or the School Board of Broward County shall be executed immediately.

- All directions, instructions, orders or commands posted on official bulletin boards, emails, or distributed through other official channels must be adhered to and have the same force and authority as above.
- If a recruit receives directions, instructions, orders or commands that he or she perceives as a conflict to a previous order, the recruit shall immediately advise the staff member of the conflict. Responsibility for reversing the original orders then rests with the Instructor who issued the conflicting command.

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

## **Demerit System**

The Broward Fire Academy utilizes a progressive demerit system as a method of addressing unacceptable behavior. When demerits are issued a written description of the infraction will be recorded on the appropriate Broward Fire Academy form, which will be signed by both the recruit and issuing Instructor.

The demerit system is used for minor disciplinary infractions. Other forms of discipline can be imposed at the discretion of the Fire Academy Program Director.

When a recruit accumulates fifteen (15) demerits, he or she will be counseled by the Academy Program Director. A recruit who accumulates a total of thirty (30) demerits shall be removed from their respective training program.

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

Infraction	Progressive Demerits		
	1st	2nd	3rd
<b>Violation of the "Firefighter Code of Ethics"</b>	<b>10</b>	<b>15</b>	<b>20</b>
<b>Violation of Fire Academy "Policies and Procedures:</b>	<b>10</b>	<b>15</b>	<b>20</b>
<b>Failure to obey a direct order</b>	<b>10</b>	<b>15</b>	<b>20</b>
<b>Failure to complete an assignment</b>	<b>5</b>	<b>10</b>	<b>15</b>
<b>Other (detailed explanation)</b>	<b>3</b>	<b>6</b>	<b>9</b>

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## Work Details

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Academy recruits will be responsible for the daily upkeep of the facility and grounds. Recruits will be responsible to conduct “station” duties assigned to them including but not limited to:

- Classrooms / Portables – straighten and wipe down all desks, tables, and chairs, wipe down all counter tops and white boards, and sweep and / or vacuum floors.
- Bathrooms and Locker Rooms – clean mirrors, sweep and mop floors, and wipe down all sinks, urinals, toilets, and shower areas.
- Break Rooms / Designated areas – straighten and wipe down all table and chairs, sweep, vacuum, and mop all floors, and clean microwaves and refrigerators.
- Facility Grounds – straighten all outside drill areas, secure all equipment, sweep and / or wash down walkways, and police all areas in and around buildings.
- Clean, wash / wax and inventory Fire Rescue apparatus as necessary.



## Recruit Consent Memo

Recruit Name (Print) \_\_\_\_\_

I, \_\_\_\_\_ hereby certify that I have read and understand the Broward Fire Academy "Policies and Procedures". By signing this form, I am confirming that I have a full and clear understanding of the policies and procedures. I understand that any deviation from set policies could result in disciplinary actions up to and including dismissal from the program.

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

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

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

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

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