



FIRE FIGHTER I/II RECRUIT SCHOOL

HANDBOOK

**ALABAMA
FIRE COLLEGE**

SERVE - SHARPEN - SUCCEED

ALABAMA FIRE COLLEGE

AND PERSONNEL STANDARDS & EDUCATION COMMISSION



INTRODUCTION

Our aim in producing this handbook was to create a single document where you would be able to access the information you are likely to need to conduct a Firefighter I/II Recruit School under the auspices of the Alabama Fire College. This Handbook and corresponding policy documents form part of your contract with the Alabama Fire College to enable you to conduct recruit training.

This document provides an overview of the processes for delivering recruit training and outlines what you can expect from us as the accrediting agency. In return, we ask for a high degree of commitment and dedication while helping us achieve the goals and objectives of the Alabama Fire College.

I hope you find this to be a useful resource in conducting your recruit training. The most up to date information will be available on our website. However, if you are unable to find the answer to your question here, please feel free to contact me or a member of the Fire Programs staff who will certainly be able to find an answer for you.

Jason Jackson
Program Manager – Fire Fighter I/II

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COURSE SYLLABUS

Fire Fighter I/II

FSC 102

360 clock hours

This course consists of Fire Fighter I/II, HazMat/WMD A&O and Rapid Intervention Crews (RIC).

PREREQUISITES

- Entrance requirements set out in NFPA 1001: *Standard for Fire Fighter Professional Qualifications*
- 18 years of age
- High School Diploma/GED
- Physical Statement [AFC and PSC Form 05](#)
- Successful completion of Candidate Physical Ability Test (CPAT) within 12 months of start date

Prior to Certification as a Fire Fighter I and II:

- (Pro Board or IFSAC) Certified Hazardous Materials/WMD Awareness and Operations

REQUIRED COURSE MATERIALS

- [Essentials of Fire Fighting, IFSTA, 7th Edition](#)
- [AFC Awareness Student Manual](#)
- [AFC Operations Student Manual](#)
- [2016 Emergency Response Guidebook](#)
- [FEMA Emergency Response to Terrorism Job Aid- Edition 2.0](#)
- [Rapid Intervention Crew](#)

Other Required Equipment:

- NFPA Compliant turnout gear and SCBA with spare bottle
- PASS device
- Approved Departmental or Fire College PT clothing (Fire College clothing is available at the AFC Bookstore. More than one PT outfit recommended.)
- Running shoes are required

DESCRIPTION

This course is based on NFPA 1001, *Standard for Fire Fighter Professional Qualifications*. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a firefighting team under direct or general supervision in hazardous conditions. The Fire Fighter I/II course consists of a combination of classroom study, drill field practice, and training evolutions that will prepare the fire fighter to perform most fire ground functions under the supervision of an officer or experienced firefighter. Campus Delivery Only classes are delivered either at the Alabama Fire College (AFC), a Regional Training Center, or other areas as approved by the Regional Coordinator and Training Staff at AFC.

STUDENT LEARNING OBJECTIVES

- Initiate the response to a reported emergency
- Receive a business or personal telephone call
- Transmit and receive messages via the fire department radio
- Use SCBA during emergency operations
- Respond on apparatus to an emergency scene
- Operate in established work areas at emergency scenes
- Force entry into a structure
- Exit a hazardous area as a team

- Set up ground ladders
- Attack a passenger vehicle fire operating as a member of a team
- Extinguish fires in exterior Class A materials
- Conduct a search and rescue, in a structure, operating as a member of a team
- Attack an interior structure fire operating as a member of a team
- Perform horizontal ventilation, on a structure, operating as part of a team
- Perform vertical ventilation, on a structure, as part of a team
- Overhaul a fire scene
- Conserve property as a member of a team
- Connect a fire department pumper to a water supply as a member of a team
- Extinguish incipient Class A, Class B, and Class C fires
- Illuminate the emergency scene
- Turn off building utilities
- Combat a ground cover fire operating as a member of a team
- Perform a fire safety survey in a private dwelling
- Present fire safety information to station visitors or small groups
- Clean and check ladders, ventilation equipment, self-contained breathing apparatus (SCBA), ropes, salvage equipment, and hand tools
- Clean, inspect, and return fire hose to service
- Complete a basic incident report
- Activate an emergency call for assistance
- Extinguish an ignitable liquid fire operating as a member of a team
- Coordinate an interior attack line, for team's accomplishment of an assignment, in a structure fire
- Control a flammable gas cylinder fire operating as a member or a team
- Protect evidence of fire cause and origin
- Extricate a victim entrapped in a motor vehicle as part of a team
- Assist rescue operation teams
- Prepare a pre-incident survey
- Maintain power plants, power tools, and lighting equipment
- Perform an annual service test on fire hose
- Test the operability of and flow from fire hydrant

CERTIFICATION REQUIREMENTS

To be issued certification, the candidate will: provide documentation of prerequisites, complete required training hours including skills training, successfully complete the cognitive written exam, and successfully complete the practical exam.

ACCREDITATION

Alabama Fire College and Personnel Standards Commission maintains accreditation with Pro Board and IFSAC. Each student will automatically receive national registration and certification upon successful completion of all requirements for certification.

COURSE SCHEDULE (SUBJECT TO CHANGE)

Day One:	See Appendix of the Instructor Manual for daily schedule; available to student on the first day of class.
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GRADE ASSESSMENT

WRITTEN EXAMINATION

Perform to a minimum 70% competency on the examination.
(One retest is allowed after 30 days but within one year of course end date.)

PRACTICAL EXAMINATION

Successfully complete a skills/project evaluation to a minimum of 70% competency and successful completion of all critical points. Evaluators will test at least 25% of the skills for each. Skill sheets to be tested will be randomly selected by AFC Certification Unit for the practical examination. (One retest is allowed after 30 days but within one year of course end date.)

NFPA 1001 REQUIREMENTS (FIRE FIGHTER I)

4.1 General. For qualification at Level 1, the fire fighter candidate shall meet the general knowledge requirements in 4.1.1, the general skill requirements in 4.1.2 the JPRs defined in Sections 4.2 through 4.5 of this standard, knowledge of the incident management system, and the requirements defined in Chapter 5 as well as mission-specific competencies in Section 6.2, Personal Protective Equipment, and Section 6.6 Product Control, of NFPA 1072.

4.1.1 General Knowledge Requirements. The organization of the fire department; the role of the Fire Fighter I in the organization; the mission of fire service; the fire department's standard operation procedures (SOPs) and rules and regulations as they apply to the Fire Fighter I; the value of fire and life safety initiatives in support of the fire department mission and to reduce fire fighter line-of-duty injuries and fatalities; the role of other agencies as they relate to the fire department; the signs and symptoms of behavioral and emotional distress; aspects of the fire department's member assistance program; the importance of physical fitness and a healthy lifestyle to the performance of the duties of a fire fighter; the critical aspects of NFPA 1500.

4.1.2 General Skill Requirements. The ability to don personal protective clothing, doff personal protective clothing, perform field reduction of contaminants and prepare for reuse, hoist tools, and equipment using ropes and the correct knot, and locate information in departmental documents and standard or code materials.

NFPA 1001 REQUIREMENTS (FIRE FIGHTER II)

5.1 General. For qualification at Level II, the Fire Fighter II shall meet the general knowledge requirements in 5.1.1, the general skill requirements in 5.1.2, the JPRs defined in Sections 5.2 through 5.5 of this standard, the requirements defined in Chapter 4, and knowledge of the Incident Management System sections of ICS 200 as described.

5.1.1 General Knowledge Requirements. Responsibilities of the Fire Fighter II in assuming and transferring command within an incident management system, performing assigned duties in conformance with applicable NFPA and other safety regulations and AHJ procedures, and the role of a Fire Fighter II with the organization.

5.1.2 General Skill Requirements. The ability to determine the need for command, organize and coordinate an incident management system until command is transferred, and function within an assigned role in an incident management system.

ADMINISTRATIVE CODE OF ALABAMA

i. Chapter 360-X-1 General Regulations and Administrative Procedures

(8) Specification for approved training for certification.

(a) To be recognized for certification by the Commission, training shall be obtained under the following conditions:

1. All certification courses must have prior approval by the Commission. Those agencies desiring to have a course taught must submit AFC & PSC Form-09 entitled "Application for Course Approval" completed with all the required information.
2. All certification courses must be taught using the current course curriculum approved by the Commission.
3. All certification courses must be taught by an instructor certified to the appropriate level or otherwise qualified by his or her education and experience to a level demonstrating particular subject matter expertise.
4. All certification courses must be taught at a facility appropriate to promote a learning environment and able to safely and comfortably accommodate the number of students involved in the course. Certain certification courses have more particular facility requirements as set out in the provisions below.
5. All certification courses must have a sufficient number of students to facilitate the instructional process and ensure the safety of the student involved in the course. Certain certification courses have more particular requirements regarding the number of students as set out in the provisions below.
6. The instructor will request that the state certification written examination be scheduled at the completion of the required training.
7. Attendance of certification courses taught at locations other than the Alabama Fire College shall be restricted to members of Alabama state, county, and municipal agencies, except where courses are established through the AFC Industrial or DoD Programs Division or by an articulation agreement with a postsecondary institution.

(9) Specification for approval as a fire training center.

- (a) Any agency may, upon submitting AFC & PSC Form-08 "Inventory and Application for Approval as a Fire Training Center" to the Commission, be approved as a permanent Fire Training Center.
- (b) An approved permanent Fire Training Center must undergo re-evaluation and approval at a minimum of five-year intervals. Such re-evaluation may also be required at the discretion of the Commission prior to the approval of any course as required in Section 8 above.

ii. Chapter 360-X-2-.02 Requirements for Certified Fire Fighter

(1) Requirements

- (a) Fire Fighter I certification courses may only be conducted at a permanent Fire Training Center approved by the Commission.
- (b) This course has a minimum initial enrollment of eight (8) candidates.
- (c) Prior to entering the certification course, the candidate shall meet the Entrance Requirements set out in NFPA 1001, Standard for Fire Fighter Professional Qualifications, as adopted by the Commission.
- (d) Prior to certification, the candidate shall meet the general knowledge, skill, performance and additional requirements for Fire Fighter I as set out in NFPA 1001 Standard for Fire Fighter Professional Qualifications, as adopted by the Commission.
- (e) The candidate must have a high school diploma or GED.
- (f) The candidate must meet the requirements for certification prior to permanent employment or a period not exceeding 12 months after the date of employment at an approved training center.
- (g) Minimum age requirement is 18 years.
- (h) Prior to certification, the candidate shall be a Certified Hazardous Materials First Responder: Awareness and Operations. Training hours required for this certification may be included in the Fire Fighter I/II curriculum.
- (i) Prior to entering the certification course, the candidate shall provide proof of successful completion of a course of first aid instruction equivalent to or exceed the requirements of NFPA 1001, current editions.
- (j) A minimum number of training hours.
 - 1. A candidate for this level of certification shall have completed 360 hours of training, excluding any hours of training in emergency medical services, the format, and curriculum of which shall be approved by the Commission.
 - 2. The Fire Fighter I/II certification course shall be conducted in an academy format and according to a schedule that is approved by the Commission and which shall include the following elements:
 - (a) Instruction and evaluation shall occur in a group setting with at least the required minimum number of students as prescribed in this chapter.
 - (b) The course shall be completed within a twelve month time period.
 - (c) Instruction shall predominantly be provided to candidates' in-person. Self-paced, correspondence, or predominantly distance-delivery instruction is not permitted. In all cases, an approved instructor shall be physically present and responsible for the course.
 - (d) Skills evaluation shall be conducted in-person and under the supervision of approved test proctors.
 - (e) During periods of instruction or evaluation, candidates shall be engaged solely in the educational process and shall not be subject to emergency response, administrative, maintenance, or other tasks or duties not related to the course.

APPLICATION PROCESS TO CONDUCT TRAINING

APPROVAL OF TRAINING SITE

The checklist for training facilities included in this handbook should be used as a guide in providing the necessary logistical support required for the facility to be eligible to host a recruit school. It provides detailed information regarding classroom, drill field, and equipment requirements. Any planned use of training props located off-site must be documented and approved by the Alabama Fire College (AFC) prior to granting approval to host the class. This checklist will be used by AFC when conducting a site visit prior to any approval and subsequently thereafter on a 5-year cycle or at the discretion of the Alabama Fire College.

COURSE APPLICATION

AFC is continually seeking to improve our operations and processes. A part of improvement involves our ability to capture, synthesize, and process data. With the addition of regional training centers (RTCs), various course delivery formats, and student and instructor access to online materials it was necessary to modify the course application (formerly called the 'field course application'). These changes will result in a reduction in delays for the end users because the correct information will be captured beginning with a course request.

The course application should be used to apply for department delivery and RTC courses. This form is available online. RTCs should complete the course application as well as the training site approval checklist. When applying for Fire Fighter I/II, please indicate the dates of the co-requisite courses as well. Course applications for Recruit School/Bridge programs should be forwarded to Jason Jackson.

1. Indicate whether the course is being held at a RTC or local fire department.
2. The hosting department/agency is the location of the department or agency where the course is being conducted.
3. The training location address must be completed in full and indicates the actual physical location where the training is being held.
4. The course coordinator is the person who completed the course application and with whom AFC personnel would interact. This is the person who should have all the course details.

Course dates: AFC is aware of the many different schedules that our constituents work. As such, we encourage departments to offer courses that will allow as many to attend as possible. This means offering courses on alternative schedules including shift based, nights, and weekends.

5. The course format indicates the course delivery method. A detailed description of the course delivery methods and associated courses can be found online.
6. Marking "AFC Online access" prompts AFC staff to place students and instructors with valid email addresses into the AFC Online platform so that they can access the instructional materials, quizzes, etc. through the internet. Having student and instructor information two weeks in advance of a course start date assists Certification, Curriculum, and IT to ensure that instructors have access to the most current curriculum available and students have access to course materials when the course begins.
7. The last 4 digits of SSN are needed to verify that the instructor and JPR/skills proctor/evaluator have the credentials to evaluate the students. In other words, the instructor and proctor are certified in the subject matter, they are teaching and have Fire Instructor I (or equivalent) at a minimum. Remember that neither ProBoard nor IFSAC allows anyone who has instructed a subject area or topic in a course to evaluate the skills/projects for that same subject/topic.
8. Participant Information:
 - a. Seats available-the total student capacity for the course
 - b. Reserved seating-the number of seats a department wishes to reserve for their or other personnel
If a department foresees that they will not be able to fill the number of reserved seats they originally anticipated, please contact your regional coordinator so he can decrease the number of reserved seats and increase the number of open registrations to maximize the number of students who have access to the training.
 - c. Open registrations-the number of seats offered by the host agency for outside students

9. Indicating the Requested Cognitive Certification Test Type will assist Certification and IT in ensuring that the examination materials are prepared for distribution in a timely fashion. There are approximately twenty certification courses each week throughout the state. Test materials, whether online or hard copies, have to be prepared so that tests can be administered at the end of each course. Preparation of testing materials requires significant time and effort on the part of Certification and IT.

STUDENT REGISTRATION REQUIREMENTS

*Please have students **write legibly** or have them type information into the registration form and print it out. Students cannot be registered without payment. All documents must be submitted at the time of registration.*

1. Only Alabama personnel can attend department-deliverable Fire Fighter I/II courses. Course coordinators should print a new Fire Fighter I/II Recruit School application for each course from the website.
2. The FF I/II application has a list of all minimum pre-requisites and admissions criteria.
3. All admission documents must be submitted three weeks prior to the begin date of course.

Registration RTC Delivery:

The RTC course coordinator is to have students call 1(800)241-2467 and ask for Student Services for guidance in the admission process. It is the RTC course coordinator's responsibility to send applications and all admissions criteria for their personnel to Student Services.

Please send to:

Postal: Alabama Fire College, Student Services, 2501 Phoenix Drive, Tuscaloosa, AL 35405
Email: studentservices@alabamafirecollege.org
Fax: (205)343-7404

INSTRUCTIONAL STAFF

The instructional staff is one of the most vital parts of recruit training. Staff set the tone for the success or failure of the class. The instructors must be well versed in multiple teaching methodologies, and mentorship is strongly encouraged. The instructional staff required to conduct recruit training will consist of a course coordinator, lead instructor, and assistant instructors.

COURSE COORDINATOR

The Course Coordinator is the person who completed the course application and with whom AFC personnel would interact most frequently. This is the person who should have all the course details. In addition, the course coordinator should be thoroughly familiar with the Recruit Handbook. Specifically, details related to AFC policies and procedures, AFC Online, the injury and medical forms, exposure reports, termination procedures, registration, certification, JPR testing, the Recruit "Trainee" School agreement, and the training facility checklist, to name a few.

LEAD INSTRUCTOR

The lead instructor is primarily responsible for ensuring that the academic knowledge and practical skills are delivered in a positive, productive, and effective manner. The following credentials are needed to serve as a lead instructor for recruit training:

- Fire Fighter I/II certification
- Fire Instructor II certification
- Three years as a certified Fire Fighter II
- NIMS 100, 200, 700, 800
- HazMat Awareness & Operations certification
- Live Fire Instructor-in-Charge certification
- Rapid Intervention Crew certification
- FDSO: Incident Safety Officer certification
- Alabama Fire College Recruit Training update
- Alabama Fire College Cancer Awareness training

ASSISTANT INSTRUCTOR

The Assistant Instructor assists in all facets of instruction for which he/she is qualified as well as logistical support for the lead instructor.

- Fire Fighter I/II certification
- Fire Instructor I certification
- One year as a Fire Fighter I/II
- NIMS 100, 200, 700, 800
- HazMat Awareness & Operations certification
- Alabama Fire College Recruit Training update
- Alabama Fire College Cancer Awareness training

CURRICULUM REQUIREMENTS

IFSTA'S 7TH EDITION *ESSENTIALS OF FIREFIGHTING*

The curriculum used in all recruit courses is the 7th edition of IFSTA's *Essentials of Firefighting*. This textbook is to be used in conjunction with AFC Online. The most up to date teaching outline, PowerPoint presentations, and supplemental materials will always be found in AFC Online.

AFC ONLINE

1. Attendance Module:

Attendance sessions should be set up for your class. If they are not, please email tmcnair@alabamafirecollege.org. To take attendance, go to your course page and select the link labeled "attendance."

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Fire Fighter I-II

This course uses the IFSTA manual *Essentials of Fire Fighting and Fire Department Operations*, 6th Edition. You are strongly encouraged to use the reading assignments in this manual to supplement your learning.

This course is based on NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and may lead to IFSAC and Pro Board certifications. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a fire-fighting team under direct or general supervision in hazardous conditions. The FF I/II course consists of a combination of classroom study, drill field practice, and training evolutions that will prepare the firefighter to perform most fireground functions under the supervision of an officer or experienced firefighter. Successful completion of all written exams, practical exercises, and a passing score on the state certification exam is required for graduation.

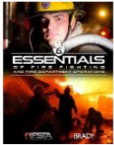
Revised 6-23-2016

Chapter quizzes will be used to reinforce course material but will not constitute the make-up of the certification test due to accreditation guidelines. Studying each chapter is highly recommended in preparation for the certification test.

NOTE: You must have Flash Player installed on your computer for the videos and interactive slides to operate correctly.

 Attendance

[Respondus LockDown Browser - Click for information](#)



This will bring up the current week's classes. Click on the green dot to the right of the date you are taking attendance. (Please note dates are in the European date format, so they are listed as *dd.mm.yy*).

Attendance for the course :: Fire Fighter I/II - 16-07

Sessions Add Report Export Settings

18.09 - 24.09

All All past Months Weeks Day

#	Type	Date	Time	Description	Actions
1	Common	19.09.16 (Mon)	08:00 - 17:00	Regular class session	  
2	Common	20.09.16 (Tue)	08:00 - 17:00	Regular class session	  
3	Common	21.09.16 (Wed)	08:00 - 17:00	Regular class session	  
4	Common	22.09.16 (Thu)	08:00 - 17:00	Regular class session	  
5	Common	23.09.16 (Fri)	08:00 - 17:00	Regular class session	  

0 hidden sessions: 0

Choose OK

For each student, mark their attendance for:

Present = P

Absent = A

Late = L

Excused = E

Withdrawn = W

When attendance is complete, select "Save attendance."

Attendance for the course :: Fire Fighter I/II - 16-07

Sessions Add Report Export Settings

19 September 2016 08:00 - 17:00

Regular class session

Page 1 of 2

Sorted list 25

#	First name / Surname	P	A	L	E	W	Remarks
1		☐	☐	☐	☐	☐	
2		☐	☐	☐	☐	☐	
3		☐	☐	☐	☐	☐	
4		☐	☐	☐	☐	☐	

2. End of Chapter Testing:

All end of chapter testing is done through Respondus Lockdown browser and must be proctored by the instructor. If you are testing in a computer lab or department issued computers, the lab version can be downloaded here:

LockDown Browser: lab edition - [Windows](#) or [Mac](#)

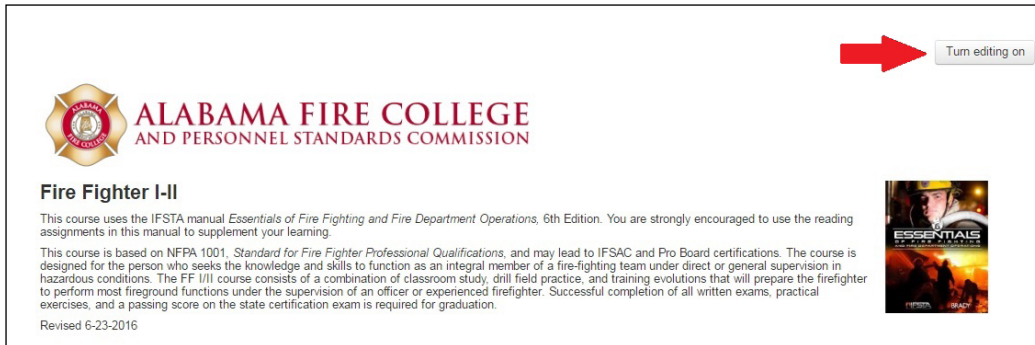
If they are testing on personal computers, they will be directed to the link if they attempt to open a test using another browser:

Respondus LockDown Browser is required for this quiz.

Click [here](#) to download the installer.

End of subject exams are hidden from the student until it is time to take the test.

To make the test visible, click the “Turn editing on” button in the top right-hand corner of the course screen:



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Fire Fighter I-II

This course uses the IFSTA manual *Essentials of Fire Fighting and Fire Department Operations*, 6th Edition. You are strongly encouraged to use the reading assignments in this manual to supplement your learning.

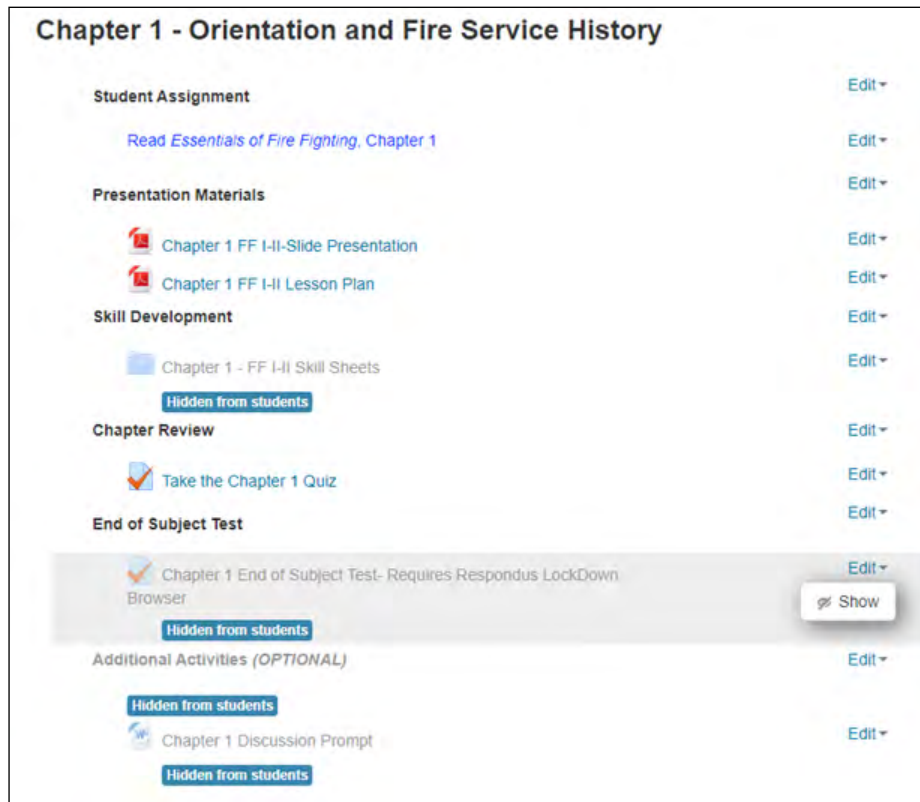
This course is based on NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and may lead to IFSAC and Pro Board certifications. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a fire-fighting team under direct or general supervision in hazardous conditions. The FF I/II course consists of a combination of classroom study, drill field practice, and training evolutions that will prepare the firefighter to perform most fireground functions under the supervision of an officer or experienced firefighter. Successful completion of all written exams, practical exercises, and a passing score on the state certification exam is required for graduation.

Revised 6-23-2016

Turn editing on

Items that are in gray are visible to the instructor, but not to the students.

Scroll down to the exam you wish to give and select Edit → Show.



Chapter 1 - Orientation and Fire Service History

Student Assignment Edit ▾

[Read Essentials of Fire Fighting, Chapter 1](#) Edit ▾

Presentation Materials Edit ▾

Chapter 1 FF I-II-Slide Presentation Edit ▾

Chapter 1 FF I-II Lesson Plan Edit ▾

Skill Development Edit ▾

Chapter 1 - FF I-II Skill Sheets Edit ▾

Hidden from students

Chapter Review Edit ▾

Take the Chapter 1 Quiz Edit ▾

End of Subject Test Edit ▾

Chapter 1 End of Subject Test- Requires Respondus LockDown Browser Edit ▾

Hidden from students

Show

Additional Activities (OPTIONAL) Edit ▾

Hidden from students

Chapter 1 Discussion Prompt Edit ▾

Hidden from students

Once testing is complete, the test must be hidden again.

3. Use of Submission Boxes:

When asked to submit documents, select the link labeled “submit.”



Select “Add submission.”

A screenshot of the "Mandatory Skill Sheet 1-2 Submission" page. At the top, it says "Submit graded and signed Skill Sheet 1-2 here." Below this is a "Grading summary" section with a table:

Participants	26
Submitted	0
Needs grading	0

Below the table is a link "View/grade all submissions". Underneath is a "Submission status" section with a table:

Attempt number	This is attempt 1 (10 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Last modified	Wednesday, 21 September 2016, 4:16 PM
Submission comments	► Comments (0)

At the bottom right of the page is an "Add submission" button, which is highlighted by a red arrow.

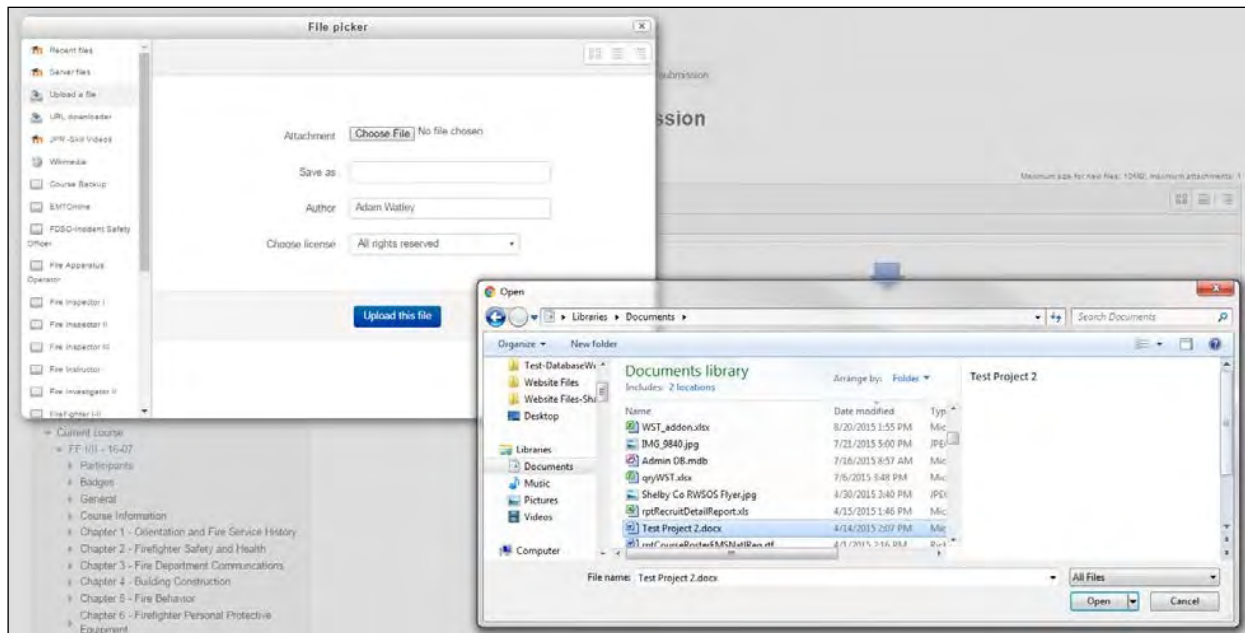
From this page, you have two options for loading files.

You can select the paper icon at the top left of the screen, or you can “drag and drop” your files:

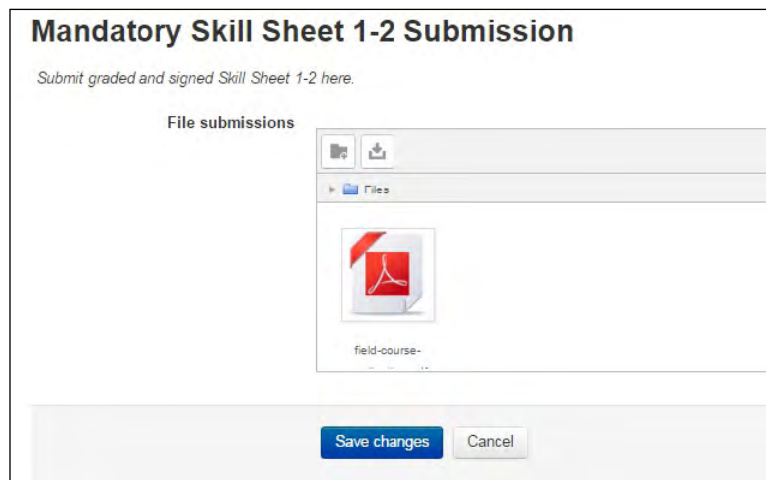
A screenshot of the file upload interface. At the top, it says "Mandatory Skill Sheet 1-2 Submission" and "Submit graded and signed Skill Sheet 1-2 here." Below this is a "File submissions" section. On the left, there is a red arrow pointing to a paper icon. To the right of the paper icon is a folder icon. Below these icons is a large rectangular area with a blue arrow pointing down and the text "You can drag and drop files here to add them." At the bottom of the page are two buttons: "Save changes" and "Cancel".

4. Add Files:

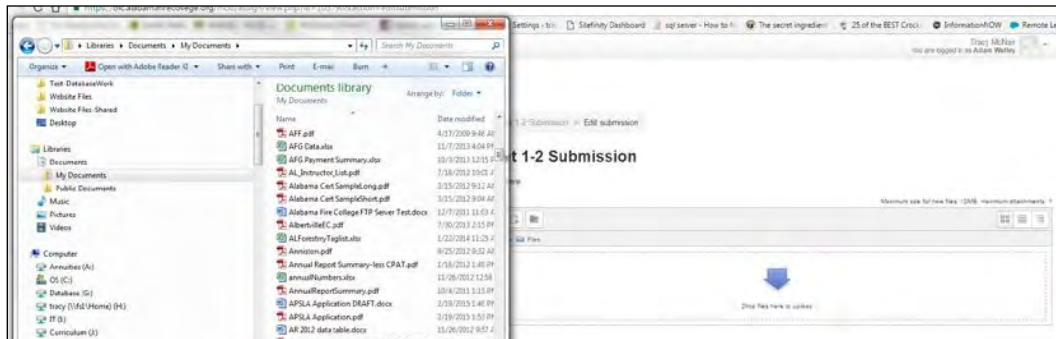
If you choose to add files, select the paper  icon. When the form comes up, make sure on the left it says "upload a file" and then select the "choose File" button. Find your file in the window, select and then select the "open" button. Find your file in the window, select, and then select the "open" button. When the file manager window closes, the "upload this file" button must be chosen.



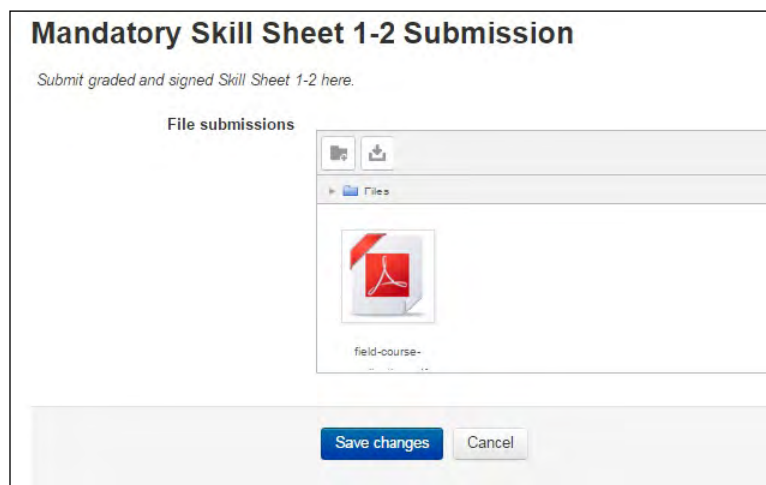
Your file will now appear in your file submissions box. Select save changes.



Drag and Drop Submission: To “drag and drop” a file, open your computer folders. Find the file you want to upload. Select the file. Hold the mouse button down, move the file to the window until you see a note below the file labeled “move.” Let go of the button.



Your file will now appear in your file submissions box. Select “save changes.”



CERTIFICATION AND TESTING REQUIREMENTS

Please direct inquiries to the Certification Division at certification@alabamafirecollege.org.

- Accreditation
- ADA
- Appeals/Rescore
- Audit
- Certification
- Course Prerequisites
- Privacy/Confidentiality
- Recertification
- Reciprocity
- Retest Policy
- Skills Examination (JPR Testing)
- Standard of Training (NFPA)
- Test Administration
- Test Development, Security & Analysis
- Test Eligibility
- Test Preparation
- Test Scores
- Written Examination

POLICIES:

- Certification & Testing Process
- Facilities & Equipment Requirements, Admin Code 360-X-1 – Specifications for approval as a fire training center
- Safety & Health Requirements
- Skills (JPR) Testing
- Skills Evaluator Selection Criteria
- Skills Testing Orientation – Evaluators
- Skills Testing Orientation – Candidates
- Skills Testing Safety
- Skill Selection for JPR Testing
- Skill Evaluator Duties
- Proctor/Evaluator Discipline
- Skills (JPR) Test Day Outline

IFSAC/ProBoard Accreditation:

The accreditation of AFC's certification processes by ProBoard and IFSAC assures complete compliance with the procedures and criteria established by these accrediting entities. AFC is proud to act as a certifying agent under their sponsorship. Currently, AFC issues certification automatically and at no further charge for the individual upon successful completion. Please visit the websites at www.TheProBoard.org (individually accessible certification look-up) and www.IFSAC.org for more information.

ADA:

Anyone needing special accommodations for certification programs and/or testing shall request such provision no less than thirty (30) days prior to the scheduled event. Requests must be submitted by the student along with the appropriate disability documentation on official letterhead and verified by an appropriate physician. Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Appeals/Rescore:

Students may request an appeal in writing within 30 days of the testing event (written or skills). As a result of procedures in place to score and verify scores, students are not encouraged to request hand-scored answer sheets, as the equipment is checked for accuracy on a regular maintenance schedule.

Audit:

A student may choose to audit (no certification testing) a course at AFC and receive a certificate of attendance. Once the declaration for the audit has been filed and processed, the student will not be allowed to recant and test.

Certification:

Certification requirements for each certification course are any specified prerequisites and successful completion of the written and skills examinations as listed on the Certification Criteria for each course. All testing/certification paperwork must be completed and ALL required signatures, dates, hours, scores, topics, etc. received by the Testing Division before certification can be awarded. Upon successful completion and receipt of the required paperwork, a certificate with the Alabama and applicable ProBoard seal and/or IFSAC seal will be mailed within a few weeks after testing. This certificate is automatically registered with these entities with no further application or fees needed for this recognition. Certificates may be mailed to the student's home address upon written request to the Certification office. Duplicate or replacement certificates can be obtained by written request and a \$15.00 fee. A Certification Record Listing (transcript) can be obtained by written request only.

Course Prerequisites:

For certification, individuals may attend certification courses upon registration accompanied by proof of prerequisites. A student must meet all prerequisites and forward the appropriate documentation to the Certification Unit prior to attendance. Prerequisites are listed on our website under the training program course description, certification criteria, and syllabi. When a course requires certification as a prerequisite, accepted proof is a certificate from an agency accredited by either ProBoard or IFSAC. When the prerequisite is proof of training, a completion document signed by the agency who conducted the training or other verifiable documentation of that training is required.

Privacy/Confidentiality:

AFC has established policies and procedures to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). The examination scores are confidential. No actual scores will be given by telephone. Certificate information is deemed as a public record and can be conveyed to officials of a fire fighter's department unless the College is notified in writing on a yearly basis not to issue this information. A student desiring his/her grade to be released to another entity must indicate in writing which scores can be disclosed and the organization to which the scores can be revealed. Please use the Certification Record (Transcript) Release form located under the forms section of our website. Student record policies and procedures can be obtained from our website or by contacting our office.

Recertification:

Any individual who has previously been issued Fire Fighter I certification by the Commission, and whose Fire Fighter I has expired, may be recertified by successfully completing a Fire Fighter Recertification Course as prescribed by the Commission. More information is available on our website.

Reciprocity:

The State of Alabama requires a minimum number of training hours to serve as a fire fighter. Individuals seeking employment in Alabama as a fire fighter and have prior training to the Fire Fighter I level may apply for Reciprocity. More information is available on our website.

Retest Policy:

Students have the opportunity for a retest to be taken after 30 days from the original test date and within one year of the course completion date. Any student who fails to complete the required examinations within 12 months of course completion must complete the course again to sit for another test. Students appearing to take a retest must show a driver's license or other acceptable photo identification. Open Testing (Initial and Retest) is conducted at AFC Campus on the first and third Friday of each month at 2 pm. Students should contact the Certification Unit to schedule a test at least one week prior to the desired test date. Department of Defense (DoD) and Out-of-State students that need alternate testing arrangements should contact the Certification Unit. Retests may be given in conjunction with other regularly scheduled certification tests & the request should be routed through the appropriate regional personnel. Please refer to the Regional Map section on our website for Regional personnel contact information.

Skills Examinations (JPR testing):

Skills (Job Performance Requirements/JPR) evaluations are required for certification per course and administered by trained evaluators. The skill/practical examination is administered at the end of each certification course for most courses. Skill sheet packages are available on our web page. For project-based courses (Fire Instructor I-III, Fire Inspector I-III, Fire Officer I-IV, FDSO-HSO & ISO, HMIC, & PFLSEI) students complete and submit project work during the course. Projects are graded by a trained evaluator.

Standard of Training- National Fire Protection Association (NFPA):

AFC uses the Fire Service Professional Qualifications Standards of the National Fire Protection Association (NFPA) for the basis for all certification training. The complete current standards are on file in AFC's Curriculum Division. Visit www.nfpa.org for current standards and updates.

Test Administration:

Written examinations are routinely administered at the end of each certification course at the training location by an official AFC Proctor. Written examinations are administered only to individuals that have met all course requirements as listed on each course's Certification criteria, including all prerequisites, course hours and skills requirements. Proctor procedures are followed in a uniform manner regardless of testing site.

Test Development, Security, and Analysis:

Every question on the written examination is cross-referenced to the appropriate teaching outline, reference text, and to the National Standard to ensure it is covered in depth in the course. Test questions are taken from nationally accredited test bank system or developed in-house by subject matter experts. Multiple versions of the written examination are developed for each certification level. Security checks are in place to ensure the accuracy of the scoring process. Analysis of exam questions is completed routinely after test administration.

Test Eligibility:

A student must complete all portions of a certification course, both classroom and practical, to be eligible for testing and certification. It is the responsibility of the host fire chief/course coordinator/instructor to ensure that every student meets ALL attendance and skill requirements for certification courses and relay that information to the test proctor before administration of the written test. Certification candidates with incomplete certification files where certification testing has occurred, but the certifying agency certificate is pending, the candidate may sit for the exam but will not be processed for certification until the Certification Unit has received all documentation.

Test Preparation:

To avoid the need for a retest students are urged to purchase the required textbooks and begin reading prior to the start of the first class. Course syllabi containing pertinent course information help guide students on what to begin studying prior to the class. Additionally, studying each night between classes further prepares students for the written exam. Students should also pay close attention to the instructor's teaching outline, slide presentation(s), and take notes during class.

Test Scores:

GRADES ARE NOT RELEASED OVER THE PHONE. Results are released after processing in order as received by the Unit (approx. 7-10 days after receipt) IF all course paperwork is also received. The actual score of the written examination is mailed or emailed to the student. If a student has not received a test score, please email certification@alabamafirecollege.org with contact and specific course information. Please note that final scores for project-based courses (Fire Instructor I-III, Fire Inspector I-III, Fire Officer I-IV, FDSO-HSO & ISO, HMIC, & PFLSEI) will take additional time to receive due to the evaluation of the projects by the Certification Unit. Students will receive an email containing the certification eligibility results (a hard copy will be mailed if the individual does not have an email address). This email is the first step in the notification process. If applicable, a certificate will be processed within approximately 30 days if the prerequisites, paperwork, and skills information have also been provided.

Written Examination:

The written examination is administered at the end of each certification course by an official AFC test proctor only to individuals who have met all the course requirements, including prerequisites, all course hours, and successful skills examination. Written examinations allow one minute per question.

CERTIFICATION AND TESTING PROCESS:

(AFC&PSEC Certification Policy # 702.09, see website for complete policy)

The Alabama Fire College and Personnel Standards Commission Policies, Procedures and Regulations of the Commission mandate the eligibility and prerequisite requirements. These requirements are published in the Catalog and Student Handbook, Course Syllabi, Course Description, and Course Prerequisite Charts, all located on the AFC website. AFC requires a test of both the requisite knowledge and the requisite skill. All AFC Written and Skills Tests are administered by AFC-Approved Proctors and Evaluators only.

1. Approved courses are open equally to career, volunteer, and non-fire-service personnel provided they meet the eligibility requirements. Individuals may attend certification courses upon registration accompanied by the appropriate proof of prerequisites. Requests to audit training may be considered by the appropriate Program Manager or Regional Coordinator.
2. Certification requirements are any Specified Prerequisites, Job Performance Requirements (JPR) and successful completion of the Written and Skills Examinations. The AFC policy and practice are to administer written examinations through objectively graded examinations where a score of 70 is required for successful completion and certification.
3. A student must successfully complete all portions of a certification course, both classroom and practical, to establish eligibility to sit for the state examinations. Upon the verification of prerequisites, successful completion of the course requirements, and written/skills testing, one certificate with the Alabama, ProBoard, and IFSAC (where applicable) seals will be mailed within (approximately) 30 days after testing. This certificate will be automatically added to the registries of the appropriate accreditation entity. No further application or fees are needed for this recognition.
4. If a student is allowed to sit for a certification exam but is ultimately deemed ineligible, then that exam will not be processed, or the certification will be revoked/rescinded.
5. The student may sit for the exam once eligibility has been established.
6. Students not successful in their first attempt must complete their retest attempt prior to the anniversary date of successful completion of the required course. Any student who fails to complete the required examinations within 12 months of course completion will automatically lose credit for any coursework completed.
7. Certification candidates with incomplete certification files where certification testing has occurred, but the certifying agency certificate is pending, the candidate may sit for the certification exam but will not be processed for certification until all documentation has been received. Candidates with pending prerequisites have 90 days from the date of the exam to submit the required documentation or eligibility for certification at the requested level will be rescinded.
8. In all cases, prior training and certification must be completed prior to progression to the next level.

SAFETY & HEALTH REQUIREMENTS:

(AFC&PSEC Certification Policy # 702.04, see web page for complete policy)

AFC utilizes the NFPA 1582 standard concerning safety and health to include Personal Protective Equipment that may be used in testing and/or training.

AFC utilizes the NFPA 1582 standard with regards to Personal Protective Equipment, and all other applicable equipment must meet the appropriate standard.

1. This statement is to reinforce that while AFC wants to provide an accurate training and testing environment for skills testing, it does not want to operate in a manner that may lead to an unsafe atmosphere or an environment that does not promote the health and wellbeing of the students/candidates it serves.
2. The policy also emphasizes that all approved training facilities are responsible for keeping their policies and procedures up to date and adhering to all applicable safety and health standards.
3. The following individuals are responsible for ensuring that health and safety is a priority:
 - a. Regional staff and Fire Programs Staff
 - b. Course Coordinators to include Instructional Staff
 - c. Proctors and Evaluators
 - d. Certification and Testing staff

SKILLS (JPR) TESTING:

(AFC&PSEC Certification Policy # 704.14, see web page for complete policy)

JPR (Job Performance Requirements) Testing administration will be consistent, following the established format and administered by an AFC-approved Regional Personnel, proctor and evaluator(s). The minimum percentage of skills drawn is twenty-five percent (25%) of the total JPRs of each level.

Skills can often be assessed as they occur throughout a program; however, a clear separation between training and testing must be established by the designated proctor/evaluator to the candidates.

70 total skill sheets

- FF I – 57 skill sheets (30% testing = 17 skills)
- FF II – 13 skill sheets (30% testing = 4 skills)

Certified Volunteer Fire Fighter

- 30% testing on course
- 14 mandatory skill sheets and 3 random drawn skill sheets tested (17 total)
- Module I
 - Mandatory skill sheets – 2-2, 5-1, 5-2
 - 1 random drawn (excluding mandatory skills)
- Module II
 - Mandatory skill sheets – 7-1, 8-1, 8-2, 10-2, 10-7, 10-8
 - 1 random drawn (excluding mandatory skills)
- Module III
 - Mandatory skill sheets – 11-1, 12-2, 13-2, 14-5, 15-2
 - 1 random drawn (excluding mandatory skills)
- Tested at the end of each block, prior to each written block test

Fire Fighter I/II

- 30% testing on course (21 total skill sheets)
- FF I – 17 skill sheets
 - Same 14 mandatory skill sheets from CVFF
 - 3 randomly drawn skill sheets
- FF II – 3 skill sheets
 - Mandatory skill sheets – 19-1, 19-2
 - 1 random drawn skill sheet (excluding mandatory skills)
- Testing will be conducted as such:
 - All mandatory skills sheets will be tested during the week taught
 - Random drawn skills will be tested at the end of recruit school during the scheduled JPR testing day

Fire Fighter II

- 30% testing on course (3 total skill sheets)
- Mandatory skill sheets – 19-1, 19-2
- 1 random drawn skill sheet (excluding mandatory skills)
- Testing will be conducted on the scheduled JPR testing day

Fire Fighter I/II Bridge

- 30% testing on course (10 total skill sheets)
- FF I – 7 skill sheets
 - These 7 will be drawn randomly from the 14 mandatory skill sheets in FF I
- FF II – 3 skill sheets
 - Mandatory skill sheets – 19-1, 19-2
 - 1 random drawn skill sheet (excluding mandatory skills)
- Testing will be conducted on the scheduled JPR testing day

Fire Fighter I Recertification

- 30% testing on course (same as FF I – 17 total)
- Same 14 mandatory skill sheets from CVFF
- 3 random drawn skill sheets (excluding mandatory skill sheets)
- Testing will be conducted on the scheduled JPR testing days

To prove competency, psycho-motor skills objectives for these levels are examined through a process of practical skills testing using skills sheets that are graded on a pass/fail basis (minimum 70% to pass each skill sheet).

All individual skills sheets shall be referenced to the appropriate NFPA Standard, Chapter, or Requisite Skills Requirement. Each individual skill sheet is validated for content, accuracy, currency and resides in a skill sheet package, which is made available to each examination candidate (available via AFC website).

The following shall apply to all AFC skills testing (JPRs):

1. Team-based and individual skills are individually assessed.
2. The candidate must perform the skills sheet assessment to a minimum 70% competency and successful completion of all critical points.
3. All skill exams will be tested on a pass/fail basis. Any student who, in the opinion of the evaluator, is not qualified to perform the skill in the field shall not be given a passing score. Students must pass all required performance skills before achieving certification.
4. When performance in actual conditions cannot be duplicated, manipulative skills shall be permitted to be performed in a simulated environment. The simulation shall be realistic enough to allow for successful evaluation of the skills required by the actual condition.
5. The evaluator must be prepared to test ANY JPR for the certification level (and/or component thereof).
6. Skills testing evaluators shall have been trained in and understand the testing process by attending the Skills Evaluator Orientation annually. It is encouraged that a review is held by the proctor at each skills test administration of the station and staging locations, forms required, skills review, etc.
7. Skills testing evaluators shall not have taught the subject area being evaluated.
8. It shall be made known to the student when the teaching environment transitions to the certification testing evaluation environment.
 - a. During the evaluation, the student shall not be coached in any way.
 - b. Remediation can take place between initial test and retest.
9. The evaluator shall be responsible for ensuring all safety procedures are followed at all times during the evaluation.
10. The evaluator should use the appropriate approved skills sheets. Skill sheets are provided as part of the certification program and are available on our website under the Course Resources Table. Skill sheets contain the candidate/student ID only to provide confidentiality.
11. Performance evaluations shall be performed in an objective manner. All students shall be treated in a fair and equitable manner. All skill stations shall be set up in the same manner for each student. Once the evaluation begins, the configuration of the evaluation stations shall not be altered in any way.
12. Evaluators are to follow the instructions listed on the performance evaluation instruction sheet in testing skills.
13. Students shall be kept separated during evaluations to ensure accuracy and to prevent confusion by students witnessing a skill being performed incorrectly. All evaluation stations conducted within a structure will be separated so that the students taking the test cannot see or be seen by the other participants. If the station is outside, this can be accomplished by using available physical barriers or distance.
14. The testing may be scenario based when all skills can be tested in such a manner.
15. Student performance results will be kept confidential.

Teams of individuals can be tested as opposed to an individual. For team scenarios, it is not practical for each member to serve and be graded on each component of the skill(s) being tested. The following shall apply to the evaluation of skills conducted in the team format:

1. The team is graded on its ability to (or lack thereof) successfully complete the skills used to complete the scenario.
2. One or more scenarios shall be built around the selected JPR's using the training aids and devices available at the testing location. Student performance in relation to the JPR's will be evaluated during the scenarios using the adopted skill sheets.
3. Prior to the start of the evaluation, students working as a team will be advised that as team members, they will be permitted to communicate back and forth in a scenario.

4. In team evaluation, evaluators should closely monitor the candidate that is assigned to them. After skill station is completed, all evaluators should discuss team dynamics and performance to guarantee that all items on the skills sheets have been addressed.
5. If a single team member is deemed by their evaluator to have failed, the team should repeat the skill, but only the failing student should be evaluated. A different evaluator should be utilized in this circumstance.

SKILLS EVALUATOR SELECTION CRITERIA:

(AFC&PSEC Certification Policy #705.02, see web page for complete policy)

The skills (practical) portion of all certification examinations is administered only by AFC-approved evaluators. A skill evaluator supports the regional director/coordinator at a test site and is responsible for observing practical skills examination candidates and for completing skills evaluation using established criteria (AFC-approved skills sheets) following all AFC policies and procedures. A skills evaluator training program has been established to maintain consistency and integrity in the evaluation of accredited programs, in accordance with NFPA standards and accreditation guidelines.

Requirements to become a Skills Evaluator:

1. Skills evaluators must complete the evaluator orientation PowerPoint available on the AFC website prior to each skills test. The orientation is administered by AFC regional staff.
 - a. The evaluator application contains the following statement, which the evaluator must sign:
"By my signature below, I attest that I have completed all required training as set forth by the Alabama Fire College, that I meet the eligibility requirements, and am willing to assume the responsibility to serve as an Alabama Fire College evaluator of performance (skills) exam. As an authorized evaluator, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities, and procedures outlined in the Alabama Fire College Training for Skills Testing power point. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the safety, security, and administering of the State of Alabama certification exam. I also understand by this agreement that the Alabama Fire College may contact me for verification purposes, and I grant permission for verification of my credentials. This form must be submitted annually for renewal."
 - b. [Evaluator Training](#)
 - c. [Evaluator Approval Form](#)
2. Skills evaluators must complete and submit to AFC the skills evaluator application. (Regional staff will submit applications with the completed skills package.)
3. Skills evaluators may not be utilized to administer skills/practical examinations for courses that they have instructed to the candidates.
4. A skills evaluator must possess the certification level for which he/she is evaluating.
5. Application to serve as a skills evaluator must resubmit annually to maintain current status.

SKILLS TESTING ORIENTATION – EVALUATORS:

(AFC& PSEC Certification Policy # 705.03, see web page for complete policy)

Evaluators utilized for skills testing are required to attend the skills evaluator orientation prior to participating in random skills testing for certification.

[Evaluator Training](#)

Procedure:

1. A Certification/Testing Staff member or designee(s) (regional personnel, Fire Programs staff, proctors) shall be responsible for performing the skills evaluator orientation session.
2. This session instructs the evaluator on:
 - a. Station assignments
 - b. Testing time limits
 - c. Instruction to candidates (performance evaluation sheets)
 - d. Equipment needed

- e. Proper handling of test interruptions
 - f. Limitations on assistance to the student
 - g. General life safety instructions including rehab
 - h. Command post personnel
 - i. Proper completion of grading sheets and all forms to include a review of acceptable test performance criteria
 - j. Questions fielded from evaluators and candidates
 - k. Retest process
 - l. Appeals process for session
3. The evaluator must complete the evaluator application form. The form documents to evaluators credentials for performing the evaluation. This form must be returned to the AFC Certification/Testing office with the JPR test package.
 4. Prior to administering a skills based examination, all evaluators will complete the evaluator orientation training PowerPoint and the evaluator application form. The training is documented on the JPR report form. This training is input in the AFC database and is reflected on the individual's transcript.
 5. Evaluators must complete an individual skill sheet, which contains the following agreement statements:
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC).

By your signature above, you verify that you are qualified to serve as an Alabama Fire College Evaluator, have followed AFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.

SKILLS TESTING ORIENTATION – CANDIDATES:

(AFC&PSEC Certification Policy # 705.04, see web page for complete policy)

Students are required to attend the "[Candidate for Certification Skills Testing Orientation](#)" prior to participating in Random Skills Testing for certification.

Procedure:

1. A Testing staff member or his/her designee(s) (i.e. regional personnel, proctors) shall be responsible for performing the Skills Testing Orientation session.
2. This session instructs the candidates on testing policies, procedures, test security, staging, safety, questions prior to and during testing, times, form completion, etc.

SKILLS TESTING SAFETY:

(AFC&PSEC Certification Policy # 705.05, see web page for complete policy)

Safety officers shall be utilized during manipulative skill examinations as appropriate to the skill being tested to assure candidate safety.

Procedure:

1. The host department shall provide the proper tools, PPE and other equipment needed for testing all skills for the tested level unless alternative arrangements are made the AFC prior to the test.
2. AFC may provide needed items, not currently in a department's inventory or the department may borrow needed items.

SKILL SELECTION FOR JPR TESTING:

(AFC&PSEC Policy # 705.09, see web page for complete policy)

The Certification/Testing division utilizes a random selection process, (in addition to mandatory skill requirements for NFPA 1001 based courses) for skills associated with the JPRs and requisite skills for examinations in order to produce a unique set of skills in each testing session. This selection ensures that the draw is large enough to provide confidence that the candidate could perform all skills in the applicable standard for the level being tested. The minimum percentage of skills drawn is twenty-five percent (25%) of the total JPRs of each level.

AFC uses a computer-generated random process (in LXR) for JPR selection by individual skills sheets (per course/per certification level, noting some levels require mandatory skills completion). The random selection process ensures that the selection of skills is fair and impartial through enforcement of this process. By utilizing this process, this gives AFC the capability to produce a unique set of practical exams per skill administration.

The Testing division staff or designee will run the program so that the computer will generate the draw. This selection process will be completed for each practical test so that no intentional duplication of skills test occurs. Based on discipline variables, the Certification Unit Leader or designee may choose to alter the test accordingly. The use of the randomly generated practical test will eliminate any human factors that could, although unintentional, bias the test.

Procedure:

1. Upon selection, regional personnel is notified of the skills drawn for the Certification courses in their respective region. The skills are not shared with the instructor/coordinator of the certification course. Testing staff will supply the regional personnel the appropriate skills sheets package and scenarios.
2. Notification is made to the candidate of the skills for random testing only at Test Administration.
3. JPRs pulled by testing staff for certification courses shall be provided to the appropriate regional personnel approximately one week after the first day of class for recruit schools and with the written test package for all other course offerings.
4. "Live fire" requirement notification will be made to the appropriate regional coordinator. Live fire testing will be conducted during live burn or fire control training.

SKILLS EVALUATOR DUTIES:

(AFC&PSEC Certification Policy # 705.12, see web page for complete policy)

Skills evaluators shall adhere to the policies and procedures of the Certification/Testing Division during all Skills Test Administrations. The Evaluator will follow the policies and procedures outlined in the Skill Evaluator Orientation to provide consistent and objective evaluations.

Procedure: Skills evaluators shall perform the following duties during the evaluation:

1. The evaluators will be given a set of written instructions for performing a Performance Evaluation.
2. Skills evaluators shall use the AFC Performance Evaluation Grade Sheet and Individual Skills Sheets for the particular course that candidates are being evaluated. Skill Sheets contain the candidate/student ID only to provide confidentiality.
3. Skills Proctors and evaluators shall be responsible for ensuring the safety of the participants at all times.
4. Skills and evaluators shall stop the Skills Evaluation any time the safety of the student or evaluator is in question.
5. If a student is unsuccessful in his/her first attempt at completing a Skills Evaluation, the skills evaluator will document an explanation of the criteria performed inappropriately.

PROCTOR/EVALUATOR DISCIPLINE:

(AFC&PSEC Certification Policy # 705.14, see web page for complete policy)

A Proctor/Evaluator found to be in violation of any of the Proctor Policies and Procedures established by AFC may be removed from the AFC-Approved Proctor Listing.

Procedure: Any validated violation will be forwarded to Testing/Certification Unit Leader or designee, and the Proctor/Evaluator in question will be notified of the final decision as well as the AFC Executive Director.

SKILLS (JPR) TEST DAY OUTLINE:

(AFC&PSEC Certification Policy # 705.42, see web page for complete policy)

AFC uses an Incident Command System for maintaining flow and security during the certification JPR Skills Testing Process. The system shall operate from a command post and use a tracking system to ensure candidates fulfill the requirements of skills stations. The Regional Director/Coordinator (Fire Programs Coordinator for on Campus courses) normally functions in the Incident Commander (IC) role.

Procedure:

Prior to Skills Test Day, all auxiliary functions will be established to include:

1. All staff functions identified
2. Emergency Medical Crews will be designated if required
3. Minimum requirement will be a Certified EMT with appropriate first-aid equipment
4. Refreshments will be detailed to include breaks and lunch if needed
5. Ample refreshment stations will be strategically placed throughout the test site

Day of the Test:

1. Individual candidate will be verified upon arrival at the test site to determine his/her name appears on the roster to be eligible to take the test and verified by photo ID.
2. Evaluators will report 30 minutes prior to test time to attend the Skills Orientation Training provided by IC if needed. [Evaluator Skills Orientation PowerPoint](#) / [Evaluator Approval Form](#)
3. Five minutes prior to the test time, all evaluators will report to their respective stations.
4. The IC will provide the candidates with the Student Orientation to prepare for the details of the skills tests (Layout; Room Assignment; ID Assignment, Safety Messages, etc.). (Student Skills Orientation PowerPoint: <http://www.alabamafirecollege.net/topmenu/certification/evaluator-training>).

When the test begins, the Operations Sector will dispatch candidates to the Skill Stations on a timely basis.

1. Evaluators will greet the candidate as he/she approaches the station.
2. The evaluator will read the Skill Instructions & provide any scenario details to the Candidate as listed on the Skill Sheet and ask if there are any questions.
3. The evaluator at the conclusion of the scenario will thank the candidate and ask him/her to return to the Command Post or proceed to the Staging Area for the next Skill Station.
4. The evaluator will fill in all Evaluation Sheets before accepting another group of candidates.
5. The IC will review the score on the skill sheet and track failures for a retest.
6. Retest(s) will be scheduled when convenient during the testing procedure with a different evaluator.
7. Any complaints on the evaluation will be handled by the IC initially, and if no agreement can be reached, then candidate proceeds to submit an appeal.
8. Once a candidate has been to all the skill stations, he/she will be directed to the IC for Final Review of Test records and dismissal.
9. At the conclusion of the test, all evaluators will return all the Testing Supplies to the IC.
10. Evaluators will also be asked for their input for improvements to the Testing Process.

FACILITIES AND EQUIPMENT REQUIREMENTS:

(AFC&PSEC Certification Policy # 701.13, see webpage for complete policy)

AFC is committed to providing a safe and comfortable location for the candidate(s) to test. AFC and all approved training sites shall be aware of and comply with all the NFPA standards, Federal Laws and Alabama Administrative Code Requirements, Policies and Guidelines. Every effort is made to ensure that facilities, whether classroom for cognitive testing or drill field facilities for JPR testing is conducive to a safe and appropriate testing atmosphere.

All Certification Courses must be taught at a facility appropriate to promote a learning environment and able to safely and comfortably accommodate the number of students involved in the course.

The appropriate Section Chief and Program Staff (Regional Staff/Fire Programs Staff/DoD Program Staff) are responsible for facility site visits to ensure that each entity has the appropriate facilities for both the training and testing before course approval is granted.

1. Test Sites will be managed in a manner that is safe, appropriate for the type of test being administered and according to AFC Policies and the Alabama Administrative Code Requirements.
2. All training conducted by AFC and/or its approved training sites requires students to participate with protective clothing, SCBA, and any other equipment and supplies that meet NFPA standards within the last two editions of the NFPA Standard.
3. AFC reserves the right to evaluate any equipment used during training, and if it is deemed unsafe, then substitute Personal Protective Equipment (PPE), and/or equipment shall be brought in for any additional training to occur.
4. Approved Facilities must include adequate space for Written and Skills Testing to take place on the premises. Adequate space for the Written Exam is one where distractions during the exam are limited, and the Proctor can position the candidates enough to discourage cheating.
5. Approval for Computer-Based Testing is site specific, and final authority rests with the Planning Officer and IT Staff. Considerations for approval are student numbers, site capabilities, and site bandwidth, as a minimum.
6. If it is determined that there is not adequate space, an alternative test site must be provided at that time or the test must be rescheduled.
7. Adequate space for skills testing is appropriate props and equipment to demonstrate the Skills and Activities called for in the exam. There must also be appropriate Staging Areas to ensure that candidates cannot watch other candidates take the test and candidates can be separated by those who have completed a Test Station from those who have not.
8. AFC requires that the same procedures be enforced when conducting any Skills Testing for Certification that requires such equipment and/or protection. All applicable PPE and other equipment needed for testing stations shall meet the minimum standard for that particular item or in such cases where new standards have been published; then any item shall be evaluated for compliance with an older NFPA Standard.
9. Proctors are not allowed to guide or assist candidates in any way during their skills test but are charged with serving as safety officers and must immediately shut down any test station that is deemed unsafe. When a station is shut down due to safety reasons, the Proctor must note the reasons on the candidate's evaluation grade sheet.
10. Any equipment found to be defective, inadequate or incomplete during the practical (Skills/JPR) certification testing process, the candidate(s) testing will not be held accountable or documented as a failure. Rather, the candidate(s) will begin again with properly operating equipment.

AFC POLICIES AND PROCEDURES

CHECKLIST FOR EVALUATION OF A PERMANENT TRAINING FACILITY:

The checklist for training facilities is the evaluation process the AFC uses to approve any site for recruit training. It evaluates the site's ability to provide an adequate classroom experience as well as drill field props required to complete the recruit training. This evaluation is done initially before a site can be approved to host a recruit school. Once the site is approved, it will be re-evaluated on a five-year cycle.

Site:	Date:
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Alabama Fire College Evaluator

Item	Criteria	Evaluation (check one)		Describe Deficiency
		Acceptable	Not Acceptable	
Classroom (provide photograph)	In the immediate area of the drill tower and burn room; within walking distance			
	Adequate lighting, heating, cooling, ventilation			
	Adequate seating			
	Adequate table space for books and writing			
	Whiteboard or flipchart, easel, and paper			
	Multimedia projector and screen to include audio system			
	Computer(s) with internet or wi-fi capabilities and DVD player			
	Speaker rostrum			
	Reference set of IFSTA training manuals applicable to Fire Fighter I training			
	Classroom, manuals, and equipment dedicated for exclusive use of recruit training for course duration			
Notes:				

Item	Criteria	Evaluation (check one)		Describe Deficiency
		Acceptable	Not Acceptable	
Portable Fire Extinguishers (provide photograph)	Adequate amount of equipment to allow each student to operate representative types of extinguishers			
	Extinguishers for Class A fires			
	Extinguishers for Class B fires			
	Extinguishers for Class C fires			
Notes:				

Item	Criteria	Evaluation (check one)		Describe Deficiency
		Acceptable	Not Acceptable	
Forcible Entry and Ventilation Drill Facilities (provide photograph)	Props dedicated for exclusive use of recruit training for the duration of the course			
	Props to allow demonstrating the opening of variety of doors, partitions, and windows			
	Props to allow demonstrating the opening of variety of floors and ceiling types			
	Must have or have access to a set of basic hydraulic extrication equipment			
Notes:				

Item	Criteria	Evaluation (check one)		Describe Deficiency
		Acceptable	Not Acceptable	
Salvage Equipment (provide photograph)	Adequate amount of equipment to allow each team of students to operate			
	Cover and coveralls			
	Scoops, squeegees, and mops			
	Sprinkler kits			
Notes:				

Item	Criteria	Evaluation (check one)		Describe Deficiency
		Acceptable	Not Acceptable	
Smoke and Fire Room (provide photograph)	Suitable for containing simulated fire atmospheres and conditions			
	Interior configurations should be changeable and allow constant surveillance of trainee by the instructor			
	Smoke used should be of a known composition			
	Equipped for simulating fire atmospheres and conditions			
Notes:				

Item	Criteria	Evaluation (check one)		Describe Deficiency
		Acceptable	Not Acceptable	
Live Fire Training and Rescue Facilities (provide photograph)	Suitable for structural fire fighting to include fires above grade, at grade or below grade			
	Suitable for flammable liquid fire fighting (ie. pit or container)			
	Suitable for passenger vehicle fire fighting			
	Equipped and supplied for emergency medical training			
Notes:				

Item	Criteria	Evaluation (check one)		Describe Deficiency
		Acceptable	Not Acceptable	
Pumper Apparatus (provide photograph)	Meets requirements of NFPA 1901 edition in effect at the time of pumper manufacture including available ladders, hose, and related appliances			
	Dedicated for exclusive use of recruit training for the duration of the course			
Notes:				

Item	Criteria	Evaluation (check one)		Describe Deficiency
		Acceptable	Not Acceptable	
Approved Breathing Apparatus (provide photograph)	Dedicated for exclusive use of recruit training for the duration of the course			
	Must meet minimum requirements of the NFPA 1981 2002 edition			
	Available in sufficient numbers to ensure each student to have an individual unit available for use			
	All cylinders must be within the proper hydrostatic test date and life of the cylinder			
	SCBA cylinder refilling system convenient for use			
Notes:				

Item	Criteria	Evaluation (check one)		Describe Deficiency
		Acceptable	Not Acceptable	
Training Tower (provide photograph)	Not less than 2 stories in height and no less than 400 square feet per level			
	Stairways can be interior, exterior, or both, and should include provisions for sprinkler and standpipe con.			
	Suitable for training ladder evolutions, with adequate ladder sizes			
	Suitable for rescue drills, with equipment available			
	Suitable for hose advancement with adequate lengths of hose			
	Suitable for rope work, with adequate lengths of rope			
Notes:				

TRAINING TEMPLATE:

FIRE FIGHTER I/ II RECRUIT SCHOOL TRAINING SCHEDULE:

The training schedule is the recommended sequence of the subjects to be taught. A slight deviation from the approved template may be granted with prior approval from AFC. The main focus will be on the sequence of subjects taught. Hours for each day are 8am-5pm.

Day	Subject
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- | | |
|----|--|
| 1 | Ch. 23 First Aid Provider |
| 2 | Ch. 1 Intro to the Fire Service and Firefighter Safety |
| 3 | Test Ch. 1 / Ch. 2 Communications |
| 4 | Test Ch. 2 / Ch. 5 PPE/SCBA |
| 5 | Test Ch. 5 / Ch. 4 Fire Dynamics |
| 6 | Test Ch. 4 / Ch. 6 Portable Fire Extinguishers |
| 7 | Test Ch. 6 / Ch. 7 Ropes & Knots |
| 8 | Test Ch. 7 / Ch. 3 Building Construction |
| 9 | Test Ch. 3 / Ch. 16 Building Materials, SC |
| 10 | Test Ch. 16 / Ch. 9 Forcible Entry |
| 11 | Test Ch. 9 / HazMat A&O |
| 12 | HazMat A&O |
| 13 | HazMat A&O |
| 14 | HazMat A&O |
| 15 | HazMat A&O |
| 16 | Ch. 10 Structural Search |
| 17 | SCBA Drills |
| 18 | SCBA Drills |
| 19 | SCBA Drills |
| 20 | SCBA Drills |
| 21 | Test Ch. 10 / Ch. 8 Ground Ladders |
| 22 | Ladder Drills |
| 23 | Ladder Drills |
| 24 | Test Ch. 8 / Ch. 11 Tactical Ventilation |
| 25 | Test Ch. 11 / Ladder/Ventilation Drills |
| 26 | Fire Hose/Ch. 13 Hose Ops & Stream |
| 27 | Main. & Testing / Hose Drills |
| 28 | Hose Drills |
| 29 | Test Ch. 12&13/Ch. 18 Foam Firefighting/Hose Drills |
| 30 | Company Operations - Hose |
| 31 | Test Ch. 18 & 21 |
| 32 | Test Ch. 17 / FF Survival/RIC |
| 33 | RIC Drills |
| 34 | RIC Drills |
| 35 | RIC Drills |
| 36 | Ch. 15 Overhaul, Property Conservation, Scene Pres. / Ch. 20 Origin & Cause |
| 37 | Test Ch. 15 & 20 / Ch. 22 Community Risk Reduction |
| 38 | Test Ch. 22/ Ch. 14 Fire Suppression & Ch. 19 Incident Scene Operations |
| 39 | Live Fire Training |
| 40 | Live Fire Training |
| 41 | Test Ch. 14&19 / SHIFT DAY / Ch. 17 Tech. Rescue Support & Vehicle Extrication |
| 42 | OFF DUE TO SHIFT DAY |
| 43 | Test Ch. 17 |
| 44 | Skills Review / JPR Testing |
| 45 | Test Review / Certification Test |
| 46 | Graduation |

AIR CONSUMPTION COURSE

The purpose of the Air Consumption Course is to gauge the student's ability to meet NFPA 1001, Standard for Fire Fighter Professional Qualifications, 2019 edition Skills 4.3.1 and 4.3.5. Each station is directly correlated to a specific requisite skill found in NFPA 1001, 2019 edition. The course, completed in succession without interruption, gauges the student's ability to meet the requisite skills found in 4.3.1 and 4.3.5, 2019 edition. Each student will be paired in teams of two. Within the team, each student will alternate stations until the team has completed two consecutive laps. Each student will be allowed to use 2 SCBA bottles with 45 cu ft. of air in each. If the student cannot complete the course on air the student will be allowed to continue the course off air with mask removed until complete.

AFC CAMPUS COURSE:

Any deviation of the recommended course must have prior approval from the AFC Training Staff.

Station 1: Rafter Crawl (NFPA 1001, 4.3.1, 2019, ed.)

Student will crawl across a set of rafters placed on the ground. The rafter prop will consist of 10 rafters placed on 2' centers.

Station 2: Wood Chop (NFPA 1001, 4.3.4, 4.3.8, 2019, ed.)

Using an 8lb sledgehammer, the student will strike a 6x6 piece of wood for 2:00 minutes using a stopwatch to keep time.

Station 3: 2 ½" Hose Roll (NFPA 1001, 4.3.15, 4.5.2, 2019, ed.)

The student will unroll then roll a 2 ½" hose straight roll.

Station 4: Tire Pull (NFPA 1001, 4.3.12, 4.3.20, 2019, ed.)

Using a ½" static kernmantle rope attached to a 4" pulley, the student will hoist a tire 22 feet into the air then control the decent back to the ground. The student will complete 1 set of 3 pulls. The tire will weigh 50lbs.

Station 5: Stair Climb (NFPA 1001, 4.3.10, 2019, ed.)

With a 2 ½" section of hose draped over the student's shoulder, the student will ascend and descend stairs until the student has met the required 71 steps ascending and 71 steps descending.

Station 6: Tire Drag (NFPA 1001, 4.3.7, 4.3.10, 2019, ed.)

Using an 18-wheeler tire and an 8ft piece of 1 ¾" hose attached for dragging the tire, the student will drag the tire a distance of 100ft.

Station 7: SCBA Bottle Carry (NFPA 1001, 4.3.1, 2019, ed.)

The student will carry 2 SCBA bottles 50ft, around a cone, then back 50ft. The SCBA bottles will be filled with sand to weigh 40lbs each.

Station 8: 36" Pipe Crawl (NFPA 1001, 4.3.1, 4.3.9, 2019, ed.)

The student will crawl through a 36" diameter pipe for a length of 20ft.

Station 9: Ladder Shift (NFPA 1001, 4.3.6, 4.3.9, 4.3.12, 2019, ed.)

Using a 14ft roof ladder set at the proper angle for climbing, the student will shift the ladder a distance of 30ft and reset the ladder at the proper climbing angle.

REFERENCE MATERIAL:

NFPA 1001, *STANDARD FOR FIRE FIGHTER PROFESSIONAL QUALIFICATIONS*, (NATIONAL FIRE PROTECTION ASSOCIATION, 2019)

- 4.3.1 Use self-contained breathing apparatus (SCBA) during emergency operations, given SCBA and other PPE, so that the SCBA is correctly donned, the SCBA is correctly worn, controlled breathing techniques are used, emergency procedures are enacted if the SCBA fails, all low-air warnings are recognized, respiratory protection is not intentionally compromised, and hazardous areas are exited prior to air depletion.
 - (A) Requisite Knowledge. Conditions that require respiratory protection, uses and limitations of SCBA, components of SCBA, donning procedures, breathing techniques, indications for and emergency procedures used with SCBA, and physical requirements of the SCBA wearer.
 - (B) Requisite Skills. The ability to control breathing, replace SCBA air cylinders, use SCBA to exit through restricted passages, initiate and complete emergency procedures in the event of SCBA failure or air depletion, and complete donning procedures.
- 4.3.4 Force entry into a structure, given PPE, tools, and an assignment, so that the tools are used as designed, the barrier is removed, and the opening is in a safe condition and ready for entry.
 - (A) Requisite Knowledge. Basic construction of typical doors, windows, and walls within the department's community or service area; operation of doors, windows, and locks; and the dangers associated with forcing entry through doors, windows, and walls.
 - (B) Requisite Skills. The ability to transport and operate hand and power tools and to force entry through doors, windows, and walls using assorted methods and tools.
- 4.3.5 Exit a hazardous area as a team, given vision-obscured conditions, so that a safe haven is found before exhausting the air supply, others are not endangered, and the team integrity is maintained.
 - (A) Requisite Knowledge. Personnel accountability systems, communication procedures, emergency evacuation methods, what constitutes a safe haven, elements that create or indicate a hazard, and emergency procedures for loss of air supply.
 - (B) Requisite Skills. The ability to operate as a team member in vision-obscured conditions, locate and follow a guideline, conserve air supply, and evaluate areas for hazards and identify a safe haven.
- 4.3.6 Set up, mount, ascend, dismount, and descend ground ladders, given single and extension ladders, an assignment, and team members if needed, so that hazards are assessed, the ladder is stable, the angle is correct for climbing, extension ladders are extended to the necessary height with the fly locked, the top is placed against a reliable structural component, and the assignment is accomplished.
 - (A) Requisite Knowledge. Parts of a ladder, hazards associated with setting up ladders, what constitutes a stable foundation for ladder placement, different angles for various tasks, climbing techniques, safety limits to the degree of angulation, and what constitutes a reliable structural component for top placement.
 - (B) Requisite Skills. The ability to carry ladders, raise ladders, extend ladders and lock flies, determine that a wall and roof will support the ladder, judge extension ladder height requirements, and place the ladder to avoid obvious hazards, mount, ascend, dismount, and descend the ladder.
- 4.3.7 Attack a passenger vehicle fire operating as a member of a team, given PPE, an attack line, and hand tools, so that hazards are avoided, leaking flammable liquids are identified and controlled, protection from flash fires is maintained, all vehicle compartments are overhauled, and the fire is extinguished
 - (A) Requisite Knowledge. Principles of fire streams as they relate to fighting automobile fires; precautions to be followed when advancing hose lines toward an automobile; observable results that a fire stream has been properly applied; identifying alternative fuels and the hazards associated with them; dangerous conditions created during an automobile fire; common types of accidents or injuries related to fighting automobile fires and how to avoid them; how to access locked passenger, trunk, and engine compartments; and methods for overhauling an automobile.
 - (B) Requisite Skills. The ability to identify automobile fuel type; assess and control fuel leaks; open, close, and adjust the flow and pattern on nozzles; apply water for maximum effectiveness while maintaining flash fire protection; advance 1 1/2 in. (38 mm) or larger diameter attack lines; and expose hidden fires by opening all automobile compartments.

- 4.3.9 Conduct a search and rescue in a structure operating as a member of a team, given an assignment, obscured vision conditions, personal protective equipment, a flashlight, forcible entry tools, hose lines, and ladders when necessary, so that ladders are correctly placed when used, all assigned areas are searched, all victims are located and removed, team integrity is maintained, and team members' safety — including respiratory protection — is not compromised.
- (A) Requisite Knowledge. Use of forcible entry tools during rescue operations, ladder operations for rescue, psychological effects of operating in obscured conditions and ways to manage them, methods to determine if an area is tenable, primary and secondary search techniques, team members' roles and goals, methods to use and indicators of finding victims, victim removal methods (including various carries), and considerations related to respiratory protection.
 - (B) Requisite Skills. The ability to use SCBA to exit through restricted passages, set up and use different types of ladders for various types of rescue operations, rescue a fire fighter with functioning respiratory protection, rescue a fire fighter whose respiratory protection is not functioning, rescue a person who has no respiratory protection, and assess areas to determine tenability.
- 4.3.10 Attack an interior structure fire operating as a member of a team, given an attack line, ladders when needed, personal protective equipment, tools, and an assignment, so that team integrity is maintained, the attack line is deployed for advancement, ladders are correctly placed when used, access is gained into the fire area, effective water application practices are used, the fire is approached correctly, attack techniques facilitate suppression given the level of the fire, hidden fires are located and controlled, the correct body posture is maintained, hazards are recognized and managed, and the fire is brought under control.
- (A) Requisite Knowledge. Principles of fire streams; types, design, operation, nozzle pressure effects, and flow capabilities of nozzles; precautions to be followed when advancing hose lines to a fire; observable results that a fire stream has been properly applied; dangerous building conditions created by fire; principles of exposure protection; potential long-term consequences of exposure to products of combustion; physical states of matter in which fuels are found; common types of accidents or injuries and their causes; and the application of each size and type of attack line, the role of the backup team in fire attack situations, attack and control techniques for grade level and above and below grade levels, and exposing hidden fires.
 - (B) Requisite Skills. The ability to prevent water hammers when shutting down nozzles; open, close, and adjust nozzle flow and patterns; apply water using direct, indirect, and combination attacks; advance charged and uncharged 1 1/2 in. (38 mm) diameter or larger hose lines up ladders and up and down interior and exterior stairways; extend hose lines; replace burst hose sections; operate charged hose lines of 1 1/2 in. (38 mm) diameter or larger while secured to a ground ladder; couple and uncouple various handline connections; carry hose; attack fires at grade level and above and below grade levels; and locate and suppress interior wall and subfloor fires.
- 4.3.12 Perform vertical ventilation on a structure as part of a team, given an assignment, PPE, ground and roof ladders, and tools, so that ladders are positioned for ventilation, a specified opening is created, all ventilation barriers are removed, structural integrity is not compromised, products of combustion are released from the structure, and the team retreats from the area when ventilation is accomplished.
- (A) Requisite Knowledge. The methods of heat transfer; the principles of thermal layering within a structure on fire; the techniques and safety precautions for venting flat roofs, pitched roofs, and basements; basic indicators of potential collapse or roof failure; the effects of construction type and elapsed time under fire conditions on structural integrity; and the advantages and disadvantages of vertical and trench/strip ventilation.
 - (B) Requisite Skills. The ability to transport and operate ventilation tools and equipment; hoist ventilation tools to a roof; cut roofing and flooring materials to vent flat roofs, pitched roofs, and basements; sound a roof for integrity; clear an opening with hand tools; select, carry, deploy, and secure ground ladders for ventilation activities; deploy roof ladders on pitched roofs while secured to a ground ladder; and carry ventilation-related tools and equipment while ascending and descending ladders.

- 4.3.15 Connect a fire department pumper to a water supply as a member of a team, given supply or intake hose, hose tools, and a fire hydrant or static water source, so that connections are tight and water flow is unobstructed.
- (A) Requisite Knowledge. Loading and off-loading procedures for mobile water supply apparatus; fire hydrant operation; and suitable static water supply sources, procedures, and protocol for connecting to various water sources.
 - (B) Requisite Skills. The ability to hand lay a supply hose, connect and place hard suction hose for drafting operations, deploy portable water tanks as well as the equipment necessary to transfer water between and draft from them, make hydrant-to-pumper hose connections for forward and reverse lays, connect supply hose to a hydrant, and fully open and close the hydrant.
- 4.3.20 Tie a knot appropriate for hoisting tool, given PPE, tools, ropes, and an assignment, so that the knots used are appropriate for hoisting tools securely and as directed.
- (A) Requisite Knowledge. Knot types and usage; the difference between life safety and utility rope; reasons for placing rope out of service; the types of knots to use for given tools, ropes, or situations; hoisting methods for tools and equipment; and using rope to support response activities.
 - (B) Requisite Skills. The ability to hoist tools using specific knots based on the type of tool.
- 4.5.2 Clean, inspect, and return fire hose to service, given washing equipment, water, detergent, tools, and replacement gaskets, so that damage is noted and corrected, the hose is clean, and the equipment is placed in a ready state for service.
- (A) Requisite Knowledge. Departmental procedures for noting a defective hose and removing it from service, cleaning methods, and hose rolls and loads.
 - (B) Requisite Skills. The ability to clean different types of hose; operate hose washing and drying equipment; mark defective hose; and replace coupling gaskets, roll hose, and reload hose.

AFC CAMPUS EVOLUTIONS:

These are the Evolutions completed during the week of SCBA training at the AFC Campus. We acknowledge the need for slight variations of these evolutions based on training facilities, props, and other resources available at each training center.

OUTSIDE SPAGHETTI DRILL: This drill is an individual drill. The Outside Spaghetti Drill consists of 300 feet of 1 ¾" hose (main line) configured in a crossed over, looped up fashion. It should be laid on the open ground within a 1500 square foot area. A second line of 1 ¾" hose (dummy line) 300 feet long, should be entangled around the main line throughout its entirety. The student will be on air with the face-piece blacked out. The student's hand will be placed on the last 30 feet of the main line and told to proceed either left or right. The student follows the line until they meet the first coupling. They then identify the ends of the coupling for the direction of travel. Once the correct direction of travel is identified, the student must remain in constant contact with the main line until the remainder of the hose is traversed. To be successful, the student must complete the drill using a maximum of 45 cubic feet of air.

Reference: NFPA 1001 2019 edition, JPR 4.3.9

Air Limitations: One 30-minute SCBA bottle (45 cu ft.)

Instructor : Student Ratio: 1:4

RESTRICTION MAZE: This drill is an individual drill. The Restriction Maze must be approved by the Alabama Fire College. The maze should include obstacles that the student must go through, around, over and under. The student will be on air with the facepiece blacked out. The student will enter the restriction maze and traverse a distance of 120 feet. To be successful, the student must complete the drill using a maximum of 45 cubic feet of air.

Reference: NFPA 1001 2019 edition, JPR 4.3.1

Air Limitations: One 30-minute SCBA bottle (45 cu ft.)

Instructor : Student Ratio: 1:2

OUTSIDE BARREL DRILL: This is drill is an individual drill. The Outside Barrel Drill will consist of 4 55-gallon drums (or equivalent) spaced 30 feet apart in a zig-zag fashion. The student will be on air with the facepiece blacked out. The student will be placed on the first barrel in a crawling position. The instructor will strike the second barrel repeatedly to produce a sound until the student is able to locate the barrel. Once the barrel is located the instructor moves to the 3rd barrel and repeats the process until the student has located all the barrels. To be successful, the student must complete the drill using a maximum of 45 cubic feet of air.

Reference: NFPA 1001 2019 edition, JPR 4.3.5

Air Limitations: One 30-minute SCBA bottle (45 cu ft.)

Instructor : Student Ratio: 1:2

PRIMARY SEARCH DRILL (SMOKE ONLY): This drill is an individual drill. The Primary Search Drill (Smoke Only) will consist of a Left- or Right-Hand search pattern inside a smoke-filled structure. The search should cover 1300-1400 square feet. Two to three dummy victims (NO LIVE VICTIMS) should be placed inside the structure for the student to locate. The student will conduct the search and verbalize to the instructor when a victim is found. The student does not have to remove the victim. To be successful, the student must locate all victims and complete the assigned search area using a maximum of 45 cubic feet of air.

Reference: NFPA 1001 2019 edition, JPR 4.3.9

Air Limitations: One 30-minute SCBA bottle (45 cu ft.)

Instructor : Student Ratio: 1:1

PRIMARY SEARCH DRILL (NUT AND BOLT): This drill is an individual drill. The Nut and Bolt drill will consist of a Left- or Right-Hand search pattern inside a smoke-filled, heated structure. The search should cover 2700-2800 square feet. Four dummy victims (NO LIVE VICTIMS) will be placed inside the structure for the student to locate. The student will conduct the search and verbalize to the instructor when a victim is found. The student does not have to remove the victim. When the first victim is found, the instructor will give the student a bolt. When the second victim is found the instructor will give the student a lock-nut to be placed on the bolt. Third victim, the student receives a washer. The student must remove the lock-nut and place the washer onto the bolt. Fourth victim, the student receives a large nut which will also be placed onto the bolt. To be successful, the student must complete the drill using a maximum of 45 cubic feet of air AND present the nut and bolt to the Accountability Officer. The order of the nut and bolt should be as follows: Bolt, Washer, Large Nut, Lock-Nut.

Reference: NFPA 1001 2019 edition, JPR 4.3.9

Air Limitations: One 30-minute SCBA bottle (45 cu ft.)

Instructor: Student Ratio: 1:1

INSIDE SPAGHETTI DRILL: This drill is an individual drill. The Inside Spaghetti Drill consists of 300 feet of 1 ¾" hose (main line) configured in a crossed over, looped up fashion. It should be laid inside a smoke-filled, heated structure covering a 2700-2800 square foot area. A second line of 1 ¾" hose (dummy line) 300 feet long, should be entangled around the main line throughout its entirety. The student will be on air with the facepiece blacked out. The student's hand will be placed on the last 30 feet of the main line and told to proceed either left or right. The student follows the line until they meet the first coupling. They then identify the ends of the coupling for the direction of travel. Once the correct direction of travel is identified, the student must remain in constant contact with the main line until the remainder of the hose is traversed. To be successful, the student must complete the drill using a maximum of 45 cubic feet of air.

Reference: NFPA 1001 2019 edition, JPR 4.3.9

Air Limitations: One 30-minute SCBA bottle (45 cu ft.)

Instructor: Student Ratio: 1:1

PRIMARY SEARCH WITH VICTIM REMOVAL: This is a team drill (2 person). The Primary Search with Victim Removal will consist of a Left- or Right-Hand search pattern inside a smoke-filled, heated structure. The search should cover 1300-1400 square feet. Two dummy victims (NO LIVE VICTIMS) will be placed inside the structure. The team will be given a set of Irons and conduct a primary search locating the victims. When a victim is located, the team will assess the victim, leave a tool, then remove the victim from the structure. After removing the victim, the team will reenter the structure going back to their tool then continue the search. When the second victim is located they will repeat the process of assessment, leave a tool and victim removal. After the second victim is removed, the team will reenter the structure going back to their tool and complete the search of the structure. To be successful, the team must remove all victims and complete a search of the structure using a maximum of 45 cubic feet of air.

Reference: NFPA 1001 2019 edition, JPR 4.3.9

Air Limitations: One 30-minute SCBA bottle (45 cu ft.)

Instructor: Student Ratio: 1:2

PRIMARY SEARCH WITH VICTIM REMOVAL (ENGINE CO.): This is a company drill (4 person). The Primary Search with Victim Removal (Engine Co.) will consist of a Left- or Right-Hand search pattern inside a smoke-filled, heated structure. The search should cover 2700-2800 square feet. Four dummy victims (NO LIVE VICTIMS) will be placed inside the structure. The company will be given two sets of Irons and conduct a primary search (2-Left, 2-Right) locating the victims. When a victim is located, the team will assess the victim, leave a tool, then remove the victim from the structure. After removing the victim, the team will reenter the structure going back to their tool then continue the search. As each victim is located they will repeat the process of assessment, leave a tool and victim removal. After each victim is removed, the team will reenter the structure going back to their tool and continue the search until both teams meet. Once both teams meet they exit the structure as a company. To be successful, the company must remove all victims and complete a search of the structure using a maximum of 45 cubic feet of air.

Reference: NFPA 1001 2019 edition, JPR 4.3.9

Air Limitations: One 30-minute SCBA bottle (45 cu ft.)

Instructor: Student Ratio: 2:4

EVOLUTIONS TO BE COVERED DURING SCBA WEEK:

Monday	Lecture
	Primary Search 1. doors and windows open 2. black-out with hoods
Tuesday	Consumption Course (2 laps)
	Split into 3 groups: 1. Outside Barrel Drill 2. Mother Maze 3. Burn Building {Smoke only; Left & Right Hand Searches (locate victims only)}
	All groups at Burn Building (primary search – heat and smoke)
Wednesday	Consumption Course (2 laps)
	Split into 3 groups: 1. Outside Spaghetti Drill 2. Mother Maze 3. Burn Building {Nut and bolt drill (heat and smoke)}
	All groups at Burn Building (primary search with victim removal)
Thursday	Consumption Course (2 laps)
	Split into 3 groups: 1. Donning and Doffing 2. 75ft Pipe crawl 3. Burn Building (Spaghetti Drill)
	All groups at Burn Building 1. Remove hose 2. Primary Search with victim removal (Engine Company)
Friday	Consumption Course (2 laps)
	All groups at Burn Building 1. Primary Search with victim removal (2 man teams – entire building) 2. Forcible entry/Primary Search with victim removal (Engine Co. – entire building) 3. Primary Search Timed (Baby Drill)

LIVE FIRE TRAINING FOR RECRUIT SCHOOLS

Excerpt from AFC&PSC Administrative Code – §360-X-1

“(10) Specification for Training Involving Live Fire Evolutions.

(a) Training or instruction of any nature involving live fire evolutions, regardless of whether course completion results in certification, carried out by or in cooperation with the Commission or the Alabama Fire College shall be conducted by an instructor certified by the Commission as a Live Fire Instructor.

(b) Training or instruction of any nature involving live fire evolutions, regardless of whether course completion results in certification, carried out by or in cooperation with The Commission or the Alabama Fire College shall meet or exceed the requirements of NFPA 1403 Standard on Live Fire Training Evolutions, current edition.”

Pursuant to the Administrative Code, all Live Fire Training conducted during a recruit school for training or certification testing purposes shall meet or exceed the requirements of NFPA 1403 *Standard on Live Fire Training Evolutions*, current edition. The Live Fire Checklist shall be used as a template in developing the 1403 Burn Plan. The Course Coordinator or Live Fire Instructor-in-Charge shall be responsible for completing the required 1403 Burn Plan. This plan will include all aspects listed in NFPA 1403. Whether a permanent or mobile training prop is used, the previous Burn Plan may be used provided it is updated for each use. The host department or RTC shall retain each completed Burn Plan on file and submit the plan within the AFC Online course designated for that Recruit School.

LIVE FIRE TRAINING EVOLUTION CHECKLIST

Training Location	
Training Date	

Pre-burn Planning

Pre-burn plans made, showing the following:

- ☐ Site plan drawing, including all exposures
- ☐ Building plan, including overall dimensions
- ☐ Floor plan detailing all rooms, hallways, and exterior openings
- ☐ Location of command post
- ☐ Position of all apparatus
- ☐ Position of all hoses, including backup lines
- ☐ Location of emergency escape routes
- ☐ Location of emergency evacuation assembly areas
- ☐ Location of ingress and egress routes for emergency vehicles
- ☐ Available water supply determined
- ☐ Required fire flow determined for the burn building and exposure buildings
- ☐ Required reserve flow determined (50 percent of fire flow)
- ☐ Apparatus pumps obtained that meet or exceed the required fire flow for the building and exposures
- ☐ Separate water sources established for attack and backup hoselines
- ☐ Periodic weather reports obtained

Parking areas designed and marked:

- ☐ Ambulance ☐ Police vehicles ☐ Press vehicles ☐ Private vehicles
- ☐ Operations area established and perimeter marked
- ☐ Communications frequencies established, equipment obtained

Building Preparation

- ☐ Building inspected to determine structural integrity
- ☐ All utilities disconnected (acquired buildings only)
- ☐ Highly combustible interior wall and ceiling coverings removed
- ☐ All holes in walls and ceilings patched
- ☐ Materials of exceptional weight removed from above training area (or area sealed from activity)
- ☐ Ventilation openings of adequate size precut for each separate roof area
- ☐ Windows checked and operated, openings closed
- ☐ Doors checked and operated, opened or closed, as needed

☐ Building components checked and operated:

- ☐ →Roof scuttles
- ☐ →Automatic ventilators
- ☐ →Mechanical equipment
- ☐ →Lighting equipment
- ☐ →Manual or automatic sprinklers
- ☐ →Standpipes

- ☐ Stairways made safe with railings in place
- ☐ Chimney checked for stability
- ☐ Fuel tanks and closed vessels removed or adequately vented
- ☐ Unnecessary inside and outside debris removed
- ☐ Porches and outside steps made safe
- ☐ Cisterns, wells, cesspools, and other ground openings fenced or filled
- ☐ Hazards from toxic weeds, hives and vermin eliminated
- ☐ Hazardous trees, brush, and surrounding vegetation removed
- ☐ Exposures such as buildings, trees and utilities removed or protected
- ☐ All extraordinary exterior and interior hazards remedied

☐ Fire “sets” prepared:

- ☐ →Class A materials only
- ☐ →No flammable or combustible liquids
- ☐ →No contaminated materials

Pre-burn Procedures

- ☐ All participants briefed:
- ☐ →Building layout
- ☐ →Crew and instructor assignments
- ☐ →Safety rules
- ☐ →Building evacuation procedure
- ☐ →Evacuation signal (demonstrate)

☐ All hoselines checked:

- ☐ →Sufficient size for the area of fire involvement
- ☐ →Charged and test flowed
- ☐ →Supervised by qualified instructors
- ☐ →Adequate number of personnel
- ☐ →Necessary tools and equipment positioned

- ☐ Participants checked:
- ☐ →Approved full protective clothing
- ☐ →Self-contained breathing apparatus
- ☐ →Adequate SCBA air volume
- ☐ →All equipment properly donned

Post-Burn Procedures

- ☐ All personnel accounted for
- ☐ →Remaining fire overhauled, as needed
- ☐ →Building inspected for stability and hazards where more training is to follow
- ☐ →Training critique conducted

- ☐ Records and reports prepared, as required:
- ☐ →Account of activities conducted
- ☐ →List of instructors and assignments
- ☐ →List of other participants
- ☐ →Documentation of unusual conditions or events
- ☐ →Documentation of injuries incurred and treatment rendered
- ☐ →Documentation of changes or deterioration of training center burn building
- ☐ →Acquired building release
- ☐ →Student training records
- ☐ →Certificates of completion

- ☐ Building and property released to owner
- ☐ Release document signed

PRE-BURN COMMENTS:	POST-BURN COMMENTS:

VERIFICATION, NOTIFICATION, and ACKNOWLEDGMENT

Print name and then sign.

INSTRUCTOR-IN-CHARGE: _____

DATE: _____

SAFETY OFFICER: _____

DATE: _____

AHJ: _____

TITLE: _____

DATE: _____

RECRUIT SCHOOL GUIDELINES:

The Recruit School Policies have been adopted by AFC and are to be used by all host agencies while conducting a Recruit School. These policies are to be distributed to each recruit. The policies must be reviewed with the recruits, signed, and returned to the lead instructor no later than the end of the first day of class. The signed copy should be kept by the Course Coordinator during the entirety of the Recruit School. The policies cover tardiness, absence, end of subject exams, physical training, required evolutions, vulgarity and safety and behavioral issues.

- Class will begin at 8:00 a.m. Tardiness will not be tolerated! If a recruit is tardy, he or she will be counseled and a counseling form will be placed in the recruit's file. Three (3) unexcused tardies will result in dismissal.
- Recruits must attend all sessions. Only the Recruit School Coordinator can excuse a recruit from class due to an extreme emergency or hardship.
- All recruits will maintain the highest level of personal appearance. This means that uniforms will be clean & neat, shoes will be shined, and hair will be cut & combed neatly. Mustaches will be neatly trimmed, not to come below the corners of the mouth. Recruits will be clean-shaven each morning. (Daily inspections will be held to ensure each recruit's appearance is acceptable).
- The only jewelry allowed would be a wedding band, but it is strongly recommended that it be removed during outside activities, due to safety hazards.
- The student must pass each end-of-subject exam with a minimum of 70%. If the student fails both the end-of-subject exam and the make-up exam, he will be dismissed from the course. A student will be allowed to fail three (3) end-of-subject exams but must pass the make-up exams for each subject. Failure of the 4th end-of-subject exam will result in dismissal from the course.
- Students must successfully pass the certification exams with a minimum score of 70% to become certified. Normal certification retest policy applies to failed certification exams.
- Daily physical training will be required, including approved departmental or Fire College -issued PT clothing. Approved AFC PT clothing can be purchased at the AFC Bookstore. Having more than one PT outfit is recommended. The student will also need running shoes.
- Students must pass the job performance requirement (JPR) tests to pass the course.
- The student must successfully pass all required evolutions and practical exercises in order to successfully complete the course. Due to the number of students and scheduling restraints of the course, minimal time will be spent on remedial training for those students who are unable to pass the evolutions.
- Retest Policy- A student will be allowed to fail a total of three (3) required evolutions, but must pass the retest for each, after having sufficient time to rehabilitate. Failure of both the evolution and the retest will result in dismissal from the course. Failure of the 4th required evolution will result in dismissal from the course.
- Vulgarity and/or profanity will not be tolerated in AFC training evolutions by neither students nor instructors.
- Safety concerns are paramount in all training evolutions. Safety is the responsibility of the instructor and the student. Students will be briefed on certain issues including hydration policies. The student is responsible to ensure that the hydration policy is followed.
- Health screening information obtained by AFC may be conveyed to medical staff if a recruit is referred for acute care to a medical facility, and is considered privileged medical information. Health information obtained may preclude your participation in training at the AFC. In the event that you must seek medical treatment and/ or are otherwise referred to medical facilities by AFC staff, you MUST obtain a full release from a medical doctor prior to readmission into training. After a full medical release, a determination will be made regarding the feasibility of making up the training that was missed, with a primary factor being the safety of the recruit. In certain cases, dismissal from the school may be required.
- Gross insubordination and/or behavioral issues will be dealt with accordingly and may result in dismissal from the program. Instructors, staff members & guest will be shown utmost respect at all times. Disrespect to the above persons, including fellow recruits, will not be tolerated!
- If a recruit elects to terminate his or her attendance of the recruit school, a staff member must be notified and a letter of resignation is required, stating reasons why.
- Live-streaming of training evolutions is not permitted.

I certify that I have read and fully understand each of the above guidelines.

I have resolved any questions concerning these policies prior to having signed below.

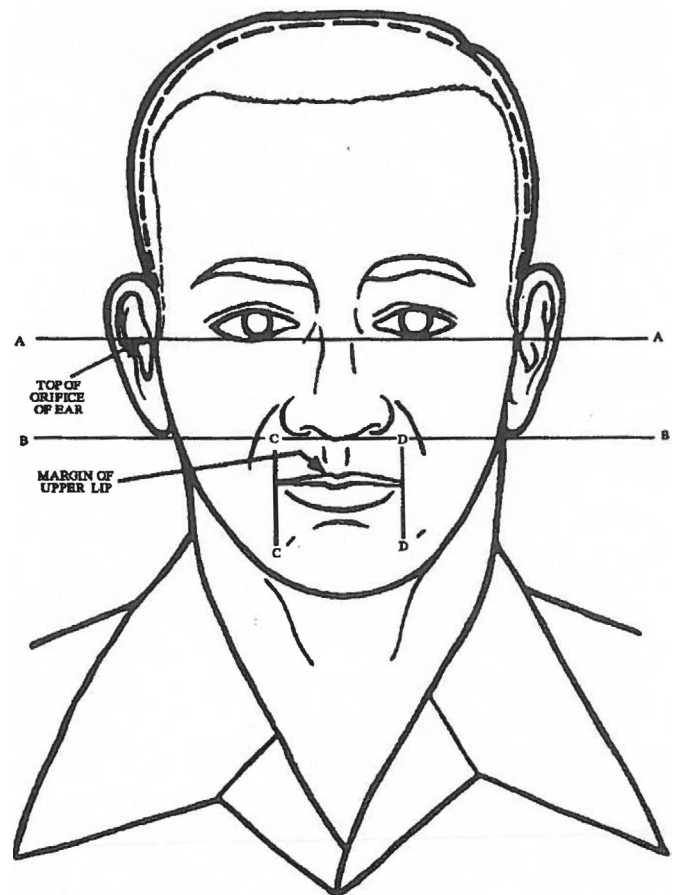
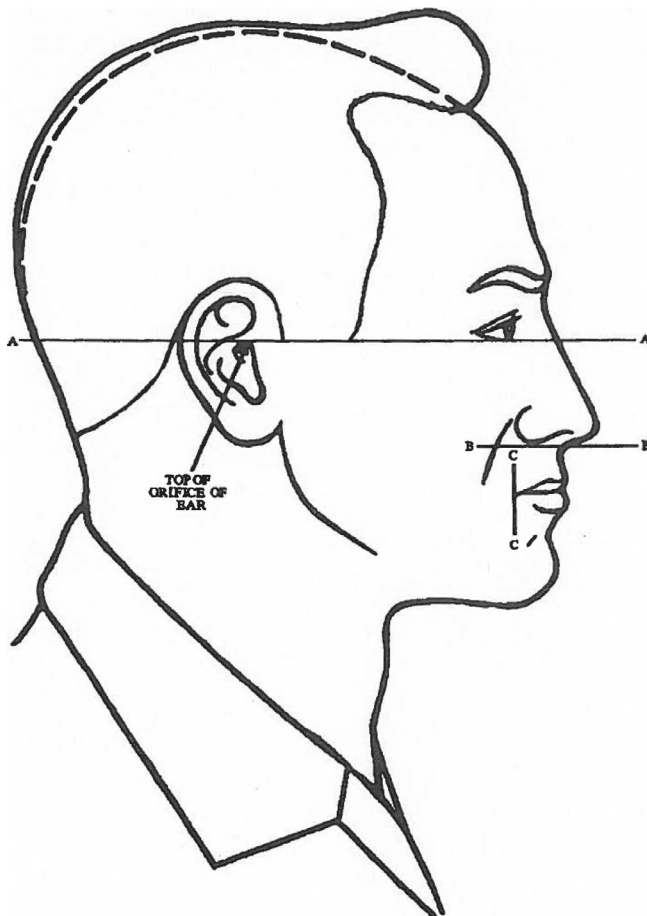
Recruit Candidate	Witness	Date

RECRUIT GROOMING STANDARDS:

The Recruit School Grooming Standards were established to provide uniformity of appearance for candidates attending AFC recruit training, not to dictate grooming standards for each department. These standards shall be enforced by instructors. It is not the intention of the AFC to set grooming standards for individual departments but to state the standards to be met while a recruit is in attendance. These standards are to be enforced by the Instructors.

HAIR:

- Hair color (Male/Female) will be such that it maintains a natural appearance with the individual. These will be naturally occurring colors that are in harmony with the individual's complexion.
- Hair length (Males) on the top of the head will not exceed 3 inches in length when fully extended on the upper portion of the head. Hair length of the sideburns will not exceed 1/8 inch when fully extended. Sideburns will not extend below the top of the orifice of the ear, as indicated by the line A-A in Figure 1. Hair will not touch the recruit's ear or the duty collar when fully extended. Hair length (Females) will be kept off the collar of the duty shirt. A securing device will be of a neutral color that maintains a professional appearance in conjunction with the individual's hair color.
- Mustache will be neatly trimmed and contained within the lines B-B, C-C, and DD and the margin area of the upper lip (Figure 2). Mustache length, when fully extended, will not exceed 1/2 inch. No other facial hair is allowed.
- Earrings will not be worn in uniform, no exceptions. Wedding bands may be worn, but are strongly discouraged due to the hazard presented while training. If a recruit decides to wear a wedding band, then they assume all responsibility in the event of an injury.



UNIFORMS:

- Will be kept in a neat professional appearance. Duty uniforms and physical fitness uniforms will be clean and neat in appearance. Duty uniform will be pressed/ironed everyday prior to first formation. Starching of uniform is not a requirement. Duty uniforms will be consistent with the sponsoring department's standard issue.
- Foot wear for physical fitness training will be of athletic type. Athletic shoes will be clean and in good condition. Duty uniform footwear will be black in color; style will be boot or dress type. Athletic shoes should not be worn with the duty uniform. Duty shoes will maintain a neat brush shined appearance; spit shining is not a requirement.

HEALTH QUESTIONNAIRE FORM:

The Health Questionnaire Form should be completed by each recruit prior to the first day of class. This form is to help provide a continuum of care for any medical personnel should the recruit become unable to answer questions appropriately. The Course Coordinator, or his designee, will be responsible for evaluating and maintaining the Health Questionnaire Form during the Recruit School. Any information given on the form which may preclude a recruit from training should be forwarded to AFC. All HIPPA rules apply and the form must be kept in a safe location throughout the duration of the Recruit School and shredded after completion of the school.

Name: _____ Course: _____

SSN: _____ DOB: _____

Height: _____ Weight: _____ Age: _____ Sex: M _____ F _____

The information obtained from this document is intended for medical use only in the event you become ill or injured during the course of training and for medical screening purposes that might preclude your participation in training at the Alabama Fire College. The information contained is privileged medical information and for the expressed use of the Medical Staff of the Health Care Institution you might be referred to for any acute care.

MEDICAL HISTORY/ILLNESS: Do you have or have you ever had? (Please check yes or no)								
	Yes	No		Yes	No		Yes	No
Cardiovascular (Heart)			Neurological			Musculoskeletal		
Angina			Concussion			Arthritis		
Congestive Heart Failure			Dizziness/Fainting Spells			Back Injury		
Heart Attack			Loss of consciousness			Broken Bones		
Heart Rhythm Problems			Migraine Headaches			Bursitis		
High Blood Pressure			Seizures			Other: Specify		
Pacemaker			Stroke					
Palpitations			Other: Specify					
Other: Specify						Eyes/Ears/Nose/Throat		
						Blindness		
			Pulmonary (Lungs)			Color Blindness		
Gastrointestinal			Asthma			Sinusitis		
Bleeding Ulcers			Chronic Bronchitis			Other: Specify		
Peptic Ulcers			Collapsed Lung(s)					
Bleeding from Rectum			COPD					
Hepatitis			Pneumonia			Surgeries		
Gallstones			Other: Specify			Angioplasty		
Other: Specify						Appendectomy		
						Back Surgery		
			Blood			Cholecystectomy		
Endocrine			Anemia			Coronary Bypass		
Diabetes			Clotting Disorder			Hip		
Other: Specify			Other: Specify			Open Fractures:		
						Other: Specify		
MEDICATIONS (List)					ALLERGIES (List)			
NAME			DOSAGE					

Any history of heat related injury/illness? _____ (yes/no)
If so, to what extent?

Are you currently a smoker/smokeless tobacco user? _____ (yes/no)

Student Signature: _____

Witness: _____

The host entity agrees to report any illness or injury that involves medical treatment beyond first aid, an injury or illness that may result in days away from work or training, restriction of work or training, or loss of consciousness. While a student has the right to refuse treatment, instructors have an obligation to suspend training when, based on their professional judgment, the student's condition requires further evaluation by a physician. The AFC Training Injury Report Form below will be completed by the Course Coordinator or lead instructor and emailed to AFC within four (4) hours of the occurrence of the injury or illness. The host entity will cease the activity in which the injury or illness occurred, inform any sponsoring departments, and not resume such activity until AFC approves in writing such resumption. After an incident requiring medical treatment, the recruit may only resume training after providing a full medical release by a physician. The medical release should also be emailed to AFC.

Date & Time	Person Making Report	Name of Injured

Type of Training being conducted:		
Date of Injury:		Location:
Transported? If yes, where to & by whom:		
Instructor-in-charge:		
Total number of training participants:		
Total number of Instructors:		

Age:		Years of service:
Pre-injury activities at training exercise:		
Pre-injury physical condition:		
Detailed description of injury:		

☐ Paid	☐ VFF	☐ Staff	Recruit (List department if not self-sponsored):
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[illegible]

LATE TO WORK / TARDY FORM:

The Late to Work-Tardy Form corresponds with the Recruit School Policies and is used for documentation of any late to work or tardy occurrences. If a recruit has been withdrawn from school due to these infractions, a copy of this form must accompany the Withdrawal Form when sent to AFC.

In accordance with the AFC Fire Fighter I/II Recruit School policies, this form is official documentation of a Late to Work/Tardy occurrence by a recruit.

Student's Name:				
Date:				
Occurrence:	☐ 1st	☐ 2nd	☐ 3rd	
Student's Signature				

The following information is to be completed by the instructor.

Class dates:	
Remarks:	
Instructor's Signature:	
Date:	

WITHDRAWAL FORM:

If a student elects to withdraw from the course or becomes academically ineligible to proceed, the Withdrawal Form must be completed. The Withdrawal Form must be completed, signed, and submitted to both Student Services and Certification on the day the recruit withdraws from the course so that any applicable prorated fees may be returned to the student.

I, _____,

request to be withdrawn from the following class:

_____.

Pro-rated tuition refunds for Fire Fighter I/II are based on the withdrawal date.

I understand by withdrawing that I may be eligible to receive a pro-rated tuition refund, will be unable to participate in testing, unable to receive Alabama Fire College credit and/or college credit, and unable to receive a certificate of attendance or certification.

Student signature: _____

Student name (printed): _____

The following information is to be completed by the instructor.

Class dates: _____

Last date attended: _____

Instructor's signature: _____

Date: _____

PHYSICAL TRAINING REHAB GUIDELINES:

Due to the physical and mental rigors of drill field training, the recruits need ample time to rehabilitate sufficiently. These guidelines shall apply to all training activities where strenuous physical activity or exposure where temperature extremes exist.

Purpose: To ensure the mental and physical well-being and safety and security of students and instructors during training exercises.

Scope: These guidelines shall apply to all training activities where strenuous physical activity or exposure to temperature extremes exist.

Responsibilities:

- A. Lead Instructor: The lead instructor shall ensure that a rehabilitation group is established when indicated. The lead instructor shall maintain an awareness of the condition of each student operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health.
- B. Rehabilitation Officer: When established, the rehabilitation officer shall be responsible for rehabilitation of all training participants. The rehabilitation officer shall make adequate provisions prior to the start of the training exercise for the rest and rehabilitation for all students in the training exercise. These provisions shall include: medical evaluation, treatment and monitoring; fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level; it is recommended that Advanced Life Support (ALS) personnel and equipment be available.
- C. Students: During periods of hot weather, students shall be encouraged to drink water and activity beverages throughout the training exercise. During training evolutions students and instructors have an obligation to notify instructors and/or the rehab officer if they feel their fatigue or level of exposure to temperature extremes is detrimentally impacting them or their crew members. Individuals shall also remain aware of the health and safety of other members of their crew.

Establishment of Rehabilitation Group:

- A. Responsibility: The lead Instructor and/or Rehab officer will establish a rehabilitation group when conditions indicate. It is recommended that the EMSP with the highest level of training be responsible for the rehabilitation group.
- B. Location: The location for the rehabilitation group will normally be designated by the lead Instructor. If a location has not been designated, the rehabilitation officer shall select an appropriate location based on the site characteristics listed below in Section C.
- C. Site Characteristics:
 - 1. It should be an upwind location easily accessible by EMS units in case of transport.
 - 2. It should be far enough away from the training scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the training exercise.
 - 3. It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be a cool shaded area. During cold weather, it should be a warm dry area.
 - 4. It should enable students to be free of exhaust fumes from apparatus, vehicles, or equipment (including those involved in the rehabilitation Sector or the exercise operations).
 - 5. It should be large enough to accommodate multiple crews, based on the size of the class and be capable of setting up fans, tarps, etc.
- D. Resources: The rehabilitation officer shall secure all necessary resources required to adequately staff and supply the rehabilitation group. The supplies should include the items listed:
 - 1. Medical – EMT's, blood pressure cuffs, stethoscopes, oxygen supplies, cardiac monitors, thermometers, and intravenous equipment/fluids as needed.
 - 2. Fluids – Any combination of water, activity beverage, oral electrolyte solutions, and ice.
 - 3. Other – awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, blankets and towels, traffic cones and fire line tape (to identify the entrance and exit of the rehabilitation group).

Guidelines:

- A. Establishing the need for a rehabilitation group: rehabilitation shall be established during training activities requiring extreme physical activities, such as SCBA Week, Air Consumption Course, etc. However, the climatic or environmental conditions of the training exercise should not be the sole justification for establishing a rehabilitation group. Any training activity that is large in size, long in duration, and/or labor intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation. Climatic or environmental conditions that indicate the need to establish a rehabilitation group are heat stress index above 90°F or wind-chill below 10°F.
- B. Hydration: A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at training activities. During heat stress, the student (and instructors) should consume at least one quart of water per hour. The re-hydration solution should alternate between water and a commercially prepared activity beverage and administered as cool as possible. Re-hydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during training or other strenuous activity when protective equipment is worn. Alcohol and caffeine beverages should be avoided before and during heat stress because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

C. Rest: The “two air bottle rule,” or 40 minutes of work time, is recommended as an acceptable level prior to mandatory rehabilitation. Members shall re-hydrate (at least eight ounces) while SCBA cylinders are being changed. Students having worked for two full 30-minute rated bottles, or 40 minutes, shall be immediately placed in the rehabilitation group for rest and evaluation. In all cases, the objective evaluation of a student’s fatigue shall be the criteria for rehabilitation time. Rest time of each student shall be determined by the rehabilitation officer. Total rest time will be dependent on the student’s current condition, but that time will be a minimum of 20 minutes. (Refer to NFPA 1584 rehabilitation Standard for more information.)

D. Recovery: Students in the rehabilitation group should maintain a high level of hydration. Students should not be moved from a hot environment directly into an air-conditioned area because the body’s cooling system can shut down in response to the external cooling. An air-conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement. Certain drugs impair the body’s ability to sweat and extreme caution must be exercised if the member has taken antihistamines, such as Actifed or Benadryl, or has taken diuretics or stimulants.

E. Medical Evaluation:

1. Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing fluids for re-hydration. Medical treatment for students whose signs and/or symptoms indicates potential problems, should be provided in accordance with Alabama Department of Public Health, EMS Protocols. Fire fighters shall not leave the rehabilitation group until authorized to do so by the rehabilitation officer.
2. EMS personnel performing medical monitoring should assess for:
 - a. Chest pain, dizziness, shortness of breath, weakness, nausea or headache
 - b. General complaints such as cramps or aches and pains
 - c. Symptoms of heat or cold-related stress
 - d. Changes in gait, speech or behavior
 - e. Alertness and orientation to person, place and time
 - f. Abnormal vital signs: heart rate, temperature, blood pressure, respiratory rate, pulse oximetry, carbon monoxide (if a testing method is available)
3. Heart Rate - Normal is 60-100 beats per minute. Common to exceed 100 during exertion. After resting for a period of time, heart rate should return to normal. Heart rate must be interpreted within the context of the individual (baseline recorded resting heart rates are helpful).
4. Temperature - Oral and tympanic thermometers may be used but tend to read lower than core body temperature:
Oral: ~1° F lower than core temp / Tympanic: ~2° F lower than core temp
Both can be highly affected by many variables. Regardless of the type of thermometer used, it is important to use the same device each time to accurately measure changes and trends.
5. Blood Pressure - members with a systolic blood pressure > 160 mmHg or a diastolic blood pressure > 100 mmHg should not be allowed to participate in training activities or released from rehab. If their BP continues to exceed the set limits further medical evaluation may be required.
6. Respiratory rate - Normal is 12-20 breaths per minute. In rehab, most students will have a higher than normal respiratory rate. Respiratory rates should fall to normal before discharge from rehab.
7. Pulse Oximetry - Noninvasive measure of oxygen saturation (SpO2) and pulse rate. Good assessment tool prior to and during oxygen administration and medical treatment. Students with SpO2 <92% on room air should not be released from rehab.
8. Pulse CO-Oximetry - Noninvasive measure of oxygen saturation (SpO2), carboxyhemoglobin (SpCO), and methemoglobin (SpMet). If available, can be a rapid rehab assessment tool for possible CO exposure on the fireground. Pulse CO-Oximetry can serve as a replacement and/or adjunct to standard pulse oximetry.
 - a. Pulse CO-Oximetry:
 - Normal values: 0-5% (non-smokers) / 5-10% (smokers)
 - SpCO 10-15%: Assess for signs and symptoms of CO poisoning.
 - SpCO > 15%: Treat with 100% oxygenMember must have a normal SpCO (if monitored) to be released from rehab.
9. Monitoring hydration - Because of the heat and protective clothing, students can rapidly lose large amounts of fluids through sweat and breathing. All students should begin work properly hydrated. Members entering rehab should consume enough fluids to satisfy thirst. Re-hydration should continue post-incident as it may take more time and fluids than initially thought to restore proper hydration.
 - a. Dehydration:
 - Mild (loss of < 5% body weight)
 - Moderate (loss of 5-10% body weight)
 - Severe (loss of > 10% body weight)

b. Signs and Symptoms of Dehydration

% Weight Lost	Signs and Symptoms
1%	Increased thirst
2%	Loss of appetite, dry skin, dark urine, fatigue, dry mouth
3%	Increased heart rate
4-5%	Decreased work capacity by up to 30%
5%	Increased respiration, nausea, increased sweating, decreased urine output, markedly increased fatigue, muscle cramps, headache
10%	Muscle spasms, markedly elevated pulse rate, vomiting, diminished vision, confusion, altered mental status

F. Documentation: Vital signs will be taken for each student prior to the physical activity, after the activity, after an extended break (such as lunch), and at the end of the training day. Vital signs shall be recorded using the AFC Vital Record Sheet. If medical treatment outside of oral re-hydration, basic vitals assessment, and cooling is required an injury report and a Patient Care Report (PCR) shall be completed and forwarded to AFC.

REHABILITATION FORM:

[illegible]

Instructor Signature: _____

[illegible]

VITALS RECORD FORM:

This form is to be used while the student is in the rehab group. It will serve as documentation that the recruit's vital signs and weight stay within the parameters conducive for training.

Name:

[illegible]

HYDRATION POLICY:

During all outdoor training activities requiring physical exertion, the AFC Hydration Policy will be followed by all Recruit Schools taught under the auspices of AFC. The recruit is responsible to insure compliance with the Hydration Policy. Instructors will assist in insuring student compliance.

Purpose: Research indicates the need to ensure the participants are properly hydrated prior to the commencement of training as lack of hydration can detrimentally impact performance.

Policy: This policy presents the recommended hydration guidelines for participants prior to, during, and after the completion of strenuous practical training evolutions.

Procedure: The instructor shall encourage students to follow these hydration guidelines for all strenuous practical evolutions and other situations that may result in dehydration.

While hydration is a personal responsibility, it is the responsibility of the field instructor to monitor participants for the signs and symptoms of dehydration such as muscle weakness, dizziness, disorientation, hypotension, tachycardia and lack of sweating. The presence of these signs and symptoms constitutes a true medical emergency. The instructor should remove any individual exhibiting these signs and symptoms from the training environment and seek emergency medical support immediately.

Additionally, the instructor should be alert to environmental conditions that may exacerbate dehydration and be familiar with the AFC policy regarding outdoor training in extreme weather conditions.

Pre-hydration:

1. The goal of pre-hydration is to start the training session properly hydrated and with normal plasma electrolyte levels. Pre-hydration should begin at least several hours before the training session to enable fluid absorption and allow urine output to maintain normal levels.
2. Prior to the training session, students should slowly drink one ounce of water for every ten pounds of body weight at least four hours before the training session. If the student does not produce urine, or if the urine is dark or highly concentrated, the student should slowly drink an additional one ounce of water for every twenty pounds of body weight about two hours before the training session.
3. Do not substitute beverages with alcohol or caffeine for water. Caffeine and alcohol act as diuretics and can exacerbate dehydration.
4. Students should not attempt to hyper-hydrate prior to a training session as it has been shown to provide no clear physiologic or performance advantage and can increase the risk of hyponatremia, a potentially lethal condition.

Preventing Dehydration

1. The goal of drinking during the training session is to prevent excessive dehydration and excessive changes in electrolyte balance. The specific amount and rate of fluid replacement are highly variable depending on individual sweat rate, session intensity and duration, and environmental conditions.
2. Ideally, students should create a customized fluid replacement plan based on pre- and post-training session weight with the goal to prevent loss of more than two percent of baseline body weight during activity.
3. In the absence of an individualized fluid replacement plan, students should drink water slowly and continuously during the breaks provided during the training session. Electrolyte replacement beverages may be beneficial in the most extreme training conditions, but the primary goal should be volume replacement, which is best accomplished with water.
4. Students should continue fluid replacement even if they do not feel thirsty. By the time thirst is detected, the student is already dehydrated, which results in decreased performance and increase health and safety risk.

Re-hydration

1. The goal of re-hydration is to replace any fluid and electrolyte deficiency fully.
2. Individuals should drink 20 ounces of fluid for every pound of body weight lost during the training session. If the total body weight lost during training is unknown, students should drink slowly and continuously until urine is no longer dark or highly concentrated. Consuming beverages and snack with sodium will help expedite rapid and complete recovery by stimulating thirst and drinking as well as stimulate fluid retention by the kidney.

OUTDOOR TRAINING ACTIVITIES DURING EXTREME WEATHER CONDITIONS:

During all outdoor training activities requiring physical exertion, the Outdoor Training Activities during Extreme Weather Conditions policy will be followed by all recruit schools taught under the auspices of AFC. This policy covers elevated temperature conditions including heat indexes, cold climates including wind chill factors, as well as inclement weather conditions. The instructors will be responsible for adherence to this policy.

Purpose: This policy shall serve as a guide to the instructor in making reasonable judgments and decisions with regard to outdoor training activities under extreme weather conditions.

Policy: It is the responsibility of each instructor to monitor weather conditions and uses the following guidelines to adjust or cancel related activities as conditions warrant. It is also the responsibility of the instructor to monitor students individually during extreme weather conditions, taking into consideration age, physical condition, and other factors that may influence an individual's performance. The AFC staff reserves the right to cancel or modify classes when weather conditions may be of concern.

The heat and wind chill indices as developed by the National Weather Service will be used as the guide for determining an extreme heat and cold conditions. Weather information local to the class site should be used. Where AFC courses are being conducted that have established more stringent weather policies with regard to training or outdoor activities, those policies shall be followed.

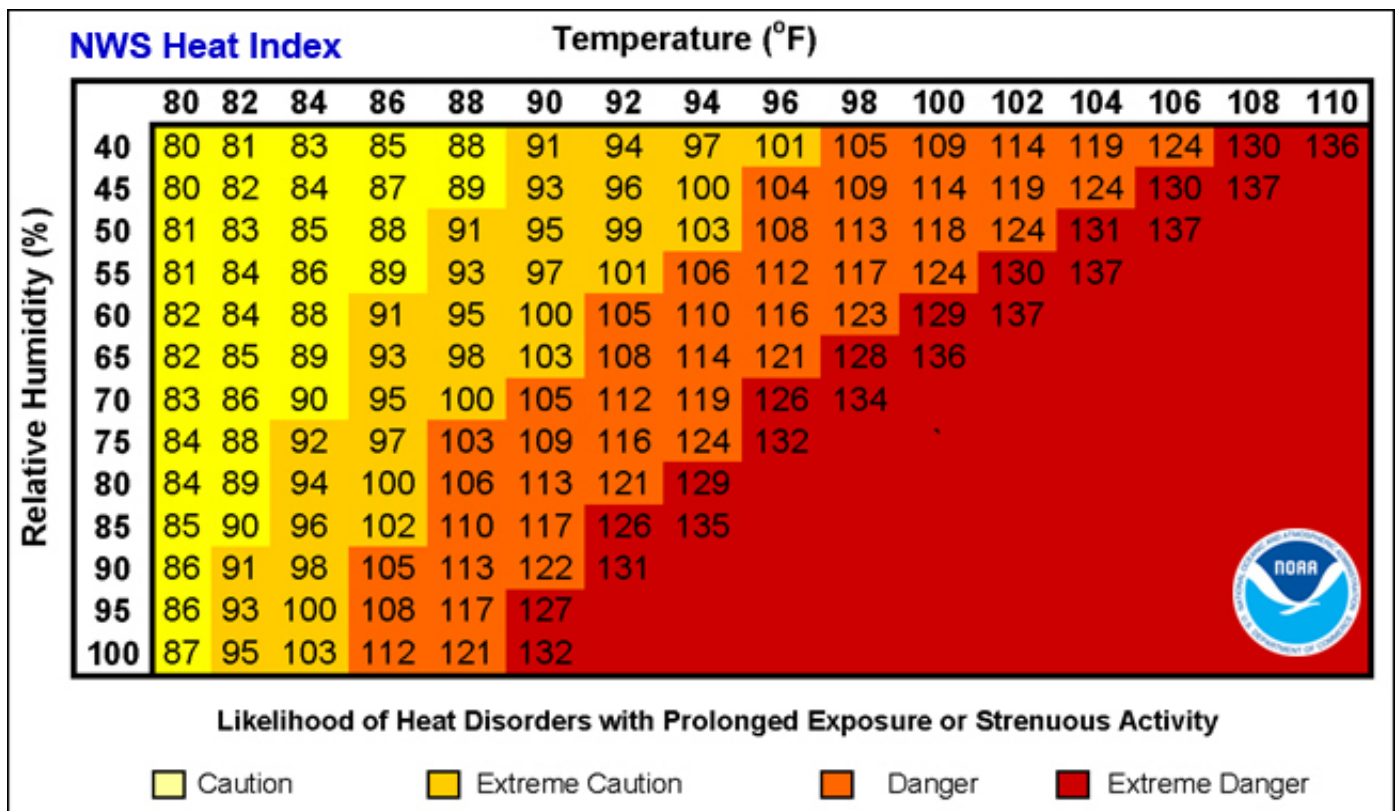
EXTREME HEAT:

Outside training activities requiring physical activity or full protective clothing shall not be conducted when the heat index reaches more than 110°F. Consideration should be given to the factors that full protective clothing may add 10° to the heat index value, and age/physical condition of individual students may affect susceptibility to heat disorders. Where the heat index is between 100° and 110°F, conditions may be considered hazardous. The instructor shall use discretion with regard to outside activity cancellation/modification (other factors such as time of day and type of activity may influence the instructor's decision).

It is permissible to allow tasks other than firefighting activities to be safely conducted with reduced level of protective clothing (i.e., helmet, gloves, and boots or safety shoes).

Adequate hydration should be available at the training site. Strenuous physical activity may be limited based on weather conditions. A rehabilitation group should be established to ensure rest and re-hydration (a cool, shady area is preferred.)

Source: National Weather Service (<https://www.weather.gov/safety/heat-index>)

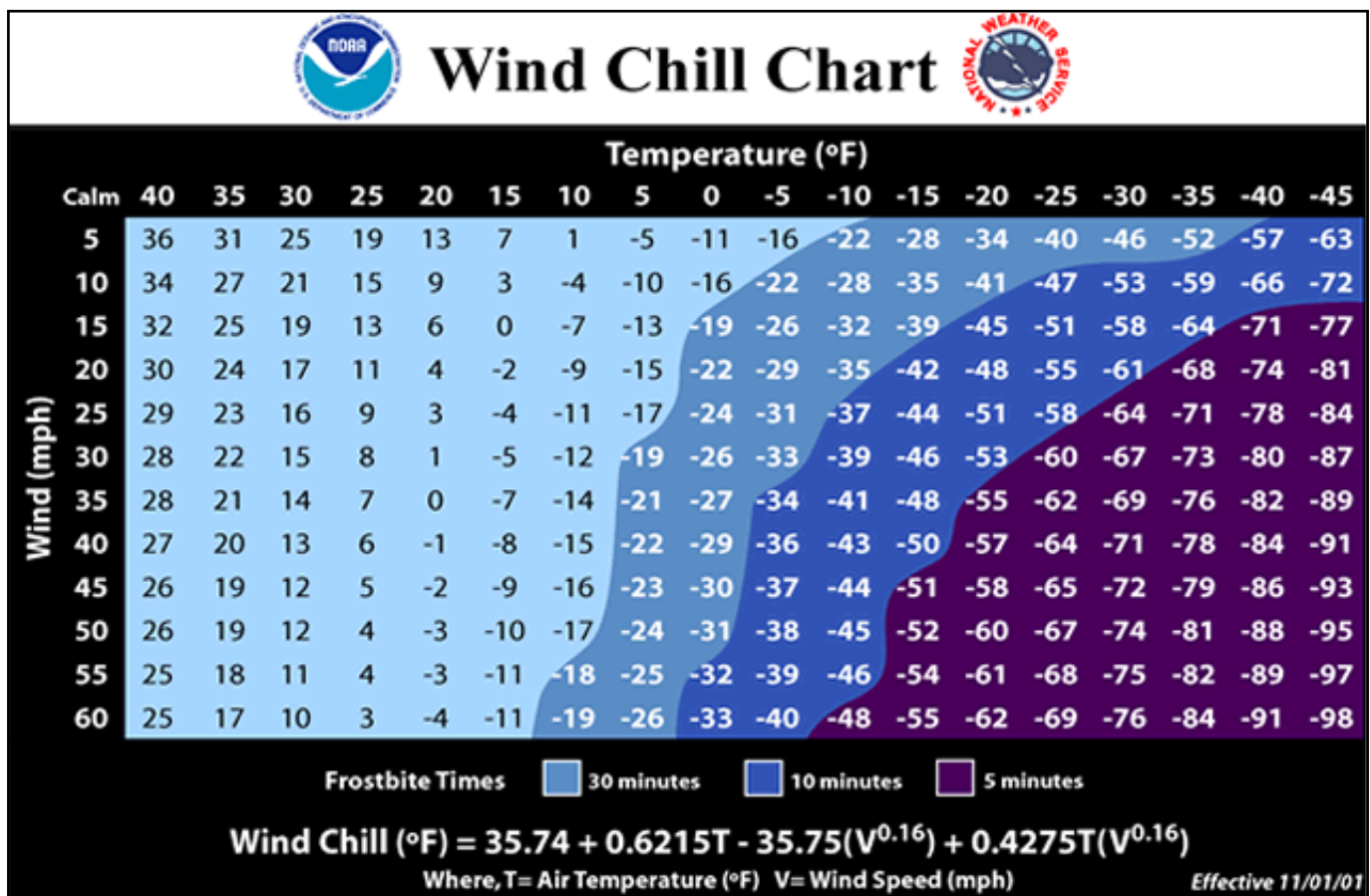


EXTREME COLD:

Wind chill factors may vary depending on the training location's proximity to wind barriers. Frostbite is possible at temperatures less than 0 degrees F and temperatures are considered dangerous at 20 degrees F. Outside training activities should not be conducted when the wind chill factor is less than 20 degrees F unless:

1. Students are properly dressed for an appropriate cold weather activity.
2. The cold weather will not affect the safe and proper function of tools, equipment, and apparatus.
3. An adequate supply of warm liquids and/or food is available at the training site.
4. Strenuous physical activity is monitored and limited to 15 to 20 minutes.
5. A heated indoor rehabilitation group is in close proximity to the training site.
6. When conducting outside training activities in temperatures where climbing/walking surfaces are subject to freezing and may create a slip hazard, instructors shall exercise due caution.

Source: National Weather Service (<https://www.weather.gov/safety/cold-wind-chill-chart>)



OTHER CONDITIONS:

Instructors shall consider other extreme weather-related conditions and modify or cancel outside training activities accordingly. These conditions include, but are not limited to: high winds, snow or snow on the ground, ice, sleet, hail, rain, lightning, thunderstorm warning, or tornado warning.

The decision to continue or cancel a course based on weather extremes shall be made in consultation with AFC Fire Programs staff and/or Regional Coordinator. In all cases, the safety and security of staff and students shall be a primary concern.

GRADUATION PROCEDURES

Graduating a recruit class is a very important event that will leave a lasting impression on the recruits and their families. AFC will assist as requested by the host agency. If the course is delivered as an RTC course, we ask that you use the same format for the graduation ceremony as used by the Fire College. Due to differing logistical support, a slight deviation from the format may be granted with prior approval by the Fire College.

GRADUATION INFORMATION:

The Graduation Information Sheet is to be completed and forwarded to Jason Jackson at jjackson@alabamafirecollege.org five (5) weeks prior to the graduation ceremony. This information sheet will be utilized to produce a standard graduation program which, when completed, will be emailed to the course Ccoordinator. This finalized program will include AFC emblems and should be printed on a color printer. The host agency will be responsible for printing the number of copies needed.

There is a special awards section on the information sheet, the Leadership Award and the Director's Award for Academic Excellence. The Leadership Award will be nominated and voted on by the recruits and approved by the instructors. The Director's Award for Academic Excellence goes to the student with the highest GPA in the class. This may or may not be determined four weeks prior to graduation due to the remaining end of chapter tests given. In this event, the template for the special awards will be emailed to the Course Coordinator which can be filled out and printed on cardstock.

GRADUATION INFORMATION SHEET

Please complete and forward to Jason Jackson (jjackson@alabamafirecollege.org) 5 weeks prior to graduation.

INVITATIONS	Date Requested:	Date Needed by:
Name of "School" (& number):		
Name of Course:		
Date of Graduation:		Time of Graduation:
Location of Graduation:		
Address of Graduation Location:		

GUEST SPEAKER	
Name, Title, Company: (ex. First Lastname, Chief, City Fire Department)	

PROGRAMS	Date Requested:	Date Needed by:
Processional:	N/A	
National Anthem:	N/A	
Invocation (name):		
Welcome (name & title):		
Graduation Address (name & title):		
Introduction of Speaker (name & title):		
Response (name):		
Badge Pinning & Certificate Ceremony (Instructors names):		
Student Awards & Oath of Office (Person(s) presenting):		
Official Class Dismissal (name):		

GUEST SPEAKER INFORMATION

All recruit graduations should have a guest speaker to address the class. It will be the host agency's responsibility to schedule a guest speaker. If the host agency requests a guest speaker award, the Guest Speaker Information Sheet will be completed and emailed to Jason Jackson (jjackson@alabamafirecollege.org) five (5) weeks prior to graduation. This will allow sufficient time to process and ship the award prior to graduation day.

Guest Speaker: (ex. John Doe, Chief of ****Fire/Rescue) If Guest speaker has a title please list.	
Reason for Award: (ex. graduation ceremony)	
Ceremony Title: (ex. Fire Fighter Bridge Program or Fire Fighter I/II Recruit School 19-01)	
Event date:	
Deliver to:	



FIRE FIGHTER OATH

The Fire Fighter Oath should be incorporated into the graduation ceremony. This oath can be administered by the Course Coordinator or his designee. If requested, a member or designee of AFC can be present to administer the Oath.

Captain will call the recruits to attention.

AFC Official administers the oath:

Recruits raise your right hand and repeat after me:

I do solemnly swear

That I will support and defend

The Constitution of the United States

And the Constitution of the State of Alabama;

That I will faithfully and diligently

Serve my community;

And that I will execute my responsibilities

As a fire fighter

To the best of my ability.

To this I pledge my sacred honor,

So help me God.

