



HACC, Central PA's Community College

School of Public Services / Fire Training Student Handbook

Welcome to the Fire Training Student Handbook, designed for students engaging in a fast-paced, professional firefighting training program. This document will serve as a brief overview for student reference and provide expectations regarding Fire Training classes.

Safety, professional conduct, and observation of our college's policy are non-negotiable. Please, be prepared for the intensity of our training. Students may hear loud and abrupt commands from Instructional Staff, serving to simulate real-life emergency scenarios or to prevent unsafe situations. Students of our classes should expect that dedication to study outside of class may be necessary as our training schedules are accelerated when compared to traditional college courses. Many of our classes are physically demanding and may be taxing to individuals who are not prepared for that level of activity. While training scenarios are performed in a controlled and safe manner, some are inherently dangerous due to their relationship to the ultra-hazardous nature of the Firefighting profession; Students must not engage in activities that will compromise the safety of any individuals involved in training. Willful engagement in unsafe activities will be grounds for potential and immediate dismissal from training (examples: tying prohibited knots, entering IDLH atmospheres without direction, using tools and equipment for purposes other than their intended use, etc.). Our staff are dedicated to the safety, well-being, and instruction of our students. We thank you for choosing us to help you achieve your goals in your firefighting journey!

Leadership Team

- The School of Public Safety Services Executive Dean has the overall responsibility for the administration and management of the Fire, EMS and LE units and the development and delivery of all public safety training programs.
- The Fire Training Director has the responsibility of providing a comprehensive Fire training program and oversight over all courses.
- The Program Coordinator and is the first line supervisor and has the responsibility of providing comprehensive fire training programs.
- The Lead & Assistant Instructors are responsible for daily instruction and assuring all assigned tasks and skills are completed in a satisfactory manner.

Attendance Policy:

- Students **MUST** adhere to Pennsylvania State Fire Academy policy for Pennsylvania State Fire Academy curriculum classes, or at least 70% of course hours for Harrisburg Area Community College curriculum classes.
- All students will report to class as determined by your schedule with all course materials needed for that particular session.

- Dismissal Time: No student will leave class until dismissed by fire training staff.
- The course attendance sheet will be maintained as an official record to provide a record of attendance for all students, and a historical record of events occurring during the class.
- Unexpected absences or late arrivals - If a student is going to be absent or late without prior notice they must contact **the Program Coordinator or Lead Instructor prior to class on the day of the absence and each subsequent day thereafter.**
- Rarely will the Public Safety Center be closed due to inclement weather. HACC's status will be announced on their website or local news channels.

Make-Up Policy:

The completion of all work assignments or incomplete skills must be made up within one year from the date their assigned date or result in failure. Students needing to perform make-up work such as homework, test and other assignments must coordinate with the class coordinator prior to the missed assignment. In cases of emergencies, make-up will be at the discretion of the class coordinator.

Late Assignment Policy:

The completion of all work assignments is solely the responsibility of the student. Assignments not completed by the student due to tardiness or missed class, without prior notice, will be accepted at the discretion of the class coordinator.

Grading:

Grading for Fire Training programs are as follows:

- If a course includes a written exam, a 70% or higher must be scored to be considered passing.
- All mandatory practical skill evaluations must be completed successfully.
- Instructional Staff will evaluate student performance and interaction during class.

Re-tests:

Students are permitted two (2) re-tests for written exams that must be completed within one (1) year after the date of the original test date.

ACADEMIC DISHONESTY is defined in Administrative Procedure 594. A partial description of this procedure is given below.

“Academic dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized material or fabricated information in any academic work.” It includes, but is not limited to:

- A. Cheating - giving or receiving answers on assigned material, using materials or aids forbidden by the instructor ... unauthorized possession of examinations....
- B. Plagiarism - offering someone else's work, words, or ideas as one's own or using material from another source without acknowledgement.
- C. Interference – interfering without permission with the work of another student, either by obtaining, changing or destroying the work of another student.
- D. Buying or selling of term papers, homework, examinations, laboratory assignments, computer programs, etc.
- E. Falsifying of one's own or another's records
- F. Knowingly assisting someone who engages in A - E above.

Any compromise of academic dishonesty will result in immediate dismissal from the course.

Injury:

Any injury sustained either during class hours or outside of class must be reported to the staff at the earliest possible moment. Include type of injury, location, and extent.

Conduct & Courtesy:

- All students will maintain an exemplary standard of personal integrity and ethical conduct in their relationships with other students, fire training staff and the college community.
- Students will adhere to the Firefighter Code of Ethics (attached below).

Restrictions:

- Students are not permitted to use mobile devices during class. Mobile phones may only be used during class and lunch breaks.
- Students are restricted from entering areas not directly related to the scope of instruction of class without permission.
- Students are to park where designated. Cars parked illegally may be ticketed and towed at the student's expense.
- There will be no sleeping allowed during class at any time.

Dress / Attire:

- Your appearance is not only a reflection on you, but also your attitude toward your profession.
- Students may not wear head coverings of any kind, including hats and hoods, unless worn for religious, medical, or safety purposes and approved in advance.

- Sunglasses may not be worn during class.
- The length and style of hair (both facial and head) and jewelry shall be limited if it constitutes a health or safety hazard or if it is harmful to the building or equipment. In both cases, the student may be required to wear some type of protective covering or remove jewelry.
- No exposed midriffs will be permitted. Shirts must cover the midriff on all sides.
- No exposed cleavage will be permitted.
- Straps such as those found on tank tops, muscle shirts, halter tops, tube tops and/or spaghetti strap tops are not permitted. Tops that expose the back or parts of undergarments, including racerback tops or similar articles, are not permitted.
- All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt, are not permitted. Pants must be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose undergarments or skin around the midsection.
- Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Students wearing any article of clothing that is deemed inappropriate, offensive, or a distraction to the educational environment by the administration will be required to change.
- Pajamas or sleepwear are prohibited.
- The length and style of accessories will be limited if they constitute a health or safety hazard or if they are harmful to the building or equipment. In both cases, the student may be required to remove the accessory.
- Footwear must be worn. Safety considerations may dictate the type of footwear worn in specific classes or school settings.
- Clothing containing holes, cuts, tears and/or rips that expose undergarments or skin are not permitted.

Facial Hair

- In accordance with United States Law, 29 CFR 1910.134, the mandate from the Office of the Pennsylvania State Fire Commissioner, and NFPA 1403, 1404, & 1500, any course requiring the use of a SCBA or other respiratory protection (APR, PAPR, etc.) will require the participants to be clean-shaven. This means there will be no facial hair anywhere along the jaw line, the chin, or under the lower lip. A well-trimmed mustache is permitted. Any student out of compliance with the policy will be given the option of shaving prior to the start of class or not attending the program.

Personal Protective Clothing:

- All students must have a complete set of Fire Service approved protective clothing meeting current NFPA Standards if required by class.
- If students are supplied Personal Protective Equipment (PPE) by their sponsoring Fire Department, it must be utilized in its entirety. Students must seek specific permission to utilize another piece of PPE from another source.
- All students must have a self-contained breathing apparatus that meets current NFPA Standards if required by class.
- Safety glasses must be ANSI approved.

Personal Property:

- Personal property owned by the student is his/her responsibility and the HACC will assume no liability in the event of loss. Students are encouraged to keep valuables locked in their car.

Photo/Social Media Policy:

- Student should refrain from making social media posts during class.
- Students should **NOT** make any social media post(s), comments or picture, of any student without their permission.
- Social media post(s) should reflect the college, the class, and its students in a positive manner.
- Students planning on taking photos should ask permission of the lead instructor and the permission of any other photographed students before taking any photos.
- HACC must obtain student permission for photography. Photography Releases are provided at the start of classes.

Family Educational Rights and Privacy Act (FERPA)

HACC Employees are restricted from discussing the academic standing of any student with any non-HACC entity, unless a Permission to Release form has been completed granting permission to discuss this information with indicated persons or agencies.

Harassment:

College AP 875 – HARASSMENT

This policy is summarized below for review and a copy of the full policy will be provide if appropriate.

The college does not tolerate any form of harassment, including sexual harassment or violence. Harassment is defined as any behavior which creates an intimidating, hostile or offensive work or learning environment, especially if the behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior. Harassment is behavior that is based on individual or group characteristics including but not limited to race, color, ethnicity, gender, age, disability, religion, political belief or affiliation, marital status, ancestry, veteran

status, sexual orientation, gender identity or expression, or membership in any other protected group under federal, state or local law.

Disciplinary Action:

Any infractions of the above rules and regulations may result in disciplinary action or dismissal from the course.

Appeal of Academic Decisions:

College AP 663 - APPEAL OF ACADEMIC DECISIONS

Academic decisions may be appealed. This policy will be provided when appropriate.

Student Grievances:

Complaints regarding the Instructors, Program Administration, and Course Content shall be submitted in the following manner:

- An individual must present the complain to the Program Coordinator. The Program Coordinator will discuss the complaint and review the policies with the individual to determine if the particular problem is defined and explained.
- If unsatisfied, the individual may present the complaint to the HACC, Shumaker Public Safety Center Fire Training Director in writing. The complaint will be reviewed and discussed with the Program Coordinator. Administration will notify the individual of the outcome of the review and subsequent investigation.
- If proposed resolution by Administration is unsatisfactory, the individual may submit the complaint in writing to the Executive Dean of the School of Public Service.

Student Assistance:

HACC will pay for up to three counseling sessions per semester for a student in need of services. Our partner agency, Mazzitti & Sullivan EAP Services, Inc. provides comprehensive clinical mental health services to HACC students who are currently participating in a HACC program.

This agreement allows students to access:

- A robust, national network of licensed and insured therapists
- Confidential help for a variety of mental health concerns, including depression, anxiety, stress and relationship issues
- Options for face-to-face, telephonic and on-demand virtual counseling
- Triage services 24 hours a day, seven days a week

To Make an Appointment by Phone

- Call 1-800-543-5080 to speak to someone 24/7 or to schedule an appointment.

To Make an Appointment Using the Online Form

- Go to <https://www.mseap.com/hacc-students/>.
- Fill out the form.
- Click the Submit button at the bottom of the form.
- Expect a response by the next business day.

To View Resources and Support Information Online

- Go to mseap.com.
- Click on Member Login in the upper right area of the page.
- Enter HACCSTU in the Sign In box under Access Code
- Browse materials related to mental health, emotional well-being, financial wellness and more.

STUDENTS IN NEED OF TESTING ACCOMMODATIONS:

Students with disabilities who are in need of accommodations should contact the campus disability coordinator listed below. Coordinators for each campus are listed here:

<http://www.hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm>

EEOC/PHRC Syllabus Statement

EEOC POLICY 005:

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act (“PHRAct”) prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act (“PFEOAct”) prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at <http://www.phrc.pa.gov/Pages/default.aspx#.V2HOujFuNS0>.

HACC—Harrisburg Campus

Carole Kerper, Director, Disability Services

Cooper 133D

Phone: 717-780-2614

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Email: clkerper@hacc.edu

Family Education Rights and Privacy Act (FERPA)

[The Family Educational Rights and Privacy Act of 1974](#) (FERPA) protects the privacy of student records. FERPA protects students and ensures their educational records are accurate and secure. FERPA applies to institutions that receive federal aid by the Secretary of Education.

HACC may not release personal information unless the student provides written consent. If a student would like to release educational records to a person or organization, a [Release of Information Form](#) is required. Students

should submit the aforementioned form to onestopwc@hacc.edu. Please open the Release of Information form in any browser except Microsoft Edge.

Student Handbook

The Harrisburg Area Community College Student Handbook contains detailed information about all College regulations governing student behavior, including the College Disciplinary Policy as well as Student Grievance procedure. The Harrisburg Area Community College Student Handbook is available at: <http://hacc.edu/StudentLife/ResourcesandServices/upload/StudentHandbook.pdf>

Physical Health & Expectations

All students participating in courses with physical activities should meet the requirements of NFPA 1582, Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians, within a reasonable period of time prior to entering into physical training or testing to ensure his or her ability to safely perform the required tasks.

All fourteen (14) Essential Job Tasks and Descriptions from NFPA 1582, 2022 Edition that must be met are:

- 1) Wearing personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) while performing firefighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods
- 2) Wearing an SCBA, which includes a demand-valve-type positive-pressure facepiece or HEPA filter mask, which requires the ability to tolerate increased respiratory workloads
- 3) Exposure to toxic fumes, irritants, particulates, biological (i.e., infectious) and nonbiological hazards, or heated gases, despite the use of PPE and SCBA
- 4) Climbing at least six flights of stairs or walking a similarly strenuous distance and incline in jurisdictions without tall buildings while wearing PPE and SCBA, commonly weighing 40–50 lb (18–23 kg) and carrying equipment/tools weighing an additional 20–40 lb (9–18 kg)
- 5) Wearing PPE and SCBA that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)
- 6) Working alone while wearing PPE and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 165 lb (75 kg) to safety despite hazardous conditions and low visibility

- 7) While wearing PPE and SCBA, advancing water-filled hose lines up to 1 3/4 in. (45 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles
- 8) While wearing PPE and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces that might be wet or icy, and operating in proximity to electrical power lines or other hazards
- 9) Unpredictable, prolonged periods of extreme physical exertion as required by emergency operations without benefit of a warm-up period, scheduled rest periods, meals, access to medication(s), or hydration
- 10) Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
- 11) Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions
- 12) Ability to communicate (i.e., give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines or fixed protection systems (e.g., sprinklers)
- 13) Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to members of the public or other team members
- 14) Working in shifts, including during nighttime, that can extend beyond 12 hours

Firefighter Code of Ethics

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

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.

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