



Firefighter I
Student Guide



On behalf of the staff of the Burlington County Emergency Services Training Center, we would like to welcome you to its Firefighter 1 Basic Program.

The knowledge you will gain from the Firefighter 1 course is the **BASIC** knowledge and skills required to become an effective, **directed** member of a firefighting team.

Over the course of the semester, dedicated and experienced Training Center Instructors will lead you through the 38 modules and skills performance drills which will enable you to become state certified as a Level 1 firefighter.

The training you are about to receive **is NOT easy**, and requires a commitment from you and the ESTC. The Administrators and Instructors of the ESTC pledge to provide you with the very best they have to offer in firefighting experience and training. In the meantime, **YOU** must pledge to give your very best as students in order to make this experience pay off for you. By following a few simple directives and disciplines, your learning experience will provide you with many rewards such as meeting and interacting with new people, working in a team environment to accomplish shared tasks and goals, and realizing the ultimate objective, which is State certification in Level 1 firefighting.

SECTION 1 - ATTENDANCE

1. All Firefighter 1 candidates are expected to attend each scheduled class. Students are permitted **a total of three [3] absences [excused & unexcused]** during the duration of the course. If a student misses more than three classes, they will be dropped from the class. It is the responsibility of the student to contact their Mentor (or Fire Department Liaison) to request a meeting with the Senior Instructor and arrange a meeting for the purpose of justifying the excessive absences and request reinstatement into the class. If this is **not** done within a reasonable time, the student's status will remain permanently dropped and their Fire Department and Chief will be notified.
2. All students must sign in upon entering their assigned classroom or training area. Sign in sheets will be posted in the rear of the classroom for lecture sessions and at the approved area in the Service Building for drill sessions. It is the responsibility of the student to sign in.
 - **10 points** (based on 100 possible points) will be deducted for each **unexcused absence**. (i.e. 3 absences would equate to a 70 on a quiz).
 - A student will be considered **LATE (-1)** if they sign in after the appointed lecture class start time. A student will be considered **LATE (-1)** if they sign in after appointed practical class start time.
 - A student may be denied entry into class if more than 20 minutes late to class.
 - Any student who has attended class, but has failed to sign in will be marked as **LATE (-1)**.
 - Any student who leaves a session early for any reason, without the instructor's permission, will be marked as absent with no credit given for the session.
 - Students are not allowed to sign in anyone but themselves (this includes drill sessions).
3. Attending fire or first aid calls will not be accepted as an excuse for absence or lateness. Acceptable excuses for absence and lateness are:
 - Working
 - Illness – both self and family members (Doctors note to be presented upon return to class).

- Death in immediate family (parents, spouse, children, brothers, sisters)
 - Military duty (present orders either prior to or after deployment)
 - Any other unforeseeable occurrence as deemed by the Senior Instructor
4. The student must contact the Senior Instructor via e-mail, prior to class, or leave word as soon as possible after the absence, to explain the cause of the absence.
 5. Attendance will count towards 10% of your final grade. Arriving late to class & unexcused absences can have an adverse effect on your final grade.
 6. It is the student's responsibility to meet with the Senior Instructor to discuss make-up of any work missed due to absence.

SECTION 2 – RULES & REGULATIONS

1. Students are representative of their sponsoring Fire Department. Any behavior deemed inappropriate will result in the student receiving disciplinary action (i.e., demerits, extra assignments, or being asked to leave session w/ no credit, or some other form of discipline). Students who engage in major rule infractions shall be subject to dismissal from the course.

Infractions Leading to Expulsion

- A. Destruction of County or personal property is cause for immediate expulsion.
- B. Sexual or racial harassment of any kind **will not be tolerated** and is cause for immediate expulsion.
- C. Horseplay leading to injury or equipment destruction.
- D. Reporting for class under the influence of alcohol or drugs is cause for immediate expulsion.
- E. Theft for any reason will not be tolerated and is cause for immediate expulsion. If it doesn't belong to you, leave it alone.
- F. Verbal threats or physical harm against any Instructor or fellow student is grounds for immediate expulsion.
- G. Behaviors and actions contradictory to safety practices or cause a hazard to safety.
- H. Altering any official documents (i.e., forging a signature on a document etc.)
- I. Cheating on exams or quizzes or copying any assignments (including homework)

Infractions Leading to Disciplinary Actions

- J. Speed Limits – 15 mph on Training Grounds; 20 mph for all other County property.
 - 1st offense – students will park at Animal Shelter and walk in – 4 sessions.
- K. **Pagers & cell phones/electronic devices** are not permitted in the building. Lock them in your vehicle prior to class (unless expressly permitted by the Senior Instructor).
 - 1st offense – Demerits
 - 2nd offense – Dismissal from session with no credit
- L. All hats and caps are to be removed while in the building.
- M. No earrings or body piercings are allowed in the training sessions. You will be asked to remove them or dismissed from the session.
- N. Students who do not complete or turn in assignments will get demerits, those that habitually do not do their work assignments will be sent home with no credit for the session.

- O. Students are not allowed to leave any training pad or evolution for any reason without the Instructors permission.
- P. Students reporting to practical sessions with equipment missing or air cylinders not fully charged will be sent home with no credit.**
- Q. Inappropriate or foul language will not be tolerated.
- R. Any student who refuses to perform any tasks or makes a half-hearted effort to perform the tasks will be dismissed from the session and it will affect their certification.
- S. Any student(s) who disrupt(s) the class or causes unrest will be dismissed from the session with no credit given and their Chief will be notified.
- T. Any student not properly wearing their PPE will be subject to disciplinary action.
- U. Any student who refuses to participate in the physical conditioning session will be asked to leave, with no credit given.

Any offense(s) deemed by the staff, not subject to expulsion will be dealt with using demerits. Demerits, when given, will be subtracted from the student's grade, and will range from 1-5 depending on the offense, thus lowering the student's grade. **Any student amassing 20 or more demerits may fail the class even if passing the NJ State Final.**

The Senior Instructor will handle all incidents on a case-by-case basis.

2. All Training Center Instructors have the authority to remove a student from a session for just cause. When a student is **removed** from a training session, the following will take place:
 - For a **disciplinary offense** – the Instructor will document action taken and leave for the Senior Instructor to decide further action.
 - For an **expulsion offense** – The instructor will write an action report detailing why action was taken, specifics involved, and pertinent times. The Instructor will call the Senior Instructor who will notify the student's Chief and parent or guardian, if under 18.

The student who faces disciplinary or expulsion actions will be contacted by the Senior Instructor, who will set an appointment to interview the student. The interview will allow the student a chance to explain his/her actions. If the actions can be justified, then it is up to the Senior Instructor's discretion to either allow the student back into class, give and/or reduce disciplinary action, or let the penalty stand. All students may appeal decisions to a higher chain of command as set forth in a later section. When a student is permanently removed from the class, a letter explaining the events and reasons for removal will be sent to the student and the Chief of the sponsoring Fire Company.

3. **Break periods** – Students shall gather in the cafeteria or outside the building. These are the only places where food and beverages (with the exception of water) may be consumed. Please be considerate of fellow students learning in the other classrooms.
4. **RECYCLING** – Burlington County and the ESTC practices recycling, it is mandatory that you place **ALL** cans and plastic bottles in the recycling bins located throughout the grounds designated for them. DO NOT throw trash into these recycling bins.
5. Students must clean up after themselves. Chairs are to be placed under the tables in the classroom and the floors are to be policed of debris. Training areas and the parking lot are to be kept policed and clean.
6. **SMOKING POLICY** - There is NO SMOKING in any buildings on the training grounds. There is NO SMOKING during outside practical training. There **ARE** designated smoking areas for

those students who wish to indulge. They are on the rear side of the ESTC (the doors are marked). All students will be required to sign and return a **Student Code of Conduct** form to insure understanding of the Academy rules. Juniors must have their parents sign the form also.

SECTION 3 – ESTC CHAIN OF COMMAND

1. Should you encounter any problems at the Training Center, or wish to appeal a decision, these are the steps necessary to resolve your issue(s):
 - A. 1st, take your problem to your Battalion or Company Leader. He/she will in turn report it to the Instructor(s) assigned to the Battalion or the Senior Instructor. (If the Company or Battalion Leader is the problem then skip this step).
 - B. Next, refer your problem to the Senior Instructor. The Senior Instructor is the full time administrator of the class. Most if not all problems will be settled at this level. If you are still not satisfied, you may take your problem to the next and final level.
 - C. The Director of Training (Howard Black) supervises all of the Training Center Staff and its policies. All problems are usually resolved at this level.

SECTION 4 – DRESS CODE

1. **BEARDS** – In accordance with NFPA 1500:5-3.10, "Standard on Fire Department Occupational Safety & Health Program", and OSHA 29 CFR 19190.134, Burlington County Emergency Services Training Center policy prohibits training individuals with facial hair that interferes with the face to face-piece seal on positive pressure self contained breathing apparatus. In the Instructors opinion, students who have such facial hair that interferes with the face to face-piece seal will not be able to participate in some blocks of training where SCBAs must be worn, and therefore cannot be given credit toward completion of those modules.
2. **PPE (Personal Protective Equipment)** – The Burlington County ESTC requires each student to actively participate in actual firefighting evolutions (live fire burns). Each student involved in live burn training must provide and wear their own personal protective equipment. The ESTC **WILL NOT LOAN** students any protective equipment to those improperly prepared. The following policy will be followed concerning the wearing of personal protective gear:
 - ❖ **FULL TURNOUT** gear will be worn at all times at the **flammable liquids pad and the Class B burn building**.
 - ❖ The appropriate amount of personal protective gear will be worn for the training taking place as deemed by the Instructor.
 - ❖ At minimum, **helmet & gloves** will be worn for any training evolution.
3. **APPROPRIATE DRESS** – You are a representative of your fire company and should dress accordingly. The appropriate dress **recommended** for the training center is:
 - ❖ **Instructional Lecture** – (classroom) – Station uniform. If your company does not have a station uniform, then dark pants and a collared shirt is considered appropriate. Jeans and t-shirts are not appropriate for the classroom.
 - ❖ **Practical Training** – (outdoor hands-on) – Jeans and t-shirt are appropriate clothing for this training. Shorts, cut-offs, tank tops, and bare bodies are **NOT** permitted.

Any student who arrives for either instructional or practical training inappropriately dressed will be sent home. This includes all tests and re-tests.

4. **JEWELRY** – The wearing of jewelry by students to class is to be discouraged. Jewelry must be removed and secured prior to the student participating in an outdoor training session. The ESTC **WILL NOT BE RESPONSIBLE** for lost jewelry. Earrings and other body piercings are not allowed and must be removed prior to training.
5. **ACCOUNTABILITY TAGS** – All students **MUST** have in their possession; 2 accountability tags in accordance with NJ State law. These tags will be necessary for outdoor training, if you do not have an accountability tag, see the Senior Instructor.

SECTION 5 - INJURY

The #1 priority of the ESTC and its staff is **SAFETY** at all times.

1. Because of the nature of the activity (fighting fire) and its training, injuries are inevitable. The Burlington County Emergency Services Training Center assures the student that every prudent step has been taken to see that all training provided is made as safe and risk free as possible.
2. **Report all accidents and injuries that occur on the training grounds immediately to an Instructor. Report all safety hazards to an Instructor.**
3. Many of the Center's Instructors are also cross-trained as EMTs.
4. To reduce the possibility and severity of injuries, the Firefighter 1 program has been expanded to include a physical conditioning period 15 minutes prior to all practical drill evolutions. This period will consist of 10 minutes of stretches (windmills; side bends; quad flex; & torso bends), jumping jacks, push ups, and a brisk fast paced cardio run/walk, and 5 minutes to don turnout gear and prepare to go to work. This physical conditioning session is **MANDATORY FOR ALL STUDENTS.**
5. Students reporting late and missing the physical conditioning period may be required to make the period up after class.
6. Any student who is physically unable to participate in the physical training must present a doctor's note stating the reasons for exemption from physical training. This may also preclude the student from firefighting training.
7. Come to the training drills prepared to work hard, make sure to eat healthy and **drink plenty of fluids.** The student is required to bring a water bottle for fluid replenishment for all training (classroom and practical sessions).

SECTION 6 – PROGRESS REPORTS

1. In an ongoing effort by the Burlington County ESTC to insure the delivery of quality education and training, we have instituted a program in which we will identify students who seem to be having difficulties both academically and physically with the Firefighter 1 program. This information will then be used to make the Chief of the sponsoring organization aware of any such situations.

2. To better serve our students, progress reports will be issued to each student two times during the course. These progress reports are generated and distributed to each student in order to:
 - Allow the student to see what their progression in the course is.
 - Point out to the student any deficiencies they need to correct.
 - Allow the Senior Instructor to determine if the student will need additional coaching, mentoring, or remedial work in order to correct deficiencies, and direct the instructional staff accordingly to help the student.
3. These progress reports as well as the student's grades may be given to the Chief of the sponsoring organization upon request of the Chief, or by the Senior Instructor if it is felt that the Chief need be advised. In addition, each student with less than a "C" (on the current progress report) must present the progress report to their Chief or Training Officer and return it to the Senior Instructor signed by that individual.
4. **STUDENTS WITH FAILING GRADES/INABILITY TO PERFORM TASKS** – In the event that a student is showing failing grades or an innate inability to perform tasks by way of the progress reports the following procedures will take place:
 - After failing the 4th quiz a letter to the student's Chief will outline the student's deficiencies and explain the steps that need to be taken (i.e. coaching, mentoring, remedial instruction etc.) by the ESTC staff to try to alleviate the situation. A list of suggestions for aid on the station level will also be included.
 - After failing the 6th quiz, the Chief will be notified requesting a conference with the Chief and the student (along with the parents if student is a minor) to determine:
 - ❖ If the student is capable of understanding further training
 - ❖ Any extenuating circumstances for the student's performance
 - ❖ If the student should stay with the program or try at a later date
 - It will then be the decision of the sponsoring Chief as to whether it is in the best interest of the student to continue on with the course.
5. These steps are being conducted by the ESTC to ensure that a student in the Firefighter 1 course is being given every opportunity to comprehend and perform the tasks required to attain State certification as a firefighter, and to ensure that the safety of the student and the class is paramount at all times.

SECTION 7 – MID TERM EXAM

1. In an on-going effort to assess student capabilities for learning and retaining information presented, a Mid-Term Exam will be given covering all the material taught up to the point of the exam. This is being instituted so that the instructional staff can:
 - Determine if the student is retaining and comprehending materials taught
 - Determine the student's status as it relates to the rest of the program
 - Determine the efficiency and proficiency of the instructors
2. The Mid-Term grade will count towards **20% of the student's final grade.**

SECTION 8 – CLASS PREPARATION

1. **Read and reread the chapter assigned in the manual prior to that particular session.** This will help to prepare the student to understand the materials being presented by the Instructor for that particular session. At minimum 2 questions on every quiz will **NOT** be covered by the Instructor to ensure that the student is reading the material.
2. Read and understand the JPRs presented in the assigned lesson. If practical, practice before the class. The NJDFS Skills Sets should be downloaded by you to go over prior to that class.
3. Each student will be issued a workbook that corresponds with the handbook. Assignments in the workbook are to be completed prior to the class to enable the student to better understand the materials presented. The workbook will be randomly collected prior to the class to ensure that the work is being done. This may be used as a quiz grade.
4. Keep good notes during the class and while doing the required reading. Write down any questions you may have, or material that you did not understand, and direct those to the Instructor. Being prepared is a good way to meet the challenge.
5. Horseplay and disruptive behavior not only wastes your time but also the time of your fellow students and the Instructors. Horseplay is dangerous and usually leads to accidents and injuries. Horseplay and disruptive behavior will not be tolerated.
6. Pay attention to the lessons and to your Instructors; they are not only responsible for your training, but for your safety as well.
7. When attending any sessions at the ESTC, be prompt. In all circumstances, it is better to be 15 minutes early rather than 5 minutes late. **Always remember to sign in.**
8. The Burlington County Emergency Services Training Center and its Staff are dedicated to you and your training needs. Don't stop at this level; continue on with your education in the fire service.

SECTION 9 – BATTALIONS & COMPANIES

1. All students will be assigned to a Company & Battalion during the first session. This is done to:
 - a. Continue to project the atmosphere that the student belongs to a fire department organization while in training
 - b. Promote a sense of belonging to a team and foster teamwork
 - c. Encourage students to meet and work with other people.
 - d. Separate students from the same stations so that horseplay will be kept to a minimum.
2. A student Battalion Leader and student Company Leaders will be chosen to act as guides for the Battalions. Their duties will include:
 - a. Maintaining discipline within the Battalion
 - b. Ensuring the safe and efficient movement of the Battalion between work stations
 - c. Act as a Liaison between assigned Instructors, the Senior Instructor, and the rest of the Training Center Staff.
 - d. Maintain the safety and overall wellbeing of the Battalion.

3. Class Organization
 - a. 3 COMPANIES will make up a BATTALION
 - b. A BATTALION split in two during drills will contain 2 PLATOONS
 - c. 2 BATTALIONS working a drill together will make up a DIVISION

SECTION 10 – MAKE-UP POLICY

1. There are three different processes for making up classes in order to satisfy the requirements for certification and pass the Firefighter 1 Program.
 - A. Attending another class within the same semester
 - B. Attending classes during a different semester
 - C. Attending classes at a different Academy
2. Students attending the Spring semester Sunday class, may have the opportunity to make up sessions with the Weeknight class. In order to do this, you must secure permission from the Senior Instructor. If you are attending a Weeknight class and anticipate missing a session, then you must see the Senior Instructor to determine if you are capable of attending the Sunday session. **Note:** because of past abuses, the student will be **limited to 2** make-up sessions only.
3. Any student who is deficient or has missed lessons to complete a course or certification has one (1) year from the date the lesson was missed to make up the lesson. The procedure for make-up is as follows:
 - A. The student will be notified concerning the deficiency or missed lesson.
 - B. It is the student's responsibility to contact the ESTC to determine when the missed session will be given.
 - C. The student must then ask the Senior Instructors permission to attend.
 - D. When the student attends they must sign in on the attendance sheet with the following information:
 - i. Full legal name
 - ii. NJDFS State ID# (six-digit number)
 - iii. Number of their original class
 - iv. Signature
4. Students who are deficient and need to make-up class may do so by attending another Academy. **It is up to the student to make contact with the other Academy.** The student **MUST** get approval and instructions from the Sr. Instructor prior to attending another academy. Students **MAY NOT** make up Hazardous Materials classes at another academy.
5. The 1 year make up policy will be waived if the student has a medical condition that is verified by a physician or is on active duty in the military.

SECTION 11– COURSE COMPONENTS AND COMPLETION

To complete the Firefighter 1 program and acquire NJ Division of Fire Safety Pro-Board and IFSAC accreditation, students must successfully complete **ALL** of the following components.

1. **Have a minimum score of 70%** for the entire Firefighter 1 class, this will include:
 - A. Attendance – 10% of final grade
 - B. Midterm Exam – 20% of final grade.
 - C. Quizzes – 10% of final grade
 - D. Homework – 10% of final grade
 - E. Skills Evaluation Drills – 25% of final grade
 - F. NJDFS Final Exam – 25% of final grade
 - G. Each Demerit will deduct 1 point from the overall grade.
2. **Practical Skills Training Drills** – all practical training evolutions are to be considered as testing evolutions for Skill Sets unless noted by the Senior Instructor and will be graded on a PASS/FAIL basis with points assessed for satisfactory completion. Although they do have a point value towards your final grade, if all the mandatory & elective skills sets are not achieved, the student will need to make-up the missing tasks before they will be considered complete for the course.
3. **Practical Skills Evaluations** – hands on practical drills conducted at the end of the course to assess how well the student can work in a team environment utilizing the lessons learned. These evaluations will contain most of the NJDFS Skills Sets needed for course completion. **Missing any of the 3 JPR drills will result in the student getting an incomplete for the class.**
4. **NJ Division of Fire Safety Written Exam** – a 3 hour, 100 question written exam given by the State. The student must pass this exam with a 70 or better. Should the student fail this test, he/she will have 2 more opportunities after the initial failure to pass the test before having to repeat the Basic Course over again. *There will be no reading of the test to students nor oral examinations.*
5. **Hazardous Materials Awareness & Operations** – all students must attend a four-hour Hazmat Awareness and an eight-hour Hazmat Operations class. Both classes are part of the Firefighter 1 program. At the end of the Operations class a 90 minute (total time for both exams combined), 25 question Awareness exam and a 35 question Operations exam will be given. These exams are administered by NJDFS and the student will need a 70% or better to pass each exam. In the event of failing either 1 or both exams, the student will have 2 more opportunities to take the exams.
6. **NJ Division of Fire Safety Skills Sets** – At this time each student must pass skill sets as given to the Academy by the NJDFS. These will consist of:
 - A. 6 Mandatory Practical Skills – Chosen by NJDFS
 - B. 4 Elective Practical Skills – Chosen by BCESTC
 - C. Hazmat Operations Skills – Mandatory
 - D. Hazmat Awareness Skills – Mandatory

These skills sheets can be found at the New Jersey Division of Fire Safety website and may be downloaded for you to study and practice. The student will have 3 opportunities to pass a particular skill set, after which that student will be incomplete.

7. **State & Federal Mandated Courses** – The following courses have been mandated either by the State or the Federal government and must be attended. Any student absent from these classes will receive an incomplete from the course and may not get certified until completed. The mandated courses are as follows:
- A. CPR for the Professional Rescuer
 - B. Incident Management – I-100/700
 - C. New Jersians with Disabilities for First Responders
 - D. Terrorism Awareness
 - E. R.I.C. Awareness

SECTION 12 – IMPORTANT COURSE INFORMATION

1. **ACADEMIC ACHIEVER** – The ESTC presents a Highest Academic Achiever Award to the student attaining the highest grade point average per Firefighter 1 class. The student with the highest grade point average from all the classes during a calendar year will be honored at the annual Burlington County Fire Chief's Association dinner (usually held in January).
2. **SPEC. BENJAMIN MOORE MOST IMPROVED STUDENT** – The parents of Ben Moore, along with Bordentown Station 602 Hope Hose Humane, have set up a scholarship for the most improved student from each Firefighter 1 class, in memory of their son who was killed in military action in Afghanistan. Ben was also a graduate of the ESTC in both Fire and EMS.
3. **ACADEMIC INTEGRITY / CHEATING** – As per the NJ Division of Fire Safety, any candidate who is caught cheating on ANY element of the examination process (both written and practical) will:
 - a. Be denied certification
 - b. Be immediately expelled from the current certification process
 - c. Forfeit all certification fees
 - d. Forfeit all other certifications obtained during current process
 - e. May be denied attendance to classes conducted by all Tier 1 Academies
 - f. May have ALL NJDFS certifications revoked

In addition, according to the rules and regulations of the BCESTC the following will also be considered as integrity / cheating offenses and will be reported to NJDFS

- Forging signatures on any paperwork including the class sign in sheet
 - Omitting or misrepresenting any information on paperwork
 - Being in possession of any type of electronic recording device during exams
 - Plagiarism
4. In the event of inclement weather or other cause for cancellation of class;
 - **DO NOT CALL CENTRAL COMMUNICATIONS**
 - A general announcement will be made on **the fire band frequency one (1) hour prior to class start.**
 - **Call (609)702-7157 ext. 3939 for General Announcements and/or Information**

5. ESTC TELEPHONE NUMBERS

- **(609)702-7157** - For general business or to speak with the Secretary. To be used during business hours **8 am to 4 pm**
- **(609)702-7157 x-3905 (Constantine) x-3901 (Ramsey)** – For speaking to the Senior Instructor of this class. Most times, leave a message on the voice mail and a number for call back.
- **(609)702-7157 x-3939** – For general announcements and information concerning classes. This is especially useful for students from out of county or who live a great distance from the ESTC.

6. IMPORTANT WEB SITES

www.keanfiresafety.com/fire-fighter-i/ **Download Skills Sheets**

www.nj.gov/dca/dfs **Division of Fire Safety – NJ Skills Addendum**

www.nfpa.com **Firefighter Standards**

www.co.burlington.nj.us/Pages/ViewDepartment.aspx?did=32 **E-Train**

7. STAFF EMAIL ADDRESSES

dconstantine@co.burlington.nj.us **Senior Instructor Constantine**
dramsey@co.burlington.nj.us **Senior Instructor Ramsey**

hblack@co.burlington.nj.us **Director**
mbarringer@co.burlington.nj.us **Administrative Assistant**

CODE OF CONDUCT

I, _____ attest that I have read and understand the enclosed rules of conduct prescribed in the Student Guide for the Burlington County Emergency Services Training Center, Firefighter I Basic Course. I further understand and agree that should any of the rules be violated, I can be held accountable for disciplinary action or expulsion from the class. I understand that I am entitled to interview my standing and explain my actions with the Division Senior Instructor prior to any permanent action taken against me. Failure to schedule an interview or to show up at a scheduled interview will forfeit the right to explanation and action may be taken immediately. I further acknowledge that I will up-hold this code of conduct and present myself in the positive and professional manner of the Fire Company I represent at all times.

My signature and the signature of my Chief/Training Officer below indicates that I understand and am in full agreement with the Student Guide given to me by the Burlington County ESTC and the rules and regulations that it sets forth.

Student signature

Date

Sponsoring Organization

Station Number

As Chief/Training Officer, I have gone over this document with the above named student and have made sure the he/she fully understands the commitment to be made to the Firefighter 1 program and the Burlington County Emergency Services Training Center. I as Chief/Training Officer have read in particular Sections 1, 2, 4, 5, & 6 concerning what the student must do in the class and their grades.

Chief/Training Officer signature

Date

As Senior Instructor, by placing my signature, I will endeavor to give to the above named student the best in quality education and training to meet the goals and objectives of the Firefighter 1 program to enable the student to become proficient in the skills that are taught.

ESTC Senior Instructor

Date

NJ 5:73-4.3 Compliance

All students attending the Burlington County Emergency Services Training Center for Firefighter 1 training are required to have had local fire department training **prior to their attendance** in the class. This training has to be documented in accordance to NJ Division of Fire Safety regulations by the eligible organization giving the training. In order for your department and the BCESTC to be compliant, please initial, sign, and date that the following instruction has been completed by (and explained to) the student at your station:

PRINT STUDENT'S NAME: _____

NJ 5:73-4.3

(Initials below)

Module 1 (V)1 – Explain the history and development of the sponsoring organization. _____

Module 1 (V)2 – Explain the organizational structure and chain of command of sponsoring organization. _____

Module 1 (V)3 – Explain the firefighter candidate duties and responsibilities within the sponsoring organization. _____

Module 1 (V)4 – Explain to firefighter candidate the form of sponsoring organization (i.e. municipal dept., fire dist., volunteer, combination etc.) _____

Module 1 (V)5 – Explain the area covered by the sponsoring organization including the geographical boundaries. _____

Module 1 (V)6 – Explain the standard operating procedures of the sponsoring organization. _____

Module 1 (V)10 – Explain the NJ Motor Vehicle Laws with respect to emergency vehicles and blue light laws. _____

In addition to the above, the sponsoring organization will ensure there will be a mentor available to the Firefighter 1 student for all academic and practical requirements to better prepare their recruit for successful training while attending the BCESTC. _____

(SIGNATURE - Chief or Station Representative) _____
Date

(PRINT NAME) _____
STATION – NAME AND NUMBER