

# GREAT PLAINS

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## Technology Center

EMT/Firefighter Training Academy



Student Handbook

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### **Title IX Compliance Statement**

**Great Plains Technology Center District No. 9 is in compliance with TITLE IX of the Educational Amendments of 1972 and other Federal laws and Regulations and does not discriminate on the basis of race, national origin, sex, age, religion, handicap, marital or veteran status or the presence of non-job related medical condition or handicaps in any of its practices, policies or procedures. This includes, but is not limited to admission, employment, financial aid and educational services.**

**Title IX Coordinators/Compliance Officers:  
Lawton Campus: Joelle Jolley and Clarence Fortney**

## **Welcome**

Dear Firefighter | EMT Academy participant,

I want to take this opportunity to congratulate and welcome you to the Great Plains Technology Center, Program, Firefighter | EMT Academy.

This Semester will be an exciting time for you in many ways:

First, you have selected the first Advanced Firefighter program to be offered as a full-time program in Oklahoma. The training facilities and equipment are the best available and we urge you to take advantage of every opportunity.

Second, this program is being supported and is being offered through the help and consideration of Oklahoma State University, Fire Service Training, Ft. Sill Fire Department, City of Lawton – Fire Department, Memorial Hospital Ambulance and Kirk’s Emergency Services. Because you will be training to become a Firefighter and Emergency Medical Technician, you will be held to the same high standards and expectations of those who have worked to raise the training standards in both professional fields.

Third, the training you will receive will become a part of you to help carry you through life’s journey and help you on the road to success.

Fourth, your Lead Instructor, Mrs. Howell, and various adjunct instructors, bring extensive experience in both Firefighter and Emergency Medical Service into the classroom that will enable you to enter a successful career as a Firefighter or EMT.

I want to offer you this challenge, beginning today, set a standard for future classes and students who follow in your footsteps. The high marks you set this year will set the stage for future Firefighter/EMT Cadets in the years to come. I encourage you to take full advantage of the training and certification opportunities that are present in this program. This opportunity is not available to the general public and, while you are a cadet in this program, you can establish excellent qualifications for entry into the EMT or firefighter professions.

Sincerely,

James Bishop  
Director of Instruction

## ***Purpose***

The purpose of this handbook is to guide EMT/Firefighter Cadets in the specific requirements for success in the EMT/Firefighter Program. This handbook, along with the Great Plains Technology Center Student Handbook, have been approved by the Board of Education. These handbooks have been developed to provide information to the students about both their responsibilities and rights as a student at Great Plains Technology Center. All student issues are governed by these documents and students are urged to review both handbooks carefully and seek further information from instructors, if needed.

Great Plains Technology Center is dedicated to providing a safe and effective learning environment for all students. The EMT/Firefighter Cadet Handbook is used in conjunction with the Great Plains Technology Center Student Handbook to help ensure that both the institution and individual programs work together to provide an effective learning environment. The administration of Great Plains Technology Center also directs program instructors to follow a discipline plan in case of actions deemed disruptive to the learning environment. These policies are in effect to promote student success and are meant to uphold the values and philosophies of Great Plains Technology Center.

## EMT/Firefighter Program Overview

Location: Great Plains Technology Center, Building 800, Room 803.

Length of Program: 705 hours

### Competencies

- Scientific principles associated with fire suppression and prevention
- Mechanical principles associated with equipment use and maintenance
- Proper use of tools, appliances, and equipment
- Rescue, suppression, and other technical skills
- Knowledge of hazardous materials operations
- Employability skills

### Certification Opportunities

- Emergency Medical Technician I
- Firefighter Level I
- Firefighter Level II
- Hazardous Materials Awareness
- Hazardous Materials Operations
- National Incident Management System (NIMS) 100, 200, 700, and 800.
- Emergency Vehicle Operations Course

### Essential Personal Traits and Characteristics

- Dedicated, caring and like helping others
- Motivated and can work as a member of a team
- Work within organizational guidelines
- Ability to follow procedures and directives
- Good physical and mental health
- Ability to lift and carry 100 + pounds

### Employment Opportunities

- Firefighter
- Fire Safety Inspector
- Private Fire Protection/Fire Brigade
- Safety Specialist
- Emergency Medical Technician
- Emergency Medical Dispatcher
- Emergency Room Technician

## ***Physical and Immunization Requirements***

Cadets entering the program are required to have a physical examination prior to entry. Cadets should be aware, however, that conditions such as Type II Diabetes and severe asthma may limit their ability to become employed as a Firefighter. These conditions are not considered a limiting factor in EMT employment. If you have these conditions or other related health information, please inform your instructor so that appropriate accommodations can be provided. The information will be kept in confidence and will not affect the cadet's training in any way.

Cadets, like all health/safety professionals, will have to submit evidence of the following immunizations:

Hepatitis B series  
PPD test within the last six months  
Other immunizations as required by clinical site

If cadets have not begun the Hepatitis B series of vaccinations, they can contact the Comanche County Health Department. If the cadet is under age 19, the immunization series is free. Three shots are required within a four-month period as follows:

Shot #1  
Shot #2 – 30 days after shot #1  
Shot #3 – 90 days after shot #2

The PPD (or tuberculosis tine test) is available at the Comanche County health department and the Center for Occupational Health

### Comanche County Health Department

Address: 1010 Southwest Sheridan Road, Lawton, Oklahoma 73501  
Telephone: (580) 248-5890

### Center for Occupational Health

Address: 3401 West Gore, Lawton, OK 73501  
Telephone: (580) 355-9675

## ***EMT/Firefighter Program Uniform Requirements***

Uniform requirements of the program reflect the requirements of the Firefighter and/or EMT professions. Cadets will be required to purchase the following items over the course of the program. Some items, such as shirts and patches, will be available through the Great Plains Technology Center Bookstore and the others are generally available in local retail facilities. These guidelines apply to both male and female cadets. (See Professional Dress and Grooming Requirements section in student handbook for more information.)

These items will be purchased over the course of the program. Beginning expenses will include the classroom/lab attire and summer work-out clothes. A minimum of four (4) shirts is recommended for classroom/lab work.

### **Uniform**

- (3) T-shirt with logo and lettering (ordered as a class)**
- (3) Polo-style shirts with logo (ordered as a class)**
- (2) Uniform pants (Black Only - Dickies brand or similar for both classroom and clinical activities)**
- Black athletic shoes/boots (must be all black including soles and lettering)**
- Black uniform belt (plain)**
- Workout clothes appropriate for summer and winter exercise and live-fire exercises.**
- SEE WORKOUT ATTIRE POLICY ON PAGE 6 FOR FULL DESCRIPTION OF WORK OUT ATTIRE**

### **Other Equipment and Fees**

- Background check**
- Drug Screen**
- Immunizations**
- Certification Testing Fees**
- Student Supplies**
- #2 Pencils**
- Pens**
- Spiral Notebook**

## ***Work Out Attire***

Physical training will be an integral part of the EMT/Firefighter program and proper work-out attire will be required for both summer and winter workouts.

### General Dress Requirements:

For any workout session, appropriate dress requirements include:

Appropriate undergarments for both male and female cadets.

Female cadets should wear a sport bra at all times

Jewelry such as earrings, rings and bracelets may not be worn by any cadet.

All cadets should secure their hair for workout periods. Hair should be pulled back in a ponytail, braid or other style that will not interfere with calisthenics or aerobic exercise.

Spandex garments may be worn underneath regular workout clothing but shall not be considered appropriate as an outer garment.

Cotton athletic socks

Appropriate footwear will be required. Guidelines for footwear selection will be given to cadets in the physical training orientation. No sandals or flip-flops will be allowed at any time.

### Warm Weather Attire

Loose-fitting T-shirt

Shirt must have sleeves. No sleeveless shirts allowed

Gym Shorts – Shorts must be mid-thigh length or longer.

Shorts that do not meet length requirements will be considered inappropriate work-out attire.

Improper work out attire will result in loss of points in employability grading.



## ***Professional Licensure Eligibility and Fees***

At the completion of the programs, cadets will be eligible to sit for certification examinations for Emergency Medical Technician (Basic), Fire Fighter Level I, Hazardous Materials First Responder, Hazardous Material Operations, Fire Fighter Level II

Cadets must be 18 at the time of certification for both occupations. Specific procedures for certification/licensure will be addressed during the program.

Approximate examination fees:

Firefighter Level I and II	\$200.00
Fire Evaluations	\$100.00
Hazardous Materials	\$100.00
EMT National Registry	\$105.00
OSDH Licensure (Okla.)	\$ 85.00

Note: **Fees may vary** in accordance with certifying body policies.

## ***Academy Safety***

The purpose of this standard is to establish a minimum level of safety for all activities. All personnel in the program will be held to this standard. These are **minimum** standards; the instructor may add additional requirements.

### Physical Conditioning

All cadets must strive to meet the NFPA standard for health and fitness. Physical condition will be evaluated on a cadet's ability to complete fire fighting and related activities.

Any illness or injury that may affect physical performance must be reported to the instructor prior to the start of lab. It is at the discretion of the instructor whether or not to hold a cadet out of lab activities because of illness or injury. An injury or illness serious enough to prevent a cadet from participating in lab for more than one day requires a note from a physician releasing the student to return to active status.

## Uniform/Protective Equipment

Any student who is missing part of their turnout equipment, or the equipment has not been properly maintained may be held out of training and will not receive credit for lab activities until equipment is replaced or restored to working condition.

Cadets must wear "full protective equipment" to the level indicated by the instructor of lab activities. "Full protective equipment" includes properly wearing the following:

- Protective boots
- Bunker pants and suspenders
- Bunker coat
- Structural fire fighting gloves
- Protective hood
- Helmet with shield
- SCBA (when requested by instructor or where the potential for respiratory hazard exists)
- Eye protection may be required when SCBA is not in use

Great Plains Technology Center must issue all protective equipment. No personal equipment is permitted without approval of the instructor.

## Training Equipment

Each lesson involving a piece of equipment will include a section on safety and a safety assessment. All training equipment will be inspected for maintenance and safety concerns on a regular basis. Preventative maintenance of equipment will be performed on a regular basis, according to manufacturer's specifications. A record will be kept on all repairs and maintenance performed.

Operations of equipment will be under the direct supervision of an instructor. Proper operation procedures will be observed. Proper protective equipment will be used at all times.

## Apparatus/Ambulance

**No cadet will be in the cab of any apparatus/ambulance without permission of the instructor.** Any cadet riding on a piece of fire apparatus/ambulance will ride sitting down, wearing a seat belt. Sideboard or tailboard riding is strictly prohibited. It is the responsibility of the apparatus/ambulance operator to ensure all cadets are seated, secured and ready before moving the apparatus/ambulance.

## Training Ground Safety

Cadets will not be inside any training building at any time without permission from the instructor. Training evolutions involving climbing, crawling, the use of cutting tools, power tools, flowing water, or simulation will require the use of full personal protective equipment, except when indicated.

Visitors must check-in with the front office. Following sign-in procedures, all visitors must check-in with the instructor. Visitors are to be accompanied by a cadet and kept at a safe distance from all working evolutions. Upon conclusion of the training, all doors and windows will be secured, and grounds will be cleared of debris.

## Safety Officer

A qualified Fire/EMS instructor will serve as safety officer for hazardous evolutions. This is intended to promote safe firefighting and EMS operations on the training ground. All cadets will act as observers to ensure that individual tasks are completed in the safest manner possible.

## Safety Officer Responsibilities

- ✦ Assure that any cadets participating in activities have the necessary protective equipment
- ✦ Ensure that all personal protective equipment is being properly worn to the level set by the instructor
- ✦ Ensure that any task being completed is done so in a safe manner according to course requirements
- ✦ Notify the instructor of any unsafe conditions or acts that are observed.
- ✦ Stop any unsafe conditions or acts that are observed
- ✦ Maintain the accountability tag system and monitor authorized presence on or off the training ground

## ***Evaluation/Grading Procedures***

### Evaluation Policy

Great Plains Technology Center grading policy states that both performance and didactic knowledge will be assessed. Additionally, employability skills and homework/quizzes will account for portions of the final grade.

In order to meet attendance qualifications, you must be present in the classroom for not less than 90% of the class time for each certification. If you must be absent part of the class session, you will be given credit for the time you are in class only.

Homework will be assigned periodically throughout the course. In addition to regular homework, the instructor may assign individuals additional work for makeup and remedial work. Homework will be due on the first day of class after that material was to be covered in class. Late homework or assignments will not be accepted.

The student will be tested with periodic exams over class material. The exam will include material from the D.O.T. guidelines, lecture information, course objectives and reading assignments. Students must achieve a minimum grade of 80% on all exams over didactic materials. Re-testing one time on each test is permitted, except for the final exam, which will be given and taken at the end of the course. Students who fail a major exam must complete remedial work assigned by the instructor. Students must complete the remedial work within one week before they are allowed to retest the exam. The remedial work consists of correcting the exam and providing page numbers where the answer was found and the student must write out all questions missed. For each corrected answer there will be a .25 for each corrected answer, this grade will be put towards the students' overall grade as a homework grade.

Students who do not exceed the minimum grade of 80% on the retake, the student's academic standing will be reviewed by the Instructor, the Director of Instruction and if the need does exist, the Adult Career Development Coordinator. A successful retake of a major exam will be averaged with the initial exam score for use in calculating the final course grade. The student will not be allowed to take any more scheduled exams until he/she has obtained a passing score on the current exam. All extenuating circumstances will be reviewed by the instructor, the Director of Instruction and if the need does exist, the Adult Career Development Coordinator.

Testing will consist of written exams and quizzes (if necessary).

Written exams will be given as announced in class. One-week notice will be given prior to exam dates. If the student is not present for that class session

during exam time, the student will receive a zero (0). The student will receive one chance to make-up the missed exam. Make-up exams will be scheduled with the instructor.

Quizzes will be given in the event that class participation and effort fall below acceptable levels. These quizzes will be unannounced.

Each student will complete a fifteen-minute presentation on a topic assigned by the instructor. This will count as a single exam grade. Dates for the presentations will be given no later than three weeks prior to the presentation deadline, which will be towards the end of class.

Extra credit is available and can be completed at the instructor's discretion on what material can be accepted.

The final exam will consist of 150 questions and will be a comprehensive review of the D.O.T. guidelines, lecture information, course objectives and reading assignments. The minimum passing grade for this exam is 80%. There will be a two-hour limit on the exam. There is no retest.

Skills must be successfully demonstrated with 100% accuracy during the assigned practical sessions. The instructor or a designated preceptor must sign off on each skill. Any skills not signed off will be rescheduled for make-up with the instructor.

You are required to be proficient in all clinical competencies in order to successfully complete this course. In order for you to gain the necessary proficiency in these competencies, you will be required to participate in the clinical skills practice sessions.

During the Basic Emergency Medical Technician Firefighter Course, you will be given assignments for your clinical experience. The minimum time in all combined clinical sessions is 40 hours. All clinical experiences will be completed by the class prior to the final written exam, or an incomplete will be given for the course. A clinical packet will be given to each student prior to starting the clinical experience.

### Grading Policy

Grades for the class will be based upon the following skills:

Employability Skills:	40%
Written Tests:	30%
Performance/Homework	15%
Certification Tests	15%

## Grading Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F
N	No Grade (Refer to Student Handbook for details)
W	Withdrawn
I	Incomplete

## Employability Skills

Employability skills will be evaluated on a daily basis and include such job-based skills as punctuality and attendance, appropriate attire and grooming according to the program guidelines, preparedness, safe conduct, and participation. These skills reflect the professionalism required in the workplace and the cadets in the Firefighter/EMS program will be required to demonstrate similar skills.

## ***Classroom Code of Conduct***

Cadets enrolled in the Firefighter/EMS Academy must be in class at the beginning of the session. Cadets will then have five minutes to assemble necessary supplies, materials, or equipment before proceeding to class or lab activities.

### All Cadets Shall:

- ✦ **No cell phones, pagers, or other devices shall be turned on during instructional time without direct permission.**
- ✦ Treat all visitors, class members and instructors with courtesy and respect.
- ✦ Acknowledge visitors with a greeting.
- ✦ Address all visitors as Mr., Ms., or Mrs. and their last name.
- ✦ Be respectful and aid visitors in the building or on the fire ground.
- ✦ Be in proper uniform all day, unless otherwise instructed.
- ✦ Maintain all personal and professional equipment in good order.
- ✦ Not leave the classroom, lab, or drill grounds without permission.
- ✦ Report any and all equipment damage or service needs.
- ✦ Not use inappropriate language or gestures.

- + Not participate in horseplay, wrestling, or other unsafe/inappropriate behavior.
- + Complete all request, duties, and assignments promptly.
- + Observe all school rules and safety procedures.
- + Maintain a professional appearance at all times.
  - Clothing neat and clean
  - Shirts tucked in
  - Shoes clean and polished, etc.
- + Request permission to speak or address the class.
- + Not cause disruptions in class, lab or on drill grounds.
  - Talking
  - Horseplay
  - Involved in activities not related to class material
- + Keep the class and lab area clean at all times.
- + Turn in all assignments by due date.

## ***Classroom and Lab Maintenance***

### Cleaning Procedure

Facility and equipment maintenance are a daily part of a firefighter or EMT's life and cadets are expected to work together to complete the tasks assigned to assure that the facility and equipment are clean and serviceable.

All cadets will participate in maintenance activities. Time will be allotted as necessary for these activities. Daily and weekly duties will be assigned to cadet companies and the company leader will be responsible for ensuring that all standards are met. The instructor will ensure that specific cleaning tasks are rotated evenly between within the company. It is the responsibility of the company to complete the appropriate daily or weekly cleaning check-off lists.

### Daily Cleaning Procedures

- + All desks properly aligned.
- + All chairs pushed in.
- + All personal items and supporting materials stored.
- + All tools and equipment returned to storage location.
- + Classroom area free of trash.

### Weekly Cleaning Procedures

- + Equipment room mopped.
- + Whiteboard clean.
- + All mats wiped down.
- + Equipment room straightened.
- + All gear rack and storage racks straightened and aligned.
- + Bathrooms policed of all used towels and personal items properly stored in lockers.
- + All personal items and program equipment stored properly.
- + Fire Equipment storage area organized and cleaned.
- + Cage storage area organized and cleaned.
- + Stored chairs or stools neatly stacked.
- + Locker room and bathroom picked up.
- + Computer lab area cleaned and policed of trash.

### Equipment/Training Ground Maintenance

- + Clean around training area daily to ensure all garbage is disposed of and no equipment is left out.
- + Clean and secure any program equipment used from storage.
- + Clean and secure any appliances off program apparatus/ambulance.



### Equipment and Training Ground Maintenance (continued)

- ✦ Wash and wipe down apparatus/ambulance weekly (or as needed).
- ✦ Ensure all apparatus/ambulance are clean and equipment stored properly
- ✦ Apron area and grass area around program checked for trash or debris
- ✦ Ensure water jug is filled prior to each drill
- ✦ Clean water jug weekly

### Personal Protective Equipment

Personal protective equipment, including turnouts, SCBA, and masks are the responsibility of each cadet. It must be properly cleaned and secured daily. All personal protective equipment will be inspected on a regular basis.

## ***Employability Grade Sheet***

All cadets shall be evaluated on a daily and weekly basis for demonstration of skills that will enhance their ability to secure and maintain employment in a professional environment. These skills and specific point values are:

NOTE: Some infractions in employability are more serious and may cost the student his/her entire points for the day. The maximum number of points a student may lose in one day is 20.

Employability grades for the week consist of daily employability scores totals. The maximum grade is 100. The minimum grade is 0. If a student receives less than 70 employability points for a given week, counseling with instructional personnel will be required and an improvement plan developed.

**Great Plains Technology Center**  
 EMT Firefighter Program  
 Daily Grade Evaluation Instrument

Week		One				Two				Three				Four				
Defiance of Authority	-20																	
Did not do clean up	-10																	
Disruptive Behavior	-15																	
Feet on Furniture	-5																	
Food/Drink in class	-5																	
General violations	-5																	
Grooming in Class	-5																	
Hair not restrained	-5																	
Throwing mud, rocks, etc	-20																	
Head down/sleeping	-10																	
Horseplay	-10																	
Inappropriate physical contact	-15																	
Leaning back in chair	-5																	
Loud talking	-5																	
No uniform	-15																	
Non-participation	-15																	
No safety equipment	-15																	
Misuse of tools and equipment	-15																	
Obscene language/gestures	-10																	
Out of assigned area	-10																	
Sitting on desk/furniture	-5																	
Skipping class	-20																	
Talking	-10																	
Tardy	-10																	
Tobacco use	-15																	
Absent	-20																	
Unprepared for class (no pencil, etc.)	-10																	
Assignment returned after due date	-10																	
Unauthorized use of cell phone/pager	-10																	
Points/daily	<b>20</b>																	
Points/week	<b>100</b>																	
Instructor/Student Initials																		

Student initials on this form indicate that the student is aware of the evaluation. Initials do not imply agreement.