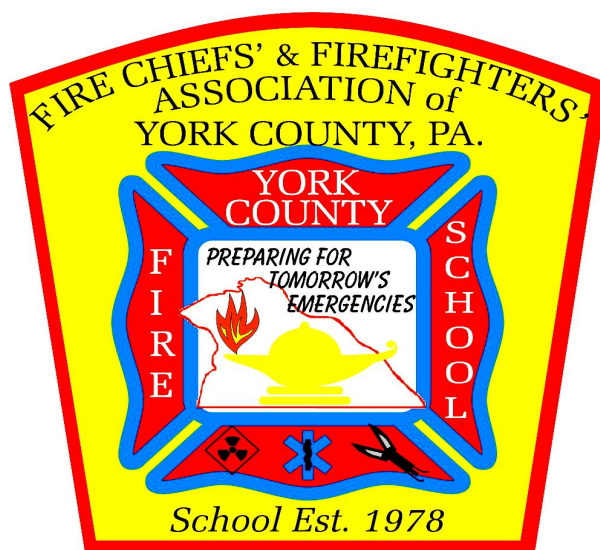


# YORK COUNTY FIRE SCHOOL



## POLICY AND PROCEDURE MANUAL

First Edition 10/2010



York County Fire School  
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**FORWARD**

This manual has been developed for use by all employees of the York County Fire School in addition to the various emergency responders, municipal and industrial organizations which use the Fire School for training. The purpose of this manual is to provide a standardized policy for the use of the facility. It is the intent of the Board of Governors of the York County Fire Chiefs and Firefighters Association to clearly define operational procedures where possible, and in other areas, to define guidelines for operation. By doing so we hope to preserve the facilities and equipment at the Fire School, in addition to ensuring the safety of the personnel using and visiting the training facility. As situations arise, the guidelines set forth herein may be modified or eliminated by the Board of Governors as needed.

By using the facilities at the York County Fire School you are acknowledging familiarity with this document; agreeing to adhere to the policies contained herein; and you also agree to accept direction from the employee's and/or facilitators assigned to oversee your evolution.

It is suggested that each organization obtains a copy of this document through the Fire School and maintains it as a reference. Periodically, this document will be evaluated for possible changes and updates, therefore the most current Policy and Procedure Manual will be available at the Fire School and through our website.

As a member of the York County emergency services community, any suggestions you have for the modification of this document may be submitted in writing to:

Fire School Administrator  
York County Fire School  
330 Emig Road  
York, PA 17406

All policies and procedures contained herein are effective (December 1, 2010). Copies of this manual and all applicable forms will be available at the Fire School.



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**MISSION STATEMENT**

Our mission is to provide, manage and support safe, realistic, and consistent training opportunities, resources and facilities for the fire and emergency service providers of York County and its surrounding area.

**MOTTO**

***“PREPARING FOR TOMORROW’S EMERGENCIES”***

**VISION STATEMENT**

The school and its staff are considered a resource to all Fire, EMS, Police and Emergency Service providers throughout the county. This includes the coordination of training programs both at the school and in the community to achieve a maximum desirable outcome of educational programs.



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## **STUDENT CODE OF CONDUCT**

It is the expectation of the York County Fire School and the administration that students will act maturely and develop the ability to lead and govern themselves.

In order to provide the maximum opportunity for learning and to support the mutual respect necessary within the teaching/learning environment, students are expected to adhere to the following guidelines within the classroom, training grounds, and other school facilities.

Students are expected to:

- a. Report to class on time and remain for the duration of the class.
- b. Be responsible for his or hers own actions.
- c. Be responsible for all material covered and announcements made within class, even when absent from class.
- d. Come to class prepared with note taking material, books, PPE and completed homework assignments.
- e. Turn in assignments on time (in the proper format), participate in class discussions, and prepare for tests.
- f. Refrain from conversations while in class whenever the Instructor or another student is speaking.
- g. Maintain an atmosphere conducive to the teaching/learning process.
- h. Silence all electronic devices during class. Texting, web surfing, etc are prohibited during class.
- i. There shall be no video recording, photography, or digital imagery capture of any kind without the expressed consent of the Lead Instructor, Fire School Administrator or the Board of Governors.
- j. Adhere to classroom policies set by their instructors in the class format/syllabus.
- k. Refrain from tobacco use in unauthorized areas.
- l. Refrain from any form of academic cheating.
- m. Refrain from any fighting, harassment, or any other disruptive behavior towards a staff member, Instructor or fellow student.
- n. Refrain from any intentional damage or destruction of equipment, apparatus and/or property.
- o. Refrain from any lewd or indecent conduct, any abusive, profane or obscene language or behavior towards a staff member, Instructor or fellow student.
- p. Abide by the Educational Training Agency's and all Pennsylvania State Fire Academy policies and procedures.
- q. Adhere to the Fire School's Policy and Procedure Manual.
- r. Abide by the Student Code of Conduct contained within this document.

Each student has the right, unless removed following due process, to attend classes and participate in a full range of class activities. Each student has the responsibility to attend classes regularly and to be punctual. Each student has the responsibility to behave in a manner, which does not distract, disrupt, offend or endanger self/others or cause damage to hosting department's property or equipment.



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## GENERAL INFORMATION

1. Anyone requesting use of the Fire School shall contact the facility by telephone, fax, email or mail not less than 30 days prior to the intended date of use. The telephone number to the Fire School is (717) 767-4097. The Fire School fax number is (717) 764-3243 and the email address is [registration@vcfs.us](mailto:registration@vcfs.us). Messages may be left, but reservations should not be considered confirmed until a return call is received.
2. By reserving the Fire School the organization commits itself to the following:
  - a. All members participating in a training evolution are adequately insured by the organization.
  - b. All members participating in a training evolution are at least 18 years of age. Members who are older than 14 years of age but younger than 18 years of age must abide by the sponsoring educational training agency age restrictions for participation in classes and will participate within the bounds set forth by the Commonwealth of Pennsylvania Child Labor Laws.
  - c. All members shall follow the procedures and guidelines set forth in this document, and obey the directions of the Fire School employee / facilitator relative to the facilities equipment, grounds and props.
3. The York County Fire School and the Fire Chiefs and Firefighters Association of York County Incorporated shall not be held responsible for any damage or loss of equipment or personal items of any company, department and/or organization, that requests usage of the facility for company and personal training, while on the property nor shall the York County Fire School and the Fire Chiefs and Firefighters Association of York County Incorporated be held responsible for any injury to persons participating in training held by the requesting company, department, and/or organization.
4. Tobacco products are **PROHIBITED** in all buildings and on the training grounds. Anyone wishing to use tobacco products must do so outdoors in designated areas. Receptacles are available for all discarded cigarettes. This “no tobacco products policy” is also applicable to all smokeless tobacco products.
5. Any individual operating at the Fire School suspected of being under the influence of, or possessing illegal drugs or alcohol will be immediately expelled from the grounds and their organization notified. Exempt from this policy are individuals participating in a certified law enforcement class or evolution that requires the ingestion of alcohol.
6. All drills conducted at the Fire School should follow a planned format. Any “unusual or experimental” evolutions must be approved in advance by the Fire School Administrator or their designee.
7. No flammable or combustible liquids are to be brought on site. All liquid fuels used at the facility will be provided by the Fire School and dispensed from containers provided by the Fire School.
8. Smoke generators are available on site and may be requested for use. Liquid smoke for these machines will be provided by the Fire School.



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9. Any damage to equipment, teaching props, facilities, or noted depletion of supplies, shall be reported to the Fire School Administrator or their designee. For any damage to equipment, teaching props and/or the facility, an incident report shall be filled out and if appropriate place a repair tag on the item to mark it out of service.
10. All areas used for training will be returned to the condition in which they were found unless specific direction has been given by the Fire School Administrator or their designee. All equipment used during training will be cleaned and serviced prior to storage.
11. All trash shall be placed in the proper receptacles. These are located throughout the facility. Any refuse which is considered recyclable shall be placed in the appropriate container.
12. Student and visitor parking are permitted in the top parking lot only. Instructors and faculty members are permitted to park below on the training grounds.
13. If the class being conducted is not a certificate program utilizing a Pennsylvania State Certified Instructor, the Officer in Charge (OIC) or their designee must be competent to instruct the evolution. Responsibility for competence of the (OIC) rests with the membership of the fire department and coordinated with the Fire School Administrator or their designee.
14. Personnel shall not attempt any evolution or drill for which they have not been properly trained. Proper personal protective equipment shall be utilized on all drills. Responsibility for these determinations shall rest with the individual's Chief Officer or their designee, Fire School Administrator or their designee or the Lead Instructor.
15. All students should be physically capable of performing the evolutions they participate in. Responsibility for determining fitness shall rest with the individual's Chief Officer or their designee.
16. In addition to the policies and procedures set forth in this document, the York County Fire School shall abide by the policies and procedures that are listed below and set forth by the Pennsylvania State Fire Academy. Copies of each policy will be available at the Fire School.

**Incident/Injury/Near Miss Reporting Policy**  
**Structural Burn/Live Fire (SBS) Policy**  
**Delmar Curriculum Policy**  
**Instructor Classification System and Code of Professionalism Policy**  
**Official Relationship/Non Student Participation Policy**

17. Failure to comply with the guidelines set forth in this document may result in the loss of the privilege to utilize and train at the York County Fire School.

All disciplinary actions regarding the York County Fire School shall be determined by the Board of Governors of the York County Fire Chiefs and Firefighters Association based on the investigations and/or recommendations of the Fire School Administrator or their designee and/or the Lead Instructor.

The Board of Governors, Fire School Administrator or their designee and the Lead Instructor shall also honor any disciplinary action set forth by the Pennsylvania State Fire Academy and/or the Educational Training Agency (ETA) in regards to their disciplinary action policies and procedures.



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## **CLASS ATTENDANCE POLICY**

Every student is expected to attend all class sessions in which they have enrolled in. Students must notify the Lead Instructor and/or the Fire School if they are going to be late or absent. Students are required to be in the classroom at the start of the class. It is suggested to arrive 15 minutes early prior to the start of class.

The Educational Training Agency's (ETA) policies and procedures regarding class attendance shall be followed in addition to this policy.

## **DRESS ATTIRE POLICY**

All faculty members, Instructors, and students attending a class or on the grounds of the York County Fire School shall wear appropriate clothing to be able to participate in training. At no time will inappropriate attire be allowed. Examples would include, but are not limited to; any shirts with profanity or any type of discriminatory wording or phrases on them, shirts/blouses that have spaghetti straps, muscle shirts, shorts which expose the buttocks in any manner, pants which have large holes in them and have the potential of exposing student's buttocks or genital areas, open toe or backless footwear including sandals.

Clothing which is not worn appropriately, is not properly fastened, or has tears that are indecent will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level.

Any protective clothing used at the Fire School must fit the individual properly and meet or exceed NFPA and all other national standards.

For all practical evolutions and live fire activities, no jewelry shall be worn. Medical alert bracelets or necklaces, watches and wedding rings are exempt, unless they are asked to be removed by the Instructor.

Facial hair shall be in compliance with the Pennsylvania State Fire Academy's established policy for all personnel participating in live fire/smoke training evolutions. At no time will any student with facial hair violating this policy be permitted to engage in interior firefighting training, structural search operations, or any other IDLH environment activities.

The Educational Training Agency's (ETA) policies and procedures regarding proper dress attire shall be followed in addition to this policy.

Anyone found violating the dress attire policy will be dismissed from the training facility and asked to change their clothing to a more appropriate attire.





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## **SCHEDULING PROCEDURES**

The following application procedure will be utilized for scheduling the facility or training grounds for company level training programs involving both live fire/smoke and non live fire/smoke evolutions. Company level training is any training that is not an accredited class sponsored by an ETA.

- a. Scheduling shall be on a first come, first served basis. Any company or department interested in conducting non-live fire/smoke company level training at the Fire School can make their request by contacting the Fire School Administrator or their designee by phone, fax, email or US Postal Service at least **five (5) weeks** prior to the requested date of training. Any company or department interested in conducting live fire/smoke company level training must submit their request **ten (10) weeks** prior to the requested date of training. This will allow the Fire School time to make the appropriate arrangements with the Department of Environmental Protection (DEP).
- b. Confirmation regarding the company level training will be based on availability of the facility, appropriate supervisory staff, and the absence of any other prescheduled program, class or activity that may conflict with the department's request. If approved, the fire company will receive notification and all necessary paperwork from the fire school.
- c. Once confirmation is received the company or department shall provide a list of personnel that will be participating in the training activity to the Fire School. All personnel **MUST** be covered by their department's insurance and workers compensation.
- d. If approved to use the facility for live fire/smoke evolutions, the fire company **MUST** provide documentation for each individual that is participating in the evolution that they have met the minimum training requirements set forth in the Structural Burn Building Usage Manual.
- e. Any company or department that has been granted the use of the facility will be required to cover all applicable fees and expenses associated with that class and abide by the policies and procedures set forth in this manual. For all live fire/smoke evolutions, the Structural Burn Building Usage Manual will be strictly adhered to.
- f. All training evolutions shall be conducted in a safe and structured manner. The Chief Officer or their designee will confirm all evolutions with the Fire School Administrator or their designee prior to the requested date of training.

## **ACCREDITED COURSE REGISTRATION**

Any individual requesting to take an accredited class offered through the Fire School must fill out the registration form and submit it the Fire School Administrator or their designee. It shall be the department's responsibility to cover all applicable tuition, fees and expenses associated with that class. *The Course Registration Form can be found on our website.*

The Educational Training Agency's (ETA) policies and procedures regarding course registration shall be followed in addition to this policy.



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## **WITHDRAWAL, NO SHOW OR DISMISSAL FROM A CLASS POLICY**

It is the policy of the York County Fire School to provide availability for attendance in courses based on minimum and maximum enrollment requirements. Students who register and do not attend or cancel their application prohibit other students from attending the course, resulting in administrative costs.

It shall be the policy of the Fire School to charge an administrative fee for any student who fails to attend a class that they have registered, unless they provide cancellation notification 72 hours prior to the start of the class.

Students who decide to withdrawal from a class are required to fill out the Course Withdrawal Form and submit it to the Fire School Coordinator or their designee. Once received, the student will be dropped from the class. *The Course Withdrawal Form can be found on our website.*

The student can have his or her Chief Officer or their designee, fill out the Course Withdrawal Form and submit it to the Fire School: However, it shall be the student's responsibility to ensure that the form is filled out and received by the Fire School prior to the start of the class.

If a student who is registered for a class does not show and they, nor their Chief Officer or their designee did not submit the Course Withdrawal Form, it will be viewed as a no show and all tuition, fees and expenses associated with that class will be charged to the student's fire company.

If a student is absent, **WITHOUT** the approval of the Lead Instructor and/or Fire School Administrator or their designee, for 20% of the prescribed course hours, it will be viewed as a no show and all tuition, fees and expenses associated with that class will be charged to the student's fire company.

Any fire company whose member is dismissed from a class will have all tuition, fees, and expenses associated with that class charged to them or if paid in advance, forfeited to the Fire School.

If an organization develops and/or shows a pattern of their members not showing up for registered classes, the organization and their members will have their privilege to use the York County Fire School revoked for a time to be determined by the Board of Governors of the York County Fire Chiefs and Firefighters Association.

Special circumstances regarding student withdrawal must be submitted by a Chief Officer and/or Training Officer via telephone, fax, or email within 72 hours prior to the start of the class and will be reviewed on a case to case basis by the Fire School Administrator or their designee.

The Educational Training Agency's (ETA) policies and procedures regarding withdrawal, no show or dismissal from a class shall be followed in addition to this policy.

## **WEAPONS POLICY**

Firearms and other weapons as described in the State's Crime Code as prohibited offensive weapons are not permitted at the York County Fire School. Exceptions to this policy are law enforcement officers that are on official duty and/or engaged in training that pertains to their employment.



## **SELF-CONTAINED BREATHING APPARATUS POLICY** **(SCBA)**

For any courses requiring the use of a SCBA, it shall be the student's responsibility to provide his or her own, plus a spare air cylinder. The Fire School has a limited amount of SCBA equipment and that is dedicated to Instructor use and for demonstration purposes only. The Fire School will refill any student's air cylinder, provided it has a current hydrostatic test date on it.

All SCBA currently stored at the Fire School shall be maintained and serviced in accordance with the manufactures recommended guidelines and shall be in compliance with the National Fire Protection Agency (NFPA) Standards:

**NFPA 1852: Standard on Selection, Care, and Maintenance of Open - Circuit Self Contained Breathing Apparatus**

**NFPA 1981: Standard on Open - Circuit Self Contained Breathing Apparatus for Emergency Services**

## **AIR COMPRESSOR USAGE POLICY**

For any courses requiring the use of a SCBA, the air compressor shall be available for use to refill air cylinders, provided it has a current hydrostatic test date on it.

Only trained Fire School staff and Instructors will be permitted to operate the air compressor and fill SCBA cylinders. The Fire School Administrator or their designee will ensure that those individuals are properly trained prior to the use of the air compressor. Students may be permitted to use the air compressor to fill cylinders only if its use is part of the class curriculum.

The Air Compressor shall be maintained and serviced in accordance with the manufactures recommended guidelines and shall be compliant with all State and National standards.

## **PHONE, PAGERS, VIDEO AND RADIO EQUIPMENT POLICY**

All phones, radio receivers and pagers shall be in the **OFF** and/or silent position during instruction periods. Texting, web-surfing, etc. are prohibited during class.

In the event that a family member needs to contact a student while they are in class regarding a family emergency or situation, the student may be granted the permission to answer their phone during instruction periods by the Instructor. When granted this permission, the student must answer his or her phone in such a manner that will not disrupt the class.

There shall be no video recording, photography, or digital recording of a class without the expressed consent of the Lead Instructor, Fire School Administrator or the Board of Governors.



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## **FIRE CALLS RESPONSE POLICY**

Fire calls will not be considered an excuse for being late or missing a class unless the student has a written excuse from their Chief Officer or their designee. Any student who is attending a course at the Fire School is expected to be on time for any course that he or she is attending.

Unless specifically called to duty by his or her department, no student shall leave the training facility for an incident in his or her response district.

In the event that a student is called to duty, a written statement from their Chief Officer or their designee must be submitted to the Instructor.

## **STRUCTURAL BURN BUILDING & COMBUSTIBLE LIQUIDS PIT POLICIES**

The **York County Fire School Structural Burn Building Usage Manual** shall be followed when utilizing the Structural Burn Building for training activities.

The **York County Fire School Combustible Liquids Pit Usage Manual** shall be followed when utilizing the Combustible Liquids Pit for training activities.

The Educational Training Agency's (ETA) policies and procedures regarding live fire/smoke evolutions shall be followed in addition to this policy.

Copies of these manuals are available for use at the Fire School.

## **DRIVING POLICY**

Any vehicle owned and operated by the York County Fire School shall be driven by individuals that have been approved and are listed to drive by the Fire School.

All individuals that have been approved to drive must possess a valid driver's license through the Commonwealth of Pennsylvania. In order to operate the fire engines on public roadways, the driver must hold a valid, class appropriate, Commercial Drivers License.

Any individual seeking approval to drive and operate the vehicles owned by the Fire School shall submit to the Fire School Administrator or their designee the Application for Approved Drivers/Operators List.

**No STUDENT shall be allowed to operate or drive any vehicle or equipment owned by the Fire School.**

## **LIABILITY INSURANCE POLICY**

The student should make certain that their individual department, company or organization insurance carrier would cover them while they are students at the York County Fire School.

Students who are not affiliated with a department, company or organization shall provide proof of insurance at the time of registration for the class.



## **INCIDENT/INJURY/NEAR-MISS REPORTING POLICY**

Any incident, injury, or “near-miss” that occurs at the Fire School shall be reported to the Fire School Administrator by the Instructor immediately. In addition to the Fire School Administrator, the Pennsylvania State Fire Academy (PSFA) and the Pennsylvania State Emergency Management Agency Duty Officer shall be notified as required by the *PSFA Incident/Injury/Near Miss Reporting Policy No: 2006-01*, if warranted.

The Educational Training Agency’s (ETA) policies and procedures regarding incident/injury/near-miss situations shall be followed and all required forms filled out in addition to this policy.

All reporting documents are located at the Fire School. The York County Fire School will require compliance with this policy when conducting State level or Company level training at this facility.

## **EMERGENCY PROCEDURE REGARDING MEDICAL EMERGENCIES AND INJURIES**

Companies and/or students conducting training at the Fire School are expected to comply with all applicable safety guidelines outlined in this document. Furthermore, companies conducting high risk types of training activities are expected to reasonably account for hazards that may be associated with any high risk training activities. This should include, but is not limited to, adequate first response/initial EMS coverage (equipment, supplies and trained personnel), and rehabilitation supplies for participants.

A Medical/Trauma bag, which includes basic EMS equipment and supplies (including oxygen therapy equipment), will be maintained at the Fire School and located in the front lobby. This equipment shall be available for use by qualified medical personnel. This equipment is provided by the Fire School and is to be utilized as a back-up or supplement to equipment provided by the participating organizations. Under no circumstance should this equipment be relied upon as the sole source of emergency medical equipment for a training evolution.

The following procedures will be adhered to when dealing with an injury or illness located within the confines of the Fire School and requires the response of off-site EMS personnel to evaluate and/or transport the individual to a medical facility for further treatment:

- a. Immediate medical attention should be provided to the ill or injured individual by qualified medical personnel on site. Emergency Medical Services will be activated by calling 911 and requesting the appropriate resources.
- b. At no time will any individual requiring medical attention by an off-site EMS agency be permitted to continue to participate in any training evolutions.
- c. The Fire School Administrator and all required agencies will be notified as per the *PSFA Incident/Injury/Near Miss Reporting Policy*.
- d. All training activities will be suspended until the emergency at hand has been adequately dealt with and is deemed to be under control by the instructional staff.
- e. The individual’s Chief Officer or their designee shall provide a copy of the Pennsylvania Worker’s Compensation Form within 24 hours to the Fire School Administrator.



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## **FIRE SCHOOL FACILITATOR POLICY**

The York County Fire School Facilitator shall be an onsite representative of the Fire School during all live fire/smoke training and any approved company level training. This representative shall be the liaison between the instructional staff and the Fire School during the training period. The Fire School Facilitator shall:

- a. Be provided by the York County Fire School for the duration of the training program.
- b. Open and close the training grounds.
- c. Will inspect the Structural Burn Building prior to the evolutions for damage and confirm such damage, if found, with the Lead Instructor.
- d. Be the primary thermal monitoring system attendant during all live fire entries.
- e. Handle any onsite requests from the instructional staff regarding facility issues.
- f. Contact the Fire School Administrator or their designee if any issues arise during the exercise.
- g. Conduct a post burn inspection and confirm any damage, if found, with the Lead Instructor.
- h. **NOT** make any live burn entries and is not considered one of the instructional staff.
- i. Make sure that all appropriate paperwork, regarding the live fire/smoke training has been filled out and submitted to the Fire School Administrator.

This position is a compensated position and will be paid on a **per diem** basis as determined by the live fire/smoke training exercises and any approved company level training that are facilitated.

Any individual interested in becoming a Fire School Facilitator shall complete and submit an application for the position and must possess the following qualifications:

- a. Completion Certificates for EBM, or ELIF, or Firefighter I Certification, or their equivalent (as determined by the Board of Governors or their designee).
- b. York County Fire School - NFPA 1403 orientation class.
- c. Letter of Recommendation from a Chief or Senior Fire Service Official attesting to the individual's character and ability to take responsibility for oversight of the process.
- d. Valid PA Drivers License.

All required documentation must accompany the application when submitted.

Individuals who are selected from the application process must complete an Orientation Class, apply for an approved driver's status at the Fire School, and submit all pertinent information for the completion of required payroll forms.

Scheduling of Facilitators will be assigned by the Fire School Administrator or their designee and shall depend on the availability of the facilitator. Scheduling assignments will be determined on the number of live fire/smoke exercises, company level training and availability of Facilitators.