

INFORMATION

FIRE COMPANY REGISTRATION PROCEDURES

IN-STATE FIRE COMPANIES

Class registration is an important part of our management process. Knowing how many students will be attending a class allows us to contract the correct number of instructors for the class. Knowing who is registering for the class allows us to confirm that they have the correct pre-requisites for those courses that require them. Having the correct count of students allows us to furnish the correct number of meals when they are being provided. For a variety of reasons, it is critical that we have the correct information in sufficient time to act.

Registrations must be made on the form provided by the Delaware State Fire School. Pre-registration closing dates for weekend classes are on the Friday sixteen days prior to the scheduled class date. Pre-registration should be received by the Fire School on or before the closing date. The return date will be on the cover of the course announcement.

SUBSTITUTIONS WILL NOT BE ACCEPTED.

Telephone registration cannot be accepted. Faxed registrations are acceptable and must be signed and properly completed by the Fire Department or organization.

In order to confirm who has been accepted into classes, we will institute a policy of notifying all in-state fire departments, whether they have students who have applied or not, of who has been accepted into each of the classes. This notice will come out on the Friday of the week after registration closes. At that point, one week and a day prior to the start of the class, everybody will know who has been accepted into the class. You can then notify your members accordingly. As always, we DO NOT accept walk-ins or substitutions, so it is important you share the registration information with potential students.

OUT-OF-STATE FIRE COMPANIES

All out-of-state students must have completed the Delaware State Fire School Basic Firefighting Skills or have met the reciprocity requirements stated in this catalog prior to taking the next level of classes.

All out-of-state registration is limited to two people per department on a space available basis. If a class becomes too large as a result of in-state student registration, out-of-state students will be subject to cancellation up to the day before the actual class begins.

Tuition for all courses must be prepaid by out of state students with the pre-registration forms. Absolutely no walk-ins will be accepted. Registrations will not be accepted without payment.

CANCELLATION POLICY

Cancellations for students who are pre-registered for a course must be received by the Fire School no later than noon on the Wednesday preceding the scheduled class day. Cancellations received after Wednesday noon will be considered "no shows" and will be handled in accordance with the NO SHOW POLICY.

Cancellations will be accepted only from the Fire Chief or the authorized Training Officer.

A Cancellation number will be provided and no appeal for contested billing will be allowed if you do not have a cancellation number.

CLASS HOURS

Most classes, conducted by the Fire School begin promptly at 9:00 a.m. for daytime classes and 7:00 p.m. for nighttime classes, however, there are exceptions to this rule, please check your training brochure for class times. Classes terminate at 4:00 p.m. during the day and 10 p.m. at night. Please report to the daytime class site at 8:30 a.m. on the first day of each course for administrative purposes. For night classes please report to the class site 15 minutes prior to the beginning of the first night's class. In daytime classes, one hour is provided for a noon meal.

MEALS

A noon meal will be provided in our cafeteria for daytime classes. All students are required to remain on the training center grounds.

DRESS CODE

As times have changed so have some of today's fashions. The Delaware State Fire School, however, is foremost an educational facility. With that constantly in mind, the dress code is designed to promote a healthy and safe, distraction-free learning environment.

- No shorts or sleeveless shirts
- No flip-flops or open toe shoes
- No bare midriffs
- Visible body piercings shall be limited to the ear
- No dangling earrings shall be worn when performing evolutions
- No exposed jewelry shall be worn with the exception of wedding rings
- No sexually explicit logos on shirts
- Hats (including bandanas or do-rags) cannot be worn during classroom instruction
- Spandex is not permitted

The dress code policy will be enforced for any DSFS class that is held at a center (including New Castle and Sussex), including In-service classes held at a center. In-service classes held off-site are not subject to this policy.

Chiefs and Training Officers, PLEASE make sure your students coming to classes at the DSFS are dressed properly.

STUDENT BEHAVIOR

- The use of tobacco products (including smokeless tobacco) will be limited to designated areas.
- Students are expected to be on time for all classes and to remain in class unless excused. In keeping with sound educational practice, and in fairness to those students who do comply, those who miss the roll call or who leave during the class will NOT be given credit for that block of instruction.
- All students are expected to act professionally and courteously and to show respect to others at all times. Anyone displaying aggressive or offensive behavior WILL BE REMOVED from class.
- Walking on the grass is prohibited.
- Students are not to discard trash, cigarettes, etc. on the property except in the designated containers.
- Students are to respect the community and not speed, drive recklessly, or sound their sirens in the vicinity of the Delaware State Fire School property.
- Transportation to/from the Delaware State Fire School is the responsibility of the student and/or their department. Students are not to linger on the property after class has ended.

PERSONAL PROTECTIVE CLOTHING\EQUIPMENT

Includes approved coat, bunker pants, boots, gloves, helmets, and eye protection. Appropriate clothing must be provided as indicated on the pre-registration form. The department must provide their members with proper fitting and safe personal protective equipment. Students with ill-fitting and/or improper personal protective equipment will not be permitted to participate in classes requiring personal protective equipment.

CONFINED SPACE RESCUE EQUIPMENT

Due to the nature of the course and the types of evolutions, special equipment is required for the Confined Space Rescue Course. Firefighting gear is not worn because it is too bulky and cumbersome for some evolutions. All students participating in the Confined Space Rescue Class must have the following personal protective equipment:

- Hardhat with chin strap
- Coveralls
- Gloves
- Eye Protection
- Ankle high work boots
- Elbow and knee-pads

BEARDS, BREATHING APPARATUS AND LIVE FIRE TRAINING

In accordance with the NFPA 1500 Standard on Fire Department Occupational Safety & Health Program, we do not train people with beards or facial hair that interfere with the face piece seal on self contained breathing apparatus. This policy applies to all drill ground classes where personal protective equipment is required, including Flammable Liquids and Gas Firefighting.

In order to clarify for you when the policy applies and when it does not apply, the following guideline has been adopted:

Students with beards or facial hair which interferes with the face piece seal or self-contained breathing apparatus (SCBA) or respirators will not be permitted to participate in any training activity which requires the use of personal protective equipment, turnout gear and/or breathing apparatus. Drivers of fire and rescue apparatus are included.

SCBA

The Delaware State Fire School permits students to bring and use their department's Self Contained Breathing Apparatus for training classes. The Delaware State Fire School has an air system for re-filling bottles. The system is capable of filling low and high-pressure bottles. The Fire School is not responsible for loss or damage to personal units.

AGE REQUIREMENT POLICY

The following policies were put into effect regarding minimum age requirements for various scheduled courses at the Delaware State Fire School.

1. Students less than 16 years of age will be permitted to attend only the Introduction To Emergency Services Course.
2. Students between the ages of 16 and 18 years of age will be permitted to attend the Basic Firefighting Skills, Structural Firefighting Skills, Hazardous Materials Response Skills and 100 and 200 series courses for which they qualify. Students under the age of 18 years will not be accepted in the Crew Leader Course. (A student must be 21 years of age to attend Fire Officer I and Fire Officer II.

This policy has been implemented to assure the safety of the students who attend the scheduled classes at the Fire School. The policy does not apply to in-service classes where the Fire Company Officer is in attendance and responsible for the supervision of the member under 16 years of age.

- All out-of-state students shall be at least 18 years old.

FINANCIAL RESPONSIBILITY FOR MEDICAL/FIRST AID TREATMENT

All payments for any and all medical, first aid, and related charges will be the responsibility of the sponsoring organization.

NO-SHOW POLICY

Students who register for Delaware State Fire School courses and do not show up for class on the scheduled date will be placed on a "hold list" and will not be accepted for pre-registration at future courses. If space is available the students on the "hold list" will be advised on Wednesday afternoon, three (3) days prior to class time that they may attend the course.

"No Shows" will be made a part of the students training record.

"No Shows" will be assessed the tuition fee for the entire course.

COURSE COMPLETION POLICY

All Delaware State Fire School courses are performance based. All students must meet the minimum participation requirements during the class and must pass the written and/or skills test when appropriate. Students who fail to meet the performance objectives will not receive credit for the class nor receive a certificate of completion. The sponsoring organization will be notified in writing of any failures.

CERTIFICATES

Certificates will be provided for Delaware State Fire School courses successfully completed. Pocket cards are issued for EMT-B, AED/CPR and Emergency Vehicle Operators. Certificates will be mailed within 10 working days after a class is completed. All certificates will be mailed to the Fire Chief. Date shown on the certificate of completion will be actual date of the class, not when it is prepared. Upon successful completion of classes and purchase of a Fire School emblem, chevrons will be attached to the student's certificate, if available for the class.

STUDENT RECORDS

All training records will be recorded for all courses attended with the exception of some special courses of less than three hours, such as Public Education, Agency, and Industrial classes.

STUDENT DISCLOSURE POLICY

Section 1 - Authority

Under the provisions of 6614, Title 16, of the Delaware Code, the State Fire Prevention Commission has been given authority to make all rules and regulations necessary for governing the Delaware State Fire School.

Section 2 - Purpose

The purpose of these procedures is to set forth the conditions governing the protection of student privacy as it relates to the disclosure of training records maintained and supervised by the Delaware State Fire School.

Section 3 - Definitions

1. "Student" includes any individual for whom the Delaware State Fire School maintains a training record.
2. "Student Training Record" means those training records related to a student and are maintained by the Delaware State Fire School. The term does not include lesson plans, outline tests, test keys and other materials used for training the student.
3. "Emergency Medical Technician - Basic" means a student who has successfully completed the certification requirements for Emergency Care Technician as established by the State Fire Prevention Commission.

Section 4 - Disclosure of Student Training Record Information

1. The Delaware State Fire School shall disclose student training record information to the student who is or has been in attendance at Delaware State Fire School Programs.
2. The Delaware State Fire School may disclose student training record information without the written consent of the student if the disclosure is:
 - a. To the Fire Department provided the request is made by the Fire Chief and the student is a member of the Fire Department.
 - b. To Volunteer Ambulance Organizations, provided the request is made by the Chief Ambulance Officer and the student is a member of the ambulance organization.
 - c. To Industrial Organizations provided the request is made by an authorized official and the student is an employee of the organization.
 - d. To agencies and institutions, provided the request is made by an authorized official and the student is an employee of the agency or institution.
 - e. To state and local officials or authorities if information is specifically required to be reported or disclosed pursuant to state statute.

Section 5 - Right to Inspect and Review Training Records

1. The Delaware State Fire School shall permit the student who is or has been in attendance at Delaware State Fire School sponsored programs, to inspect and review their training records.
2. The Delaware State Fire School shall permit other organizations to inspect student records provided written permission has been given by the student or organizations meet the conditions outlined in Section 4 of these procedures.

Section 6 - Fees

The Delaware State Fire School may charge a fee for copies of the student training records provided the fee does not prevent the student from exercising the right to inspect those records.

Section 7 - Disclosure of Certified Emergency Care Technicians

1. The Delaware State Fire School may disclose only that a student is or is not a certified Emergency Care Technician to any person or organization making the request for the information in writing.
2. The Delaware State Fire School may charge a reasonable fee to cover the cost of handling the request for information.

NOTE: Any student objecting to the release of training record information to the sponsoring organization without their expressed consent shall be required to so state in writing to the Director of the Delaware State Fire School, otherwise provisions of this policy will be followed.