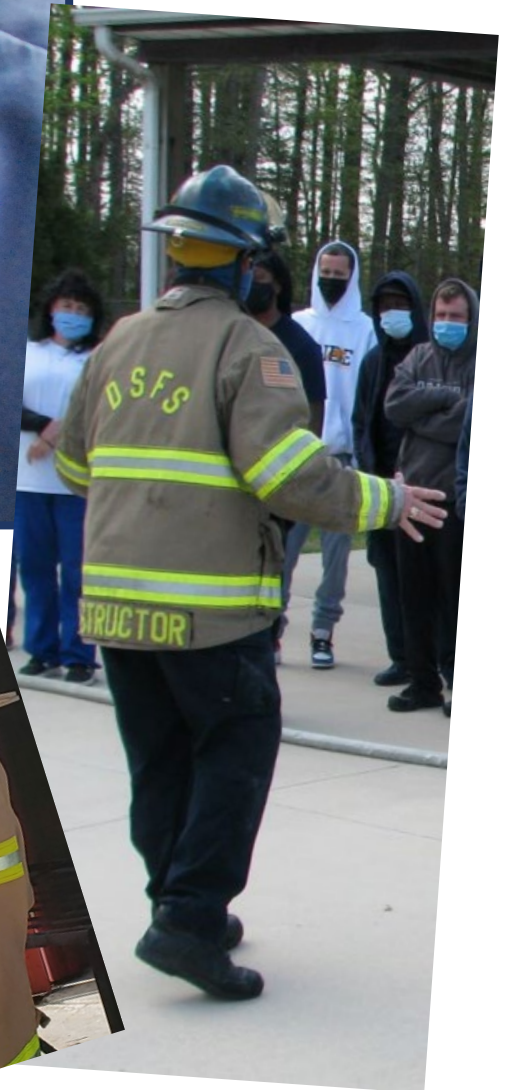


# Delaware State Fire School Instructor's Manual 2022



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## **AUTHORITY OF THE DIRECTOR**

The Director has full authority over the operation of the Delaware State Fire School including all facilities, programs, projects, activities, etc.

The Director has full authority over all full-time and part-time personnel.

The Director has full authority for establishing philosophy, policies, procedures and guidelines for operation and management of the Agency.

All Delaware State Fire School Staff has the responsibility and obligation to fully support the philosophy of the Delaware State Fire School, the chain of command, the established policies and procedures and all programs offered.

All Training Administrators are responsible for the effective management of assigned programs, projects and activities in accordance with established policies, procedures and guidelines as approved by the Director. All Instructors are responsible to work within the established policies, procedures and guidelines set forth and report directly to the Training Administrators who assigned them to a specific class.

# **DELAWARE STATE FIRE SCHOOL MANDATE, GOAL & OBJECTIVES**

## **STATUTORY MANDATE:**

The statutory mandate to the Delaware State Fire School is to:

- Provide firefighters with needful professional instruction and training at a minimum cost to them and their employers.
- Develop new methods and practices of firefighting.
- Provide facilities for testing firefighting equipment.
- Disseminate the information relative to fires, techniques of firefighting and other related subjects to all interested agencies and individuals throughout the State.
- Undertake any project and engage in any activity which, in the opinion of the State Fire Prevention Commission, will serve to improve public safety.

On July 1, 1972, the State Fire Prevention Commission was also given the mandate by statute to regulate the ambulance service in Delaware. The Commission assigned the added duties of inspecting and licensing ambulances and the training and certifying of the Basic Life Support personnel to the State Fire School. In 2015, the State Fire Prevention Commission assumed the responsibility of inspecting and licensing ambulances.

## **GOAL AND OBJECTIVES:**

In order to comply with the statutory mandate, the State Fire School established a goal "to provide fire, rescue, emergency care, and related training to members of the fire community, industry, agencies, institutions, and the general public requiring specific programs and any program which will serve to benefit the safety of the public."

The agency objectives established to achieve the goal are:

- To provide firefighters with needful professional instruction and training.
- To provide Basic Life Support personnel with needful professional instruction and training.
- To provide rescue personnel with needful professional instruction and training.
- To certify Basic Life Support Personnel.
- To re-certify Basic Life Support Personnel.
- To provide agency, institutional and industrial personnel and the general public with needful professional instruction and training.
- To disseminate information relative to fires, techniques of firefighting and other related subjects to all agencies and individuals throughout the State.
- To develop new methods and practices of firefighting.
- To provide facilities for testing firefighting equipment.
- Provide Fire and Life Safety Education to the Citizens of Delaware.

## **DELAWARE STATE FIRE SCHOOL PHILOSOPHY**

In order to effectively carry out the mission of the Agency, it is essential that the Director establish a philosophy for the delivery of emergency services training and education. More importantly, all those involved in the delivery system must understand, accept and support this philosophy.

The philosophy under which the Delaware State Fire School has operated since its inception is as follows:

- Utilize all available resources in the most cost-effective manner possible towards achieving the legislated mandate of the Agency.
- Deliver effective, technically accurate and dynamic programs in order to provide maximum benefit to the fire service and other audiences identified in the goals and objectives of the agency.
- Continually strive to maintain the program content current, accurate and dynamic.
- Continually strive to meet the expanding needs and demands of the audiences served in a timely manner.
- Continually strive to make programs as easily accessible as available resources will allow.
- Continually strive to encourage and assist the emergency services in maintaining a state of readiness.
- Continually promote the need for professional instruction and training; and, the need for continuing education to maintain the level of knowledge and skills achieved.
- Continually provide the Fire Service with as much support service as is reasonable and possible with the resources available.
- Continually support the State Fire Service by providing an objective leadership role on issues and matters which may impact the delivery of emergency services and/or the image of the Fire Service.
- Continually promote the importance of the State Fire Prevention Commission in State Government and its liaison role with the Fire Service.
- Develop and maintain an effective management team for the administration and management of the training and education delivery system. Towards this end, provide assistance, advice, support, counseling and supervision to assist team members in improving skills, knowledge, attitudes and the ability to work harmoniously and effectively as a team. Take any and all actions necessary to assure that the entire management team continually strives to achieve the stated goals in accordance with the philosophy outlined.
- Continually strive to improve the technical and professional ability of both the full-time and part-time staff.
- Continually guard against the tendency for staff members to become parochial and complacent about the existing programs and service.
- Encourage staff members to be highly visible and easily accessible to the audience served.
- Encourage staff members to be good listeners and courteous and to accept and evaluate all comments, suggestions and criticism.
- Continually promote the professionalism and credibility of the Agency.
- Continually strive to make the Training Center facilities more cost-effective by encouraging and allowing its use to other agencies, institutions and emergency service organizations.
- Continually strive to conduct a cost-effective and efficient operation. Implement and/or modify policies and procedures as appropriate to achieve this goal.

# **CORE VALUES**

## **of the Delaware State Fire School**

### **COURAGE**

To provide the best and most current training in the face of potential opposition.

To stand for the beliefs of the Agency, Commission and Government.

To control the challenges of Fire, Rescue and Emergency Medical Services, to produce the best trained students possible.

### **HONOR**

To honor the proud history and tradition of the Delaware Fire Service.

To honor and respect all fire service leaders past, present and future.

To honor and respect each student as individuals with individual needs.

### **COMMITMENT**

To be polite, courteous and professional at all times.

To be current with issues, trends and topics that affect the Fire Service.

To maintain the highest quality lesson plans and instructors for course delivery.

To maintain the best possible facilities and equipment for program delivery.

To be the best possible Fire Training Agency we can be.

## **HONESTY**

To be honest at all times with students, instructors and staff.

To admit when wrong and be able to accept change.

## **DISCIPLINE**

To exercise fair, firm and proper discipline with all students.

To work towards bettering ourselves and programs.

To respect the needs of individual students and different learning abilities.

## **DIVERSITY**

To recognize that all students are individuals.

To respect students of all races, color, creed or ethnic origin.

To recognize cultural change and meet the challenges and needs.

## **PROFESSIONALISM**

To maintain a professional attitude demeanor and presence at all times.

To provide meaningful professional training for our students.

To do whatever is required to assist the Delaware Fire Service to project a professional image.

## **EMERGENCY PROCEDURES**

**ALL STAFF SHOULD HAVE THIS WEBSITE SAVED AS A FAVORITE TO EASILY ACCESS THESE EMERGENCY PROCEDURES**

**<https://dema.delaware.gov/emergencyPrep/index.shtml>**

### **How to Handle Emergency Events**

- Acts of Terrorism
- Fire
- Explosions/Bomb Threats
- Active Shooter Incidents
- Suspicious Packages
- Health Pandemic Emergencies
- Hazardous Materials Emergencies
- Nuclear/Radiological Emergencies
- National Disasters such as Tornadoes and other Weather-related emergencies
- Power Outages

## **EMERGENCY PROCEDURE GUIDE**

The following is a guideline of necessary actions in the event of a serious illness, accident or injury at a scheduled class.

- The Full Time Staff Member or assigned Duty Instructor, when made aware of an incident, shall evaluate the situation for severity.
- If there is an injured person and they are in need of immediate medical attention, 911 shall be called.
- The staff person or their designee shall see that the appropriate first aid equipment and measures are provided to the victim.
  - The First Aid bag will be available on site in Dover.
  - The AED is kept in the Main Building Cafeteria and Control Tower at Dover and in the office at the Regional Centers.
  - A First Aid Kit is kept in the Main Building and Control Tower.
- Staff shall take no position on any event or make any statements concerning cause, fault or blame.
- All media requests shall be referred to the Director.

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*Check the appropriate boxes as completed.*

- Once the victim has been transported to the appropriate medical facility, the staff person shall immediately notify the Fire Chief or, in his or her absence, another officer of the department.
- If it can be ascertained that the victim was with other members of his/her department, those members should be notified of the incident and current status.
- After the incident has been controlled, a detailed written report shall be prepared. Interviews shall be conducted on a one-on-one basis with all involved instructors and students. If possible, an interview and written report with the victim should be conducted as soon as possible. Reports written by witnesses may be obtained if deemed necessary. The written report shall contain names, dates, times, and description of the incident as well as all steps taken to secure the incident. Report should not contain speculation or hearsay.
- If the event is life-threatening or involve major property damage, the Director or Deputy Director shall be immediately notified.
- If the incident involves any type of police action or potential investigation, Capitol Police shall be notified.
- If the emergency involves the drill ground facility or equipment, a member of the DSFS maintenance staff shall be notified. If the emergency involves the main building, Facilities Management shall be notified.

# **EMERGENCY EVACUATION PROCEDURES**

## **I. BY FIRE ALARM ACTIVATION**

The Delaware State Fire School Fire Alarm System shall be used to signal the evacuation of the building in the event of fire or other emergencies requiring evacuation. Upon activation of the Delaware State Fire School Alarm System, the following steps shall be implemented:

1. The receptionist or person performing that duty shall make an announcement over the building public address system that all occupants are required to leave the building through the closest exit and move at least 500 feet from the building.
2. The receptionist or person performing that duty, upon activation of the alarm system, shall notify the Kent County 911 Center of fire alarm or emergency activation. This person shall then leave the building. This is a backup call in addition to the alarm system provider who is to notify Kent Center in the event of an alarm. The person calling 911 will provide as much information as possible as to the nature of the alarm or the emergency.
3. The assigned day person shall proceed to check all occupied rooms to be sure evacuation has taken place. Any room known to have a disabled person inside shall be given priority. Restrooms, lounge, kitchen and cafeteria will also be checked.
4. The staff shall ensure that evacuated occupants maintain a safe distance from the building and do not re-enter until authorized. Ideal safe distance is at least 500' away. Accountability of occupants should be attempted if feasible.
5. Only after the incident has been investigated and the building declared safe will the occupants be allowed to re-enter. This determination will be made by the Director, Assigned Staff Person, The Fire Officer or Law Enforcement in charge of the incident.
6. Should the incident require the closing of the facility the staff shall notify the occupants and supervise the leaving of the grounds.

**\*NOTE:** If this incident were to occur on a weekend, or during an evening class, the person receiving the verbal notification would perform steps 2 and 3 as well.

## **II. BY VERBAL NOTIFICATION OF INCIDENT**

Upon verbal notification to a staff member of a fire or other emergency requiring the evacuation of the Delaware State Fire School, the following steps shall be implemented:

1. The staff member receiving the information shall activate the fire alarm system at a pull station and notify the receptionist, assigned day person, and Director.
2. The receptionist or person performing that duty shall make an announcement over the building public address system that all occupants are required to leave the building through the closest exit and move at least 500 feet from the building.

3. The receptionist or person performing that duty, upon activation of the alarm system, shall notify the Kent County 911 Center of fire alarm activation or the nature of the emergency. This person shall then leave the building.
4. The assigned day person shall proceed to check all occupied rooms to be sure evacuation has taken place. Any room known to have a disabled person inside shall be given priority. Restrooms, Kitchen Lounge and Cafeteria will also be checked.
5. The Staff shall ensure that the evacuated occupants maintain a safe distance from the building and do not re-enter until authorized. Ideal safe distance is at least 500' away. Accountability of occupants should be attempted if feasible.
6. Only after the incident has been investigated and the building declared safe will the occupants be allowed to re-enter. This determination will be made by the Director, Assigned Staff Person, The Fire Officer or Law Enforcement Officer in charge of the incident.
7. Should the incident require the closing of the facility, the staff shall notify the occupant and supervise the leaving of the grounds.
8. Upon verbal notification by telephone, fax, computer or an individual the staff member receiving the notification shall follow State procedures appropriate for the type of incident or threat to ensure that any potential investigative action can take place. A copy of State procedures is attached.

**\*NOTE:** If this incident were to occur on a weekend, or during an evening class, the person receiving the verbal notification would perform steps 2 and 3 as well.

### **III. TRAINING**

Plan shall be provided to all new employees and included in the Staff Policy Manual which is issued to employees.

### **IV. EXERCISING**

Simulated exercises will be held as needed.

### **V. OTHER STRUCTURES**

Evacuation of all other buildings on the grounds of the Delaware State Fire School will be done by verbal communication by assigned staff. This is necessary as the buildings are not in constant use, do not have alarm systems and do not have a public address system.

**DELAWARE STATE FIRE SCHOOL PHILOSOPHY**  
**FOR**  
**Educational Methodology Courses**

The Delaware State Fire School recognizes the need to have well-trained and certified individuals to deliver the curriculum.

We also recognize there is a need for instructor training for the Fire Service that does not require the depth we require for Delaware State Fire School Instructors. Two examples are: (1) training for the local department training officer, and (2) instructor certification required by the standard for being certified as a Fire Officer.

In an effort to meet the needs of all audiences, we have developed three certification courses:

1. The Fire Emergency Services Instructor I Certification Course – intended for those individuals who require Pro Board Fire Service Instructor I national certification.
2. The Fire Emergency Services Instructor II Certification Course – intended for those individuals who require Pro Board Fire Service Instructor II national certification.
3. The Delaware State Fire School Instructor Orientation Course – intended for those individuals who want to teach for the Delaware State Fire School

## **DELAWARE STATE FIRE SCHOOL INSTRUCTOR ORIENTATION** **COURSE**

The Delaware State Fire School provides a vast array of training and educational courses for fire companies, ambulance organizations, ladies auxiliaries, health care facilities, governmental agencies, industrial facilities and the general public. Qualified instructors accomplish the actual delivery of the many courses. The current program of instructor training is designed to develop and maintain a high professional standard for instructors in order to assure the delivery of quality training and education.

Field Instructors and Fire Brigade Instructors all begin their teaching career within the Delaware State Fire School's system with the Delaware State Fire School Instructor Orientation Course.

The Delaware State Fire School Instructor Orientation Course includes the following subjects:

- Roles and Responsibilities
- Instructor Characteristics
- Learning Process
- Documentation
- Four Step Teaching Technique
- Audio Visual Equipment

All individuals desiring to teach for the Delaware State Fire School must be National Board of Fire Service Professional Qualifications Certified Level II Instructor.

## **PROBOARD FIRE EMERGENCY SERVICES INSTRUCTOR I/II** **CHALLENGE**

This procedure is for Pro Board Certification purposes only.

Fees are \$200.00 **per level**.

### **Fire Emergency Services Instructor I**

1. Pay application fee covering test preparation, grading costs, certificate from Pro Board.
2. Successfully challenge the DSFS Fire Emergency Services Instructor I Exam.
3. Submit a video showing the student successfully teaching a class using a prepared outline and visuals. Outline must be on a fire service subject, written by someone other than the student teaching the class, and be approximately 20-30 minutes in length. Grading will be done using a DSFS form that relates to instructor characteristics, reaction to student feedback, classroom presence, administration of a test, and use of class materials.
4. Students failing any portion of the procedure will be allowed one retest.

### **Fire Emergency Services Instructor II**

1. Pay application fee covering test preparation, grading costs, certificate from Pro Board.
2. Be a Pro Board Certified Level I Fire Emergency Services Instructor.
3. Successfully challenge the DSFS Fire Emergency Services Instructor II Exam.
4. Submit a copy of the lesson plan developed by the student, including a job task analysis, objectives from the analysis, and a teaching outline from the objectives. This lesson must have visual aids, handouts, class application of a skill, and an evaluation matching the outline.
5. Students failing any portion of the procedure will be allowed one retest.

## **CRITERIA TO ATTEND THE DSFS INSTRUCTOR ORIENTATION COURSE**

The current program for instructor training is designed to develop and maintain a high professional standard for instructors. This is to assure the delivery of quality training and education within the emergency services of the State of Delaware. The DSFS Instructor Orientation Course is offered as necessary to fill open instructor positions.

Persons wishing to attend the DSFS Instructor Orientation Course must be a certified Fire Emergency Services Instructor II and meet the requirements outlined in the Instructor Eligibility and Hiring Requirements section.

Applications for new instructors will be accepted in May and November of any given year. The staff of the Delaware State Fire School, after the closing date, shall review the applications in June and December. The Delaware State Fire School staff, after the review, shall select up to 15 students for admission to the DSFS Instructor Orientation Course. The staff will use, as general guidelines, an applicant's potential as an instructor in the emergency services, training records, length of service in the emergency services and reason applicant wishes to teach for DSFS.

## **DSFS INSTRUCTOR RECRUITMENT**

- The Fire School will recruit on an as needed basis to fill Instructor vacancies.
- The application process for the Delaware State Fire School Instructor Orientation Course will be designed to recruit, accept, and train individuals who desire to teach for the Delaware State Fire School and possess skills and abilities to fill the needs.
- All applications for the Delaware State Fire School Instructor Orientation Course will be reviewed by the full-time staff to determine approval or rejection, as specified above. The Director has final approval of all applicants.

## **INSTRUCTOR ELIGIBILITY AND HIRING REQUIREMENTS**

In order to be considered as a candidate for a position as an instructor with the Delaware State Fire School the following general minimum requirements must be met:

- ❖ Successful completion of the Delaware State Fire School Instructor Application.

### 1. Field Instructor

- a. Minimum of five (5) years fire service experience in a recognized company.
- b. Possess a high school diploma or GED
- c. Be a minimum of twenty-one (21) years of age at the time of application
- d. Possess a minimum of three hundred (300) hours of DSFS emergency services training, not including Emergency Medical Responder or EMT.
- e. Successful completion of the DSFS sequential training program through Fire Officer I, or completion of DSFS sequential Fire Brigade Program, or equivalent including training at a recognized training agency resulting in either Pro Board or IFSAC certification as a Fire Officer I.
- f. Successful completion of Vehicle Rescue.
- g. Sponsorship/Recommendation by the Chief of the affiliated organization.
- h. Fire Service Instructor Level II Certification.

### 2. Fire Safety Instructor

- a. Minimum of five (5) years fire service experience in a recognized company.
- b. Possess a high school diploma or GED
- c. Be a minimum of twenty-one (21) years of age at the time of application
- d. Documentation showing experience and knowledge of Fire Safety.
- e. Completion of recognized First Aid, CPR, and AED Courses
- f. Sponsorship/Recommendation by the Chief of the affiliated organization.
- g. Fire Service Instructor Level II Certification.

### 3. Emergency Care Instructor

- a. Minimum of five (5) years emergency service experience in a recognized company.
- b. Possess a high school diploma or GED
- c. Be a minimum of twenty-one (21) years of age at the time of application
- d. Possess a current CPR Card
- e. Completion of the National Registry
- f. Possess current, valid National Registry and a minimum of Delaware EMT certifications.
- g. Sponsorship/Recommendation by the Chief of the affiliated organization.
- h. Fire Service Instructor Level II Certification.

The Director of the Delaware State Fire School and members of the staff will review the applications. Those applicants meeting the stated requirements and having the potential as prospective instructors may be invited to attend the DSFS Instructor Orientation Course.

## **OTHER INDIVIDUALS DESIRING TO TEACH FOR DSFS**

Anyone desiring to teach for the Delaware State Fire School and does not meet the minimum requirements as listed under Instructor Eligibility and Hiring Requirements must complete the Exemption section of the Application to Teach.

Exemptions must be completely filled out and detailed as to why they do meet the requirements and outline an applicant's expertise in a particular subject or field. Documentation for proof of statements must accompany the application. The applicant must provide contact names and information such as phone numbers, addresses, and email addresses for all institutions, agencies, and persons referenced on the application.

If the applicant's exemption to DSFS Instructor Eligibility and Hiring Requirements is granted, the applicant will be required to attend a DSFS Instructor Orientation Course.

These applications for new instructors will be accepted in May and November of any given year. The staff of the Delaware State Fire School, after the closing date, shall review the applications in June and December. The Delaware State Fire School staff, after the review, shall select up to 15 students for admission to the DSFS Instructor Orientation Course. The staff will use, as general guidelines, an applicant's potential as an instructor in the emergency services, training records, length of service in the emergency services and reason applicant wishes to teach for DSFS.

## **INSTRUCTOR DEVELOPMENT PROGRAM**

Following the successful completion of the Delaware State Fire School Instructor Orientation Course, candidates shall meet with the Program Manager for the Apprenticeship process. This includes the review of policies and procedures, curriculum of course, and review the development program requirements. The candidate will also be given tests on the History of the Delaware State Fire School, the Instructor Policy Manual and criteria pertaining to the area they will be teaching. The candidate will also be given personnel paperwork to complete before his/her Assistantship begins.

Candidates completing the Apprenticeship process will then complete an Assistantship in their assigned program area.

Candidates serving in the Instructor Development Program will dress in suitable business attire.

Candidates have one year from the conclusion of the DSFS Instructor Orientation Course to complete the required development program. Those failing to do so may be required to retake the DSFS Instructor Orientation course. At the conclusion of the development program, the Delaware State Fire School staff will evaluate candidates. Candidates who do not receive a satisfactory review may be removed from the development program.

Once an individual is promoted to a Full DSFS Instructor they are required to work with an experienced instructor for a minimum of one year, completing at least 24 hours of teaching time. The year may be extended until the 24 hours of teaching time is met, when necessary.

Once the requirements above are met, the staff will evaluate if the individual is ready to teach alone. If approval to teach alone is not given, the development period will be extended an additional six (6) months. Failure to gain approval at the end of the additional six (6) months will limit the individual to be part of team-teaching classes.

Individuals not approved to teach alone will not be permitted to do in-service classes.

# APPRENTICE AND ASSISTANTSHIP REQUIREMENTS

## FIELD INSTRUCTOR

### Apprenticeship

*(Must be completed within 21 days)*

After successful completion of the Delaware State Fire School Instructor Orientation Course or equivalent, the Instructor Candidate will complete an apprenticeship that will consist of:

- Complete all required State of Delaware and DSFS forms. Forms will be given to candidate on Saturday of the Instructor Orientation Course and turned in on Sunday to the Program Manager.
- Attend a briefing with the Program Manager to review policies, procedures, DSFS history, DSFS operations and curriculum of course, subject area/block.
- Study lesson plans, visual aids, and any demonstrations for the subject that they have been assigned to instruct. *(Materials provided by the Program Manager)*
- Read the appropriate NFPA standard(s) for the subject that they are assigned to instruct. *(Copies of the standards provided by the Program Manager)*
- Successfully pass a test with a grade of 75% or above on the material covered above.
  - One re-test will be permitted with approval of the Program Manager and the Director of the Fire School.

### Assistantship

*(Must be completed within 1 year)*

- After passing the entry test in the Apprenticeship program, the Instructor Candidate will complete an Assistantship program consisting of:
  - Instructing assigned subject/block portions of the class to an audience of the Program Manager's choosing.
    - Fire Instructor – a minimum of 12 hours of Instruction
    - Rescue Instructor - a minimum of 12 hours of Instruction
    - Fire Safety Instructor – a minimum of 6 hours of Instruction
    - Emergency Care Instructor – a minimum of 12 hours of Instruction
  - Successfully evaluated by Program Training Administrator or designee

**\*\*Approval as Full Instructor on recommendation by the Program Manager, and approval by Staff and the Director. \*\***

**\*\* Program Manager may extend the required hours for a candidate \*\***

**\*\*Director with the recommendation of the Program Manager may waive any or all requirements of an Apprenticeship and/or Assistantship programs for an Instructor Candidate\*\***

## **GUEST INSTRUCTOR**

Any person who possesses a special talent, knowledge, or skill, which will provide a benefit to the Delaware State Fire School Training Program, may be approved as a Guest Instructor by the Director.

## **INSTRUCTOR CROSS TRAINING**

- An Instructor may be offered the opportunity to cross-train in a different subject area when an opening for instructors in that subject area are recognized or determined by the staff.
- An Instructor will be eligible to be considered to cross-train in a different subject after they have taught a minimum of one year or 48 hours in their current subject area and must have attended the course and pass a test in the course they are going to teach.
- An Instructor who cross-trains in a higher subject area and progresses upward in the system will have their name removed as a primary instructor at their previous level and placed as a secondary instructor for that level.
- All cross-training candidates and their program areas will be with staff approval and final approval of the Director.

## **CONTINUING EDUCATION FOR INSTRUCTORS**

Instructors who are not contracted for a given class but would like to attend for the Continuing Education or Skill Refresher training may do so as guest of the Delaware State Fire School as long as space permits. Instructors who attend in this manner will not be compensated for the classes but will be given credit on their training file. Instructors who choose to attend a class in this manner must notify the Training Administrator in charge of the program two weeks prior to the class date. There will be no charge for attending these classes.

**EXCEPTIONS:**      **Hazardous Materials Technician Courses, EMT Full and Accelerated Course, Fire Instructor I, Fire Instructor II, Fire Officer I, Fire Officer II and any classes that are 2<sup>nd</sup> Party Payees. Instructors or their affiliation shall pay the cost of materials to take the course or any fees required by Payees.**

Instructor Aides may not attend as a guest of the Delaware State Fire School. They may register for classes under their affiliation (not DSFS), which will be charged for their attendance.

## **ACTIVE LIST**

The candidates who successfully complete the DSFS Instructor Orientation Course or equivalent approved by the Director, the development program, and signs the Performance Agreement may then be eligible to instruct for the Delaware State Fire School. Their name will be placed on an active instructor list. The Delaware State Fire School does not guarantee the instructor will work. All Employment Agreements are issued at the sole discretion of the Director or his designated representatives.

Instructors on the Active List will be given an ID card allowing them access to certain doors of the Delaware State Fire School. They will also receive any instructor-related material and information provided by the Fire School.

## **CRITERIA TO REMAIN AN ACTIVE INSTRUCTOR**

To remain an active instructor for the Delaware State Fire School the individual must:

- Attend the Instructor Seminar every two years.
- Attend Instructor Development or Course Revision Workshops as required by Director.
- Remain current on any NFPA 1041 changes as provided in written form or by special workshops.
- Teach a class for the Fire School every 6-month period (January-June and July-December) with a minimum of 12 hours a year.

The Director may waive a requirement if contacted in writing by the instructor as to why the requirement could not be met.

## **INACTIVE LIST**

Instructors who wish to become inactive may do so by sending a letter stating reason for request and stating if this is a temporary or permanent request. This letter is to be sent to the Director of the Delaware State Fire School.

Instructors who are inactivated for not achieving the requirements to remain active will be placed on the Inactive List for a period of one (1) year before they can apply to be reinstated.

## **INSTRUCTOR REINSTATEMENT PROCEDURES**

After one (1) year of being placed on the Inactive List, an instructor must do the following in order to be considered for reinstatement:

1. Contact a Program Manager (Training Administrator) of the Delaware State Fire School, in writing, and explain in detail reason for reinstatement.
2. The DSFS Program Manager will present the request to the DSFS Staff.
  - DFSF Staff may deny the request;
  - Recommend full reinstatement;
  - Recommend additional requirements be completed before reinstatement such as:
    - ❖ Be evaluated by the Delaware State Fire School Staff. Evaluation may include both written and practical tests;
    - ❖ May require attendance at an Instructor Development Workshop as determined by the Delaware State Fire School staff.
    - ❖ May require service as an Assistant Instructor for a minimum period of time as determined by the Delaware State Fire School staff.
    - ❖ May require attending a full or parts of Instructor Educational Methodology Course.
3. DSFS Staff recommendation will be forwarded to the Director for final decision.

## **LIFETIME INSTRUCTOR STATUS**

The Director of the Delaware State Fire School may bestow the status of Lifetime Instructor to any deserving individual. The Staff of the Delaware State Fire School may recommend to the Director that a deserving individual be bestowed the status of Lifetime Instructor.

Criteria for receiving Lifetime Instructor status shall include but not be limited to:

- Retirement from actively instructing for the Fire School.
- Have actively instructed for the Fire School for 15 years or more.
- A record of outstanding service to the Agency and the Emergency Services Community of the State of Delaware.
- Dedication above and beyond the scope of regular required service in conducting their job as an instructor.
- A history of striving and putting forth effort to improve and keep updated the educational offerings of the Delaware State Fire School.

Upon the granting of Lifetime Instructor Status that individual shall:

- The Lifetime Instructor shall be presented with a plaque recognizing the occasion.
- The Lifetime Instructor shall be invited and welcome to all Delaware State Fire School functions, including but not limited to the annual Instructor's Seminar and the Annual Instructor's Summer Social Function.
- Have their name displayed on the Lifetime Instructor plaque.

## **INSTRUCTOR EVALUATIONS**

Training Administrators will periodically review with the staff and Director the activity and inactivity of Instructors with reasons for inactivity.

Written records shall be maintained of all Instructor assignments, cancellations of contracts by Instructors, rejection of contracts by Instructors and the reason why. Training Administrators will review and initial all Instructor contracts prior to mailing.

Training Administrators will continually evaluate the performance of Instructors.

A member of the full-time staff, with the appropriate evaluation sheets, will evaluate instructors from time to time. The evaluating Training Administrators will review the evaluations with the Instructor for performance and the correction of any deficiencies during the presentation.

Upon completion, Training Administrators will review the evaluation form with the Instructor and both shall sign it. The evaluated Instructor shall receive a copy (either paper or electronic). It shall be submitted electronically to be documented and tracked for the Instructor's record.

When possible, Instructors will be evaluated at least once annually, and preferably once for each discipline in which they instruct.

## **ANNUAL MEDICAL STATEMENTS**

Although physical or medical exams are not mandatory at this time, it is recommended that an Annual Medical Statement be completed by all instructors, especially staff teaching on the drill grounds. This form has been designed to provide the Delaware State Fire School with a history of physical status as of the date indicated without the need for expensive physical examinations. This form will be kept confidential. This form is not intended to discriminate against anyone from teaching certain classes, however, DSFS may determine teaching certain classes is not in the instructor's or the School's best interest.

## **FRATERNIZATION POLICY**

The Delaware State Fire School strives to create a learning friendly environment to all students. Instructors shall adhere to their proper roles as intellectual guides and mentors and demonstrate respect for students as individuals. Instructors will make every reasonable effort to assure that their evaluations of students reflect each student's true merit; and to foster honest academic conduct. Instructors shall assist in maintaining a healthy learning environment that is free from exploitation, harassment, or discriminatory treatment of students. The instructor shall be aware of the authority and institutional power they bear over students and dissuade from coercion of a student or students. Instructors shall abide by the following items regarding fraternization with students.

- The term student shall refer to all individuals under the academic supervisor of staff.
- The term instructor shall refer to all Senior Staff, Instructors, Instructor Aides, Maintenance Personnel, Office Staff, and Guest Instructors.
- Shall not engage in unprofessional relationships of an intimate nature with any student. This is not limited to sexual in nature. In the event that the student is a spouse or occupant in the same residence of the instructor, every attempt to move the instructor or student to another group will be made. In events where this is not possible, the Director will be notified.
- Shall not be the instructor providing academic supervision of any student with whom that faculty member has had a sexual or intimate relationship with.
- Shall instruct every student in a similar manner regardless of sex, race, ethnic origin, age, religion, sexual orientation, or other protected status as listed in Federal and State of Delaware law.
- Not engage in unprofessional conduct with student while class is underway. (i.e. going out with students for drinks, lunch, dinner, etc.)
- Shall not receive commodities/gratuities/or favors from students or provide them to individual students.
- Shall not cause arbitrary denial of access to instruction.
- Shall make reasonable expectations as approved by the Director to comply with ADA requirements within a course lesson.
- Shall not participate in or deliberately abet disruption, interference, or intimidation in a classroom or training ground.
- Shall not use the position or powers of an instructor to coerce judgement or conscience of a students or to, for personal or arbitrary reasons, cause harm to a student.

## **PERFORMANCE AGREEMENT**

All instructors desiring to teach for Delaware State Fire School must sign a performance agreement, which states:

I \_\_\_\_\_ desire to teach for the Delaware State Fire School and, if approved, agree to abide by the conditions and policies contained in this performance agreement and all policies adopted in the future.

1. Eligible instructors are Casual/Seasonal employees with the Delaware State Fire School and the State of Delaware.
2. Delaware State Fire School instructors are covered under the State of Delaware Worker's Compensation Insurance.
3. Liability in the performance of instructional service (Title 16, §6616A, Delaware Code).
  - (a) No full-time or part-time instructor certified, assigned, approved or contracted by the Delaware State Fire School who in good faith provides instructional services shall be liable for any civil damages as a result of issuing such instructions, unless guilty of gross or willful negligence.
4. Instructional Responsibilities: As a Delaware State Fire School Instructor, I
  - (a) shall prepare for the class, know the subject, follow the assigned lesson plan;
  - (b) shall communicate with the coordinating staff member for additional class information, forwarding of training aids, class size and location;
  - (c) shall report to the class site at least 30 minutes prior to class time for a briefing by the Delaware State Fire School staff member or the Fire Chief/Training Officer if an in-service class to assure preparation is complete and class starts on time;
  - (d) shall be neat and presentable, wearing appropriate uniforms and protective equipment in accordance with Dress Code policy;
  - (e) shall return all training aids to the assigned staff member, clean and store equipment in its proper location;
  - (f) shall report to the assigned staff member any damaged or missing equipment; If equipment is damaged, lost or stolen due to instructor negligence, the instructor shall assume repair or replacement liability.
  - (g) shall submit completed attendance sheets to the assigned staff members or return them promptly to the Delaware State Fire School office within two (2) days of each class session;
  - (h) shall park personal vehicles in the Training Center public parking lot and not on the roadways or pads in the training area;
  - (i) shall be polite and courteous to students at all times.
  - (j) shall be responsible for completing a receipt form for any firefighting or rescue equipment issued to them and agree to use this equipment only when representing the Delaware State Fire School during sanctioned training evolutions.
  - (k) shall present all issued equipment for inspection when requested to do so with the understanding that all equipment replacement is the instructor's responsibility.
  - (l) agree not to use the DSFS uniform, protective gear or equipment at any other fire, rescue, or emergency care program, class, operation, training or drill unless I have been assigned or requested to participate by the Delaware State Fire School.

- (m) shall enforce all rules set by the Delaware State Fire School for students including conduct, attendance, attire, and recording of any medium.
5. Instructors will be paid the prevailing hourly rate for instructional services:
    - (a) for time actually worked, at all training centers and in-service classes;
    - (b) if a class is canceled after the contracted instructor has traveled to the class site, the instructor will be paid for actual time at the site.
  6. Eligibility to teach at Delaware State Fire School is a privilege, which can be revoked by the Director at his discretion when deemed appropriate and in the best interest of the training program. Revocation of teaching privileges will terminate any outstanding contracts.
  7. Instructors on the Active List are those people who are eligible to be contracted for classes. Eligibility to teach for Delaware State Fire School does not guarantee the instructor will be issued a contract to teach. All contracts to teach for Delaware State Fire School will be entered into at the sole discretion of the Director or his designated representatives.
  8. Commitments by contracted instructors are not permitted. All requests for training programs shall be directed to the coordinating staff member.
  9. Questions concerning approved policies shall be directed to Delaware State Fire School for clarification. Policy statements will be issued by the Director only.
  10. All instructors must attend at least one instructor's seminar every two years. Failure to attend may result in the removal from the eligible list to teach.
  11. Instructors who are part-time fire equipment salespersons shall not mix business with class contracts. Sales promotions while teaching are prohibited.
  12. In the event classes are canceled for any reason, the instructor contract will be terminated.
  13. In the event class size requires the reduction in the number of contracted instructors, the Director reserves the right to determine which contracts will be canceled.
  14. Instructors shall not use any tobacco products on DSFS property, inside or outside, as per State Policy. The instructors shall make sure students follow this policy as well.
  15. Instructors shall NOT use mobile phone or other camera devices to take pictures or recordings at any Delaware State Fire School class, unless instructed to do so by the Program Manager.
  16. In the event of a grievance, agree to abide by the Grievance Procedures Policy.
  17. Instructors who teach classes by direct request of individuals or departments do so at their own risk and expense. Students of these classes will **not** receive Delaware State Fire School credit. The instructor will **not** be covered by the State's insurance policy. All class requests and contracts must be processed through the Delaware State Fire School for student credit, accident insurance coverage and performance liability protection.

# OPERATION CHECKLIST/RESPONSIBILITIES

## INSTRUCTOR'S RESPONSIBILITIES

### Drill Grounds

1. Police grounds. See that students clean grounds and parking lot prior to leaving, if necessary.
2. Turn off all lights after night classes. If temperature is below freezing, drain pump and shut pump house and control tower doors.
3. Lock warehouse and maintenance garage at the end of each day.
4. Fuel portable pumpers if used at the end of each day; or as specified by on-duty DSFS staff
5. Replace all equipment and carts in proper places or as is specified by on-duty DSFS staff at the end of the course. (i.e., each weekend, brigade, etc.)
6. Place empty fire extinguishers in "empty extinguisher" area located in the Extinguisher Building.
7. Replace fans, ropes, tackle, etc., in proper storage area.
8. **DO NOT REMOVE** wire mesh from fire building drain or separator trough. Straw from trough may be stacked on sides if necessary.
9. "Red Tag" all defective equipment, place in the SCBA Fill Station Shed at Control Tower and provide stubs to on-duty maintenance staff or Training Administrator.
10. Replace all ladders in proper storage area.
11. Do not throw cans, buckets, etc., in flammable liquids pit.
12. In fire building, keep fires away from direct contact with windows, doors, stair wells, and fire alarm system in basement.
13. Record gasoline, oil and LP gas meter readings at the beginning and end of each day or evening. Turn off all switches and close supply valves. Bleed off propane between manifolds and props.
14. No fires in drill tower. This building is designed for smoke evolutions only.

15. All new straw that is outside is to be returned to straw storage building at the end of class.

16. Close and secure all doors and windows in all buildings.

## **BUILDING**

1. Secure classrooms.
  - a. All cans, cups, etc., in trash receptacles.
2. Return all teaching materials to proper location.
3. Log-off computer and leave monitor on.
3. Boots are not to be worn in hallway
4. Turn off lights in all unused classrooms and storage areas.
5. If no Duty Instructor or DSFS staff member is present, secure all exterior doors.

## **INSTRUCTORS TEACHING OFF-SITE** **Duties and Responsibilities**

### **Purpose:**

Field Instructors are commonly requested to teach classes at fire stations, industrial sites, and other locations not operated by the Delaware State Fire School.

### **Hours:**

The hours of the class shall be determined by the Training Administrator and be included in the Employment Agreement.

### **Uniform:**

A Field Instructor shall wear dark blue uniform pants, DSFS Instructor Shirt, and black shoes, socks, and belt. A Field Instructor may also need to wear personal protective equipment if the training requires it (helmet, eye protection, steel-toed boots, etc.).

### **Duties/Responsibilities:**

Field Instructors shall:

1. Sign and return the Employment Agreement as soon as possible.
2. Contact the Training Administrator to arrange for the appropriate training material to be transported to the site of the training.
3. Be familiar with the equipment and training material to be utilized.
4. Familiarize themselves with directions to the site of the training.
5. Arrive at the site of the training 30 minutes prior the start of the class.
6. Coordinate with the site host to set up the appropriate training material.
7. Ensure Delaware State Fire School policies are followed where appropriate.
8. Respect the property of the host at all times.
9. Provide for the safety of the class participants.
10. Ensure that appropriate paperwork (attendance, tests, instructor pay details, etc.) are collected and returned to the Delaware State Fire School within two (2) days of each class session. Non-compliance to this policy will result in disciplinary action by the Director.
11. Ensure that site of training is left in proper order.
12. Ensure that any property of the Delaware State Fire School is returned in at the completion of the class.
13. Immediately notify the Training Administrator if an injury occurs or if a problem arises.

Field Instructors may:

1. Contact the host of the training directly in order to obtain specific information on the training.
2. Halt any training that is perceived as being unsafe or does not follow Delaware State Fire School policies.

## **BRIGADE INSTRUCTORS - ON-PLANT TRAINING**

The Fire Brigade Instructor will also be authorized to teach the Basic Brigade Skills to include Breathing Apparatus, Fire Extinguishers and Hose Handling/Appliances at their industrial site for Delaware State Fire School Certification provided that:

1. The Fire Brigade Instructor notifies the appropriate Delaware State Fire School Training Administrator of the class a minimum of two weeks prior to the class date.
2. Delaware State Fire School outlines must be used and followed for the program.
3. A completed Fire School attendance sheet is returned to the Delaware State Fire School within two (2) days after the completion of the class.

The Brigade Instructors that instruct in their own industrial sites will not be compensated by the Delaware State Fire School for these classes.

## **DUTY INSTRUCTOR GUIDELINES**

### **Purpose:**

The Duty Instructor is assigned to work with and assist the professional staff in the operation of the Delaware State Fire School. Instructor works for, and answers to, the professional staff member assigned on a given day.

### **Hours:**

The Duty Instructor's normal work hours are from 8:00 a.m. to 4:00 p.m. for day and 6:00 p.m. to 10:00 p.m. for night classes.

### **Salary:**

Duty Instructors are paid \$16.50 per hour and shall be issued an Employment Agreement through the DSFS Computer System.

### **Uniform:**

The Duty Instructor shall wear dark blue uniform pants, DSFS Instructor Shirt with badge, and black shoes, socks and belt.

### **Duties/Responsibilities:**

As defined by the Director, general guidelines to be provided to Duty Instructors.

### **Keys for the Building:**

The Duty Instructor will be provided a key card to enter the Delaware State Fire School. Keys for doors and grounds will be available to Duty Instructors at each Division. These keys are not to be given to anyone and maintained under the duty instructors control at all times. All keys are to be returned by the end of his/her shift.

### **Vehicles:**

The Duty Instructor may operate Delaware State Fire School vehicles as authorized by a professional staff member once they are approved to do so by Fleet Services.

# **DUTY INSTRUCTOR GUIDELINES**

## **Duties and Responsibilities**

The Duty Instructor is assigned to assist the Delaware State Fire School professional staff in the operation of the Training Center.

- I. The Duties and Responsibilities are:
  1. To be available to assist part-time instructors with audio-visual equipment needs and/or problems.
  2. To monitor student activities in hallways and cafeteria.
  3. To assist students as necessary, or refer the students to a staff member.
  4. To answer the telephone, take messages, or refer callers to the proper staff member.
  6. To provide the auxiliary serving the meals with assistance on equipment and meal counts.
  7. To clean and secure classrooms at the conclusion of classes.
  8. To make copies of material as requested by an instructor or staff member.
  9. To assist in class registration/introduction, as necessary.
  10. To act as safety officers during live fire training classes at regional centers
  11. To return all necessary paperwork from regional centers to the Fire School.

## **DUTY INSTRUCTOR GUIDELINES**

- II. Duty Instructor **Don'ts**:
1. Don't teach or attempt to change any class or class material during a class presentation.
  2. Don't open or operate the Delaware State Fire School Store.
  3. Don't authorize any billing of students or departments for tuition, books, or store items.
  4. Don't make policy statements for the Fire School or any staff members.
  5. Don't allow students or part-time instructors to enter staff offices or other secure areas without professional staff approval.

## **GRIEVANCE POLICY**

(revised 01/01/2022)

### **GRIEVANCE PROCEDURES WITH DELAWARE STATE FIRE SCHOOL INSTRUCTOR(S):**

1. If a person(s) or client(s) has a complaint or grievance with a contracted Delaware State Fire School Instructor(s), such complaint or grievance shall be presented in writing to the Director of the Delaware State Fire School. The complaint or grievance shall be signed by the person(s)/client(s) filing the complaint or grievance. Verbal complaints or grievance, or unsigned written complaints or grievances are not acceptable and will not be considered.
2. The Director, upon receipt of a formal written complaint or grievance, will review the matter, consult with all parties involved and will issue a written response outlining the proposed resolution of the complaint or grievance.
3. If the person(s)/client(s) filing the complaint or grievance are not satisfied with the proposed resolution, they may petition and receive a hearing by a review board consisting of the uninvolved staff of the Delaware State Fire School. At the conclusion of the review, the board will issue its decision regarding the matter. The Delaware State Fire School Review Board's decision shall be final.
4. Instructors are casual-seasonal employees with the State of Delaware and are not entitled to a review board hearing in connection with any decision to terminate their agreement or eligibility to be on the Active List of Fire School Instructors.

### **GRIEVANCE PROCEDURES WITH DELAWARE STATE FIRE SCHOOL FULL-TIME STAFF:**

1. If a person(s) or client(s) or instructor(s) has a complaint or grievance with a Delaware State Fire School full-time staff member, such complaint or grievance shall be presented in writing to the Human Resource Department of the Delaware State Fire School. The complaint or grievance shall be signed by the person(s) or client(s) or instructor(s) filing the complaint or grievance. Verbal complaints or grievance, or unsigned written complaints or grievances are not acceptable and will not be considered.
2. The Delaware State Human Resource Department will follow all guidance by the State of Delaware Department of Human Resources (DHR) policies.

## **INSTRUCTOR UNIFORM POLICY**

To continue to project a positive image, the Delaware State Fire School has this outlined uniform policy.

Once an individual is promoted to a Full Instructor, they shall contact DSFS for the type of uniform to purchase and obtain the emblem and Instructor Chevron to be sewn on the uniform shirt. DSFS will purchase the Instructor Badge and Name Plate.

### **Additional - Gear**

*After instructing the stated time as a Full Instructor DSFS may provide:*

Structural/Liquid and Gases (24 Hours)	1 – Bunker Gear
	1 – DSFS Helmet

Once an individual is promoted to a Full Instructor in Structural or Liquid/Gases and completes at least 24 hours of teaching time the DSFS may provide a DSFS Bunker Coat, Pants and Boots.

All Instructor uniforms will be purchased by the instructor per the Delaware State Fire School specifications. Instructors will be required to maintain uniforms/gear in good repair. Replacement and repair of uniforms/gear shall be the financial obligation of the instructor, unless deemed otherwise by the Director.

Uniforms/gear shall be used and maintained as per Delaware State Fire School policies. Policy will be outlined in the Instructors Performance Agreement that each instructor signs.

The DSFS uniform, protective gear or equipment may not be used at any other fire, rescue, or emergency care program, class, operation, training or drill unless assigned or requested to participate by the Delaware State Fire School.

It shall be the policy of the Delaware State Fire School that gear may be provided for purchase to the instructor at cost, unless deemed otherwise by the Director.

No stickers are permitted on any issued DSFS Safety Equipment.

# INSTRUCTOR UNIFORMS – WHAT TO WEAR FOR CLASS

## CLASSROOM

Dark Navy Instructor Shirt  
Dark Navy Trousers with black belt  
Dark Navy Polo Shirt (EMS)  
Black shoes and socks  
Optional  
DSFS Navy Blue Sweater  
DSFS Job Shirt

## DRILLGROUND

Dark Navy Instructor Shirt \*\*  
Dark Navy Trousers with black belt **or**  
Dark Navy Cargo Pants  
Black shoes and socks  
DSFS safety helmet  
Optional  
DSFS Job Shirt (long or short sleeve)  
DSFS Navy Blue Jacket  
DSFS Coveralls

## STRUCT/LIQUID & GAS EVOLS

DSFS Instructor Shirt \*\*  
Dark Navy Trousers with black belt **or**  
Dark Navy Cargo Pants (Drill Ground)  
Full personal protective gear  
Optional  
DSFS Job Shirt (long or short sleeve)  
DSFS Coveralls

## FIRE SAFETY

Dark Navy Instructor Shirt  
Dark Navy Trousers with black belt  
Black shoes and black socks  
Optional  
DSFS Job Shirt (long or short sleeve)  
DSFS Navy Blue Sweater  
DSFS Navy Blue Jacket  
Dark Navy Blue Skirt  
Khaki pants or dress shorts for  
display events

## RESCUE

Dark Navy Instructor Shirt \*\*  
Dark Navy Trousers with black belt **or**  
Dark Navy Cargo Pants (Drill Ground)  
Black shoes and black socks  
DSFS safety helmet and DSFS fire helmet (vehicle rescue)  
Optional  
DSFS Job Shirt (long or short sleeve)  
DSFS Coveralls

**\*\* A blue T-shirt may be worn under turn-out gear when protective coat is required on the drill grounds.**

## INSTRUCTOR UNIFORM SPECIFICATIONS

Dark Navy Shirt with epaulets and badge holder long or short sleeve

Example: Elbeco Paragon 65/35 blend



Dark Navy pants – dress trousers or cargo pants



### Emblem/Chevron Specifications:

Obtain the emblem and Instructor Chevron to be sewn on the uniform shirt - Sew on left sleeve, two inches down from shoulder seam. Chevron goes directly under emblem. Please note that not all uniform vendors will sew on the emblem and chevron.

### Instructor Badge and Name Plate Specifications:

DSFS will purchase the Instructor Badge and Name Plate with first initial and last name. (Badge to be worn on left chest, name plate on right)

### Suggested Uniform Vendors in Delaware:

#### **Dover Army Navy Store, Inc.**

222 W. Loockerman St.  
Dover, DE 19904  
PH: 302-736-1959  
Email: [email@doverarmynavy.com](mailto:email@doverarmynavy.com)

#### **Graves Uniforms**

102 Savannah Road  
Lewes, DE 19958  
PH: 800-441-8010  
Email: [info@gravesuniforms.com](mailto:info@gravesuniforms.com)

#### **RWM Embroidery & More**

62 W. Commerce St.  
Smyrna, DE 19977  
PH: 302-653-8384  
Email: [bob@rwmembroidery.com](mailto:bob@rwmembroidery.com)

#### **Rush Uniforms, Inc.**

101 Harrison Avenue  
New Castle, DE 19720  
PH: 302-328-5444  
Email: [info@rushuniform.com](mailto:info@rushuniform.com)

## **INSTRUCTOR ASSIGNMENTS**

All Delaware State Fire School (DSFS) Instructors and Aides are State of Delaware Casual/Seasonal employees. Casual/Seasonal Employees are employees serving in positions pursuant to 29 Del. C. 5903(17). Such employees are not covered by the Merit Rules. Casual/Seasonal employees are not eligible for State health benefits, vacation, sick, or holiday pay, or to be involved in the State Pension Plan.

The Internal Revenue Service (IRS) definition: DSFS Instructors teach from a DSFS prepared lesson plan and use DSFS supplies and resources; therefore, they are classified as an “employee” and not a contractor. The State must pay the required employer taxes by law. All instructor assignments will be made in accordance with established policy and procedure.

Instructors will receive Employment Agreements from DSFS Training Administrators in which they must reject and accept via the DSFS Instructor Portal. Training Administrators will be responsible for maintaining a record of assignments, cancellation, and rejection of employment agreements by instructors with a reason why. The Training Administrators will make every effort to involve as many instructors as possible in programs, based on capability and availability.

State of Delaware Casual/Seasonal employees must not work on average 30 or more hours per week or 119 hours per month. The IRS will assess a penalty for any employee working over these averages and not offered the minimum value affordable health care coverage who enrolls in the Marketplace and receives a tax credit.

State of Delaware retirees working as casual/seasonal can work 30 or more hours per week or 119 hours per month with no penalty since the State offers them healthcare coverage as retirees. However, they must have a six-month break in service before returning to the workforce after retirement and not earn more than \$30,000 per year without impacting their pension.

## **PAYCHECKS**

Instructors will be paid on a bi-weekly basis.

Paychecks will be directly deposited into the employee's account. This is a State of Delaware requirement, no exceptions.

DSFS will email the instructor a list of classes they shall expect to be paid for on any given paycheck. Instructors are required to check their pay stubs on-line with their login at <http://www.employeeselfservice.omb.delaware.gov/> and their financial institution.

Taxes will be deducted from paychecks. An IRS form W-4 must be filled out by all DSFS Instructors/Aides.

Instructors will receive a W-2 form at the end of each year to file their tax return. W-2's may also be available on-line at <http://www.employeeselfservice.omb.delaware.gov/>

NOTE: Equipment and uniforms purchased for instructors may be taxed per IRS guidelines.

## **INSURANCE COVERAGE**

All Delaware State Fire School (DSFS) Instructors are State of Delaware Casual/Seasonal employees. Instructors will be covered under the State's Workers Compensation Program if they are injured performing their job responsibilities.

Under Del Code, Title 18, Chapter 66, Line-Of-Duty Death Benefits. 6601, (1)g Our Instructors are included in this death benefit. (3) They are covered "traveling to" and "returning from" their assigned duty. And 6602 (1) The Instructor's beneficiary will receive \$150,000 payable in annual installments (\$30,000 per year).

Under Del Code, Title 16, Chapter 66, 6616A State Fire School – Liability in the performance of instructional service. Instructors who teach for the Delaware State Fire School, as long as they use our materials and follow our teaching criteria and outlines, CANNOT be liable for any civil damages. Because of this law, no liability insurance is required of the instructors.

## **INSTRUCTOR LEVELS AND PAY GUIDELINES**

**Full Instructors (Level II)** assigned to work will be reimbursed at an hourly rate of pay for actual hours worked. This includes Dover Center, in-service and regional center assignments. Instructors assigned to work outside their county receive no additional funds.

### **Overtime:**

Instructors who work over 40 per week are to be paid time and a half. The work week is defined as Sunday through Saturday. This applies to all level of instructors including aides and duty instructor classifications. Training Administrators are to be aware at all times how many hours a week an instructor is assigned to prevent this from happening.

### **Instructor Aides:**

Instructor Aide's assigned to work will be reimbursed at an hourly rate of pay for actual hours worked. If a class cancels after the Aide shows up, they will be paid for actual hours at the work location only.

### **Duty Instructors:**

When an Instructor is assigned to assist the Delaware State Fire School professional staff in the operation of the Training Center they are acting in the capacity of a Duty Instructor and receive a rate of pay of \$16.50 per hour.

### **Apprentice Instructors:**

The Instructor Apprenticeship process consists of a meeting with a DSFS Training Administrator for a briefing of policies and procedures. Necessary payroll paperwork is required to be turned in at this time. They will be required to take a test on the DSFS History, Instructor Policy Manual, and any subject areas that they will be teaching. They do not receive pay at this instructor level. At this level they are not considered a DSFS instructor. When they have completed the Apprenticeship requirements, they will then be entered in the PHRST payroll system to receive future pay.

### **Assistant Instructors – New as Field Instructor in Fire/Rescue:**

Assistant Instructors who will teach in the Field of Fire or Rescue must assist teaching a specified number of hours in the subject/block area. They will receive half rate of pay for those hours assistant teaching. At the end of the Assistantship requirement, they will receive DSFS gear/uniform items as specified in the Dress Code Policy.

### **Assistant Instructors – New Fire Safety or EMS:**

Assistant Instructors who will teach in the Fire Safety or the Emergency Medical Services fields, must assist teaching a specified number of hours in that subject/block area. They will receive half rate of pay for those hours assistant teaching. At the end of the Assistantship requirement, they will receive DSFS uniform items as specified in the Dress Code Policy.

### **Assistant Instructors – Cross-Training:**

Assistant Instructors who will Cross-Train in the Fire Safety or Emergency Medical Services or current Fire/Rescue Instructors who will Cross-Train in another subject/block area, must assist teaching a specified number of hours in that subject/block area. They will receive half rate of pay for those hours assistant teaching.

**Guest Instructors:**

Guest Instructors are individuals who are asked to teach a specialized class or seminar for the Delaware State Fire School and are not casual/seasonal employees with the State of Delaware. Guest Instructors must complete a W9 form and submit this form for entry in the State of Delaware Financial Vendor System. Guest Instructors must submit an invoice to the Delaware State Fire School to receive payment for their services.

**Instructor Workshop Rate:**

Instructors who attend development workshops will receive pay at half rate.

**Cancellations:**

If a class cancels after the instructor shows up, the instructor will be paid for actual hours at the work location only.

**Meals:**

No meal payment will be provided. This is prohibited under Del. Code, Title 29, 5112(a).

**LODGING ACCOMODATIONS FOR INSTRUCTORS**

The Fire School will not provide instructor lodging for weekend or weekday classes held at the Dover Center.

Lodging will be provided on a special as needed basis for out-of-state teaching assignments.

The Training Administrator may authorize in-state lodging on a special need basis when the class is at least two days in duration and the instructor is two counties from home. The determination of need will be made by the Training Administrator scheduling the class.

When lodging is provided, the instructor may be reimbursed for meals at the State per diem rate. Itemized receipts **MUST BE PROVIDED** for reimbursement. No alcohol will be reimbursed and cannot be listed on the meal receipt.

## CRITERIA TO BECOME AHA INSTRUCTOR AFFILIATED WITH DSFS

In order to become an AHA BLS Instructor with the Delaware State Fire School, an individual who is not already an instructor must complete the following:

1. Complete an AHA Instructor Essentials Course (available at [www.onlineaha.org](http://www.onlineaha.org)).
2. Submit an AHA CPR Instructor Application form. **Be approved and accepted before continuing.** A current AHA BLS CPR card is always required.
3. Create an account on the AHA Instructor Network [www.ahainstructornetwork.org](http://www.ahainstructornetwork.org) requesting the State Fire School for BLS Instructor affiliation.
4. Register for the AHA BLS Instructor course and fill out an AHA CPR Instructor Application Form. Return both forms and any other items required. Instructors will be notified of acceptance/rejection to the course.
5. Attend the instructor course held by the Delaware State Fire School or other Training Center (TC).  
Note: Acceptance to the DSFS TC **must** be received **before** attending another TC's instructor course.
6. Complete all required DSFS documentation.
7. Teach a BLS for HCP course successfully where TCC or TCF will evaluate performance.
8. Those employed by the Delaware State Fire School will be required to teach 12 hours total as an Assistant Instructor before becoming a Full Instructor II in all AHA programs.

An individual who is an instructor affiliated with another training center shall:

1. Submit an AHA CPR Instructor Application form. **Be approved and accepted before continuing.** A current AHA BLS CPR card is always required.
2. Submit an instructor records transfer request to their current Training Center.
3. Request BLS Instructor affiliation with the Delaware State Fire School on the AHA Instructor Network [www.ahainstructornetwork.org](http://www.ahainstructornetwork.org).
4. Complete all required DSFS documentation.
5. Meet with the TCC to review TC policies and demonstrate CPR skills.
6. If the instructor certification process is not already completed, teach a BLS for HCP course successfully where TCC or TCF will evaluate performance.
7. Those employed by the Delaware State Fire School will be required to teach 12 hours total as an Assistant Instructor before becoming a Full Instructor II in all AHA programs.  
Note: Parts this process may be utilized to use the Delaware State Fire School as a *Secondary Training Center*.

The DSFS reserves the right to deny an instructor candidate for any reason

# **American Heart Association (AHA) Instructor Policy**

**Effective February 1, 2021**

**\*\*\*This Policy supersedes any policy written prior\*\*\***

- 1) DSFS is not obligated to accept all instructors who apply for alignment. The TC Coordinator and the Director of the DSFS have the sole rights to determine which instructors to keep on its roster based on its criteria.
- 2) The DSFS may revoke the alignment privilege of any instructor who fails to act in accordance with AHA course policy or any of the policies within this document.
- 3) If an instructor is no longer aligned with DSFS, either by choice of the instructor or the DSFS, the instructor card is surrendered to the DSFS. If the choice originates with the DSFS, DSFS shall report its decision to the Regional ECC Committee by submitting the information via the AHA Account Manager. The Regional ECC Committee must then determine whether the instructor is eligible for active status or should have his or her instructor status revoked. Instructor records cannot be transferred until the Regional ECC Committee decision is finalized. Instructor status revocation does not revoke provider card status.
- 4) The following are reasons for revocation of instructor status, but this list is not all-inclusive of reasons that can result in revocation:
  - Falsification of class records
  - Non-adherence to DSFS or AHA guidelines and curricula
  - Producing or issuing non-AHA course completion cards
  - Continued instruction that is inconsistent with AHA standards for the course/program after remediation by the TCC, TCF, ECC staff, or RF
  - Using non-AHA examinations or breaching security of AHA exams
  - Inappropriate activities, language, harassment, or conduct during courses or directed toward other instructors, students, DSFS staff, ECC staff, or volunteers

## **All AHA Instructors only affiliated under and not employed by the Delaware State Fire School (DSFS) must:**

- 1) Teach 2 AHA courses per year; total of 4 per certification period. Classes must contain a minimum of 3 students.
- 2) Be monitored by the Training Center Coordinator or Training Center Faculty at least once in the 2-year certification period.
- 3) Maintain a valid BLS Provider CPR AED card in addition to a BLS Instructor card during the entirety of the certification period.
- 4) Attend all required AHA or Delaware State Fire School instructor updates (at least 1 per year) & have all instruction equipment inspected at the DSFS updates. One of these updates may be done online if available.

- 5) Conduct classes in accordance with AHA policies with regard to student to manikin ratio (3:1) and instructor to student ratio (1:6).
- 6) Conduct classes in accordance with AHA policies by utilizing the appropriate video and training materials (manikins, pocket masks, AED's, etc). Videos & equipment must be obtained by one of the three AHA material vending companies at the instructor or organization's expense, unless a scheduled DSFS class.
- 7) Maintain, disinfect and clean privately owned training materials in conjunction with recommended standards (see manufacturer's direction or utilize AHA policies).
- 8) Submission of Non-DSFS rosters **IS NO LONGER REQUIRED**. Those records are to be maintained by the instructors. A request to office staff by EMAIL shall be sent with the type and number of cards requested, and how payment will be made. Administrative eCard charges are \$10 per student for BLS Provider Courses or \$25 per student for Heartsaver Courses. Payment may be made via check, cash, or credit card. It is the instructor's responsibility to collect payment, unless the class is set up by the Training Center Coordinator and contracted by DSFS. For DSFS Courses, non-affiliated students and State agencies will be billed at the full DSFS cost for BLS Provider CPR, and affiliations will be responsible and billed at the appropriate rate for their members attending.
- 9) The DSFS will not invoice or bill any agency, fire department, or company for a class scheduled by an individual instructor. An instructor that does an AHA class is offering services as an independent small business and must create their own invoices needed to receive payment.
- 10) Return all course rosters **COMPLETELY** filled out and **Legible**; with test grade percentage (if applicable) marked on the roster. This will be done within **5 business days of the class**. If a student does not pass the first test, a copy of both test answer sheets shall be submitted. If there is a problem with a class, ALL paperwork shall be submitted (roster, evaluations, skill sheets, tests).
- 11) Students taking a BLS Provider class must score an **84% to pass the written test**. If they are unsuccessful on the first test, please utilize the secondary test after remediating the student. If they remain unsuccessful in obtaining at least an 84%, they **must** re-take the course. Instructors shall utilize the most current version of AHA tests.
- 12) **Any incomplete or old version rosters, missing forms, missing payment, or classes older than 5 business days will not be processed**. Incomplete course files will be sent back to the instructor with an explanation of the problem.
- 13) When completed, **an individual instructor student's cards will be sent electronically through the AHA eCard system to the student with a course evaluation online**. Instructors must assure that the information submitted and complete with payment as noted in sections 8, 9, & 12, or they will not be processed.

- 14) Some instructors who process numerous cards during their 2-year period may be assigned as an 'eCard Location'. This will allow instructors to purchase cards and assign them directly to their students. The documentation will not be processed by DSFS and the instructor will be required to maintain any records of these classes. Instructors may request this type of arrangement, if not already assigned. Once assigned, those using an eCard Location may submit rosters only if it is, for some reason, **required** to be on the student's Fire School transcript.
- 15) Be registered in the AHA online Instructor Network. An instructor number will be assigned through this site. [www.ahainstructornetwork.org](http://www.ahainstructornetwork.org)
- 16) Instructors must obtain their own books for courses outside the Delaware State Fire School and will not be given books from the Fire School stock. Each student must have the current appropriate course textbook readily available for use before, during, and after the course. The American Heart Association owns the copyrights to AHA textbooks, manuals, and other ECC training materials. These materials may not be copied, in whole or in part, without the prior written consent of the AHA.

**Books, videos, manikins, and other materials may be purchased from the following:**  
AHA iStore (only source)

**Delaware State Fire School Part Time Instructors contracted for AHA classes will be required to meet the following requirements:**

- 1) Follow all rules and regulations of the Delaware State Fire School.
- 2) Maintain a valid BLS Provider CPR AED card in addition to a BLS Instructor card during the entirety of the certification period.
- 3) Follow all other policy items in the above section, unless changed in this section.
- 4) All materials needed for the class will be supplied by DSFS.
- 5) It is the instructor's responsibility to pick up the needed materials from a DSFS County division prior to the start of class. The Program Manager must be notified from which Division the equipment will be used to assure its availability and that the correct books and pocket masks are available if needed.
- 6) It is the instructor's responsibility to return the needed materials to the DSFS Kent County Facility **within Five (5) business days** of completing the class (unless otherwise specified).
- 7) DSFS specific AHA attendance sheets will be delivered to the Delaware State Fire School within **Five (5) business days** (M-F) from the completion of the class or the instructor will **not** be paid for the class. These may be faxed, mailed, hand delivered, or scanned and emailed.

- 8) In order to meet the agreement as a Delaware State Fire School Part Time Instructor and have all training costs covered including recertification, you will be required to teach at least **8** DSFS AHA courses over the 2-year certification cycle. This may include full AHA sessions within blocks of DSFS courses. Any failure to complete this will cause the Instructor to be charged for the cost of their initial course cost, if not completed before the first recertification. Any Instructor failing to teach the required courses during any instructor cycle, will be responsible for the full cost of the recertification
- 9) Part Time Instructors who cover their own AHA Instructor costs may still be contracted for DSFS classes and may become eligible for coverage of costs.

### **Quality Assurance Plan**

Instructors shall be registered with the AHA Instructor Network and maintain valid contact information. The Delaware State Fire School will review all evaluation forms submitted from classes. Instructors shall be monitored at least once per certification cycle for compliance with AHA and DSFS policies. The Training Center Coordinator or Training Center Faculty may perform an unannounced visit at any course “lead instructed” by a DSFS instructor. Training equipment shall be inspected at least every two years at an instructor update.

### **Internal TC Dispute Resolution**

A dispute shall be presented in writing, signed and dated. Any internal dispute shall be brought to the attention of the Training Center Coordinator within 5 business days. If the dispute is with the Training Center Coordinator, the matter shall be brought to the attention of the Director of the Delaware State Fire School within 5 business days. The Training Center Coordinator/ Director of the DSFS shall have 5 business days to schedule a meeting and resolve the matter. In cases that involve revocation of instructor status, the Regional Faculty Member and Regional ECC Committee shall be contacted for a ruling.

### **Card Maintenance & Issuance**

The Delaware State Fire School does not hand out blank or incomplete cards to instructors. The Delaware State Fire School uses the AHA eCard System beginning January 1, 2018. Cards will be processed and distributed by the TCC, DSFS Director, and/or secretarial staff assigned to AHA programs and shall be the only persons with access to TC AHA eCard system. AHA eCards issued to a DSFS affiliated AHA instructors shall *only* be issued to students who successfully complete a program taught by that instructor and will assigned by DSFS Staff. AHA eCards will able to be verified online after assignment by DSFS using <https://ecards.heart.org/student/myecards>.

### **Course/ Instructor Files**

All course and instructor files shall be maintained electronically, in accordance with AHA policies described in the Program Administration Manual (PAM). Instructors must keep all required documents, as outlined in the AHA PAM, for at least 3 years from the last date of a class. The PAM is available on the AHA Instructor Network website.

### **Test Security**

All instructors are responsible for test security of the BLS for HCP tests. Instructors shall not post them online or file them in an unsecured location. Tests shall be shredded prior to discarding in a waste receptacle. All tests at the DSFS shall be kept in a locked location with either a combination code or keyed access. It is highly encouraged to number tests prior to a class to ensure all tests are returned prior to the end of class. Copies of a test shall not be given out to others. Instructors in need of a test shall contact the Training Center Coordinator.

### **Class Cost**

The following disclaimer *must* be printed on all TC promotional brochures, announcements, agendas, or other materials distributed to students in courses for which fees are charged:

“The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.”

### **ADA**

Instructors shall take reasonable means to accommodate those with disabilities. The student will receive credit for completing a course as long as they can physically perform skills asked in that given course. Students with disabilities must inform the DSFS in writing prior to a DSFS sponsored course of what accommodations are requested. Written notification does not apply to independent instructor lead courses and is the responsibility of those instructors to address with their students.

The ADA requires that “any private entity that offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or postsecondary education, professional, or trade purposes shall offer such examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals.” (*ADA Amendments Act of 2008 [P.L. 110-325]*)

### **AHA Copyright**

The AHA’s stylized name and logo may not appear on advertising or announcements for AHA courses conducted through AHA-designated TCs unless specifically authorized by the AHA. Advertising and announcements may state that a specific course is an AHA course if AHA course criteria are met. Instructors may not use their AHA Instructor title on business cards or other advertising materials.

### **High Fidelity/Feedback Manikins**

All instruction for testing must be done using a high fidelity or feedback manikin to show proper depth, recoil, and compression rate. External feedback devices will be allowed to access this skill, so long as they meet the AHA Guidelines.

I agree to abide by the above policies set forth within this Delaware State Fire School AHA Instructor Policy. I understand these policies will take effect on February 1, 2020. I understand that if I teach a program outside of the AHA and Delaware State Fire School policies, that I do so at my own risk and may face termination of my AHA Instructor status if I fail to do so under the guidelines of this agreement.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Primary Affiliation: \_\_\_\_\_  
*(May not be DSFS)*

Email address: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_

Secondary Phone #: \_\_\_\_\_

CPR Instructor #: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## **INSTRUCTOR EQUIPMENT RESPONSIBILITY/REPLACEMENT POLICY**

1. All Delaware State Fire School instructors shall be responsible for equipment assigned to an instructor for teaching or presentation purposes.
2. This policy is to include all teaching materials, audio visual equipment including but not limited to: computer (laptop), projectors, VCRs, portable screens and associated accessories.
3. If assigned equipment is damaged during routine use, the instructor **MUST** report the damage or operational difficulties to the Program Manager who assigned said equipment.
4. In **ALL** cases, where equipment is damaged, lost or stolen due to instructor negligence, the instructor shall assume repair or replacement liability.
5. In the event that the Instructor may be negligent, the Director may appoint a three (3) member panel consisting of Senior Instructors to meet with the Instructor to review circumstances and to determine the restitution amount. The panel shall report its findings to the Director for final action.

## **DATA PROJECTOR KITS – SIGN-OUT**

### **Sign Out of Data Projector Equipment:**

1. All data projector kits shall be signed out through a DSFS Training Administrator.
2. All requests shall be logged on the white board. The Training Administrator must provide the following information: Kit Assigned to Instructor, what class, location, and expected date of return.
3. Before kits leave the premises, the DSFS Training Administrator must make sure equipment and media are working properly.
4. If a Training Administrator needs to sign out a kit for an unspecified amount of time, it requires Director approval.

### **Return of Data Projector Equipment:**

1. All data projector kits shall be returned to the Dover site within three days after the completion of the class.
2. All kits will be given to the Day Person, who will then check the kits to make sure all the equipment and accessories are returned.
3. The DSFS Day Person will report any missing or broken equipment to the Administrative Officer, who will be responsible for obtaining/replacing the equipment. The kit will not be put back in service until all equipment is back in working order.
4. If kits are not returned within three days after the completion of the class, the DSFS Training Administrator shall follow-up on the status of the kit.
5. If the kit has been transferred to another class, the Instructor shall notify the DSFS Training Administrator, in writing (email), of the transfer and expected return date. Again, if kits are being transferred between instructors/classes, the Training Administrator is responsible to make sure that the equipment is in working order and will play the media for the next class.
6. An inventory of kits are performed by the DSFS Day Person (Training Administrator) every Friday at the Kent Division and by the Division Managers every Friday for that Division.
7. **ALL kits are to be returned to the Dover office in June and December for inventory.**

## **CASUAL/SEASONAL USE OF VEHICLES**

### **CASUAL/SEASONAL DRIVER ELIGIBILITY:**

Casual/Seasonal employees of the Delaware State Fire School are eligible to use Delaware State Fire School vehicles with the following requirements:

- Must have a valid driver's license,
- Must use the vehicle for State business only, and
- Must be authorized by the Delaware State Fire School.

In order to become an authorized driver for the Delaware State Fire School, an Authorized Driver Designation Application must be completed by the casual/seasonal employee and approved by the Agency Director. Approved forms are forwarded to Fleet Services for processing.

The DSFS Supervisor must report an employee's separation/termination to the Agency Director via the Authorized Driver Application.

### **RELEASE OF VEHICLE TO CASUAL/SEASONAL EMPLOYEE:**

The Training Administrator wishing to have an agency vehicle driven by a person other than a full-time agency employee (i.e., Casual/Seasonal employee) shall check with Maintenance to make sure that particular vehicle is available, not committed for another task, and is in service.

The Training Administrator shall send an email to the Administrative Accountant requesting the casual/seasonal use for a particular vehicle, specifying dates and the reason for its use. The Administrative Accountant will verify that the employee is approved by Fleet Services to drive DSFS vehicles and forward an email to the Director for approval of use.

It is the responsibility of the Training Administrator to make sure:

- That the person being authorized is properly licensed,
- That the person being authorized is trained to operate that particular vehicle,
- That the person being authorized has a copy of the "Authorized Driver Handbook," and
- That the person being authorized understands how to return the vehicle.

The Training Administrator is responsible for keeping a log when vehicles are being used and when they will be returned.

### **RETURN OF VEHICLE FROM A CASUAL/SEASONAL EMPLOYEE:**

All vehicles shall be returned to either the Training Administrator who gave the employee the vehicle or Training Administrator assigned.

The person accepting the vehicle shall inspect the vehicle for damage.

**PARKING POLICY**  
(Dover Center and Divisions)

**Weekends and Day Time Classes: Dover Center**

- All personal vehicles will be parked in the Training Center public parking lot.
- No personal vehicle is permitted on the drill ground, roadways or pads during training hours.

**Weeknights: Dover Center**

- Instructors and Aides may park at the Support Service Building for evening classes.
- Students are not permitted to bring personal vehicles on the Drill grounds

**All Class Times: Sussex Division**

- All personal vehicles will be parked in the Training Center public parking lot.
- No personal vehicle is permitted on the drill ground, roadways or pads during training hours.

**All Class Times: New Castle Division**

- Instructors and Aides may park alongside the tractor storage building when conducting a structural class.
- Instructors will use the public parking lot for personal vehicles when conducting rescue pad evolutions or flammable gas evolutions.
- Students are not permitted to bring personal vehicles on the Drill grounds

## **STUDENT ATTENDANCE PROCEDURES**

Class attendance will be taken at the beginning of class and upon completion of each day's class at the training center on a provided Class Roster.

Attendance Sheets will be handed out by the Instructor and signed by the students following the first break of an in-service class. Instructors MUST verify attendance and sign the back of the Attendance Sheet.

## **MEDICAL DISABILITIES POLICY**

Students with known disabilities that cause them not to meet the essential eligibility requirements for participation in the classes or may cause a substantial interference with the operation of the program or pose a significant risk to the health and safety of others that cannot be eliminated by reasonable accommodation shall not be permitted to participate in the classes. The Fire School will accept no responsibility for any consequences suffered by the student and/or sponsoring organization who knowingly violate this policy.

Students who have a known disability shall provide documentation and any learning plan that may be applicable on the first day of class. Reasonable accommodations will be provided when practical. Any disability which does not have a reasonable accommodation or places the safety of the student, instructor, or others at risk will be denied participation for that portion of the class. Failure to present documentation on the first day of class will result in denial of accommodation.

Students who seek accommodation for National Registry Testing must contact the National Registry of EMTs and follow their directions.

## **STUDENT PROTECTIVE CLOTHING POLICY**

Some students are equipped with boots several sizes too large, ill-fitting or old damaged or worn out personal protective equipment.

It is the Delaware State Fire School's responsibility to provide every student safe and effective training. The department must provide their members with proper fitting and safe personal protective equipment.

Students with ill-fitting and or improper personal protective equipment may not be permitted to participate in classes requiring personal protective equipment.

Whatever NFPA Standard was in effect at time of purchase will be accepted as adequate gear.

## **BEARD POLICY**

The Delaware State Fire School has a “no beard” policy. This policy is consistent with recommended national standards, which had been in effect for a number of years prior.

DSFS Instructors must set the example and project a professional image, thereby: Instructors with beards or any facial hair in contact with the face piece of self-contained breathing apparatus (SCBA) or respirators will not be permitted to participate, attend, or instruct any training activity or program sponsored by the Delaware State Fire School.

DSFS has a “no beard” policy for students participating in State Fire School sponsored fire and rescue training programs. This action is consistent with recommended national standards, which have been in effect for a number of years. (1988)

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

### **Delaware State Fire School Center or Divisions**

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

### **In-Service Training at Station or Off-Site Locations**

Students with beards or any facial hair in contact with the face piece seal of a self-contained breathing apparatus (SCBA) or respirators will not be permitted to participate in any training activity that requires the student to wear breathing apparatus (SCBA).

## **STUDENT DRESS CODE**

The following attire is prohibited for students to wear while training at the Delaware State Fire School. Our guide is always the safety of our students and our commitments to them and their organizations to provide the best possible learning environment.

- No shorts or sleeveless shirts
- No flip-flops or open toe shoes
- No bare midriffs
- No spandex clothing
- Visible body piercings shall be limited to the ear
- No dangling earrings shall be worn when performing class 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

## **STUDENT BEHAVIOR POLICY**

As always, the education of our students is our primary concern. Everything that we do centers on that mission. To help improve the learning environment and to further the achievements of our students, the following behavior will be instituted.

- The use of tobacco products and e-cigarettes is prohibited on Delaware State Fire School property, including buildings and grounds.
- 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.
- The use of mobile phones or camera devices is prohibited in the classroom or drill ground instruction and evolutions. All mobile phones in personal possession must be in the off or vibrate mode and non-visible during class instruction.
- All students are expected to act professionally and courteously and to show respect to others at all times.
- Walking on the grass is prohibited unless directed by the instructor.
- Students are not to discard trash 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 DSFS property.
- Transportation to/from the DSFS is the responsibility of the student and/or their department. Students are not to linger on the property after class has ended.

## **STATEMENT ON RELIGIOUS ACCOMMODATIONS FOR STUDENTS**

The Delaware State Fire School is enriched by students of many faiths that have various religious observances, practices, and beliefs. We value student rights and freedoms, including the right of each student to adhere to individual systems of religion. The DSFS prohibits discrimination against any student because of such student's religious belief or any absence thereof.

The DSFS acknowledges that religious practices differ from tradition to tradition and that the demands of religious observances in some traditions may cause conflicts with training schedules. In affirming this diversity, the DSFS supports the concept of "reasonable accommodation for religious observance" in regard to class attendance, and the scheduling of examinations and other course or program requirements, unless the accommodation would create an undue hardship on the DSFS. Training Administrators are required, as part of their responsibility to students and the DSFS, to ascribe to this policy and to ensure its fair and full implementation.

Any student who is unable, because of religious beliefs, to participate in any examination, presentation, mandatory meeting or skill requirement on a particular day shall be excused from such, and shall be provided with an opportunity to make up the missed activity provided, however, that such makeup shall not create an unreasonable burden upon the Delaware State Fire School.

The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the DSFS. Training Administrators are expected to reasonably accommodate individual religious practices. Examples of reasonable accommodations for student absences might include: rescheduling of an exam/test for the student; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for change in class group assignments.

Regardless of any accommodation that may be granted, students are responsible for satisfying all course objectives, requirements and prerequisites as defined by the Training Administrator and by the DSFS.

No fees of any kind shall be charged by the School for making available to the said student such opportunity. No adverse or prejudicial effects shall result to students because of availing themselves of the provisions of this policy.

## **HIPAA PRIVACY RULE FOR ACCESSING STUDENT HEALTH DATA**

State and Federal HIPAA laws limit the amount of protected health information that can be shared without a student, or a minor's legal guardian, providing written consent. Protected health information (PHI) is the individually identifiable health information held or transmitted in any form or media – electronic, paper, or oral. PHI includes demographic data, common identifiers (name, address, birth date, social security number), information relating to the individual's past, present, or future physical or mental health condition, healthcare provided to them, and any data that identifies the individual or which could be reasonably used to identify the individual.

Under the Privacy Rule, a covered entity is permitted to use and disclose PHI without an individual's authorization for the following purposes or situations:

- For treatment, payment and healthcare activities.
  - Notification of Fire Chief when individual is sponsored by an agency (workman's compensation).
- Notification of a legal guardian if individual is a minor.
- The use or disclosure of limited data sets for the purposes of research, public health, or healthcare operations.
  - This includes immunization records in certain situations.
  - Finding trends in injuries among students and evaluating effectiveness of injury-prevention activities and workplace medical surveillance.
- Addressing serious threats to health and safety of the individual or others.
- Public Health or other government officials authorized to receive reports of child abuse and neglect.
- Individuals who may have contracted or been exposed to a communicable disease when notification is authorized by law.

Under the Privacy Rule, a covered entity is permitted to use and disclose PHI with an individual's authorization for the following purposes and situations:

- Permits a covered health care provider to disclose proof of immunization directly to a school that is required by law to have such proof prior to admitting a student, with the oral or written agreement of a student or a minor's legal guardian.

## **SOCIAL MEDIA POLICY**

The purpose of this policy is to provide guidance to staff, instructors, and students to clarify the boundaries between appropriate and inappropriate use of social media by employees and students. Engaging in social media and social networking is a form of speech. Nothing in these rules is intended to unlawfully restrict a member's right to:

- Discuss, as a private citizen, matters of public concern
- Engage in concerted activity with co-workers

Employees have an affirmative obligation to avoid being perceived as a spokesperson for the agency.

### **Matters of Public Concern**

1. No employee, while speaking as a private citizen on a matter of public concern regarding the Delaware State Fire School, shall speak in such a way as to cause actual harm or disruption to the operations of the school.
2. Employees may speak on matter of public concern as a spokesperson for the agency only with permission from the Director.
  - a. Employees shall at all times exercise diligence to avoid holding themselves as spokespersons for the department except when duly authorized.
  - b. The use of titles, agency logos, agency-owned images, or identification as an employee of the agency that creates an impression that the employee is a spokesperson for the agency is prohibited without a written disclaimer.
3. Employees are prohibited from publicly discussing agency matters that are not of a public concern, unless doing so is with other employees and/or employee representatives and is for the purpose of engaging in concerted activities relative to workplace issues.
4. Employees shall not engage in speech that is false, deceptive, libelous, slanderous, misleading, or causes harm to others, including speech that constitutes hate speech, or harassment; nor shall employees discuss protected or confidential matters of the agency, including:
  - a. Matters that are under investigation
  - b. Patient and employee information protected by law
  - c. Personnel matters that are protected from disclosure by law

### **Code of Conduct**

When engaging in social media or social networking activities, all personnel will maintain a level of professionalism in both on-duty and off-duty conduct that is consistent with the honorable mission of the agency. The publication of any statement, comment, imagery, or information through any medium of communication indicated herein, which is potentially adverse to the operation, morale, or efficiency of this department, will be deemed to be a violation of this policy.

### **Prohibited Release or Usage**

- Agency owned digital images, audio, or video without agency approval
- Sexually explicit or illegal material
- Conduct that may bring discredit upon the agency or other employees

## **Prohibited Activity**

- Participation in social networking during work hours, except activity that is authorized by the agency (responding to work related social media, maintaining agency social network sites, etc.)
- Participation in unauthorized social networking from agency facilities or vehicles where agency property may appear in the background of digital imagery
- Participation in unauthorized social networking while identifiable as an employee of the agency, such as digital images where the employee appears in uniform
- Employees shall not post any information that represents the official view of the Delaware State Fire School without permission from the Director. (Ex. Refrain from using words such as “in my time working at the fire school...” or as a fire school training administrator, instructor, etc....”)
- Employees may not use or post the Delaware State Fire School logo or uniform on any social media network without permission from the Director.
- Employees may not disclose information that is confidential or proprietary to the Delaware State Fire School, its employees, students, or that is protected by data privacy laws.
- Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory.
- Employees shall not discuss or encourage any illegal activity or the inappropriate use of illegal drugs, sexual behavior, or sexual harassments.
- Employees shall use caution when commenting on “hot topics” such as religion or politics.
- Employees may not post any nonpublic images of the Delaware State Fire School premises or property, such as floor plans.
- Refrain from responding to an offensive or negative post by a student.

## **PICTURES – RECORDINGS POLICY**

The use of a camera device/mobile phone is prohibited in the classroom or when on the drill ground by students, Instructor Aides, Guests, and Instructors. No pictures or recordings shall be taken of class instruction by the students, Instructors or guests for personal use or publication in the social media environment without the permission of the Director or his designee.

Digital images taken by Delaware State Fire School authorized personnel shall not be limited to but may include:

- Normal training or operational documentation
- Investigation of occurrences during training or other operational activities
- Training programs
- Advertising or promotional
- Any other purpose permitted in writing by the Director or his designee
  - Photos or video recording shall be limited to authorized personnel only

Images shall not be used for the profit of any person, organization, or business without the written permission of the Director or his designee.

## **USE OF ELECTRONIC DEVICES DURING CLASS**

Technology use in the classroom is intended to enhance the learning environment for all students. Any use of technology that degrades the learning environment, promotes dishonesty or is used for illegal activities is strictly prohibited at the Delaware State Fire School.

The Delaware State Fire School will allow students the use of laptop, notebook, and tablet computers to take notes, electronic textbooks, and for other activities related to the course work of the class with approval of the Instructor. It is the responsibility of the Instructor to decide when, if, and what types of technology is to be used or permitted during class. The use of these computers for messaging, game playing and Internet surfing during class time is prohibited. Instructors shall be responsible to monitor all use of electronic devices during class time.

The use of camera devices is prohibited in the classroom or drill ground instruction by students and Instructors. No pictures or recordings shall be taken of class instruction by the students or Instructors for personal use or publication in the social media environment.

The use of mobile phones is prohibited in the classroom or drill ground instruction by students and Instructors. All mobile phones in personal possession must be in the off or vibrate mode and non-visible during class instruction.

Students who do not adhere to the policies concerning appropriate use of electronic devices during a class may be asked to leave the facility.

## **HISTORY OF THE DELAWARE STATE FIRE SCHOOL**

In the early 1930's, a group of ambitious men from the Delaware Fire Service organized the first formal training program for the volunteer firemen. For many years, the Educational Committee of the Delaware Volunteer Firemen's Association, supported by the Department of Vocational and Technical Education carried on a valiant and rewarding program to provide training for the firemen in the state. They held classes in abandoned houses, in sandpits, at schools, in fire stations, and any other location that they could find. During this time, the dream of a permanent training center took root and grew, nourished by the ideas of many dedicated men.

Legislation was introduced, passed and adopted by the Delaware Legislature and signed by Governor Elbert N. Carvel in 1964 initiating the beginning of the Delaware State Fire School as an agency of the State. The responsibility of this Agency was to organize annual short courses for the Volunteer Fire Service in Basic Firemanship, Pump Operations, Fire Police, Fire Prevention, Aerial Ladder Training, Administrative Procedures, Fire Officer Training, Industrial Fire Brigade Training, Individual Company Schools, and Civil Defense Training upon the curriculum.

Design for the center began in November 1964. With the financial backing of the State Legislature, the staff and the architect began to sort ideas to fit the needs of the fire service, and to visit other training facilities to review the good and bad points of each. Finally, a plan was developed which, interestingly enough, was not modified from the start, attesting to the original strength of the plan.

On November 12, 1966, the dream began to take shape as a reality when Governor Charles L. Terry, Jr. turned the first spade full of earth, officially starting the construction.

The original Classroom and Administration building was divided into three sections. The western end housed the office of the director, senior instructors, administrative offices, and locker facilities for the staff and students. Either a hallway or a closet separated each of the four classrooms in the center section, thus allowing for maximum soundproofing. The third section of the Administration building originally housed the cafeteria, a completely equipped kitchen, and an apparatus room. In 1970 with the addition of the warehouse the apparatus room was converted into an auditorium.

The drill grounds included a network of roadways connecting the various training areas. The Structural Fire Building serves as a multi-purpose building. The right side of the building simulates a regular 2 ½ - story dwelling, with the left side simulating a commercial or industrial building. The Control Tower is the nerve center of the training complex. From the windows on the second floor, the visitors and safety officer have an unobstructed view of every one of the different training areas. The original construction also included a Breathing Apparatus Building that offers a special facility for training firefighters in the use of all types of breathing apparatus under actual smoke and darkness conditions.

The current Classroom and Administration building bears little resemblance to the original Administrative Building. During Fiscal Year 1981, 16,200 square feet of additional administrative, classroom, and cafeteria areas were added to meet the growing and expanding needs of the Fire School. The modern facility can comfortably accommodate approximately 700 people for learning, workshops, meetings, or for any purpose in which large numbers of people assemble.

During the summer of 1984 the Flammable Liquids area was reconstructed to upgrade the original liquids training area. And the late 1980's added another addition to the west end to house the Fire Prevention Commission and their Secretary.

Throughout the 1990's many different projects were completed that added to the ability of the school to conduct and improve training. These included the construction of the Confined Space Training area and the Forcible Entry building, along with the replacement of the outdoor classrooms.

With the financial support of the State Legislature, the Fire School was able to construct two Divisions, one in Sussex County, construction completed in April 1992 and one in New Castle County, construction completed September 1997. These regional training centers allow the school to provide in-service training to our customers.

The Delaware State Fire School continues to upgrade its facilities and programs to stay on the cutting edge of training with state-of-the-art the classrooms equipped with up-to-date audiovisual equipment and computer capabilities. While the Classrooms and Administration Building are the focal point of the complex, the Drill Tower dominates the skyline. Recently this original structure was completely refurbished and changes were made to upgrade this to a multi-purpose building. These changes ensure that the structure will remain serviceable for another 40 years.

With the Delaware State Fire School celebrating its 50<sup>th</sup> year of service to the Fire Service in 2014 as well as the citizens of Delaware, we continue to grow and improve. The new and improved Sussex Division is up and running successfully, as well as the construction of a new rope tower at the Dover Center. The future addition of the New Castle Division is well into the planning stage and hopefully the construction phase will soon be under way. Today the complex of training facilities, classrooms and administration building stand as a tribute to those dedicated men who had a dream, as well as the succession of governors who gave their unflagging support, the succession of legislators who made the dream a reality, and to the thousands of firefighters for whom this center was built and will always be maintained.

**Thank you for  
all you do!**



**Training is the key  
to Professionalism**