

ARKANSAS FIRE TRAINING ACADEMY



STUDENT HANDBOOK

Table of Contents

Introduction

Section 1 – Overview

- I. Organization Structure
- II. Definitions
- III. General Information

Section 2 – Student Regulations

- I. Rights and Responsibilities
- II. Courtesy
- III. Conduct and Language
- IV. Etiquette
- V. Workplace Harassment
- VI. Personal Appearance and Hygiene
- VII. Uniform
- VIII. Civilian Attire
- IX. General Rules of Conduct
- X. Dormitory Rules
- XI. Safety

Section 3 – Academy Information

- I. Course Information
- II. Class Procedures
- III. Resignation Procedure

Section 4– Attendance and Academic Performance

- I. Attendance
- II. Academic Performance
- III. State/National Examination
- IV. Cheating
- V. Disciplinary Process

Introduction

Welcome to the fire service and welcome to the Arkansas Fire Training Academy (AFTA). We are excited to have you here with us. We want your time here to be safe and productive. We want you to accomplish your goals and be ready to contribute when you get home.

The administration and staff are committed to your success. Your job here is to study hard, work out, eat right, participate in class, be a good teammate, and stay focused on your goals. We will provide you with instruction, curriculum, and guidance that can lead you to the certification or knowledge you desire, while creating good habits, and a foundation for you to build upon for years to come that will immediately apply to your fire service tasks. You are working in a field like none other, steeped in tradition. Thank you for what you do.

Congratulations on your admission to our campus; we are proud of it, take care of it.

Mission

The mission of the Arkansas Fire Training Academy is to meet the needs of emergency and community responders by safely providing comprehensive and high-quality training, education, and certification.

The Academy

The AFTA was established in 1967 and is responsible for the education and training of approximately 15,000 firefighters in the great state of Arkansas. The AFTA provides training by offering classes at the main campus in Camden and on-site delivery of classes at fire departments, businesses, industries or other facilities. Classes are offered days, nights and weekends to meet the scheduling needs of the fire departments. The AFTA issues around 20,000 certificates annually.

SECTION 1 OVERVIEW

I. ORGANIZATION STRUCTURE

1. Director
2. Deputy Director
3. On-Campus Instructors
4. Field Instructors
5. Administrative Staff

II. DEFINITIONS

1. Sponsoring Agency – the department or agency responsible for the student
2. Department –the department the student is affiliated with
3. Academy or AFTA – the Arkansas Fire Training Academy
4. Recruit – Term given to a student participating in Firefighter Standards class
5. Student – Term given to a person participating in training

III. GENERAL INFORMATION

1. Uniforms are provided by the student. These shall be worn at all times during class. After hours or physical fitness attire is discussed later and should be changed into immediately following class.
2. You will be assigned to a dorm room upon your arrival on campus. A bed, locker, chair, lamp, and desk are provided. Bedding, toiletries, and other comfort items are the responsibility of the student.
3. Personal Protective Equipment (PPE) that is required for the course will be provided by the student. Loaner equipment is available on a limited basis.

SECTION 2 STUDENT REGULATIONS

I. RIGHTS AND RESPONSIBILITIES

You are expected to comply and obey all federal, state and local laws, statutes and ordinances and the rules and regulations of the Arkansas Fire Training Academy (AFTA). Any violation of rules, regulations or policies may result in your dismissal from the Fire Academy.

1. The safety of our students is paramount.
 - a. Any emergency should be handled by the nearest trained personnel, including students.
 - b. Your instructor should be made aware of situations involving injuries, mishaps, or emergencies as soon as practical.
2. If you have any contact with law enforcement, involving a criminal or traffic related matter, you shall notify your course instructor about the facts of the situation immediately.
3. Any student(s) found to have caused damage due to negligence or malicious activity will be held responsible for damages.
4. The AFTA will not withhold any requested or applicable information related to course performance or behavior from sponsoring agencies

II. COURTESY

1. Courtesy and integrity are mandatory character traits. The use of sir, ma'am, or appropriate rank are consistent with courtesy and shall be used by all students when speaking to an instructor, fire department staff, academy personnel (whether in the classroom, hallways, or parking lot), and the general public. Students are required at all times to conduct themselves as professionals.
2. Unless directed otherwise, students will begin all oral communication with sir, ma'am, or appropriate rank.

III. CONDUCT AND LANGUAGE

You will conduct yourself in a professional and responsible manner at all times. Students will not use swearing, obscene, vulgar, or profane language. You are a firefighter on and off duty. Monitor your conduct and language not only during in-person social settings but also on social media. Case studies are presented constantly for personnel losing their job due to actions or posts with insensitive undertones that are racially motivated, gender biased, profanity filled, or even personal opinions. Be aware of what you say, what you post and what is posted on your social media accounts. Once it is spoken or posted, it is not private. Pictures and words cannot be taken back. Be very careful and aware of this fact. Your actions now represent a more than just you. The fire service and the AFTA are quite proud of our reputation. Do your part to protect it.

IV. ETIQUETTE

The AFTA students, when patrons of public places, are constantly being observed by the public. Improper eating habits or violations of common rules of etiquette can cause a loss of respect for not

only the individual, but the entire profession. All common rules of etiquette shall prevail while in restaurants, at the academy, or other public venues. Public complaints will be handled immediately – illegal activity will be reported to the appropriate law enforcement authority. All interactions of this manner will be reported to the sponsoring agency.

V. WORKPLACE HARRASSMENT

Workplace and sexual harassment of any kind is prohibited and will not be tolerated for any length of time. Warnings will not be issued. You will be dismissed from the academy and no refunds will be issued.

VI. PERSONAL APPEARANCE AND HYGIENE

Students are required to maintain appropriate personal hygiene and should be properly groomed at all times.

1. FF Standards students will be clean-shaven every day prior to reporting for class or work at the academy.
 - a. Students may wear a mustache that does not extend below the corner of the mouth
2. Hair shall be maintained and styled in a manner that provides for the safety of the student and does not interfere with personal protective equipment or tasking.
3. Ear or body piercings shall not be adorned with any accessories.
4. Fingernails will be kept short to prevent injury to the recruit and/or other recruits during physical training events.
5. Students attending courses other than FF Standards should follow department grooming and uniform policy on reporting for duty.

VII. UNIFORM

If departmental uniforms are worn, be cognizant that your uniforms represent your department and our profession. Uniforms should be worn with pride and conduct monitored cautiously while wearing the uniform. Appropriate attire is to be worn at all times when in class or on the training grounds.

1. Students will wear the required uniform at all times, unless directed otherwise by an instructor. The student shall wear a department issued uniform or:
 - a. Long navy or black pants
 - b. T-shirt
 - i. Gray or Blue
 - ii. AFTA shirts may be provided
2. Uniforms will be kept clean and pressed at all times.
 - a. Shirts should be tucked into uniform pants
3. Black, high-shined boots or other approved footwear will be tied/zipped and pants pulled over boots.
4. Belt shall be worn with the uniform.
5. Authorized gym clothing and gym shoes will be worn while performing physical fitness activities or in appropriate physical training classes.
6. You will be expected to successfully pass occasional and random inspections.
7. Uniforms provided by AFTA are not approved for off-duty attire.

VIII. CIVILIAN ATTIRE

1. Professional civilian attire while at the academy should be such as to present a professional appearance.
2. Approved footwear includes solid-toed shoes or boots with socks.
3. T-shirts, tank tops, shorts, and clothing inappropriately lettered, stamped, painted, or embroidered are NOT approved for wear.

IX. GENERAL RULES OF CONDUCT

1. Failure to obey these orders or the regulations of the academy will result in disciplinary action.
2. Students will be prompt in obeying all orders.
3. Students will report to all scheduled activities on time.
4. Students shall operate in a safe manner at all times
 - a. Students may park only in designated areas
5. No cell phones or accessories in the classroom or training grounds without explicit permission from the course instructor(s)
6. No outside or personal activities shall interfere with curriculum
7. No weapons of any type are permitted on AFTA grounds
8. No alcohol or controlled substances are permitted on AFTA grounds
 - a. Anyone determined to be under the influence of drugs or alcohol will be dismissed from the academy
9. Visitors and guests are welcome to observe practical training evolutions in a pre-determined area with explicit prior consent from the course instructor(s)
10. No hats or sunglasses shall be worn indoors
11. No tobacco use or vaping is permitted on campus
 - a. Areas to use these products are across the street from the administration building and the fire station

X. DORMITORY RULES

1. Dorms are to be cleaned by student: individual rooms by the occupants and other areas by all including hallways, stairs, laundry facilities, common spaces, and storage closets
 - a. The dormitory should always be ready for tours by dignitaries or family and constantly reflect our pride and appreciation
 - i. Mop floors
 - ii. Clean bathrooms
 - iii. Wash windows, mirrors, etc.
2. Rooms are assigned by AFTA staff
 - a. Room assignments cannot be altered without approval
3. Curfew is 10PM
4. Quiet hours are from 10:00 PM – 6:00 AM
5. Visitors are allowed only in the lobby or The Station until 9:45 PM
6. No horseplay

7. No food or drinks allowed in sleeping or common areas except water
8. Candles, wax warmers, Scentsy™, or similar items are prohibited
9. No students should be in the dorm without instructor knowledge from 7:30 AM – 4:30 PM
10. Hallway doors shall NOT be propped open – these are fire doors and a component of the safety system
11. Student's last name should be displayed outside of the room
12. Students are responsible for bedding
13. Rooms should be kept neat and clean
 - a. Beds should be made each morning
 - b. Items should be picked up from floor
 - c. No trash not in receptacles
 - d. Rooms are all subject to random inspections with no expectation of privacy
14. Students are not allowed in the rooms of the opposite sex
15. Laundry rooms are available from 6:00 AM – 10:00 PM
 - a. Clean rooms when finished; i.e., soap on lid, dryer sheets, and the floor
 - b. Make sure machines are empty
 - i. Clothing articles found will be discarded
 - c. Clean dryer lint filter
16. No extension cords
17. Power strips must contain a circuit breaker
18. Problems requiring attention should be reported immediately
 - a. Water leaks
 - b. Lockouts
19. Problems of non-emergent fashion can wait till morning
 - a. Temperature
20. Students shall clean their rooms thoroughly and return their key upon completion of class
 - a. Rooms will be inspected
 - b. Students are responsible for broken or missing items, their key, and damage
21. Heaters are prohibited
22. Hot plates are prohibited

XI. Safety

1. Safety is paramount in our industry and at our academy
2. The following safety directives are to be followed at all times
 - a. No horseplay
 - b. Wear required PPE
 - i. Clean and launder as required
 - ii. PPE shall be inspected by the AFTA staff prior to use
 - a. PPE shall be stowed in assigned locker or area
 - iii. PPE shall be worn appropriately
 - a. Coats fastened
 - b. Helmet straps in place

- c. Faceshields down or goggles/glasses worn when appropriate
 - iv. Hearing protection is required when filling SCBA cylinders
 - v. Minimum of helmet and gloves is required during any practical skill including loading hose unless specifically stated otherwise by instructor(s)
 - c. Seat belts are to be worn at all times in fire apparatus by each passenger
 - i. Apparatus SHALL NOT move until all seat belts are appropriately fastened
 - d. The speed limit for apparatus on the training ground is 25 MPH
 - e. Ground guides shall be used when backing apparatus or maneuvering in tight spaces
 - i. If visual contact with a ground guide is not maintained apparatus shall be stopped immediately
 - f. No running on the training grounds, with the exception of physical fitness training
 - g. No lying down on the training ground
 - h. Hydrate prior to activities on the training ground
 - i. Energy drinks are not prohibited, but extreme caution should be exercised
 - i. Take breaks as requested or required
 - i. Monitor your own condition, but you must participate to receive credit
 - j. Be alert of the presence of other apparatus, passenger vehicles, or ATVs on training grounds

SECTION 3 ACADEMY INFORMATION

I. COURSE INFORMATION

1. The general procedures contained in this manual apply to students in any course
 - a. You will be provided a syllabus with specific information related to each course being taken at the fire academy.
 - i. The individual course syllabus contains specific job performance requirements (JPRs) and any individual class rules
 1. Successful completion of each JPR is required to pass each course
 - ii. The specific course syllabus takes precedent for any conflicting information
 1. Students not in Firefighter Standards or civilian personnel classes may have additional liberties

II. CLASS PROCEDURES

These courses are scheduled in advance. You are required to reside in the dormitory during the week while class is in session, without department and/or the AFTA approval. Campus must be vacated at the conclusion of class for the week, usually Friday afternoon. Sunday afternoon/evening, you return to the academy to prepare for class. You are expected to be ready and present each day well ahead of start time. Instructors are consulted regularly to verify participation levels, readiness, timeliness, a positive attitude and ability – sponsoring agencies are kept current.

1. Students WILL NOT leave the Academy grounds during normal class time, unless permission to do so has been granted by the student's class supervisor. Absences for any reason will be reported to the sponsoring department.
2. Illness – Students are expected to participate in all activities while at the academy. In the event of illness, the student is required to report their condition immediately to the class supervisor for direction. Proper medical care should be sought.
3. Injury – All injuries shall be reported to the class supervisor immediately for direction and so proper medical care may be provided.
4. Class Rules
 - a. Appropriate uniform of the day is to be worn
 - b. Illnesses and injuries that result in the inability to perform JPRs are counted as absences. The maximum number of absences allowed is included in each course syllabus.
 - c. Apparatus shall be washed and equipment cleaned daily at the conclusion of training for the day, regardless of the class.
 - i. Unwashed fire apparatus is unacceptable
 - d. Class materials should be neatly stacked on the table during breaks and at the end of the day.
 - e. Breaks should be taken in an assigned break area indoors or outdoors.
 - f. During any dismissal, (breaks, drill field, for the day, etc.) students should stand and wait for the instructor to leave or be dismissed.

- g. While walking in the hallway, stop and stand against the wall for anyone other than a student
 - i. Greet pleasantly
- h. If anyone other than a student comes into the classroom, stand at attention until told to do otherwise.
- i. No sleeping
 - i. If you feel the need to sleep, you may stand in the back of the classroom
- j. Meal times will be assigned
 - i. Students are required to dine at “The Station” unless prior approval has been given
 - ii. Etiquette commensurate with public dining establishments shall be displayed

III. RESIGNATION PROCEDURE

This procedure will be followed whenever a student expresses a desire to voluntarily resign from the AFTA:

1. Students shall be counseled prior to separation, in an attempt to resolve the problem(s). This shall be done by the academy director, designee, or a representative of the AFTA chosen by the student.
2. The resigning recruit will complete a narrative memo containing the reasons for resigning.
3. All issued equipment will be collected by the AFTA.
4. The sponsoring agency will be contacted by the AFTA.

**SECTION 4
ATTENDANCE AND ACADEMIC PERFORMANCE**

I. ATTENDANCE

1. Students are expected to be present at all scheduled classes and participate in all activities. Any absence must be authorized by the sponsoring Department and/or the AFTA. In case of illness, absences shall be reported to the AFTA staff prior to the start of class. In emergencies, notification can be made later or a text message can be sent. Sponsoring agencies will be notified of any situation.
2. Students attending EMT, Firefighter First-Aid, Firefighter Standards, or Driver/Operator are required to attend formation, in proper uniform at 7:45 AM on the apron of the fire station.
 - a. No food or drink is permitted during formation
 - b. The United States, State of Arkansas, and Fallen Firefighter flags are hoisted
 - i. Flag etiquette shall be followed and enforced at all times
3. Students shall be in their seats prior to the start of each class.
 - a. Repeated tardiness shall be grounds for dismissal.
4. Unauthorized talking or other disruptive behavior in class is prohibited.
5. Students who are absent from class for any reason will be assigned makeup work.
6. Unexcused absences shall be grounds for dismissal from the academy.

II. ACADEMIC PERFORMANCE

Any student not meeting any standard listed in this section will fail their respective course and be dismissed from the academy

1. Students shall maintain an overall academic average at or above the minimum requirements of each individual course, usually 70% or 80%. Specifics for each course will be outlined in the individual course syllabus.
2. The minimum passing grade on any written examination is 70%. Specifics for each course will be outlined in the individual course syllabus.
3. The student must pass the final comprehensive examination to satisfactorily complete each course.
4. The student must pass all other courses graded on a pass-fail basis.
5. If an authorized absence results in a student missing an examination, the student will make up the examination the day of their return.
6. Students required to take the Firefighter Endurance Ability Test (FEAT) test will have two attempts to complete the test successfully.

III. STATE/NATIONAL EXAM

1. If a student is participating in a course with a certification examination, it will be administered near the conclusion of class.
2. All students will be permitted to take IFSAC tests on campus two times.
 - a. If a student fails an IFSAC test two times, they are dismissed from the course
 - b. A third attempt is permitted by IFSAC, but must be scheduled by the student or sponsoring agency at a later time.

IV. CHEATING

Integrity is not a luxury, it is the bottom line and is a basic occupational qualification. Any student who cheats and/or any other student who purposely assists in any way will be dismissed from the academy immediately. Some examples include:

1. Using unauthorized materials during a test
2. Examining the test answers of another student.
3. Signing the name of another student to the attendance roster.
4. Falsifying any city or fire department record.
5. Misrepresenting the truth to any academy member.
6. Intentionally covering for wrongful behavior of another student by withholding information.

V. DISCIPLINARY PROCESS

The following disciplinary process will be used:

1. Every effort to counsel a student shall be made in an effort to achieve successful performances. Training assistance will be provided by academy staff as much as possible. We want you to succeed at the academy
2. One failed academic examination will result in a counseling session and training plan for improvement.
3. A second failed academic examination in a row on the same topic or three failed examinations in total will result in course failure and dismissal from the course.

This Page Intentionally Left Blank

Statement of Receipt, Understanding, and Pledge to Comply

I, _____
have received and read the Arkansas Fire Training Academy's Student Handbook. I understand that I will be required to successfully pass all written, practical, and physical fitness tests given as curriculum in my assigned course. I understand that failure to meet the minimum standards established in this manual and the course syllabus will result in my dismissal from the AFTA. I further understand that any violation regarding the Code of Conduct or a violation of this Student Handbook, could result in my dismissal from the AFTA and could also end my employment with my respective employer.

Date _____

Name _____

Signed _____