College of the Sequoias
Firefighter I Academy

Cadet Operations Manual

Class #21-34
Spring 2016

Academy Coordinators:
Division Chief Cameron Long
Captain Isaac Buller
The Academy will begin on Monday, January 4, 2016 at 5:30 pm at the Hanford campus in the Vocational Building, Room #106.

Included is your copy of the Fire Academy Rules and Regulations. You need to carefully and completely read these Rules and Regulations as they identify all of the equipment, material, uniforms, and medical examination requirements. The Rules and Regulations also identify the way the Academy is conducted and the performance that is expected of all Cadets.

For those students who will be applying for financial aid, get the process started now! This process takes time, the ordering of your structural firefighting equipment takes time, and your medical examination takes time. All of these things need to be completed before the first day of the Academy.

The medical examination takes time to schedule and complete. If you do not have a personal physician, any of the industrial medical groups are capable of performing acceptable medical examinations. When your medical examination has been completed, keep it and bring it with you on the first day of the Academy. Do not mail it in.

Academy Overview
The College of the Sequoias (COS), Fire Fighter I Academy is offered with the cooperation of the Tulare/Kings Fire Training Officers Association and the Tulare/Kings Fire Chiefs Officers Association. The Academy has a long history at COS with the first class being offered in 1976. The Academy is a 400-hour, 12 unit class that meets or exceeds the requirements of the California State Fire Marshal’s Office for Fire Fighter I certification. The Firefighter I Academy will be held at various locations throughout the Tulare and Kings Counties area.

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Section 1: General Information

The College of the Sequoias Basic Fire Academy is a training program that has been designed to train students in order that they may adequately perform as entry-level firefighters in federal, state, county, district, and municipal fire protection agencies. The Academy follows a typical fire department organizational format and prepares students to engage in wildland, structure, vehicle, and high-rise firefighting as part of an organized firefighting crew. The Academy also teaches the basics of hazardous materials response, search and rescue, fire prevention, fire investigation, and fire service organization.

Students will carry the rank of “cadet” and will be referred to as such during the academy and throughout the remainder of this document. Similarly, each instructor will be addressed by his or her fire department rank unless directed otherwise by that instructor.

To develop the "professional firefighter", the academy will challenge each cadet with a vast quantity of diversified and technical information in a 400-hour period. Therefore, each cadet must be self-motivated and prepared to devote an extensive amount of time to study and master the practical and physical skills. Cadets who rely on "tomorrow" to get things done, and cadets who fail to realize that learning requires both instructor and student effort, will most certainly experience extreme difficulty. Those cadets who fail to maintain the required standards, and those students who fail to follow the prescribed Rules and Regulations, may be dismissed from the Academy.

The instructors are fully cognizant of the challenges that each cadet faces, and they are dedicated towards providing the highest possible degree of assistance. Some cadets may be hesitant to contact an instructor for fear of appearing less than intelligent; such a fear is ill-founded. Cadets must realize that we, as human beings, are full of faults and inadequacies. We each have our own strengths and weaknesses. Your turn to help someone else will come in due time; this is the tradition of the fire service.

“If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act, please contact your instructor as soon as possible.”
There are no full-time instructors in the Fire Technology Division; therefore we rely on full-time professional fire fighters from throughout Tulare and Kings Counties to provide all instruction. Because of the limited staffing and the amount of work that is required to conduct, maintain, and develop the Fire Technology program, the full-time IC and the part-time coordinators may be difficult to reach at times. Cadets who need to speak with these individuals must therefore exercise initiative in seeking contact.

The COS Fire Technology Program is provided oversight by the Dean of Vocational Education; do not contact unless you have an issue with the academy staff.

**Fire Technology Coordinator**
Mr. Rick Smith  
Battalion Chief, Kings County Fire  
280 Campus Dr, Hanford, CA 93230  
Fire Technology Coordinator  
Fire Academy Director  
College of the Sequoias  
(559) 583-2640

**Academy Coordinators**
Mr. Cameron Long, M.S., EFO  
Division Chief, City of Tulare Fire Department  
800 S. Blackstone Street  
Tulare, CA 93274  
(559) 684-4300 work

Mr. Isaac Buller  
Captain, City of Hanford Fire Department  
350 W. Grangeville Blvd.  
Hanford, CA 93230  
(559) 585-2145 work

Please do not contact the part-time instructors at their home or work unless they have given specific permission to do so.
**Hours of Operation:**
The fire academy class will meet at the designated sites on Monday, Wednesday, and Thursday evenings from 1745-2200, and on each Saturday from 0745-1700 hours. Class sessions may differ for special needs. Academy staff will give adequate notification of time and/or location change.

**SECTION 2: TEXTBOOKS**

Textbooks 1 and 2 are available at the College of the Sequoias Bookstore, which is located on the main campus. The cadet is to report to the Academy on the first day with the 1 and 2 textbooks in his or her possession; an inspection will be conducted. The following textbooks are required:


   *Provided on loan by the COS Fire Academy*


3. Incident Command System I-200, National Training Curriculum, Modules 2 thru 6,
   
   *(Total cost of module manuals is approximately $5.00 that is be paid as part of class material fees)*

4. S-130 and S-190 student manuals, provided by the College of the Sequoias.

Those cadets who do not have all of the textbooks on the first day of the Academy will be in violation of Academy policy. **The cadets are required to bring appropriate textbooks each day of the Academy.** The reason for this requirement is that the Academy schedule may have to be changed at the last minute due to unforeseen circumstances such as an ill instructor or a major fire incident that has called the scheduled instructor away. Do not ask the instructor on one day as to what text will be required the following day; bring all textbooks each day class.

The COS Bookstore may buy used textbooks at the end of the semester. However, the Bookstore will not buy back any book that has been torn or marked. On the other hand, highlighting important parts of the textbook make studying for exams much easier and
productive. Additionally, these texts will form a good foundation for your personal fire library as your career in the fire service begins to take shape. The ultimate decision to mark or not mark the textbooks is the personal choice of each cadet.

SECTION 3: OTHER CLASSROOM EQUIPMENT, MATERIALS, AND SUPPLIES

One white 3” 3-ring binder
Notepaper for scratch notes, pens, pencils, and test forms are required and the responsibility of each cadet.

Optional equipment and supplies, which many cadets find useful, includes high-lighters, rulers, staplers, staple removers, whiteout, Scotch tape, extra pens and pencils, and hole punches (the Academy does not provide any of these materials).

Tape recorders may be used only with permission of the instructor. Some instructors have no problem with tape recorders, while others do not wish them to be used. If you wish to use a tape recorder, first receive permission from the specific instructor. Permission must be obtained from each instructor that you wish to record.

Video cameras may not be used to record instructional sessions, but they may be used to film practice sessions including the live fire exercises. These tapes are a lot of fun at graduation; they will probably also be fun to watch a few years down the road.

Copying and other reproduction must be made at the expense of the cadet and on the cadet's own time.

SECTION 4: FIRE ACADEMY ORGANIZATION.

The Academy is structured around a paramilitary framework. Discipline, physical fitness, and esprit de corps are key elements of the academy and it will be up to the cadets to govern themselves throughout the academy to maintain discipline and esprit de corps.

The working team in the fire service is referred to as a company, which consists of six cadets. One of the cadets in each company will be assigned to be the captain who will be the supervisor for their company. The captain is responsible for their company, which includes assigning tasks, maintaining discipline, and esprit de corps within their company. The captain is also responsible for upholding the rules enclosed in this manual. The academy coordinators will select captains and cadets will rotate through the captain position at the discretion of the academy coordinators.

There will be a total of six companies in the academy that will be divided into two battalions. Battalions in the fire service are groups of companies that are supervised by a battalion chief.
(BC). Battalion 1 will consist of companies 1, 2, and 3 and Battalion 2 will consist of companies 4, 5, and 6.

The academy coordinators will assign two cadets as academy BCs. BC1 will supervise companies 1, 2, and 3 and BC2 will supervise companies 4, 5, and 6. BC 1 will be the lead BC for the academy and BC 2 will be second in command. The BCs are vital to the success of the academy and the position requires strong leadership abilities. The BCs will work closely with the academy coordinators to handle various tasks that are involved in the academy. The BCs are responsible for ensuring consistent discipline when guest instructors are present and to help with organizing the classroom or materials or other duties as determined by the coordinators. The BCs are also responsible to notify the academy coordinators of significant disciplinary issues or problems that arise during the fire academy.

The academy coordinators will select the BCs and they will be subject to rotation at the discretion of the academy coordinators.

**Chain Of Command:**

This chart outlines the expected academy chain of command.

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<tr>
<th>POSITION</th>
<th>RESPONSIBILITIES</th>
<th>AUTHORITY</th>
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<tbody>
<tr>
<td>Academy Coordinator</td>
<td>1. Overall operation of the Academy</td>
<td>1. Set the Academy schedule</td>
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<td></td>
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<td>2. Hire Instructors</td>
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<td>3. Mediate Disputes</td>
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<td>4. Remove Cadets from Academy</td>
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<td>5. Appoint Academy Cadet Officers</td>
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<tr>
<td>Academy Instructors</td>
<td>1. Take Direction from Academy Coordinator</td>
<td>1. Maintain decorum of Academy</td>
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<td></td>
<td>2. Provide quality instruction</td>
<td>2. Mediate in-class disputes</td>
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<td>3. Provide direction to Cadets</td>
<td>3. Provide discipline as appropriate</td>
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<td>4. Provide for safety of Cadets</td>
<td>4. Take action as necessary in absences of Academy Coordinator</td>
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<td>5. Coordinate through Cadet Battalion Chief</td>
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**Cadet Battalion Chief BC 1 (BC 2 when BC 1 is absent)**

1. Coordinates with Academy Coordinator
2. Coordinates with Academy Instructors
3. Leads Cadet Activities, i.e.: Class formations
4. Distributes handouts to the Captains
5. Collects homework assignments from Company Captains
6. Collects memos to the Coordinator
7. Records attendance daily

**Cadet Company Captain**

1. Follow directions of ALL above
2. Distributes & collects handouts from Cadets in their Company
3. Leads their Company in drills, exercises and class formations.
4. Assists Company Cadets with makeup information for missed classes
5. Maintains accountability of their company

**Cadets**

1. Follow instructions of Academy Coordinator, Instructional Staff, Academy Battalion Chief and Company Captains at all times

1. Report issues to Coordinator/Staff
2. Maintains decorum of Academy
3. Direct Captains and Cadets in assigned tasks
4. Appoint acting Captains in absence of Academy Coordinator
5. Provides discipline for minor infractions during class
6. Submits attendance roster to coordinator.

**SECTION 5: CADET CONDUCT**

At the beginning of each class session the academy will meet in formation at the designated time. On Monday and Wednesday nights the academy will be in formation in PT gear by 1745 for roll call and inspection. BCs will take roll call of their respective battalions and BC 1 will record attendance. After PT is completed at 1830, cadets will have 30 minutes to clean up and change into their uniforms and the academy will be in formation outside the classroom at 1900 for roll call and inspection. On Thursday evenings the academy will be in formation in uniforms outside the designated site at 1745 and on Saturdays at 0745. After roll call and inspections, BC 1 will wait for instructions from the instructor and then order the academy to fall out and go into the classroom. Once in the classroom cadets will stand behind their seats at attention until the instructor enters the room and advises the academy to sit down.
It will be the responsibility of BC 1 to ensure that the academy is in formation on time. In the absence of BC 1, BC 2 will assume command of the academy and take over the responsibilities for the academy. During inspections the BCs will check all cadets for proper uniform and grooming standards. Uniform standards that will be inspected include but are not limited to correct uniforms, polished boots, and appearance of uniforms (wrinkles, threads, tucked in). Grooming standards that will be inspected include but are not limited to cleanly shaven, hair, and jewelry. The fire service is a paramilitary organization and the use of formations instills discipline and pride in the cadets and the fire academy. It also allows the coordinators and instructors to visually inspect the cadets to ensure a professional appearance throughout the academy and it assists with accountability by giving BCs and captains the ability to see if anyone is missing in the academy.

The firefighter’s job today is highly complex and requires skill, knowledge, and abilities that can only be gained through a combination of education, training and experience. The fire service has become an “all risk” service. The public depends on the fire service in times of crisis to protect their lives and property. Due to the critical nature of the work and the awesome responsibility the job demands, you are going to be held to higher standard of performance both mentally and physically. There will be a lot to learn in an adequate, but limited amount of time. Students will be required to participate 100% of the time in all activities. In addition, there will be an element of personal risk associated with some of the training events. So that learning will be maximized and risk minimized, the philosophy and rules set forth in this section will be strictly adhered to.

Professional conduct is expected at all times. "Professional" does not mean that you must be sullen, rigid, and without emotion. The "professional firefighter" is one who seeks to be the best, is tolerant of the mistakes of others, is a team-player, treats all others with respect, does not make excuses for his or her own mistakes, and abides by the rules, regulations, policies, and laws which govern our behavior. There are those in the fire service who complain that firefighters are unjustly held to a higher standard of conduct than are other citizens. But when it is remembered that we enter homes and businesses completely unescorted in the performance of our duty, and that we are exposed to privileged and potentially embarrassing information, it becomes quite clear as to why firefighters must be held to a standard which is above reproach.

Cadets are expected to contribute their individual strengths to the team effort instead of trying to stand out as individuals. The academy is a high-intensity learning situation and demands a collective effort to achieve the common objective. Those who expect to emerge as another Rambo or Dirty Harry need to seek a career in another field, there is no place for you here.

Talking and whispering during class is unacceptable as it distracts other cadets and the instructors. If you missed a point during the lecture, direct your question to the instructor instead of another cadet. Questions to the instructor are extremely important to a successful session as the answers to your questions serve to clarify the information. Reserve your
conversations with other cadets for something to do during the next break. If it becomes necessary to leave the classroom during instruction, leave the room quietly and operate doors gently.

Sleeping during class, or taking a mental excursion into another dimension, is not acceptable. The staff fully realizes that lectures right after lunch can make it extremely difficult to stay awake. The instructors also realize that you may have been up half the night studying and typing your notes. These, however, are hazards "that come with the territory". It is your responsibility to stay awake.

**Food and drink are not permitted in the classroom, with the exception of water.**

**Smoking is not permitted in any COS building** within 15 feet of any doorway on the academy grounds, during academy activities, or during academy hours. There are two reasons for this policy. First, many fire departments require that a new firefighter be able to document that he or she has not smoked for at least one year prior to being hired, and that the firefighter not smoke anytime after being hired. Secondly, smoking has proven to be dangerous to one’s health.

Use of smokeless tobacco and chew is prohibited on the academy grounds and during academy activities.

Cadets will not place their feet against a wall when leaning against any wall whether it be inside or outside. Similarly, any other activity which may disfigure, damage, or mark COS or academy property is expressly prohibited.

Professional courtesy and demeanor will be practiced at all times. Instructions issued by COS administrators and instructors, office personnel, fire agency personnel, and fire academy class officers are to be considered as direct orders from fire academy instructors. Behavior to the contrary constitutes insubordination. Cadets shall report any conflict or problem with any of these people to a fire academy instructor at the earliest appropriate time.

Cadets will not enter into heated argument or debate with other cadets. Neither will any cadet physically challenge another cadet, threaten reprisal, or otherwise attempt to coerce or intimidate another cadet. Any cadet who has a problem with another cadet will attempt to resolve the issue through conversation. Any cadet who is approached by another cadet who is seeking to resolve a conflict will give that cadet a respectful audience; this is not to degenerate into an argument or shouting match. If the conversation does begin to degenerate, the conversation will be terminated immediately and the fire academy coordinator will be advised of the situation at the earliest appropriate time.
Alcoholic beverages are not permitted on academy grounds, during academy activities, during academy hours, or while wearing the academy uniform. **Cadets will not report to any academy session or event smelling of alcohol or under the influence of alcohol.** Alcohol will not be consumed by any cadet during breaks, during lunch, or in transit from one academy activity to another.

The use or possession of controlled substances, without a prescription from a California licensed physician, is expressly prohibited. Any cadet who must use a prescribed medication which may impair mental or physical ability is hereby ordered to notify the fire academy coordinator on the first day of the academy, or as soon as the medication is in the cadet's possession; the academy reserves the right to require the cadet to provide written physician verification of the need for the medication. The reason for this policy is that mental or physical impairment of any cadet can result in serious injury or death. For purposes of this academy, "controlled substance" is defined as any substance, which is forbidden for possession or use by federal, state, and/or local law, and/or any substance which cannot be legally obtained without prescription by a California licensed physician,

Spitting, or otherwise expectorating onto academy grounds or during academy activities is prohibited.

The eating of seeds is prohibited on academy grounds or during academy activities.

Cadets with previous firefighting experience sometimes feel compelled by some mysterious force to impress the instructors with what they know. If the cadet really wishes to impress the instructors, work hard to master the knowledge and skills. Use this knowledge to assist other cadets and try to become a good leader.

It is a fact of life that not all people are going to like each other. These situations can result from simple personality conflicts, past disputes, or a dislike of someone's personality traits or beliefs. These conflicts can involve any combination of people. No one can be ordered to like anyone else, but cadets can be ordered to control their dislike for other individuals, and to refrain from any conduct which may serve to heighten the conflict.

Romance between cadets is something, which needs to be avoided at all costs. The academy staff will not interfere with, or comment upon, any romances, which may develop; it is none of our business. But we will take immediate action should any romance interfere with or adversely affect academy operations- that is our business. Romances have proven extremely destructive in other academies.

There are many individual performance behaviors, which can destroy the collective performance of the academy or that of a fire department. The following are typical examples:
(a) Place the blame somewhere else when your personal performance falls short of the mark. After all, it couldn't possibly be your fault.

(b) Whine, moan, snivel, and whimper about anything that you can think of. The fire service really needs firefighters who can readily identify problems and shortcomings, no matter how small.

(c) Hang on to those performance behaviors and values that were important in high school. Who needs maturity? Besides, fire chiefs are really looking for loudmouthed macho firefighters.

(d) Offer all of your solutions to any problem to any who will listen even if you have to butt into a conversation. Goodness knows that your ideas have been well thought out and that you are an expert.

(e) Make sure that the instructor knows that you already know something about the subject he or she is talking about. It makes them feel that you will be an excellent firefighter since you already know so much.

Nick names, sexist and racial jokes or slurs will not be tolerated and is grounds for dismissal from the academy.

The preceding paragraphs were not written to suppress your academy activities or to anyway inhibit your relationships with other cadets or the staff. But it would be wise to keep in mind that the fire academy instructors represent all of the major fire departments in the four-county Central California area. When your name comes up for hiring consideration, the instructors will be able to tell the fire chief a great deal about you.

The academy training takes place at a number of facilities in the area. These rules for behavior apply at off campus locations also.

At all times you are representing the fire academy, the College of the Sequoias, and the fire service. It is imperative that you remember this at all times. The fire academy cadet class is the only one that wears a light blue uniform shirt on campus and you are all easily identifiable by other students, faculty and authorities.
**Sexual Harassment Policy of the Community College District**

“It is the policy of the governing board that the Community College District shall maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All students and employees should be aware that the Fire Technology Division is concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.”

NOTE: Fire academy activities involve the use of expensive and sophisticated equipment that firefighters rely on for life safety. At all times cadets will treat equipment with the utmost care and respect. Failure by a cadet to adhere to the instructors orders regarding care and use of equipment could result in dismissal from the academy.

**SECTION 6: GROOMING STANDARDS**

Male cadets will be **clean shaven** each day. Mustaches are allowed; however, they will be neatly trimmed and will not extend below the corner of the mouth. Hair will not touch the collar and will not extend over the ears; it will be neatly trimmed at all times. Sideburns will not extend below the middle of the earlobes. Beards are prohibited for safety reasons.

Female cadets will arrange their hair so that it will not touch the collar. Long hair will be combed back, and will be neatly pinned to the back of, or on top of, the head. In any event, the hair will be arranged so that it does not interfere with wearing of a helmet, self-contained breathing apparatus, and/or any other safety equipment.

Fingernails will be clean and trimmed and will not extend beyond the end of the finger. No fingernail paint, polish, or other cover will be permitted. Fingernails which extend beyond the end of the finger will snag during emergency operations; many have been ripped from the fingers of firefighters.

No jewelry will be permitted except for engagement rings, wedding rings, watches, and medic alert tags. This rule extends to earrings, necklaces, bracelets, and any other article made of metal, plastic, or other material.

Uniforms shall be clean and pressed with boots shined and belts kept in good condition.

**Sunglasses will not be worn during any academy activity unless required medically or at the direction of the instructor.**

**Pagers/Cell Phones:**
Cell phones are not permitted during Academy hours. PCF, Volunteer, Extra Help, and other department pagers are not part of the Tulare-Kings Fire Academy uniform and WILL NOT be
permitted. Your time in the Academy is the priority. Anyone who has a cell phone or Department pager while at the academy will be subject to the progressive discipline policy. The only exception to the cell phone policy is when permitted by an Academy Coordinator for emergency uses.

Make sure that your uniforms are cleaned regularly. Similarly, surprise inspections may be routinely conducted. These grooming standards are not arbitrary and capricious; they represent the standards that are typical of most fire departments.

SECTION 7: UNIFORM AND PPE STANDARDS

Uniforms provide not only a means of identification, but also a sense of belonging and professionalism. Therefore, it is imperative that students wear and maintain the uniform in the prescribed manner. **When you put on the uniform you no longer simply represent yourself, you now represent the whole organization, including; the academy, the school, your peers and the entire Fire Fighting profession. You should look and act accordingly.**

- The uniform shirt shall be clean and neatly pressed (with an iron) and tucked in at all times. It is usually worn during classroom activities or as directed by the academy coordinator.

- The blue tee shirt shall be clean and neatly pressed. It is usually worn during manipulative training or physical training activities as directed by the academy coordinator.

- The ball cap shall be clean and worn properly during drills outside of the classroom.

- Uniform pants shall be clean, neatly pressed (with an iron) fit properly, and not be faded.

- Boots shall be clean, highly polished, and in a serviceable condition.

- The wearing of unauthorized buttons, pins or other markings is prohibited.

**Uniforms:**
Appendix A (p. 28) describes the various uniforms worn during the academy. Students are expected to report to all sessions in the appropriate uniform as established by the academy staff. Appropriate uniform means that it is the specified uniform and is in presentable condition as outlined in Appendix “A”.

**Personal Protective Clothing (PPE)**
Appendix B (p. 34) describes the PPE required for the academy. PPE is expected to be kept clean and in good repair. Those students having access to PPE from their employer or
departments are encouraged use it. The academy will issue helmets to each student and these helmets are the only helmets allowed. If the student does not have PPE, it is the responsibility of the student to rent or buy PPE for the duration of the academy.

SECTION 8: MEDICAL EXAMINATION AND TESTS

All cadets are required to successfully complete a medical examination administered by a California licensed physician of the Cadet's choice. This examination must have been completed within four months immediately preceding the beginning of the Academy.

A medical examination form is included as part of this document. You and your physician must completely fill out this form. This form, and only this form, may be utilized for purposes of the basic fire academy medical examination. The cadet must bring the completed form with him or her on the first day of the Academy. Do not mail the form to College of the Sequoia, the fire academy, or to the instructor. If the cadet does not bring the completed/signed medical forms with him or her on the first day of the academy, that cadet may be dismissed and sent home.

Also on the last page of the form, there is a space for the physician to certify that upon the basis of his/her professional opinion that the cadet is in sufficient medical and physical condition to fully perform the duties of a firefighter and is capable of participating fully in academy activities.

The medical examination requires scheduling time; your doctor may take a vacation. Do not procrastinate or wait until tomorrow. If the required medical work has not been completed by the first day of the academy, the cadet will be sent home.

SECTION 9: MEDICAL INSURANCE

College of the Sequoias does carry medical insurance, which covers students who are injured during academy activities. However, utilization of this insurance requires that only a physician and medical facility of the school’s choice treat the injured cadet.

The COS provided insurance is back-up insurance only. It requires that you have personal insurance, which will be used as the primary coverage.

COS has information on private insurance that the cadet can purchase. To obtain that information go in person to the Student Health Services Office or 559-737-3880. If you call they will send you a packet.

Past experience with fire academy injuries strongly suggests that each cadet would be extremely wise to purchase or maintain personal medical insurance. Firefighting, and firefighting training,
can be hazardous even when full safety equipment is worn and all safety procedures are followed and practiced.

**It is the responsibility of each cadet to report any injury that occurs as a result of school activity.**

**Illness or Injury during Training**

Should a student become ill or injured during a class or exercise immediate first aid shall be administered. If the illness or injury is of such a nature that it requires treatment by a physician, but is not of an emergency nature, transport by private vehicle to a physician’s office or hospital emergency room should be arranged as soon as possible. *If the injury or illness is of an emergency nature immediate first aid shall be rendered and the student shall be transported by ambulance to the nearest hospital emergency room. The academy instructor shall appoint another student to accompany the injured student to the hospital, until an academy staff member can respond. The class battalion chief shall insure that the students’ confidential cadet medical information sheet accompanies him/her to the hospital.*

Again, student’s personal health insurance policy is responsible for the primary coverage for the costs for treatment; COS insurance coverage only covers those charges above and beyond the student’s required personal policy.

*A student who has been absent due to injury may not resume participation in academy training exercises without a doctor’s permission to return to work/training as well as the academy coordinators permission.*

**SECTION 10: EATING ARRANGEMENTS**

It is the cadet's responsibility to provide his or her own food. The cadet may bring food or leave to eat elsewhere. When on meal or other breaks, the cadets will remain in uniform and conduct themselves as professionals.

There is no guarantee that the cadets will have enough time to leave campus for the break. There may be those situations where the cadets will have less time to grab something to eat and be at a location several miles from the academy.

A sack lunch and other snacks of personal preference may be brought to the classroom; however, students may *not* consume food or liquids inside the room, except for water. Lunch breaks, and all other breaks will be determined by training staff. Small coolers and soft drinks are also permitted cold water will be provided at all training sites.
The timing and length of breaks will be determined by the instructors and strictly adhered to by the cadets.

Cadets will be held strictly accountable for cleaning up any mess that they have made, or any mess that they have helped make.

SECTION 11: VEHICLES, PARKING, AND TRANSPORTATION

Each cadet is responsible for providing his or her own transportation to the academy or other training site as directed by the schedule or fire academy staff. Remember also that unexpected and sudden changes in the academy schedule may necessitate an equally sudden relocation/movement of activities; each cadet is expected to be ready to effectively and efficiently respond to these changes.

Vehicles are to be properly licensed and street legal. Vehicles are to be locked at all times.

Operation of vehicles to and from training sites shall be in accordance with all applicable laws and rules at all times. The academy staff totally supports car-pooling and other ride-sharing arrangements, but don't forget to adequately plan for off-campus training events. Pick car pool partners carefully as a late carpool will reflect on all members of that pool regardless of who is driving.

A parking permit is required to park on campus. These permits are valid for the term of the academy and at all district campuses.

Parking at off-campus site will be as directed by the academy staff.

At no time, nor under any conditions, does the academy staff, College of the Sequoias or any of its employees, or the Community College District or any of its employees, assume any responsibility for theft or damage involving personal vehicles or property.

SECTION 12: FIREARMS AND WEAPONS

Firearms or any other device or instrument intended or designed for use as a weapon will not be permitted on academy grounds, at off-campus training sites, during any Academy functions, or any time when wearing the academy uniform.

Those who are legally licensed to carry a concealed weapon or any other defensive device or instrument are hereby advised that California law prohibits the presence or use of such weapons upon school grounds or during school sponsored activities, except for law enforcement officers, police academies, and law enforcement training operations. Since we are a firefighting academy and not a police academy, we do not fit this exception in any way.
Any cadet who is legally licensed to carry a concealed weapon or other defensive device, and who feels that the carrying of this weapon or device is critical to his or her safety, must consult directly with the Fire Technology IC and explain the justification and situation. The Fire Technology IC will deliver the final decision to the cadet after consultations with the appropriate authority. In any case, the firearm or defensive device will never leave the cadet's vehicle while the academy is in session, will never be brought onto academy grounds or other training site, and will never be carried on the cadet's person when the academy is in session or during any other academy event or function.

Cadets are also hereby advised that concealed weapons and other defensive device permits do not supersede the authority of the academy as it relates to this policy.

**SECTION 13: LATE INSTRUCTOR**

If the instructor is late, the cadets shall wait at the assigned site for at least 15 minutes. If the instructor has not shown up by then, the academy battalion chief shall try to notify the academy coordinator. If contact cannot be made, the academy battalion chief will hold the class for a minimum of 60 minutes. If the instructor has not shown up by then, or if the fire academy coordinator cannot be contacted by then, the academy battalion chief will dismiss the class and instruct them to report to the next regularly scheduled class session.

**SECTION 14: STUDY MATERIAL AND STUDENT RESPONSIBILITY**

There is no requirement that the instructor cover all, or any, of the assigned study material in class. Some instructors will cover all of the assigned material in class the following day, while some may not address the study material at all. However, the cadet is both accountable and responsible for all such material for test purposes.

Study assignments serve two purposes. First, they provide information that the instructor may not have time to cover in class. Secondly, they prepare the cadet for the information that the instructor is going to address. Some of the instructors will present "pop" quizzes before beginning the lecture or session. Be prepared; quizzes count on your final grade.

**SECTION 15: ATTENDANCE**

Students are to report for training on the first day, and every day thereafter on time, and in the proper uniform. Students are to be ready for work at the start of the training session. Students in improper uniform, or students who are missing equipment, or materials, will be considered not ready for work and therefore considered late for duty.
On Monday and Wednesday evenings, cadets will report to class in their PT clothing and be in formation at the designated site at 1745. After PT is complete at 1830, the cadets will have 30 minutes to clean up and change to be in formation in their full uniforms outside of the classroom by 1900. On Thursday evenings cadets will be in formation at 1745 at the designated site, and on Saturdays cadets will be in formation at 0745 at the designated site. BC 1 will be responsible for getting the class in formation on time. After the cadets are in formation, the BCs will take roll call and inspect their respective battalions. BC 1 will record the attendance.

Class time missed by a cadet will be rounded up to the nearest hour and subtracted. If a cadet is 5 minutes late, the cadet will miss one hour of class time. If a cadet misses class for any reason and shows up 1 hour and 15 minutes after class starts, the cadet will miss two hours. If a cadet has to leave 2 hours and 30 minutes before class ends, the cadet will miss three hours.

A student who misses more than 40 hours of the total academy training hours will not receive a course completion from the California State Fire Marshal. The cadet can complete the academy and receive a grade, but will not receive the course completion for the Firefighter I certification. A student who, as a volunteer or full-time firefighter, misses more than the permitted number of hours may file for an exemption with the academy coordinator if the absences are due to being called to fire fighting duty. No other exemptions are permitted.

**Excused Absences**

Excused absences are those for which a student has prior permission from the academy coordinator to miss the class. **Excused absences will still be counted as absent hours. They include:**

- Student illness or injury
- Illness or death of an immediate family member

Requests for time off under these circumstances are to be made in writing to the academy coordinator before that day’s class. All students will be issued a schedule of events listing the instructor, the topic and location of the scheduled training on the first day of the class. If unable to attend, the students must notify the academy coordinator.

Students are not to make any appointments that will interfere with the training cycle. Requests for time off outside the parameter listed above must be made in writing to the academy coordinator well before the requested time is taken.
Students who have been absent shall submit all missed classroom notes or assignments no later than one training day following their return to duty. **In addition, a doctor’s release is required when a student returns to class after any absence of three or more consecutive class sessions.** The same requirement will apply if a student misses four training days in any 10-day period due to illness. While sick students will either be at home or at a doctor’s office.

**Unexcused Absences:**
Unexcused absences occur when the student has not made prior arrangements with the academy coordinator. The student will be issued a demerit on the first event.

**Make Up Work**
Excused absence does not mean the student is excused from work or learning. The ultimate goal is to produce a firefighter with the necessary skills, knowledge, and abilities to perform satisfactorily in the field. One cannot reach that goal when absent.

Students are to make up all work missed, including exams and manipulative evaluations. This can be very inconvenient for the academy staff and may have to be delegated back to the agency sponsoring the student. If the student is unable to make up the work the student may not be eligible to complete the academy. After reviewing the facts, the decision will be made by the academy coordinator in consultation with the fire technology coordinator.

**SECTION 16: TESTING**

During the academy the cadet will take numerous tests; **the cadet must earn a minimum score of 80 percent on each test,** regardless of the type of test.

**Should a cadet earn less than 80 percent on a test, he or she will be given one chance at a retest. If the cadet fails the retest with a score of less than 80%, they will not be eligible for a CSFM Firefighter 1 Certificate of Completion.**

**If a cadet’s average test score falls below 80% during the academy, the academy coordinator will conduct counseling with the cadet.**

**If a cadet’s final grade is less than 80% they will not be eligible for a CSFM Firefighter 1 Certificate of Completion.**

Cadets will be allowed **to retake only three original tests. If the cadet should fail a fourth original test, he or she will not be eligible for a CSFM Firefighter 1 Certificate of Completion.**

Most tests and retests will be given via Blackboard (Bb) and the cadet will be responsible to complete the test in the time allotted as determined by the fire academy coordinators. If there
are written tests or retests, they will be given at a time and place determined by the fire academy coordinators and may be different from the original test. Even though a cadet successfully remediates a failed test, the score earned on the original test will be the score that is factored into the final academy grade. Cadets who fail to show for a scheduled retest will be considered both AWOL and insubordinate. There will be no excuses for not being prepared for the retest.

Cadets who missed a test due to an excused absence will be given the opportunity to makeup the test. However, this test may be different than the original test. The makeup test must be taken the first day of class that the cadet returns to class from the excused absence. Cadets who fail to show for a makeup will be considered both AWOL and insubordinate. There will be no excuses for not being prepared for the makeup.

Cadets who fail to makeup all deficit test/s will be given a final academy grade of "F" (EXCEPTION: Cadets who have been ill or injured, and have a physicians statement that they should not be tested will be given a final academy grade of "Incomplete" if they still have deficit tests and will not graduate. The final academy grade of "Incomplete" will convert to a final academy grade of "F" if the deficit tests are not made up within the next semester).

If there is a written test, the fire academy coordinators will advise the cadets of the materials needed to complete the test and the cadets will be responsible for bringing those supplies.

**Submission of Assignments**
All assignments shall be completed and turned in to the appropriate company captain 15 minutes prior to the beginning of class. The company captain shall accurately log in all due assignments for his or her company. The company captain must report any and all missing assignments to the academy coordinator or designee without unnecessary delay.

**SECTION 17: FINAL ACADEMY GRADE**

A grading system has been established which will take into account as many variables of student performance as possible. This system will allow short-term declination of student progress while requiring an overall high degree of student achievement.

The evaluation process consists of five areas:
- Written Tests
- Participation
- Attendance
- Manipulative Tests
- Physical Agility Tests
Grades:
All evaluated performance will be constructed to the base 100. Grades for each event will be assigned the following scale:

90-100% A
80-89% B
70-79% C
0-69% F

Note: Final semester grades are “A”, “B”, “C”, or “F”. The academy does not give “D” grades. Total cumulative scores below 70% will receive a grade of “F”. In addition, all students must successfully complete the physical agility test at the end of the academy to achieve CSFM certification.

SECTION 18: PHYSICAL INABILITY

All cadets are expected to participate in all activities. That cadet who is temporarily incapacitated due to a minor illness or injury (sprained ankle, a cold, mild flu, etc.) may be excused from physical activity by the instructor in charge. However, the academy reserves the right to request a written and legible report from a California licensed physician which states that the cadet's illness or injury is minor, and that the cadet has a reasonable expectation of complete recovery.

The fact that a cadet has not recovered by the end of the academy automatically means that the cadet has not completed all of the required tests that cadet will be given a final academy grade of "Incomplete" and the cadet will not receive a certificate of completion. The final academy grade of "Incomplete” will convert to a final academy grade of "F" if the deficit tests are not made up within the following semester.

If the cadet has missed tests pursuant to the written instructions of a California licensed physician, the cadet may not make up any deficit tests until that same physician has issued the cadet a written and legible release.
SECTION 19: DISCIPLINARY ACTION

Performance and Discipline - Philosophy:
The academy will employ only those rules and disciplinary measures necessary to ensure a safe, courteous and functional learning environment. It is expected that students will discipline themselves so that external discipline is not necessary. Standards will be set in the following areas:

- Personal
- Interpersonal
- Academic
- Physical Performance

Inspections, examinations, and evaluations will be conducted frequently to assure that students meet the necessary standards. Disregard for, or the inability to meet standards will be cause for immediate corrective action up to and including failure of the academy course.

Evaluated Performance:
Students will receive a grade for demonstrating skills, knowledge and abilities. Additionally, students will receive a grade for daily participation.

Progressive Discipline:

It is essential for academy students and staff to think of discipline in terms of training and development rather than punishment and penalties. This in fact is the philosophy of this academy.

It is the intent of the academy staff to work with each individual to provide every possibility of success. However, academy staff will document, counsel and discipline on a progressive basis. Therefore, a student who falls below standard can expect such contact. Listed below are the levels of discipline:

- Notice of Advisement (informal)
- Verbal warning
- Notice of special counseling
- Corrective Interview
- Demerit
- Course failure
**Notice of Advisement: (Informal)**
The battalion chief or company captain may issue a “Notice of Advisement” to a student who is in violation of any academy policy or procedure if the infraction is of a relatively minor nature. A copy of the notice is to be given to the student in violation and a copy of the original notice is kept by the battalion chief or company captain. If the student repeats the infraction at a later date or time, the battalion chief shall add this information to the original notice and refer the matter, without unnecessary delay, to the academy coordinator for disciplinary review. A company captain who willfully fails to refer such a matter to academy staff will be subject to disciplinary action. The recipient of the notice shall have an opportunity to respond in writing on the original notice form. Violations of a serious nature shall be reported immediately to academy staff. All students are expected to willingly assist and cooperate with the academy staff. Any surly or uncooperative conduct toward the staff will be deemed as insubordination.

**Verbal Warning**
A verbal warning may be issued for any infraction and will be accompanied by corresponding grade and notation in the daily grade sheet. The warning is issued when an instructor or staff member believes it necessary to correct a minor problem.

**Notice of Special Counseling**
A written notice is used to notify the student of a negative trend in conduct or performance. The intent is to document a concern and cause dialog and agreement on how to improve performance.

**Corrective Interview**
In the corrective interview with the student, the coordinator will minimally cover the following four areas:

- What was wrong with the student’s conduct?
- Why the conduct was unacceptable in terms of the overall academy mission and operations.
- What should have been the correct acceptable behavior?
- Suggestions for preventing a recurrent of the same misdeed.

In most cases, the coordinator will cause the student to address the above four areas. The goal of this interview is to secure improved performance with a minimum of dissatisfaction and resentment.
Demerits
Demerits are issued for serious violations of discipline. Demerits can be issued individually or they can result from cumulative violations of rules. **Three demerits and a student is subject to a failing grade and dismissal from the academy. Some violations of discipline are deemed of such a serious nature that they result in immediate failure and dismissal from the course.** Where demerits are not specifically noted the academy coordinator may impose the level of disciplinary measures he/she deems appropriate.

Documentation
➢ Upon resolving an issue the academy coordinator shall:
  o Obtain the students signature on all documents
  o Place original documents into the student’s personnel file.
  o Supply the student with a copy of the final report.
  o Route a copy of the final report to the students sponsoring agency.

Causes for Discipline

Insubordination
Students will not disobey or refuse any legitimate order or request by academy staff, class battalion chief or company captains. Orders may be written or verbal. To do so constitutes insubordination.
(Minimum: 1 Demerit)
(Maximum: Failing grade for academy)

Conduct Unbecoming of a Student Firefighter
At all times students shall refrain from any conduct unbecoming a student firefighter and shall conduct themselves as courteous, respectful and mature adults at all times. Prohibited conduct shall include, but not be limited to:
➢ Slanderous, rude or degrading remarks about staff or other students
➢ Public displays of affection
➢ Sexual harassment, inappropriate touching
➢ Sexist remarks or ethnic/racial slurs
➢ Wrestling, grabbing or other “horseplay”
➢ Refusing to follow directions/orders
➢ Any unauthorized behavior which could cause injury to students or others
➢ Refusing to participate in the physical fitness program
➢ Loud, boisterous, profane or indecent behavior or language
➢ Violation of any criminal law amounting to a misdemeanor or felony
➢ Found to be under the influence of drugs or alcohol
➢ Any other conduct which would tend to bring discredit, embarrassment or interfere with academy operations

Minimum: (1 demerit)  
Maximum: (Failing grade for academy)

Violations of C.O.S. Regulations
Violation of the regulations prescribed for the student body of COS. (refer to the current issue of the college catalog.)

Cheating or Facilitating Cheating - Code of Honor

❖ Students will neither cheat nor lie.  
❖ No student shall plagiarize the writings of another person to complete an academy assignment.  
❖ Students shall not offer or otherwise willfully allow their examination answer sheets or written assignments to be viewed by others.  
❖ Students shall not offer or otherwise willfully allow their own written assignments to be copied by others.  
❖ Students shall not seek or receive answers from other students or possess covert notes prior to or during an examination.  
❖ Any viewing of another student’s answer sheet during an examination, for whatever purpose, shall be deemed as cheating.  
❖ Any other behavior, which can reasonably be construed as cheating, will be deemed as such.  
Penalty: Failing grade for the academy course

Late for Class/Exercise
Being late for class is a serious breach of conduct and will be dealt with accordingly. Penalties for being late will be as follows:

● A first tardy will result in a notice of advisement by the academy coordinator.

● A second tardy will cause the student to be counseled by the academy staff. An explanatory memo shall be written by the student explaining the tardiness and given to the academy coordinator prior to the next scheduled training session. A “Notice of Special Counseling” will be imposed and placed into the student’s academy training package.

● A third tardy and every tardy thereafter will result in assessment of a demerit. A copy of this document will go into the student’s academy training package and a copy will be forwarded to the student’s sponsoring agency.
It is the responsibility of each student to know the scheduled time and dates of classes. **Vehicle breakdown traffic congestion or climatic conditions are not valid reasons for being tardy.** Each student shall allow ample time for traveling to the training location so that he or she will arrive prior to the start of instruction. It will be the responsibility of each student to be present at the precise training location at least 15 minutes prior to the start of instruction.

Students who must be late are required to telephone the academy coordinator as soon as feasible. Immediately on returning to the academy the student shall report to the instructor. The tardy student shall submit an explanatory memorandum to the academy coordinator prior to the beginning of training on the following date.

**SECTION 20: APPEALS PROCESS**

**Complaint Procedure**
Any complaints or grievances shall be written and submitted directly to the academy coordinator.

**Role of the Academy Coordinator in Issuance of Demerits**
The academy coordinator shall review all recommendations for demerits filed by an academy instructor. The academy coordinator will discuss the issue with the student to determine the facts and receive the student’s statements. The coordinator may refer his/her findings to the academy director who in concert with the academy coordinator will determine an appropriate disposition of the matter.

If the charges are determined to be unfounded, the coordinator will so advise the student verbally and in writing. If the determination is the student is guilty of the censurable conduct, the coordinator shall then file the appropriate reports, meet again with the student and take the appropriate action. All such reports will end with the following endorsement for the student’s signature:

“I have read and understand the contents of this report and have received a copy of it. I also understand that I may respond in memo and that memo will be attached to the original report.”

**Violation of Academy Standards of Conduct**
Students found in violation of these standards or rules of conduct as specified throughout this document may be subject to disciplinary action.
SECTION 21: DROPPING THE ACADEMY

If the cadet wishes to drop the academy, he or she may do so by completing the appropriate forms in the Student Services Building located on the main campus. The academy staff will not drop a cadet in response to a verbal or telephone request.

The fire technology division may drop a cadet from the academy for violation of academy rules, regulations, policies, and academic standards as specified elsewhere in this document.

Each cadet is hereby advised that the State of California has established a cutoff date for the dropping of classes. If the cadet drops the academy after the State-mandated cutoff date, or if the fire technology division drops a cadet for disciplinary or academic reasons after that date, a final academy grade of "F" must be issued.

Each cadet is reminded that the academy carries 12 units. If the cadet knows that he or she is in academic trouble, or that there is a high probability of not passing the required tests, he or she may wish to consider dropping the academy. The fire technology instructors and counselors are always available for consultation.

SECTION 22: LETTERS OF RECOMMENDATION, RELEASE OF INFORMATION

The fire technology division will not issue letters of recommendation for any cadet. The reason for this policy is the sheer number of cadets. The fire technology coordinator will verbally discuss overall performance with each cadet.

The fire technology coordinator will provide verbal cadet progress reports to a cadet's sponsoring fire protection agency if requested by an appropriate official of that agency.

SECTION 23: OBTAINING FIREFIGHTER 1 CERTIFICATION

Upon graduation, cadets will be issued their California State Fire Marshal Certified Firefighter I training record. Keep the original Fire Fighter I training record in your personal file, file a copy with your department but do not submit it to State Fire Training. After attaining six months of full-time firefighting experience, or twelve months of volunteer/PCF firefighting experience, the cadet should proceed as follows:

(a) Obtain a completed California State Fire Marshal Fire Fighter I application form from your fire chief that has been signed by him or her. This application serves as verification of your experience and training.
Send the completed California State Fire Marshal Certification application form along with the certification fee (currently $50.00) to the California State Fire Training, P.O. Box 944246, Sacramento, CA. 94244-2460

SECTION 24: CHECKLIST FOR THE FIRST DAY OF THE ACADEMY

(a) All required textbooks

(b) 3” white 3-ring binder with front cover insert and all note taking materials

(c) You meet all grooming standards

(d) You are in full uniform

(e) You have all exercise clothing

(f) You have your student information/profile complete

(g) You have your medical examination report complete and signed by a physician.

(h) A completed Student Hold Harmless Agreement and Confidential Cadet Medical Information sheet.

(i) You are in the classroom at 5:45 pm and ready to go!

Confidential Cadet Medical Information Sheets:
All students must fill out a confidential cadet medical information sheet. This sheet will be kept with the class battalion chief at the training site for the purpose of emergency notification and medical assistance.

APPENDIX A

College of the Sequoias Firefighter I Academy – Uniforms
NOTICE: Prices listed are approximate, subject to change and do not include tax!

Official uniform items are available from:

Approximate prices below are from The Uniform Connection in Porterville

**DRESS SHIRT:** LIGHT BLUE, “RED KAP/SENTINEL–SP46MB” or “TACT SQUAD - 8013L”
- 4” Tulare-Kings Fire Academy patch on both sleeves ½” below the shoulder seam.
- Short Sleeve & Permanent Military Press .................................................. $24.00
- 2XL & UP ........................................................................................................ $29.00

**PANTS:** NAVY BLUE, “RED KAP - PT10” .................................................. $20.00

**T-SHIRT:** NAVY BLUE, W/O POCKET.
- Silkscreen: “FIRE ACADEMY” in gold 2 ½” letters all caps on back.
- Tulare-Kings Fire Academy logo on left chest.
- First initial and last name in all caps in gold block letter 1” in height (e.g., A. CADET) on right chest.
- All sizes ........................................................................................................... $22.00

**JACKET:** NAVY BLUE, RED CAP “JT50”
- 2 ½” Tulare-Kings Fire Academy patch sewn on left chest
- Small, Medium, Large, X-Large ................................................................. $40.00

**SWEATSHIRT:** NAVY BLUE, CREW NECK, WITHOUT HOOD
- 2 ½” Tulare-Kings Fire Academy patch sewn on left chest.
First initial and last name in all caps in gold block letter 1” in height (e.g., A. CADET) on right chest.

All sizes ................................................................. $30.00

**BALL CAP:** NAVY BLUE “FLEX-FIT”
2 ½” Tulare-Kings Fire Academy patch on front
First initial and last name in all caps embroidered on the back of the cap in gold block letters ½” in height (e.g., A. CADET) ................................................................. $22.00

**BELT:**  1 ¾” BLACK BASKET WEAVE/SILVER BUCKLE
Black leather basket weave belt 1 ¾” wide with a plain open "D style" or "square style" buckle with a silver finish. ................................................................. $19.00

**NAME TAGS (2): SILVER METAL W/ BLACK LETTERS**
One for the dress shirt and one for the jacket.
½” high silver metal name tag with double clutch clasp.
First initial with last name engraved in all caps (e.g., A. CADET) ........... $6.00

**STATION BOOTS:**
BLACK, POLISHABLE LEATHER, STEEL TOE AND STEEL SHANK, 8” HIGH LACE-UP, VIBRAM TYPE SOLE ................................................................. $varies
Optional: Canvas inserts, Zippers

**GYM SHORTS:**
Navy Blue with Tulare-Kings Fire Academy Logo on front of left leg.

**GYM CLOTHES:** GYM SHOES & SOCKS .......... $varies

Socks must be white. No other colors will be accepted. Available at a variety of stores.

**FIRE ACADEMY UNIFORMS**

**INTRODUCTION:**
College of the Sequoias Firefighter I Academy cadets are expected to wear a proper uniform and project a professional image at all times. Each cadet is expected to arrive to class on time, in full uniform, and ready for inspection. The uniform policy will be strictly enforced. Uniforms will be inspected regularly for conformity, appearance, and cleanliness.

Official Academy uniform items are currently available from three local uniform shops, one in Porterville and two in Visalia. They are familiar with our uniform specifications and have the ability to ensure you obtain the proper items. Information regarding these shops, including approximate costs for items, may be in this Appendix. Some, but not all, of the required uniform items may be available from other sources.
Some items and sizes may not be in stock and may have to be ordered. Embroidered items may also take a week or more to receive. Order early!

When considering how many uniforms to buy, cadets should realize that they will be wearing the uniform three consecutive nights, and every Saturday each week for approximately five months. Dress shirts will be removed during hands-on training, but the Academy T-shirt, uniform pants, and gym shorts will be worn daily and may get quite soiled. For this reason it is highly recommended that each cadet purchases sufficient numbers of these items to avoid having to launder them several times each week.

**UNIFORM POLICY:**

1. The dress shirt will be removed when wearing structural or wildland personal protective equipment (PPE), during hands-on training when PPE is not worn, or at other times as directed by Academy staff. For this reason, an official Academy T-Shirt shall be worn under the dress shirt at all times.
2. Uniforms will be well maintained, fit properly, and not faded beyond the class norm.
3. The Academy ball cap will be clean and worn during *ALL* outdoor activities when helmets are not required. The cap is to be removed upon entering any building or when eating.
4. Drill/Work boots are to be well maintained, cleaned, shined or well oiled, and buffed.
5. Each Cadet shall have either an approved Academy Jacket or an approved Academy Sweatshirt for wear in inclement weather. No other jackets or sweatshirts are acceptable.
6. An Academy T-shirt, navy blue academy gym shorts, white socks, and shoes are to be worn during all scheduled physical fitness training. T-shirts will be tucked in at all times. Sweaty gym clothes are not to be worn under the regular uniform in the classroom.
7. Any substitutions for the specific brand, style or color of official uniform items must be approved in advance by the Academy Coordinator.

**The Official College of the Sequoias Firefighter I Academy Uniform shall include:**

**Dress Shirt:**

- Light blue, short-sleeve, cotton/polyester blend, tapered pocket flaps, epaulets, and military creases.
- “Red Kap/Sentinel SP46MB” or “Tact Squad 8013L” brands.
- 4” Tulare-Kings Fire Academy patch on both sleeves sewed ½” below shoulder seam.
● This shirt is primarily for classroom wear, and will normally be removed when the cadet is engaged in field activities.

Uniform Pant:
● Navy blue, “Red Kap PT10” brand are the only accepted work uniform pant for the College of the Sequoias Firefighter 1 Academy.
● The length of the pants when being worn is such that the bottom of the pant leg falls not less than 2" and no more than 3" from the floor.

Uniform T-shirt:
● Navy blue, without front pocket.
● “FIRE ACADEMY” (Gold block letters, 2-½” high, all capital letters) will be silk-screened on the back.
● Tulare-Kings Fire Academy logo will be silk-screened on the left front.
● First initial and last name in all caps in gold block letters 1” will be silk-screened on the right front (e.g., A. CADET).

Uniform Ball Cap:
● Navy blue, baseball style, solid back. “Flex Fit” brand.
● 2 ½” Tulare Kings Fire Academy patch sewn on the front panel.
● First initial and last name in all caps on the back of the cap in gold block letters ½” in height (e.g., A. CADET).
● All other style caps (fitted, mesh, snap back, etc…) are prohibited.

Uniform Belt:
● Black leather basket weave belt 1 ¾” wide with a plain open "D style" or "square style" buckle with a silver finish. Belt is to be well maintained.

Name Plate:
● Polished, silver colored, metal with double clutch clasp. It is measured 1/2" wide, and not more than 2-3/8”, nor less than 2-1/4” long.
● The lettering is black in color, 1/4" high, with engraved letters.
● The font shall be Plain Block and all capital letters: First initial followed by last name (e.g., A. CADET).
● No nicknames allowed.
● The name plate will be worn on the right breast of the work uniform shirt. The bottom of the name plate is centered 1/2” above the top of the right pocket.
● It is also worn on the Uniform Jacket (see “Uniform Jacket”).
Collar Insignia For Assigned Ranks of Battallion Chief and Captains:

- The rank of Battalion Chief requires Blackinton 3/4” (Model #A-2908), gold in color with two clutch fasteners.
- The rank of Captain requires Blackinton 3/4” (Model #A-2909-2) silver in color with two clutch fasteners.
- These insignias, when applicable, will be worn on both collar points with the bottom of the insignia centered 1-1/4” to 1-1/2” from point of collar. The middle of the insignia will be toward the point of collar.

Badge

- There are currently no badges acceptable for wear on the work uniform by College of the Sequoias Firefighter 1 Cadets. PCF, Volunteer, Extra Help, and other Department badges are not permitted for wear on the Academy uniform by Cadets.

Watches

- A watch, with the ability to read both minutes and seconds, is required to be worn at all times in the College of the Sequoias Fire Academy. The only exception is when instructed by a paid member of the College of the Sequoias staff to remove the watches.

Outerwear – Must have ONE of each:

Uniform Jacket:

- Navy blue, “Red Cap” JT50” brand. (Allow three weeks for delivery!)
- 2½” Tulare-Kings Fire Academy patch on left chest.
- Name plate (refer to “Name Plate”) on right front in line with the academy patch on the left.

Uniform Sweatshirt:

- Navy blue pullover crew neck sweatshirt (no hood or zipper necks allowed).
- 2½” Tulare-Kings Fire Academy patch on left chest.
● First initial and last name in all caps in gold block letter 1” in height (e.g., A. CADET) on right chest.

**Clothing required for physical fitness:**

**Footwear:**

● Lace-up, low top, shoes appropriate for running shall be worn during physical fitness.
● Color and style are optional; however, cadets must wear shoes that, in the opinion of the Academy Coordinator, will appear neat and professional to the general public.
● Basketball type shoes will not be allowed.

**Socks:**

● Socks shall be white.
● No other color will be accepted.

**Gym Shorts:**

● Soffee M774 navy blue shorts with the approved Tulare-Kings Fire Academy silkscreened onto the left leg.
● Gym shorts must fit correctly. Any Cadet displaying gym shorts that are either inappropriately tight or loose will be subject to disciplinary action.

**Required Uniform Footwear:**

**Station Boots:**
Black leather, steel toe/steel shank, lace-up, at least eight inches (8”) in height, and deep lug Vibram type soles/heels. Canvas inserts on uppers and front/side zippers are acceptable options. Patent leather is NOT acceptable.

Special note regarding boots: Acceptable boots are available from a variety of sources, including the local uniform shops, department and shoe stores, and on-line companies. Prices can vary dramatically, but you generally get what you pay for. **Any boot or shoe style that conforms to the photographs below should be acceptable for use in this Academy.**
Below are examples of acceptable station boots that must be worn in the Academy.

The following types of boots are OPTIONAL and can only be worn during the wildland practical portions of the academy. These types of boots CANNOT be worn during classroom sessions. Cadets are not required to wear wildland boots during the wildland portion of the academy; the station boots listed above are acceptable for the academy portions.
APPENDIX B

Personal Protective Equipment (PPE)

Cadets enrolled in the College of the Sequoias Firefighter I Academy MUST provide their own structural and wildland personal protective equipment (PPE). Cadets may not share gear, and any cadet lacking the required gear will be dropped from the academy. If a cadet is not affiliated with a fire department that can provide PPE, the cadet will need to either rent or purchase the following:

**Structural PPE:** (also called “turnouts” or “bunker gear”) Must be NFPA compliant
- Turnout coat
- Turnout pants
- Turnout boots
- Nomex hood
- Structural firefighting gloves

**Wildland PPE:** (also called "Brush Gear" or "Nomex")
- Nomex or Fire Resistant Cotton shirt, yellow
- Nomex or Fire Resistant Cotton pants, yellow

**Special Notes:**
1. The academy will issue helmets to each student and these helmets are the only helmets allowed.
2. Gloves suitable for wildland fire training can be purchased locally later, and will be discussed the first day of class.
3. All gear must be National Fire Protection Association (NFPA) compliant.

Cadets can expect to pay in excess of $600.00 to rent both structural and wildland PPE. Purchase of this same gear will typically cost at least $1,200.00.

Listed below are companies that rent equipment to fire academy students. The college is not specifically endorsing these vendors, but is simply providing their information as a convenience to you. An internet search for “turnout gear rental” or “bunker gear rental” will provide information about other vendors.

Be aware that not all of the companies found on the internet have wildland PPE available for rent.

**Lion TotalCare**- [www.EZGearRental.com](http://www.EZGearRental.com) or call: 1-800-253-2690

**Turnout Rental**- [http://www.turnoutrental.com/](http://www.turnoutrental.com/) or call 866-887-6688

**911 Safety Equipment at**- [http://fireacademyrentals.com/index.html](http://fireacademyrentals.com/index.html) or call 866-370-7800 x 109

**L.N. Curtis & Sons (Oakland, CA)** – no online rental available, call: Nathan Belcher at 800-443-3556 or Erik Anderson at 559-301-5156

Whether renting or buying, be certain to inquire about delivery dates. If a vendor has to special order or manufacture gear to fit you, it may take weeks, or even months, to arrive!

**Should you rent gear, or should you buy gear?**

It’s your choice, but when you go to work for a fire department they will provide gear that meets their specifications, and will normally not let you use personal gear. However, should you prefer to buy gear, an internet search for “turnout gear” or “wildland gear” will lead you to numerous vendor sites.
Personal Protective Equipment in the Academy

Personal protective equipment is extremely important to firefighter welfare and safety. The use of protective clothing must become second nature to the firefighter. Habits formed in training will translate into actions that occur in the emergency environment. Good habits will lead to a safer workplace. PPE is to be maintained in a clean and serviceable condition. When PPE is required, students shall arrive with the appropriate selection of clothing. Cadets must bring all PPE to every class because the schedule may change. Failure to comply will result in severe penalties under the grading system.

Use of Modified PPE

Full protective clothing can be very uncomfortable, hot and restricting. At the instructors discretion a modified PPE uniform may be allowed which affords a higher level of comfort yet protects the student from potential injury in the controlled learning environment.

The modified combination will consist of:

- Academy Uniform or Tee shirt
- Safety Boots
- Brush Helmet with Goggles
- Gloves
- Brush Jacket and Pants