



OHIO
UNIVERSITY

Chillicothe Campus

Student Handbook



Southern Ohio Fire Training Academy

Ohio University-Chillicothe

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Chillicothe, OH 45601-0629

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This guide will serve as the Ohio University-Chillicothe, Southern Ohio Fire Training Academy policy and information guide pertaining to the fire courses offered by this institution. This information should help make your stay at the Academy more pleasant and productive. Please read it carefully and keep it for future reference.



Michael Lafreniere, Director
Southern Ohio Fire Training Academy

OHIO UNIVERSITY – CHILlicothe
Southern Ohio Fire Training Academy

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Ohio University – Chillicothe
101 University Drive · Chillicothe, OH 45601

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**OHIO UNIVERSITY – CHILLICOTHE
SOUTHERN OHIO FIRE TRAINING ACADEMY**

RULES & REGULATIONS

Ohio University – Chillicothe
101 University Drive · Chillicothe, OH 45601

1.0 GENERAL INFORMATION AND REQUIREMENTS

1.1 OVERVIEW

The Southern Ohio Fire Training Academy offers hands-on training, emphasizing practical applications of fire suppression and prevention techniques for persons seeking careers in the Fire Service. Throughout the intensive program, students are afforded a number of opportunities to complete requirements for basic firefighter certification. These training programs consist of classroom activities and field exercises designed to challenge the student and provide practical experience in actual firefighting.

1.2 COURSE CONTENT

All basic firefighting course is designed to meet the certification requirements as established by the State Department of Public Safety, under Section 4765.55 of the Ohio Revised Code and NFPA Standard 1001. It is conducted through student participation, operational classes, field exercises, and class discussion. Some of the course topics covered may include:

General Law; Community Fire Protection	Hose Appliances/Lays/Loads
Firefighter Safety & Firefighter Protective Equipment	Water Supplies
Vehicle Operations	Pumps
Fire Behavior & Chemistry	Hose Streams
Alarms & Dispatching	Building Suppression Systems
Incident Command System	Practical Pumping Techniques
Self Contained Breathing Apparatus	Interior/Exterior Fire Techniques
Ropes & Knots	Salvage/Overhaul
Rescue	Strategies & Tactics
SCBA/Rescue Maze	Wildfires
Building Construction/Forcible Entry	Auto Extrication
Ladders	Auto Fires
Ventilation Principles	Fire Investigation
Search & Rescue/Ventilation (Residential)	Fire Inspections/Public Education
Search & Rescue/Ventilation (Industrial)	Hazardous Materials
	First Responder
	Live Burns

1.3 ADMISSION REQUIREMENTS

Admission into the program will be granted to individuals who satisfy the following requirements:

- i. Are at least eighteen years of age and are not attending high school, except that a fire service training program may admit a student who is seventeen years old provided that the student is enrolled in the twelfth or final grade in a secondary school program;
- ii. Have not been convicted of, pled guilty to, or had a judicial finding of guilt for any of the following:
 - (a) Fraud or material deception in applying for, or obtaining, a certificate issued in accordance with this chapter;
 - (b) A felony;
 - (c) A misdemeanor involving moral turpitude;
 - (d) A violation of any federal, state, county, or municipal narcotics law;
 - (e) Any act committed in another state, that, if committed in Ohio, would constitute a violation set forth in this paragraph;
- iii. Have not been adjudicated mentally incompetent by a court of law;
- iv. At the time of admission, are not under indictment for a felony or a misdemeanor involving moral turpitude;
- v. Do not currently engage in the illegal use of controlled substances, chemical substances, or other habit-forming drugs; or engage in the use of alcohol to an extent that it impairs the ability to perform the duties of a firefighter.

2.0 SPECIFIC RULES AND REGULATIONS

2.1 ALCOHOL / DRUGS

Possession or use of alcohol and/or drugs at the Academy is prohibited.

2.2 AUTOMOBILES

Students' vehicles shall be parked in the parking lot and designated areas of the complex. Do not park in reserved spaces, on the grass, on the concrete pad adjacent to the Technical Studies Building, or block access items (gates, dumpster, etc.).

Do not leave property visible on seats and keep vehicles locked at all times.

2.3 CELL PHONES, PAGERS, AND RADIOS

No cell phones, pagers, radios, or other communication devices are allowed during instruction both in the classroom as well as during practicals.

2.4 FACIAL HAIR

No facial hair that interferes with the proper seal of a respirator is allowed. This includes sideburns, beards, and other facial hair that does not allow the respirator to seal properly to the face.

2.5 FIRE

Please review fire escape plans posted in rooms and be familiar with evacuation procedures in the event of a fire or a fire drill.

2.6 FIREARMS

No weapons are to be carried at the Academy, except those authorized by the State Fire Marshal and University Officials.

2.7 FOOD

No food is allowed in the classroom.

2.8 GAMBLING

All forms of gambling are prohibited.

2.9 INJURY

Any and all injuries are to be reported to the Academy staff immediately, and an injury report form must be completed and submitted to the Academy within 24 hours of the injury occurring. If an injury occurs that would prohibit the student from participating in the scheduled session, the student's fire department will be notified.

2.10 LIABILITY

The Academy will provide instruction in the course under competent instructors, and assumes no responsibility other than the opportunity to learn under supervision. Acceptance of enrollment in the course constitutes an agreement to the conditions stated, and the Ohio University, and the State of Ohio are hereby relieved of liability. It is the responsibility of the student and of the student's sponsoring agency to bear all cost involving an incident requiring medical attention. Proof of financial responsibility may be required.

2.11 LEADERSHIP

Each student shall be required to perform the duties and responsibilities of a company leader during this course. Each student will be evaluated on the following leadership traits:

1. Ability to communicate effectively
2. Ability to demonstrate courtesy and tact
3. Keeping subordinates informed
4. Being accountable for actions
5. Demonstrating reliable judgments
6. Demonstrating dependability
7. Displaying enthusiasm
8. Making timely decisions
9. Seeking and accepting responsibility, *and*
10. Keeping physically fit

The duties and responsibilities of a company leader include, but are not limited to, the following:

1. Ensuring that all class candidates are accounted for at all times
2. Ensuring that all class candidates are in proper uniform and seated in class or at the designated training site at the proper time
3. Leading the daily physical training exercises
4. Ensuring that all training sites are policed and placed in order after the training is completed; and assisting instructors as required.

2.12 LOST ITEMS

Locker keys, training materials or other issued items that are missing or lost are subject to a replacement charge payable by the person assigned such item(s).

2.13 PROTECTIVE CLOTHING

Due to the nature of the occupation, and the environment students are exposed to during training, safety is a must. The Academy staff is very aware of this. The Academy requires the students to report with the following equipment, which must meet the respective minimum acceptable standards for that equipment. This requirement is in accordance with the Industrial Commission Standard on Fire Fighters Protective Clothing.

1. Coat and bunker pants, with liner and vapor barrier
2. Boots
3. Gloves
4. Helmet
5. Hood (Nomex or similar protective material)
6. Complete self-contained breathing apparatus, plus one spare air bottle.
7. PASS device, *and*
8. Flashlight w/ extra batteries.

The Academy reserves the final right to approve or reject any or all protective clothing or SCBA equipment used in training. If the student has a problem in this area, the Academy staff will make every attempt to assist in correcting it. Students must be properly dressed in approved protective clothing to participate in any live fire exercise.

2.14 PAYMENT

In order to avoid late fees and additional costs, students should pay course fees as specified in the Ohio University-Chillicothe and Southern Ohio Fire Training Academy schedule.

Students that are in the self-pay status shall insure that any outstanding fees be paid before they are allowed to take the Academy Final Exam and State Examination. This includes payment for any lost or damaged equipment issued to the student by the Academy.

2.15 RESOURCE CENTER / LIBRARY

As trainees in the Academy, full use of the Quinn Library on the Chillicothe campus and the Ohio Link intercampus loan system is available. In order to use these facilities, you must obtain an Ohio University Student ID. Contact the Registrar's Office at (740) 774-7200 or (877) 462-2468 (toll free).

2.16 ROLL CALL

Classes will begin promptly at the scheduled time and will normally end at 10:00 pm on weeknights and 5:00 pm on weekends. These times are subject to change by the Academy. Attendance will be taken at the beginning of class (e.g. sign-in sheet), and when the class is dismissed for the day. Tardiness or missing class shall be subject to makeup work. This may require additional costs to cover instructor time.

2.17 STUDENT CONDUCT

The Ohio University-Chillicothe, Southern Ohio Fire Training Academy is conducted at a State of Ohio facility. Students are citizens of these two communities: the Academy community and the training location (i.e. City of Chillicothe). The Academy recognizes the rights of all individuals, as well as their freedoms and responsibilities, and expects high standards of mutual respect and behavior acceptable to all concerned.

No one student's conduct should diminish the rights of others. When a student enters the Academy, he or she agrees to take advantage of the curriculum and opportunities afforded by the Academy and must agree to be governed by the policies, rules, and regulations set forth. Standards for conduct for which students are subject to disciplinary action are:

1. Falsification, alteration or misuse of academy documents, records or identification cards.
2. Failure to comply with the direction of Academy officials acting in the performance of their duties.
3. Any threat or act of physical violence.
4. Unsanctioned entry to or misuse of Academy facilities, damage to or theft of University-owned property.
5. Causing destruction or a disruption of Academy activities, such as the administration of the Academy, Academy programs, social functions, and studying.
6. Cheating, dishonesty, plagiarism, or knowingly furnishing false information to the Academy.
7. Commission of acts harmful or potentially dangerous to others.
8. Willful misconduct, abusive or obscene language or violent, excessively noisy or drunken behavior on campus or in neighboring communities.
9. Inattention, disruptive behavior and/or lack of application during the training.

Disciplinary actions, if required, include a wide range of sanctions. These include, but are not limited to the following: recording of incident in the student's personnel file, notification of the student's superiors, and in flagrant cases of misconduct, dismissal from the Academy. It is of the utmost importance that each Academy student acts with dignity and integrity in all areas of academic and social behavior, because his/her behavior will reflect directly on the Ohio Fire Service and, specifically, on the Southern Ohio Fire Training Academy.

2.18 DISCRIMINATION POLICY

It is the policy of Ohio University and the Southern Ohio Fire Training Academy that there shall be no discrimination against any individual in educational or employment opportunities because of race, color, religion, national origin, sex, veteran status, sexual orientation or handicap.

2.19 STUDENT IDENTIFICATION

Each student of the Academy is also a student of Ohio University and should obtain a student identification card at their earliest possible convenience. Student identification is necessary to take advantage of a number of university services. Contact the Registrar's Office at (740) 774-7200 or (877) 462-2468 (toll free) for a schedule when student identification cards are offered.

2.20 TELEPHONE CALLS

For campus classes, a telephone is provided in the lobby of the Technical Studies Building for outgoing calls (dial 9). Coin operated telephones are provided in the Bennett Hall for outgoing calls.

In case of emergency, the number to call is (740) 774-7278 or (740) 774-7200 for the University Operator.

2.21 TOBACCO USE / SMOKING

For fire safety and health hazard reasons, local law, and to comply with the Governor's decree, the Academy is a No Tobacco/Smoking campus. This shall also include any chewing tobacco and dipping tobacco products. Tobacco use/Smoking will be allowed in designated areas and only during class breaks. This includes the training grounds.

2.22 TORNADO

In the event of a sighting of a tornado or a tornado drill while on campus, all persons in the Technical Studies Building should go directly to the basement of the adjacent training house located at 26 S. Pohlman Rd. If on the training grounds, seek an area of refuge.

2.23 VENDING MACHINES

Vending machines are located in the lobby of the Technical Studies Building and in the basement of Bennett Hall for you use. You are required to dispose of all wastes in the appropriate waste receptacle.

3.0 CRITERIA FOR COMPLETING THE COURSE

3.1 ATTENDANCE

Students must maintain 92% attendance. Attendance less than this requirement will forfeit the student's ability to continue participation in the course, receive any tuition reimbursement, and sit for the Academy and State examinations.

IMPORTANT: Students must attend and participate in all training activities in order to meet National, State, and Academy objectives – No Exceptions. If a student misses a class and does not drop below the 92% attendance requirement, the student is required to make up the missed class. Arrangements to review practical skills missed during an absence must be arranged with the instructor(s). Instructors are not required to provide make-up time for students and have the option to refuse if absences are excessive.

Students shall not be scheduled for “duty” during scheduled class/training sessions. Those leaving for “runs” will forfeit the entire class session and will be counted absent. See makeup requirements stated in the preceding paragraph.

Regardless of attendance, students are required to complete all of the required NFPA and State of Ohio objectives as outlined in your SOFTA Objectives packet. Arrangements must be made by the student with the appropriate instructor regarding any make-ups (this will incur an additional cost for the instructor's time).

3.1 GRADES

To qualify to take the state written exam, the student must maintain a “C” average based upon the following scale:

90% to 100%	A - Outstanding Work
80% to 89%	B - Above Average Work
70% to 79%	C - Average Work
60% to 69%	D - Below Average Work
59% or lower	F – Unsatisfactory
	I - Incomplete Work

Grade averages will be determined from quizzes, tests, class participation, and a final exam with the mix of these evaluation tools determined by the individual instructor and Academy Director.

IMPORTANT: Students must obtain a minimum score of 70% on the state exam to receive certification.

3.2 PRACTICAL SKILLS

Students must complete all practical skills to the competency level required by the Academy.

A copy of the *Certification of Completion of Required Practical Skills* form must be on file before the Application for Certification is processed.

3.3 CERTIFICATION

Upon graduation, the student will have completed the minimum training and education requirement as established by the State Department of Public Safety under Section 4765.55 of the Ohio Revised Code. The student will be required to take a Department of Public Safety certification exam. Upon successful completion of the exam and providing the necessary supporting documentation, the Department of Public Safety will issue a certificate of completion of the appropriate fire training course.

4.0 GROUNDS FOR DISMISSAL FROM THE PROGRAM

- 4.1 Individuals may be dismissed from the program for any one of the following reasons:
 - 4.1.1 Falsification of the prerequisites or any submitted materials
 - 4.1.2 Chronic absences (to be determined by the SOFTA Director)
 - 4.1.3 Failure to maintain a “C” average
 - 4.1.4 Behavior during “practical sessions” that in the opinion of the instructor(s) could lead to harm and injury of fellow students.
- 4.2 Disciplinary and grievance procedures are as follows:
 - 4.2.1 If you have questions, problems or complaints, take them to the person teaching the class first.
 - 4.2.2 If the matter is not taken care of by the instructor, you may appeal by contacting the Director of the Academy at Ohio University - Chillicothe at (740) 774-7278.
 - 4.2.3 If the Director’s decision does not meet with your satisfaction, you may appeal to the Division Coordinator in charge of the Applied Professional division at Ohio University-Chillicothe.
 - 4.2.4 If the Division Coordinator’s decision does not meet with your satisfaction, you may appeal to the Dean of Campus.
 - 4.2.5 Problems and questions that cannot be taken care of on the local level will be appealed to the Ohio Department of Highway Safety, Division of EMS, at 1-800-233-0785.

5.0 STUDENT ATTIRE

- 5.1 All students will wear the designated program uniform as outlined during orientation.

6.0 STUDENT EQUIPMENT

- 6.1 It is the responsibility of each student to provide his or her own protective gear. All equipment (bunker gear, fire helmet, boots, gloves, SCBA, etc) must be presented for inspection by program staff prior to the 2nd class date unless specified otherwise. Equipment must be approved for use or the students will not be allowed to participate in activities that require the use of that gear.

7.0 STUDENT WITHDRAWALS

- 7.1 Students should notify the SOFTA Director if they plan to withdraw from the program.

8.0 TUITION REFUNDS

- 8.1 Refunds are issued in accordance with Ohio University policy. Refunds depend on time of withdrawal. Partial refunds can be issued up to the 14th day of the quarter in which the student is registered. No refunds are issued after and including the 15th day of the quarter in which the student is registered. The Director of the Academy must approve all cancellations

9.0 PROGRAM COSTS

- 9.1 Pricing information varies with each course. Please consult the SOFTA Pricing Information sheet for current pricing and financial aid opportunities (grants and college financial aid).

10.0 STUDENT HEALTH CARE

- 10.1 There are no onsite health care facilities available at Ohio University-Chillicothe. Should a student become ill or be injured during the course of the program, emergency services are available from the Chillicothe Fire Department.

In addition, Adena Urgent Care facility is only minutes away should a non-emergency illness or injury arise. Directions will be made available upon request.

**OHIO UNIVERSITY – CHILlicothe
SOUTHERN OHIO FIRE TRAINING ACADEMY**

OAC 4765-11-12: FULL TIME FIREFIGHTERS

Ohio University – Chillicothe
101 University Drive · Chillicothe, OH 45601

A program to train full-time firefighters shall require that participants successfully complete a fire training program, of not less than two hundred forty hours, that meets all performance objectives in the current NFPA Standard 1001, Firefighter I and II. The training shall commence and end within a consecutive twelve month period, or

A program to train a certified Firefighter I to the Firefighter II level shall require the participant to successfully complete a fire training program of not less than one hundred twenty hours that meets all objectives set forth in the current NFPA Standard 1001 for Firefighter II. The training shall commence and end within a consecutive twelve-month period.

Objectives include:

1. General Law; Community Fire Protection
2. Firefighter Safety & Firefighter Protective Equipment
3. Vehicle Operations
4. Fire Behavior & Chemistry
5. Alarms & Dispatching
6. Incident Command System
7. Self Contained Breathing Apparatus
8. Ropes & Knots
9. Rescue
10. SCBA/Rescue Maze
11. Building Construction/Forcible Entry
12. Ladders
13. Ventilation Principles
14. Search & Rescue/Ventilation (Residential)
15. Search & Rescue/Ventilation (Industrial)
16. Hose Appliances/Lays/Loads
17. Water Supplies
18. Pumps
19. Hose Streams
20. Building Suppression Systems
21. Practical Pumping Techniques
22. Interior/Exterior Fire Techniques
23. Salvage/Overhaul
24. Strategies & Tactics
25. Wildfires
26. Auto Extrication
27. Auto Fires
28. Fire Investigation
29. Fire Inspections/Public Education
30. Hazardous Materials
31. First Responder
32. Live Burn

Replaces: Part of 3301-63-08 and 3301-63-09
Effective date: January 1, 1996

Promulgated under: Revised Code Chapter 119
Rule authorized by: Revised Code Section 4765.55
Rule amplifies: Revised Code Section 4765.55
Prior effective dates: 6/30/75; 5/01/79; 1/01/89

OHIO UNIVERSITY – CHILlicothe
Southern Ohio Fire Training Academy

TESTING DATE SCHEDULE

Ohio University – Chillicothe
101 University Drive · Chillicothe, OH 45601

Both academy and state examinations are required at the completion of this course. Examination will take place at Ohio University-Chillicothe Technical Studies Building on the date specified in the course schedule.

If you receive a passing grade of 70% or greater, your application materials will be sent to the State of Ohio, Department of Public Safety for purposes of receiving state certification.

If you receive a failing grade of less than 70%, you are allowed two additional attempts to take the state examination. These two additional attempts must be made within one year of the start of your coursework – the date you started the course is your deadline. You must make arrangements with the Director of the Academy for additional testing.

Should you fail all three attempts at the state examination, you must retake the entire course in order to sit for the examination again.

OHIO UNIVERSITY – CHILlicothe
Southern Ohio Fire Training Academy

PROCEDURES TO OBTAIN CERTIFICATION CARD

Ohio University – Chillicothe
101 University Drive · Chillicothe, OH 45601

- Successfully complete the program criteria as outlined in this document.
- Successfully complete the course objectives as required by the State of Ohio.
- Make sure all course fees, and financial obligations owed to Ohio University have been paid.
- Complete the *Application for Firefighter Certification* form (obtain from Director)
- Make sure that a complete copy of the *Certification of Completion of Required Practical Skills* form is on file with Ohio University - Chillicothe. Be sure to have it signed by the course lead instructor.
- Take the Academy written exam and receive at least a 70% score (*recommend an 80%*).
- Take the State written exam and receive at least a 70% score.
- After the state written exam has been passed and all other items are complete, the *Application for Firefighter Certification* will be processed by the Ohio Department of Public Safety, Division of EMS. Certification cards should be received within four weeks.

OHIO DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MEDICAL SERVICES

CERTIFICATION OF COMPLETION OF REQUIRED PRACTICAL SKILLS
PLEASE PRINT & USE INK

DATE: _____

STUDENT NAME: _____

SSN: _____

DEPARTMENT NAME: _____

COUNTY: _____

WE HEREBY CERTIFY TO OHIO UNIVERSITY – CHILLICOTHE THAT THE ABOVE NAMED STUDENT HAS COMPLETED ALL THE REQUIRED PRACTICAL SKILLS FOR THE CERTIFICATION LEVEL INDICATED BELOW. THE PERFORMANCE OBJECTIVE CHECK-OFF SHEET HAS BEEN INITIALED AS REQUIRED. THIS CERTIFICATION IS ACKNOWLEDGMENT TO OHIO UNIVERSITY-CHILLICOTHE THAT THIS STUDENT MAY PROCEED WITH THE FINAL EXAMINATION.

LEVEL OF CERTIFICATION:

____ VOLUNTEER FIREFIGHTER LEVEL I-A

____ VOLUNTEER FIREFIGHTER LEVEL I-C

____ VOLUNTEER FIREFIGHTER LEVEL I-B

____ FULL-TIME PAID FIREFIGHTER LEVEL II

____ FIRE SAFETY INSPECTOR

SIGNATURE OF LEAD INSTRUCTOR: _____

INSTRUCTOR'S SSN: _____

SIGNATURE OF ASSISTANT INSTRUCTOR: _____

INSTRUCTOR'S SSN: _____

OHIO DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MEDICAL SERVICES
PERFORMANCE OBJECTIVE CHECK-OFF SUMMARY SHEET

