

## **LSU FIRE AND EMERGENCY TRAINING INSTITUTE CONFIRMATION PACKAGE – RECRUIT FIRE ACADEMY**

LSU Fire and Emergency Training Institute (LSU-FETI) is pleased to welcome you to the Recruit Fire Academy. The LSU Recruit Fire Academy course is designed to follow NFPA 1001 Professional Qualifications for Fire Fighter using IFSTA Essentials of Fire Fighting, 5<sup>th</sup> edition.

The candidate has chosen a career that is changing on a daily basis. This decision not only affects the candidate's safety, but the safety of his team members and the citizens to whom he is honor-bound to serve and protect. Proper training is a fundamental and important aspect of the candidate's job. The candidate is enrolled in a course that is the first in a series of many demanding and rewarding courses that will compose the candidate's fire service career.

The LSU Recruit Fire Academy course is designed for entry-level firefighters and is taught under the same paramilitary chain of command used in today's fire departments. Rules and regulations are implemented in the class and discipline will be imposed. Failure to follow these rules may result in a reprimand up to and including dismissal from the LSU Fire Academy.

Prerequisites to the Recruit Fire Academy require the candidate to meet the entrance requirements of NFPA 1001 – 2.2 Physical Fitness Requirements for Entry-Level Personnel. A physical agility test is conducted at the beginning of the course. It is mandatory that the candidate successfully satisfy the intent of physical fitness requirements before starting the course. The agility test is a 1.5 mile run in 16 minutes.

The material covered in this Academy fulfills the requirements for Fire Fighter I and II as per NFPA 1001. The material is presented at an appropriate pace. Candidates are required to be free of other activities so that they can apply themselves without any unnecessary distractions. Make-up work is almost impossible, so the candidate is expected to attend all class sessions.

Homework assignments are assigned each day. The candidates are responsible for reading each required assignments before the class. The instructor will administer a chapter quiz at the completion of each chapter. The instructors will also administer weekly written tests and practical skill evaluations, as deemed necessary.

The first three tests of the academy are averaged together. If the candidate's average is below 70%, the candidate will be dismissed from the academy. The candidate must maintain a weekly average of 70%. If the candidate's average falls below this average, the candidate is placed on probation. If the average does not average to 70% the next week, the candidate will be dismissed from class. A 70% GPA is required to graduate from the Recruit Fire Academy. The Firefighter I and Firefighter II certification tests are offered to students successfully completing the LSU Recruit Academy.

Due to extensive physical and emotional aspects of the class, students must be in top physical and mental condition. Documentation of a physician's examination, meeting NFPA 1582, within the past six

months is required. This includes a release to participate in rigorous exercise, a copy of which is attached. All physical fitness requirements must be met.

## **LSU FIRE AND EMERGENCY TRAINING INSTITUTE RECRUIT FIRE ACADEMY**

### *Items required by the candidate on the first day of class*

The candidate must have in his possession the following items when reporting for the first day of class:

Appropriate clothing, both physical training and classroom attire.

Personal Protective Equipment (PPE) and SCBA.

Failure to account for their PPE and SCBA will result in disciplinary action.

- 1. Five Navy Blue Long Pants:** Uniform pants for dress slacks shall be worn on a daily basis.
- 2. Two Long Sleeve Shirts:** Required during live fire training.
- 3. Navy Blue Sweat Pants and Sweatshirt or Navy Blue Shorts:** Required for physical fitness sessions, depending on the weather (no muscle shirts to be worn during any physical fitness sessions).
- 4. Personal Protective Equipment:** Bunker pants, coat, boots, gloves, helmet and protective hood that meets NFPA 1971, Protective Ensemble for Structural Fire Fighting, a Self Contained Breathing Apparatus with a PASS device and spare cylinder that meets NFPA 1981, Self Contained Breathing Apparatus. These items shall be in good condition without apparent damage and must fit the recruit loosely. The SCBA cylinder must be in current hydrostatic test date. Testing five years for steel or aluminum bottles, three years for composite bottles.
- 5. Note Taking Supplies:** Each student should have a two inch three ring binder with a minimum of 100 sheets of loose leaf paper, pencils, pens and highlighting markers.
- 6. IFSTA Essentials 5<sup>th</sup> Edition :** Each student is required to have their personal copy of the IFSTA Essentials of Firefighting, 5<sup>th</sup> Edition student packet. The packet is included in the price of the course, and will be handed out on the first day of class.

LSU-FETI shall provide three short-sleeved recruit T-shirts, 1 long-sleeved T-shirt, and two caps as the uniform for each recruit.

## **LSU FIRE AND EMERGENCY TRAINING INSTITUTE RECRUIT FIRE ACADEMY—GENERAL INFORMATION**

Louisiana State University Fire & Emergency Training Institute provides instruction using the current editions of standards/guidelines set forth by the following organizations, where applicable:

- National Fire Protection Association
- Occupational Safety and Health Administration
- Code of Federal Regulations, American Heart Association
- National Registry of Emergency Medical Technicians
- U.S. Department of Transportation/National Highway Traffic Safety Administration

Training materials are adapted from the National Fire Academy, National Fire Protection Association, Fire Protection Publications and other fire safety and emergency response publications.

All correspondence, applications and requests for information should be addressed to:

LSU Fire and Emergency Training Institute  
6868 Nicholson Drive  
Baton Rouge, LA 70820

Tel: (225) 334-6300  
1-800-256-3473  
Fax: (225) 334-6341

**Office Hours:** Official office hours are 8 a.m. to 4:30 p.m., Monday through Friday, with the exception of official holidays. All telephone calls regarding registration, class information, or students should be placed only during the listed times.

**Time Schedule:** Starting and ending times of classes vary; please check with the FETI instructor.

**Registration:** Will be held in the cadet classroom at 8:00 a.m.

**Attendance:** 90% attendance is mandatory in order to receive a certificate of completion.

**Continuing Education Unit (CEU):** An indicator used for documenting continuing education activities for those disciplines mandating a prescribed quantity of continuing education activity for continued credits; one CEU represents 10 contact hours of participation in an organized, continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

**Participant Dress Code:** Participants shall wear departmental uniforms or appropriate attire that reflects professionalism and pride in the service they represent and in accordance with the type of class. Black duty shoes or boots must be worn; no tennis shoes. The wearing of athletic clothing or shorts is

not allowed. LSU-FETI staff has the authority to determine whether the participant's attire is inappropriate.

**LSU-FETI Environmental Policy:** LSU Fire and Emergency Training Institute continues to recognize and exercise its responsibilities to provide realistic, effective fire and emergency response training programs that have minimum effect on the environment and the community, and to assure that its facilities meet and support the regulations of federal state and local agencies. FETI is committed to preserving a clean and safe environment.

**Housing:** All recruit candidates will be provided lodging at FETI.

**Food Service:** Breakfast and lunch are provided Monday through Friday.

**Transportation :** LSU-FETI does not provide transportation for students.

**Automobiles:** Vehicles are to be parked in the student area only. Keep vehicles locked at all times. FETI is not responsible for theft of personal property.

**Telephone Calls:** Calls for students are not accepted, except in emergencies. In case of an emergency, the telephone number to call at the institute is (225) 334-6300 during regular office hours (8 a.m. – 4:30 p.m.).

**Lounges:** Students are required to assist in keeping classrooms and lounge areas clean.

**Visitors:** All visitors must check in at the Administration Building. Tours of LSU-FETI must be arranged in advance.

**Tobacco Products:** Use of all tobacco products is allowed only in designated areas at designated times.

**Firearms, Alcohol, Drugs, Gambling:** All firearms, alcohol, drugs, and gambling are prohibited at the institute in accordance with Louisiana State University policies. Please refer to LSU PS-67, PS-75, and PS-96.

**Violence:** Louisiana State University is a violence-free institution. Any threat or act of physical violence against anyone on LSU property is prohibited. Please refer to LSU PS-102, "Violence in the Workplace."

**Protective Clothing Requirements:** Students or their sponsoring agency are required to provide the necessary protective clothing (bunker coat, pants, boots, gloves, helmet, hoods, etc.) that meets the NFPA Standard 1971: Protective Ensemble for Structural Fire Fighting. In addition, long-sleeve shirts and long pants are to be worn under the protective clothing at all times. Inspection of protective clothing will precede training to assure that equipment meets requirements. Students without appropriate protective clothing will not be allowed to participate in practical training. In addition, beards or other facial hair that would prevent or limit a positive seal of the mask is not permitted where SCBA are utilized. If eyeglasses are worn, the student shall use frames that do not pass through the seal area of the face piece. LSU-FETI has adopted the above from the current edition of the NFPA 1500: Fire Department Occupational Safety and Health Program.

**Physical Conditioning:** Each recruit will be put through a rigorous physical training program due to the demands of the fire service. Therefore, LSU-FETI recommends that the recruits start a training program before attending the course. On that first day of class, recruits will be required to perform a one and one-half mile run in sixteen minutes.

**Other Activities:** Appropriate protective clothing, as noted in course descriptions or as designated by the LSU-FETI instructor, must be worn.

**Climate Changes:** Each recruit should expect changes in the weather and should prepare accordingly.

**Personal Injury & Illness:** All injuries/illness shall be reported to the lead instructor immediately.

## **RECRUIT FIRE ACADEMY RULES AND REGULATIONS**

- Roll call will be held each day. Recruits must be dressed in proper uniform at the time of roll call. If the recruit is late reporting to roll call it will be documented and reported.
- It is the responsibility of the recruit to maintain their PPE in serviceable condition. This includes cleaning SCBA after use, hosing and brushing off pants, coats, boots, gloves and helmet when dirty.
- Recruits shall have appropriate PPE during all practical exercises.
- No caps or glasses other than prescription glasses are allowed in the classroom. No badges, metal or collar insignia will be worn.
- Recruits shall be clean-shaven for morning roll call. In no case shall beards or facial hair, which may impair the safety of the recruit or the proper operation of their SCBA, be permitted.
- Designated classrooms shall be kept clean and orderly at all times. Chairs will be placed on top of tables at the end of each day. Recruits shall be responsible for the cleaning of these areas on a daily basis.
- Upon completion of class or training exercise, all recruits shall assist in picking up the tools and equipment and returning them to their proper location.
- At times, recruits shall be given special work details such as washing apparatus, washing and storing hose, loading hose onto fire apparatus, and other jobs deemed necessary by the instructors.
- Recruits shall conduct themselves in a professional manner at all times, both at LSU-FETI as well as traveling to and from the center. Recruits shall drive all vehicles in a safe manner and obey all post signs while at LSU-FETI.

- Recruits shall be respectful and courteous to classmates, the staff and all other visitors. Respect for authority shall be demonstrated at all times.
- Recruits shall greet whom they meet as “sir” and “ma’am” or by their rank or title.
- Recruits shall not sit or lay down during practical exercises or while demonstrations are being performed unless granted permission by the lead instructor.
- All electronic devices are not allowed during class.
- Class will be conducted in a formal, no-nonsense type environment; horseplay shall not be tolerated.
- The training coordinator or lead instructor shall set lunch and break times on a daily basis. Recruits shall report to class on time. All offences will be documented and reported.
- Recruits may not be allowed to leave LSU-FETI during work hours without permission from the training coordinator or the lead instructor. Any recruit leaving without permission will be considered Absent Without Leave (AWOL) and will be subject to disciplinary action or dismissal.
- Recruits will be considered late if they are not in their proper place in the classroom or at the training field according to the time specified by the training coordinator or the lead instructor.
- PPE shall NOT be worn in any classroom or office building at LSU-FETI at any time.
- Recruits shall report any illness or absence and notify LSU-FETI by 8:00 a.m. at 1-800-256-FIRE.
- No food is allowed in the classroom during instructional periods.
- The use of profane, racist, sexist, or derogatory statements directed at individuals or groups will not be tolerated in the classroom or on the training field.
- The recruit shall successfully complete all practical requirements as outlined in NFPA 1001.
- Disciplinary notices shall become part of the recruit’s file and a copy shall be sent to the Fire Chief or Training Officer.
- Weekly progress reports are issued to the department chief.
- After three documented disciplinary actions, the student shall be dismissed from the academy.

## **LSU FIRE AND EMERGENCY TRAINING INSTITUTE RECRUIT PHYSICAL WAIVER—RECRUIT FIRE ACADEMY**

Firefighter training requires great physical effort. The following is a list of some essential functions firefighters are required to perform:

- Operate both as a member of a team and independently at incidents of uncertain duration.
- Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Experience frequent transition from hot to cold and from humid to dry atmospheres. Work in areas where sustaining traumatic or thermal injuries are possible.
- Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact.
- Face exposure to infectious agents such as Hepatitis B, TB, or HIV.
- Wear personal protective equipment that weighs approximately 50 pounds while performing firefighting tasks.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Face life-or-death decisions during emergency conditions.
- Be exposed to grotesque sights and smells associated with major trauma and burn victims.
- Make rapid transitions from rest to near-maximal exertion without warm-up periods.
- Operate in environments of high noise, poor visibility, limited mobility, at heights and in enclosed or confined spaces.
- Use manual and power tools in the performance of duties.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.

Employee's Name: \_\_\_\_\_

The above listed Fire Recruit is declared fit to perform the training and job of firefighter. This is based on a physical exam meeting the requirements of NFPA 1582.

**LSU FIRE AND EMERGENCY TRAINING INSTITUTE  
RECRUIT FIRE ACADEMY WAIVER**

I, \_\_\_\_\_ (*print recruit's name*), DO NOT OBJECT TO HAVING MY GRADES POSTED. I UNDERSTAND THAT THE FIRE DEPARTMENT IS SPONSORING ME IN THIS CLASS AND THAT AT ANY TIME THE FIRE CHIEF OF THE SPONSORING DEPARTMENT CAN REVIEW MY PROGRESS.

I UNDERSTAND THAT ALL GRADES AND EVALUATIONS ARE DISCUSSED WITH THE FIRE CHIEF OF THE SPONSORING FIRE DEPARTMENT.

I UNDERSTAND, AND DO NOT OBJECT, THAT THE CHIEF OF THE SPONSORING FIRE DEPARTMENT IS SENT A COPY OF ALL GRADES AND EVALUATIONS.

\_\_\_\_\_

SIGNATURE OF RECRUIT

\_\_\_\_\_

DATE

## **LSU FIRE AND EMERGENCY TRAINING INSTITUTE DISMISSAL & APPEAL PROCESS—RECRUIT FIRE ACADEMY**

### **DISMISSAL:**

A recruit may be dismissed for disciplinary action that constitutes a violation of the Recruit Academy rules and regulations or for failing to perform the activities required.

The Lead Instructor may recommend a dismissal in writing to the Manager of the Municipal Program who shall notify the recruit's respective department chief. At this time, the Manager shall notify the Assistant Director and conduct a thorough investigation of the cause for dismissal.

The Assistant Director shall inform the recruit of their decision in writing within three working days after the investigation has been completed. If the Assistant Director rules that the Lead Instructor's recommendation for dismissal is not justified, the recruit trainee will be allowed to continue in the program. A copy of the Assistant Director's decision shall be forwarded to the Director and to the recruit's respective department chief.

### **APPEAL:**

If the recruit feels that they were treated unfairly, they may appeal the decision to the Director in writing within five working days of the Assistant Director's decision. The Director shall arrange for a hearing within ten working days after receipt of the appeal. The Hearing Board shall consist of the Director, one representative from the LA Firemen's Association, and one representative from the LA Fire Chiefs Association, who is not part of the training staff for the recruit school in question. The Director shall notify the recruit of the Hearing Board's decision in writing within three working days of the hearing. If the Hearing Board rules that the Assistant Director's ruling is not justified for dismissal, the recruit will be allowed to re-enter the program at the next available school and all infractions will be removed from their file. A copy of the Hearing Board's decision shall be forwarded to the recruit's respective department chief.

D. Jeffrey Gleason, Director

# LSU FIRE AND EMERGENCY TRAINING INSTITUTE

## RECRUIT ACADEMY TESTING POLICY

Tests and measurements are a necessary element of the learning process. Prior to graduation from the Recruit Academy, these standards must be successfully completed:

*Academic Exams*

*Practical Skill Evaluations Initial Physical Fitness*

*AHA BLS CPR*

*Hazardous Materials Awareness and Fire Fighter I Certification are required.*

*Hazardous Materials Operational Level and Fire Fighter II Certifications are optional.*

**Academic (Written) Exams:** Minimum passing score is 70%. Three failures shall constitute grounds for dismissal.

**Practical Skills Evaluations:** Periodic Practical (drill ground) Skill Evaluations will be held throughout the academy to test the essential functions of fire fighting. If, at any time, a recruit is unable to perform the essential functions of fire fighting, pursuant to NFPA 1001 Standards, the recruit may be terminated.

**Initial Physical Fitness Tests:** All recruits must pass the one and one-half mile run within 16 minutes as a condition of Recruit Academy. One retest will be offered. If the minimum time is not met at the second retest, the recruit will be dismissed from the academy.

**AHA BLS CPR Test:** All recruits shall successfully complete the American Heart Association Basic Life Support CPR course completing all practical stations and a written test with a minimum score of 84%. Medical courses are required for the certification of firefighters. The recruits will also attend a 48-hour First Responder course during this academy.

**LSU FETI Recruit Academy Course Completion Certificate:** All recruits are required to meet the requirements of NFPA 1001 to receive the LSU FETI Recruit Academy Course Completion Certificate. Recruits shall successfully complete all practical skills and pass a final FETI FF I and FF II written test with a minimum score of 70%. Any recruit not meeting those standards shall not receive the final course completion certificate.

**Hazardous Materials Awareness, Hazardous Materials Operation Level, Firefighter I and Fire Fighter II Certification Tests:** All candidates are required to take the Certification exams passing with a minimum score of 70%. One retest shall be offered for each test level during the academy. Candidates failing to achieve passing scores after the second retest shall comply with the LSU FETI Certification Division's policy concerning subsequent retesting.

I have read and understand the Louisiana State University Fire and Emergency Training Institute Recruit Academy Testing Policy.

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

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

**LSU FIRE AND EMERGENCY TRAINING INSTITUTE**  
**RECRUIT FIRE ACADEMY**

I have read and fully understand the LSU-FETI policy and all rules and regulations pertaining to the Recruit Fire Academy, including the mandatory physical training requirements. Recruits not meeting the above requirements will not be allowed to graduate from the academy, however will receive all credit hours prior to disqualification. They will be allowed to continue with all IFSAC Certification assuming they meet all applicable prerequisites.

Recruit Name (print): \_\_\_\_\_

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

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

Sponsoring Fire Department: \_\_\_\_\_

I certify that the information recorded on this document is correct. I agree with all the above policies and procedures of LSU Fire and Emergency Training Institute.

Signature of Employer/Chief of Department:

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Signature

Position

Date