Bergen County

Fire Training Academy

Student Handbook

& Code of Conduct

12/2/2025 - JM

RULES & REGULATIONS

CLASS INFORMATION:

All **day** classes will begin at **9:00 a.m. and end at 4:30 p.m.** All ***night*** classes will begin at ***7:30 pm and end at 10:30 pm*** unless otherwise specified by the Institute. Classes held at the Institute will have classroom assignments posted by Class Number, and Lesson on the computer screen at the Fire Instructors Office, Room 305 west.

ADMITTANCE:

Students will only be enrolled in courses with the prior authorization of their Chief or Training Officer via an Academy application form. Students who have not been confirmed into the class will not be permitted without prior authorization from the Chief Fire Instructor.

ATTENDANCE:

Students are responsible for signing the roster each night to receive credit for the lesson. ***Students after signing the roster should take a picture of their signature with their phone in the event there is a discrepancy about their attendance for a class.***

Next to your name on every sign in roster are the lesson numbers of any lessons you have missed. *All missed lessons must be made up before a student can receive a Completion Certificate for any courses attended*.

Make-up students are responsible for signing the make-up roster with their name, department, original class number, and DFS number to receive credit from a class that was made up. Make-Up students should also take a picture of their sign-in sheet in the event there is a discrepancy about their attendance for a class.

Any student arriving late to class shall report to their Instructor-in-Charge for the evening before reporting to class. Habitual tardiness will result in the student being dropped from the course and the candidate's Fire Chief being notified.

Students shall not leave the Institute or the Field Training Site prior to class dismissal without prior approval from their Instructor-in-Charge of the class. Doing so without permission may result in your dismissal from your class.

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DRESS CODE:

Students shall be appropriately and neatly attired.

No hats or other head adornments are to be worn indoors allowances may be made for religious reasons.

Sleeveless shirts and shorts shall **NOT** be permitted while in the classroom or on the fire grounds. **Shorts are permitted for fire ground training ***only*** **UNDER A STUDENT'S PPE JUNE 15th through SEPTEMBER 15th** when we have high heat indices. **

Any shorts or short sleeve shirts shall either be 100% cotton, Nomex or Fire Wear as per PEOSHA requirements.

Proper footwear shall always be worn (No flip-flops, crocs, open-toed shoes, etc.)

No turnout gear shall be worn or carried into the main administrative building or the administrative building's classrooms. All such gear shall be left outside on the Portico of the West wing of the academy.

JEWELRY:

Earrings must be removed prior to all fire ground training, especially those lessons that include the use of SCBA and any live burn class.

It is recommended that rings, necklaces, bracelets, or other body piercing be removed prior to any live fire training, to minimize the potential for injuries.

Any student not removing such jewelry acknowledges that they are responsible for any injuries that may occur due to wearing such adornments.

MEDICATION:

Any student taking medication, which has side effects that may affect their participation in class activities, are not allowed to participate in class at the academy without a note from their physician indicating it is acceptable to do so.

Any student showing up without a doctor's note will be sent home and not allowed to participate in the class.

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SMOKING:

Smoking, including E-cigarettes is prohibited in **ALL** Institute classrooms, fire facilities, restrooms & lobby, as well as during class at Field Training Sites.

While smoking is always discouraged at the Institute, it is permitted outside during breaks. Proper receptacles are provided for cigarette butts and must be used at all times.

HAIR, SCBA, & LIVE BURN EVOLUTIONS:

Firefighter I and Firefighter II students must NOT have facial hair, other than a mustache, which shall not extend below the lip, for the ENTIRE duration of their assigned program.

As per OSHA CFR 29 1910.134(g) (1) (i) "The employer shall not permit respirators with tight-fitting face pieces to be worn by employees who have: (I) (A) Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; (i) (B) Any condition that interferes with the face to face piece seal or valve function"

Therefore, anyone who has a beard or excessive facial hair shall NOT be permitted to participate in any evolutions that require the use of SBCA pursuant to OSHA 29 CFR 1910.134, NFPA Std. 1500, Std. on F.D. Occupational Safety & Health, sec. 5-3.10 and PEOSHA N.J.A.C. 12:100-10.10.

Students attending courses that require the use of an SCBA and/or live fire training, including but not limited to Firefighter I, Firefighter II, Propane, Flashover, Roof Simulator and Automobile Fires, who has facial hair (mustache or beard) that extends below the lower edge of their lower lip shall not be permitted to participate or receive credit for the class, this includes lectures.

All Fire 1 students must submit a completed Mask Fit Certification form along with the mask fit test results to your lead instructor(s). The face piece used for the mask fit must be the facepiece the student uses while training at the academy.

Any firefighter participating in live fire training shall wear an OSHA approved hood.

RESTROOMS:

Restrooms are to be used for their intended purpose. Smoking is prohibited. Paper towels shall be deposited in the proper receptacles.

While on the firegrounds, students are to use the bathroom located centrally on the firegrounds within Building 07. *No students should be utilizing bathrooms in Building 01*.

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VISITORS:

Visitors, day or evening, are prohibited from entering the Fire Training area without knowledge of the full-time Fire Instructor and academy personnel present to ensure their safety. Proper protective gear shall be worn on the fireground at all times and it can be loaned to individuals who don't have any with them at that time.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

All firefighter's personal protective equipment and any clothing worn must properly fit the student and be free from rips and tears in compliance with Occupational Safety and Health Administration (OSHA) (290 CFR 1910.156) and New Jersey PEOSHA ("Public Employee Occupational Safety and Health Act") requirements.

CLASSROOM MANAGEMENT:

All students are required to take notice of all EXIT signs located throughout the building. In the event of an emergency, quickly and calmly exit the building via the nearest EXIT location. Do not leave the facility without notifying the Lead Instructor of your class for the evening. Evacuation routes are posted throughout the building.

Students are not, in any way, to interfere with classes that may be in session. Proper decorum should always be exercised. Any actions or behavior considered prejudicial to the good order and discipline of the class will result in dismissal from the Academy.

Books, papers or other materials on the instructor's desk, podium or chalkboard are for Instructor use only.

Eating and drinking is prohibited in ALL Academy classrooms and at ALL Field Training Sites, as well as smoking, chewing gum or tobacco during the instructional period. Breaks will be provided as time allows. ALL trash must be deposited in the proper receptacles.

Cell phones are to be **turned off** or placed on silent during classroom instruction and are not to be used except in an emergency. Text messaging is not permitted.

Students are not to stand with their feet against the walls, on tables or chairs, or mark, alter or damage Institute property.

At the end of classroom instruction, students should close all windows, turn off all audio/visual equipment, return all portable audio/visual equipment to its proper location,

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ensure that all tables and chairs and/or desks are arranged in an orderly fashion, erase boards, turn off the lights, and close the door.

During classroom training, the instructor oversees the students and must maintain the discipline and conduct consistent with the Academy's Rule and Regulations set forth herein.

The instructor will immediately correct violations of the rules and regulations by the student(s). Any disciplinary action considered shall be brought to the attention of the fulltime Fire Instructor for determination. Depending on the severity of the infraction, the Fire Instructor shall contact the Director of the Facility or in his absence his designee.

Students who feel that they are not being treated appropriately can contact the Director of the Law & Public Safety Institute bypassing all Chain of Command by emailing him at rblohm@bergencountynj.gov . They should identify the nature of their challenge, their full name, their class number, and a phone number to receive a return phone call.

CONDUCT:

Students shall be courteous, disciplined, and conform to the high ideals of the fire service. Proper decorum shall always be observed toward fellow students, Institute staff and Instructors. Students are responsible for maintaining any books, equipment, apparatus and the buildings made available for their use.

The following are forbidden at the academy before, during or after classes:

The use of abusive, profane, or obscene language, horseplay, bullying, gambling or under the influence of alcohol, or any other disturbance, **IS PROHIBITED.** Your Fire Chief will be notified, and such behavior is grounds for the student's dismissal from their class.

Possession, either in your turnout gear or on your person of any type of knife is **STRICTLY PROHIBITED** at the facility.

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COURSE REQUIREMENTS:

Firefighter I: Since information given in certain lessons is required to operate safely in subsequent ones, the following lessons must be taken in their scheduled order starting with the Lectures.

Ladder lecture & practical's, Hose lecture & practical's, Search & Rescue lecture & practical's, Fire Attack lecture & practical's, all MUST be taken in order.

SCBA Orientation MUST be attended by the student to be able to attend any practical that uses an SCBA. If the student misses the SCBA Orientation, then that student will miss any practical utilizing an SCBA until it is made up.

If any Fire 1 student registered for Hazmat with their class that plans to be absent from Pre and Post test Classes, they will be removed from the Hazmat program and will need to register with another class at a later date. Pre and Post Testing sessions are MANDATORY.

INJURIES:

Injuries or illness of any nature, occurring on the Academy grounds, or at a Field Training Site, **must** be reported immediately to the Fire Instructor-in-Charge of the class. An accident report shall be filled out completely and sent to the administrative office of the Director of the Institute and a copy will be sent to the student's department. Appropriate treatment and/or transportation will be provided as needed unless the student refuses medical attention (RMA).

All junior (under 18) fire students will be sent by ambulance to the hospital for evaluation and their parent(s)/guardian(s) along with the Fire Chief will be notified of the incident.

Students who are currently listed as "suspended" or on "sick leave" from their department shall **NOT** be allowed to participate in any lectures or training programs. If a student is out with a physical injury, that student can participate in lectures **ONLY**. When a student has been out on injury/sick leave and intends to return to the institute to continue with classes, they must provide a doctor's note to the Fire Instructor in Charge that they are medically cleared to continue attending fire classes. Students suspended from duty must present a note from their Chief to the Instructor-in-charge, before returning to class.

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QUIZ & MIDTERM SCHEDULE FOR FF1 & FF2 PROGRAMS:

Firefighter 1:

FF1 Students are required to complete (2) Homework Assignments per Chapter for the Jones and Bartlett book. An Ebook Quiz and Lecture Quiz. Both must be passed with a passing grade of (70) or above. There are (21) chapters for the FF1 program which in turn means a total of (42) homework assignments per student for the entire program.

Any FF1 student who is deficient in a **maximum of (2) homework assignments** prior to the Midterm exam will not be eligible to sit for the exam.

Once a student completes in their entirety all deficient homework assignments only then can they request a makeup midterm examination through the **MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV** email address.

FF1 midterms must be retaken within three weeks of being notified of a failure. If after the third attempt a student fails to obtain a minimum passing score of 70%, the student will be dropped from the program. At the discretion of their fire department, if a student has been dropped from a program the student can re-apply to take the entire program over at a later date.

ALL midterm scheduling, make-ups, or retests MUST go through the **MAKEUPSFORFIRE@BERGENCOUNTY.GOV** email address.

Firefighter 2:

FF2 Students are required to complete (2) Homework Assignments per Chapter for the Jones and Bartlett book. An Ebook Quiz and Lecture Quiz. Both must be passed with a passing grade of (70) or above. There are (9) chapters for the FF2 program which in turn means a total of (18) homework assignments per student for the entire program.

There is NO midterm exam for the Firefighter 2 program.

Any FF1 or FF2 student that has not completed any of the required homework assignments by the end of the 6th lesson will receive written notice of being behind on their quizzes from their Lead Instructors. The student must acknowledge and sign the notice which will be placed in the Academy's class file. A copy of the notice will be sent to that student's Training Officer or Fire Chief.

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The student has fourteen (14) days from the date of the notice to complete and pass all missed homework assignments. If the student fails to comply with these stipulations the student will be removed from the program they are enrolled in.

WRITTEN EXAMS:

Firefighter One and Firefighter Two students are encouraged to complete all lessons in the order given prior to taking their midterm or final exam so that they have the best chance to successfully pass.

However, Fire One students are allowed to miss a **maximum of four (4) lessons** and still be able to take those exams.

HazMat, ICS 200, or TIMS classes are not counted towards missed classes, but you will need to complete these classes to receive your certificate.

FF1 students must be 100% complete with all homework assignments, with a passing score of (70) or above, to be able to sit for the FF1 Final Exam.

Fire Two students are allowed to miss a **maximum of two (2) lessons** and still be able to take their final exam.

Frontline Safety and Emergency Response to Terrorism classes are not counted toward missed classes, but you will need to complete these classes to receive your certificate.

FF2 students must be 100% complete with all homework assignments, with a passing score of (70) or above, to be able to sit for the FF2 Final Exam.

If a FF1 or FF2 student cannot sit for their final exam due to be deficient in homework assignments, they MUST request a final examination test date through the **MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV** email address once they have completed ALL homework assignments.

Students who miss or need to retake their FF1 or FF2 FINAL EXAM must schedule their exam through the **MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV** email address.

MINIMUM PASSING SCORE FOR ALL QUIZZES, MIDTERMS, AND FINAL EXAMS IS 70%

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The NJ Division of Fire Safety requires that a student who fails their final three (3) times must take the entire program over again at a later date.

Any student who has a reading disability (comprehension, perception, literacy) should notify their Fire Instructor of the disability during the orientation. Accommodations for an IEP and verbal exams will only be given at the Firefighter One and Firefighter Two levels. Students may request a verbal exam by providing the Lead Instructors with their IEP. The EXCEPTION to this is for any IAFF online registration for programs. The IEP must be requested electronically at the time of registration.

Students must present a copy of their IEP at the beginning of Lesson Two.

No one other than the Instructor and student(s) taking the test will be allowed in the room while the exam is being administered. The only exception is if a student requires an interpreter, who must be provided by the student's fire department or someone who officially requested accommodation.

FIREFIGHTER ONE EVALUATION:

Firefighter One students **MUST** return their Rope issued by the Academy, at their Evaluation Date. Failure to do so will result in an "incomplete" and the student will **NOT** be allowed to take the Evaluation or receive their Certificates.

To be eligible to take the Evaluation, students must have completed all homework assignments, passed the midterm exam, and completed all practical lessons in the areas that are being evaluated.

MAKE-UP CLASSES:

Any student who is need of a Make-Up lesson or exam MUST contact the **MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV**

The student must include their name, class number, and the lessons or exams needing to be made-up within the email.

Once the student receives their make-up schedule, it is the student's responsibility to reach out to the Academy prior to the class to confirm that the class is still scheduled as proposed.

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Make-up students are responsible for signing the make-up roster with their name, department, original class number, and DFS number to receive credit from a class that was made up. Students should also take a picture of their sign-in sheet in the event there is a discrepancy about their attendance for a class.

COURSE COMPLETION:

All lessons, quizzes, and exams on the class matrix MUST be complete for a student to be issued a certificate.

Any student missing a lesson(s) MUST make-up the lesson(s) prior to their certificates being issued. Students must email the **MAKEUPSFORFIRE@BERGENCOUNTYNJ.GOV** email address to schedule the make-up lessons

Students have eighteen (18) months from their class start date to complete the course requirements.

RADIO EQUIPMENT:

All radio receivers and pagers shall be in the OFF position during instruction periods. EXCEPTION: Chief Officers.

FIRE DUTY:

Students attending classes at the Institute or at a Field Site are NOT permitted to respond to an emergency scene, unless requested by the Chief of the individual's F.D.

ACKNOWLEDGEMENT

Students must read the Rules & Regulations, sign and return the attached

"Student Handbook & Code of Conduct Acknowledgment Form" to their

Instructor by the start of the second class.

Failure to do so may result in your being removed from the class.

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STUDENT HANDBOOK & CODE OF CONDUCT ACKNOWLEDGMENT FORM

I,_____, hereby acknowledge receipt of the Bergen County Law and Public Safety Institute Student Handbook and Code of Conduct document. By signing this form, I represent that I have read the Rules and Regulations set forth therein and will adhere to the required Code of Conduct.

I understand that the Academy adheres to the Code of Conduct and violation of any rules and regulations may result in disciplinary action up to and including dismissal from the Law & Public Safety Institute. I further understand that this Student Handbook is not a contract and that the Rules and Regulations contained herein may be changed without notice at the sole discretion of the Institute and that the Institute retains the right to interpret and enforce the Rules and Regulations as it deems appropriate.

Printed Name: _____

Signature: _____

Date: _____