

NAME: _____

Advanced Volunteer Firefighter

Mississippi State Fire Academy



Student Guidelines

**YOU MUST BRING THIS PACKET WITH YOU TO THE
FIRST DAY OF CLASS**

Advanced Volunteer Firefighter Candidates,

The Advanced Volunteer Firefighter program has been designed to challenge you in many fundamental capacities. Many firefighters from across the state of Mississippi have expressed great interest in this course and we intend to set the bar high for all candidates. You must understand that we hope each and every candidate completes this course, however, due to the challenging nature of this program we understand some firefighters will be unable to finish the course in its entirety. This course will challenge you both mentally and physically so preparation will be of the utmost importance.

The course will begin on Thursday night and will continue all day Friday for approximately 12 hours of total training. Each evolution has been specifically designed to cover a wide variety of fundamental firefighter skills. You must be proficient in many areas including; Donning and Doffing PPE, Nozzle and Hose Handling, Ladder Skills, Search and Rescue, Ropes and Knots and much more. This course will require you to maintain sound decision making abilities in order to efficiently complete each evolution.

We thank you for considering this course as the next step in your career as a firefighter and look forward to seeing you soon.

Sincerely,

A handwritten signature in black ink, reading "Matt Hinkle". The signature is written in a cursive, flowing style.

Matt Hinkle
Course Coordinator

TENTATIVE SCHEDULE

THURSDAY

1:00 p.m. - 5:45 p.m.	Check-In <i>*You will need to be checked in and have already eaten dinner prior to the beginning of class.</i>	If you will be staying in the dorm you will be able to check into your dorm room throughout the afternoon on the first day of class.
6:00 p.m. - 6:45 p.m.	Orientation	We will meet in the classroom to sign in and briefly go through an orientation prior to starting the Physical Entry Test.
7:00 p.m. - 7:45 p.m.	Physical Agility Test	You will need to carry all of your gear to the Drill Tower and we will begin the Physical Agility Test. The test will be conducted at the Drill Tower.
8:00 p.m. - Until	Evolutions Begin	We will begin conducting evolutions and will continue until completion of the nights activities.

FRIDAY

7:30 a.m. - 7:45 a.m.	Meet in Classroom	We will meet in the classroom prior to starting the day's activities.
8:00 a.m. - 12:00 p.m.	Evolutions Begin	We will begin evolutions and will continue until lunch.
12:00 p.m. - 12:45 p.m.	LUNCH	
1:00 p.m. - 4:00 p.m.	Evolutions Continue	We will continue evolutions throughout the afternoon.
4:00 p.m. - 5:00 p.m.	Graduation	

PHYSICAL AGILITY TEST

You will be allowed to complete the entire Physical Agility Test wearing gym clothes. You will not wear any turnout gear throughout the duration of this test.

Sit-Ups - (25) in under 2 minutes

On the command of "Get Set", you will lie on your back with your knees bent at a 90-degree angle and your arms across your chest for the starting position. You can put your feet together or can separate them by no more than 12 inches. Someone will hold your ankles with their hands. When told "Go," raise your body forward touching your elbows to your knees. Once you've reached this point, you may lower your body until the bottom of your shoulder blades make contact with the ground. Your partner or an Instructor will count how many sit-ups you have completed after each repetition. If you fail to successfully complete a repetition, he or she will repeat the number of correctly executed sit-ups. You will have 2 minutes to complete 25 repetitions.

Push-Ups - (25) in under 2 minutes

On the command of "Get set," you will assume the front-leaning rest position. This position consists of placing your hands on the ground, putting your feet together or less than 12 inches apart, and your body should form a generally straight line from shoulders to ankles. When told, "Go," you will begin your push-up by bending at the elbows, lowering your whole body in unison until your upper arms are, at least, parallel to the ground. Once you've achieved the down position, immediately return to the up position. You must be sure that your body remains rigid and moves as a single unit when going up and down. Your partner or an Instructor will call out the number of times you correctly executed a push-up at the completion of each repetition. You will have 2 minutes to complete 25 repetitions.

Hose Carry

You will begin by placing a 50' section of 2.5" hose, prepared in a self locking donut roll, over your shoulder and stand at the base of the stairs on the outside of the drill tower. On the command "Go", you will climb the stairs up the outside of the Drill Tower to the 4th floor and enter the 4th floor door. You will proceed to descend down the interior stairwell of the Drill Tower back to the ground. You must go all the way up and down the Drill Tower without stopping or falling down. You will have a maximum of 10 minutes to complete this evolution.

Victim Rescue

You will begin by standing behind Rescue Randy on the course. On the command "Go", you will bend over to pick up Rescue Randy. You must use the handles of the harness on the rescue mannequin. Once you have lifted Rescue Randy you will drag the rescue mannequin 35' around a barrel and back again for a total of 70'. You will have a maximum of 5 minutes to complete this evolution.

SKILLS

Throughout this course you will be challenged with a wide range of firefighter skills. You will find several areas listed below for you to prepare yourself.

Personal Protective Gear

You need to be very proficient at donning and doffing your gear. You must be capable of donning full PPE including your SCBA in under 2 minutes. It is highly recommended that you become proficient at times much faster than this.

Hose and Nozzle Handling

You will need to be very proficient at moving both charged and uncharged hose lines. You will also need to be very familiar with the operations of fog nozzles, including pattern and gallonage adjustment.

Search and Rescue

You need to be comfortable and proficient at performing search and rescue operations without a hose line.

Ropes and Knots

You must be proficient at tying several knots. You must be able to tie these knots wearing gloves and potential in limited visibility situations. You must be capable of tying the following knots: Overhand Knot, Figure Eight Knot, Figure Eight on a Bight, Bowline, Clove, Sheet or Becket Bend, Figure Eight Bend.

Ladder Operations

You will need to be very proficient at carrying and raising ladders. You must be capable of working from the ladder, tying the halyard properly and extending the ladder properly.

Flammable Liquids

You must be capable of effectively fighting flammable liquids fires through the use of proper nozzle use and movement of the attack line to confine the fire or block/control a shutoff valve.

CRITICAL FAILURE CRITERIA

The Mississippi State Fire Academy has developed a set of criteria to be used in determining the completion of each evolution you will attempt during Advanced Volunteer Firefighter. You will be given 2 attempts to complete each evolution. If you fail to complete the evolution successfully you will be removed from the course. Ultimately your completion of the evolution will be at the Instructor's discretion.

Structural Firefighting Critical Failure Elements

- Firefighter checks the door for heat prior to opening and entering the structure.
- Firefighter on an attack line checks the nozzle for proper flow, pattern and to ensure all air is bled out of the attack line prior to entry.
- Firefighter(s) properly prepare their attack line for entry ensuring there are no kinks or other obstacles that would hinder their initial attack.
- Firefighter(s) maintains orientation throughout the operation.
- Firefighter extinguishes fire using either a straight stream or tight fog pattern (30 degrees or less).
- Firefighter(s) descend stairwells feet first.

Search and Rescue Critical Failure Elements

- Firefighter checks the door for heat prior to opening and entering the structure.
- Firefighter(s) maintain orientation throughout the operation.
- Firefighter(s) do not pass fire(s) during search operations.
- Firefighter(s) maintain contact with partner; either physical, visual or vocal (6' separation allowed).
- Firefighter(s) descend stairwells feet first.
- Victims are removed with either an extremities carry or under the arms lifted and dragged backwards.

Dressing Drill Criteria

- Firefighter must don full PPE including SCBA and breathing air in under 2 minutes.
- Firefighter must have no skin exposed
- Firefighter must have SCBA bottle all the way on
- Firefighter must have gloves all the way on
- If Firefighter has a helmet with a Face-shield it must be down
- If Firefighter has a helmet with Bourkes Eye Shields they must be down.
- All straps, buckles and zippers must be fastened/secured

CRITICAL FAILURE CRITERIA CONTINUED ON NEXT PAGE...

Ropes and Knots Criteria

- Each knot must be tied in under 2 minutes
- Each knot must be dressed properly and if the knot requires a “Safety Knot” it must be tied properly
- Student will have two attempts at each knot

Nozzle Operations Criteria

- Firefighter must open and close nozzles slowly.
- Firefighter must make necessary adjustments and then place both hands behind the coupling nearest the nozzle.
- Firefighter should only move hand from behind the coupling to make necessary adjustments and then immediately return their hands behind the coupling nearest the nozzle.
- The nozzle, under most conditions, should be operated fully opened.

Ladder Operations Criteria

- Firefighter checks for overhead obstructions.
- Firefighter carries the ladder properly.
- Firefighter raises the ladder properly and in a controlled manner.
- Firefighter lowers the ladder properly and in a controlled manner.
- Firefighter properly heels the ladder.
- Firefighter properly works from the ladder.
- Firefighter properly carries tools or hose on the ladder.

Flammable Liquids Operations Criteria

- Firefighter utilizes the nozzle properly and controllably.
- Firefighter does not gouge the flammable liquid.
- Firefighter shuts off necessary valve(s) if applicable.

HEALTH AND WELLNESS

In order to have the best chances of completing this course you must prepare yourself physically. This includes proper nutrition and hydration. The Mississippi State Fire Academy always monitors each student for safety throughout each course. If at any time the Course Coordinator or Instructors identify issues pertaining to your personal safety or the safety of others you will be removed from the course. It is your responsibility to make sure you are fully prepared for 12 hours of intense firefighting activity.

The Mississippi State Fire Academy recommends you see a physician prior to participating in this course. Please let your physician know the course will require you to participate in live fire activities and wearing full protective gear for an extended period of time.

One of the leading causes of incompleteness during our courses stems from improperly hydrating. You must hydrate well before this course, you can not expect to stay hydrated during the course if you wait until the day before to begin hydrating.

If you would like to bring your own drinks with you to the course you may do so. We recommend bringing a small cooler with your name written on the outside. We will stage your coolers and extra gear at the drill tower for the duration of the course. We will provide water throughout the course and encourage you to drink water between each evolution.

READ THE FOLLOWING RULES AND ACKNOWLEDGE BY SIGNING BELOW.

Responsibility for compliance with these rules and guidelines rests with the students. Become familiar with the content. For additional help, request an explanation from any Fire Academy Instructor. Overall charge of the Academy begins with the Executive Director who directs the training programs with help from other staff members. Instructors have delegated responsibilities, one of which is to ensure that all students fulfill their obligations to the Academy.

1. **CLASS ATTENDANCE**—All students will be required to attend orientation on the first day of class. The first day of delivery, class will begin at 8:00 a.m. with the Academy rules and procedures being read and explained. Some special classes may begin at other specified times. Only one class will be in the cafeteria during testing times.
2. **CLASS SCHEDULE**—A schedule of activities may be posted in the classroom area. Special night evolutions may be scheduled in some courses.
3. **PERSONAL ITEMS**—The Academy will not assume any responsibility for loss, theft, or damage of personal items.
4. **WITHDRAWALS**—Should it become necessary for a student to withdraw from a course, the course instructor must be notified. All equipment and supplies issued to said student shall be returned before departing and a withdrawal slip signed by student.
5. **GENERAL CARE OF THE ACADEMY FACILITIES**—Students are required to place all refuse in the proper containers, to use only surfaced walkways between training sites, observe all posted signs, and to avoid any abuse of the Academy's facilities. Abuse or damage of state property may result in dismissal from the Academy.
6. **PARKING**—Students must park their vehicles in the following parking lots: front of the Administration Building or front of the Dormitory Building.
7. **TARDINESS**—Students are required to be punctual for all classes, physical training, and other activities. Classes will begin promptly at the scheduled time, unless specific instructions are given. Tardiness may be charged at any time during the scheduled training day or for any required function outside the classroom. The first tardy will result in an oral reprimand; the second in a written reprimand being placed in the course file with a copy directed to the student's employer; and the third will result in dismissal of the student from the Academy. Tardiness is defined as up to 15 minutes after the designated class start time.
8. **ABSENCES**—Failure to report to class for a scheduled activity at the specified time will be recorded as an absence. Unless special permission is received from the Course Instructor, students are not permitted to leave the Academy at any time during training hours. Failure to comply will result in an unexcused absence and dismissal. Emergency leave may be allowed for legitimate reasons. Make up of all classes and exams missed during a student's absence shall be completed upon the student's return. Make up of classes in some courses may not be available until the next scheduled course, and the student's record will indicate "Dropped". Due to the course material in some classes, students may be required to enroll from the beginning of the course. A student is considered absent when they are 15 minutes or beyond past the designated class start time.
9. **AMERICAN DISABILITIES ACT (ADA) FEDERAL REGULATIONS (REVISED)**—In accordance with ADA Federal Regulations, the sponsoring department/organization may request an oral examination process for their personnel who have a qualifying disability covered by the ADA regulations. To request oral testing as a reasonable accommodation, the department and/or student must submit a written request with supporting documentation from a professional with an appropriate medical licensure to make a diagnosis and to recommend the reasonable accommodation. Please note that oral testing for Hazardous Materials courses is not a reasonable accommodation since the student must demonstrate the ability to read and comprehend notations on signs, place cards, MSDS sheets, and labels for testing purposes.
10. **COMMUNICATIONS**—Students should have the ability to read, write, and understand the English language. Additionally, the student should have the ability to comprehend written precautions, instructions, and warnings in the English language, including, but not limited to material safety data sheets and posted warnings regarding hazardous, flammable or explosive materials and hazardous or unsafe areas and physical conditions.
11. **COMPUTER INFORMATION FOR POTENTIAL STUDENTS**—Depending on the course you are taking, you may have access to computer lab. You may also have access to the Internet, but you will be bound by Academy policy and ITS policy regarding use of State Computer Systems.
 - The Mississippi State Fire Academy will allow you to bring your own personal computer equipment for use, but will not be responsible for any loss or theft of computer equipment. The Mississippi State Fire Academy does not offer any repair service for student's own personal equipment.
 - Some areas of the Academy campus do not currently have wireless access.
 - If you are planning on doing some work at home in advance of your class, and want to use the Academy's computers while you are here, please save your work in file formats compatible with older systems. Using .doc, .xls, .ppt will work, but the newer .docx, .xlsx, .pptx will not work. Also, any documents created in Microsoft Works cannot be converted.
12. **RELEASING OF TEST SCORES AND TRANSCRIPTS**—Test scores and training records will be released only upon written request from the individual or one of the following: individual's department head or training officer. Student transcripts shall be obtained only by a written request from the student, the chief officer in charge, or a designee from the organization represented. Name, MSFA student ID number, and mailing address must appear on the written request.
13. **CONDUCT AND DISCIPLINE**—Immoral or disorderly student conduct, profane, obscene, vulgar, or indecent language, and any racial or sexual slurs/harassment may result in dismissal from the Academy. The Instructor Chief and/or the Executive Director will handle all infractions committed by students. Harassment is any unwarranted or unwanted verbal or nonverbal conduct which threatens, intimidates, pesters, embarrasses, annoys, degrades, or insults another person, either female or male, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment. Sexual harassment includes unwelcomed sexual advances, requests for sexual favors and other verbal or nonverbal actions of a sexual nature. (Immoral or disorderly conduct, misconduct, profane, obscene, vulgar, or indecent language, and any racial or sexual slurs/harassment will not be tolerated and may result in dismissal from the Academy with two years suspension.)
14. **DRESS CODE**—Comfortable clothing such as warm-ups, coveralls, or other suitable clothing may be worn in class and for evolutions not requiring protective clothing. All students will be required to wear NFPA recommended protective clothing for designated evolutions. Students are required to wear shirts with sleeves in public areas of all Academy buildings. "T"-Shirts, sweat-

shirts and caps must be official fire department, fire service, industrial, law enforcement, emergency medical services, or solid. Other T-shirts and caps are not permitted. Shorts and dresses shall be no shorter than 4 inches from the top of the kneecap. Students participating in hot drill evolutions should wear long sleeve shirts and long pants for additional personal safety. Full coverage shoes are required at all times while attending the Academy.

15. **CLASSROOM DEMEANOR**—Students using vulgar, disrespectful, or disruptive remarks, or engaging in other activities strictly prohibited by Academy rules and procedures will face disciplinary action. Disciplinary action may include dismissal and two years suspension. Students are required to maintain classroom cleanliness. Each student is responsible for the removal of trash from their area and the alignment of his/her nameplate, books, and chair each day.

16. **CELL PHONE USAGE**—If a student finds it necessary to bring a cell phone to class, it must be on silent mode at all times. It will be acceptable for a student to use the cellular device to record classroom lectures. However, cell phone usage or recording is prohibited during the following: a) Basic firefighting class - all class times b) Any course during testing process (skills or written) c) Any post course test review process d) Any other time the course Instructor deems necessary to prohibit usage

17. **GRADES AND EXAMINATIONS**—Students who complete the course with an overall average of 70% or greater and satisfactorily complete all physical and practical exercises will receive a certificate indicating successful completion. Failure to complete all of these requirements will result in course failure and will be noted on their permanent training record. See Course Instructor for copy of testing procedures.

18. All Multi-Level Accredited Courses Will Be Tested For Each Level. Successful Completion Of Both Levels Is Required For Accreditation. Contact The Curriculum Coordinator For Complete Details.

19. **ACADEMIC MISCONDUCT**—Academic misconduct or dishonesty is any type of cheating that occurs in relation to a formal academic exercise. All students cheating during training will be subject to immediate dismissal.

20. **PHYSICAL TRAINING**—All students must participate in every aspect of training. Failure to participate will result in an "Incomplete" grade in the course.

21. **BREAKS**—The instructor in charge of the class will set times for breaks. Taking breaks outside of the designated break areas is prohibited. Students are allowed in the front office area only when conducting official business or with prior authorization from an instructor.

22. **EQUIPMENT AND SUPPLIES**—Students are responsible for the care and return of all Academy issued equipment and/or supplies.

23. **PERSONAL HYGIENE AND GROOMING**—Students are expected to maintain personal hygiene and acceptable appearance during training at the Academy. A student who has hair (stubble, mustache, sideburns, beard, low hairline, bangs), jewelry, or other impediment to the proper seal of the facepiece of a self-contained breathing apparatus, shall not be permitted to participate in training courses requiring the use of self-contained breathing apparatus.

24. **MEDICATIONS**—The Academy does not provide oral medications for students.

25. **ILLNESS OR INJURY**—If students are ill or injured, they must report immediately to the Course Instructor so proper medical care may be provided and a record maintained. Any special medical issues must be indicated in the appropriate location found on the Academy's General Admission Application. The Mississippi State Fire Academy does not provide medical insurance coverage for students.

26. **USE OF TOBACCO PRODUCTS**—The Academy prohibits the use of any tobacco products inside all buildings on the campus and while using training equipment. Containers are provided outside the buildings for disposal of cigarettes and cigars.

27. **WEAPONS AND EXPLOSIVES**—Weapons of any type and/or explosives are prohibited on Academy grounds. Any student found displaying and/or carrying any type of weapon or explosive will be subject to immediate dismissal.

28. **GAMBLING, INTOXICANTS, NARCOTICS**—Gambling in any form, possession of alcoholic beverages or illegal narcotics is prohibited on Academy grounds. Violation of any of the above will result in immediate dismissal.

29. **VIOLATION OF THE LAW**—Any student arrested or under the influence of any intoxicants or narcotic substances, etc., while enrolled at the Academy will be subject to immediate dismissal.

30. **STUDENT GRIEVANCE PROCEDURE**—Student grievances should be made in written form (within ten (10) working days) to the Instructor Chief who will review the grievance and take the appropriate action. Written appeal of the Instructor Chief's decision can be filed with the Executive Director for review. Any further appeal is filed with the office of the Commissioner of Insurance whose decision is final.

31. **MINIMUM AGE**—Students attending courses at the Mississippi State Fire Academy must be a minimum of 18 years old.

32. **UNAUTHORIZED PERSONNEL**—Unauthorized personnel are restricted from the State Fire Academy Field Training Complex.

33. **FIRE FIGHTER STAMINA**—Fire fighter training can be a physically and mentally stressful activity. Training requires considerable physical exertion—exposure to high temperature and humidity levels, and toxic atmospheres. It requires working at height and in confined spaces. Results could cause elevated body temperatures, increased pulse, respiration, and blood pressure, and the ability to react quickly to emergency situations. Persons with known heart or lung disease, hypertension, pregnancy, or other medical or mental conditions are advised to check with his/her personal or department physician before participating in any of these activities.

I HAVE READ THE ABOVE RULES.

PRINT NAME

SIGNATURE

ADVANCED VOLUNTEER FIREFIGHTER



CANDIDATE INFORMATION

PERSONAL INFORMATION

NAME _____ **D.O.B.** _____
DEPT. _____ **COUNTY** _____

ANY KNOWN ALLERGIES _____

ANY CURRENT MEDICATIONS _____

PRIOR MEDICAL HISTORY _____

EMERGENCY CONTACT INFORMATION

NAME _____

RELATIONSHIP _____

PHONE # _____

ALT. PHONE # _____

I HAVE READ THE ADVANCED VOLUNTEER FIREFIGHTER PACKET AND AM PREPARED TO ATTEND THE COURSE.

PRINT NAME _____

SIGNATURE _____