

Welcome to the El Camino Fire Academy

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Introduction

Academy Hours -

Full-time Academy – Monday thru Friday 0745 to 1700

Part-time Academy – Tues., Wed., Thurs. 1730 to 2140

Saturday & every other Sunday 0745 - 1700

Recruits are expected to be in formation and ready for inspection 15 minutes prior to class start times. All materials for evolutions for the day and pt will need to be set up before inspection time. Plan to be here at least 1 hour before class starts to be able to get ready for the day.

Lunch –

Lunch is 1 hour. Recruits are required to bring their own lunch and will not be allowed to leave the training center.



Uniforms

Dress Uniform –

Dress Uniform Shirt – Light Blue with military creases. Nametag on right breast. Academy patch on left shoulder. Make sure it is pressed everyday for inspection

Navy blue pants - Nomex is not required.

Work Boots – Chippewa style, Front Zipper, High Top
- Make sure they are shined to perfection for inspection

White Shirt – With El Camino Logo. Worn under the dress uniform shirt You will purchase these latter.

Belt – Solid Black with rounded buckle.

Mentor Tip:

Make sure there are no strings showing anywhere on the uniform.

Make sure your gig line is straight. A Gig line is the edge of your shirt to the edge of your belt to the edge of your fly.



Uniforms

- **Physical Fitness Uniform**
- **All to be purchased later today**
 - White shirt – with El Camino logo. Tucked into shorts.
 - Blue workout shorts.
 - Jogging shoes(White Only)



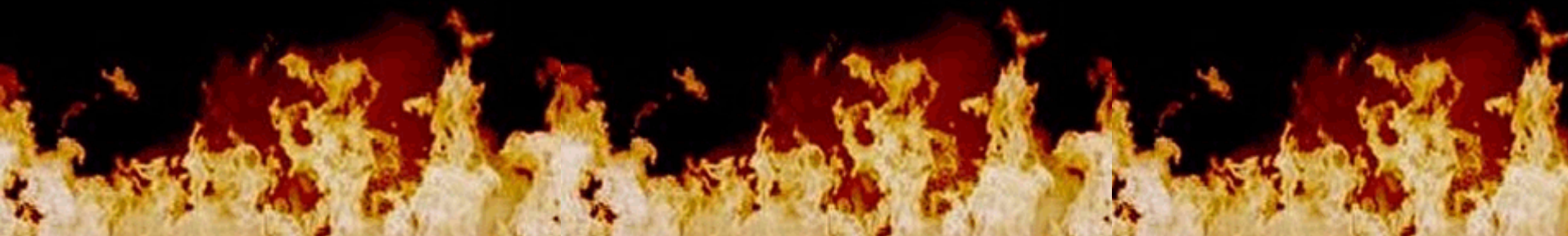
Uniforms

Work Uniform –

Work Boots – Chippewa style,
Front Zipper, High Top

Blue Shirt – With El Camino
Logo. Tucked into pants

Belt – Solid Black with rounded
buckle.



Uniforms

Additional Uniform Information-

All male personnel are to be clean shaven.

Haircuts are to be of military type.

Fingernails are to be clean and clipped.

Nothing of value in pockets of uniform or turnouts.

No personal jewelry. Wedding Rings are acceptable although advised against while at the training center.

Wrist watches are allowed but suggested to be cheap and inexpensive.

No sunglasses on the drill yard at **any time**. Glasses may be worn in the class room.

Mentor Tip:

Make sure there are no strings showing anywhere on the uniform.

Make sure your gig line is straight.



Discipline

Discipline will be strict and fair – but also **FIRM**

Recruits may be terminated from the academy for the following reasons

1. Failing grades (70% avg. each on written or manipulative)
2. Failure to abide by rules and regulations
3. Disrespect of instructors or staff
4. Safety violations
5. Any reason in the opinion of the staff that would warrant such action

No Smoking anywhere on the grounds

Water is the only substance allowed in the classroom.

Mentor Tip:

only bring small to mid size water bottles and always keep them off the desks

No alcoholic beverages of any kind

No walking on the drill yard. **ALWAYS DOUBLE TIME.**

No Gambling

No outside visits to fire stations without prior approval of instructor

Mentor Tip:

Instructors and all other persons directly connected with the staff will be addressed as “Sir/Mam” or Chief/Captain or Mentor/Firefighter

ex) Sir Recruit Emery What is a NaderPin Sir?

Excuse me Chief Mays recruit Emery may I have a minute of your time Sir?



Flash cards

- Flash cards are to be handed in before inspection everyday of class in alphabetical order to either the instructor or a mentor. They are to be on lined 3 x 5 cards with the format as shown below
- They are to be written neatly in **black** ink or typed
- They should always be written in UPPERCASE letters

Mentor tip:

Most quizzes will be generated from these cards so make sure that your class has some way to get together and discuss the cards.

ALWAYS CHECK YOUR SPELLING!

The whole class should have the SAME type of gator clip, placed in the same place, to hold each of their cards

Recruit Emery
04/04/10
QUESTION: WHAT TYPE OF EXTINGUISHER WOULD YOU USE TO PUT OUT A GAS FIRE?

ANSWER : CLASS B

Flip the card this way



Class Captain Duties

- The class captain of the day shall:
 - Be the first to arrive and last to leave at the facility that day
 - Start of Day
 - All quiz cards are neatly stacked on the desk in the classroom. Making sure there are 10 cards for each recruit.
 - Overhead doors in the Apparatus Bay are open.
 - Roll door in the tower is open
 - Apparatus has been pulled out and positioned
 - Ladder nest pulled out and positioned
 - Fresh pot of coffee has been made in the kitchen
 - All recruits are in proper line-up formation, standing at attention, properly dressed, pre-inspection, and ready for formal inspection.



Class Captain Duties (cont.)

- During Academy Duties

- Assign clean up (make sure the academy stays clean through out the day/night)

Mentor Tip:

Assign this job at these beginning of the day making these people will responsible for maintaining these areas.

- Performing inventory on air bottles – Empty/Full
- Performing inventory on SCBA's – Working/Not Working (making sure that these units are tagged appropriately)
- During lunch wash and dry towels as needed
- Any lunch duties assigned by instructor



Class Captain Duties (cont.)

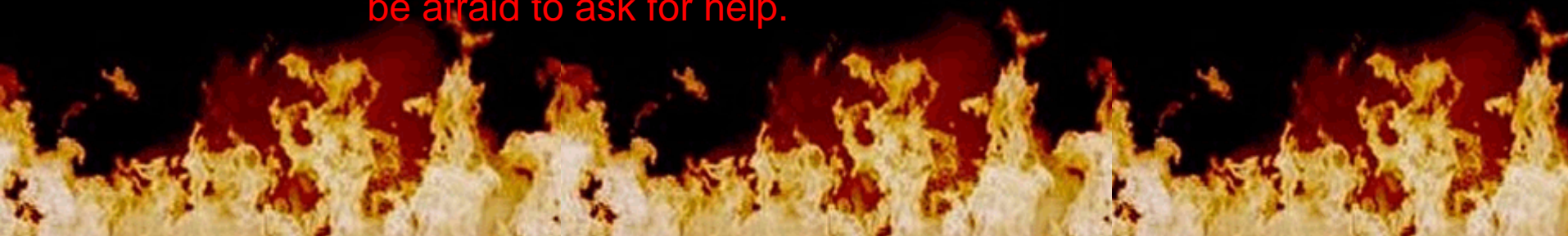
- End of day Academy Duties
 - All trash to be emptied
 - All housework and special assignments to be completed
 - Thermostats set in classroom, kitchen, upper hall way
 - Lights turned off
 - Doors checked for security
 - All recruits are off the premises in less the 5 minutes
 - Be the last one to leave wait for instructor to leave and then and ensure the chain link gate is closed and locked.

Mentor Tip:

Make sure you preplan your days so that you are prepared.

You should make your teams the day before so that there are no questions upon arrival the next day.

Delegate duties WE ARE TEAM make sure we act like it. Don't be afraid to ask for help.



Recruit Score Sheet

<u>Value</u>	<u>Item</u>	<u>Score</u>	<u>Total % value</u>
15%	Notebook		
10%	Quizzes	_____	_____
15 %	Mid-term Written	_____	_____
10 %	Manipulative Mid-Term	_____	_____
25 %	Final	_____	_____
25 %	Manipulative Final	_____	_____
		_____	_____
			Final Score



Absence Or Tardy

- During the time you are in the academy, any contact necessary with any City office or College office will require the recruit to obtain permission from one of the primary Training Captains. During your time at the academy there will be No visitations of any kind to ANY fire station unless authorized by one of the primary Training Captains.
- If for any reason you are unable to report to the Academy (if you are able to) shall contact the Academy (310) 419-4403 and explain to them what your situation is. If there is no answer, leave a message explaining your situation.
- The same procedure as listed above shall apply if you are going to be late.
- You must ALSO contact the class captain or at least one other recruit and notify them of a tardy or absence. This information is to be relayed at time of line-up inspection to the primary instructor that day.



Absence Or Tardy (cont.)

- Upon returning to the Academy you will be required to submit in writing your reason's) for being later or absent. Absences and tardiness will require make-up work and may lead to the recruit being terminated from the Academy.
- According to college policy you may miss 12 hours of class before you will be dropped from the Academy.
- When a recruit is more them 30 minutes late, that tardiness constitutes a minimum of 4 hours late unless the tardiness exceed 4 hours in which actual time away will be counted
- Bereavement absence: the following immediate family members apply: Mother, Father, Sister, Brother, Spouse, Child, Grandparents. The same notification procedures apply.



Telephone Calls

- If it is necessary for you to receive an emergency call, or if you are going to be later or absent the business phone number for the Training Center is
- (310) 419-4403
- **Mentor tip:**
 - Before you leave today make sure you have at least three recruits phone numbers so that if you have someone to call if you are going to be late or tardy. **ALWAYS TRY TO NOTIFY THE ACADEMY OF SUCH A OCCURANCE IF YOU WILL NO BEFORE HAND.** See next slide for information on how to do this.



Injuries

Notify a primary instructor immediately of any injury. This is necessary to protect your rights under the workman's compensation laws. The primary instructor must generate a brief written report of any injury sustained describing what happened, when where, and witness if any, as soon as possible. This short report is forwarded to the college's Health and Safety Office. You must also fill out a Report For Vocational Students form that you see on the next slide. This form may be obtained from the instructor at the time of injury.



Injuries

EL CAMINO COLLEGE
REPORT OF INDUSTRIAL INJURY FOR VOCATIONAL STUDENTS

This form is to be completed by the Immediate Supervisor in connection with each Industrial Injury. ALL ITEMS MUST BE COMPLETED. Both the Supervisor and the injured vocational student are to complete and sign this report. The Division Dean or Director must review, sign, and forward the completed report to the Office of Health and Safety within 24 hours following the incident or onset of illness.

Student Name		Social Security Number
Home Address		Phone Number
Sex: Male _____ Female _____	Course Title and Section Number	Date of Birth
Department in which Course is under	What days and hours do you work off-site?	Date of Enrollment in Course
Where Did Accident or Exposure Occur? (Address, City & County)		On College's Premises? Yes _____ No _____
What was student doing when injured? (Be specific. Identify tools, equipment or material the employee was using.)		
How Did The Accident or Exposure Occur? (Describe fully the events that resulted in injury or occupational disease. Tell what happened and how it happened. Please use back of form if necessary.)		
Object or Substance that directly injured student. (The machine student struck against or which struck him; the vapor or poison inhaled or swallowed; in cases of strains the thing he was lifting, etc.)		
Nature of Injury or Illness and Part of Body Affected		
Name & Address of Physician	If Hospitalized, Name and Address of Hospital	
Date of Injury	Time of Day _____ a.m. _____ p.m.	Was student unable to class on any day AFTER injury? Yes, date last attended, _____ No _____
Has student returned to class? Yes _____, Date Returned _____ No _____, Still out.	Was Another Person Responsible? Yes _____ No _____	

Student's Signature

Supervisor's Signature

Dean/Director's Signature

Date
PN69-1180-VS

Date

Date

Parking

Parking for recruit vehicles is provided in the drill yard. DO NOT park in the spaces next to the classroom. Every effort must be made to park on the drill yard grounds. If there is not enough parking on the grounds you may park on the street or across the street in the parking lot.



Safety

- Helmets are to be worn at ALL times outside of the classroom, kitchen, or apparatus bay area. Be advised that the Fire Academy training requires the practice of fire suppression and rescue operations. If, in the opinion of any one of the instructors you are considered a safety risk to yourself, instructors, or others, you will be dropped from the Academy. This may occur with prior warning.

Mentor Tip –

- If you think that you should be wearing gloves you probably should be. Always wear your gloves and your helmet.
- Save your back. Always lift with your knees not your back. You will be dropped from the academy if you can't remember this simple fact.



Academic/Manipulative Probation

- Recruits are required to maintain a **minimum** average of 70% on all test material both written and manipulative. The average must be maintained for each section of the academy and is not a cumulative mixture of written and manipulative.
- Recruits will be placed on quiz probation when they achieve below 70% on four or more quizzes. If the recruit is on quiz probation entering into the mid-term or final exam you must achieve a 70% or better on the written portion of the exam in order to continue on to the manipulative portion.



Academic/Manipulative Probation

- Recruits must achieve a 70% or better on each portion of the mid-term and final exam both written and manipulative.
- Once a recruit is placed on either academic or manipulative probation, and they do not improve in that area or they degrade in other areas, it is possible that they may not receive any further warning prior to their termination from the Academy.

EL CAMINO COLLEGE FIRE ACADEMY
NOTICE OF DEFICIENCY / PROBATION

RECRUIT NAME: _____ DATE: _____

CLASS # _____ REASON: _____

REMARKS: _____

RECRUIT SIGNATURE: _____

INSTRUCTOR SIGNATURE: _____

Facility Entrance

Recruits are to enter the building from the overhead doors in the apparatus bay only. Recruits are to enter the classroom through the door leading from the apparatus bay. Recruits are to only enter the upper hallway from the door nearest the classroom.

KNOCK BEFORE ENTERING

Recruits are to NEVER enter the facility from either the side classroom door nearest the parking lot or the glass door nearest the office reception area.

If you have any question about the rules and regulations of the Academy ask one of the Mentors or Primary Instructors.



Helmet/Notebook Letters

- Sign Haus – 13426 Roscrans Avenue # G Norwalk California 90650 (562)921-8856
- Vital Signs – 630 N.Sepulvada Suite 9B El Segundo, CA 90245 (310) 640-0345



Papers

You will be required to write three papers.

1 autobiography paper

1 Museum paper

1 Paper on a station research

Mentor tip-

Take your autobiography seriously. All the instructors read them to learn about the recruits.



Museums

- African American Firefighter Museum
 - 1401 South Central LA CA 90021
 - (213)744-1730
 - <http://www.aaffmuseum.org/>
 - (Tues,Thurs) 10-2pm
(2nd and 4th Sun) 1-4pm
- Museum of Tolerance
 - Simon Wiesenthal Plaza
9786 West Pico Blvd
Los Angeles, CA 90035
General Information: 310-553-8403
 - <http://www.wiesenthal.com/mot/>
 - MONDAY - THURSDAY 11:30 a.m. - 6:30 p.m.
Last entry 4:00 p.m. FRIDAY (Nov. - March) 11:30 a.m. - 3:00 p.m.
Last entry 1:00 p.m. FRIDAY (April - Oct.) 11:30 a.m. - 5:00 p.m.
Last entry 3:00 p.m. SATURDAY CLOSED SUNDAY 11:00 a.m. - 7:30 p.m.
Last entry 5:00 p.m.



Notebooks

- See notebook guideline for main details
- The notebook is meant to be an outline of things that you did in the academy that are not in your Fire Fighters Manual. Things that we teach you on the yard and in the classroom

Mentor tip-

Start your notebook TODAY. Get a separate folder for your notes and start it. If you get behind you will never get it done and you will miss the main point of the exercise. Typing your notes is a great study technique and impresses all who see your notebook later on.

