



CERTIFIED VOLUNTEER FIRE FIGHTER HANDBOOK

**ALABAMA
FIRE COLLEGE**

SERVE - SHARPEN - SUCCEED

ALABAMA FIRE COLLEGE

AND PERSONNEL STANDARDS & EDUCATION COMMISSION



INTRODUCTION

Our aim in producing this handbook was to create a single document where you would be able to access the information you are likely to need to conduct a Certified Volunteer Fire Fighter course under the auspices of the Alabama Fire College. This Handbook and corresponding policy documents form part of your contract with the Alabama Fire College to enable you to conduct this training.

This document provides an overview of the processes for delivering this training and outlines what you can expect from us as the accrediting agency. In return, we ask for a high degree of commitment and dedication while helping us achieve the goals and objectives of the Alabama Fire College.

I hope you find this to be a useful resource in conducting your Certified Volunteer Fire Fighter training. The most up to date information will be available on our website. However, if you are unable to find the answer to your question here, please feel free to contact me or a member of the Fire Programs staff who will certainly be able to find an answer for you.

Jason Jackson
Program Manager – Fire Fighter I/II

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ADMINISTRATIVE CODE OF ALABAMA

Chapter 360-X-1 General Regulations and Administrative Procedures

- (8) Specification for approved training for certification.
 - (a) To be recognized for certification by the Commission, training shall be obtained under the following conditions:
 1. All certification courses must have prior approval by the Commission. Those agencies desiring to have a course taught must submit AFC & PSC Form-09 entitled "Application for Course Approval" completed with all the required information.
 2. All certification courses must be taught using the current course curriculum approved by the Commission.
 3. All certification courses must be taught by an instructor certified to the appropriate level or otherwise qualified by his or her education and experience to a level demonstrating particular subject matter expertise.
 4. All certification courses must be taught at a facility appropriate to promote a learning environment and able to safely and comfortably accommodate the number of students involved in the course. Certain certification courses have more particular facility requirements as set out in the provisions below.
 5. All certification courses must have a sufficient number of students to facilitate the instructional process and ensure the safety of the student involved in the course. Certain certification courses have more particular requirements regarding the number of students as set out in the provisions below.
 6. The instructor will request that the state certification written examination be scheduled at the completion of the required training.
 7. Attendance of certification courses taught at locations other than the Alabama Fire College shall be restricted to members of Alabama state, county, and municipal agencies, except where courses are established through the AFC Industrial or DoD Programs Division or by an articulation agreement with a postsecondary institution.
- (9) Specification for approval as a fire training center.
 - (a) Any agency may, upon submitting AFC & PSC Form-08 "Inventory and Application for Approval as a Fire Training Center" to the Commission, be approved as a permanent Fire Training Center.
 - (b) An approved permanent Fire Training Center must undergo re-evaluation and approval at a minimum of five-year intervals. Such re-evaluation may also be required at the discretion of the Commission prior to the approval of any course as required in Section 8 above.

Chapter 360-X-2-.01 Certified Volunteer Fire Fighter

- (1) Entrance Requirements
 - (a) Prior to entering the certification course, the candidate shall meet the Entrance Requirements set out in NFPA 1001, Standard for Fire Fighter Professional Qualifications, as adopted by the Commission which shall be met by the following:
 1. The candidate must have on file with the Commission a Physical Statement (AFC & PSC Form 05) from a licensed practicing physician or such designee.
 2. The candidate must be able to read, write and communicate the English language.
 3. The candidate must be a minimum age of 18 years.
 4. The candidate must have successfully completed emergency medical care training that included infection control, CPR, bleeding control and shock management.
- (2) Certification Requirements
 - (a) Prior to certification, the candidate shall meet the general knowledge, skill, performance and additional requirements for Fire Fighter Level I as set out in NFPA 1001,
 - (b) Prior to certification, the candidate shall be a certified to Hazardous Materials: Awareness and Operations.
- (3) Minimum number of training hours
 - (a) A candidate for this level of certification shall have completed 160 hours of training during a period not exceeding twenty-four (24) months, the format and curriculum of which shall be approved by the Commission.

(4) Instructor Requirements

- (a) This course must be taught by an instructor who has been certified and approved by the Commission as a Fire Instructor.

(5) Course Description

- (a) This course consists of specific knowledge and skill objectives as identified in the Alabama Fire College and personnel Standards & Education Commission Curriculum for Volunteer Fire Fighter, current edition.

(6) Examinations

(a) Course Assessments

1. The instructor shall administer to the candidate a written test prepared and distributed to the instructor by the Commission at the end of each subject area of the course. The candidate must achieve a minimum of 70% on each end-of-subject examination.
2. The instructor shall train and assess each job performance requirement (JPR) during the course.

(b) State Certification Examinations

1. State certification examinations for Level I will be administered by the Alabama Fire College and Personnel Standards & Education Commission.

(i) Cognitive Examination

- (I) Cognitive examinations for Level I shall be conducted in-person and under the supervision of Alabama Fire College approved test proctors/evaluators.
- (II) An overall score of 70% is required for the successful completion of this examination.

(ii) Skills Examination

- (I) Skills examinations for Level I shall be conducted in-person and under the supervision of Alabama Fire College approved test proctors/evaluators and assessed on a pass/fail basis.
- (II) Two skill attempts are allowed on initial skills test day and re-tests may be taken after 30 days and within 12 months of the date of course completion.

(7) Administration

- (a) Scope. This standard identifies the performance requirements necessary to perform the duties of a Volunteer Fire Fighter.
- (b) Purpose. The purpose of this standard is to specify the minimum job performance requirements for a Volunteer Fire Fighter. It is not the intent of this standard to restrict any jurisdiction from exceeding these requirements.
- (c) General
 1. Each performance objective shall be performed safely, competently, and in its entirety.
 2. It is not required for the objectives to be mastered in the order they appear.
 3. The candidate shall meet all of the objectives for Volunteer Fire Fighter before being certified at that level.

(8) Objectives

- (a) The objectives of this standard are based on the ability of the Volunteer Fire Fighter to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards & Education Commission Curriculum for Volunteer Fire Fighter, current edition.

Author: Allan C. Rice Statutory Authority: Code of Ala. 1975, §§36-32-1, 36-32-12. History: Filed February 24, 1982. New Rule: Filed May 6, 1994, Effective June 10, 1994. Amended: Filed July 24, 1996; effective August 28, 1996. Amended: Filed January 22, 2001; effective February 26, 2001. Amended: Filed December 13, 2002; effective January 17, 2003. Amended: Filed May 8, 2008; effective June 12, 2008. Amended: Filed December 12, 2008; effective January 16, 2009. Amended: Filed May 9, 2014; effective June 13, 2014. Amended: Filed July 21, 2017; effective September 4, 2017. Amended: Filed October 30, 2017; effective December 14, 2017. Amended: Filed January 18, 2019; effective March 4, 2019.

APPLICATION PROCESS TO CONDUCT TRAINING

COURSE APPLICATION

AFC is continually seeking to improve our operations and processes. A part of improvement involves our ability to capture, synthesize, and process data. With the addition of regional training centers (RTCs), various course delivery formats, and student and instructor access to online materials it was necessary to modify the course application (formerly called the 'field course application'). These changes will result in a reduction in delays for the end users because the correct information will be captured beginning with a course request.

The course application should be used to apply for Certified Volunteer Fire Fighter courses. Departments should apply for these courses online, and they should be approved by the Regional Coordinator. As per AFC rules, this should be done at least 14 days prior to the official start date of the course. When applying for the CVFF course, the Hazardous Materials/WMD Awareness & Operations as well as the remaining three modules should be applied for.

Organizing a CVFF course is a team effort involving the volunteer fire department, Regional Coordinator and Fire Programs Distance Learning Coordinator. Planning and organization are the keys to making this process a smooth and successful one.

1. Indicate which local fire department will be hosting the course.
2. The hosting department/agency is the location of the department or agency where the course is being conducted.
3. The training location address must be completed in full and indicates the actual physical location where the training is being held.
4. The course coordinator is the person who completed the course application and with whom AFC personnel would interact. This is the person who should have all the course details.

Course dates: AFC is aware of the many different schedules that our constituents work. As such, we encourage departments to offer courses that will allow as many to attend as possible. This means offering courses on alternative schedules including shift based, nights, and weekends.

5. The course format indicates the course delivery method. A detailed description of the course delivery methods and associated courses can be found online.
6. Marking "AFC Online access" prompts AFC staff to place students and instructors with valid email addresses into the AFC Online platform so that they can access the instructional materials, quizzes, etc. through the internet. Having student and instructor information two weeks in advance of a course start date assists Certification, Curriculum, and IT to ensure that instructors have access to the most current curriculum available and students have access to course materials when the course begins.
7. The last 4 digits of SSN are needed to verify that the instructor and JPR/skills proctor/evaluator have the credentials to evaluate the students. In other words, the instructor and proctor are certified in the subject matter, they are teaching and have Fire Instructor I (or equivalent) at a minimum. Remember that neither ProBoard nor IFSAC allows anyone who has instructed a subject area or topic in a course to evaluate the skills/projects for that same subject/topic.
8. Participant Information:
 - a. Seats available-the total student capacity for the course
 - b. Reserved seating-the number of seats a department wishes to reserve for their or other personnel
If a department foresees that they will not be able to fill the number of reserved seats they originally anticipated, please contact your regional coordinator so he can decrease the number of reserved seats and increase the number of open registrations to maximize the number of students who have access to the training.
 - c. Open registrations-the number of seats offered by the host agency for outside students
9. Indicating the Requested Cognitive Certification Test Type will assist Certification and IT in ensuring that the examination materials are prepared for distribution in a timely fashion. Test materials, whether online or hard copies, have to be prepared so that tests can be administered at the end of each course. When a CVFF course is applied for, the following must be included:
 - Date the orientation will be held for Module 1.
 - Dates, location and time of all Skills Sessions. Skill Sessions are subject to monitoring by AFC personnel.
 - Course Coordinator's contact information. This information should be forwarded by the Regional Coordinator to the Fire Programs Distance Learning Coordinator as soon as possible.

STUDENT REGISTRATION REQUIREMENTS

Please have students **write legibly** or have them type information into the registration form and print it out. All documents must be submitted at the time of registration.

- Students must be at least 18 years of age on the official start date of class. (Exception: a student under age 18 may be admitted only if he/she is enrolled in a Commission-approved secondary educational career-technical educational program or a sanctioned Fire Explorer Program with documentation on file with the Certification Unit.)
- Students must be a member of a volunteer fire department or a Commission-approved secondary educational career-technical educational program
- Pursuant to NFPA 1001, Standard for Fire Fighter Professional Qualifications, students for the CVFF, must have a physical statement, from a licensed practicing physician or such designee, on file at the AFC prior to the first day of class. This is AFC & PSC Form 05.

Please send to:

Postal: Alabama Fire College, Registration, 2501 Phoenix Drive, Tuscaloosa, AL 35405

Email: registration@alabamafirecollege.org

Fax: (205)391-3758

INSTRUCTIONAL STAFF

The instructional staff is one of the most vital parts of Certified Volunteer Fire Fighter training. Staff set the tone for the success or failure of the class. The instructors must be well versed in multiple teaching methodologies, and mentorship is strongly encouraged. The instructional staff required to conduct recruit training will consist of a course coordinator, lead instructor, and assistant instructors.

COURSE COORDINATOR

The Course Coordinator is the person who completed the course application and with whom AFC personnel would interact most frequently. This is the person who should have all the course details. In addition, the course coordinator should be thoroughly familiar with the Certified Volunteer Fire Fighter Handbook. Specifically, details related to AFC policies and procedures, AFC Online, the injury and medical forms, exposure reports, termination procedures, registration, certification, JPR testing, the Recruit "Trainee" School agreement, and the training facility checklist, to name a few.

LEAD INSTRUCTOR

The lead instructor is primarily responsible for ensuring that the academic knowledge and practical skills are delivered in a positive, productive, and effective manner. The Lead Instructor, and those assisting with instruction, will be the primary point of contact for the students, not the Regional Coordinator nor other AFC staff. The following credentials are needed to serve as a lead instructor for Certified Volunteer Fire Fighter training:

- Fire Fighter I or Certified Volunteer Fire Fighter certification
- Fire Instructor I certification
- Three years as a certified Fire Fighter I or Certified Volunteer Fire Fighter

ASSISTANT INSTRUCTOR

The Assistant Instructor assists in all facets of instruction for which he/she is qualified as well as logistical support for the lead instructor. Assistant Instructors must be qualified personnel. All those involved in instruction in a CVFF course are encouraged to take "Introduction to AFC Online". This short course is located on the site and is an orientation to online learning. Each person involved in instruction should be assigned students. That number should not exceed a reasonable span of control. He/she will mentor their assigned students while assisting with the class, as a whole.

CURRICULUM REQUIREMENTS

IFSTA'S 7TH EDITION *ESSENTIALS OF FIREFIGHTING*

The curriculum used in all recruit courses is the 7th edition of IFSTA's *Essentials of Firefighting*. This textbook is to be used in conjunction with AFC Online. The most up to date teaching outline, PowerPoint presentations, and supplemental materials will always be found in AFC Online.

AFC ONLINE

End of Subject Testing:

All end of subject testing is done through Respondus Lockdown browser and must be proctored by the instructor. If you are testing in a computer lab or department issued computers, the lab version can be downloaded here:

LockDown Browser: lab edition - [Windows](#) or [Mac](#)

If they are testing on personal computers, they will be directed to the link if they attempt to open a test using another browser.

It is highly recommended that students take the practice quiz on LockDown Browser.


Respondus LockDown Browser is required for this quiz.

Click [here](#) to download the installer.


Please note that the Respondus LockDown Browser does not work on ChromeBooks or Android Tablets.

End of subject exams are hidden from the student until it is time to take the test.

To make the test visible, click the "Turn editing on" button in the top right-hand corner of the course screen:



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Turn editing on

Fire Fighter I-II

This course uses the IFSTA manual *Essentials of Fire Fighting and Fire Department Operations*, 6th Edition. You are strongly encouraged to use the reading assignments in this manual to supplement your learning.

This course is based on NFPA 1001 - Standard for Fire Fighter Professional Qualifications, and may lead to IFSAC and Pro Board certifications. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a fire-fighting team under direct or general supervision in hazardous conditions. The FF I/II course consists of a combination of classroom study, drill field practice, and training evolutions that will prepare the firefighter to perform most fireground functions under the supervision of an officer or experienced firefighter. Successful completion of all written exams, practical exercises, and a passing score on the state certification exam is required for graduation.







Revised 6-23-2016



Items that are in gray are visible to the instructor, but not to the students.

Scroll down to the exam you wish to give and select Edit → Show.

Chapter 1 - Orientation and Fire Service History

Student Assignment	Edit ▾
Read <i>Essentials of Fire Fighting</i>, Chapter 1	Edit ▾
Presentation Materials	Edit ▾
 Chapter 1 FF I-II-Slide Presentation	Edit ▾
 Chapter 1 FF I-II Lesson Plan	Edit ▾
Skill Development	Edit ▾
 Chapter 1 - FF I-II Skill Sheets	Edit ▾
Hidden from students	
Chapter Review	Edit ▾
 Take the Chapter 1 Quiz	Edit ▾
End of Subject Test	Edit ▾
 Chapter 1 End of Subject Test- Requires Respondus LockDown Browser	Edit ▾
Hidden from students	Show
Additional Activities (OPTIONAL)	Edit ▾
Hidden from students	
 Chapter 1 Discussion Prompt	Edit ▾
Hidden from students	

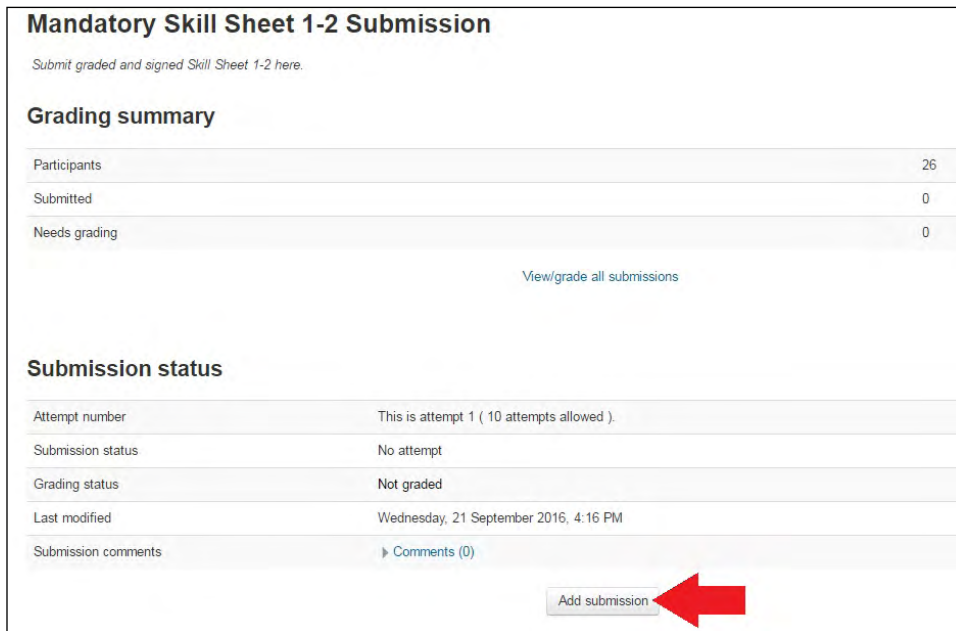
Once testing is complete, the test must be hidden again.

Use of Submission Boxes:

When asked to submit documents, select the link labeled “submit.”



Select “Add submission.”




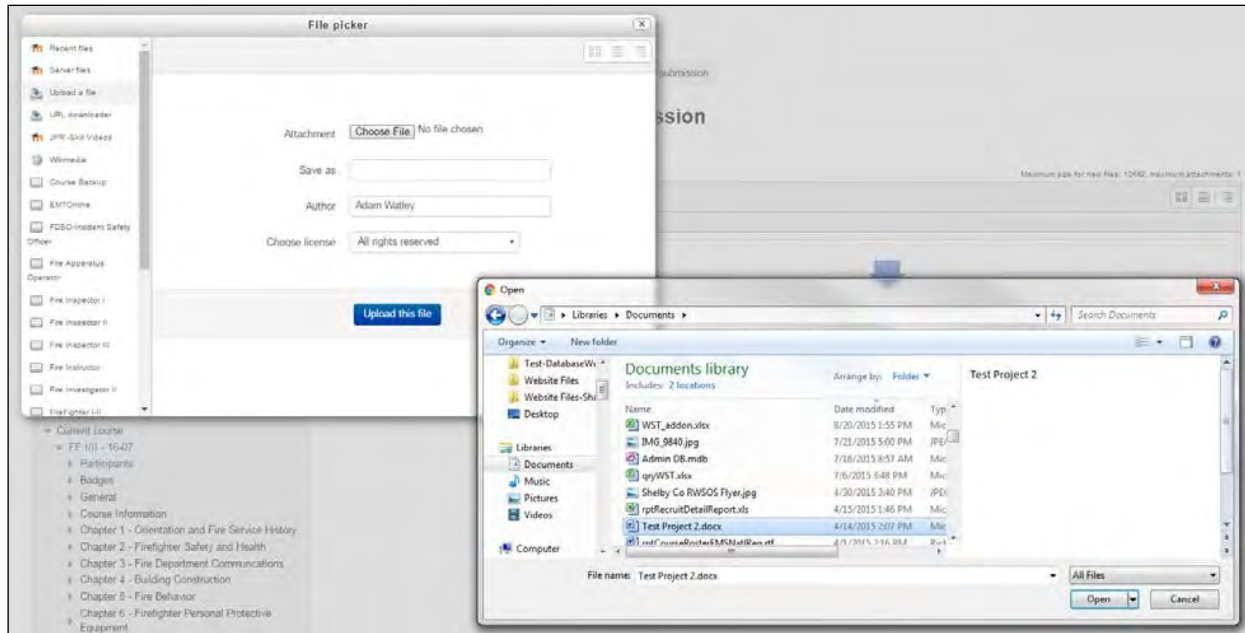
From this page, you have two options for loading files.

You can select the paper icon at the top left of the screen, or you can “drag and drop” your files:

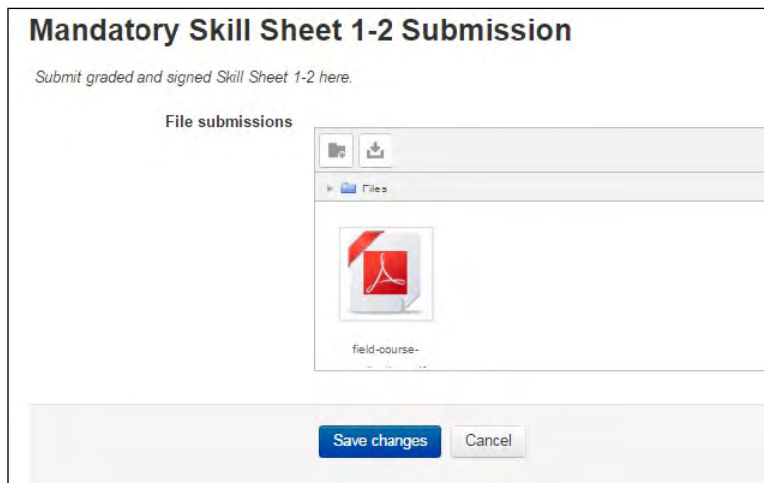


Add Files:

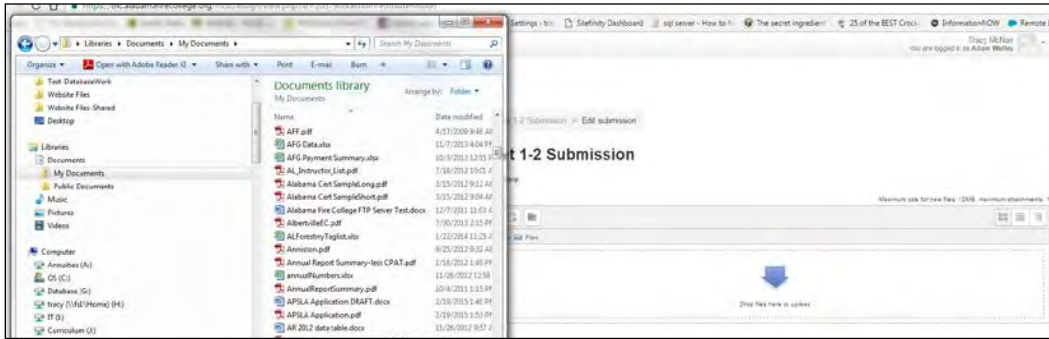
If you choose to add files, select the paper  icon. When the form comes up, make sure on the left it says "upload a file" and then select the "choose File" button. Find your file in the window, select and then select the "open" button. Find your file in the window, select, and then select the "open" button. When the file manager window closes, the "upload this file" button must be chosen.



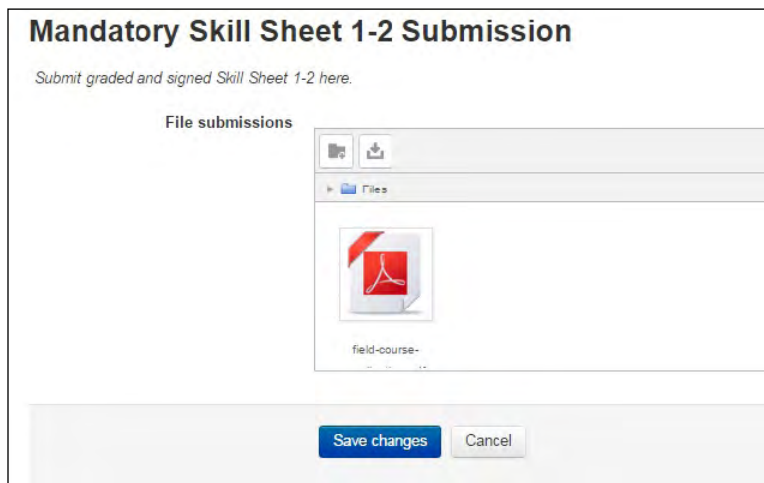
Your file will now appear in your file submissions box. Select save changes.



Drag and Drop Submission: To “drag and drop” a file, open your computer folders. Find the file you want to upload. Select the file. Hold the mouse button down, move the file to the window until you see a note below the file labeled “move.” Let go of the button.



Your file will now appear in your file submissions box. Select “save changes.”



CERTIFICATION AND TESTING REQUIREMENTS

Please direct inquiries to the Certification Division at certification@alabamafirecollege.org.

- Accreditation
- ADA
- Appeals/Rescore
- Audit
- Certification
- Course Prerequisites
- Privacy/Confidentiality
- Recertification
- Reciprocity
- Retest Policy
- Skills Examination (JPR Testing)
- Standard of Training (NFPA)
- Test Administration
- Test Development, Security & Analysis
- Test Eligibility
- Test Preparation
- Test Scores
- Written Examination

POLICIES:

- Certification & Testing Process
- Facilities & Equipment Requirements, Admin Code 360-X-1 – Specifications for approval as a fire training center
- Safety & Health Requirements
- Skills (JPR) Testing
- Skills Evaluator Selection Criteria
- Skills Testing Orientation – Evaluators
- Skills Testing Orientation – Candidates
- Skills Testing Safety
- Skill Selection for JPR Testing
- Skill Evaluator Duties
- Proctor/Evaluator Discipline
- Skills (JPR) Test Day Outline

IFSAC/ProBoard Accreditation:

The accreditation of AFC's certification processes by ProBoard and IFSAC assures complete compliance with the procedures and criteria established by these accrediting entities. AFC is proud to act as a certifying agent under their sponsorship. Currently, AFC issues certification automatically and at no further charge for the individual upon successful completion. Please visit the websites at www.TheProBoard.org (individually accessible certification look-up) and www.IFSAC.org for more information.

ADA:

Anyone needing special accommodations for certification programs and/or testing shall request such provision no less than thirty (30) days prior to the scheduled event. Requests must be submitted by the student along with the appropriate disability documentation on official letterhead and verified by an appropriate physician. Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Appeals/Rescore:

Students may request an appeal in writing within 30 days of the testing event (written or skills). As a result of procedures in place to score and verify scores, students are not encouraged to request hand-scored answer sheets, as the equipment is checked for accuracy on a regular maintenance schedule.

Audit:

A student may choose to audit (no certification testing) a course at AFC and receive a certificate of attendance. Once the declaration for the audit has been filed and processed, the student will not be allowed to recant and test. Students who fail a retest or fail more than three initial end of chapter tests will become audit students for the Module only, and will have to retake and pass the audited Module prior to being certified.

Certification:

Certification requirements for each certification course are any specified prerequisites and successful completion of the written and skills examinations. All testing/certification paperwork must be completed and ALL required signatures, dates, hours, scores, topics, etc. received before certification can be awarded. Upon successful completion and receipt of the required paperwork, a certificate with the Alabama and applicable ProBoard seal and/or IFSAC seal will be mailed within a few weeks after testing. This certificate is automatically registered with these entities with no further application or fees needed for this recognition. Certificates may be mailed to the student's home address upon written request to the Certification office. Duplicate or replacement certificates can be obtained by written request and a \$15.00 fee. A Certification Record Listing (transcript) can be obtained by written request only.

Course Prerequisites:

For certification, individuals may attend certification courses upon registration accompanied by proof of prerequisites. A student must meet all prerequisites and forward the appropriate documentation to the Certification Unit prior to attendance. Prerequisites are listed on our website under the training program course description, certification criteria, and syllabi. When a course requires certification as a prerequisite, accepted proof is a certificate from an agency accredited by either ProBoard or IFSAC. When the prerequisite is proof of training, a completion document signed by the agency who conducted the training or other verifiable documentation of that training is required.

Privacy/Confidentiality:

AFC has established policies and procedures to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). The examination scores are confidential. No actual scores will be given by telephone. Certificate information is deemed as a public record and can be conveyed to officials of a fire fighter's department unless the College is notified in writing on a yearly basis not to issue this information. A student desiring his/her grade to be released to another entity must indicate in writing which scores can be disclosed and the organization to which the scores can be revealed. Please use the Certification Record (Transcript) Release form located under the forms section of our website. Student record policies and procedures can be obtained from our website or by contacting our office.

Recertification:

Any individual who has previously been issued Fire Fighter I certification by the Commission, and whose Fire Fighter I has expired, may be recertified by successfully completing a Fire Fighter Recertification Course as prescribed by the Commission. More information is available on our website.

Reciprocity:

The State of Alabama requires a minimum number of training hours to serve as a fire fighter. Individuals seeking employment in Alabama as a fire fighter and have prior training to the Fire Fighter I level may apply for Reciprocity. More information is available on our website.

Retest Policy:

Students have the opportunity for a retest to be taken after 30 days from the original test date and within one year of the course completion date. Any student who fails to complete the required examinations within 12 months of course completion must complete the course again to sit for another test. Students appearing to take a retest must show a driver's license or other acceptable photo identification. Open Testing (Initial and Retest) is conducted at AFC Campus on the first and third Friday of each month at 2 pm. Students should contact the Certification Unit to schedule a test at least one week prior to the desired test date. Department of Defense (DoD) and Out-of-State students that need alternate testing arrangements should contact the Certification Unit. Retests may be given in conjunction with other regularly scheduled certification tests & the request should be routed through the appropriate regional personnel. Please refer to the Regional Map section on our website for Regional personnel contact information.

Skills Examinations (JPR testing):

Skills (Job Performance Requirements/JPR) evaluations are required for certification per course and administered by trained evaluators. The skill/practical examination is administered at the end of each certification course for most courses. Skill sheet packages are available on our web page. For project-based courses (Fire Instructor I-III, Fire Inspector I-III, Fire Officer I-IV, FDSO-HSO & ISO, HMIC, & PFLSEI) students complete and submit project work during the course. Projects are graded by a trained evaluator.

Standard of Training- National Fire Protection Association (NFPA):

AFC uses the Fire Service Professional Qualifications Standards of the National Fire Protection Association (NFPA) for the basis for all certification training. The complete current standards are on file in AFC's Curriculum Division. Visit www.nfpa.org for current standards and updates.

Test Administration:

Written examinations are routinely administered at the end of each certification course at the training location by an official AFC Proctor. Written examinations are administered only to individuals that have met all course requirements as listed on each course's Certification criteria, including all prerequisites, course hours and skills requirements. Proctor procedures are followed in a uniform manner regardless of testing site.

Test Development, Security, and Analysis:

Every question on the written examination is cross-referenced to the appropriate teaching outline, reference text, and to the National Standard to ensure it is covered in depth in the course. Test questions are taken from nationally accredited test bank system or developed in-house by subject matter experts. Multiple versions of the written examination are developed for each certification level. Security checks are in place to ensure the accuracy of the scoring process. Analysis of exam questions is completed routinely after test administration.

Test Eligibility:

A student must complete all portions of a certification course, both classroom and practical, to be eligible for testing and certification. It is the responsibility of the host fire chief/course coordinator/instructor to ensure that every student meets ALL attendance and skill requirements for certification courses and relay that information to the test proctor before administration of the written test. Certification candidates with incomplete certification files where certification testing has occurred, but the certifying agency certificate is pending, the candidate may sit for the exam but will not be processed for certification until the Certification Unit has received all documentation.

Test Preparation:

To avoid the need for a retest students are urged to purchase the required textbooks and begin reading prior to the start of the first class. Course syllabi's containing pertinent course information help guide students on what to begin studying prior to the class. Additionally, studying each night between classes further prepares students for the written exam. Students should also pay close attention to the instructor's teaching outline, slide presentation(s), and take notes during class.

Test Scores:

GRADES ARE NOT RELEASED OVER THE PHONE. Results are released after processing in order as received by the Unit (approx. 7-10 days after receipt) IF all course paperwork is also received. The actual score of the written examination is mailed or emailed to the student. If a student has not received a test score, please email certification@alabamafirecollege.org with contact and specific course information. Please note that final scores for project-based courses (Fire Instructor I-III, Fire Inspector I-III, Fire Officer I-IV, FDSO-HSO & ISO, HMIC, & PFLSEI) will take additional time to receive due to the evaluation of the projects by the Certification Unit. Students will receive an email containing the certification eligibility results (a hard copy will be mailed if the individual does not have an email address). This email is the first step in the notification process. If applicable, a certificate will be processed within approximately 30 days if the prerequisites, paperwork, and skills information have also been provided.

Written Examination:

The written examination is administered at the end of each certification course by an official AFC test proctor only to individuals who have met all the course requirements, including prerequisites, all course hours, and successful skills examination. Written examinations allow one minute per question.

CERTIFICATION AND TESTING PROCESS:

(AFC&PSEC Certification Policy # 702.09, see website for complete policy)

The Alabama Fire College and Personnel Standards Commission Policies, Procedures and Regulations of the Commission mandate the eligibility and prerequisite requirements. These requirements are published in the Catalog and Student Handbook, Course Syllabi, Course Description, and Course Prerequisite Charts, all located on the AFC website. AFC requires a test of both the requisite knowledge and the requisite skill. All AFC Written and Skills Tests are administered by AFC-Approved Proctors and Evaluators only.

1. Approved courses are open equally to career, volunteer, and non-fire-service personnel provided they meet the eligibility requirements. Individuals may attend certification courses upon registration accompanied by the appropriate proof of prerequisites. Requests to audit training may be considered by the appropriate Program Manager or Regional Coordinator.
2. Certification requirements are any Specified Prerequisites, Job Performance Requirements (JPR) and successful completion of the Written and Skills Examinations. The AFC policy and practice are to administer written examinations through objectively graded examinations where a score of 70 is required for successful completion and certification.
3. A student must successfully complete all portions of a certification course, both classroom and practical, to establish eligibility to sit for the state examinations. Upon the verification of prerequisites, successful completion of the course requirements, and written/skills testing, one certificate with the Alabama, ProBoard, and IFSAC (where applicable) seals will be mailed within (approximately) 30 days after testing. This certificate will be automatically added to the registries of the appropriate accreditation entity. No further application or fees are needed for this recognition.
4. If a student is allowed to sit for a certification exam but is ultimately deemed ineligible, then that exam will not be processed, or the certification will be revoked/rescinded.
5. The student may sit for the exam once eligibility has been established.
6. Students not successful in their first attempt must complete their retest attempt prior to the anniversary date of successful completion of the required course. Any student who fails to complete the required examinations within 12 months of course completion will automatically lose credit for any coursework completed.
7. Certification candidates with incomplete certification files where certification testing has occurred, but the certifying agency certificate is pending, the candidate may sit for the certification exam but will not be processed for certification until all documentation has been received. Candidates with pending prerequisites have 90 days from the date of the exam to submit the required documentation or eligibility for certification at the requested level will be rescinded.
8. In all cases, prior training and certification must be completed prior to progression to the next level.

SAFETY & HEALTH REQUIREMENTS:

(AFC&PSEC Certification Policy # 702.04, see web page for complete policy)

AFC utilizes the NFPA 1582 standard concerning safety and health to include Personal Protective Equipment that may be used in testing and/or training.

AFC utilizes the NFPA 1582 standard with regards to Personal Protective Equipment, and all other applicable equipment must meet the appropriate standard.

1. This statement is to reinforce that while AFC wants to provide an accurate training and testing environment for skills testing, it does not want to operate in a manner that may lead to an unsafe atmosphere or an environment that does not promote the health and wellbeing of the students/candidates it serves.
2. The policy also emphasizes that all approved training facilities are responsible for keeping their policies and procedures up to date and adhering to all applicable safety and health standards.
3. The following individuals are responsible for ensuring that health and safety is a priority:
 - a. Regional staff and Fire Programs Staff
 - b. Course Coordinators to include Instructional Staff
 - c. Proctors and Evaluators
 - d. Certification and Testing staff

SKILLS (JPR) TESTING:

(AFC&PSEC Certification Policy # 704.14, see web page for complete policy)

JPR (Job Performance Requirements) Testing administration will be consistent, following the established format and administered by an AFC-approved Regional Personnel, proctor and evaluator(s). The minimum percentage of skills drawn is twenty-five percent (25%) of the total JPRs of each level.

Skills can often be assessed as they occur throughout a program; however, a clear separation between training and testing must be established by the designated proctor/evaluator to the candidates.

71 total skill sheets

- FF I – 56 skill sheets (30% testing = 17 skills)
- FF II – 15 skill sheets (30% testing = 4 skills)

Certified Volunteer Fire Fighter

- 30% testing on course
- 14 mandatory skill sheets and 3 random drawn skill sheets tested (17 total)
- Module I
 - Mandatory skill sheets – 3-1, 6-1, 6-2, 15-2, 15-12
 - 1 random drawn (excluding mandatory skills) tested after Module III
- Module II
 - Mandatory skill sheets – 8-1, 9-1, 9-6, 12-1, 12-2
 - 1 random drawn (excluding mandatory skills) tested after Module III
- Module III
 - Mandatory skill sheets – 9-7, 13-1, 17-5, 18-2
 - 1 random drawn (excluding mandatory skills) tested after Module III
- Mandatory Skills tested at the end of each module, prior to each written test

Fire Fighter I/II

- 30% testing on course (21 total skill sheets)
- FF I – 17 skill sheets
 - Same 14 mandatory skill sheets from CVFF
 - 3 randomly drawn skill sheets
- FF II – 4 skill sheets
 - Mandatory skill sheets – 1-2, 17-7, 21-1
 - 1 random drawn skill sheet (excluding mandatory skills)
- Testing will be conducted as such:
 - All mandatory skills sheets will be tested during the week taught
 - Random drawn skills will be tested at the end of recruit school during the scheduled JPR testing day

Fire Fighter II

- 30% testing on course (4 total skill sheets)
- Mandatory skill sheets – 1-2, 17-7, 21-1
- 1 random drawn skill sheet (excluding mandatory skills)
- Testing will be conducted on the scheduled JPR testing day

Fire Fighter I/II Bridge

- 30% testing on course (11 total skill sheets)
- FF I – 7 skill sheets
 - These 7 will be drawn randomly from the 14 mandatory skill sheets in FF I
- FF II – 4 skill sheets
 - Mandatory skill sheets – 1-2, 17-7, 21-1
 - 1 random drawn skill sheet (excluding mandatory skills)
- Testing will be conducted on the scheduled JPR testing day

Fire Fighter I Recertification

- 30% testing on course (same as FF I – 17 total)
- Same 14 mandatory skill sheets from CVFF
- 3 random drawn skill sheets (excluding mandatory skill sheets)
- Testing will be conducted on the scheduled JPR testing days

To prove competency, psycho-motor skills objectives for these levels are examined through a process of practical skills testing using skills sheets that are graded on a pass/fail basis (minimum 70% to pass each skill sheet).

All individual skills sheets shall be referenced to the appropriate NFPA Standard, Chapter, or Requisite Skills Requirement. Each individual skill sheet is validated for content, accuracy, currency and resides in a skill sheet package, which is made available to each examination candidate (available via AFC website).

The following shall apply to all AFC skills testing (JPRs):

1. Team-based and individual skills are individually assessed.
2. The candidate must perform the skills sheet assessment to a minimum 70% competency and successful completion of all critical points.
3. All skill exams will be tested on a pass/fail basis. Any student who, in the opinion of the evaluator, is not qualified to perform the skill in the field shall not be given a passing score. Students must pass all required performance skills before achieving certification.
4. When performance in actual conditions cannot be duplicated, manipulative skills shall be permitted to be performed in a simulated environment. The simulation shall be realistic enough to allow for successful evaluation of the skills required by the actual condition.
5. The evaluator must be prepared to test ANY JPR for the certification level (and/or component thereof).
6. Skills testing evaluators shall have been trained in and understand the testing process by attending the Skills Evaluator Orientation annually. It is encouraged that a review is held by the proctor at each skills test administration of the station and staging locations, forms required, skills review, etc.
7. Skills testing evaluators shall not have taught the subject area being evaluated.
8. It shall be made known to the student when the teaching environment transitions to the certification testing evaluation environment.
 - a. During the evaluation, the student shall not be coached in any way.
 - b. Remediation can take place between initial test and retest.
9. The evaluator shall be responsible for ensuring all safety procedures are followed at all times during the evaluation.
10. The evaluator should use the appropriate approved skills sheets. Skill sheets are provided as part of the certification program and are available on our website under the Course Resources Table. Skill sheets contain the candidate/student ID only to provide confidentiality.
11. Performance evaluations shall be performed in an objective manner. All students shall be treated in a fair and equitable manner. All skill stations shall be set up in the same manner for each student. Once the evaluation begins, the configuration of the evaluation stations shall not be altered in any way.
12. Evaluators are to follow the instructions listed on the performance evaluation instruction sheet in testing skills.
13. Students shall be kept separated during evaluations to ensure accuracy and to prevent confusion by students witnessing a skill being performed incorrectly. All evaluation stations conducted within a structure will be separated so that the students taking the test cannot see or be seen by the other participants. If the station is outside, this can be accomplished by using available physical barriers or distance.
14. The testing may be scenario based when all skills can be tested in such a manner.
15. Student performance results will be kept confidential.

Teams of individuals can be tested as opposed to an individual. For team scenarios, it is not practical for each member to serve and be graded on each component of the skill(s) being tested. The following shall apply to the evaluation of skills conducted in the team format:

1. The team is graded on its ability to (or lack thereof) successfully complete the skills used to complete the scenario.
2. One or more scenarios shall be built around the selected JPR's using the training aids and devices available at the testing location. Student performance in relation to the JPR's will be evaluated during the scenarios using the adopted skill sheets.
3. Prior to the start of the evaluation, students working as a team will be advised that as team members, they will be permitted to communicate back and forth in a scenario.
4. In team evaluation, evaluators should closely monitor the candidate that is assigned to them. After skill station

is completed, all evaluators should discuss team dynamics and performance to guarantee that all items on the skills sheets have been addressed.

5. If a single team member is deemed by their evaluator to have failed, the team should repeat the skill, but only the failing student should be evaluated. A different evaluator should be utilized in this circumstance.

SKILLS EVALUATOR SELECTION CRITERIA:

(AFC&PSEC Certification Policy #705.02, see web page for complete policy)

The skills (practical) portion of all certification examinations is administered only by AFC-approved evaluators. A skill evaluator supports the regional director/coordinator at a test site and is responsible for observing practical skills examination candidates and for completing skills evaluation using established criteria (AFC-approved skills sheets) following all AFC policies and procedures. A skills evaluator training program has been established to maintain consistency and integrity in the evaluation of accredited programs, in accordance with NFPA standards and accreditation guidelines.

Requirements to become a Skills Evaluator:

1. Skills evaluators must complete the evaluator orientation PowerPoint available on the AFC website prior to each skills test. The orientation is administered by AFC regional staff.
 - a. The evaluator application contains the following statement, which the evaluator must sign:
“By my signature below, I attest that I have completed all required training as set forth by the Alabama Fire College, that I meet the eligibility requirements, and am willing to assume the responsibility to serve as an Alabama Fire College evaluator of performance (skills) exam. As an authorized evaluator, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities, and procedures outlined in the Alabama Fire College Training for Skills Testing power point. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the safety, security, and administering of the State of Alabama certification exam. I also understand by this agreement that the Alabama Fire College may contact me for verification purposes, and I grant permission for verification of my credentials. This form must be submitted annually for renewal.”
 - b. [Evaluator Training](#)
 - c. [Evaluator Approval Form](#)
2. Skills evaluators must complete and submit to AFC the skills evaluator application. (Regional staff will submit applications with the completed skills package.)
3. Skills evaluators may not be utilized to administer skills/practical examinations for courses that they have instructed to the candidates.
4. A skills evaluator must possess the certification level for which he/she is evaluating.
5. Application to serve as a skills evaluator must resubmit annually to maintain current status.

SKILLS TESTING ORIENTATION – EVALUATORS:

(AFC& PSEC Certification Policy # 705.03, see web page for complete policy)

Evaluators utilized for skills testing are required to attend the skills evaluator orientation prior to participating in random skills testing for certification.

[Evaluator Training](#)

Procedure:

1. A Certification/Testing Staff member or designee(s) (regional personnel, Fire Programs staff, proctors) shall be responsible for performing the skills evaluator orientation session.
2. This session instructs the evaluator on:
 - a. Station assignments
 - b. Testing time limits
 - c. Instruction to candidates (performance evaluation sheets)
 - d. Equipment needed
 - e. Proper handling of test interruptions

- f. Limitations on assistance to the student
 - g. General life safety instructions including rehab
 - h. Command post personnel
 - i. Proper completion of grading sheets and all forms to include a review of acceptable test performance criteria
 - j. Questions fielded from evaluators and candidates
 - k. Retest process
 - l. Appeals process for session
3. The evaluator must complete the evaluator application form. The form documents to evaluators credentials for performing the evaluation. This form must be returned to the AFC Certification/Testing office with the JPR test package.
 4. Prior to administering a skills based examination, all evaluators will complete the evaluator orientation training PowerPoint and the evaluator application form. The training is documented on the JPR report form. This training is input in the AFC database and is reflected on the individual's transcript.
 5. Evaluators must complete an individual skill sheet, which contains the following agreement statements:
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC).

By your signature above, you verify that you are qualified to serve as an Alabama Fire College Evaluator, have followed AFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.

SKILLS TESTING ORIENTATION – CANDIDATES:

(AFC&PSEC Certification Policy # 705.04, see web page for complete policy)

Students are required to attend the "[Candidate for Certification Skills Testing Orientation](#)" prior to participating in Random Skills Testing for certification.

Procedure:

1. A Testing staff member or his/her designee(s) (i.e. regional personnel, proctors) shall be responsible for performing the Skills Testing Orientation session.
2. This session instructs the candidates on testing policies, procedures, test security, staging, safety, questions prior to and during testing, times, form completion, etc.

SKILLS TESTING SAFETY:

(AFC&PSEC Certification Policy # 705.05, see web page for complete policy)

Safety officers shall be utilized during manipulative skill examinations as appropriate to the skill being tested to assure candidate safety.

Procedure:

1. The host department shall provide the proper tools, PPE and other equipment needed for testing all skills for the tested level unless alternative arrangements are made the AFC prior to the test.
2. AFC may provide needed items, not currently in a department's inventory or the department may borrow needed items.

SKILL SELECTION FOR JPR TESTING:

(AFC&PSEC Policy # 705.09, see web page for complete policy)

The Certification/Testing division utilizes a random selection process, (in addition to mandatory skill requirements for NFPA 1001 based courses) for skills associated with the JPRs and requisite skills for examinations in order to produce a unique set of skills in each testing session. This selection ensures that the draw is large enough to provide confidence that the candidate could perform all skills in the applicable standard for the level being tested. The minimum percentage of skills drawn is twenty-five percent (25%) of the total JPRs of each level.

AFC uses a computer-generated random process (in LXR) for JPR selection by individual skills sheets (per course/per certification level, noting some levels require mandatory skills completion). The random selection process ensures that the selection of skills is fair and impartial through enforcement of this process. By utilizing this process, this gives AFC the capability to produce a unique set of practical exams per skill administration.

The Testing division staff or designee will run the program so that the computer will generate the draw. This selection process will be completed for each practical test so that no intentional duplication of skills test occurs. Based on discipline variables, the Certification Unit Leader or designee may choose to alter the test accordingly. The use of the randomly generated practical test will eliminate any human factors that could, although unintentional, bias the test.

Procedure:

1. Upon selection, regional personnel are notified of the skills drawn for the Certification courses in their respective region. The skills are not shared with the instructor/coordinator of the certification course. Testing staff will supply the regional personnel the appropriate skills sheets package and scenarios.
2. Notification is made to the candidate of the skills for random testing only at Test Administration.
3. JPRs pulled by testing staff for certification courses shall be provided to the appropriate regional personnel approximately one week after the first day of class for recruit schools and with the written test package for all other course offerings.
4. "Live fire" requirement notification will be made to the appropriate regional coordinator. Live fire testing will be conducted during live burn or fire control training.

SKILLS EVALUATOR DUTIES:

(AFC&PSEC Certification Policy # 705.12, see web page for complete policy)

Skills evaluators shall adhere to the policies and procedures of the Certification/Testing Division during all Skills Test Administrations. The Evaluator will follow the policies and procedures outlined in the Skill Evaluator Orientation to provide consistent and objective evaluations.

Procedure: Skills evaluators shall perform the following duties during the evaluation:

1. The evaluators will be given a set of written instructions for performing a Performance Evaluation.
2. Skills evaluators shall use the AFC Performance Evaluation Grade Sheet and Individual Skills Sheets for the particular course that candidates are being evaluated. Skill Sheets contain the candidate/student ID only to provide confidentiality.
3. Skills Proctors and evaluators shall be responsible for ensuring the safety of the participants at all times.
4. Skills and evaluators shall stop the Skills Evaluation any time the safety of the student or evaluator is in question.
5. If a student is unsuccessful in his/her first attempt at completing a Skills Evaluation, the skills evaluator will document an explanation of the criteria performed inappropriately.

PROCTOR/EVALUATOR DISCIPLINE:

(AFC&PSEC Certification Policy # 705.14, see web page for complete policy)

A Proctor/Evaluator found to be in violation of any of the Proctor Policies and Procedures established by AFC may be removed from the AFC-Approved Proctor Listing.

Procedure: Any validated violation will be forwarded to Testing/Certification Unit Leader or designee, and the Proctor/Evaluator in question will be notified of the final decision as well as the AFC Executive Director.

SKILLS (JPR) TEST DAY OUTLINE:

(AFC&PSEC Certification Policy # 705.42, see web page for complete policy)

AFC uses an Incident Command System for maintaining flow and security during the certification JPR Skills Testing Process. The system shall operate from a command post and use a tracking system to ensure candidates fulfill the requirements of skills stations. The Regional Director/Coordinator (Fire Programs Coordinator for on Campus courses) normally functions in the Incident Commander (IC) role.

Procedure:

Prior to Skills Test Day, all auxiliary functions will be established to include:

1. All staff functions identified
2. Emergency Medical Crews will be designated if required
3. Minimum requirement will be a Certified EMT with appropriate first-aid equipment
4. Refreshments will be detailed to include breaks and lunch if needed
5. Ample refreshment stations will be strategically placed throughout the test site

Day of the Test:

1. Individual candidate will be verified upon arrival at the test site to determine his/her name appears on the roster to be eligible to take the test and verified by photo ID.
2. Evaluators will report 30 minutes prior to test time to attend the Skills Orientation Training provided by IC if needed. [Evaluator Skills Orientation PowerPoint](#) / [Evaluator Approval Form](#)
3. Five minutes prior to the test time, all evaluators will report to their respective stations.
4. The IC will provide the candidates with the Student Orientation to prepare for the details of the skills tests (Layout; Room Assignment; ID Assignment, Safety Messages, etc.). (Student Skills Orientation PowerPoint: <http://www.alabamafirecollege.net/topmenu/certification/evaluator-training>).

When the test begins, the Operations Sector will dispatch candidates to the Skill Stations on a timely basis.

1. Evaluators will greet the candidate as he/she approaches the station.
2. The evaluator will read the Skill Instructions & provide any scenario details to the Candidate as listed on the Skill Sheet and ask if there are any questions.
3. The evaluator at the conclusion of the scenario will thank the candidate and ask him/her to return to the Command Post or proceed to the Staging Area for the next Skill Station.
4. The evaluator will fill in all Evaluation Sheets before accepting another group of candidates.
5. The IC will review the score on the skill sheet and track failures for a retest.
6. Retest(s) will be scheduled when convenient during the testing procedure with a different evaluator.
7. Any complaints on the evaluation will be handled by the IC initially, and if no agreement can be reached, then candidate proceeds to submit an appeal.
8. Once a candidate has been to all the skill stations, he/she will be directed to the IC for Final Review of Test records and dismissal.
9. At the conclusion of the test, all evaluators will return all the Testing Supplies to the IC.
10. Evaluators will also be asked for their input for improvements to the Testing Process.

FACILITIES AND EQUIPMENT REQUIREMENTS:

(AFC&PSEC Certification Policy # 701.13, see webpage for complete policy)

AFC is committed to providing a safe and comfortable location for the candidate(s) to test. AFC and all approved training sites shall be aware of and comply with all the NFPA standards, Federal Laws and Alabama Administrative Code Requirements, Policies and Guidelines. Every effort is made to ensure that facilities, whether classroom for cognitive testing or drill field facilities for JPR testing is conducive to a safe and appropriate testing atmosphere.

All Certification Courses must be taught at a facility appropriate to promote a learning environment and able to safely and comfortably accommodate the number of students involved in the course.

The appropriate Section Chief and Program Staff (Regional Staff/Fire Programs Staff/DoD Program Staff) are responsible for facility site visits to ensure that each entity has the appropriate facilities for both the training and testing before course approval is granted.

1. Test Sites will be managed in a manner that is safe, appropriate for the type of test being administered and according to AFC Policies and the Alabama Administrative Code Requirements.
2. All training conducted by AFC and/or its approved training sites requires students to participate with protective clothing, SCBA, and any other equipment and supplies that meet NFPA standards within the last two editions of the NFPA Standard.
3. AFC reserves the right to evaluate any equipment used during training, and if it is deemed unsafe, then substitute Personal Protective Equipment (PPE), and/or equipment shall be brought in for any additional training to occur.
4. Approved Facilities must include adequate space for Written and Skills Testing to take place on the premises. Adequate space for the Written Exam is one where distractions during the exam are limited, and the Proctor can position the candidates enough to discourage cheating.
5. Approval for Computer-Based Testing is site specific, and final authority rests with the Planning Officer and IT Staff. Considerations for approval are student numbers, site capabilities, and site bandwidth, as a minimum.
6. If it is determined that there is not adequate space, an alternative test site must be provided at that time or the test must be rescheduled.
7. Adequate space for skills testing is appropriate props and equipment to demonstrate the Skills and Activities called for in the exam. There must also be appropriate Staging Areas to ensure that candidates cannot watch other candidates take the test and candidates can be separated by those who have completed a Test Station from those who have not.
8. AFC requires that the same procedures be enforced when conducting any Skills Testing for Certification that requires such equipment and/or protection. All applicable PPE and other equipment needed for testing stations shall meet the minimum standard for that particular item or in such cases where new standards have been published; then any item shall be evaluated for compliance with an older NFPA Standard.
9. Proctors are not allowed to guide or assist candidates in any way during their skills test but are charged with serving as safety officers and must immediately shut down any test station that is deemed unsafe. When a station is shut down due to safety reasons, the Proctor must note the reasons on the candidate's evaluation grade sheet.
10. Any equipment found to be defective, inadequate or incomplete during the practical (Skills/JPR) certification testing process, the candidate(s) testing will not be held accountable or documented as a failure. Rather, the candidate(s) will begin again with properly operating equipment.

TRAINING SCHEDULE:

The CVFF course consists of four modules. Each of the four modules will be 48 days long, beginning with the official start date. All elements of the course will occur during those 48 days. This includes online and classroom academic study, skills sessions and certification testing. Skills Sessions are scheduled by the instructor cadre. A list of scheduled skills sessions should be submitted to the Regional Coordinator and Fire Programs Distance Learning Coordinator as soon as possible. **Attendance at Skills Sessions is mandatory.** Skills Sessions are subject to monitoring by AFC personnel.

Class rosters should be filled out at Skills Sessions reflecting the hours spent practicing skills, plus the hours of chapter study as reflected on the site. At the conclusion of each module, each student is required to have spent at least 40 hours in training.

An orientation night **MUST** be held **at least** one week prior to the official start date of Module I. During this meeting, course requirements and expectations should be explained to the students, Personal Protective Equipment should be inspected to make sure it is compliant, the schedule for Skills Sessions should be distributed, and the log in process demonstrated. **The Regional Coordinator or a proctor/monitor will be at that meeting, therefore, the Regional Coordinator MUST be informed of the date and time of the orientation night. A beginning course roster and registration forms must be completed on orientation night and sent to registration.**

It should also be ensured that each student and instructor have access to the required textbook- *Essentials of Firefighting*, 7th edition.

NO ONE WILL BE ADMITTED TO THE COURSE AFTER THE OFFICIAL START DATE OF THE EACH MODULE.

Module I: This module consists of Chapter 23 then Chapters 1-5. Chapter 23, First Aid Provider, must be taught first to satisfy the entrance requirements for the rest of the course. There will not be an End of Subject exam (EOS) for Chapter 23. Following the completion of Chapter 23, Chapters 1-5 will be taught. There will be a required EOS exam for each chapter. See the Rules for Testing section for further details.

Chapter 23	Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5:
First Aid Provider	Introduction to the Fire Service and Firefighter Safety	Communications	Building Construction	Fire Dynamics	Firefighter Personal Protective Equipment

Module II consists of Chapters 6-10. There will be a required EOS exam for each chapter. See the Rules for Testing section for further details.

Chapter 6	Chapter 7	Chapter 8	Chapter 9	Chapter 10
Portable Fire Extinguishers	Ropes and Knots	Ground Ladders	Forcible Entry	Structural Search and Rescue

Module III consists of Chapters 11-15. There will be a required EOS for each chapter. See the Rules for Testing section for further details.

Chapter 11	Chapter 12	Chapter 13	Chapter 14	Chapter 15
Tactical Ventilation	Fire Hose	Hose Operations and Hose Streams	Fire Suppression	Overhaul, Property Conservation and Scene Preservation

Module IV: This is Hazardous Materials/WMD Awareness & Operations. The Student Manuals for the HazMat courses are on OLC already, so students will not be required to buy a textbook for the HazMat. However, they will need a current edition of the Emergency Response Guidebook (ERG). There are ERG apps available and the ERG is usually available from the local EMA. The AFC Bookstore also has copies that can be purchased at a reasonable cost.

A FINAL COURSE ROSTER IS REQUIRED TO BE GIVEN TO THE AFC REPRESENTATIVE ADMINISTERING THE CERTIFICATION TEST. All students that began the module should be listed on the final roster. The status of students who withdrew or that of any audit student should be listed plainly on the final roster.

LIVE FIRE TRAINING

Excerpt from AFC&PSC Administrative Code – §360-X-1

“(10) Specification for Training Involving Live Fire Evolutions.

(a) Training or instruction of any nature involving live fire evolutions, regardless of whether course completion results in certification, carried out by or in cooperation with the Commission or the Alabama Fire College shall be conducted by an instructor certified by the Commission as a Live Fire Instructor.

(b) Training or instruction of any nature involving live fire evolutions, regardless of whether course completion results in certification, carried out by or in cooperation with The Commission or the Alabama Fire College shall meet or exceed the requirements of NFPA 1403 Standard on Live Fire Training Evolutions, current edition.”

Pursuant to the Administrative Code, all Live Fire Training conducted during a recruit school for training or certification testing purposes shall meet or exceed the requirements of NFPA 1403 Standard on Live Fire Training Evolutions, current edition. The Live Fire Checklist shall be used as a template in developing the 1403 Burn Plan. The Course Coordinator or Live Fire Instructor-in-Charge shall be responsible for completing the required 1403 Burn Plan. This plan will include all aspects listed in NFPA 1403. Whether a permanent or mobile training prop is used, the previous Burn Plan may be used provided it is updated for each use. The host department or RTC shall retain each completed Burn Plan on file and submit the plan within the AFC Online course designated for that Recruit School.

LIVE FIRE TRAINING EVOLUTION CHECKLIST

Training Location	
Training Date	

Pre-burn Planning

Pre-burn plans made, showing the following:

- Site plan drawing, including all exposures
- Building plan, including overall dimensions
- Floor plan detailing all rooms, hallways, and exterior openings
- Location of command post
- Position of all apparatus
- Position of all hoses, including backup lines
- Location of emergency escape routes
- Location of emergency evacuation assembly areas
- Location of ingress and egress routes for emergency vehicles

- Available water supply determined
- Required fire flow determined for the burn building and exposure buildings
- Required reserve flow determined (50 percent of fire flow)
- Apparatus pumps obtained that meet or exceed the required fire flow for the building and exposures
- Separate water sources established for attack and backup hoselines
- Periodic weather reports obtained

Parking areas designed and marked:

- Ambulance Police vehicles Press vehicles Private vehicles

- Operations area established and perimeter marked
- Communications frequencies established, equipment obtained

Building Preparation

- Building inspected to determine structural integrity
- All utilities disconnected (acquired buildings only)
- Highly combustible interior wall and ceiling coverings removed
- All holes in walls and ceilings patched
- Materials of exceptional weight removed from above training area (or area sealed from activity)
- Ventilation openings of adequate size precut for each separate roof area
- Windows checked and operated, openings closed
- Doors checked and operated, opened or closed, as needed

- Building components checked and operated:

- Roof scuttles
- Automatic ventilators
- Mechanical equipment
- Lighting equipment
- Manual or automatic sprinklers
- Standpipes

- Stairways made safe with railings in place
- Chimney checked for stability
- Fuel tanks and closed vessels removed or adequately vented
- Unnecessary inside and outside debris removed
- Porches and outside steps made safe
- Cisterns, wells, cesspools, and other ground openings fenced or filled
- Hazards from toxic weeds, hives and vermin eliminated
- Hazardous trees, brush, and surrounding vegetation removed
- Exposures such a buildings, trees and utilities removed or protected
- All extraordinary exterior and interior hazards remedied

- Fire “sets” prepared:

- Class A materials only
- No flammable or combustible liquids
- No contaminated materials

Pre-burn Procedures

- All participants briefed:
- Building layout
- Crew and instructor assignments
- Safety rules
- Building evacuation procedure
- Evacuation signal (demonstrate)

- All hoselines checked:

- Sufficient size for the area of fire involvement
- Charged and test flowed
- Supervised by qualified instructors
- Adequate number of personnel
- Necessary tools and equipment positioned

- Participants checked:
- Approved full protective clothing
- Self-contained breathing apparatus
- Adequate SCBA air volume
- All equipment properly donned

Post-Burn Procedures

- All personnel accounted for
- Remaining fire overhauled, as needed
- Building inspected for stability and hazards where more training is to follow
- Training critique conducted

- Records and reports prepared, as required:
- Account of activities conducted
- List of instructors and assignments
- List of other participants
- Documentation of unusual conditions or events
- Documentation of injuries incurred and treatment rendered
- Documentation of changes or deterioration of training center burn building
- Acquired building release
- Student training records
- Certificates of completion

- Building and property released to owner
- Release document signed

PRE-BURN COMMENTS:	POST-BURN COMMENTS:

VERIFICATION, NOTIFICATION, and ACKNOWLEDGMENT

Print name and then sign.

INSTRUCTOR-IN-CHARGE: _____

DATE: _____

SAFETY OFFICER: _____

DATE: _____

AHJ: _____

TITLE: _____

DATE: _____

TESTING GUIDELINES:

Each chapter included in Modules I, II, III (with the exception of Ch. 23 First Aid Provider) concludes with an end of subject examination. Because of the importance of test security, the student is required to install Respondus Lockdown Browser if exam is taken online. Instructions and links for the installation are provided. NOTE: Respondus informs us at this time, that the Lockdown Browser CANNOT be used on Chromebooks due to licensing agreements.

While the formation of study groups is encouraged, end of subject exams ARE NOT a group effort, nor are they OPEN BOOK! End of subject exams should only be attempted after all reading assignments, power point presentations, videos and any other chapter content is completed. The lead instructor will assign a date and time for each end of subject exam and will monitor each exam. Exams should not be taken on “smart phones”, due to the possibility of loss of the internet connection. Due to test security issues, students cannot review their test questions, following the test.

The student must achieve a minimum of 70% on each end of subject exam. Should a student fail an end of subject exam, the lead instructor should counsel with that student, and then request that the Fire Programs Distance Learning Coordinator re-set the test if taken online. There is a limit of 1 re-test per chapter. Students failing a re-test will be placed in audit status. Students in audit status are encouraged to continue with their course work, so that they will qualify for a Certificate of Attendance for the module. They will not, however, be allowed to take the state certification exam at the end of the module. Students that successfully complete all end of subject exams for that module will be allowed to take the state certification exam for that module. If a student fails the certification exam for the module, the student may proceed to the next module prior to retesting the failed state certification exam.

ALL REQUIRED SKILLS, END OF SUBJECT EXAMS AND/OR RETESTS MUST BE COMPLETED BEFORE THE STUDENT CAN TAKE THE STATE CERTIFICATION TESTS. All end of subject exams and/or re-tests must be completed 1 week prior to the end date of the module. Any reason or situation that would interfere with this MUST be reported in advance to the Regional Coordinator and/or Fire Programs Distance Learning Coordinator.

A written certification and skills examination will be administered by AFC personnel at the end of each module.

Module IV, which is HazMat/WMD A&O, will be followed by a certification examination and required skills examination administered by the Alabama Fire College and Personnel Standards Commission.

Once all state certification and skills examinations are successfully passed for all modules, the student will be issued a Certified Volunteer Firefighter certification.

In addition to the above, the AFC will test a total of fourteen (14) mandatory JPR skills. These skills will be tested during each module. It is the responsibility of the Lead Instructor to obtain evaluators for the mandatory JPR testing. These individuals must be certified as Firefighter I or Certified Volunteer Firefighter.

MANDATORY SKILLS		
Module I	Module II	Module III
2-2, 5-1, and 5-2	7-1, 8-1, 8-2, 10-2, 10-7, and 10-8	11-1, 12-2, 13-2, 14-5, and 15-2

Questions concerning this should be directed to your Regional Coordinator.

AFC policy requires a picture ID before a student may take the certification test.

Absolutely no cell phones are allowed in the testing area. There are no exceptions.

HEALTH QUESTIONNAIRE FORM:

The Health Questionnaire Form should be completed by each recruit prior to the first day of class. This form is to help provide a continuum of care for any medical personnel should the recruit become unable to answer questions appropriately. The Course Coordinator, or his designee, will be responsible for evaluating and maintaining the Health Questionnaire Form during the Recruit School. Any information given on the form which may preclude a recruit from training should be forwarded to AFC. All HIPPA rules apply and the form must be kept in a safe location throughout the duration of the Recruit School and shredded after completion of the school.

Name: _____ Course: _____

SSN: _____ DOB: _____

Height: _____ Weight: _____ Age: _____ Sex: M _____ F _____

The information obtained from this document is intended for medical use only in the event you become ill or injured during the course of training and for medical screening purposes that might preclude your participation in training at the Alabama Fire College. The information contained is privileged medical information and for the expressed use of the Medical Staff of the Health Care Institution you might be referred to for any acute care.

MEDICAL HISTORY/ILLNESS: Do you have or have you ever had? (Please check yes or no)								
	Yes	No		Yes	No		Yes	No
Cardiovascular (Heart)			Neurological			Musculoskeletal		
Angina			Concussion			Arthritis		
Congestive Heart Failure			Dizziness/Fainting Spells			Back Injury		
Heart Attack			Loss of consciousness			Broken Bones		
Heart Rhythm Problems			Migraine Headaches			Bursitis		
High Blood Pressure			Seizures			Other: Specify		
Pacemaker			Stroke					
Palpitations			Other: Specify					
Other: Specify						Eyes/Ears/Nose/Throat		
						Blindness		
			Pulmonary (Lungs)			Color Blindness		
Gastrointestinal			Asthma			Sinusitis		
Bleeding Ulcers			Chronic Bronchitis			Other: Specify		
Peptic Ulcers			Collapsed Lung(s)					
Bleeding from Rectum			COPD					
Hepatitis			Pneumonia			Surgeries		
Gallstones			Other: Specify			Angioplasty		
Other: Specify						Appendectomy		
						Back Surgery		
			Blood			Cholecystectomy		
Endocrine			Anemia			Coronary Bypass		
Diabetes			Clotting Disorder			Hip		
Other: Specify			Other: Specify			Open Fractures:		
						Other: Specify		
MEDICATIONS (List)				ALLERGIES (List)				
NAME			DOSAGE					

Any history of heat related injury/illness? _____ (yes/no)
If so, to what extent?

Are you currently a smoker/smokeless tobacco user? _____ (yes/no)

Student Signature: _____

Witness: _____

INJURY & ILLNESS REPORTING:

The host entity agrees to report any illness or injury that involves medical treatment beyond first aid, an injury or illness that may result in days away from work or training, restriction of work or training, or loss of consciousness. While a student has the right to refuse treatment, instructors have an obligation to suspend training when, based on their professional judgment, the student's condition requires further evaluation by a physician. The AFC Training Injury Report Form below will be completed by the Course Coordinator or lead instructor and emailed to AFC within four (4) hours of the occurrence of the injury or illness. The host entity will cease the activity in which the injury or illness occurred, inform any sponsoring departments, and not resume such activity until AFC approves in writing such resumption. After an incident requiring medical treatment, the recruit may only resume training after providing a full medical release by a physician. The medical release should also be emailed to AFC.

INJURY REPORT:

Date & Time	Person Making Report	Name of Injured

Type of Training being conducted:		
Date of Injury:		Location:
Transported? If yes, where to & by whom:		
Instructor-in-charge:		
Total number of training participants:		
Total number of Instructors:		

INJURED FIRE FIGHTER or PERSONNEL

Age:	Years of service:
Pre-injury activities at training exercise:	
Pre-injury physical condition:	
Detailed description of injury:	

Check as appropriate:

Paid	VFF	Staff	Recruit (List department if not self-sponsored):
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Classify the injury from the following categories: (check the best category or categories)

Sprain, Strain	Wound, Cut, Dislocation, or Fracture	Smoke or gas inhalation, respiratory distress	Fire burns, Chemical burns	Heart attack, Stroke	Thermal Stress	Other
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PHYSICAL TRAINING REHAB GUIDELINES:

Due to the physical and mental rigors of drill field training, the recruits need ample time to rehabilitate sufficiently. These guidelines shall apply to all training activities where strenuous physical activity or exposure where temperature extremes exist.

Purpose: To ensure the mental and physical well-being and safety and security of students and instructors during training exercises.

Scope: These guidelines shall apply to all training activities where strenuous physical activity or exposure to temperature extremes exist.

Responsibilities:

- A. **Lead Instructor:** The lead instructor shall ensure that a rehabilitation group is established when indicated. The lead instructor shall maintain an awareness of the condition of each student operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health.
- B. **Rehabilitation Officer:** When established, the rehabilitation officer shall be responsible for rehabilitation of all training participants. The rehabilitation officer shall make adequate provisions prior to the start of the training exercise for the rest and rehabilitation for all students in the training exercise. These provisions shall include: medical evaluation, treatment and monitoring; fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level; it is recommended that Advanced Life Support (ALS) personnel and equipment be available.
- C. **Students:** During periods of hot weather, students shall be encouraged to drink water and activity beverages throughout the training exercise. During training evolutions students and instructors have an obligation to notify instructors and/or the rehab officer if they feel their fatigue or level of exposure to temperature extremes is detrimentally impacting them or their crew members. Individuals shall also remain aware of the health and safety of other members of their crew.

Establishment of Rehabilitation Group:

- A. **Responsibility:** The lead Instructor and/or Rehab officer will establish a rehabilitation group when conditions indicate. It is recommended that the EMSP with the highest level of training be responsible for the rehabilitation group.
- B. **Location:** The location for the rehabilitation group will normally be designated by the lead Instructor. If a location has not been designated, the rehabilitation officer shall select an appropriate location based on the site characteristics listed below in Section C.
- C. **Site Characteristics:**
 1. It should be an upwind location easily accessible by EMS units in case of transport.
 2. It should be far enough away from the training scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the training exercise.
 3. It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be a cool shaded area. During cold weather, it should be a warm dry area.
 4. It should enable students to be free of exhaust fumes from apparatus, vehicles, or equipment (including those involved in the rehabilitation Sector or the exercise operations).
 5. It should be large enough to accommodate multiple crews, based on the size of the class and be capable of setting up fans, tarps, etc.
- D. **Resources:** The rehabilitation officer shall secure all necessary resources required to adequately staff and supply the rehabilitation group. The supplies should include the items listed:
 1. Medical – EMT's, blood pressure cuffs, stethoscopes, oxygen supplies, cardiac monitors, thermometers, and intravenous equipment/fluids as needed.
 2. Fluids – Any combination of water, activity beverage, oral electrolyte solutions, and ice.
 3. Other – awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, blankets and towels, traffic cones and fire line tape (to identify the entrance and exit of the rehabilitation group).

Guidelines:

- A. **Establishing the need for a rehabilitation group:** rehabilitation shall be established during training activities requiring extreme physical activities, such as SCBA Week, Air Consumption Course, etc. However, the climatic or environmental conditions of the training exercise should not be the sole justification for establishing a rehabilitation group. Any training activity that is large in size, long in duration, and/or labor intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation. Climatic or environmental conditions that indicate the need to establish a rehabilitation group are heat stress index above 90°F or wind-chill below 10°F.
- B. **Hydration:** A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at training activities. During heat stress, the student (and instructors) should consume at least one quart of water per hour. The re-hydration solution should alternate between water and a commercially prepared activity beverage and administered as cool as possible. Re-hydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during training or other strenuous activity when protective equipment is worn. Alcohol and caffeine beverages should be avoided before and during heat stress because both interfere

with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

- C. Rest: The "two air bottle rule," or 40 minutes of work time, is recommended as an acceptable level prior to mandatory rehabilitation. Members shall re-hydrate (at least eight ounces) while SCBA cylinders are being changed. Students having worked for two full 30-minute rated bottles, or 40 minutes, shall be immediately placed in the rehabilitation group for rest and evaluation. In all cases, the objective evaluation of a student's fatigue shall be the criteria for rehabilitation time. Rest time of each student shall be determined by the rehabilitation officer. Total rest time will be dependent on the student's current condition, but that time will be a minimum of 20 minutes. (Refer to NFPA 1584 rehabilitation Standard for more information.)
- D. Recovery: Students in the rehabilitation group should maintain a high level of hydration. Students should not be moved from a hot environment directly into an air-conditioned area because the body's cooling system can shut down in response to the external cooling. An air-conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement. Certain drugs impair the body's ability to sweat and extreme caution must be exercised if the member has taken antihistamines, such as Actifed or Benadryl, or has taken diuretics or stimulants.

E. Medical Evaluation:

1. Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing fluids for re-hydration. Medical treatment for students whose signs and/or symptoms indicates potential problems, should be provided in accordance with Alabama Department of Public Health, EMS Protocols. Fire fighters shall not leave the rehabilitation group until authorized to do so by the rehabilitation officer.
2. EMS personnel performing medical monitoring should assess for:
 - a. Chest pain, dizziness, shortness of breath, weakness, nausea or headache
 - b. General complaints such as cramps or aches and pains
 - c. Symptoms of heat or cold-related stress
 - d. Changes in gait, speech or behavior
 - e. Alertness and orientation to person, place and time
 - f. Abnormal vital signs: heart rate, temperature, blood pressure, respiratory rate, pulse oximetry, carbon monoxide (if a testing method is available)
3. Heart Rate - Normal is 60-100 beats per minute. Common to exceed 100 during exertion. After resting for a period of time, heart rate should return to normal. Heart rate must be interpreted within the context of the individual (baseline recorded resting heart rates are helpful).
4. Temperature - Oral and tympanic thermometers may be used but tend to read lower than core body temperature:
Oral: ~1° F lower than core temp / Tympanic: ~2° F lower than core temp

Both can be highly affected by many variables. Regardless of the type of thermometer used, it is important to use the same device each time to accurately measure changes and trends.
5. Blood Pressure - members with a systolic blood pressure > 160 mmHg or a diastolic blood pressure > 100 mmHg should not be allowed to participate in training activities or released from rehab. If their BP continues to exceed the set limits further medical evaluation may be required.
6. Respiratory rate - Normal is 12-20 breaths per minute. In rehab, most students will have a higher than normal respiratory rate. Respiratory rates should fall to normal before discharge from rehab.
7. Pulse Oximetry - Noninvasive measure of oxygen saturation (SpO2) and pulse rate. Good assessment tool prior to and during oxygen administration and medical treatment. Students with SpO2 <92% on room air should not be released from rehab.
8. Pulse CO-Oximetry - Noninvasive measure of oxygen saturation (SpO2), carboxyhemoglobin (SpCO), and methemoglobin (SpMet). If available, can be a rapid rehab assessment tool for possible CO exposure on the fireground. Pulse CO-Oximetry can serve as a replacement and/or adjunct to standard pulse oximetry.
 - a. Pulse CO-Oximetry:
 - Normal values: 0-5% (non-smokers) / 5-10% (smokers)
 - SpCO 10-15%: Assess for signs and symptoms of CO poisoning.
 - SpCO > 15%: Treat with 100% oxygenMember must have a normal SpCO (if monitored) to be released from rehab.
9. Monitoring hydration - Because of the heat and protective clothing, students can rapidly lose large amounts of fluids through sweat and breathing. All students should begin work properly hydrated. Members entering rehab should consume enough fluids to satisfy thirst. Re-hydration should continue post-incident as it may take more time and fluids than initially thought to restore proper hydration.
 - a. Dehydration:
 - Mild (loss of < 5% body weight)
 - Moderate (loss of 5-10% body weight)
 - Severe (loss of > 10% body weight)

b. Signs and Symptoms of Dehydration

% Weight Lost	Signs and Symptoms
1%	Increased thirst
2%	Loss of appetite, dry skin, dark urine, fatigue, dry mouth
3%	Increased heart rate
4-5%	Decreased work capacity by up to 30%
5%	Increased respiration, nausea, increased sweating, decreased urine output, markedly increased fatigue, muscle cramps, headache
10%	Muscle spasms, markedly elevated pulse rate, vomiting, diminished vision, confusion, altered mental status

F. Documentation: Vital signs will be taken for each student prior to the physical activity, after the activity, after an extended break (such as lunch), and at the end of the training day. Vital signs shall be recorded using the AFC Vital Record Sheet. If medical treatment outside of oral re-hydration, basic vitals assessment, and cooling is required an injury report and a Patient Care Report (PCR) shall be completed and forwarded to AFC.

REHABILITATION FORM:

Date	Time Active		Rehab Time		Hydration	
	Start	Stop	Start	Stop	Yes	No

Instructor Signature: _____

Date	Time Active		Rehab Time		Hydration	
	Start	Stop	Start	Stop	Yes	No

HYDRATION POLICY:

During all outdoor training activities requiring physical exertion, the AFC Hydration Policy will be followed by all Recruit Schools taught under the auspices of AFC. The recruit is responsible to insure compliance with the Hydration Policy. Instructors will assist in insuring student compliance.

Purpose: Research indicates the need to ensure the participants are properly hydrated prior to the commencement of training as lack of hydration can detrimentally impact performance.

Policy: This policy presents the recommended hydration guidelines for participants prior to, during, and after the completion of strenuous practical training evolutions.

Procedure: The instructor shall encourage students to follow these hydration guidelines for all strenuous practical evolutions and other situations that may result in dehydration.

While hydration is a personal responsibility, it is the responsibility of the field instructor to monitor participants for the signs and symptoms of dehydration such as muscle weakness, dizziness, disorientation, hypotension, tachycardia and lack of sweating. The presence of these signs and symptoms constitutes a true medical emergency. The instructor should remove any individual exhibiting these signs and symptoms from the training environment and seek emergency medical support immediately.

Additionally, the instructor should be alert to environmental conditions that may exacerbate dehydration and be familiar with the AFC policy regarding outdoor training in extreme weather conditions.

Pre-hydration:

1. The goal of pre-hydration is to start the training session properly hydrated and with normal plasma electrolyte levels. Pre-hydration should begin at least several hours before the training session to enable fluid absorption and allow urine output to maintain normal levels.
2. Prior to the training session, students should slowly drink one ounce of water for every ten pounds of body weight at least four hours before the training session. If the student does not produce urine, or if the urine is dark or highly concentrated, the student should slowly drink an additional one ounce of water for every twenty pounds of body weight about two hours before the training session.
3. Do not substitute beverages with alcohol or caffeine for water. Caffeine and alcohol act as diuretics and can exacerbate dehydration.
4. Students should not attempt to hyper-hydrate prior to a training session as it has been shown to provide no clear physiologic or performance advantage and can increase the risk of hyponatremia, a potentially lethal condition.

Preventing Dehydration

1. The goal of drinking during the training session is to prevent excessive dehydration and excessive changes in electrolyte balance. The specific amount and rate of fluid replacement are highly variable depending on individual sweat rate, session intensity and duration, and environmental conditions.
2. Ideally, students should create a customized fluid replacement plan based on pre- and post-training session weight with the goal to prevent loss of more than two percent of baseline body weight during activity.
3. In the absence of an individualized fluid replacement plan, students should drink water slowly and continuously during the breaks provided during the training session. Electrolyte replacement beverages may be beneficial in the most extreme training conditions, but the primary goal should be volume replacement, which is best accomplished with water.
4. Students should continue fluid replacement even if they do not feel thirsty. By the time thirst is detected, the student is already dehydrated, which results in decreased performance and increase health and safety risk.

Re-hydration

1. The goal of re-hydration is to replace any fluid and electrolyte deficiency fully.
2. Individuals should drink 20 ounces of fluid for every pound of body weight lost during the training session. If the total body weight lost during training is unknown, students should drink slowly and continuously until urine is no longer dark or highly concentrated. Consuming beverages and snacks with sodium will help expedite rapid and complete recovery by stimulating thirst and drinking as well as stimulate fluid retention by the kidneys.

OUTDOOR TRAINING ACTIVITIES DURING EXTREME WEATHER CONDITIONS:

During all outdoor training activities requiring physical exertion, the Outdoor Training Activities during Extreme Weather Conditions policy will be followed by all recruit schools taught under the auspices of AFC. This policy covers elevated temperature conditions including heat indexes, cold climates including wind chill factors, as well as inclement weather conditions. The instructors will be responsible for adherence to this policy.

Purpose: This policy shall serve as a guide to the instructor in making reasonable judgments and decisions with regard to outdoor training activities under extreme weather conditions.

Policy: It is the responsibility of each instructor to monitor weather conditions and uses the following guidelines to adjust or cancel related activities as conditions warrant. It is also the responsibility of the instructor to monitor students individually during extreme weather conditions, taking into consideration age, physical condition, and other factors that may influence an individual's performance. The AFC staff reserves the right to cancel or modify classes when weather conditions may be of concern.

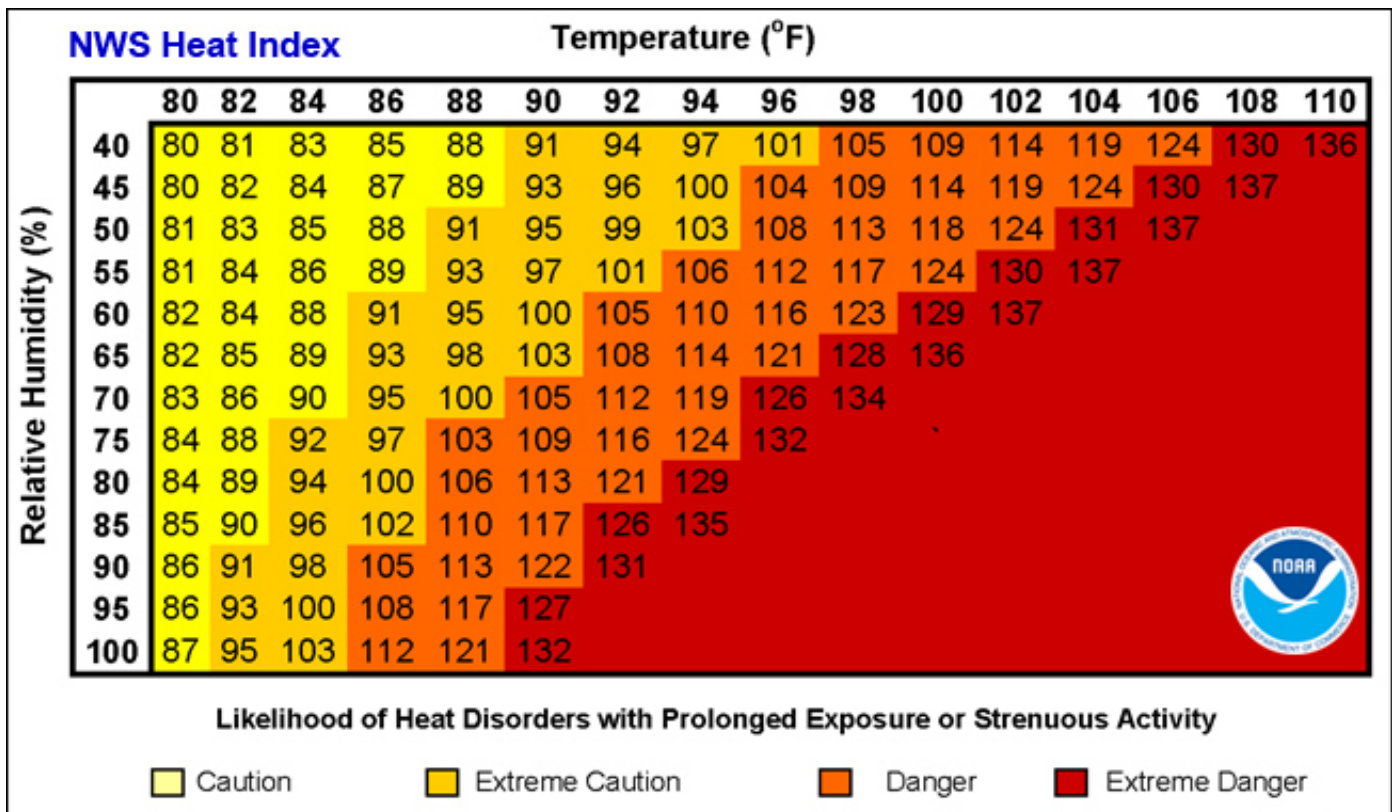
The heat and wind chill indices as developed by the National Weather Service will be used as the guide for determining an extreme heat and cold conditions. Weather information local to the class site should be used. Where AFC courses are being conducted that have established more stringent weather policies with regard to training or outdoor activities, those policies shall be followed.

EXTREME HEAT:

Outside training activities requiring physical activity or full protective clothing shall not be conducted when the heat index reaches more than 110°F. Consideration should be given to the factors that full protective clothing may add 10° to the heat index value, and age/physical condition of individual students may affect susceptibility to heat disorders. Where the heat index is between 100° and 110°F, conditions may be considered hazardous. The instructor shall use discretion with regard to outside activity cancellation/modification (other factors such as time of day and type of activity may influence the instructor's decision).

It is permissible to allow tasks other than firefighting activities to be safely conducted with reduced level of protective clothing (i.e., helmet, gloves, and boots or safety shoes).

Adequate hydration should be available at the training site. Strenuous physical activity may be limited based on weather conditions. A rehabilitation group should be established to ensure rest and re-hydration (a cool, shady area is preferred.)

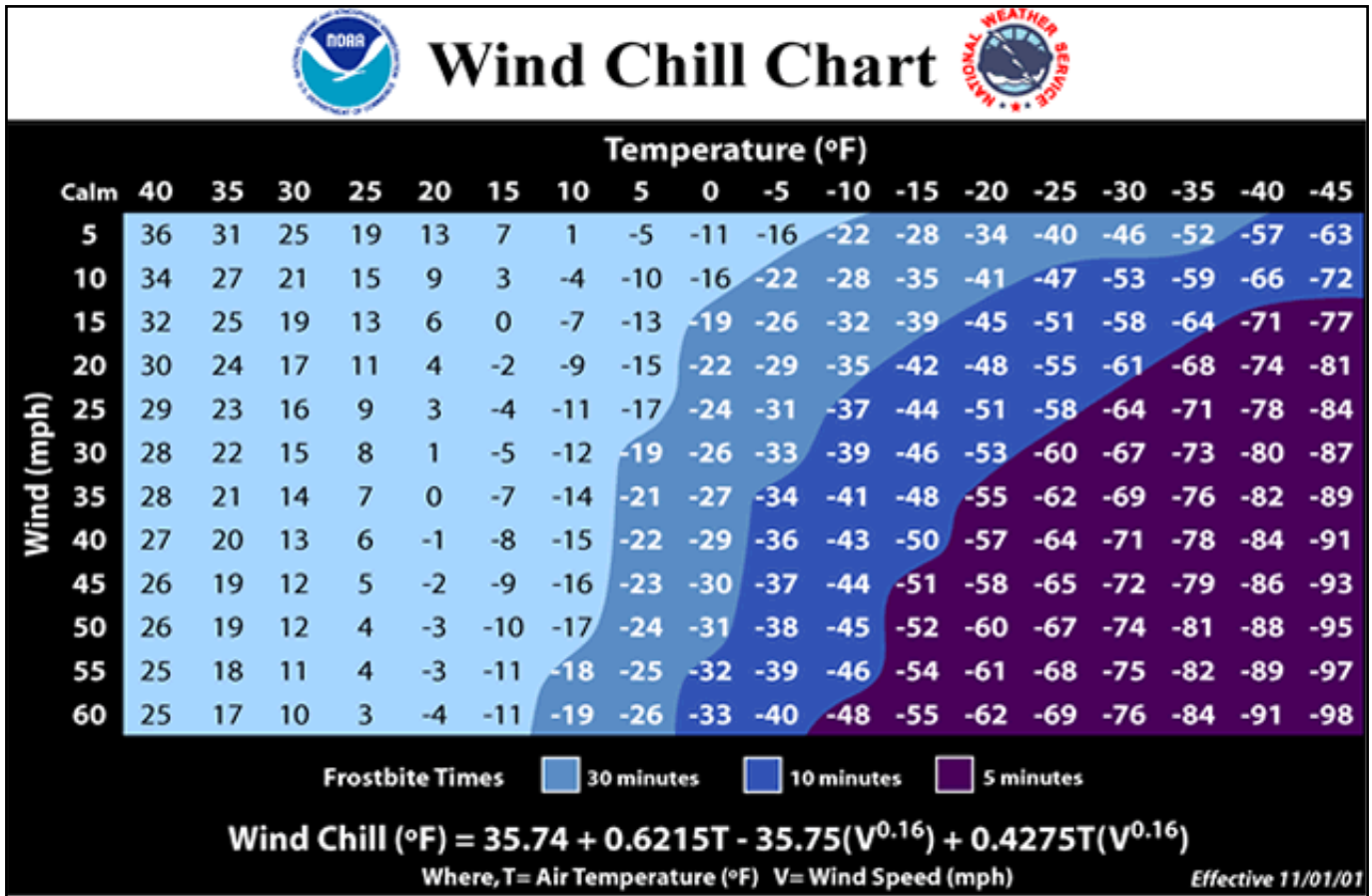


Source: National Weather Service (<https://www.weather.gov/safety/heat-index>)

EXTREME COLD:

Wind chill factors may vary depending on the training location's proximity to wind barriers. Frostbite is possible at temperatures less than 0 degrees F and temperatures are considered dangerous at 20 degrees F. Outside training activities should not be conducted when the wind chill factor is less than 20 degrees F unless:

1. Students are properly dressed for an appropriate cold weather activity.
2. The cold weather will not affect the safe and proper function of tools, equipment, and apparatus.
3. An adequate supply of warm liquids and/or food is available at the training site.
4. Strenuous physical activity is monitored and limited to 15 to 20 minutes.
5. A heated indoor rehabilitation group is in close proximity to the training site.
6. When conducting outside training activities in temperatures where climbing/walking surfaces are subject to freezing and may create a slip hazard, instructors shall exercise due caution.



Source: National Weather Service (<https://www.weather.gov/safety/cold-wind-chill-chart>)

OTHER CONDITIONS:

Instructors shall consider other extreme weather-related conditions and modify or cancel outside training activities accordingly. These conditions include, but are not limited to: high winds, snow or snow on the ground, ice, sleet, hail, rain, lightning, thunderstorm warning, or tornado warning.

The decision to continue or cancel a course based on weather extremes shall be made in consultation with AFC Fire Programs staff and/or Regional Coordinator. In all cases, the safety and security of staff and students shall be a primary concern.

COMPUTER/INTERNET REQUIREMENTS (FOR HYBRID DELIVERY):

All students and instructors must have a viable internet connection, capable of reaching the website: olc.alabamafirecollege.org and streaming video.

Each student and instructor must have a desktop, laptop, or iPad running Windows, Mac OS, or an updated version of iOS. Each student and instructor must have an individual email account. Our system does not allow students to share email addresses.

It is highly recommended for students and instructors in traditionally taught courses to access AFC Online for the best learning experience.

ROLE OF THE FIRE PROGRAMS DISTANCE LEARNING COORDINATOR:

The Fire Programs Distance Learning Coordinator works closely with the Regional Coordinator and Lead Instructor. It is his/her responsibility to monitor all hybrid courses in progress (grades, log-ins, etc.) If it is noticed that a student has not logged on for two weeks, the Lead Instructor will be notified (this will probably have already been noticed) and the student will be counseled. A week later, if the student has not logged on, they are subject to being dropped from the module.

The Distance Learning coordinator is available for questions or issues.

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