

Bucks County Community College



Public Safety Training End-User Handbook

A Resource Manual for Companies, Officers, and Students in the Emergency Services Community.

Department of Public Safety Training & Certification

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Newtown, Pennsylvania 18940
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Fire & Emergency Services Degree Office
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Newtown, Pennsylvania 18940
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Doylestown Training Facility & Office
1760 South Easton Road
Doylestown, Pennsylvania 18901
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Bristol Training Facility & Office
2912 River Road
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Ph. 267-685-4888 Fax 215-788-4906

Website: <http://www.bucks.edu/publicsafety>



Bucks County Community College
Department of Public Safety Training and Certification

Website: <http://www.bucks.edu/publicsafety>

The following User Handbook has been developed to assist Emergency Service Agencies with the rules, regulations, and processes to use the Bucks County Community College Department of Public Safety Training and Certification System.



Bucks County Community College Department of Public Safety Training and Certification

Website: <http://www.bucks.edu/publicsafety>

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Mission Statement

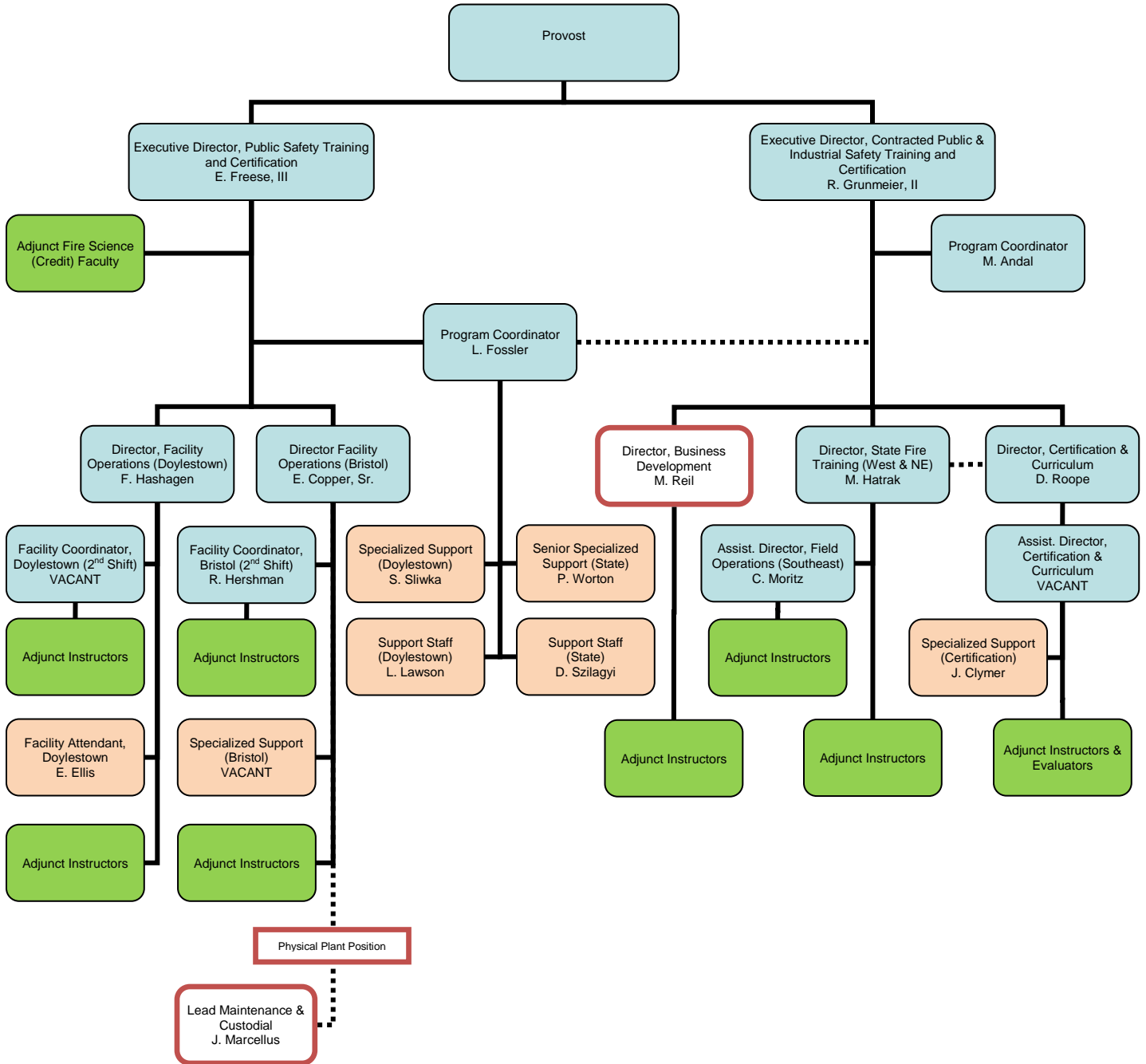
To provide our customers with an opportunity to receive a quality education in the fields of public safety operation and management, public safety professional certification, emergency management and industrial safety that will enhance their ability to deliver life saving services, in a manner consistent with specific work practices and while maintaining their safety, as well as the safety of their co-workers and the public they serve.





Bucks County Community College Department of Public Safety Training and Certification

Area Organizational Chart



Last Revised: 12/12/2016





Bucks County Community College Department of Public Safety Training and Certification

Chapter 1: Administrative Section

Section 1.1: Purpose

This chapter establishes policies, procedures, and standards for the administrative requirements set forth by Bucks County Community College, accrediting bodies, and applicable laws.

Section 1.2: Scope

The following administrative functions of Bucks County Community College policies will be outlined in this chapter. They include:

- 1.2.1 Ensure no student is discriminated against during any part of their education, certification process, or other programs [[Section 1.5: Fairness and Equity](#), [Section 1.10: Disability Accommodations & Testing Assistance](#), and [Section 1.11: Suspension, Revocation, and Denial](#)]
- 1.2.2 Ensure students are provided an education process free of alcohol, drugs, harassment, and weapons; [Section 1.6: Harassment and Sexual Assault Policy](#), [Section 1.7: Drugs and Alcohol Policy](#), [Section 1.8: Smoking](#), and [Section 1.9: Weapons Policy](#)]

Section 1.3: Outcome

- 1.3.1 Bucks County Community College Department of Public Safety Training & Certification is compliant with all NBFSPQ, NFPA, Bucks County Community College, Federal, and State laws, requirements, policies and procedures.

Section 1.4: Responsibilities

- 1.4.1 All Staff:
 - 1.4.1.1 Ensure a fair and safe educational environment for all students and staff.
- 1.4.2 Area Directors
 - 1.4.2.1 Investigate and report to the Executive Director any violations of this Chapter's Policies.
- 1.4.3 Director of Curriculum & Certification:
 - 1.4.3.1 Approval or denial of IEP Accommodation, all other Special Accommodation Requests will be handled by Disability Services.

Section 1.5: Fairness and Equal Opportunity in Education

Bucks County Community College shall not discriminate in the selection process for any educational course, seminar, national certification testing, certification process, or other programs.

1.5.1 Equal Opportunity in Education





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Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the College. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the College, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the College.

It should be further noted that in addition to the above laws and regulations, the College is committed to the premise that all students and applicants for admission are entitled to an equal opportunity to acquire training, education, and skills at Bucks County Community College regardless of their sex, race, national origin, religion, color, sexual orientation, age, disability, ancestry, veteran status, or any other legally protected category.

The College will not tolerate any behavior by staff or students which constitutes harassment of a student.

Referenced from Bucks County Community College Catalog, Equal Opportunity in Education, <http://www.bucks.edu/catalog/info/records/eeo/>.

1.5.2 Notice of Non-Discrimination

Bucks County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

Referenced from Bucks County Community College Catalog, Equal Opportunity in Education, <http://www.bucks.edu/policy/non-discrimination/>.

Section 1.6: Harassment and Sexual Assault Policy

1.6.1 Sexual Assault Policy

The Bucks County Community College Sexual Assault Policy has been developed to ensure that a consistent procedure and coordination of College and community resources is followed in the unfortunate event of having to investigate a sexual assault. Sexual assault is a fundamental violation of an individual. It threatens the person's safety, well-being, educational experience, and career. Our policy is intended to meet the medical, legal, safety, and psychological needs of the victim and to maintain confidentiality. This policy is applicable to both on- and off-campus students and College employees.

The policy also provides for measures and structures that will deal with the prevention of sexual assault through educational programming as well as a continuing institutional dialogue to assess services for victims.

Sexual assault violates the standards of conduct expected of every member of the College community and is strictly prohibited.

1.6.2 Sexual Harassment Policy

Bucks County Community College is committed to providing a place of work and study free of intimidation, exploitation, or discrimination. It is expected that students, faculty and staff will treat one another with respect.





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Sexual harassment violates the College's long-standing policy, established at its founding, prohibiting discrimination on the basis of sex. Further, sexual harassment is a violation of state and federal law, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. It will not be tolerated at Bucks County Community College.

This Harassment Policy applies to all persons who are enrolled, employed, or serve in any official capacity at the College while they are on College property or are participating in any College-sponsored activity off-campus. Individuals who violate this policy are subject to the full range of internal institutional disciplinary actions from reprimand up to and including separation from the College.

The College is also committed to broad dissemination of information to raise the level of understanding concerning the nature of harassment.

Harassment is a prohibited act of sexual discrimination and is unlawful. It is the creation of an environment in which verbal or physical conduct, due to its persistence and/or severity, interferes with the performance of students or employees. The two presently recognized elements of harassment are:

1.6.3 Quid Pro Quo Harassment

Quid pro quo ("something for something") harassment is sexual coercion perpetrated by someone who is in a College position of influence over the individual being harassed. It exists where sexual advances or requests are made under circumstances implying the submission or refusal might affect academic or employment decisions. For example, a supervisor who suggests that a subordinate employee could get a promotion or a professor who suggests that a student could get a higher grade by submitting to sexual advances is making a sexually discriminatory *quid pro quo* offer and is engaging in sexual harassment.

1.6.4 Hostile Environment Sexual Harassment

Sexual harassment exists where unwelcome sexual conduct is sufficiently severe or pervasive that it creates a hostile or abusive atmosphere. A discriminatorily abusive work or educational environment can and often will detract from employees' or students' performance, discourage them from remaining at the College, or keep them from advancing in their careers. When the workplace or academic environment is permeated with discriminatory intimidation, ridicule, and insult that is sufficiently severe or pervasive to alter the conditions of the victim's employment or education and create an abusive working or educational environment, federal law and College policy are violated.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Continuous incidents of unwelcome sexual harassment such as sexual comments, gestures, sexual advances or touching constitute sexual harassment when they result in a pattern of behavior that creates a hostile environment which impairs an individual's ability to work, learn, or participate in any College function.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the College's standards of conduct. Whether an environment is "hostile" or "abusive" can be determined only by looking at all circumstances. These may include the frequency of the discriminatory conduct; its severity; whether it is physically threatening or humiliating, or a mere offensive utterance; and whether it unreasonably interferes with an employee's or student's performance.

A single egregious sexual incident such as coerced sexual intercourse or other physical assault is sufficient to constitute harassment.





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Any member of the College community who believes that he or she has been the victim of sexual harassment is encouraged to take action by obtaining further information or initiating either informal or formal procedures to resolve a complaint by one or more of the following means:

- 1.6.4.1 All College counselors are available to provide information and counseling, on a confidential basis, concerning incidents of sexual harassment.
- 1.6.4.2 A concern or complaint that a College employee engaged in sexual harassment may be reported to the alleged offender's administrative supervisor.
- 1.6.4.3 Employees working under a collective bargaining agreement may contact the appropriate union officer in regard to resolving a concern or complaint of violations of the nondiscrimination provision of their contract.
- 1.6.4.4 A concern or complaint about a student may be reported to the Director for Student Life Programs.
- 1.6.4.5 Information or assistance in filing a complaint is available from the Director of Human Resources, who is the BCCC Equal Employment Opportunity (EEO) Officer and College Coordinator for Sexual Harassment Policy compliance efforts (Room 135, Tyler Hall, 215-968-8090).

Referenced from *Bucks County Community College Catalog*; <http://www.bucks.edu/catalog/info/regulations>

Section 1.7: Drugs and Alcohol Policy

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, or illicit drugs is prohibited on the campus of Bucks County Community College. Any student or employee of the College discovered to be violating these rules is subject to immediate suspension or dismissal. Such action will be taken independently of any criminal action that may arise from a violation of civil law governing these areas.

Referenced from *Bucks County Community College Catalog*; <http://www.bucks.edu/catalog/info/regulations>

Section 1.8: Smoking / Clean Air Zones

As an educational facility concerned about the health of students, employees and visitors, Bucks County Community College prohibits smoking, use of tobacco products, or use of e-cigarettes during class time. Smoking and use of tobacco products or e-cigarettes should be done during breaks and outside of the classroom, in designated smoking areas. Many organizations do not allow smoking on their property or inside their facilities. These rules will take precedence over College policy, if more stringent.

Section 1.9: Weapons Policy

Firearms and other weapons are prohibited from all Bucks County Community College courses on and off campus.

Referenced from *Bucks County Community College Catalog*; <http://www.bucks.edu/catalog/info/regulations>





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Section 1.10: Disability Accommodations & Testing Assistance

Bucks County Community College shall not discriminate in the selection process for any educational course, seminar, national certification testing, certification process, or other programs, based on a learning disability. Students are responsible for identifying their needs to the Department of Public Safety Training and Certification office at least 10 business days prior to testing or the start of a class. Students who do not identify themselves may still be eligible for services at a later date and should contact the Department of Public Safety Training and Certification office as soon as possible.

Guidelines for assistance to those students with identified learning disabilities shall assure fair testing and a fair educational environment, while meeting the needs of the students with a reasonable accommodation based on the job performance requirements for the certification level being sought. Students are also responsible for providing documentation of their disability and need for academic adjustments when necessary. The Department of Public Safety Training and Certification has provided a two page form that students must submit, along with the required documentation, to be eligible for assistance. A copy of the Special Accommodations Request Form can be found in the [Forms and Documents](#) section of our website.

- 1.10.1 Submit the Department of Public Safety Training and Certification Special Accommodation form plus required documentation at least ten (10) business days prior to the scheduled test date.
- 1.10.2 Include a specific diagnosis of disability based on appropriate aptitude and achievement tests to include test scores.
- 1.10.3 Include a description of specific academic adjustments requested. This section is particularly important if adjustments are recommended that were not used in high school.
- 1.10.4 Await a decision by the Department of Public Safety Training and Certification, within ten (10) business days.
- 1.10.5 All decisions may be appealed.

Section 1.11: Suspension, Revocation, and Denial

Bucks County Community College may revoke, suspend, or deny the certificate of any Candidate or Graduate for any of the reasons listed in this section. In the event a certificate is to be revoked, suspended, or denied, the Area Director will investigate the suspected or reported violations of merit defined by this section as deemed appropriate. The purpose of an investigation shall be to determine whether there has been "conduct in violation". The investigative process shall be conducted within a timely manner and in such a way as to not intentionally embarrass or demean an organization or person.

- 1.11.1 Makes any intentional material misstatement on application for certification.
- 1.11.2 Falsifies training records or signatures.
- 1.11.3 Intentionally misrepresents or violates Bucks County Community College Policy and Procedures.
- 1.11.4 Intentionally violates tester's instructions to dishonestly pass an examination.
- 1.11.5 Cheating and/or Plagiarism during any part of the testing process
 - 1.11.5.1. Bucks County Community College Policy Regarding Cheating and Plagiarism (see Professional Certification Policy and Procedures)
- 1.11.6 Has been convicted of arson and related offenses.
 - 1.11.6.1. Bucks County Community College is currently required to conform to Senate Bill 583 which is briefly referenced below as part of Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes.





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Prohibition on certain service.--A person convicted of violating this section or any similar offense under Federal or State law shall be prohibited from serving as a firefighter in this Commonwealth and shall be prohibited from being certified as a firefighter under section 4 of the act of November 13, 1995 (P.L. 604, No. 61), known as the State Fire Commissioner Act. Proof of nonconviction must consist of either of the following:

(1) An official criminal history record check obtained pursuant to Chapter 91 (relating to criminal history record information) indicating no arson convictions.

(2) A dated and signed statement by the person swearing to the following:

I have never been convicted of an offense that constitutes the crime of "arson and related offenses" under 18 Pa.C.S § 3301 or any similar offense under any Federal or State Law. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein, I am subject to penalties prescribed by law, including, but not limited to, a fine of at least \$1,000.

Section 1.12: Revision/Change Log

Section	Date	Revision/Change
Chap-01	Sept 22, 2014	Created
1.05	Oct 20, 2016	Section split to include College's new "Non-Discrimination Statement"

Revision Authorization:

 Executive Director (signature)

Oct. 20, 2016

 Date

Section 1.13: Review Log

Date	Reviewed By
Jan. 11, 2016	Executive Director





Bucks County Community College Department of Public Safety Training and Certification

Chapter 2: References

Section 2.1: Purpose

To clearly identify the documents and references used to develop Bucks County Community College User Handbook.

Note: *The documents or portions thereof listed in this chapter are referenced within this document and shall be considered part of the requirements of this document.*

Section 2.2: Bucks County Community College Publications and Policies & Procedures

Bucks County Community College, 275 Swamp Road, Newtown, PA 18940.

- 2.2.1 *Cheating and Plagiarism Policy*, College Catalog, current edition.
- 2.2.2 Family Educational Rights and Privacy Act (FERPA), College Policy
- 2.2.3 *Instructor Handbook*, Department of Public Safety Training & Certification, current edition.
- 2.2.4 *Live Fire Structural Burn Policies & Procedures*, Department of Public Safety Training & Certification, current edition.
- 2.2.5 *Professional Certification Policies and Procedures*, current edition.
- 2.2.6 *Health and Safety Plan*, Department of Public Safety Training & Certification, current edition.

Section 2.3: National Fire Protection Association (NFPA) Publications

National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

- 2.3.1 NFPA 1402, *Guide to Building Fire Service Training Centers*.
- 2.3.2 NFPA 1403, *Standard on Live Fire Training Evolutions*.
- 2.3.3 NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*.
- 2.3.4 NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*.

Section 2.4: Pennsylvania State Fire Academy

Pennsylvania State Fire Academy, 1150 Riverside Drive, Lewistown, PA 17044.

- 2.4.1 *Structural Burn/Live Fire (SBS) Policy No. 2006-02*, Pennsylvania State Fire Academy, July 01, 2015 Edition

Section 2.5 Other Publications

- 2.5.1 *Merriam-Webster's Collegiate Dictionary*, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.
- 2.5.2 Title 18 (Crimes and Offenses) Pennsylvania Consolidated Statutes.
- 2.5.3 National Society of Executive Fire Officers (NSEFO) and Congressional Fire Services Institute (CFSI) "Firefighter Code of Ethics".
- 2.5.4 Occupational Safety and Health Administration (OSHA)





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Section 2.6: Revision/Change Log

Section	Date	Revision/Change
Chap-02	Sept 22, 2014	Created

Revision Authorization:

_____ JAN. 01, 2015
Executive Director (signature) Date

Section 2.7: Review Log

Date	Reviewed By
Jan. 11, 2016	Executive Director





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Chapter 3: Definitions

Section 3.1: Purpose

To clearly identify the definitions used throughout this document to develop Bucks County Community College certification policies and procedures.

Note: *The definitions contained in this chapter shall apply to the terms used throughout the document. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used.*

Section 3.2: Definitions

- 3.2.1 **Acceptance:** Is the term used when a person agrees to the terms of a process or arrangement.
- 3.2.2 **Adequate:** Is the term used for when a requirement or purpose has been given suitable resources or time to fulfill the intent.
- 3.2.3 **Authority Having Jurisdiction:** This shall be Bucks County Community College with respect to any policy or procedure pertaining to certification.
- 3.2.4 **Certification:** The issuance of a certificate to acknowledge that an individual has acquired the skills and knowledge necessary to meet a particular standard of professional competency for fire service personnel.
- 3.2.5 **Certification Pre-Requisite:** This phrase refers to the National Certification (IFSAC or NBFSPQ) prerequisites that must be completed/fulfilled in advance of a course or testing.
- 3.2.6 **Denied:** Is the term used for when something is withhold from, or refuse to grant a process or arrangement
- 3.2.7 **Disability:** Is a physical or mental impairment that substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- 3.2.8 **Educational Pre-Requisite:** This phrase refers to the training and education (non-National Certification) prerequisites that must be completed/fulfilled in advance of a course or testing.
- 3.2.9 **Equivalency:** Is the term used when a certificate or certification is equal to something of similar value.
- 3.2.10 **Fire Service Personnel:** Members of a Federal, State, or Local fire protection agency.
- 3.2.11 **General Pre-Requisites:** This phrase refers to as items not in the form of training courses and National Certification prerequisites that must be completed/fulfilled in advance of a course or testing.
- 3.2.12 **IFSAC:** International Fire Service Accreditation Congress





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- 3.2.13 **National Board on Fire Service Professional Qualifications (NBFSPQ):** A not-for-profit corporation formed to continue the National Professional Qualifications System for accreditation of agencies that certify fire service personnel to professional qualification standards.
- 3.2.14 **National Professional Qualifications System (Pro Board):** The system initiated in 1972 by the Joint Council of Fire Service Organizations to develop professional qualification standards and form an accreditation system for organizations that certify fire service personnel to those standards. In 1990, the standards development function was assumed by NFPA, and the accreditation of agencies was assumed by the newly formed National Board on Fire Service Professional Qualifications (Pro Board).
- 3.2.15 **NFPA:** National Fire Protection Association
- 3.2.16 **O.I.C.:** Officer In Charge
- 3.2.17 **On-Line Course:** Is a term used for a course in which learning and student participation take place via the Internet.
- 3.2.18 **Other Weapons:** Something (such as a gun, knife, club, or bomb) that is used for fighting, attacking someone, or in self-defense. Since most training tools in Emergency Services could be classified as weapons, use of the tool(s) for the purpose of fighting, attacking someone, or in self-defense will constitute as a weapon not a training tool.
- 3.2.19 **Pro Board:** A term frequently used to refer to the original National Professional Qualification System and subsequently, the National Board on Fire Services Professional Qualifications system of accredited certification for fire service professionals.
- 3.2.20 **Standard:** A professional criterion approved by the National Board on Fire Service Professional Qualifications (Pro Board) for inclusion in the National Professional Qualifications System for the fire service.
- 3.2.21 **Student:** An individual who takes a course that upon successful completion would receive a certificate.

Section 3.3: References

[Merriam-Webster's Collegiate Dictionary](#), 11th edition, shall be the source for the ordinarily accepted meaning.





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Section 3.4: Revision/Change Log

Section	Date	Revision/Change
Chap-3	Sept 22, 2014	Created

Revision Authorization:

Executive Director (signature)

JAN. 01, 2015

Date

Section 3.5: Review Log

Date	Reviewed By
Jan. 11, 2016	Executive Director





Bucks County Community College

Department of Public Safety Training and Certification

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Bucks County Community College Department of Public Safety Training and Certification

Chapter 4: General Management Section

Section 4.1: Purpose

This chapter outlines the general management section responsibilities of Bucks County Community College for end-users.

Section 4.2: Scope

The procedures for the use of the Bucks County Community College's Training Facilities. This chapter is information on general management to ensure all training is conducted safely, the course objectives are met, the students have the minimum requirements, and course materials required.

Section 4.3: Outcome

4.3.1 The Bucks County Community College Department of Public Safety Training & Certification is compliant with all NBFSPQ, NFPA, College, Federal, and State laws, requirements, policies and procedures.

Section 4.4: Responsibilities

4.4.1 Executive Director:

- 4.4.1.1 Ensure facility Health and Safety Plan is up to date.
- 4.4.1.2 Approval of Emergency Closure

4.4.2 Director of Certification and Curriculum

- 4.4.2.1 Ensure published and non-published manuals list is current and available.
- 4.4.2.2 Ensure an accurate prerequisite list for course/testing entry is available.
- 4.4.2.3 Ensure course compliance with Child Labor Laws (Junior Fire Fighters).

4.4.3 Director of Facility Operations:

- 4.4.3.1 Ensure facilities are maintained and ready for use.
- 4.4.3.2 Ensure equipment is maintained and in working order.
- 4.4.3.3 Ensure facility Health and Safety Plan is being followed.

Section 4.5: Emergency Closure / Inclement Weather

When inclement weather or other emergency conditions exist that could put the health and safety of a student and/or instructor at risk, a Director may decide to close BCPSTC and/or LBPSTC along with offsite classes. All reasonable efforts will be made to notify candidates as soon as possible. All attempts will be made to reschedule courses that may be cancelled due to closure.

Bucks County Community College uses the "e2campus" notification system that can send text and/or emails to anyone who subscribes to this free service. Since this is a College-Wide system, all Public Safety Training Students should register to the "Fire School" group. Registration can be done online at





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<http://www.e2campus.com/my/bucks/signup.htm>. It is encouraged that all students and their supervisors register for this free notification to ensure the information is received timely to all those who may be affected.

Be aware that there are times that Bucks County Community College may close College Campuses (Newtown, Upper Bucks, Lower Bucks) but the BCPSTC and/or LBPSTC may remain open, as well as, times when the BCPSTC and/or LBPSTC may close and the College Campuses may remain open.

All efforts will be made to have the County of Bucks Emergency Dispatch Center announce any closures and update the voicemail message at both facilities:

- Doylestown Training Facility (BCPSTC) – Main Line: 215-340-8417
- Bristol Training Facility (LBPSTC) – Main Line: 267-685-4888

Section 4.6: Facility Health and Safety Plan

Bucks County Community College shall administer all training in accordance with the health and safety standards promulgated by the National Fire Protection Association. Specifically, compliance with NFPA 1403 and NFPA 1500 shall be ensured. Compliance to these standards will meet or exceed the requirements of Bucks County Community College *“Live Fire Evolution Procedures”*.

- 4.6.1 The facility, grounds, and equipment shall be inspected prior to all training sessions and meet the requirements of this manual.
- 4.6.2 All live fire training shall be in accordance with NFPA 1403 and shall be instructed by approved Suppression Level Instructors.
- 4.6.3 A rehabilitation area shall be established and identified to all students prior to commencement of training.
- 4.6.4 When training is held at the Bucks County Training Facilities, Emergency Medical Services shall be provided by Bucks County 9-1-1 system. Basic First Aid and an Automated External Defibrillator will be immediately available to the training area by a Pennsylvania licensed Emergency Medical Technician Basic Level or higher. When training is held elsewhere the hosting agency will be required to provide at a minimum the same level of emergency medical service available at Bucks County Training Facilities or provide access to a staffed Basic Life Support Ambulance.
- 4.6.5 The Health and Safety Plan will be used for any facility that Bucks County Community College owns or operates, unless a specific separate plan is identified. This plan will also serve as the default plan for any location where Bucks County Community College provides training that does not have a plan of their own or one that meets required standards.

Section 4.7: Facial Hair

In accordance with United States Law, 29 CFR 1910.134, the mandate from the Office of the Pennsylvania State Fire Commissioner, and NFPA 1403, 1404, & 1500, any course requiring the use of a SCBA or other respiratory protection (APR, PAPR, etc.) will require the participants to be clean-shaven. This means there will be no facial hair anywhere along the jaw line, the chin, or under the lower lip. A well-trimmed mustache is permitted. Any student out of compliance with the policy will be given the option of shaving prior to the start of class or not attending the program.





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Section 4.8: Dress Code / Appearance

Bucks County Community College Department of Public Safety Training and Certification prides itself on professionalism. Students shall present a clean, neat, and professional appearance at all times. Hair will be well kept and groomed as to not interfere with PPE and SCBA. Jewelry should be limited to avoid loss, damage, and/or injury. Students should wear clothing that is appropriate for the course work they are attending. The following three (3) levels of dress have been established, along with recommended and unacceptable dress to provide direction to students.

- 4.8.1 **Classroom Setting:** Students in the classroom will wear long pants, shorts and/or skirts. Shorts and skirts must cover their entire buttocks area and must extend to fingertip length plus 2 inches. Shirts will cover the entire midriff and shoulders of a student. Shoes must cover the entire foot.
- 4.8.2 **Training Ground Setting:** Students on the training grounds will wear long pants (recommended) or shorts of a nature that are durable such as jeans or station pants. They will not have holes in them and will not hang/slide down below the waistline. Shirts will cover the entire midriff and shoulders of a student, same as in the classroom. Shoes will be at least work boots or bunker boots that cover the entire foot when on training grounds.
- 4.8.3 **Suppression Activities:** Students participating in fire suppression activities are required to wear long pants and a long sleeve shirt. The long sleeve shirt should be made of cotton and can be a T-shirt or sweatshirt, if the student wishes to add a second layer. If the long sleeve is used as a second layer, the layer underneath must be a shirt that will cover the entire midriff and shoulders of a student, same as classroom and training ground settings.
- 4.8.4 **Recommended Dress for all Students:** It is recommended that students wear some type of station uniform. This would include a fire department T-shirt or uniform shirt with some sort of insignia on it, dark station pants, and black shoes or boots. This is a preferred dress and is ***not mandatory*** to attend classes.
- 4.8.5 **Dress that is Not Acceptable:** If any of the below attire is on a student when they report for classes they will be asked to correct their dress before the class begins. If they do not correct the situation they will not be allowed to participate in class for the day, and the instructor will advise the student to leave the facility. The student will then have to make up the class at a different time.
 - 4.8.5.1 Any items with profanity, drug paraphernalia, or any type of discriminatory wording, phrases, or images printed on them.
 - 4.8.5.2 Shirts/blouses that have spaghetti straps.
 - 4.8.5.3 Muscle shirts.
 - 4.8.5.4 Shorts/Skirts that expose the buttocks or genitals in any manner.
 - 4.8.5.5 Pants that have large holes in them and have the potential of exposing students' buttocks or genital areas.
 - 4.8.5.6 Sandals / Open toed shoes of any kind.

Section 4.9: Personal Protective Equipment (PPE)

When required for a given training course, the student is responsible to bring his/her Personal Protective Equipment (PPE) and Respiratory Protection (SCBA) for the training courses provided by Bucks County Community College. This will ensure the PPE and SCBA will properly fit. The Bucks County Community College reserves the right to inspect the PPE and/or SCBA of any individual attending a training course, and may exclude that student from training if the PPE and/or SCBA are not adequate and/or safe.





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The PPE and SCBA ensemble shall include the following National Fire Protection Association (NFPA) approved elements: **(1)** structural firefighting helmet with eye protection (*acceptable: face shields, goggles, or safety glasses; unacceptable: bourkes*), **(2)** firefighting hood, **(3)** structural firefighting bunker coat, **(4)** structural firefighting bunker pants, **(5)** firefighting gloves, **(6)** firefighting boots, **(7)** Self-Containing Breathing Apparatus (SCBA), and **(8)** Personal Alert Safety System (PASS) Device.

Structural Firefighter Protective Ensemble – Multiple elements of protective clothing meeting the design specifications of NFPA 1971 that, when properly donned and worn together, provide protection from many of the risks of emergency operations. These elements shall consist of the following:

- 1). Structural firefighting helmet
- 2). Structural firefighting hood
- 3). Structural firefighting coat
- 4). Structural firefighting pants
- 5). Structural firefighting gloves
- 6). Structural firefighting boots
- 7). Self-contained breathing apparatus (SCBA) meeting the design specifications of NFPA 1981.
Sufficient air shall be provided to ensure the student is able to complete the evolution without the low air alarm activating.
- 8). Personal alert safety system (PASS) device meeting the design specifications of NFPA 1982.

The Bucks County Community College uses a checklist routine inspection of personal protective equipment (PPE) and self-contained breathing apparatus (SCBA). This inspection is in no way a substitute for advanced professional evaluation of the clothing established by NFPA 1851 *Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensemble*.

Section 4.10: Physical Health

All students participating in courses with physical activities should meet the requirements of NFPA 1582, Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians, within a reasonable period of time prior to entering into physical training or testing to ensure his or her ability to safely perform the required tasks.

All thirteen (13) Essential Job Tasks and Descriptions from NFPA 1582, 2013 Edition that must be met are:

- 4.10.1 While wearing personal protective ensembles and self-contained breathing apparatus (SCBA), performing firefighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions including working in extremely hot or cold environments for prolonged time periods.
- 4.10.2 Wearing an SCBA, which includes a demand valve-type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
- 4.10.3 Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
- 4.10.4 Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble, including SCBA, weighing at least 50 lbs (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lbs (9 to 18 kg).





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- 4.10.5 Wearing fire protective ensemble, including SCBA, that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).
- 4.10.6 While wearing personal protective ensembles and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs (90 kg) to safety despite hazardous conditions and low visibility.
- 4.10.7 While wearing personal protective ensembles and SCBA, advancing water-filled hoselines up to 2 ½ in. (65mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m).], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- 4.10.8 While wearing personal protective ensembles and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces that might be wet or icy, and operating in proximity to electrical power lines or other hazards.
- 4.10.9 Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- 4.10.10 Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- 4.10.11 Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
- 4.10.12 Ability to give and comprehend verbal orders while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers), hear alarm signals, hear and locate the source of calls for assistance from victims or other firefighters.
- 4.10.13 Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

Section 4.11: Student Participation

The Bucks County Community College Department of Public Safety Training & Certification has a 100% course completion requirement. All course sessions and all course objectives must be successfully completed in order to receive a certificate for any training course. In addition, all students should complete all assigned homework, readings, or other projects as assigned in class to help meet the objectives. All students are expected to conduct themselves in a professional manner; see [Section 4.16: Student Conduct](#) for details. This includes being respectful and responsible with the use of cellphones and other electronic devices while in class.

Section 4.12: Minimum Age Requirements / Junior Fire Fighter

Bucks County Community College Instructors are required to follow the guidelines regarding minimum age requirements and specifically Junior Firefighter Rules, as identified by the Child Labor Law, Pennsylvania State Fire Academy, and NFPA Standards. Students under the age of 18 are not permitted to enter a burning structure,





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operate within an IDLH (immediately dangerous to life and health) atmosphere, or operate hydraulic tools or stabilizers in accordance with the "Child Labor Law".

Students under 18 years of age must have an employment certificate. The Chief and/or Training Officer is required to verify that the junior firefighter does have his or her working papers. Junior firefighters should be properly identified during training sessions. Be aware that minors may not be able to complete the entire session of a nighttime class; this should be considered before enrolling them into a course. We recommend all minors enroll in weekend programs to avoid this issue. If a question arises regarding junior firefighters, consult the appropriate Regional Field Director (see page 2 for staff directory). A copy of the Junior Firefighter Compliance Manual can be found in the [Forms and Documents](#) section of our website.

Some exceptions may apply, but not limited to students in a Technical High School Program while participating in class, during school hours, and days under the direct supervision of the Technical High School Instructor. The same exceptions may not apply to Professional Certification; the student should consult with the Certification Department for specific details.

Section 4.13: Course Descriptions (Minimum Standard of Accreditation "MSA")

The Commonwealth of Pennsylvania requires Bucks County Community College to have a syllabus or Minimum Standard of Accreditation (MSA) on file for every course offered. A syllabus approved by the State Fire Academy, or Pennsylvania Department of Emergency Health, or Bucks County Community College is on file at the College.

Section 4.14: Prerequisites

It is the intent of Bucks County Community College to ensure that all students meet the minimum requirements to participate in a training course. A student shall meet any pre-requisite(s) that is required by a specific NFPA standard or Bucks County Community College prior to issuing any certificate and admission into a training program.

- 4.14.1 A candidate must show documentation verifying satisfaction of any pre-requisite training in the following manner:
 - 4.14.1.1 Submittal of IFSAC or NBFSPQ certification showing that the candidate has met the requirements. Previous edition of certification can be used as long as it meets the intent of the NFPA standard being required.
 - 4.14.1.2 Submittal from a training institution, for educational pre-requisites, that he or she has taken a course of instruction that meets the course requirements. If the course has not had prior approval then the records from the training institution on that course must be submitted for evaluation. The records submitted must show the student successfully completed the course and all objectives of the course meet or exceed the required prerequisite.





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Section 4.15: Manuals (Published and Non-Published)

Bucks County Community College provides handouts and/or student participant guides for most courses. Professional Certification programs and several other programs may use published textbooks. For information on what is required or provided, you can check the course description in both the Bucks County Resident Training Course Catalog or the Local Level Emergency Services Training Catalog. Both are available at our facilities and on our website (www.bucks.edu/publicsafety).

The courses that require the student to have purchased a required text for the first day of class are indicated on the description and include the publisher, title, and edition. It is recommended that if a text has a workbook or study guide the student purchase them for their benefit. However, it is not required and not all texts have workbooks or study guides available. Below you will find recommended places to purchase required text(s); however you can find them elsewhere if you choose. Please note that editions of text books do change through the year and questions should be directed to the Training Center.

<p>IFSTA and Jones & Bartlett Manuals:</p> <p>Lancaster County Firemans' Association 632 East Oregon Road Lititz, Pennsylvania 17543 Website: www.lcfa.com Phone: (717) 581-5467 Fax: (717) 394-1254</p>	<p>Jones & Bartlett Manuals:</p> <p>Jones & Bartlett Publishers, LLC 40 Tall Pine Drive Sudbury, Massachusetts 01776 Website: www.jbpub.com Phone: (800) 832-0034 Fax: (978) 443-8000</p>
<p>CMC Rescue Manuals:</p> <p>CMC Rescue PO Box 6870 Santa Barbara, California 93160 Website: www.cmcrescue.com Phone: (805) 562-9860 Fax: (805) 562-8260</p>	<p>VFIS Manuals:</p> <p>VFIS 183 Leader Heights Road, P.O. Box 2726 York, Pennsylvania 17405 Website: www.vfis.com Phone: (717) 741-0911</p>
<p>American Heart Association (AHA) Manuals:</p> <p>CPR Heart Starters Inc. Safety Training 104 East Pennsylvania Ave Feasterville, Pennsylvania 19053 Website: www.cprheartstarters.com Phone: (888) 700-0072 Fax: (215) 322-1787</p>	<p>Laerdal Medical Corporation 167 Myers Corners Road Wappingers Falls, New York 12590 Website: www.laerdal.com Phone: (877) 523-7325 Fax: (800) 227-1143</p>
<p>Fire Police Manuals</p> <p>Somerset Cambria Fire Police Association 338 Robin Street Johnstown, Pennsylvania 15905 Website: www.scfpassn.com Phone: (814) 254-1839</p>	

Most text books are also available or can be ordered through the Bucks County Community College Book Store at 275 Swamp Road, Newtown, Pennsylvania 18940.

Website: www.bucks.edu/life/bookstore Phone: (215) 968-8459 Fax: (215) 504-8575





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Section 4.16: Student Conduct

Bucks County Community College Department of Public Safety Training and Certification supports the National Society of Executive Fire Officers (NSEFO) and Congressional Fire Services Institute (CFSI) "Firefighter Code of Ethics". To show that support, the "Firefighter Code of Ethics" has been adopted as the standard in which all students shall conduct themselves during courses offered by Bucks County Community College.

Today's fire service leaders face a variety of challenges managing budgets, personnel, and programs. Occasionally, ethical issues emerge for which there are no easy answers. To provide guidance to address these complex questions, the National Society of Executive Fire Officers (NSEFO) and Congressional Fire Services Institute (CFSI) jointly have released a firefighter code of ethics that can be adopted by local fire and emergency medical service organizations. The ethics statement is the result of almost two years of effort by the Board of Directors of NSEFO.
[Source: [U.S. Fire Administration](#)]

To download a copy of the "Firefighter Code of Ethics" visit our website under *Forms and Documents* at www.bucks.edu/publicsafety or the U.S. Fire Administration website.

Section 4.17: Revision/Change Log

Section	Date	Revision/Change
Chap-04	Sept 22, 2014	Created

Revision Authorization:

Executive Director (signature)

JAN. 01, 2015

Date

Section 4.18: Review Log

Date	Reviewed By
Jan. 11, 2016	Executive Director





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Chapter 5: Facilities and their Usage (Use of Facility)

Section 5.1: Purpose

This chapter outlines the policy and procedure for ensuring that Bucks County Community College is providing the best quality learning experience at both BCPSTC (Bucks County Public Safety Training Center) or LBPSTC (Lower Bucks Public Safety Training Center) and other training locations.

Section 5.2: Scope

The procedure for selecting and using a facility for your training needs, to ensure a safe environment, to meet agencies' training needs, and the requirements of NFPA, OSHA, State, and Local rules, laws, and procedures.

Section 5.3: Outcome

- 5.3.1 Ensure a safe environment for a training course.
- 5.3.2 Ensure compliance with all applicable laws, rules, and standards.

Section 5.4: Responsibilities

- 5.4.1 The Executive Director will handle the strategic oversight of both the BCPSTC and LBPSTC to align long range planning with facility needs.
- 5.4.2 The Facility Directors will handle the day to day operations of their respective facility to ensure a safe and ready training environment.
- 5.4.3 All management positions may:
 - 5.4.3.1 Ensure all required laws, rules, and standards are upheld while using the facilities.
 - 5.4.3.2 Receive concerns or suggestions and will direct them to the proper channels.

Section 5.5: BCPSTC (Doylestown) Facility Description

The Bucks County Public Safety Training Center (BCPSTC) is a County of Bucks owned site that through a management agreement is operated by the Bucks County Community College. BCPSTC is located at 1760 South Easton Road, Doylestown PA 18901 sitting on approximately seven (7) acres within the County Complex along the Neshaminy Creek. The property has an administrative building that includes classrooms, office space, a small conference room, and storage along with the training grounds consisting of a number of different props and training areas listed below.

Class "A" Burn Prop – The burn building consists of a three (3) story "Class A" burn area and four (4) story tower. The burn building consists of eight (8) burn rooms that can be used for live fire evolutions involving Class "A" materials and a two story maze that is equipped with changeable wall panels that can be used for search and rescue and hose line management. This building also has a four (4) story tower equipped with a dry standpipe





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system with exterior landings that can be used for high-rise evolutions and high angle rope with various anchor points on the building. The roof of the building also has a pitched roof simulator for ladder and ventilation work.

Classrooms – The administrative building has six (6) dedicated classrooms between two (2) levels that can all seat up to forty (40) students with tables and chairs. Each classroom is equipped with a computer, LCD projector, screen, audio equipment, dry erase white boards, and public Wi-Fi for instructional purposes.

On the Upper (Main) Level: two of the classrooms are separated by a dividing wall which can be opened up to allow seating for one hundred (100) students.

On the Lower Level, one classroom is currently not available for classes as the County of Bucks is using it as a closed Computer Lab; future plans are to turn this into a public computer lab for students and classes. A large break room area with tables and chairs for more than sixty (60) is available for meals and breakout space. Vending machines, refrigerator, microwave, and sink are located in this area.

Confined Space Props – Multiple above and below grade props can be used throughout the property for confined space training. The below ground prop consists of two (2) manhole access points into a storage tank and sewer replica that lead out a drain tube to ground level. The above ground props available are a 30,000 gallon tank and railcar.

Drafting Dock – This concrete pad located adjacent to the Neshaminy Creek is the ideal location for drafting operations.

Dumpster Fire Prop – The compactor dumpster is used to simulate dumpster and compactor fires; class “A” materials are burned inside the unit.

Extrication Pad – The extrication pad is made of crushed stone and equipped with concrete barriers allowing for various types of vehicle rescue scenarios to take place.

Flammable Gas & Liquids Pad – These props are set up to three (3) different types of evolutions incorporating propane in both a gaseous and liquid state through a 120 sq ft flammable liquid tank fire and four (4) different flammable gas fires; broken pipe (star burst), one ton cylinder (rose bud), grill, and book shelf.

Ground Cover Fire Area – This area simulates a ground cover fire for wildland firefighting.

Hazardous Materials Area – The facility is equipped with an area for Hazardous Materials Operations and Technician exercises. Within this area students can complete multiple scenarios including pressurized cylinders, drums, intermodals, diking, diverting, damming, suppression, and dispersion.

Hazardous Materials Railcar Dome – This railcar prop is an actual type-21 8,000 gallon railcar tank that has been customized to have three (3) different hatch ways: Non-pressurized, Pressurized, and Chlorine.

R.I.T. / Maze Prop – This two (2) trailer system has a two level confined maze trailer for SCBA confidence training that is connected by a 24” tube to the R.I.T. trailer. The R.I.T. trailer is a multi-level maze of different advanced scenarios like window escapes, drywall breaching, and wire entanglements. These can be used for training how to rescue a downed Firefighter (Denver maneuver). Outside the trailers are a two (2) level deck with a top floor trap door for simulating a firefighter falling through a floor and a second floor window for rescue drills.

Rubble Pile (Collapse Area) – The rubble pile used for “Heavy Structural Collapse” is located on a crushed stone pad adjacent to the extrication pad. It features approximately 1600 sq ft of rubble and various sized concrete tubes and vaults with breathable wall inserts made of concrete, steel, and wood.





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Support Equipment – The facility operates a cascade on-site to maintain all SCBA cylinders used by students and instructors. Two Engines are located at the facility for use during various training classes. The facility has a hydrant system on the grounds that is drawn from a static water source.

Training Tower & Class “B” Burn Prop – This five (5) story structure is used for ladder operations, high-rise work, search & rescue, ventilation, confined space, and sprinkler activity. It has both a dry sprinkler setup and standpipes. The Tower is used for high angle rescue and rappelling through anchor points on the roof, confined space training using a four (4) story vertical tube, and two (2) vertical ventilation props at ground level. The third floor of the Tower features a class “B” structural fire training simulator with flashover capability.

Trench Prop – This prop is designed to simulate a live trench with blown concrete walls to ensure a safe training environment. It incorporates a side wall cave in and can be configured in several ways to include straight, “L”, “T”, and “X” patterns. This prop also has grade level access for safety officer entry to facilitate overall safety.

Vehicle (Car) & Trailer Fire Prop – The vehicle fire prop is an all steel, mid-size passenger car that is a propane fed live fire prop; it has three (3) burn areas located in the engine compartment, passenger compartment, and trunk. The trailer fire prop is a real tank trailer that is propane fed to simulate wheel/brake and top compartment fires.

Section 5.6: LBPSTC (Bristol) Facility Description

The Lower Bucks Public Safety Training Center (LBPSTC) is a Bucks County Community College owned and managed site located at 2912 River Road, Croydon PA 19021 sitting on approximately nine (9) acres adjacent to a PECO substation and Dow Chemical facility. The property has an administrative building that includes classrooms, office space, a small conference room, storage, and Engine Bay along with the training grounds consisting of a number of different props and training areas listed below.

Class “A” Burn Prop & Training Tower – The burn building consists of a three (3) story “Class A” burn area and four (4) story training tower. The burn building side consists of twenty-two (22) rooms that can be used for live fire evolutions involving Class “A” materials. Different areas have been set up for different types of building layouts to include residential, commercial, and mercantile. This building also has a four (4) story training tower that can be used for high-rise evolutions, as well as, ladder and truck company operations. The burn building and training tower have various anchor points that can be used for different Technical Rescue classes. One of the two roof simulators located at the facility is on top of the burn building.

Class “B” Burn Prop – The Kidde MST 3000 Live Fire Structural Simulator is a Class “B” (propane fueled) two story prop that can be used for hoseline management and suppression drills.

Classrooms – The administrative building has two (2) dedicated classrooms and an engine bay that can be converted into a classroom setting. Each classroom is equipped with a computer, LCD projector, screen, audio equipment, dry erase white boards, and public Wi-Fi for instructional purposes.

Classroom 112 has a TV monitor and camera for video conferencing capabilities, as well as, tables and chairs for approximately 40 students. Classroom 111 has tables and chairs for approximately 25 students. The Engine Bay Classroom has tables and chairs for approximately 60 students.

Confined Space Props – There is a 1000 gallon above ground tank located on the property that can be used to simulate a confined space entry or rescue. This is used to train personnel in accordance with the Confined Space Standard 29 CFR 1910.146.





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Dumpster Fire Prop – The dumpster is used to simulate dumpster fires, Class “A” materials are burned inside the unit.

Extrication Pad – The extrication pad is approximately 1,000 square feet, made of crushed stone and allows for various types of vehicle rescue scenarios to take place. It is equipped with telephone poles, guardrails and barriers that can be used for scenarios. This pad is located to the left of the main building and is accessible through both gates in that area.

Flammable Gas & Liquids Pad – These props are set up to three (3) different types of evolutions incorporating propane in both a gaseous and liquid state through a flammable liquid tank fire and two (2) different leaking flammable gas fires.

Hazardous Materials Area – The facility is equipped with an area for Hazardous Materials Operations and Technician exercises. Within this area students can complete multiple scenarios including pressurized cylinders, drums, intermodals, diking, diverting, damming, suppression, and dispersion.

Support Equipment – The facility operates a cascade on site to maintain all SCBA cylinders used by students and instructors. An Engine with a 1,000 gpm pump is located at the facility for use during various training classes. The facility has two water supplies that can be used. One is a public water source with the hydrant located directly behind the main building. The second water source is a pump which draws water from the retention pond located on the grounds.

Vehicle (Car) Fire Prop – This all steel, mid-size passenger car, Class “B” live fire prop has three (3) burn areas located in the engine compartment, passenger compartment, and trunk.

Section 5.7: Use of BCPSTC & LBPSTC by a Requesting Agency

The Bucks County Public Safety Training Center (BCPSTC) and the Lower Bucks Public Safety Training Center (LBPSTC) can be used for training at the request of an agency. Fees do apply for Non-Bucks County Municipal Emergency Services Agencies, see [Section 5.8: Facility Usage Fees](#).

All Bucks County Community College sponsored training and/or testing at either BCPSTC or LBPSTC will be given first priority and follow all applicable policies and procedures of the Bucks County Community College Department of Public Safety Training & Certification as outlined in this Handbook.

Holding a BCCC Class at BCPSTC or LBPSTC – The Bucks County Community College welcomes outside agencies to use our facilities to provide training, up to and including live fire evolutions, that they cannot do at their Station or would prefer to conduct at one of the Centers. Holding a class at either BCPSTC or LBPSTC is no different than hosting a class at your Fire Station. A course application must be completed and the same process as outlined in [Chapter 7: Course Requirements](#) of this handbook. Scheduling the use of the facility to meet your dates may be more complicated than hosting at your station. We recommend as much lead time as possible on top of the eight (8) week lead time on the course application. First priority is given to the Resident Catalog Classes. Other requests will be considered on a first come, first serve basis depending on availability

Hold a Company Drill at BCPSTC or LBPSTC – Agencies can request to use the BCPSTC or LBPSTC for a Company Drill. The Agencies will need to request the use of the facility and complete the required course application for the training activities they wish to complete. The difference between a Company Drill and a Class is that no live fire evolutions are allowed as part of the Company Drill since the BCCC assigned Instructor will only handle enrollment paperwork, enforce facility rules, and ensure participant safety. Either way the BCCC Instructor will oversee the Drill Activities and ensure compliance with all rule and regulations of the Facility.





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Hold a Meeting at BCPSTC or LBPSTC – Agencies can request to use the BCPSTC or LBPSTC classroom spaces for meetings by contacting the facility directly. If space is available, a Facility Use Application must be completed and submitted by the Host Agency to reserve the requested classroom(s).





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Section 5.8: Facility Usage Fees

The Bucks County Community College accepts requests to use the BCPSTC and/or LBPSTC by outside agencies and organizations when possible, appropriate, and the request does not interfere with regularly scheduled programs. See [Section 5.5: BCPSTC \(Doylestown\) Facility Description](#) or [Section 5.6: LBPSTC \(Bristol\) Facility Description](#) for facility descriptions and props available. Additionally, some of the portable props are available for off-site training. In any of these cases, first priority is given to Bucks County Community College regionally sponsored courses, then local level training requests on a first come first serve basis. All courses involving training outside of the classroom will be assigned as a course and have an instructor(s) of record contracted. Rental fees for classrooms and prop use are listed below, additional fees for instructor(s) and/or delivery fees may apply.

Prop / Area	Location	Cost per 1 Hour
Car Fire Prop	BCPSTC / LBPSTC	\$62.50
Car Fire Mobile Prop	Portable ¹	\$62.50
Classroom (up to 40 people)	BCPSTC / LBPSTC	\$31.25
Classroom (up to 80 people)	BCPSTC / LBPSTC	\$43.75
Confined Space Props	BCPSTC / LBPSTC	\$37.50
CPR Equipment (Manikins & Equipment)	Portable ¹	Call for Quote
Dumpster Prop (Class A)	BCPSTC / LBPSTC	\$62.50
EVOC Cones & Traffic Control Equipment	Portable ¹	\$37.50
Extinguisher Bookshelf Prop	BCPSTC	\$62.50
Extinguisher Mobile Prop	Portable ¹	\$37.50
Flammable Gas & Liquid	BCPSTC / LBPSTC	\$125.00
Forcible Entry Simulator	Portable ¹	\$37.50
HazMat Area & Props	BCPSTC / LBPSTC ²	\$37.50
Live Fire Burn Prop (Class A)	BCPSTC / LBPSTC	\$150.00
Structural Burn Simulator – MST 3000 (Class B)	LBPSTC	\$150.00
Structural Collapse (Heavy) Ruble Field	BCPSTC ²	\$45.00
Tank Trailer Fire Prop (Class B)	BCPSTC	\$62.50
Tower Burn Prop (Class B)	BCPSTC	\$150.00
Training Tower (No Burn)	BCPSTC / LBPSTC	\$37.50
Trench Prop	BCPSTC ²	\$37.50
Vehicle Extrication Pad	BCPSTC / LBPSTC ²	\$37.50

**** Other equipment and props may be requested/rented and will be quoted on a case by case basis.**

Legend:

1. **Portable Props** will be quoted based on travel expenses from the BCPSTC located in Doylestown, PA.
2. **Expendables** are not provided; they are the Host Department responsibility to provide if you request to use these areas. Provisions may be made to use expendables on-site; however, the Host Department will be required to replace or reimburse the expendables used at the Facility. They include but are not limited to: Collapse: lumber, hardware, and breaching panels; Extrication: vehicles to cut; HazMat: sand, suites, pads, and booms; Trench: lumber, hardware, and panels





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Section 5.9: Rehabilitation

Based on physical activities of the hands-on programs and weather conditions, areas of the facility will be made available to hold rehab stations that may also include a dedicated EMT. All structural live fire burns will have a rehabilitation area with a dedicated EMT for the live fire evolutions. For all medical emergencies, 9-1-1 should be dialed and the Facilitator for that location, if not at the emergency, should be notified immediately.

All individuals should plan for the forecasted weather conditions for outside classes and bring hydrating beverages and nourishment to replace the energy they are using.

Section 5.10: Heat/Cold Index for Outdoor Physical Activity

Bucks County Community College recognizes that different outdoor training and exercise activities happen throughout the year and have the potential to expose an individual to heat and cold extremes. OSHA has published several documents to help explain the risk of these extremes to provide guidance for how to protect individuals who must work in these extremes. Bucks County Community College Department of Public Safety Training & Certification will use this section as a guide for any course or other activities that require individuals to work in extreme weather. Ensuring the safety of all individuals is our most important priority and, if needed, courses may be rescheduled or cancelled for safety reasons. Any course cancellations or rescheduling will be communicated to students according to previously stated procedures in this document.

Heat Index

The U.S. National Oceanographic and Atmospheric Administration (NOAA) has developed a heat index system. The heat index combines both air temperature and relative humidity into a single value that indicates the apparent temperature in degrees Fahrenheit, or how hot the weather will feel. The higher the heat index, the hotter the weather will feel, and the greater risk that outdoor workers will experience heat-related illness.

NOAA's National Weather Service

Heat Index

Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
 Extreme Caution
 Danger
 Extreme Danger





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From the Heat Index Chart above there are four (4) Risk Levels listed below that will provide some basic precautions that should be taken. Additional precautions may also be put into place based on the level of work that is being completed.

Risk Level: Low (Heat Index less than 91°F)

- Ensure drinking water is available
- Ensure Medical Services are available (On site or 9-1-1)

Risk Level: Moderate (Heat Index 91°F to 103°F)

- Ensure drinking water is available (Suggest that individuals drink 4 cups of water every hour)
- Ensure Medical Services are available (On site or 9-1-1)
- Review heat-related illness signs and symptoms and site-specific precautions before proceeding outdoors
- Recognize and address signs of heat-related illness immediately to prevent a more serious medical emergency
- Set up a buddy system to watch one another during activities for heat-related symptoms
- Schedule frequent rest breaks in cool, shaded areas
- Encourage individuals to protect exposed skin from direct sunlight

Risk Level: High (Heat Index 103°F to 115°F)

- Ensure drinking water is available (Individuals drink 4 cups of water every hour)
- Ensure Medical Services are available (On site or 9-1-1)
- Review heat-related illness signs and symptoms and site-specific precautions before proceeding outdoors
- Recognize and address signs of heat-related illness immediately to prevent a more serious medical emergency
- Set up a buddy system to watch one another during activities for heat-related symptoms
- Establish and enforce work/rest schedule. Schedule rest breaks in cool, shaded areas
- Adjust outdoor activities to a time of day the heat index is lower, if possible
- Encourage individuals to protect exposed skin from direct sunlight

Risk Level: Very High to Extreme (Heat Index Greater than 115°F)

- *Consider rescheduling non-essential activities for a day/time when the heat index is lower*
- Ensure drinking water is available (Individuals drink 4 cups of water every hour)
- Ensure Medical Services are available (On site or 9-1-1)
- Review heat-related illness signs and symptoms and site-specific precautions before proceeding outdoors
- Recognize and address signs of heat-related illness immediately to prevent a more serious medical emergency
- Set up a buddy system to watch one another during activities for heat-related symptoms
- Establish and enforce work/rest schedule. Schedule rest breaks in cool, shaded areas
- Encourage individuals to protect exposed skin from direct sunlight

Cold Index

The U.S. National Oceanographic and Atmospheric Administration (NOAA) has developed a wind chill index system. The wind chill index combines both air temperature and wind speed into a single value that indicates the apparent temperature in degrees Fahrenheit, or how cold the weather will feel. The colder the index, the colder the weather will feel, and the greater risk that outdoor workers will experience cold-related illness.

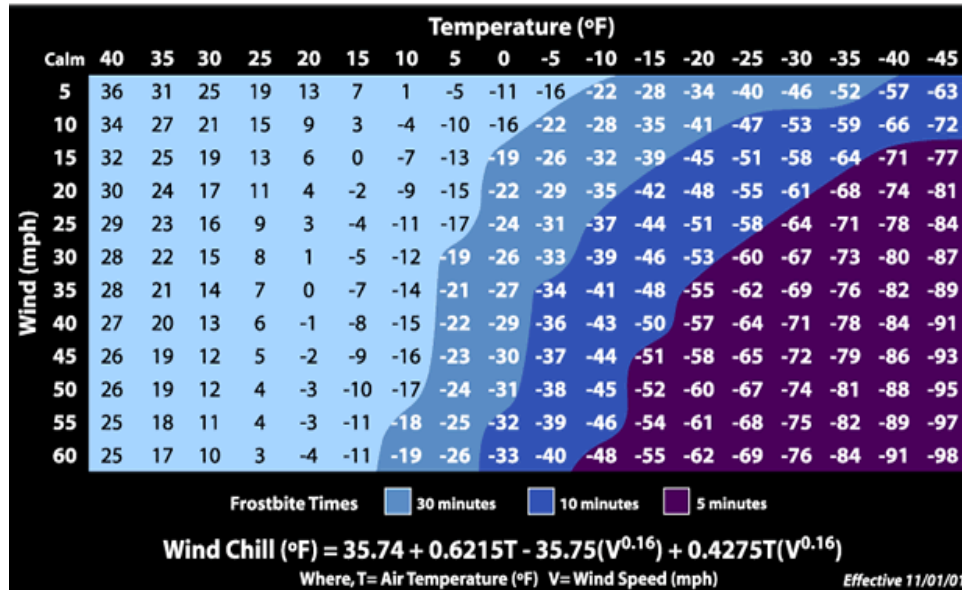




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NWS Windchill Chart



From the Wind Chill Index Chart above the temperature it “feels like” outside is based on the rate of heat loss from exposed skin caused by the effects of wind and cold. As the wind increases, the body is cooled at a faster rate causing the skin temperature to drop. If unprotected, individuals may develop injuries such as frostbite and hypothermia. Precautions may need to be put into place based on the wind chill temperature. Steps individuals should take if outdoor cold weather activities are required are:

- Wear layers of loose-fitting, lightweight, warm clothing. Trapped air between the layers will insulate you. Outer garments should be tightly woven, water repellent, and hooded.
- Wear a hat, because 40% of your body heat can be lost from your head.
- Cover your mouth to protect your lungs from extreme cold.
- Mittens, snug at the wrist, are better than gloves.
- Try to stay dry and out of the wind.

References: *Heat Index Guide*, OSHA; *Cold Stress Guide*, OSHA; *Heat Index*, NOAA; and *Wind Chill Index*, NOAA





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Section 5.11: Revision/Change Log

Section	Date	Revision/Change
Chap-05	Sept 22, 2014	Created

Revision Authorization:

Executive Director (signature)

JAN. 01, 2015

Date

Section 5.12: Review Log

Date	Reviewed By
Jan. 11, 2016	Executive Director





Bucks County Community College Department of Public Safety Training and Certification

Chapter 6: Student Preregistration Process and Requirements

Section 6.1: Purpose

This chapter outlines the process and requirements for a student to preregister and participate in a course.

Section 6.2: Scope

The procedure for a student to preregister for a training course to ensure they meet all of the rules and regulations before, during, or after a course.

Section 6.3: Outcome

- 6.3.1 Ensure a safe environment for a training course.
- 6.3.2 Provide direction to students or sponsoring agency on how to preregister for a training course.
- 6.3.3 Ensure students meet their responsibility while participating in a training course.

Section 6.4: Responsibilities

- 6.4.1 Executive Director
 - 6.4.1.1 Oversee the strategic operation of the two Bucks County Training Facilities and provide direct support to both Facility Directors.
- 6.4.2 Facility Staff:
 - 6.4.2.1 Ensure all instructional staff has the required materials to complete the required training safely.
 - 6.4.2.2 Ensure all equipment needed for the training class is ready for use.
- 6.4.3 Support Staff
 - 6.4.3.1 Receive and process all student preregistration requests.
 - 6.4.3.2 Ensure proper billing based on Course Rates and TMP Contract
- 6.4.4 All Staff and Instructional Personnel
 - 6.4.4.1 Ensure a safe training environment and that all rules and regulations are being upheld.
 - 6.4.4.2 Ensure students are conducting themselves properly.
 - 6.4.4.3 Ensure all paperwork is completed in required timeframes.

Section 6.5: Student Preregistration and Requirements for Course

Most courses run at the BCPSTC or LBPSTC and all courses advertised through the Bucks County Resident Training Catalog require registration before the course start date to guarantee a seat and the course to run as scheduled. This section will go over the process from before, during, and after a course for a student to be in compliance. Additional information is available in this chapter to assist a student during the registration process through completing and paying for a course.





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- 6.5.1 Before the start of the Course:** The preregistration form should be submitted to either BCPSTC or LBPTSC in advance of the start date of the course. Preregistration forms can be found in the Bucks County Resident Training Catalog, our website (www.bucks.edu/publicsafety), or at either Training Facility. In order to be accepted, each preregistration form must be filled out completely, and the student must meet all of the course requirements. Tuition for the course is indicated in the catalog or can be obtained by contacting either BCPSTC or LBPTSC. All courses will be filled on a first come, first serve basis. All preregistrations should be submitted as soon as possible and forms should be completed fully and correctly to avoid a delay in acceptance or rejection.
- 6.5.1.1 Prerequisites:** All prerequisites are required prior to entry into any program. They should be sent in with the preregistration form for the course to avoid delays or rejection. See [Section 4.14: Prerequisites](#) for further detail.
- 6.5.1.2 Age Restrictions:** All students are required to meet the minimum age requirements on the first day of the course. Age restrictions are based on Child Labor Laws, NFPA Standards, and PA State Fire Academy Policy. See [Section 4.12: Minimum Age Requirements / Junior Fire Fighter](#) for further detail.
- 6.5.1.3 Physical Health:** All students participating in courses with physical activities should meet the requirements of NFPA 1582, Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians, within a reasonable period of time prior to entering into physical training or testing, to ensure his or her ability to safely perform the required tasks. See [Section 4.10: Physical Health](#) for further detail.
- 6.5.1.4 Enrollment Minimum and Maximum Size:** A minimum and maximum course size is established for all courses. All courses will be filled on a first come, first serve basis. The Bucks County Community College reserves the right to cancel or postpone any course because of insufficient enrollment or other unforeseen circumstances.
- 6.5.1.5 Notification of Acceptance:** No confirmation letter (Notification of Acceptance) will be sent until the minimum course enrollment is reached.
- 6.5.1.5.1** In the event a course reaches its maximum number of enrollment, then a notification of being placed on the waitlist will be sent to the student. If space opens up in that course, then students will be placed in the course on a first come, first serve basis. Students that just show up to a course that is full will be sent home.
- 6.5.1.6 Course Materials & Published Manuals:** Bucks County Community College provides handouts and/or student participant guides for most courses as part of the course. Professional Certification programs and several other programs may use published textbooks. For information on what is required or provided, you can check the course description in both the Bucks County Resident Training Course Catalog or the Local Level Emergency Services Training Catalog. Both Catalogs are available at our facilities or on our website (www.bucks.edu/publicsafety). Information on published manuals will be sent out with your confirmation letter; additional information can be found in [Section 4.15: Manuals \(Published and Non-Published\)](#) of this Handbook.
- 6.5.2 During the Course:** All students who are accepted into a course shall meet the prerequisites as defined by [Section 4.14: Prerequisites](#), the age requirements as defined by [Section 4.12: Minimum Age Requirements / Junior Fire Fighter](#), and the physical health requirements as defined by [Section 4.10: Physical Health](#). In addition to these, the student shall comply with the following requirements at all time during course hours.





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- 6.5.2.1 Students will abide by all Rules and Regulations at all times:
- 6.5.2.1.1 The Harassment Policy applies to all persons who are enrolled, employed, or serve in any official capacity at the College while they are on College property or are participating in any College-sponsored activity off-campus. Individuals who violate this policy are subject to the full range of internal institutional disciplinary actions from reprimand up to and including separation from the College. See [Section 1.6: Harassment and Sexual Assault Policy](#) for further details.
 - 6.5.2.1.2 The Drugs and Alcohol Policy applies to all persons who are enrolled, employed, or serve in any official capacity at the College while they are on College property or are participating in any College-sponsored activity off-campus. Individuals who violate this policy are subject to immediate suspension or dismissal. See [Section 1.7: Drugs and Alcohol Policy](#) for further details.
 - 6.5.2.1.3 Bucks County Community College prohibits smoking during class time. All smoking should be done during breaks and outside of the classroom, in designated smoking areas. See [Section 1.8: Smoking](#) for further details.
 - 6.5.2.1.4 All firearms and other weapons are prohibited on all Bucks Campuses and activities off-campus. See [Section 1.9: Weapons Policy](#) for further details.
- 6.5.2.2 **Student Conduct:** Bucks County Community College Department of Public Safety Training and Certification supports the National Society of Executive Fire Officers (NSEFO) and Congressional Fire Services Institute (CFSI) "Firefighter Code of Ethics" and has adopted this as the standard in which all students shall conduct themselves during courses offered by Bucks County Community College. See [Section 4.16: Student Conduct](#) for further details.
- 6.5.2.3 **Participation:** Bucks County Community College Department of Public Safety Training & Certification has a 100% course completion requirement, all course sessions and all course objectives must be successfully completed. See [Section 4.11: Student Participation](#) for further details.
- 6.5.2.4 **Dress Code:** Bucks County Community College Department of Public Safety Training and Certification prides itself on professionalism. Students shall present a clean, neat, and professional appearance at all times. Hair will be well kept and groomed as to not interfere with PPE and SCBA. Jewelry should be limited to avoid loss and/or damage and to not create a safety concern based on activities the student is participating in. Students should wear clothing that is appropriate for the course work they are attending. See [Section 4.8: Dress Code / Appearance](#) for further details.
- 6.5.2.5 **Facial Hair:** Any course requiring the use of a SCBA or other respiratory protection (APR, PAPR, etc.) will require the participants to be clean-shaven. See [Section 4.7: Facial Hair](#) for further details.
- 6.5.2.6 **Personal Protective Equipment:** Courses that require PPE and/or SCBA will be required for every meeting of the course. See [Section 4.9: Personal Protective Equipment \(PPE\)](#) for further details.
- 6.5.2.7 **Accident, Injury, and Damaged Equipment Reporting:** In case of any illness, near miss incident or accident, (including damaged equipment) regardless of the severity, during a training session, an "Incident/Accident Report" (found in the [Forms and Documents](#) section of our website) must be completed by the lead instructor for that day and forwarded to the Bucks County Community College Department of Public Safety Training & Certification's Main Office immediately. See [Chapter 10: Accidents, Injuries, and Damaged Equipment Reporting](#) for further details.





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6.5.3 **After the Course:**

- 6.5.3.1 **Clean up:** At the end of each day/night of class, time will be spent by all Instructors and Students to ensure the training area they used for the session has been cleaned up.
- 6.5.3.1.1 **Classrooms:** This includes but is not limited to all trash being placed in trash cans, tables being placed back the way the room was found, all chairs pushed under table, and dry-erase boards cleaned.
- 6.5.3.1.2 **Training Grounds:** This includes but is not limited to all trash being placed in trash cans, equipment inspected, inventoried, and returned to BCCC Facilitator. Any equipment that is damaged or not in proper working condition should be documented and tagged when returned to BCCC Facilitator stating the reason.
- 6.5.3.2 **Course Evaluations:** At the conclusion of the course, the lead instructor will provide every student with a course evaluation that they should complete. This is one of the ways a student can provide feedback on a program so BCCC can deliver the best possible training.
- 6.5.3.3 **Certificates:** Course Completion certificates are issued approximately six (6) to eight (8) weeks after the lead instructor's completed paperwork is received. See [Section 8.5: Course Completion Certificates](#) for further details. All DOH (Department of Health) Basic Vehicle Rescue Technician Certifications and Special Vehicle Rescue Certifications are issued from DOH directly, not BCCC. See [Section 8.6: DOH Vehicle Rescue Certifications](#) for further details.

Section 6.6: Course Tuition Payment Information

The Bucks County Community College Department of Public Safety Training and Certification provides training and administrative processing at no cost for members of the Bucks County Emergency Services and Departments participating in the Training Membership Program as a Silver or Gold member. All other PA County Municipal Emergency Services and Out of State (or Non-PA Municipal) Responders are charged based on the course fees, certification costs, and any other fees that may apply for the listed classes/certifications. Each course fee in the Resident Catalog is listed with the course and the three specific categories listed above. Courses being offered that are not listed in the Resident Catalog may have different fees that apply. For more information on the Training Membership Program, please visit [our website](#).

- 6.6.1 **Tuition Payment:** Tuition payment for classes can be made at the time of registration (before the course start date) or after the course (once the student has been invoiced). Tuition rates can be found in the Bucks County Resident Training Catalog or by calling the BCPSTC or LBPSTC. Acceptable payment methods are Company/Department Check, Personal Check, or MasterCard/Visa. Agencies may send Purchase Orders in ahead of the class to have billing sent direct to agency after the course. If payment is not made prior to the course, an invoice will be sent to the student(s) after the course and can be paid by the same means.
- 6.6.2 **Tuition Refund:** Approved refunds will be issued back to the payee as follows: If you paid by Credit Card, then the card will be credited. If you paid by Cash or Check, the College will issue a refund check. The College does not issue cash refunds.

Section 6.7: Class/Course Cancellation

- 6.8.1 **Emergency Closures / Delayed Starting:** Any cancellation or delayed start of a class session due to inclement weather or for any other reason will be announced over the Bucks County Emergency Services





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Communication Dispatch System and through the College Emergency Notification System (e2campus). See [Section 4.5: Emergency Closure](#) for additional information.

- 6.8.2 **Cancellation due to low enrollment:** If the minimum enrollment is not met, registered students will be notified using the phone number provided on their preregistration form.

Section 6.8: Withdrawing from a Course & No Show / No Cancellation Policy

In the event a student must withdraw from a course, the student should send in a cancellation form as soon as possible to allow a space for someone who can attend. A cancellation form should be submitted to the BCPSTC or LBPSTC at least 72 hours prior to the start of the course; in return, a student will be provided a cancellation number that they should keep for their records.

In the event of less than 72 hours prior notice, the same policy should be followed. Based on the reason for withdrawal, a decision will be made on a case by case basis to a full refund or removal of the "No Show / No Cancellation Fee". If no cancellation form is received and the student does not show, then the **No Show / No Cancellation of Registration Policy** will be followed.

No Show / No Cancellation of Registration Policy

It is the policy of the Bucks County Community College to provide availability for attendance in courses based on minimum and maximum enrollment requirements. Students who register and do not attend or cancel their application prohibit other students from attending the course, resulting in administrative costs.

It shall be the policy of the Bucks County Community College to charge an administrative fee for any student who fails to attend a course that they have registered, unless they provide notification 72 hours prior to the start of the course.

Procedure:

1. The student or authorizing chief is required to fill out the cancellation form and send it into the training center 72 hours prior to the start date of the course. Once received, the student will be dropped from the course. **It is the student's responsibility to contact the office to receive their cancellation number** (Be sure to keep this number in case you or your organization/company is billed for this course). *The cancellation form can be found on our website.*
2. If the student or authorizing chief does not cancel the student from the course 72 hours prior to the start of the course an invoice will be issued for the following rate per student:
 - a. Courses up to 6 hours in length- \$35.00
 - b. Courses over 6 hours in length- \$75.00
3. The invoice will be generated to the student indicating their name, date of course, course title, and the administrative fee.
4. Special circumstances will be reviewed on a case by case basis.





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Chapter 7: Course Requirements

Section 7.1: Purpose

This chapter outlines the course request, scheduling, preparation, and delivery processes for training courses.

Section 7.2: Scope

The procedure for an agency to request and conduct a training course at BCPSTC (Bucks County Public Safety Training Center), LBPSTC (Lower Bucks Public Safety Training Center), or their Station while meeting all applicable rules and regulations.

Section 7.3: Outcome

- 7.3.1 Ensure a safe environment for a training course.
- 7.3.2 Provide direction to agencies on how to request a course.
- 7.3.3 Ensure students meet their responsibility while participating in a training course.

Section 7.4: Responsibilities

- 7.4.1 Executive Director:
 - 7.4.1.1 Oversee the strategic operation of the two Bucks County Training Facilities and provide direct support to both Facility Directors.
- 7.4.2 Facility Staff:
 - 7.4.2.1 Ensure all instructional staff have the required training materials to complete the required training safely.
 - 7.4.2.2 Ensure the requested training facility/prop is ready for use when requested.
- 7.4.3 Support Staff:
 - 7.4.3.1 Receive and process all course application requests.
 - 7.4.3.2 Ensure proper billing based on course rates and TMP contract.
 - 7.4.3.3 Receive and process all course paperwork from the instructor.
- 7.4.4 All Staff and Instructional Personnel:
 - 7.4.4.1 Ensure a safe training environment and uphold all rules and regulations.
 - 7.4.4.2 Ensure students are conducting themselves properly.
 - 7.4.4.3 Ensure all paperwork is completed in required timeframes.
- 7.4.5 Hosting Agency:
 - 7.4.5.1 Ensure required course application is completed and submitted in a timely manner to arrange for training courses on the requested dates.
 - 7.4.5.2 Ensure all equipment needed for the training class is ready for use.
 - 7.4.5.3 Responsible for all expendables for training courses regardless of course location.
 - 7.4.5.4 Ensure the minimum number of students for the class has been met and that all students have the required prerequisites and other entry requirements.





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Section 7.5: How to Request/Schedule a Course

The requesting organization submits the Bucks County Community College "Local-Level Course Application" (found in the [Forms and Documents](#) section of our website). The application will indicate the proposed course title and hours, start and finish dates, location(s), contact person(s), proposed or requested instructor(s) and other required information. Please provide an accurate billing address when applicable. In the event the class needs to be rescheduled or cancelled the requesting agency should notify BCCC immediately.

7.5.1 The Department of Public Safety Training & Certification processes course applications in the following manner:

- 7.5.1.1 Verify the course application information is correct
- 7.5.1.2 Verify that the instructor(s) are certified to teach the course by the PSFA, BCCC or PABEHS. BCCC will only contract authorized or certified subject matter instructor(s) after all required credentials are verified and they are active BCCC instructors.
- 7.5.1.3 Communicate with the requester and ascertain their needs.
- 7.5.1.4 Contract the instructor(s) for the requested program(s). Contracts are valid only for the particular program assignment.
- 7.5.1.5 After the course application is processed, the lead instructor will receive the following forms: student registration forms, student course evaluation forms, an instructor report, a teaching contract, a class attendance roster, a travel expense voucher, a course schedule, an incident / accident report form, a duplication request form for student manuals (for non-published text books) and handouts. These forms are downloadable and can be found in the [Forms and Documents](#) section of our website.
- 7.5.1.6 Bucks County Community College training materials are distributed at the discretion of the Regional Field Directors based on course assignment(s). No materials are distributed before the course application is processed.
- 7.5.1.7 For courses conducted in Bucks County the hosting agency can request DOH (Department of Health) continuing education credits (first responder, EMT-B, EMT-P), if available, which are registered through the Bucks County Emergency Health Services (BCEHS) Office. All other counties must contact their regional council to register a course for continuing education credits. A list of the regional councils can be found in the "Local Level Emergency Service Catalog" on our website under [Training and Certification Information](#).
- 7.5.1.8 The requesting agency is responsible for any expendables for courses. For courses requested at the BCPSTC or LBPSTC, fees may apply as outlined in [Section 5.8: Facility Usage Fees](#).
- 7.5.1.9 For courses conducted at the BCPSTC or LBPSTC where Live Fire or Live Smoke will be used, the Bucks County Community College Live Fire Evolution Procedures will apply (see the [Forms and Documents](#) section of our website).

Section 7.6: Course Requirements

All courses delivered through Bucks County Community College (BCCC) have minimum requirements such as; prerequisites, age restrictions, minimum/maximum class size, expendables, fees, etc.

7.6.1 **Before the start of the Course:** The requesting agency should verify the following information one week prior to the start date of the course to avoid delays or cancellations for reasons other than an emergency.

- 7.6.1.1 **Prerequisites:** All prerequisites are required prior to entry into any program. They will be verified by the lead instructor and then verified by the office staff when the class paperwork is processed. See [Section 4.14: Prerequisites](#) for further detail.





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- 7.6.1.2 **Age Restrictions:** All students are required to meet the minimum age requirements on the first day of the course. Age restrictions are based on Child Labor Laws, NFPA Standards, and PA State Fire Academy Policy. See [Section 4.12: Minimum Age Requirements / Junior Fire Fighter](#) for further detail.
- 7.6.1.3 **Physical Health:** All students participating in courses with physical activities should meet the requirements of NFPA 1582, Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians, within a reasonable period of time prior to entering into physical training or testing to ensure his or her ability to safely perform the required tasks. See [Section 4.10: Physical Health](#) for further detail.
- 7.6.1.4 **Enrollment Minimum and Maximum Size:** A minimum and maximum course size is established for all courses; please contact your Regional Field Director or one of the Facilities for specific details on a course.
- 7.6.1.5 **Course Materials & Published Manuals:** Bucks County Community College provides handouts and/or student participant guides for most courses; the lead instructor will request any BCCC materials ahead of time. Professional Certification programs and several other programs may use published textbooks. For information on what is required or provided, you can check the course description in both the Bucks County Resident Training Course Catalog or the Local Level Emergency Services Training Catalog. Both are available at our facilities or on our website (www.bucks.edu/publicsafety). Information on published manuals will be sent out with your confirmation letter; additional information can be found in [Section 4.15: Manuals \(Published and Non-Published\)](#) of this Handbook.
- 7.6.2 **During the Course:** All students who are attending the course shall meet the prerequisites as defined by [Section 4.14: Prerequisites](#), the age requirements as defined by [Section 4.12: Minimum Age Requirements / Junior Fire Fighter](#), and the physical health requirements as defined by [Section 4.10: Physical Health](#). In addition to these, the student shall comply with the following requirements:
- 7.6.2.1 Students will abide by all Rules and Regulations at all times:
- 7.6.2.1.1 The Harassment Policy applies to all persons who are enrolled, employed, or serve in any official capacity at the College while they are on College property or are participating in any College-sponsored activity off-campus. Individuals who violate this policy are subject to the full range of internal institutional disciplinary actions from reprimand up to and including separation from the College. See [Section 1.6: Harassment and Sexual Assault Policy](#) for further details.
- 7.6.2.1.2 The Drugs and Alcohol Policy applies to all persons who are enrolled, employed, or serve in any official capacity at the College while they are on College property or are participating in any College-sponsored activity off-campus. Individuals who violate this policy are subject to immediate suspension or dismissal. See [Section 1.7: Drugs and Alcohol Policy](#) for further details.
- 7.6.2.1.3 Bucks County Community College prohibits smoking during class time. All smoking should be done during breaks and outside of the classroom, in designated smoking areas. See [Section 1.8: Smoking](#) for further details.
- 7.6.2.1.4 All firearms and other weapons are prohibited on all Bucks Campuses and activities off-campus. See [Section 1.9: Weapons Policy](#) for further details.
- 7.6.2.2 **Student Conduct:** Bucks County Community College Department of Public Safety Training and Certification supports the National Society of Executive Fire Officers (NSEFO) and Congressional Fire Services Institute (CFSI) "Firefighter Code of Ethics" and has adopted this as the standard in





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which all students shall conduct themselves during courses offered by Bucks County Community College. See [Section 4.16: Student Conduct](#) for further details.

- 7.6.2.3 **Participation:** Bucks County Community College Department of Public Safety Training & Certification has a 100% course completion requirement; all course sessions and all course objectives must be successfully completed. See [Section 4.11: Student Participation](#) for further details.
- 7.6.2.4 **Dress Code:** Bucks County Community College Department of Public Safety Training and Certification prides itself on professionalism. Students shall present a clean, neat, and professional appearance at all times. Hair will be well kept and groomed as to not interfere with PPE and SCBA. Jewelry should be limited to avoid loss and/or damage and to not create a safety concern based on activities the student is participating in. Students should wear clothing that is appropriate for the course work they are attending. See [Section 4.8: Dress Code / Appearance](#) for further details.
- 7.6.2.5 **Facial Hair:** Any course requiring the use of a SCBA or other respiratory protection (APR, PAPR, etc.) will require the participants to be clean-shaven. See [Section 4.7: Facial Hair](#) for further details.
- 7.6.2.6 **Personal Protective Equipment:** Courses that require PPE and/or SCBA will be required for every meeting of the course. See [Section 4.9: Personal Protective Equipment \(PPE\)](#) for further details.
- 7.6.2.7 **Accident, Injury, and Damaged Equipment Reporting:** In case of any illness, near miss incident or accident (including damaged equipment), regardless of the severity, the lead instructor must complete an "Incident/Accident Report" (found in the [Forms and Documents](#) section of our website) and forward it immediately to the Bucks County Community College Department of Public Safety Training & Certification's Main Office. See [Chapter 10: Accidents, Injuries, and Damaged Equipment Reporting](#) for further details.

7.6.3 **After the Course:**

- 7.6.3.1 **Clean up:** At the end of each day/night of class, time will be spent by all Instructors and Students to ensure the training area they used for the session has been cleaned up.
 - 7.6.3.1.1 **Classrooms:** This includes but is not limited to all trash being placed in trash cans, tables being placed back the way the room was found, all chairs pushed under table, and dry-erase boards cleaned.
 - 7.6.3.1.2 **Training Grounds:** This includes but is not limited to all trash being placed in trash cans, equipment inspected, inventoried, and returned to BCCC Facilitator. Any equipment that is damaged or not in proper working condition should be documented and tagged when returned to BCCC Facilitator stating the reason.
- 7.6.3.2 **Course Evaluations:** At the conclusion of the course, the lead instructor will provide every student with a course evaluation that they should complete. This is one of the ways a student can provide feedback on a program so BCCC can deliver the best possible training.
- 7.6.3.3 **Certificates:** Course Completion certificates are issued approximately six (6) weeks after the lead instructor's completed paperwork is received. See [Section 8.5: Course Completion Certificates](#) for further details. All DOH (Department of Health) Basic Vehicle Rescue Technician Certifications and Special Vehicle Rescue Certifications are issued from DOH directly, not BCCC. See [Section 8.6: DOH Vehicle Rescue Certifications](#) for further details.





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Section 7.7: Course Payment Information

The Bucks County Community College Department of Public Safety Training and Certification provides training and administrative processing at no cost for members of the Bucks County Emergency Services. Departments participating in the Training Membership Program will be billed based on their level. All other PA County Municipal Emergency Services and Out of State (or Non-PA Municipal) Responders are charged based on the course fees, certification costs, and any other fees that may apply for the listed classes/certifications. For more information on the Training Membership Program, please visit [our website \(www.bucks.edu/publicsafety\)](http://www.bucks.edu/publicsafety).

- 7.7.1 **Course Payment:** Payment for a course can be made at the time of request (before the course start date) or after the course (once the class has been invoiced) billed to the requesting agency based on their billing status (Bucks, TMP Level, etc.). Acceptable payment methods are Company/Department Check, Personal Check, or MasterCard/Visa. Agencies may send Purchase Orders in ahead of the class to have billing sent direct to agency after the course.
- 7.7.2 **Course Refund:** Approved refunds will be issued back to the payee as follows: If you paid by Credit Card, then the card will be credited. If you paid by Cash or Check, the College will issue a refund check. The College does not issue cash refunds.

Section 7.8: Revision/Change Log

Section	Date	Revision/Change
<i>Chap-07</i>	<i>Sept 22, 2014</i>	<i>Created</i>

Revision Authorization:

_____ Executive Director (signature)	JAN. 01, 2015 _____ Date
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Section 7.9: Review Log

Date	Reviewed By
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Chapter 8: Certificate Issuance

Section 8.1: Purpose

This chapter outlines course certificate issuance.

Section 8.2: Scope

The procedures for who and when a student will receive a course completion certificate.

Section 8.3: Outcome

8.3.1 Ensure the generation of course completion certificates in a timely manner to eligible students.

Section 8.4: Responsibilities

8.4.1 Office Manager:

8.4.1.1 Ensure all course reports are accurate and meet DOE audit requirements for support staff to process course certificates.

8.4.2 Support Staff:

8.4.2.1 Ensure all course completion certificates are processed and mailed directly to the eligible students after receiving the course paperwork and completing audit checks.

8.4.3 Instructional Personnel:

8.4.3.1 Ensure timely submission of course paperwork in compliance with DOE standards and Bucks County Community College policies

Section 8.5: Course Completion Certificates

Course completion certificates are processed by the Bucks County Community College Department of Public Safety & Certification from the information provided on the Bucks County Community College "Registration Form - Non-Credit Course" which is completed by the student at the start of course. A student must meet all of the course objectives, including attendance and prerequisites, in order to receive a certificate. No special certificate will be issued to a student who has not met **ALL** of the requirements. Provisions for making up missed sessions/objectives will be consistent with BCCC policy outlined in the Handbook.

After the certificates are printed, they are mailed to the student's home address based on his/her registration form. Course Completion certificates are issued approximately six (6) to eight (8) weeks after the lead instructor's completed paperwork is received. Special requests for certificates needed earlier (to apply for professional certification testing) should be submitted to the appropriate Regional Field Director or Facility Director as early as possible for consideration.





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Section 8.6: DOH Vehicle Rescue Certification

All courses leading up to DOH (Department of Health) Vehicle Rescue Certification Testing will be handled by Bucks County Community College as stated in [Section 8.5: Course Completion Certificates](#). Administering, grading, and issuance of a DOH Certification for Basic Vehicle Rescue Technician or Special Vehicle Rescue is managed by DOH, not BCCC. Since the certifications are not issued by BCCC, we cannot provide accurate information on turn around time or replacement options. You should contact your local Regional EMS Council with specific questions on the status, replacement of certificates, or to reschedule exams.

Section 8.7: Revision/Change Log

Section	Date	Revision/Change
Chap-08	Sept 22, 2014	Created

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Executive Director (signature)

JAN. 01, 2015

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Section 8.8: Review Log

Date	Reviewed By
Jan. 11, 2016	Executive Director





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Chapter 9: Disclosure of Student Information

Section 9.1: Purpose

This chapter outlines the acceptable methods and laws for disclosure of student information.

Section 9.2: Scope

The procedures for requesting a transcript or an Open Records request to ensure compliance with FERPA (Family Educational Rights and Privacy Act) and Pennsylvania Open Records Law.

Section 9.3: Outcome

- 9.3.1 Ensure compliance with all applicable laws and regulations.
- 9.3.2 Ensure timely processing of approved disclosure of student information that complies with all applicable laws and regulations.

Section 9.4: Responsibilities

- 9.4.1 All Staff:
 - 9.4.1.1 Ensure student records are kept secure and not released without proper approval.
- 9.4.2 Support Staff:
 - 9.4.2.1 Process transcript requests as submitted.

Section 9.5: FERPA

Bucks County Community College accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. No one outside the College shall have access to, nor will the College disclose any information from student's education records without the written consent of the students except to personnel within the College, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation functions, to persons in compliance with a judicial order, to persons in an emergency in order to protect the health or safety of students or other persons, and to other individuals and agencies permitted under the Act.

Within Bucks County Community College, only those members, individually or collectively, acting in the student's educational interest are allowed access to student's education records. These members include personnel in all administrative offices and academic personnel within the limitations of their need to know.

At its discretion, the College may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, e-mail address, date and place of birth, major field of study, dates of attendance, degrees and awards received, previous educational agency or institution(s) attended by the





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student, participation in officially recognized activities and sports, and weight and heights of members of athletic teams. Students may withhold Directory Information by notifying the Director of Records in writing within three weeks after the first day of classes for the semester in which the withholding of Directory Information is to take effect. Student's requests for non-disclosure will be honored until the student requests its removal.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have hearings if the outcomes of the challenges are unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The law also provides students with the right to inspect and review the records of disclosure of information from their education records. The types of education records and the custodian of each type of education record are listed in appendix A to this policy. Students wishing to review their education records must make written requests to the custodian of each type of record listing the item or items of interest.

Only records covered by the Act will be made available within forty-five days of the written request. Students may have copies made of their records with certain exceptions: a copy of the academic record if the student has an outstanding financial obligation to the College or a transcript of an original or source document that exists elsewhere. These copies would be made at the student's expense at prevailing rates, which are listed in appendix B to this policy. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute for the maker of the record, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of student's choosing.

Students MAY NOT inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the College will permit access ONLY to that part of the record which pertains to the inquiring student. The College is NOT required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their concerns informally with the custodians of the records in question. If the custodians of the records in question are in agreement with the student's requests, the appropriate records will be amended. If not, the students will be notified, in writing, within a reasonable period of time that the records will not be amended; and they will be informed by the custodians of the records in question of their right to formal hearings. Student's requests for formal hearings must be made in writing to the Vice President and Dean of Academic Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including an attorney, at the student's expense.

The hearing panels which will adjudicate such challenges will be composed of the Vice President and Dean of Academic Affairs, the Dean of Administration, and the Director of Student Life Programs. If members of the hearing panels have direct interests in the outcome of the hearings, the President of Bucks County Community





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College will replace these members of the hearing panels with individuals who do not have direct interests in the outcome of the hearings.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearings, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act, may request in writing assistance from the President of the College. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605 concerning the alleged failures of Bucks County Community College to comply with the Act.

Referenced from Bucks County Community College Catalog; <http://www.bucks.edu/about/compliance/ferpa/>

Section 9.6: Transcript Requests

Your transcript is a permanent record of all the courses and/or Professional Certifications you have completed through Department of Public Safety Training & Certification. Students may submit their request in person, by mail, or by fax to either of the BCPSTC or LBPSTC to have a transcript mailed to themselves, an employer/Fire Department, or another Agency. The Public Safety Training specific transcript request can be found on our website under [Forms and Documents](#).

In accordance with the Public Information Act and the Family Educational Rights and Privacy Acts (FERPA) of 1974, as amended, student academic records are classified as confidential and may be released only with the student's written authorization and signature. NO ONE ELSE (including your spouse, parent, etc.) can request your transcript, as your written permission is required by law.

Transcripts requests for Credit Courses must be submitted to the BCCC Office of Admissions, Records, and Registration.

Section 9.7: Open Records

The Board of Trustees recognizes the importance of public records as the record of the College's actions and the repository of information about the College. With certain exceptions, subject to law, College policy and administrative regulations, the College shall make the public records of the College available for public access and duplication to requesters, in accordance with the Pennsylvania Open Records Law, which is effective as of January 1, 2009. Academic transcripts and educational records are not open records under the law.

To access the full text of the College Open Records policy and accompanying procedures [click here](#).





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The College uses the *Right to Know Uniform Request Form* created by the Commonwealth of Pennsylvania. To download the required form, find contact information for the Commonwealth appeals officer, and obtain important information regarding the Open Records Law, view the website of the Open Records Office for the Commonwealth of Pennsylvania: <http://openrecords.state.pa.us>.

Referenced from Bucks County Community College Catalog; <http://www.bucks.edu/about/compliance/open-records/>

Section 9.8: Revision/Change Log

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Chap-09	Sept 22, 2014	Created

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Executive Director (signature)

JAN. 01, 2015

Date

Section 9.9: Review Log

Date	Reviewed By
Jan. 11, 2016	Executive Director





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Chapter 10: Accidents, Injuries, and/or Damaged Equipment Reporting

Section 10.1: Purpose

This chapter outlines the actions required for accidents, injuries, and/or damaged equipment reporting to Bucks County Community College.

Section 10.2: Scope

The procedure for reporting and documenting any accidents, injuries, and/or damaged equipment to Bucks County Community College.

Section 10.3: Outcome

10.3.1 Ensure all accidents, injuries, and/or damaged equipment are documented and reported in the required timeframe to Bucks County Community College Department of Public Safety Training & Certification Staff to take additional required notification steps within the College and Other Agencies, as required.

Section 10.4: Responsibilities

10.8.1 Executive Director:

10.8.1.1 Will review any illness, near miss incident, or accident investigation after completed by Regional or Facility Director.

10.8.2 Regional or Facility Directors:

10.8.2.1 Will investigate illness, near miss incident, or accident as required based on severity and provide report to Area Executive Director.

10.8.3 Support Staff:

10.8.3.1 Will add any report of illness, near miss incident, or accident into the Reported Incident Spreadsheet for analysis.

Section 10.5: Reporting of any Illness, Near Miss Incident, or Accident

In case of any illness, near miss incident or accident (including damaged equipment), regardless of the severity, the lead instructor must complete an "Incident/Accident Report" (found in the [Forms and Documents](#) section of our website) and forward it immediately to the Bucks County Community College Department of Public Safety Training & Certification's Main Office. If the illness or accident requires hospital treatment, the Regional Field Director or Facility (BCPSTC or LBPSTC) Director shall be notified immediately (see the staff directory on our website or catalogs).





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Section 10.6: Revision/Change Log

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JAN. 01, 2015

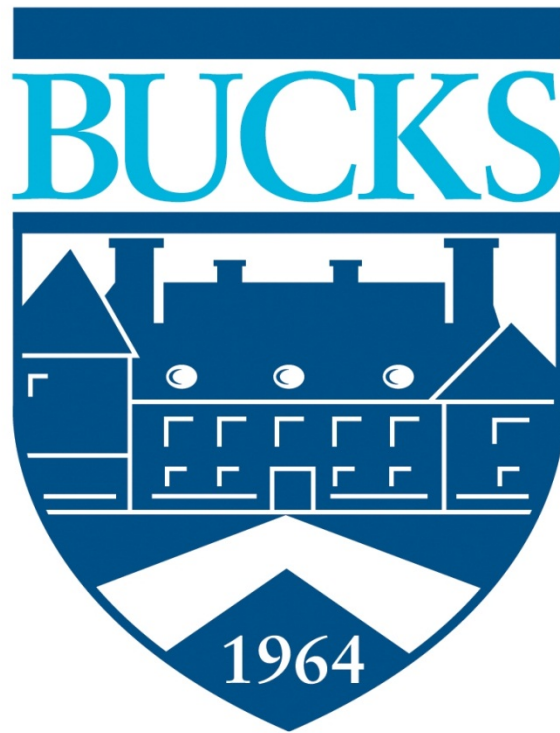
Date

Section 10.7: Review Log

Date	Reviewed By



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Accredited by:



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Fire & Emergency Services Degree Office
275 Swamp Road, Cottage 1
Newtown, Pennsylvania 18940
Ph. 215-968-8190

Doylestown Training Facility & Office
1760 South Easton Road
Doylestown, Pennsylvania 18901
Ph. 215-340-8417 Fax 215-343-6794

Bristol Training Facility & Office
2912 River Road
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Ph. 267-685-4888 Fax 215-788-4906

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