The Carrol L. Herring Fire and Emergency Training Institute (LSU-FETI) is pleased to welcome you to the Recruit Fire Academy. The LSU-FETI Recruit Fire Academy course is designed to follow NFPA 1001 Professional Qualifications for Fire Fighter I and II and leads to IFSAC certification. Documents referred herein can be found at our website http://feti.lsu.edu. The fire service is unlike any other profession. Firefighters work with people at their worst times, when people or loved ones are hurt or sick, their property is on fire, or they are trapped in a fire or trapped in a damaged vehicle. Every day the news has stories of firefighters saving lives and property, often under very adverse conditions. Firefighters are internationally known as an honorable and trusted profession known for its sense of selflessness and efforts to help other people. Because of the dangers involved in the profession, and even in the training for it, proper training, physical ability and discipline are paramount.

The LSU-FETI Recruit Fire Academy course is designed for entry-level firefighters and is taught under the same paramilitary chain of command used in today’s fire departments. Rules and regulations are implemented in the class and discipline will be imposed. Failure to follow these rules may result in a reprimand up to and including dismissal from the LSU-FETI Recruit Fire Academy.

Most often students are already hired by a fire department, or in some cases they may be sponsored by a department. Individuals are allowed to take the training and certification process as “independents” on their own. (Please review “Non-Sponsored Student” section if applicable). To enter the LSU-FETI Recruit Fire Academy students must first successfully complete the LSU-FETI Physical Ability Test that indicates the student’s physical ability to complete the program. (See the LSU-FETI Physical Ability Test on our website).

The material covered in this Academy fulfills the requirements for Fire Fighter I and II as per National Fire Protection Association 1001 Standard (referred to as NFPA 1001). The material is presented at an appropriate pace. Candidates need to be free of other activities so that they can apply themselves without any unnecessary distractions. Make-up work is almost impossible, so the candidate is expected to attend all class sessions.

Homework assignments are assigned each day. The candidates are responsible for reading each required assignment before the class. The instructor will administer a chapter quiz at the completion of each chapter. The instructors will also administer weekly written tests and practical skill evaluations, as deemed necessary.

The first three tests of the academy are averaged together. If the candidate’s average is below 70%, the candidate will be dismissed from the academy. The candidate must maintain a weekly average of 70%. If the candidate’s average falls below 70%, the candidate is placed on probation. If the average does not
average to 70% the next week, the candidate will be dismissed from class. A 70% GPA is required to graduate from the Recruit Fire Academy.

Due to extensive physical and mental aspects of the class, students must be in top physical and mental condition. Documentation of a physician’s examination, meeting NFPA 1582 and utilizing the LSU-FETI form herein is required. The exam itself must be within the past three months. This includes a release to participate in strenuous physical activities, a copy of which is attached. All physical fitness requirements must be met.

PLEASE NOTE THIS DOCUMENT REFLECTS REVISIONS TO OUR PROGRAM and any previous versions should be considered obsolete
1/19/2016
ITEMS REQUIRED BY THE CANDIDATE AT ORIENTATION

One week prior to the first day of class an Orientation session will be held at LSU-FETI. During the Orientation, all Personal Protective Equipment (PPE) and SCBA will be inspected prior to the start of the program. The candidate must have in his possession the following items when reporting for the Orientation: Appropriate clothing for the Physical Capability Evaluation (see below) and classroom attire (fire dept. uniform shirt and pants). Recruits are not allowed to start the Academy without PPE and SCBA inspected and found acceptable by LSU-FETI.

ITEMS REQUIRED BY THE CANDIDATE ON THE FIRST DAY OF CLASS

1. **Five (5) navy blue long pants**: Uniform work pants to be worn on a daily basis.
2. **Navy blue sweat pants and sweatshirt or navy blue shorts**: Required for physical fitness sessions, depending on the weather (no muscle shirts to be worn during any physical fitness sessions).
3. **Personal Protective Equipment (PPE)**: Bunker pants, coat, boots, gloves, helmet and protective hood that meets NFPA 1971, Protective Ensemble for Structural Fire Fighting, and a Self-Contained Breathing Apparatus with an integrated PASS device and spare cylinder that meets NFPA 1981, Self-Contained Breathing Apparatus. These items shall be in good condition without apparent damage and must fit the recruit loosely. The SCBA cylinder must have a current hydrostatic test date. Testing five years for steel or aluminum bottles, three years for composite bottles.
4. **Note taking supplies**: Each student should have a two inch three ring binder with a minimum of 100 sheets of loose leaf paper, pencils, pens and highlighting markers.
5. **Fundamentals of Fire Fighter Skills, 3rd Edition** (ISBN-13: 9781284059656). The textbook is included in the price of the course. Each student is required to have the textbook which will be issued at the Orientation.
6. LSU-FETI will issue each recruit three short-sleeved “Recruit” T-shirts, two long-sleeved T-shirts, and two caps as the uniform for each recruit.
7. **Bedding** (regular twin size), towels, and toiletries need to be supplied and brought with the recruit.

**NOTE**: Attire for the Physical Capability Evaluation and the Orientation session is navy blue physical fitness shorts, sponsoring fire department uniform T-shirt (must have sleeves), (sponsoring fire department issued baseball cap suggested), socks and appropriate running shoes per fire department requirements. Recruits need to bring a spare dry uniform T-shirt and department work pants, and work boots for the orientation.
Carrol L. Herring Fire & Emergency Training Institute at the Louisiana State University provides instruction using the current editions of standards, guidelines set forth by the following organizations, where applicable:

- National Fire Protection Association
- Occupational Safety and Health Administration
- Code of Federal Regulations
- American Heart Association
- National Registry of Emergency Medical Technicians
- U.S. Department of Transportation/National Highway Traffic Safety Administration

Training materials are adapted from the National Fire Academy, National Fire Protection Association, Fire Protection Publications and other fire safety and emergency response publications.

All correspondence, applications and requests for information should be addressed to:

LSU Fire and Emergency Training Institute
6868 Nicholson Drive
Baton Rouge, LA 70820

Tel: (225) 334-6300
1-800-256-3473
Fax: (225) 334-6341

Office Hours: Official office hours are 8 a.m. to 4:30 p.m., Monday through Friday, with the exception of official holidays. All telephone calls regarding registration, class information, or students should be placed only during the listed times.

Time Schedule: Starting and ending times of classes vary; please check with the FETI instructor.

Registration: Will be held in the recruit classroom at 8:00 a.m.

Attendance: 90% attendance is mandatory in order to receive a certificate of completion.

Continuing Education Unit (CEU): An indicator used for documenting continuing education activities for those disciplines mandating a prescribed quantity of continuing education activity for continued credits; one CEU represents 10 contact hours of participation in an organized, continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Participant Dress Code: Participants shall wear departmental uniforms or appropriate attire that reflects professionalism and pride in the service they represent and in accordance with the type of class. Black duty boots must be worn; no tennis shoes. The wearing of athletic clothing or shorts is not allowed except during physical training. LSU-FETI staff has the authority to determine whether the participant’s attire is inappropriate.

LSU-FETI Environmental Policy: LSU-FETI continues to recognize and exercise its responsibilities to provide realistic, effective fire and emergency response training programs that have minimum effect on the environment and the community, and to assure that its facilities meet and support the
regulations of federal state and local agencies. FETI is committed to preserving a clean and safe environment.

**Housing:** All recruit candidates will be provided lodging at FETI.

**Food Service:** Breakfast and lunch are provided Monday through Friday.

**Transportation:** LSU-FETI does not provide transportation for students.

**Automobiles:** Vehicles are to be parked in the student area only. Keep vehicles locked at all times. FETI is not responsible for theft of personal property.

**Telephone Calls:** Calls for students are not accepted, except in emergencies. In case of an emergency, the telephone number to call at the institute is (225) 334-6300 during regular office hours (8 a.m. – 4:30 p.m.).

**Lounges:** Students are required to assist in keeping classrooms and lounge areas clean.

**Visitors:** All visitors must check in at the Administration Building. Tours of LSU-FETI must be arranged in advance.

**Tobacco Products:** No tobacco products use is allowed by Recruits on the LSU-FETI campus. LSU is in the process of adopting “tobacco free” campus rules that will include LSU-FETI.

**Firearms, Alcohol, Drugs, Gambling:** All firearms, alcohol, drugs, and gambling are prohibited at the institute in accordance with Louisiana State University policies. Please refer to LSU PS-67, PS-75, and PS-96.

**Violence:** Louisiana State University is a violence-free institution. Any threat or act of physical violence against anyone on LSU property is prohibited. Please refer to LSU PS-102, “Violence in the Workplace.”

**Protective Clothing Requirements:** Students or their sponsoring agency are required to provide the necessary protective clothing (bunker coat, pants, boots, gloves, helmet, hoods, etc.) that meets the NFPA Standard 1971: Protective Ensemble for Structural Fire Fighting. In addition, long-sleeve shirts and long pants are to be worn under the protective clothing at all times. Inspection of protective clothing will precede training to assure that equipment meets requirements. Students without appropriate protective clothing will not be allowed to participate in practical training. In addition, beards or other facial hair that would prevent or limit a positive seal of the mask is not permitted where SCBA are utilized. If eyeglasses are worn, the student shall use frames that do not pass through the seal area of the face piece. LSU-FETI has adopted the above from the current edition of the NFPA 1500: Fire Department Occupational Safety and Health Program.

**Physical Conditioning:** Each recruit will be put through a rigorous physical training program due to the demands of the fire service. Therefore, LSU-FETI recommends that the recruits start a training program before attending the course. At the Orientation (the week before first day of class), recruits will be required to perform a one and one-half mile run in sixteen minutes.

**Other Activities:** Appropriate protective clothing, as noted in course descriptions or as designated by the LSU-FETI instructor, must be worn.

**Climate Changes:** Each recruit should expect changes in the weather and should prepare accordingly.

**Personal Injury & Illness:** All injuries/illness shall be reported to the lead instructor immediately.
RECRUIT FIRE ACADEMY RULES AND REGULATIONS

- Roll call will be held each day. Recruits must be dressed in proper uniform at the time of roll call. If the recruit is late reporting to roll call it will be documented, reported and result in disciplinary action.
- It is the responsibility of the recruit to maintain their PPE in serviceable condition. This includes cleaning SCBA after use, hosing and brushing off pants, coats, boots, gloves and helmet when dirty.
- Recruits shall have appropriate PPE during all practical exercises.
- No caps or glasses other than prescription glasses are allowed in the classroom. No badges, metal or collar insignia will be worn.
- Recruits shall be clean-shaven for morning roll call. In no case shall beards or facial hair, which may impair the safety of the recruit or the proper operation of their SCBA, be permitted.
- Designated classrooms shall be kept clean and orderly at all times. Chairs will be placed on top of tables at the end of each day. Recruits shall be responsible for the cleaning of these areas on a daily basis.
- Upon completion of class or training exercise, all recruits shall assist in picking up the tools and equipment and returning them to their proper location.
- At times, recruits shall be given special work details such as washing apparatus, washing and storing hose, loading hose onto fire apparatus, and other jobs deemed necessary by the instructors.
- Recruits shall conduct themselves in a professional manner at all times, both at LSU-FETI as well as traveling to and from the center. Recruits shall drive all vehicles in a safe manner and obey all post signs while at LSU-FETI.
- Recruits shall be respectful and courteous to classmates, the staff and all other visitors. Respect for authority shall be demonstrated at all times.
- Recruits shall greet whom they meet as “sir” and “ma’am” or by their rank or title.
- Recruits shall not sit or lay down during practical exercises or while demonstrations are being performed unless granted permission by the lead instructor.
- No electronic devices are allowed during class without approval of the instructor.
- Class will be conducted in a formal, professional environment; no horseplay shall not be tolerated.
- The lead instructor shall set lunch and break times on a daily basis. Recruits shall report to class on time. All offences will be documented and reported.
• Recruits may not be allowed to leave LSU-FETI during work hours without permission from the lead instructor. Any recruit leaving without permission will be considered Absent Without Leave (AWOL) and will be subject to disciplinary action or dismissal.

• Recruits will be considered late if they are not in their proper place in the classroom or at the training field according to the time specified by the lead instructor.

• PPE shall NOT be worn in any classroom or office building at LSU-FETI at any time.

• Recruits shall report any illness or absence and notify LSU-FETI by 8:00 a.m. at 1-800-256-FIRE.

• No food is allowed in the classroom during instructional periods.

• The use of profane, racist, sexist, or derogatory statements directed at individuals or groups will not be tolerated in the classroom or on the training field.

• The recruit shall successfully complete all practical requirements as outlined in NFPA 1001.

• Disciplinary notices shall become part of the recruit’s file and a copy shall be sent to the Fire Chief or Training Officer.

• Progress reports are issued to the recruit’s Fire Chief every three weeks.

• After three documented disciplinary actions, the student shall be dismissed from the academy.

• Refund Policy:
  Before orientation and the first day of class, the Center-Based Municipal program incurs several expenses for the preparation of the coming recruit academy. Once the recruits arrive, we issue shirts and books, provide meals and lodging, and perform a medical exam to make sure they are fit for duty. Based on these costs, we are establishing a refund schedule for any recruit leaving our academy before the end of the fourteen weeks.

  Day 5 by 4:30 PM  50% of total cost paid  
  Day 10 by 4:30 PM  25% of total cost paid  
  Day 15 by 4:30 PM  10% of total cost paid  
  Day 16  Refund no longer available

  In the instance that a recruit is either dismissed by the Academy or their department, or chooses to not participate within two weeks prior to the first day of the current Recruit Academy class, a 75% refund of total cost paid will be given. This includes, but is not limited to, the dismissal of a recruit for not meeting the physical and/or medical requirements measured on Orientation day. (Effective 2.1.2016)

I have read the Recruit Academy general information and fully understand the LSU-FETI policy and all rules and regulations pertaining to the Recruit Fire Academy, including the mandatory physical training requirements. Recruits not meeting the above requirements will not be allowed to graduate from the academy, however will receive all credit hours prior to disqualification. They will be allowed to continue with all IFSAC Certification assuming they meet all applicable prerequisites. I have read and agree to comply with all of the above.

Recruit: (Print name) ______________________________ ______________________________

Recruit: (Sign name) ______________________________ Date: ____________________
DISMISSAL & APPEAL PROCESS—RECRUIT FIRE ACADEMY

DISMISSAL:

A recruit may be dismissed for disciplinary action that constitutes a violation of the Recruit Academy rules and regulations or for failing to perform the activities required.

Based on the above, the Center Based Manager (Academy Chief) shall notify the Director and conduct a thorough investigation of the cause for dismissal. Said investigation shall be reduce to writing with the recommendation for dismissal or remediation. The Center Based Manager may recommend a dismissal in writing to the Director of FETI. The Center Based Manager shall notify the recruit’s respective Fire Chief.

The Director shall inform the recruit of their decision in writing within three working days after the investigation has been completed. A copy of the Director’s decision shall be forwarded to the recruit’s respective department chief.

APPEAL:

If the recruit feels that they were treated unfairly, they may appeal the decision to the Director in writing within five working days. The Director shall arrange for a hearing within ten working days after receipt of the appeal. The Hearing Board shall consist of the Director, one representative from the LA Firemen’s Association, and one representative from the LA Fire Chiefs Association, who is not part of the training staff for the recruit school in question. The Director shall notify the recruit of the Hearing Board’s decision in writing within three working days of the hearing. If the Hearing Board rules that the Director’s ruling is not justified for dismissal, the recruit will be allowed to re-enter the program at the next available school and all infractions will be removed from their file. A copy of the Hearing Board’s decision shall be forwarded to the recruit’s respective department chief.
Tests and measurements are a necessary element of the learning process. Prior to graduation from the Recruit Academy, these standards must be successfully completed:

- **Academic Exams**
- **Practical Skill Evaluations Initial Physical Fitness**
- **AHA BLS CPR**
- **Hazardous Materials Awareness and Fire Fighter I Certification are required.**
- **Hazardous Materials Operational Level and Fire Fighter II Certifications are optional.**

**Academic (Written) Exams**: Minimum passing score is 70%. Three failures shall constitute grounds for dismissal.

**Practical Skills Evaluations**: Periodic Practical (drill ground) Skill Evaluations will be held throughout the academy to test the essential functions of firefighting. If, at any time, a recruit is unable to perform the essential functions of firefighting, pursuant to NFPA 1001 Standards, the recruit may be terminated.

**Initial Physical Fitness Tests**: All recruits must pass the one and one-half mile run within 16 minutes as a condition of Recruit Academy. One retest will be offered. If the minimum time is not met at the second retest, the recruit will not be allowed to start the Academy.

**AHA BLS CPR Test**: All recruits shall successfully complete the American Heart Association Basic Life Support CPR course completing all practical stations and a written test with a minimum score of 84%. Medical courses are required for the certification of firefighters. The recruits will also attend a 48-hour First Responder course during this academy.

**LSU FETI Recruit Academy Course Completion Certificate**: All recruits are required to meet the requirements of NFPA 1001 to receive the LSU FETI Recruit Academy Course Completion Certificate. Recruits shall successfully complete all practical skills and pass a final FETI FF I and FF II written test with a minimum score of 70%. Any recruit not meeting those standards shall not receive the final course completion certificate.

**Hazardous Materials Awareness, Hazardous Materials Operation Level, Firefighter I and Fire Fighter II Certification Tests**: All candidates are required to take the Certification exams passing with a minimum score of 70%. One retest shall be offered for each test level during the academy. Candidates failing to achieve passing scores after the second retest shall comply with the LSU FETI Certification Division’s policy concerning subsequent retesting.

Requests for accommodations for disabilities will be considered on a case by case basis once adequate contemporary documentation of the disability and of the need for the specific accommodations requested have been provided. Accommodations which would alter essential elements of a particular program will not be granted. Requests for accommodations must be received by LSU FETI at least 30 days prior to a certification exam or the start of a course. For more information, please contact Miranda Meynard at 225-334-6300

I have read and understand the Louisiana State University Fire and Emergency Training Institute Recruit Academy Testing Policy.

Recruit: ___________________________________________ Date: __________________

If Recruit is sponsored:

Chief: ___________________________________________ Date: __________________
I have read and fully understand the LSU-FETI policy and all rules and regulations pertaining to the Recruit Fire Academy, including the mandatory physical training requirements and the refund policy schedule. Recruits not meeting the above requirements will not be allowed to graduate from the academy, however will receive all credit hours prior to disqualification. They will be allowed to continue with all IFSAC Certification assuming they meet all applicable prerequisites.

I do not object to having my grades posted. I understand that the fire department is sponsoring me in this class and that at any time the fire chief of the sponsoring department can review my progress.

I understand that all grades and evaluations are discussed with the fire chief of the sponsoring fire department.

I understand, and do not object, that the chief of the sponsoring fire department is sent a copy of all grades and evaluations.

Recruit Name (print): ________________________________________________________________

Recruit Signature: ________________________________________________________________

Date: ____________________________________________________________________________

Sponsoring Fire Department: _________________________________________________________

I certify that the information recorded on this document is correct. The above student is a volunteer or career firefighter of this agency and protected by Worker’s Compensation and insurance. I agree with all the above policies and procedures of LSU Fire and Emergency Training Institute.

Signature of Employer/Chief of Department: ____________________________________________

_________________________________________  ______________________________________
Signature Position Date
MEMORANDUM

From: Dave Casey
    Director, Carroll L. Herring Fire & Emergency Training Institute at LSU

To: LSU-FETI Recruit Academy Applicants

Subject: FIREFIGHTER RECRUIT ACADEMY MEDICAL SCREENING

Enclosed is the only medical document needed to admit Candidates to the Recruit Academy. Please note there are changes to the forms used, due dates and what forms LSU-FETI is to receive.

The Physical Examination Release to Participate Form is to be completed by the Physician, original returned to LSU-FETI per the below, and a copy kept by the employer.

All applicants/candidates for the LSU-FETI Recruit Academy are required to complete a medical screening within three (3) months prior to participation in this course with Physical Examination Release to Participate Form received by FETI no later than two (2) weeks prior to the Academy start date (one week before the Orientation day).

If the Physician determines a candidate is not physically qualified (NPQ), the employer will notify the candidate recruit and the Physical Examination Release Form should not be submitted to LSU-FETI.

Candidates cannot attend or participate in the Orientation or the program without the Physical Examination Release Form that indicates the Candidate is physically able to perform the duties received one week before the Orientation day.

At the Orientation, Medical Monitoring will be initiated with a more basic information set. For the duration of training, any change in your medical condition must be brought to the attention of the LSU-FETI EMS Manager. The Candidate must bring a sufficient supply of medications (prescribed or OTC) for current medical conditions. These will not be provided by LSU-FETI.
Physical Examination Release to Participate Form

Student Name: _______________________________ Last 4 Digits of SS#: ______________________

Sponsoring Fire Department (if applicable): ________________________________________________

Name of Doctor (printed): ___________________________ Examination Date: ______________

Dr’s Office Address: __________________________________________________________________

Dr’s Phone Number: ___________________________ Dr’s Fax Number: _______________________

This document must be signed on page two (2) by either a Medical Doctor or Doctor of Osteopathy per NFPA 1582 4.4.1. The Practitioner shall consider the physical, physiological, intellectual, and psychological demands of the occupation when evaluating the student’s ability to perform the essential job tasks listed below. Incomplete documentation may interfere with the individuals’ ability to attend training and may affect their training and employment.

Physician Guidance: They below is list of essential job tasks is from NFPA Standard 1582, Chapter 5 and is meant to be provided to the physician to assist in evaluating a prospective firefighter to medically clear the person, in this case to attend training. More information is available at www.nfpa.org and there is an excellent explanation at http://bgfiremedic.com/Info/Medical.pdf.

1. Wearing personal protective ensemble and Self-Contained Breathing Apparatus (SCBA), performing fire-fighting tasks (hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods.

2. Wearing an SCBA, which includes a demand valve–type positive-pressure facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.

3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.

4. Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb. (9 to 18 kg).

5. Wearing fire protective ensemble 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).

6. Wearing personal protective ensemble and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility.
7. Wearing personal protective ensemble and SCBA, advancing water-filled hoselines up to 2 \(\frac{1}{2}\) in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft. (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.

8. Wearing personal protective ensemble and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.

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.

10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.

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.

12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers).

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.

I hereby certify that I completed a physical examination of the above named student on the date identified on the preceding page.

After reviewing all the information on these two pages, to include the list of firefighting duties and conditions, it is my medical opinion that this person (check one) ____ IS ____ IS NOT physically able to perform the duties of a fire fighter and participate in the Firefighter Recruit Academy.

**Physician’s Name (typed or printed clearly):** ____________________________________________

This document must be signed by either a Medical Doctor or Doctor of Osteopathy per NFPA 1582 4.4.1.

**Physician’s Signature:** ____________________________________________

(Signature of M. D. or D. O.) (Date)