

**Guilford Technical Community College
Firefighter Academy
Code of Conduct**

Purpose: This document is to be used as the Code of Conduct and to set forth the requirements for the Guilford Technical Community College Firefighter Academy.

Academy Requirements (General)

All cadets must pass a medical exam and a reading comprehension test administered at the testing facility at GTCC. All blocks of instruction taught must be successfully completed. Prior to the written exam, the cadet must pass two practical exercises that will be selected at random. If the cadet does not pass the practical exercise, then he or she will not be allowed to sit for the written exam. If a cadet does not pass the written exam on the first attempt, he or she will be allowed to retest. If the cadet does not pass the written exam upon the second attempt, the cadet will not be allowed to continue with the Firefighter Academy and will be removed from the class. In the event of documented failure(s) of practical evaluations, it will be the responsibility of the Coordinator of the Academy to determine if the cadet should finish the Academy. Safety will be the top priority. Termination from the Academy will be recommended for any student who might jeopardize the safety of anyone in the program including the Training Staff.

Training Staff

The following individuals will be utilized as part of the training staff and will have the following duties and responsibilities.

Definitions

- **Academy Coordinator:** This is the direct supervisor of each cadet and will oversee the general operation of the Academy. It will be the Academy Coordinator's responsibility to procure equipment and supplies for the Academy and maintain the equipment at the Emergency Responder Training Center (ERTC). The Academy Coordinator will be responsible for discipline and corrective measures as they relate to the Academy.
- **Lead Instructor:** This individual reports directly to the Academy Coordinator and is responsible for the daily instruction of the cadets. He or she is the primary contact to the students for the class portion of the day. The Lead Instructor is to ensure that all skills and objectives set forth by the lesson plans are met for the subject they are assigned. The Lead Instructor
- **PT Instructor:** This individual reports directly to the Academy Coordinator and is responsible for directing the cadet through the daily Physical Training routine. This will include both running and other physical agility exercises. The PT Instructor will participate with the cadets during the daily PT routines.
- **Assistant Instructor:** These individuals report directly to the Lead Instructor at all times. They are to follow the orders and assignments of the Lead Instructor for setting up both training ground activities and classroom assignments. They are responsible for assisting the Lead Instructor in meeting all objectives for a subject.

- **Cadet:** The student or trainee that is currently enrolled in the Academy class. He or she reports to the Lead Instructor, PT Instructor, or Assistant Instructor, depending on which one is in charge of that unit of instruction. The Cadet is responsible for following orders and meeting the objectives of each class prior to graduating from the Fire Academy.

Certification Requirements:

- All testing shall meet the North Carolina Department of Insurance Certification requirements. All of the NCDOI requirements will be followed for certification purposes. See DOI testing policy.

Performance Expectations

The Academy Operates under the three strike rule unless otherwise listed in this document or in the GTCC Handbook. Three unsatisfactory discrepancy reports will result in the possibility of the Cadet being removed from the Academy. An incident report will be completed each time a rule or regulation is violated. Such reports will be retained in the Cadet's file and upon the third offense the status of the Cadet in the Academy will be reevaluated.

- All Cadets will follow the GTCC Firefighter Academy Performance Expectations.
- All Cadets will follow the outlined testing policy.
- Each Cadet is responsible for his/her own actions.
- Each Cadet is responsible for **immediately** reporting injury or illness to an Instructor or the Safety Officer.
- Each Cadet is responsible for maintaining all Personal Protective Equipment (PPE) at operational level and reporting problems with equipment to an Instructor.
- Each Cadet is responsible for knowing the Code of Conduct and Rules and Regulations of the GTCC Firefighter Academy.

Judgment:

- Make responsible and safe decisions when attempting to accomplish a task or solve a problem.

Work Ethic:

- Actively seek academic and technical knowledge for self-improvement.
- Is reliable in following safety practices in all situations.

Communications:

- Use appropriate tone of voice.
- Articulate in a clear, logical, and understandable manner.
- Be persuasive and make a positive impression.
- Demonstrate appropriate non-verbal communication.
- Refrain from abusive or inappropriate language.

Adaptability/Stress Management:

- Remain calm in stressful situations.
- Adapt behavior in order to deal with changing situations in a safe manner.
- Adapt behavior in order to accomplish individual and/or organizational goals.
- Recognize symptoms of stress in self and seeks to deal with it appropriately.

Teamwork:

- Effectively work with others in order to accomplish tasks or solve problems.
- Offer help to team members when needed.
- Consistently demonstrate safety practices for self and others.

Integrity:

- Be sincere and honest when dealing with others.
- Keep commitments.
- Respect personal property of others.
- Portray a professional image in speech, actions, and appearance.
- Obey all of the policies & procedures of the GTCC student hand book, the GTCC Training center, and each Instructor's safety regulations.

Problem Solving:

- Approach problem in a safe, logical, and well thought-out fashion.
- Seek pro-active solutions to problems.

Community Awareness:

- Exercise compassion and demonstrate a willingness to help individuals no matter the situation or their background.
- Be sensitive to individual and cultural differences.

Initiative/Motivation:

- Accomplish tasks or goals without being ordered, coerced, or motivated by others.
- Demonstrate a desire for personal and professional development.
- Accomplish goals or tasks with a "safety first" attitude.
- Take on additional tasks or duties.

Interpersonal Skills:

- Relate to a wide variety of individuals in a positive and effective manner.
- Handle interpersonal conflicts effectively.
- Be courteous and respectful.

Performance Expectations

Satisfactory

- Cadet consistently demonstrates behaviors in NFPA 1001 and NFPA 1006 Job Performance Requirements, in GTCC Student Hand Book, and meets expectations of the Academy Staff.
- Cadet is punctual at all required activities of the Academy.
- Cadet works as a team and supports other Cadets in the program.

Unsatisfactory:

- Cadet demonstrates inappropriate behavior in one or more areas outlined in the Performance Expectations.
- Evaluation sheets have not been completed.

Physical Fitness

Satisfactory

- All Cadets shall complete a physical sanctioned by the GTCC Fire Academy prior to being admitted as a participant. Failure to satisfactorily complete this physical

will result in the Cadet being denied admission to the Academy. It is the sole responsibility of the Cadet to arrange for payment for the physical.

- Cadet maintains a level of physical fitness as prescribed by the Physical Fitness trainer and/or the Academy Coordinator.
- Cadet performs all components of the prescribed workout(s) in an appropriate manner as demonstrated.
- Cadet performs prescribed workouts with the correct number of sets and repetitions.
- Cadet demonstrates the endurance and physical ability necessary to perform all training ground activities.

Unsatisfactory

- Cadet does not maintain a level of fitness prescribed by Physical Fitness Trainer or the Academy Coordinator, as evidenced by the following:
 - Not performing all components of the prescribed workout in the appropriate, demonstrated manner.
 - Not completing the required number of sets and or repetitions.
 - Inability to perform physical training due to extensive illness or injury.
- Cadet is unable to complete the required training ground activities due to lack of endurance and/or physical ability.

Academics

Satisfactory

- Cadet scores an 80% or above on all academic testing.

Unsatisfactory

- Cadet fails to achieve 80% proficiency in any area of academic testing.
- If any cadet fails to achieve an 80% on any OSFM test, he or she will be given one opportunity to retest at a later date to be determined with the Academy Coordinator. If the cadet fails to score 80% or higher on the retest, then the cadet will be dropped from the academy. If the cadet does score a minimum of 70% but fails to achieve 80%, the cadet will still receive credit from OSFM for that unit of instruction but will not be allowed to continue in the Academy.
- If the cadet does not score an 80% or higher on any EMT unit test, he or she will be given one opportunity to retest at a later date to be determined by the Academy Coordinator and the EMT Instructor. If the Cadet fails to score 80% or higher on the retest, then the cadet will be dropped from the academy.

Training Center Activities

Prior to starting any training activity, the cadets shall fall in at attention at a designated area for the raising of the American Flag and for ringing the bell in memory of our fallen firefighters.

There are no visitors allowed in the classroom or on the training ground. Visitors include but are not limited to family members, significant others, and any non-fire personnel. Visitors are allowed only in the office area of the ERTC. All visitors must sign in with the Academy Coordinator or Administrative Assistant. Any visitor outside the office area must be escorted by GTCC personnel at all times.

No turnout gear is to be worn inside the classroom / hallway area of the building. Turnout gear should be doffed in the bay area or in the bathrooms. This will help maintain the facilities and keep them easier to clean.

Satisfactory

- Cadet performs all drill ground activities in a safe, timely, and appropriate manner.
- Cadet demonstrates use of equipment with control and confidence.
- Cadet demonstrates a basic knowledge of Job Performance Requirements (JPR's) of activities, tools, and equipment.
- Cadet is consistent in performance of all training ground activities.
- Cadet has no failures on JPR practical skills testing.

Unsatisfactory

- Cadet is unable to perform one or more drill ground activities in a safe, timely and appropriate manner.
- Cadet is unable to use equipment with control and confidence.
- Cadet is unable to demonstrate basic knowledge and operation of tools and equipment.
- Cadet is unable to meet JPR's for a subject.
- Unsafe actions while performing a JPR.

Station Details

Each cadet will be expected to participate in the daily station detail. This consists of general cleaning duties that will be posted in the classroom area. Each Squad will be responsible for particular duties each day. These station details are to be completed before anyone is allowed to leave for the day. Typically, the station details will be done at the end of class each day. This helps us maintain clean facilities and also acquaints the cadet with typical routines in a working fire station.

Satisfactory

- Cadet performs all station details assigned to the Squad in a competent and timely manner.

Unsatisfactory

- Cadet does not complete station details assigned to the Squad in a competent and timely manner.
- Cadet does not participate in completing station details.

Chain of Command

- Cadets must use the "Chain of Command" at all times.
- "Chain of Command" means any matter that needs the attention or action by the College will be brought to the reporting person's most immediate supervisor.
- Any issues or concerns that affect the Cadets performance shall be immediately brought to the attention of the Cadet's Instructors(s) or the Academy Coordinator.

Respect

- Respect will be shown to GTCC Instructors, Staff and Guests of the Academy at all times.
- Respect will be shown to all civilians and classmates at all times.
- Disrespect or abusive language toward any individual or group shall be considered insubordination.
- All GTCC Academy Students, Instructors, and Staff shall be addressed in a courteous and professional manner either by rank or by "Sir/Ma'am." **NO EXCEPTIONS.**

- Cadets shall answer all questions from Instructors, Faculty or Staff with Yes or No Sir / Ma'am. **NO EXCEPTIONS.**
- The cadets shall stand when an Instructor, a Faculty or Staff Member, or a guest enters the room. **NO EXCEPTIONS.**
- Any cadet not showing proper respect to anyone will be considered in violation of this policy and an incident report will be completed and placed in the cadet's performance file.
- This policy is in effect any time the cadet is in uniform both on and off campus.
- Any inappropriate behavior by the cadet either on or off campus that may cause dishonor to the Academy or to GTCC will result in the cadet being subject to removal from the Academy.

Teamwork Effort

- The Cadet's best effort is expected at all times.
- The Cadet shall work well in a team and function in all positions.
- Any action that hinders or disrupts team drills or classroom activities will not be tolerated.
- Cadets are expected to offer help to team members.
- Any lack of team effort noted by the instructors will be documented in the cadet's performance file.

Attendance/Tardiness

- Attendance at all classroom and training ground sessions is mandatory.
- Tardiness will not be tolerated. This includes tardiness for classes, physical workouts, and training ground activities. Three (3) tardies may result in dismissal from the Academy.
- If the cadet is tardy, then an incident report will be completed and submitted to the Academy Coordinator and placed in the cadet's file.
- All absences from the Academy must be approved by the Academy Coordinator. Any unapproved absence may result in disciplinary action.
- In the event of illness, the cadet shall contact the Academy Coordinator as soon as possible. A note from a physician's office will be required prior to the cadet being readmitted to the Academy.

Cheating

- Cheating of any kind will not be tolerated. Any cadet that is found cheating will be removed from the academy.

Insubordination

- Disobeying any orders issued by an Instructor will not be tolerated.

Infection Control

- Infection control policy of GTCC will be adhered to at all times.

Appearance

- All Cadets will have the proper attire for the scheduled activity.
 - There will be no exceptions to the required uniforms prescribed by the Code of Conduct. Any unapproved deviations to the required dress code will result in the cadet being required to change or may result in suspension for the day. In the event the cadet continues to violate the dress code, the cadet may be removed from the academy.

- PT – Blue sweat pants or blue shorts, the Academy t-shirt, and approved running shoes. The PT Instructor shall inform the students of the PT uniform of the day.
 - Classroom – Blue uniform pants, Class B uniform shirt, black belt, black socks and black boots. All uniforms should be clean and pressed and boots polished.
 - Training Ground – Blue uniform pants, Academy t-shirt, black belt, black socks, and black boots. Additional PPE shall be worn as required by the lead instructor.
- All personal protective gear will be kept clean and in a usable condition.
 - Hair will be neatly kept. All male cadets will maintain a shaved facial appearance. A mustache is permissible provided the leading edge of the mustache does not extend beyond the corner of the mouth. Sideburns shall not extend beyond the lower portion of the ear lobe.
 - Hair styles cannot pass the top portion of the shirt collar or below the top of the ears. Female cadets must keep hair in a manner that does not interfere with wearing SCBA or any other PPE.
 - Any earrings or body piercings shall be removed prior to arrival at the ERTC. This included tongue rings, nose rings, eyebrow piercings, naval piercings, or other body piercings. This is due to the safety issues these items may pose.

Substance Abuse

- Alcoholic beverages or illegal drugs are not permitted at the GTCC Firefighter Academy. Violation will result in recommendation for removal from the Academy.
- Any use of prescription or over-the-counter drugs that could affect the Cadet's performance at the Academy will be brought to the attention of the Instructors and Coordinator of the Academy. It is the Cadet's responsibility to inform the Instructor and the Academy Coordinator of medications being used.
- GTCC is a tobacco free campus. This means that tobacco use of any kind by cadets or instructors is strictly prohibited on any GTCC property. Tobacco use of any kind will not be allowed by cadets or instructors during any instructional time during the Fire Academy.
- Any cadet that arrives at the ERTC under the influence of alcohol or any illegal substance shall be removed from the Academy.

Discrimination and Harassment

- The GTCC Fire Academy will not condone or tolerate incidents or circumstances of discrimination, harassment, or sexual harassment.
- ANY violation of this policy shall result in the immediate removal of the cadet from the academy.

Cell Phones and Pagers

- Cadets shall not carry cell phones, pagers, PDA's or other communications devices while in the classroom or on the training ground. These items should be secured in the cadet's locker or personal vehicle.
- Cadets may use their communications devices only during breaks.

Appeals to disciplinary procedures or removal from the Academy shall be made in writing to the Fire Academy Coordinator within seven days of the discipline or removal from the Academy. If the Academy Coordinator upholds the action, then the cadet may appeal to the Department Chair of Fire Protection and the Division Chair of Public Service Technologies. If these two individuals uphold the action, the decision will be final and the action will stand.

I, the undersigned, understand, and agree to abide by the Guilford Technical Community College Fire Academy Code of Conduct and the consequences associated with any violation thereof.

Cadet Print Name

Cadet Signature

Date

Benjamin Lunsford
Academy Coordinator

Date

**GTCC Firefighter Academy
Cadet Evaluation Form**

Evaluator _____

Cadet _____

Date _____

Academics S / U SCORE _____

Comments: _____

Training Center Activities S / U

Comments: _____

Station Details S / U

Comments: _____

Physical Fitness S / U

Comments: _____

Equipment Maintenance S / U

Comments: _____

Personal Appearance S / U

Comments: _____

Evaluator Signature

Date

Cadet Signature

Date

GUILFORD TECHNICAL COMMUNITY COLLEGE

FIRE ACADEMY

Station Details (Sample Check sheet)

Monday

- A Squad – Wash Engine 1, Complete Check Sheet
- B Squad – Wash Engine 251, Complete Check Sheet
- C Squad – Wash Bay Area and sidewalk / Bay apron area

Tuesday

- A Squad – Sweep / Mop Classroom, take out trash
- B Squad – Sweep / Mop Hallway, Clean break area, take out trash
- C Squad – Clean restrooms, sweep / mop restrooms, take out trash

Wednesday

- B Squad – Sweep / Mop Classroom, take out trash
- C Squad – Sweep / Mop Hallway, Clean break area, take out trash
- A Squad – Clean Restrooms, Sweep mop restrooms, take out trash

Thursday

- C Squad – Sweep / Mop Classroom, take out trash
- A Squad – Sweep / Mop Hallway, Clean break area, take out trash
- B Squad – Clean restrooms, sweep / mop restrooms, take out trash

Friday

- A Squad – Sweep / Mop Classroom, take out trash
- B Squad – Sweep / Mop Hallway, Clean break area, take out trash
- C Squad – Clean restrooms, sweep / mop restrooms, take out trash