MIDDLESEX COUNTY FIRE ACADEMY

COURSE CATALOG & TRAINING INFORMATION

WWW.CO.MIDDLESEX.NJ.US

Revised 1/2014

The County of Middlesex New Jersey

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Fire Academy

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The Middlesex County Fire Academy is pleased to provide our training course schedule for the Spring Semester of 2014. Attached is a copy of the training course schedule that will enable you to plan and schedule your training courses.

Our course offerings include our Firefighter I, II and III programs. Other than our firefighter series courses, many advanced firefighting and rescue courses are also offered such as: RIC Awareness and Operations, Pump Operator, MVX Operations, Confined Space Operations, Rope Rescue Operations, Building Collapse Awareness, Trench Rescue Operations, Fire Inspector & Fire Official Certification, Fire Instructor Level I & Level II Certification & Recertification, Incident Management System (1-100, 1-200, 1-300, 1-400 and 1-700) Haz-Mat Incident and several Advanced Tactical Firefighting lecture and practical hands-on courses as well as many others.

Available for this semester we will be offering three (3) Night Firefighter I courses, one (1) Weekend Daytime Firefighter I course, two (2) Daytime Weekday Firefighter I courses, one (1) Night Firefighter II course and Daytime Firefighter II course(s). The Middlesex County Fire Academy will be using the NJ Division of Fire Safety approved firefighter training program published by Jones and Bartlett for our Firefighter I & II courses.

The NJ Division of Fire Safety Fire Officer I course has currently been reintroduced by the NJDFS and the new program will be offered again in early September 2014 using the Jones & Bartlett Fire Officer Principals and Practice Curriculum.

The Middlesex County Fire Academy has several fire ground tactical and operations courses that have been part of our course curriculum. The courses include a Strategy and Tactics Series that is comprised of seven separate new courses that will include both lecture and hands on training. These courses are Firefighting Operations in High Rises, Garden Apartments, Townhouses and Multiple Dwellings, Basements and Cellars, Strip Malls and Taxpayers, Residential Dwellings, Tactical Considerations for the Initial Incident Commander and Strategy and Tactics Hands-On Practical Operations. Other courses that are newly developed and currently offered include the NFA Health and Safety Officer program, RIC Operations and Propane Emergencies-Live Burn.

We look forward to meeting all of your training needs and requirements with dedication and commitment at the Middlesex County Fire Academy and are anxiously anticipating the arrival of the upcoming semester.

All of the staff at the Middlesex County Fire Academy would like to thank you for your endless dedicated support year after year.

If you should have any questions or should need further assistance, please do not hesitate to contact the staff at the Middlesex County Fire Academy by calling 732-316-7175 or by e-mail.dave.petry@co.middlesex.nj.us. or visit our website for academy announcements and course descriptions at www.co.middlesex.ni.us,

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PREREQUISITE REQUIREMENTS

If there is a prerequisite for any course, a photocopy of the student's certificate of completion must accompany the application. If the prerequisite is satisfied by equivalent experience, a letter on department letterhead, signed by the chief, must accompany the application. **EFFECTIVE IMMEDIATELY,** we will return applications that are not accompanied by the necessary documentation.

*** The nights for Firefighter I classes for the listed course may be held on nights other than those scheduled or advertised due to MCFA holiday closings.**

NOTICE

For the most current Middlesex County Fire Academy semester course schedule including course numbers, class dates, class days and times, course hour requirements and course fees please refer to the inserted Semester Course Schedule or the Middlesex County Fire Academy Web Site at www.co.middlesex.nj.us

For additional updates and current academy events please visit the Middlesex County Fire Academy Web Site.

1000 Series
FIREFIGHTER SKILLS

1001 – FIREFIGHTER I

PURPOSE: This 159-hour course is designed to meet the requirements of NFPA std. 1001, *Professional Qualification for Firefighters*. Those who pass this course will be eligible to apply for state Firefighter I certification as per N.J.A.C. 5:18c-4.1 et al. This course shall provide the student with the knowledge and skills to operate at an emergency scene under direct supervision. This course will allow a firefighter to meet the requirements of OSHA 29 CFR 1910.120 Hazardous Materials Level 1: Awareness and Operational, and the requirements of OSHA 29CFR 1910.1030 Bloodborne Pathogens.
CONTENT: The course includes 53 3-hour lessons in: fire behavior, safety, ladder skills, hose skills, SCBA skills, forcible entry and ventilation, salvage, hazardous materials awareness and operational, and fire attack.
AUDIENCE: This course is offered to any firefighter. Specifically, to new firefighters with little or no fireground experience.
CLOTHING REQUIREMENTS: Full protective clothing, SCBA (with spare bottle) that meets OSHA and NFPA requirements shall be required for the first lesson and all outdoor activities.
PREREQUISITES: Must be a certified member of an organized fire department.*Students must be 18 years of age.

1002 – FIREFIGHTER II

PURPOSE: This 108-hour course is designed to meet the requirements of NFPA 1001, Professional Qualifications for Firefighters and the New Jersey Division of Fire Safety Firefighter II certification regulations. This course shall provide the student with the knowledge and skill to operate at an emergency scene with minimal supervision.
CONTENT: This course includes 36 3-hour lessons in structural fire attack, flammable liquids and gases firefighting, foam operations, confined space and technical rescue awareness, low angle rope rescue, motor vehicle extrication, firefighter survival (FAST-RIT), basic first aid and Incident Management System 200.
AUDIENCE: This course is offered to any firefighters who are currently certified through the NJ Division of Fire Safety as Firefighter I level.
PREREQUISITES: Firefighter I certification per N.J.A.C. 5:73-4.2 CPR/AED Certification.
NOTE: Firefighter II students who do not have a Jones and Bartlett Essentials Firefighter Manual must purchase this manual for use in this course.

1003 – TACTICAL OPERATIONS

Students may only enroll in this course after successfully completing the following courses;

Course 1101 - Engine Company Operations
Course 1201 - Truck Company Operations and
Course 1401 - Rescue Company Operations

PURPOSE: This 12-hour course is the final module in the 4-part FIREFIGHTER III program. The class includes a minimum amount of lectures, and over 10 hours of practical evolutions. During this course, students are rotated between assignments on engine, truck, and rescue companies.
CONTENT: After receiving information from a "dispatcher," the class members must perform a size-up, implement their tactics, deploy the necessary equipment, and perform the required operations.
AUDIENCE: Firefighters who have completed Firefighter II.
CLOTHING REQUIREMENTS: Full protective clothing and SCBA (with spare bottle) that meets OSHA and NFPA requirements are required on all outdoor activities.
PREREQUISITES: See the first paragraph of the course description.

1040 – FIREFIGHTING OPERATIONS AT BASEMENT & CELLAR FIRES

PURPOSE: A cellar fire is one of the most difficult fires to attack and combat. More firefighters are injured or killed fighting cellar fires than any upper story fire operation. This three-hour session will provide the firefighter with the necessary knowledge on how to operate safely and effectively when fighting a fire in a basement or a cellar.
CONTENT: This course will provide the information needed to understand what is the difference between a basement and a cellar. We will also discuss the various types of stairwells and entrances into a basement, the dangers of a fire in the basement, as well as the tactics necessary to combat a fire in this below-grade environment.
AUDIENCE: Firefighters and Fire Officers.
CLOTHING REQUIREMENTS: Full protective clothing and SCBA (including one spare bottle) that meets OSHA and NFP A requirements are required on all outdoor and practical activities.
PREREQUISITES: Firefighter I.

1041 – FIRE OPERATIONS AT STRIP STORES & MALLS

PURPOSE: The Strip Store or Mall is a common site throughout our metropolitan areas. Many times the fire department take these buildings as nothing more than the ordinary "bread and butter" fires that we usually respond to. These buildings hold many dangers for the emergency responder: hidden voids, hazardous materials, etc. These buildings can become killers if we are not prepared to handle a fire within these buildings. **CONTENT:** This three-hour course will provide the firefighter and fire officer with the necessary information to properly handle a fire within these structures. We will discuss the various types of construction involved in these buildings, as well as the dangers associated with the various types of construction. We will also discuss some of the firefighting tactics involved or used in combating a fire in these types of structures.
AUDIENCE: Firefighters and Fire Officers.
CLOTHING REQUIREMENTS: Full protective clothing and SCBA (including one spare bottle) that meets OSHA and NFP A requirements are required on all outdoor and practical activities.
PREREQUISITES: Firefighter I.

1042 – FIRE OPERATIONS IN GARDEN APARTMENTS, TOWNHOUSES & MULTIPLE DWELLINGS

PURPOSE: The fire service today is an ever changing, dynamic world. Construction methods are changing and structures are now housing more occupants than ever. Living in apartments and condominiums has become an increasing popular lifestyle. This class focuses on firefighting operations in these unique dwellings. Students will cover all aspects of these operations, from stretching the first line to running their own incident. Make no mistake the information and skills you take away from this class will not only make you a better firefighter but it may save your life one day.
CONTENT: This 9-hour course will focus on the various types of building construction that encompass these structures as well as the means of fire travel throughout them. Students will focus on Engine, Truck, and Rescue Company operations as well as fire attack strategies. Other topics that will be covered will be firefighter survival and the effects fire will have on these structures.
AUDIENCE: Firefighters and Fire Officers.
CLOTHING REQUIREMENTS: Full protective clothing and SCBA (including one spare bottle) that meets OSHA and NFPA requirements are required on all outdoor and practical activities.
PREREQUISITES: Firefighter I.

1043 – FIREFIGHTING OPERATIONS AT HIGH RISE BUILDINGS

PURPOSE: A fire in a high rise structure is perhaps the most challenging situation a fire department may face. Most of the equipment available for other structure fires ia impractical at the high rise fire. The purpose of this course is to give the student the knowledge about the high rise structure, the proper firefighting equipment to use and the proper tactics to employ. With this knowledge, the student can make conscious decisions to direct companies when presented with working fires in a high rise structure.
CONTENT: This 9-hour course will focus on the characteristics of the high rise structure, critical tactical functions that should be assigned, fire service elevator operations, alarm systems, command and control. During the practical evolutions, the student will make decisions, assignments and requests for resources using portable communication equipment in a fast moving realistic scenario.
AUDIENCE: Firefighters and Fire Officers.
CLOTHING REQUIREMENTS: Full protective clothing and SCBA (including one spare bottle) that meets OSHA and NFPA requirements are required on all outdoor and practical activities.
PREREQUISITES: Firefighter 1.

1044 – FIREFIGHTING OPERATIONS AT RESIDENTIAL DWELLINGS

PURPOSE: With every day changes in residential building construction, the challenges of fighting a fire in a residential dwelling have become much more complex. This course focuses on firefighting operations in residential dwellings of several different designs and layouts and the effects on fire spread. Students will cover all aspects of these operations, from stretching the first line to running their own incident. The information and skills you take away from this class will not only make you a better firefighter but it may save your life one day.
CONTENT: This 6-hour course will focus on the various types of building construction that encompass these structures as well as the means of fire travel throughout them. Students will focus on Engine, Truck, and Rescue Company operations as well as a fire attack strategies. Other topics that will be covered will be firefighter survival and the effects fire will have on these structures.

AUDIENCE: Firefighters and Fire Officers.
CLOTHING REQUIREMENTS: Full protective clothing and SCBA (including one spare bottle) that meets OSHA and NFPA requirements are required on all outdoor and practical activities.
PREREQUISITES: Firefighter I.

1045 – TACTICAL CONSIDERATIONS FOR THE INITIAL INCIDENT COMMANDER

PURPOSE: The outcome of any emergency operation will depend on the actions of the first arriving officer. The initial Incident Commander must be able to evaluate the situation and communicate his objective to the on scene personnel and responding units. This course will provide information on establishing an organized approach to effectively and efficiently combat an emergency.
CONTENT: This course will cover size-up considerations, radio reports, building construction, strategic modes of operations, and factors for fire control, preplanning, and the development of an Incident Action Plan..
AUDIENCE: Any new fire officers and firefighters who may take command at an emergency incident.
PREREQUISITES: Firefighter 1 and Incident Management IMS Level 1 Certification

1046 – STRATEGY & TACTICS HANDS-ON PRACTICAL EVOLUTIONS

Note: Students will only be eligible to attend this class after successful completion of the following courses:

1040-Firefighting Operations in Basements & Cellars
1041-Firefighting Operations in Strip Malls & Taxpayers
1042-Firefighting Operations in Garden Apartments & Townhomes
1043-Firefighting Operations at High Rise Buildings
1044-Firefighting Operations in Residential Dwellings
1045-Tactical Considerations for the Incident Commander

PURPOSE: This 16-hour course is the final module in the ***FIREGROUND STRATEGY & TACTICS*** program. This course will provide the arena for practical application of the material covered in the above mentioned modules.
CONTENT: Students will be assigned to a group that will serve as a crew of an engine, ladder, or rescue company. Crews will be "dispatched" to a variety of scenarios, and it will be up to the student "incident commander" and "company officers" to size up the situation, assign resources to specific functions, and bring the "incident" to a successful closure. All students will rotate through the positions of company officer and incident commander throughout the course, and will be graded based on their practical skills in these positions.
AUDIENCE: All firefighters and company officers that can find themselves in charge of a company or as the incident commander of an incident.
CLOTHING REQUIREMENTS: Full protective clothing and SCBA (including one spare bottle) that meets OSHA and NFPA requirements are required on all outdoor and practical activities.

1051 – RIC AWARENESS (RAPID INTERVENTION)

PURPOSE: FAST, RIT, FAT, 2 in 2 out, What does it all mean? This course will prepare you for the fast company operations. 3 hours.
CONTENT: This 3-hour course will cover what a FAST team does, its manning, training, responsibilities, tools and operations. Also included will be a brief discussion of how OSHA's 2 in 2 out rule applies.
AUDIENCE: All firefighters that may operate at a structure fire, line officers who's responsibilities might include fast company duties, safety officers who might be responsible for overseeing the fast company's preparedness, and any chief officers who might be implementing a fast team procedure.
CLOTHING REQUIREMENTS: Classroom attire.

1052 – RIC OPERATIONS (RAPID INTERVENTION)

PURPOSE: The successful rescue of a lost, trapped or missing firefighter requires a significant amount of skill, preparation, and effort. Searching and removing one of our own at an emergency scene will challenge even the most seasoned, well-trained firefighters. History has proven that a lack of preparation and training in handling these types of emergencies continually hamper the RIC team's operations towards a successful outcome. It is not enough to have a RIC team on scene; it is imperative to have a "highly trained and competent" RIC team on scene to handle any emergency.

This course is designed to meet the proposed requirements of the New Jersey Division of Fire Safety Rapid Intervention Regulations.
CONTENT: This 24-hour course will cover the RIC team concept, duties and responsibilities, problems on the fireground that require the RIC team activation, methods of firefighting self-rescue, RIC equipment

and tool cache, basic rescue rope operations and knots, calling a "MAYDAY" and giving a status report. Firefighter rescue skills will also include:

- The "NANCE" Drill
- The "DENVER" drill
- Below - Grade firefighter rescue
- Upper floor firefighter removal
- Individual rescue drags and carries
- Rope Assisted Search techniques
- SCBA/Air management techniques
- Communications

NOTE: ***This course will involve VERY STRENUOUS ACTIVITY. All students will be required to complete all modules of RIC training for completion of course materials. There will be NO exceptions.***

AUDIENCE: This course is offered to any firefighters who are currently certified through the NJ Division of Fire Safety as Firefighter I level.

CLOTHING REQUIREMENTS: Full protective PPE and SCBA (including one spare bottle) that meets OSHA and NFPA requirements are required on all outdoor and practical activities. RIC Kit from department (one night usage only).

PREREQUISITES: RIC Awareness; Certified NJ Firefighter I; Minimum three (3) years of firefighting experience, not including time served PRIOR to obtaining Firefighter I certification.

1061 – HEATING SYSTEM EMERGENCIES

PURPOSE: This 3-hour course is designed to familiarize Fire Officers and Firefighters with the basics regarding heating systems and their potential for starting or spreading fires inside buildings. The course will also address the proper procedures for shutting heating systems down and rendering them safe until a qualified technician can repair them. Firefighting tactics regarding heating systems will also be covered.

CONTENT: Oil burners, gas burners, and electric heaters will be discussed. The student will also learn the differences and similarities of steam boilers, hot water boilers, and hot air furnaces. The properties of fuel oil and natural gas will be covered.

AUDIENCE: This course is offered to any firefighter who will be responding to heating system incidents. Specifically, those who have completed Firefighter I.

CLOTHING REQUIREMENTS: Classroom attire.

1062 – UTILITY EMERGENCIES

PURPOSE: This 3-hour course will provide the emergency responder with a basic understanding as well as procedures for handling gas, electric and water utility emergencies. Firefighters are often called upon to respond to many various utility emergencies. These incidents are often considered as boring and nothing but a waiting game until the proper authorities arrive. Unfortunately, these emergencies very frequently without warning can become a killer of the emergency responder. Are you as an emergency responder aware of the proper procedures at such incidents? What procedures can be followed to help save lives and property without endangering your life and your fellow responders?

CONTENT: Topics discussed will include: Leaks of natural gas and propane, fires inside and outside of structures involving natural gas and propane, tactical decision making for gas type emergencies, downed power line emergencies, fires involving energized electrical equipment, tactical decisions for electrical utility emergencies, water leaks and flooding of structure interiors.

AUDIENCE: All rescue personnel: Firefighters, EMT's, Police, and Industrial Brigade personnel.

PREREQUISITES: Firefighter I, Haz-Mat awareness or EMT's.

1100 Series
ENGINE COMPANY

1101 – ENGINE COMPANY OPERATIONS

PURPOSE: This 18-hour course will provide firefighters with the knowledge and skills necessary to operate effectively as a member of an Engine Company or improve a firefighter's techniques of truck and engine company functions.

CONTENT: This course is part 1 of 4 sections which make up Firefighter III. The course includes lessons on: water supply, hose advancement and handling, structural fire attack, and new emergency engine company functions.

PREREQUISITES: Firefighter II.

CLOTHING REQUIREMENTS: Full protective clothing and SCBA (with spare bottle) that meets OSHA and NFPA requirements are required on all outdoor activities.

1200 Series
TRUCK COMPANY

1201 – TRUCK COMPANY OPERATIONS

PURPOSE: This 18-hour course will provide firefighters with the knowledge and skills necessary to operate effectively as a member of a Truck Company or improve a firefighter's techniques of truck and engine company functions.
CONTENT: This course is part 2 of 4 sections which make up Firefighter III. The course includes lessons on: ventilation, forcible entry, portable ladders, tools, equipment, and aerial apparatus.
CLOTHING REQUIREMENTS: Full protective clothing and SCBA (with spare bottle) that meets OSHA and NFPA requirements are required on all outdoor activities.
PREREQUISITES: Firefighter II.

1300 Series
APPARATUS OPERATIONS

1301 – EMERGENCY VEHICLE OPERATOR I

PURPOSE: This 6-hour course is designed to familiarize the student with the safe operation of fire apparatus - both in emergency response and also normal driving. This highly interactive course presents the principles of defensive driving of heavy vehicles and provides numerous discussion opportunities through the analysis of driving situations.
CONTENT: This course includes: the mechanics of driving emergency vehicles, accident avoidance, and situation analysis.
AUDIENCE: Fire apparatus drivers, potential drivers, fire officers and Training officers.
PREREQUISITES: Valid driver's license and Firefighter I.

1321 – PUMP OPERATOR

PURPOSE: This 24-hour course is designed to provide the student with the knowledge and skills to properly and safely operate a fire pump at an emergency incident. This course will meet the objectives of NFPA std. 1002, Fire Apparatus Driver/ Operator Professional Qualifications.
CONTENT: The lesson will include: fire service hydraulics, pump parts, small and large diameter handlines, master streams, drafting, relay operations, water supply, sprinkler and standpipe operations. Classroom will be supplemented by practical operations outdoors and on pump simulators.
AUDIENCE: Fire apparatus drivers, fire officers, and training officers.
PREREQUISITES: Firefighter I.

1400 Series
RESCUE TECHNIQUES

1401 – RESCUE COMPANY OPERATIONS

PURPOSE: This course presents 18 hours of both lectures and hands-on training that cover the skills needed to perform rescue operations.

This course is part 3 of the 4 part series which leads up to Firefighter III.
CONTENT: Topics included are: tools and equipment, low angle rescue, building collapse, and advanced search and rescue.

While this course will briefly cover topics such as vehicle extrication and confined space entry and rescue, the primary focus will be on rescue operations at various types of structure fires.
AUDIENCE: Experienced Firefighters.
CLOTHING REQUIREMENTS: Full protective clothing and SCBA (with spare bottle) that meets OSHA and NFPA requirements shall be required on all outdoor activities.
PREREQUISITES: Firefighter II.

1402 – MASS AREA SEARCH TECHNIQUES

PURPOSE: This 6 hour course will allow the firefighter to perform victim searches in large, open commercial occupancies, along with any disorienting floor layout in any building where victim searches will be performed.
CONTENT: Topics to be discussed will include search requirements, size-up for search, equipment and materials needed for searches, basic knots for Mass Area Search, Incident Management and the search teams, single and multiple lifeline deployment, and accountability systems for Mass Area Search.
AUDIENCE: Experienced Firefighters and rescue personnel.
PREREQUISITES: Firefighter I.
CLOTHING/PPE: Full firefighting personal protective equipment, 1 SCBA per student with 1 spare bottle per student.

1405 – NOTHING BUT KNOTS

PURPOSE: This 3-hour course is the starting point for more advanced courses, such as Technical Rope Rescue - Basic, and Confined Space/Entry Rescue.
CONTENT: This course will include a review of all Firefighter I knots and some of the more popular rescue knots.
AUDIENCE: Firefighters, rescue personnel, and EMTs.
PREREQUISITE: None.

1406 – RIGGING FOR RESCUE

PURPOSE: This 15-hour course is a thorough introduction into the world of rope rescue, concentrating on rigging solutions needed to execute a successful rescue. It will allow those who are uncertain with heights to become involved in a rescue situation.
CONTENT: The lessons, which include both classroom sessions and outdoor activities, will focus on rope care and maintenance; proper use of hardware; anchor points and systems; and rescue. All hardware, including figure 8's, brake bar racks, prusiks, and multi-point anchor systems will be covered in depth during this course.
AUDIENCE: Rescue personnel, Firefighters, EMTs, police, and industrial brigade personnel.
CLOTHING REQUIREMENTS: Leather gloves, safety boots which provide support to the ankles, helmet with chin strap.
PREREQUISITES: Successful completion of any one of the following courses: Firefighter I, Incipient Fire Brigade, EMT or Police Academy training.

1410 – ROPE RESCUE OPERATIONAL

PURPOSE: This 18-hour course meets and exceeds NFPA 1670 standards for rope rescue operations. It is designed to give students a solid foundation in rope rescue work. Students will be provided with the knowledge and skills needed in anchoring, rappelling, and belaying.
CONTENT: The lessons, which includes both classroom sessions and hands-on outdoor sessions, will cover: the construction and maintenance of rope, proper hardware, safety rules, knots, and commands. Other topics covered are: belaying, self-belaying, rappelling and rescue. Figure-8s, racks, pulleys, prusiks, and other devices will be covered in depth throughout the course.
AUDIENCE: Rescue personnel, firefighters, EMTs, police, and industrial brigade personnel.
CLOTHING REQUIREMENTS: Leather gloves, safety boots which provide support to the ankles and a helmet with chin strap.
PREREQUISITES: Successful completion of any of the following MCFA courses: Firefighter I, Incipient Fire Brigade, or non-MCFA courses such as EMT or Police Academy training or a prior rope course.

1411 – ROPE RESCUE TECHNICIAN

PURPOSE: This 27-hour course is designed to take the NFPA defined operational level rope rescue technician to the technical level. This challenging course will expose the student to advanced rope rescue skills including complex rigging necessary for participation with a rope rescue team operating at the technician level. This course blends classroom tactical decision-making with extensive hands-on. The practical scenarios include complex specialized problems, such as, high lines, attended litters and knot passing haul systems.
CONTENT: The course meets and exceeds the NFPA 1670 standards for rope rescue at the technician level. Students will demonstrate: descending and ascending fixed rope systems, constructing multi-point anchor systems, passing knots through raising and lowering systems, construction of high lines, solving difficult edge problems and the operation of attended litters.
PREREQUISITES: Students should be competent in basic knot tying and experienced with rappelling, litter tie-ins and haul systems. The student should have taken a rope rescue operational class.
AUDIENCE: This course is for experienced rope rescue personnel, this is not an entry-level course.
CLOTHING REQUIREMENTS: Helmet with chinstrap, leather-palmed gloves and boots.
CLASS SIZE: Class is limited to 20 students.

1421 – MOTOR VEHICLE EXTRICATION - OPERATIONAL

PURPOSE: This 18-hour basic course will provide the student with the knowledge and practical skills for safe extrication operations at a motor vehicle accident. Upon completion, the student will be prepared to function as a member of a supervised team at the emergency scene.
CONTENT: Lessons will include: safety; what to do on final approach to the scene; proper positioning of apparatus; staging of tools and personnel; inner and outer circle size-up; anatomy of automotive bodies; proper terminology; how to function within an incident management system; various methods of

lifting and stabilization of vehicles; use of hand tools, air lift bags, various saws and jacks; and hydraulic rescue tools (spreader, ram, and cutter). The student will be familiarized with victim "packaging" and removal.

The sessions emphasize flexibility in the use of tools and equipment, and teach more than one way to do a job whenever possible.

AUDIENCE: This course is intended for firefighters and emergency medical technicians who desire or need entry-level skills in this subject. We also encourage individuals who have performed extrication without formal training to enroll in the course.

CLOTHING REQUIREMENTS: Full protective clothing that meets OSHA and PEOSHA requirements shall be required for the practical session.

PREREQUISITES: Firefighter I or NJ Dept. of Health EMT-A.

PREREQUISITES FOR CONFINED SPACE RESCUE COURSES

(1) The practical training sessions involve strenuous physical activity in actual confined spaces on the training grounds. This includes: some lifting, the ability to crawl forward and backward on hands and knees a distance of not less than 70 feet without standing up, and the ability to maneuver in confined training spaces. All persons who are enrolled in the course are expected to participate in all facets of the program. Inability to do so will result in the student receiving a modified certificate of course completion.

(2) The practical training sessions require use of respiratory protective equipment - either Self Contained Breathing Apparatus or Supplied Air Line Apparatus. The student is expected to have a thorough working knowledge of this equipment which includes: donning and doffing, changing air cylinders, and emergency procedures. A pre-test of these skills will be performed at the start of the first practical session. A student who is not proficient in these skills will not be allowed to participate in the class.

1431 — CONFINED SPACE AWARENESS

PURPOSE: This 3-hour course is intended to provide the emergency responder with the ability to recognize a confined space and the inherent life/safety hazard. It will also help prevent a responder from becoming an unnecessary victim.

CONTENT: This course covers: the definition of a confined space; the responder's role in these situations; the regulations and hazards of confined spaces; and the rescuer as a victim.

AUDIENCE: Firefighters, EMTs, rescue squad personnel.

PREREQUISITES: None.

1432 – CONFINED SPACE RESCUE OPERATIONAL

PURPOSE: The 18-hour course prepares the student for non-emergency entry into confined spaces for the purpose of normal industrial activities. It also provides the knowledge and skills necessary to safely enter confined spaces and to perform rescues under emergency circumstances.

CONTENT: The course meets and exceeds the requirements of OSHA Standard 29 CFR Part 1910. 146.

Topics include: legal issues; issuance of entry permits; recognition of a given space as "confined;" size-up of the entire work/incident scene; air monitoring; documentation; ventilation; lockout/tagout procedures; construction of mechanical advantage systems with dedicated equipment or with rope rescue hardware; victim "packaging" and movement.

The practical training sessions transform the lecture topics in the classroom into actual hands-on demonstrations, and then into the performance of simulated rescues in actual confined spaces on the MCFA training grounds.

The course consists of 2 three-hour lecture sessions and 2 six-hour practical training lessons.

AUDIENCE: Any person with a need for this training can attend - whether from a fire, industrial, or an emergency response setting.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: Personal protective clothing and respiratory protective equipment which meets OSHA and PEOSHA standards is required for all practical training sessions. This equipment must be provided by the student.

1433 – CONFINED SPACE RESCUE TECHNICIAN

PURPOSE: There are several responsibilities at a Confined Space Rescue Incident. Prior to any confined space incident, there are many duties in existence that need to be accomplished. These duties fall upon those trained to the Confined Space Rescue Technician level.
CONTENT: Topics to be covered include training requirements for team members, team requirements for development, size-up and risk analysis at the incident, medical surveillance programs, pre-planning for confined spaces, implementing a planned response and advanced problem solving/scenario based workshops.
PREREQUISITES: Confined Space Operations Level certification. No Exceptions.
PERSONAL PROTECTIVE EQUIPMENT/ CLOTHING: Helmet, gloves, eye protection, long sleeve shirts, harness (optional), SCBA, steel toe boots which support the ankle.

1440 – FIRE GROUND SURVIVAL

PURPOSE: This 12-hour course is designed as a motivator for the seasoned firefighter. Through case histories, and group discussions of fire ground dangers, the students will be encouraged to conduct their own size-up and further develop safe working habits.
CONTENT: This course will include some review of Firefighter I skills and habits, plus a few common sense reminders about the danger areas on the fire ground. Also mentioned in lecture briefly will be firefighter accountability systems, safety officers, and FAST teams. In practice, the students will also learn emergency rappel techniques and head first ladder dives.
AUDIENCE: The seasoned Firefighter, Fire Officers and Safety Officers.
CLOTHING REQUIREMENTS: Full protective clothing and SCBA (with spare bottle) that meets OSHA and NFPA requirements shall be required for all outdoor activities.
PREREQUISITES: Firefighter I.

1446 – THERMAL IMAGING OPERATIONS

PURPOSE: This 6-hour course will address the uses and applications of Thermal Imaging Cameras in the day to day operations of fire departments.
CONTENT: Through classroom discussion and hands on training, topics to be covered include past and present technology, pros and cons of camera types, infrared uses and operations, transmitter types and abilities, "helmet mounted vs. hand held" and choosing a camera that is appropriate for your department as well as user guidelines for fire departments.
AUDIENCE: Firefighters and Fire Officers.
CLOTHING: Full firefighting personal protective equipment including SCBA and one spare cylinder per student.
PREREQUISITES: Firefighter I.

1451 – ELEVATORS IN EMERGENCY RESPONSE

PURPOSE: This 3-hour course will provide the firefighter with a basic understanding of a typical elevator system and its components. Upon successful completion of the course, the student will be prepared to respond to a "stalled elevator" call and safely remove any trapped occupants. The members of the class will also be prepared to properly utilize an elevator during a fire in a high rise structure.
CONTENT: The course consists of three mini-lectures. The first focuses upon the makeup of the elevator system and its five major components. The second lecture talks about how to respond to a situation where the elevator has stalled with occupants inside, and to safely remove them. The third lecture discusses the two stages of elevator fire service operations, how to initiate each stage, the equipment required, safety procedures, and the proper operation of an elevator car when mounting a high-rise fire attack.
AUDIENCE: All rescue personnel: firefighters, EMTs, police, and industrial brigade personnel.
PREREQUISITES: Any one of the following: Firefighter I, EMT training, the police academy, or industrial brigade firefighter training.

1460 – BUILDING CONSTRUCTION/ COLLAPSE/AWARENESS

PURPOSE: This 8-hour course will assist the emergency responder in operating safely at the scene of a building collapse.
CONTENTS: Topics to be discussed will include: causes of collapse, collapse types, hazard recognition, resource identification, site control and scene management, construction types and type specific hazards with them, FEMA search and rescue and rescue building and structure marking systems, visual and verbal searches of collapses and procedures for performing non-entry removal.
AUDIENCE: Firefighters, fire officers, rescue personnel, police officers, and EMS personnel.
PREREQUISITES: None.

1461 – BUILDING COLLAPSE-SHORING OPERATIONS

PURPOSE: Today's Emergency Service Provider has to be prepared for all challenges. On the incident scene, emergency responders may find themselves faced with a structure that has been compromised and in need of stabilization. This 18-hour course has been developed to train the emergency responder to safely operate around such structures and provide the necessary shoring and bracing based on the situation at hand.
CONTENT: Topics to be covered will include building types, building markings, the "Double Funnel" principal, stabilization of a structure, shoring types, crew member responsibilities, equipment needs, timber selection and shoring calculations.
PREREQUISITES: Building Collapse Awareness.
PPE/CLOTHING: Helmet, work gloves, eye protection, tool belt/nail pouch, 25-foot tape measure, 20oz. Claw hammer, steel-toe boots that support the ankle and a marking pencil.

1469 – TRENCH COLLAPSE RESCUE-AWARENESS

PURPOSE: This 3-hour course will introduce the responder to the hazards of responding to and working around open trenches and trench collapse. This class is also a prerequisite to take the Trench Collapse Rescue Operations class.
CONTENT: Topics that will be discussed include trench uses and characteristics; trench anatomy; soil types and characteristics; necessary equipment for stabilization; hazard recognition and abatement regarding trenches; and necessary resources for successful operations.
AUDIENCE: The audience includes all emergency responders that may find themselves operating at the scene of a trench collapse.
PREREQUISITE: None.

1470 – TRENCH COLLAPSE RESCUE-OPERATIONS

PURPOSE: This 16-hour course will allow the rescuer to perform rescues at the scene of a trench collapse. This course also satisfies the requirements of the operational level of NFPA 1670 for rescue team members.
CONTENT: This course will cover Hazard Recognition and Mitigation, Trench collapse patterns, Non-Entry and Entry retrieval methods of victims, Record keeping and Documentation, Shoring and Sloping techniques, Rigging and Pre-Made shoring principals, Victim removal procedures, Site control and Scene management, and other required areas of NFPA 1670 and OSHA 29CFR1926.650.
AUDIENCE: Firefighters, Rescue personnel, EMT's, Utility Company personnel, Industrial rescue employees.
PREREQUISITES: Trench Collapse Rescue Awareness.
CLOTHING/PPE: Head protection, Boots that support the ankles, Eye protection, Work gloves, 25-foot tape measure, Nail/Tool pouch, marking pencils, 20 oz. Claw hammer, Weather/element protection.
PLEASE NOTE: Practical exercises WILL involve strenuous activity, which includes lifting, digging, crawling, climbing, and the ability to maneuver in tight spaces. All students enrolled will be expected to perform all required tasks and duties of the class.

1500 Series
HAZMAT TRAINING

1501 – HAZARDOUS MATERIALS LEVEL 1: AWARENESS

PURPOSE: This 8-hour NJ State Police Hazardous Materials Training Unit course is designed to meet the requirements of OSHA 29 CFR 1910.120 and SARA Title III. The course will provide the student with the necessary information on how to recognize and identify a hazardous material.
CONTENT: Modules will include: reasons for course, levels of incidents, incident command system principles, working with dot guidebook, governmental agencies to contact, how to detect hazardous materials.
AUDIENCE: Anyone who may come in contact with potential hazardous materials - includes Police, Fire, EMTs, Health Officials.
PREREQUISITE: None.

1502 – HAZARDOUS MATERIAL LEVEL 1: OPERATIONAL

PURPOSE: This 8-hour NJ State Hazardous Materials Training Unit course is designed to meet the requirements of OSHA 29 CFR 1910.120 and SARA Title III. This course will provide the student with the knowledge and skills to adequately deal with hazardous materials in a defensive mode. This course is designed for firefighters who respond to Level 1 hazardous materials incidents.
CONTENT: Modules will include: basic chemistry and radiological terms, basic hazard and risk assessment, personal protective equipment requirements, basic hazardous materials control, containment and confinement procedures, basic decontamination procedures and basic incident termination procedures.
AUDIENCE: Anyone who may come in contact with potential hazardous materials - includes Police, Fire, EMTs, health officials.
PREREQUISITES: Hazardous Materials-Level 1: Awareness.

1511 – CBRNE OPERATIONS-LEVEL 2 FIRST RESPONDER CBRNE (WMD) OPERATIONAL

(CHEMICAL-BIOLOGICAL-RADIOLOGICAL-NUCLEAR-EXPLOSIVE OPS.)

PURPOSE: Terrorist attacks with conventional weapons such as firearms, explosives or incendiary devices seem the most likely scenarios but we must also plan for the possibility of nuclear, chemical and biological. As an emergency responder in your community, you need to be aware of protocols to identify that a problem exists, isolate the problem, gather basic information, and report what you have found. Remember that if you are the "first on the scene" at an attack, your actions are critical in initiating a proper response.

CONTENT: This is a 4-hour course that will be presented as a classroom lecture. It is designed for first responders who operate at the operational level. The lecture will familiarize students with the recognition of weapons of mass destruction, terrorism and the defensive actions they may use in a response to a terrorist incident. The course will review basic operational level response principals for Level 2 trained individuals.

AUDIENCE: Firefighters, EMS, Police and Emergency Services Workers.

PREREQUISITES: HazMat Operational or Level 1 First Responder CBRNE (WMD).

1521 – GASOLINE TANK TRUCK INCIDENTS

PURPOSE: Petroleum tank truck incidents are one of the most common hazardous materials emergencies. This 4 hour course is designed to provide a detailed overview of response, stabilization, mitigation and termination operations at petroleum tank truck incidents. The course will offer a strategic and tactical framework for management of these challenging incidents.

CONTENT: The program will include discussions and illustrations of tank truck design and construction, hazard and risk assessment, incident management considerations, product identification and characteristics, fire and product release mitigation, personal protective equipment, strategic objectives, tactical operations, product removal and transfer operations, vehicle up righting operations, and clean-up, product recovery and termination operations

AUDIENCE: Public or private sector emergency responders who may operate at, and/or assume the role of incident commander, or staff other incident management positions during a petroleum tank truck incident.

PREREQUISITES: Firefighter I and Hazardous Materials Operations certification.

1522 – PETROLEUM STORAGE TANK EMERGENCIES

PURPOSE: This 3 hour course is designed to provide a detailed overview of response, stabilization, mitigation and termination operations for emergencies in bulk petroleum storage tank facilities. The course will offer a strategic and tactical framework for management of these challenging incidents.

CONTENT: The program will include discussions and illustrations of facility hazards, pre-planning, tank construction, initial notification and response, size-up, strategy and tactics, extinguishment considerations, foam operations, case histories and response scenarios.

AUDIENCE: Public or private sector emergency service personnel who may respond to emergencies in bulk petroleum storage tank facilities.

PREREQUISITES: Firefighter I and Hazardous Materials Operations certification.

1523 - PROPANE EMERGENCIES - LIVE BURN

PURPOSE: This 6-hour course is based on "PROPANE EMERGENCIES", developed by the National Propane Gas Association, and will provide guidelines for handling common types of propane emergencies.

This class includes live fire evolutions, and requires active participation in practical training exercises in an IDLH environment. Participants must bring complete and fully compliant structural firefighting protective equipment, including SCBA with one spare cylinder.

CONTENT: The course content may include, but not be limited to; Propane hazards and properties, BLEVE's, hazard and risk assessment, safety considerations, strategic and tactical options applied in live fire evolutions.

AUDIENCE: Fire Officers, Firefighters

PREREQUISITES: Firefighter I Certification

1541 – A COMMON SENSE APPROACH TO CO ALARMS

PURPOSE: This 3-hour course will cover the initial alarm responsibilities for emergency service personnel.

CONTENT: Topics will include: Carbon Monoxide dangers and hazards, how CO detectors work, response tactics and considerations, emergency service agency interaction, and fire department's responsibilities towards public education.

AUDIENCE: Firefighters, police officers, EMT's and emergency service personnel.

PREREQUISITES: None.

1600 Series
FIRE OFFICER SKILLS

1601 – FIRE OFFICER I

PURPOSE: This program is designed to prepare the participants to obtain Fire Officer I Certification under the proposed New Jersey Division of Fire Safety Fire Officer Regulations. The course also meets the objectives of NFPA 1021, Standard for Fire Officer Professional Qualifications.
CONTENT: Topics covered in this course will include human resource management, community and governmental relations, administration, inspection and investigation, emergency service delivery, on-scene incident command, safety and PEOSHA regulations.
AUDIENCE: Company Officers and Firefighters seeking to obtain Fire Officer I Certification.
PREREQUISITES: Firefighter I certification per N.J.A.C. 5:73-4.2, Incident Management Level I Certification per N.J.A.C. 5:73-6.1, Hazardous Materials Operational Certification per N.J.A.C. 5:73-6.3. Instructional Techniques for company Officers, or equivalent (recommended).

1620 – INCIDENT SAFETY OFFICER

PURPOSE: This 16-hour National Fire Academy course is designed to provide the company officer with skills to function effectively as the Safety Officer at fire department incident operations. The primary focus shall be on developing decision making skills through the recognition of cues that affect personal safety.
CONTENT: This course is an incident-specific, scene-oriented course that will include the following: role of the Incident Safety Officer; regulations, standards, and policies; record keeping and documentation; risk management; and incident considerations: communications and monitoring.
AUDIENCE: Staff and Chief Officers, Line Officers and Firefighters with command responsibilities.
PREREQUISITES: Firefighter I.

1621 – HEALTH AND SAFETY OFFICER

PURPOSE: This 16-hour National Fire Academy course is designed to provide fire department members, company officers and emergency services personnel with information on the knowledge and skills needed to effectively manage a department Occupational Safety and Health Program. It is designed to prepare the student to assist or become Health and Safety Officers within their organizations.
CONTENT: This course provides information on the following topics: risk management; laws, codes, and standards; health maintenance and wellness; and the Occupational Safety and Health Program. The HSO manages the safety, health and wellness of all fire department members and leads in the organization's efforts to develop, maintain, improve, and implement a Risk Management Plan.
AUDIENCE: Fire and emergency services department officers who have been designated as the department Safety Officer. Fire and emergency services members who have been assigned the HSO position or are members of the department's Occupational Safety and Health Committee.
PREREQUISITES: None

1635 – FIRE INCIDENT PRE-PLANNING AND SURVEYS

PURPOSE: Many times we respond to the report of a working fire in an establishment and when we arrive, we haven't the slightest idea of what we are up against. As a consequence, we may sometimes burn a building to the ground. If that building is a serious ratable for our community, then we just lost the ratable. We must be familiar with our battle ground.
CONTENT: This 6-hour course will help all firefighters and fire officers to better understand why it is essential to perform a pre-fire/incident plan prior to an incident happening. This course will address identification of target hazards within you community, identification of the categories of information critical to incident operations and control, preparing a pre-incident plan form and conducting a pre-fire plan inspection.
AUDIENCE: Firefighters and Fire Officers.
PREREQUISITES: Firefighter I.

1651 – INCIDENT MANAGEMENT SYSTEM ORIENTATION (I-100)

PURPOSE: This 2-hour course is designed to meet the mandatory requirements of N.J.A.C. 5:18C-6.1 and 5:18E of the New Jersey Fire Service Incident Management System for IMS Orientation.
CONTENT: IMS Orientation is designed for personnel assigned to an incident or event who have a minimum requirement for understanding IMS. This course reviews IMS organization, basic terminology and common responsibilities. It will provide enough information about the Incident Management System to enable the participant to work in a support role at an incident, or to support an incident from an offsite location.
AUDIENCE: Entry level personnel assisting at an incident or event, persons working in support roles, and off-incident personnel who require a minimum of IMS orientation.
NOTE: All fire service personnel must satisfactorily complete this two-hour module within one year of the effective date (January 1, 1998) of N.J.A.C. 5:18C-6.1.
PREREQUISITES: Participants must be certified members of an emergency service organization.

1652 – INCIDENT MANAGEMENT SYSTEM BASIC – (I-200)

PURPOSE: This 12-hour course is designed to meet the mandatory requirements of N.J.A.C. 5:18C-6.1 and 5:18E of the New Jersey Fire Service Incident Management System for Incident Management, Level 1. It is intended to meet the needs of fire officers and managers with responsibility to use, deploy, implement and/or function within the New Jersey Incident Management System. Participants who successfully complete the course will be eligible to apply for Incident Management, Level 1 certification.
CONTENT: Basic Incident Management System modules will include principals and features of IMS, organizational overview, incident facilities, incident resources and common responsibilities.
AUDIENCE: Fire service supervisors who assume, or are assigned to any position the duties of which require the management of emergency operations. These supervisors include Staff and Chief Officers, Line Officers, Firefighters with incident management responsibilities and anyone who may be promoted to these positions.
PREREQUISITES: Firefighter I or EMT certified.

1653 – INCIDENT MANAGEMENT SYSTEM – (I-300)

PURPOSE: This 27- hour course is designed to meet the requirements of the New Jersey Fire Service Incident Management System Level II. It is intended to meet the needs of fire officers and managers with responsibility to use, deploy, implement and/or function within the New Jersey Incident Management System. Participants who successfully complete the course will be eligible to apply for Incident Management, Level II certification through the New Jersey Division of Fire Safety.
CONTENT: Intermediate ICS modules 7-11, which will include organization and staffing, organizing for incidents/events, incident resources management, air operations and incident/event planning.
AUDIENCE: Fire service supervisors who assume, or are assigned to any position which require the management of emergency operations.
PREREQUISITES: Incident Management Level I certification through the New Jersey Division of Fire Safety.

1654 – INCIDENT MANAGEMENT SYSTEM – (I-400)

PURPOSE: This 16-hour course is designed to meet the requirements of the New Jersey Fire Service Incident Management System Level III. It is intended to meet the needs of Chief Officers and Incident Commanders or personnel that may work as command staff at an emergency incident involving multiple agencies. Participants who successfully complete this course will be eligible to apply for Incident Management, Level III certification through the New Jersey Division of Fire Safety.

1657 – NIMS I-700

PURPOSE: This 3-hour course is designed to introduce the student to the newly created National Incident Management System (NIMS). The course, now mandated by the Federal Government for all First Responders, is intended to explain the concepts, principals and components of this nation wide program. The program was created under Homeland Security Presidential Directive 5 (HSPD-5) to provide a comprehensive, national approach to incident management that can be applied to basic components of NIMS as well as clarify the compliance requirements as set forth by HSPD-5 and Executive Order 50 which was signed by New Jersey Acting Governor Codey. Participants who successfully complete this course shall have their names submitted to FEMA and the NIMS Integration Center.
CONTENT: I-700 is a seven-module program, which includes the following components: Command and Management, Preparedness, Resource Management, Communications and Information Management, Supporting Technologies, Ongoing Management and Maintenance.
AUDIENCE: All First Responders who could become involved in the planning, preparing, response to or recovery from any incidents. This includes Fire, Police, EMS, Public Health Officials and Department of Public Works Workers.
PREREQUISITES: None.

1660 – MANAGEMENT & CONTROL OF SPECIAL OPERATIONS INCIDENTS

PURPOSE: This 6-hour course has been designed to aid the Incident Manager in handling incidents involving specialized operations. Incidents involving specialized operations such as Structural Collapse, Rope Rescue, Trench Rescue and Confined Space Rescue can be challenging to the Incident Manager. Quite often, the initial Incident Manager may not be experienced in this type of technical operation, but still must manage and control the incident through to a successful termination.
CONTENT: Topics to be covered will include an IMS review, 13-point size-up for rescue, operational periods, action plans, resource procurement, logistical concerns and demobilization activities. Students will also take part in a tabletop exercise involving a Special Operations Incident.
AUDIENCE: Firefighters, Rescue personnel, EMTs, Fire/Rescue/Police Emergency Services Officers, Specialized Rescue Team personnel.
PREREQUISITES: None.

1700 Series
EMERGENCY MEDICAL TRAINING

1731 – INFECTIOUS DISEASE CONTROL

PURPOSE: This 3-hour class (previously known as Bloodborne Pathogens) will allow the students to familiarize themselves with the requirements of PEOSHA regulations pertaining to bloodborne and airborne pathogens. After course completion, the students will be able to develop and implement an infectious disease control program for their emergency services organization.

1750 – REST & REHABILITATION FOR EMERGENCY SERVICES WORKERS

PURPOSE: Heat stress, stroke and heart attack take a toll on emergency service workers, both on and off the job. During training and emergency operations, we have the opportunity to identify those members who need an extra rest period and to even activate medical protocols that can protect our members.
CONTENT: The lecture component of this class includes: A picture of the magnitude of the problem; five routes by which heat/cold are transferred to the body; why the weather is usually your enemy; information on pre-hydration and pre-nutrition for training; how to set up and manage a Rehabilitation group and to serve at least five simultaneous "customers".

A field practical exercise provides the Rehab function to all participants of a concurrently running Middlesex County Fire Academy course on the fire training grounds.
AUDIENCE: Firefighters, EMS, Police and Emergency Services Workers.
PREREQUISITES: A member of a Fire Department, First Aid/Rescue Squad or any branch of the Emergency services.

1800 Series
FIRE PREVENTION AND INSPECTION

1801 – FIRE PREVENTION INSPECTOR CERTIFICATION

PURPOSE: This 90-hour course is designed to give the student the knowledge and skills to meet the requirements of the New Jersey Uniform Fire Code for certification as a Fire Inspector and preform entry level field inspections.
CONTENT: This course will include: legal aspects, life hazard uses, use groups, conducting inspections, building construction, plan review, general fire safety, occupancy loads, fire suppression and protection systems, specific uses, flammable or hazardous materials, retrofit requirements, fire investigation, and practical exercises. Course materials provided are: Code Enforcement & Inspection textbook and numerous technical handouts.
AUDIENCE: Candidates for Fire Inspector, and existing Fire Inspectors wanting a thorough review.
PREREQUISITES: None.

1802 – FIRE OFFICIAL CERTIFICATION

PURPOSE: This 36-hour course is designed to provide the student the knowledge and skills to meet the requirements of the New Jersey Uniform Fire Code for certification as a Fire Official, and to prepare the individual for advancement to an administrative position.
CONTENT: This course includes: place in government, duties of a fire official, supervision, preparation and maintaining records, review and approval procedures, enforcement activities, legal responsibilities, relationship to other agencies, operating the local enforcing agency, budgeting, related statutes, appeals and case preparation, site and subdivision review.
AUDIENCE: Candidates for Fire Official and current Fire Officials wanting a thorough review.
PREREQUISITES: Students must hold a current New Jersey State Fire Inspector certification.

1804 – ARSON DETECTION AWARENESS FOR THE FIRST RESPONDER

PURPOSE: The purpose of this 3-hour course is to identify the dangers of responding to and fighting fires which have been intentionally set.
CONTENT: Basic fire investigation skills will be discussed to recognize and preserve possible evidence. Review the first responders role and the importance to accurately document information for potential prosecution. Guidelines to follow will be discussed when fire cause is considered suspicious or intentional.
AUDIENCE: This course would benefit Firefighter I and Firefighter II students and line officers.
PREREQUISITES: Firefighter I.
ATTIRE: Classroom attire.

1900 Series
INSTRUCTIONAL TECHNIQUES

1901 – DRILL GROUND INSTRUCTOR

(FORMALLY GENERAL SAFETY, LIVE BURN SAFETY, SCBA/SMOKE HOUSE SAFETY)

PURPOSE: This New Jersey Division of Fire Safety course is designed to ensure that Fire Service Instructors know and understand the safety issues inherent in each of the subject areas of firefighting training. Instructors must be capable of demonstrating the proper methods of identifying and correcting an unsafe situation as it occurs. Instructors must also demonstrate a knowledge of equipment and apparatus maintenance and safety procedures since well maintained equipment is necessary to do the job safely and effectively.

This course is required for those fire service instructors that wish to teach specified modules in the Firefighter I course in the State of New Jersey. This course will provide the Instructors with a basic understanding of live burn and SCBA/Smoke House instructional safety concerns for Fire Service Instructor activities and student performance.

CONTENT: It will include: a) General safety concerns, b) A review of the training approach, c) Terminology related to live burn and SCBA/ Smokehouse safety, d) Preparation and presentation parameters, e) The students control process, f) Safety assessment of evolutions.

AUDIENCE: Fire Service Instructor candidates, Training Officers Fire Officers, Senior Firefighters with training responsibilities.

CLOTHING REQUIREMENTS: Head protection; (hard hat or structural firefighting helmet).

PREREQUISITES: NJ DFS CERTIFIED FIREFIGHTER I.

1902 – FIRE INSTRUCTOR – LEVEL I

PURPOSE: This course will give the student the knowledge and skills to meet the objectives of Level I Fire Service Instructor for NFPA std. 1041 *Fire Service Professional Qualifications*, and meet part of the requirements for the Level I Fire Service Instructor for New Jersey State Certification.

CONTENT: Lessons will include: Challenges of Emergency Service Instruction, Speaking before a group, Safety: The Instructor's Role, Legal Considerations, The Psychology of Learning, Instructional Delivery, Practical Training Evolutions, Instructional Media, Testing and Evaluation, The Final Presentation; A Practical Exercise, The teaching technique; and The use of instructional materials.

AUDIENCE: Fire Service Instructor candidates, Training Officers, Fire Officers, Senior Firefighters with training responsibilities.

PREREQUISITES: NJ DFS CERTIFIED FIREFIGHTER I.

1903 – FIRE INSTRUCTOR – LEVEL II

PURPOSE: This course will give the student the knowledge and skills to meet the objectives of Level II Fire Service Instructor for NFPA std. 1041 *Fire Service Professional Qualifications*, and meet part of the requirements for the Level I Fire Service Instructor for New Jersey State Certification.

CONTENT: Lessons will include: Planning Instruction; Lesson development, Task analysis, Writing lesson objectives (behavioral and performance), Preparing multi-media visual aids, Preparing non-projected visual aids (charts and graphs), Preparing demonstration materials (models, mock-ups and cutaways), Preparing printed materials, Student handout materials, Presenting a Lesson Plan, Testing and evaluation, Management and supervision of training, Final presentation (program development and presentation by candidate). As part of this process, each student will also complete the presentation phase of the course meeting the required delivery parameters.

AUDIENCE: Fire Service Instructor candidates, Training Officers, Fire Officers, Senior Firefighters with training responsibilities.

PREREQUISITES: New Jersey Division of Fire Safety Level I Fire Service Instructor Certification.

1904 – DRILL GROUND INSTRUCTOR REFRESHER

(FORMALLY LIVE BURN SAFETY REFRESHER AND SCBA/SMOKE HOUSE SAFETY REFRESHER)

PURPOSE: The Drill Ground Instructor Refresher Course is designed to satisfy the New Jersey Division of Fire Safety requirement for recertification for the Drill Ground Instructor credentials and to ensure that Fire Service Instructors are updated and recertified to understand the safety issues inherent in each of the subject areas of firefighting training. Instructors must be capable of demonstrating the proper methods of identifying and correcting an unsafe situation as it occurs. Instructors must also demonstrate a knowledge of equipment and apparatus maintenance and safety procedures since well maintained equipment is necessary to do the job safely and effectively.

CONTENT: It will include: a) General safety concerns, b) A review of the training approach, c) Terminology related to live burn and SCBA/ Smokehouse safety, d) Preparation and presentation parameters, e) The students control process, f) Safety assessment of evolutions.

AUDIENCE: New Jersey Division of Fire Safety Drill Ground Instructor certified fire instructors.

PREREQUISITES: Drill Ground Instructor Certification.

1910 – INSTRUCTOR REFRESHER - ESSENTIAL PRINCIPALS

(Formerly Instructional Techniques/ Educational Methodology Refresher)

PURPOSE: This 3-hour course is based on the IFSTA Fire and Emergency Services Instructor manual, NFPA 1041-Standard for Fire Service Instructor Professional Qualifications, and the National Fire Academy courses, Instructional Techniques for Company Officers and Fire Service Instructional Methodology. The course is designed to provide recurrent training for fire service instructors presently certified by the New Jersey Division of Fire Safety. Participants who successfully complete the course will be eligible for 0.3 CEU's applicable toward their instructor recertification.

CONTENT: The course content may include, but not to be limited to: Interpersonal communications, principals of learning, student attributes, lesson preparation, instructional delivery and safety issues.

AUDIENCE: New Jersey Division of Fire Safety certified fire instructors.

PREREQUISITES: New Jersey Division of Fire Safety Instructor Certification Level I and II.

1912 – PARTNERS IN TRAINING - WORKING WITH YOUR FIRE ACADEMY

PURPOSE: This 3-hour course is based on the New Jersey Division of Fire Safety Fire Service Instructor General Safety Course and NFPA 1403-Standard on Live Fire Training Evolutions. The course is designed to provide recurrent training for fire service instructors presently certified by the New Jersey Division of Fire Safety. Participants who successfully complete the course will be eligible for 0.25 CEU's applicable toward their General Safety recertification.

CONTENT: Course content may include, but not be limited to: Fire Academy policy and guidelines, Course offerings, Facility overview, Fire department drills, Off site programs, Customized training, Instructor resourced, Effective and efficient use of the academy and Safety issues. If circumstances permit, the course may include field exercises in or near Fire Academy training structures and/or areas. **Class participants must bring a safety or fire fighting helmet to participate in any training outside the classroom.**

AUDIENCE: New Jersey Division of Fire Safety certified fire instructors, Chief Officers, Fire service administrators, Training officers, Government officials.

PREREQUISITES: None.

1923 – PROPANE EMERGENCIES LIVE BURN-TRAIN-THE-TRAINER

PURPOSE: This 6-hour course is based on "PROPANE EMERGENCIES", developed by the National Propane Gas Association, and will provide guidelines for handling common types of propane emergencies.

The course is also intended to provide guidance for fire service instructors who conduct propane training. Instructor participants who successfully complete the course will be eligible for 0.6 CEU's applicable toward their New Jersey Division of Fire Safety recertification.

This class includes live fire evolutions, and requires active participation in practical training exercises in an IDLH environment. Participants must bring complete and fully compliant structural firefighting protective equipment, including SCBA with one spare cylinder.

CONTENT: The course content may include, but not be limited to; Propane hazards and properties, BLEVE's, hazard and risk assessment, safety considerations, strategic modes and tactical options applied in live fire evolutions.

AUDIENCE: New Jersey Division of Fire Safety certified fire instructors.

PREREQUISITES: New Jersey Division of Fire Safety Instructor Certification.

MIDDLESEX COUNTY

1001 Fire Academy Drive • Sayreville, NJ 08872

FIRE ACADEMY

Phone: 732-727-0008
FAX: 732-721-0158

AUTHORIZED SIGNATURE FORM - YEAR_____

(Authorization Signature Form must be updated and submitted on an annual basis)

Form: ASF-GEN

In order to effectively and efficiently process course applications, it is necessary for the Fire Academy to have the signature of Fire Chief's and Training Officer's on file. All applications for courses must have one of these signatures on them or the application will be rejected and returned.

A copy of your organization's Workers Compenation and Liability Insurance certificate(s) must be attached to this form.

DEPARTMENT NAME	
DEPARTMENT MAILING ADDRESS	
DEPARTMENT PHONE NUMBER	COMPANY FAX NUMBER
E-MAIL ADDRESS	

INSURANCE REQUIREMENTS

The County of Middlesex carries insurance covering its legal liability.
The County of Middlesex assumes no liability with respect to bodily injury, property damage, illness, or other damages or losses, or with respect to any claims arising out of any activity of the permit holder.

The County of Middlesex requires the applicant to produce and continue in force for the term identified on the permit comprehensive general liability insurance with limits of $1,000,000 combined single limit. The policy must include contractual liability coverage and name the County of Middlesex as an additional insured.

The applicant shall provide the County of Middlesex with a Certificate of Insurance. The Certificate of Insurance must state that the County of Middlesex is named as an additional insured and that the policy has been endorsed to include contractual liability coverage. The Certificate of Insurance shall contain a 30-day notice of cancellation. The Certificate Holder shall be identified as the Middlesex County Fire Academy, 1001 Fire Academy Drive, Sayreville, NJ 08872.

FIRE CHIEF

PRINT FULL NAME	
HOME ADDRESS	
E-MAIL ADDRESS	
HOME TELEPHONE	
WORK TELEPHONE	
TERM AS CHIEF	DATE TERM EXPIRES
SIGNATURE	

TRAINING OFFICER

PRINT FULL NAME
HOME ADDRESS
E-MAIL ADDRESS
HOME TELEPHONE
WORK TELEPHONE
SIGNATURE

MIDDLESEX COUNTY FIRE ACADEMY

1001 Fire Academy Drive • Sayreville, NJ 08872

Phone: 732-727-0008
FAX: 732-721-0158

APPLICATION FOR TRAINING

For Office Use Only
Org. No.
Ck. No.
Date Pd.

SEPARATE APPLICATIONS ARE REQUIRED FOR EACH COURSE REQUESTED
All Information Must be TYPED or PRINTED in Block Letters

NAME OF COURSE REQUESTED:

COURSE DATE: | COURSE NUMBER

FIRE DEPT./ORGANIZATION NAME:

ADDRESS FOR CONFIRMATION:

EMAIL ADDRESS:

TOTAL NUMBER OF PERSONS ATTENDING: | Please list, on reverse, the names of the individuals attending the course.

ENROLLMENT ELIGIBILITY:
Only those applicants meeting course prerequisites listed in the Academy Course Guide will be accepted.

DRESS REQUIREMENTS:
Outdoor Programs:
1. Cutoffs, shorts or open toe footwear are not permitted.
2. All protective clothing must meet O.S.H.A. requirements (OSHA 29 CFR 1910.156)
3. For all courses which require SCBA, it shall be the student's responsibility to provide their own equipment in good working order.
4. No student shall be permitted to attend any course which requires the use of SCBA if they have excessive facial hair. (As per OSHA 29 CFR 1910.134 and NFPA STD.1500 SEC.5-3.10)

Indoor Programs:
1. Casual but neat clothing is permitted.
2. No cutoffs, shorts, or open toe footwear will be permitted.

Students should be prepared to take notes and receive handouts for both indoor and outdoor programs.

CLASS HOURS:
Evening Classes: 7:30 PM to 10:30 PM
Daytime & Weekend Classes: 9:00 AM to 4:30 PM

NOTE:
Any class with less than minimum number of students may be cancelled.

The _____
* shall hold harmless and indemnify the County of Middlesex, its officers, agents and employees from any and all injuries, damages and claims for damage to persons and/or property arising from the actions of its attendees at the Middlesex County Fire Academy, except as such injuries and damages are caused by the gross negligence of the County or its employees or agents.

* Insert name of fire company or organization.

The undersigned certifies that the students enrolled do not have any physical and/or other conditions which would prevent them from actively participating in all portions of this course.

The undersigned also certifies that all personnel enrolled in the above course are covered by Workman's Compensation and Liability Insurance, or are otherwise insured, as indicated by a copy of such insurance attached to the current Authorized Signature for on file.

The above conditions are understood. Application is authorized by:

....
PRINT Name Here SIGNATURE

Date of this application

TITLE:

PHONE (DAY):

PHONE (FAX):

EMAIL:

CANCELLATIONS MUST BE IN WRITING AT LEAST ONE WEEK PRIOR TO TRAINING.

PLEASE PRINT ALL INFORMATION CLEARLY

#	LAST NAME	FIRST NAME	M.I.	SOCIAL SECURITY #
1				
2				
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9				
10				
11				
12				
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20				

MIDDLESEX COUNTY FIRE ACADEMY

1001 Fire Academy Drive • Sayreville, NJ 08872

Phone: 732-727-0008
FAX: 732-721-0158

APPLICATION FOR FIRE DEPARTMENT DRILL PROGRAM

For Office Use Only
Org. No.
Ck. No.
Date Pd.

SEPARATE APPLICATIONS ARE REQUIRED FOR EACH DRILL SESSION REQUESTED

All Information Must be TYPED or PRINTED in Block Letters

FIRE DEPT./ORGANIZATION NAME:	
ADDRESS FOR CONFIRMATION:	
EMAIL ADDRESS:	
TRAINING OFFICER OR CONTACT PERSON	TRAINING/CONTACT PERSON TELEPHONE NUMBER(S)
NUMBER OF PERSONS ATTENDING	NAME OF CERTIFIED INSTRUCTOR ATTENDING
NAME OF EMT/RESCUE SQUAD	NAME OF TRAINING AGENCY CONDUCTING TRAINING IF CONTRACTED

Dates of Requested Drill

PRIMARY DATE	ALTERNATIVE DATE

Time of Drill (Check appropriate box)

☐ 9:00 AM TO NOON	☐ 1:00 PM TO 4:00 PM	☐ 7:30 PM TO 10:30 PM

STUDENT REQUIREMENTS:

1. Cutoffs, shorts or open toe footwear are not permitted.
2. All protective clothing must meet O.S.H.A. requirements (OSHA 29 CFR 1910.156)
3. No student shall be permitted to participate in any drill which requires the use of SCBA if they have excessive facial hair. (As per OSHA 29 CFR 1910.134 and NFPA STD.1500 SEC.5-3-10)
4. All Fire department participants must be FF1 certified.

The _____ * shall hold harmless and indemnify the County of Middlesex, its officers, agents and employees from any and all injuries, damages and claims for damage to persons and/or property arising from the actions of its attendees at the Middlesex County Fire Academy, except as such injuries and damages are caused by the gross negligence of the County or its employees or agents.

* Insert name of fire company or organization.

The undersigned certifies that the students enrolled do not have any physical and/or other conditions which would prevent them from activity participating in all portions of this course.

The undersigned also certifies that all personnel enrolled in the above course are covered by Workman's Compensation and Liability Insurance, or are otherwise insured, as indicated by a copy of such insurance attached to the current Authorized Signature for on file.

The above conditions are understood. Application is authorized by:

PRINT Name Here	SIGNATURE
Date of this Application	TITLE:
	PHONE (DAY):
	PHONE (FAX):
	EMAIL:

CANCELLATIONS MUST BE IN WRITING AT LEAST ONE WEEK PRIOR TO TRAINING.

COMPLETE INFORMATION ON BACK OF THIS FORM

TRAINING AREA REQUESTED (Check 1)

- ☐ BURN BUILDING (Bldg. 4)
- ☐ TAXPAYER BURN BUILDING
- ☐ TOWER (Bldg. 3)
- ☐ FLAMMABLE LIQUID TRAINING AREA
- ☐ PROPANE TRAINING AREA
- ☐ HAZMAT TRAINING AREA
- ☐ FORCIBLE ENTRY & VENTILATION TRAINING AREA
- ☐ DRAFTING AREA
- ☐ SCBA MAZE (Bldg. 1)
- ☐ VEHICLE EXTRICATION PAD
- ☐ CONFINED SPACE TUNNEL

EXPENDABLES REQUIRED

- ☐ STRAW
- ☐ FLAMMABLE LIQUID
- ☐ PROPANE
- ☐ SMOKE FLUID
- ☐ DRY CHEMICAL
- ☐ AIR REFILL FOR SCBA

Remarks: _____

MIDDLESEX COUNTY FIRE ACADEMY

1001 Fire Academy Drive * Sayreville, NJ 08872
Phone: 732-727-0008 * Fax: 732-721-0158

APPLICATION FOR USE OF FIRE SAFETY TRAILER

Name of Organization:	Contact Name: Email:
Address for Confirmation: Email:	Phone: Fax:
Date Required:	Time of Use:

LOCATION FOR USE OF FIRE SAFETY TRAILER

Location of Site
(Please attach directions to site)

_____
_____
_____
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_____
_____

INSURANCE REQUIREMENTS

The County of Middlesex carries insurance covering its legal liability. The County of Middlesex assumes no liability with respect to bodily injury, property damage, illness, or other damages or losses, or with respect to any claims arising out of any activity of the permit holder.

The above conditions are understood. Application is authorized by:

_____
Signature

_____
Date

DRILL PROGRAM INFORMATION

GENERAL INFORMATION

Please read the "General Information" Section on page 21 for MCFA rules and regulations regarding dress code, protective equipment and other relevant topics.

REGISTRATION

The following regulations must be followed for registering at the MCFA:

1. When scheduling drills to be held at MCFA, you must submit the training area(s) you will require and the type of expendables you would like to use. For specific information regarding types of expendables and quantities which have been approved for use at MCFA, please contact the office during business hours.

2. All drills must be requested through the use of an MCFA application form. Verbal requests will be held for 7 days pending receipt of an application form.

3. The current fee for drills includes the use of only one training area, 3 safety officers, and expendables, for a 3-hour period. Additional areas with expendables for one or consecutive drill sessions (such as a weekend morning and afternoon), are available at additional cost.

4. One drill application must be completely filled out and submitted for each drill requested. Application must be received at least two weeks before date of drill.

5. An outline of the drill must be attached. This outline shall include the following:
   a. name of the drill
   b. the objective
   c. the estimated length of time
   d. what you expect the firefighters to accomplish
   e. what equipment will be used
   f. the name of the person in charge

   NOTE: Any fire department who does not submit an outline at least two weeks prior to their drill will be required to use a Fire Academy lesson plan chosen by Academy staff and will be subject to an additional fee for an extra instructor to conduct the drill.

6. If your company does not have an outline, you may contact MCFA and we will send you possible training evolutions which may be used for drill programs.

7. A drill request may be denied if it conflicts with a MCFA class or pre-scheduled drill. Drills may be postponed due to possible unsafe conditions resulting from weather. Such conditions include freezing water in winter, or ladder use during thunderstorms.

CONFIRMATIONS

Drill confirmations will be sent to the sponsoring agency approximately 15 days prior to the start of the drill. Please submit appropriate payment (check or purchase order) upon receipt of the drill confirmation.

CANCELLATION POLICY

If you have to cancel for some reason, you must do so in writing at least one (1) week prior to the starting date of the drill.

Cancellations must be made with the administration office. You may telephone Monday through Friday, from 8:30 AM to 4:00 PM.

If you do not cancel as above, you will be billed for the full price.

LIVE FIRE TRAINING

Any drills involving live fire training shall be in compliance with NFPA Std. 1403, Live Fire Training Evolutions in Structures, 1992 edition.

PREREQUISITES

When a drill is held at, or in conjunction with, the MCFA, the sponsoring organization shall be responsible for ensuring that each participant is adequately trained to perform the tasks assigned to him or her during that specific training session.

DRILL SESSION HOURS

Weekday hours are divided into three periods:
9:00 AM to Noon
1:00 PM to 4:00 PM
7:30 PM to 10:30 PM
Weekend hours are from:
9:00 AM to Noon
1:00 PM to 4:00 PM

FEES & EXPENDABLE MATERIALS

FEES

In-county fire departments	3 hours	$236.00
	6 hours	$341.00
Out-of-county fire departments	3 hours	$420.00
	6 hours	$630.00

EXPENDABLES & FREQUENCY

- Drills involving Class A burns in the Burn Building and the Tower include 10 bales of straw and 4 burns for a three-hour session. Six-hour sessions include 16 bales of straw and 7 burns.
- Flammable gas drills include 6 burns over a three-hour period or 10 burns for a six hour period.
- The frequency of scenarios for Hazmat and rescue drills are at the discretion of the fire department, or company.

TAXPAYER BURN BUILDING

In-county fire departments	3 hours	$289.00
	6 hours	$394.00
Out-of-county fire departments	3 hours	$472.00
	6 hours	$683.00

FLAMABLE LIQUIDS DRILLS

In-county fire departments	3 hours	$394.00
	6 hours	$604.00
Out-of-county fire departments	3 hours	$577.00
	6 hours	$893.00

Flammable liquid drills will include up to a maximum of 200 gallons of fuel. Any additional fuel will be billed to the fire department/brigade renting the facility at a cost of $7.50 per gallon. The types of props being used will determine the frequency of evolutions on the Flammable Liquid Pad.

NOTE: No flammable or combustible liquids are to be used in burn building (Building 4) or tower (Building 3).

RIGHT OF REFUSAL

The MCFA reserves the right to refuse any drill application, if, in the opinion of the staff, a drill proposal would:

- pose possible harm to personnel directly or indirectly involved in the drill.
- cause damage to any fire department or fire academy property.
- go against nationally accepted safe practices for fire fighting and fire training.

FIRE TRAINING EQUIPMENT

The fire department will provide all their own fire equipment for the drill. If a specific piece of equipment from the academy is needed, a request for it should be submitted with the drill application form.

USE OF LIVE VICTIMS

Any training drills performed at the fire academy shall not use any personnel as victims for any evolutions. The term "personnel" shall include any member of the fire department or any one connected directly or indirectly with that organization, or any fire academy personnel.

Only inanimate objects will be used as victims. This will include: fire training dummies, hose dummies, mannequins, etc.

PROCEDURES for FIRE DEPARTMENT DRILL SESSIONS

1. The chief, training officer, or representative from the fire department shall report to the MCFA instructor upon arrival at the academy grounds. No department, or member of a department, shall enter the fenced-in training area unless accompanied by an MCFA instructor. Absolutely no private vehicles are permitted within the fenced-in training area during a drill session.

2. The officer in charge shall provide a roster of personnel involved in the training evolution and certify that they meet the prerequisites. He or she shall also certify that they have emergency medical support and the name(s) of those individual(s).

3. Prior to any evolution, a pre-evolution briefing session will be conducted. This will include:
   a. An overview of the MCFA rules and regulations
   b. Description of the crew assignments.
   c. Familiarization with the training area.

4. All fuels used for live fire training will be set up under the direct supervision of a MCFA fire instructor.

5. Three fire instructors shall be the evolution safety officers for live burn or any other type of evolution.

6. There shall be a 5:1 ratio of firefighters to training officer for any live burn evolutions.

7. The fire department shall provide certified emergency medical personnel for their training evolutions. These individuals shall be EMT-A certified. The EMT may not participate in evolutions unless replaced by an other EMT. If an EMT is not available, the MCFA can provide one at $125.00 for a three-hour session or $250.00 for a six hour session.

8. Self Contained Breathing Apparatus (SCBA) shall be worn by firefighters and instructor(s) under the following conditions.
   a. Oxygen deficient or contaminated atmospheres.
   b. Elevated temperature environments.
   c. Below ground-level locations.

9. Any fire department training officer running the training evolution shall meet the requirements of Fire Service Instructor Level II, as per N.J.A.C. 5:18C. If the department does not have access to a certified instructor, the MCFA is able to provide as many as necessary at an additional fee.

10. Any fire(s) ignited shall be under the direct supervision of the MCFA instructor/safety officer.

11. Only MCFA staff shall be permitted to operate the controls for fuel or ignition of fuels at any live burn evolutions and any controls pertaining to the water supply system.

12. All emergency vehicle operators shall be certified by their department to operate their equipment.

13. All drills include safety officers and expendables to complete the evolutions. If a fire department/brigade requires the use of an apparatus the Fire Academy can provide one for your use at $125.00 for a three-(3) hour session or $250.00 for a six-(6) hour session.

14. All drills require an outline to be submitted to the Middlesex County Fire Academy (MCFA) at least two weeks prior to the drill date. If suggestions for an outline of scenarios are needed, contact the MCFA for a selection of possible evolutions. If an outline is not received a MCFA outline will be chosen and a fee of $125.00 for a three-(3) hour session or $250.00 for a six (6)-hour session will be charged.

General Information

SERVICES OFFERED

The Middlesex County Fire Academy offers a full range of courses for firefighters, hazmat team members, and rescue personnel.

Information on our facility rental will be found at the end of this section.

Unless specifically indicated, information in this section pertains to all services offered.

PREREQUISITES

Prerequisites are indicated in the course description section for each MCFA course. **Please make sure your personnel have successfully completed all necessary prerequisites before signing up for a class.**

If a person has taken a course which is a prerequisite for an Academy course from an institution other than the Middlesex County Fire Academy (MCFA), he or she must supply documentation of this at time of application. **Copies of certificates for these courses must accompany the course application in order to receive equivalency credit for that course.**

REGISTRATION

Registration forms must be completely filled out and submitted prior to the start of the class.
NO WALK-INS WILL BE PERMITTED!

1. If you have personnel you wish to enroll in a course, return the application form for that course.
2. Please use the **full legal name** of the student on the application form instead of nicknames or initials.

CONFIRMATIONS

Course confirmations will be sent to the sponsoring agency approximately 15 days prior to the start of the course. Please submit appropriate payment (check or purchase order) upon receipt of the course confirmation.

CANCELLATION POLICY

You will be billed for each person registered for a course.

If you have to cancel for some reason, you must do so at least **one (1)** week **in writing** prior to the starting date of the first class, satellite program or drill.

Cancellations must be in writing. If an emergency occurs and a cancellation must be made after 4:15 PM Monday through Friday, you must call 732-316-7177.

If you do not cancel as above, you will be billed for the full price.

SUBSTITUTIONS

If you discover that a person who has preregistered cannot attend a course, you may send a substitute, **if he or she has met the prerequisites for that course.**

ATTENDANCE

Students are responsible for signing the roster for each lesson to assure receiving credit for the course. Make-up students are required to sign the make-up class roster with their original class number in order to receive credit.

In order to be evaluated or to be issued a certificate of completion, l00% attendance is required.

Any student reporting late for class shall report to the instructor in charge before reporting to class. Habitual tardiness without a valid excuse will result in the student being dropped from the course. Any student missing more than 20% of the lessons in any course will be dropped from that course and will be required to re-apply for that course the next time it is run.

No student shall leave the Fire Academy prior to class dismissal without permission from the instructor in charge of the facility.

MAKEUP POLICY

FIREFIGHTER I & II, FIRE PREVENTION INSPECTOR

Lessons missed in a Firefighter I or II class must be made up before the end of the following semester (unless over 20%). It is the student's responsibility to contact the Fire Academy for the dates of the missed class. The student must sign the class roster and also indicate the prior class number in order to receive credit for the session. When all missed lessons have been successfully completed the student will be awarded a certificate.

CLASSES UNDER 30 HOURS

There will be no make up for classes less than 30 hours. A student is responsible to attend all classes. If you are unable to attend all classes than the entire class must be repeated at the student's expense.

CLASS HOURS

Classes will begin promptly at 7:30 PM for evening courses and 9:00 AM for day and weekend courses.

DRESS CODE & PROTECTIVE EQUIPMENT

The proper dress code for the MCFA is as follows:
Shorts and cutoffs are never permitted.

INDOOR COURSES
Casual, but neat, clothing is permitted. No hats are allowed.

OUTDOOR COURSES
Comfortable clothing is suggested for outdoor programs. Clothing may become soiled by outdoor activities, so dress appropriately. No shorts, cutoffs, skirts, or dresses.

Trousers and long sleeve shirts are suggested. **No open-toed footwear is allowed.**

JEWELRY
For any live burn activities, **No** jewelry may be worn. This includes earrings, necklaces, bracelets or rings.

NOTE: Medic Alert bracelets and necklaces are exempt.

PROTECTIVE CLOTHING
All protective clothing worn must meet OSHA (29 CFR 1910.156) and New Jersey PEOSHA requirements.

BEARDS, BREATHING APPARATUS, AND SMOKE OR LIVE BURN EVOLUTIONS
No one who has a beard or excessive facial hair shall be permitted to participate in any courses that require the use of Self Contained Breathing Apparatus (SCBA). This includes any flammable gas or liquid evolutions. This is according to OSHA 29 CFR 1910.134, NFPA 1500, Standard on Fire Department Occupational Safety and Health, Sec. 5-3.10 PEOSHA and MCFA policy.

HAIR LENGTH
Any student participating in live fire training, who comes to class with hair that extends below his or her collar must arrange it so that it does not fall below the collar. Hair enclosed in an OSHA approved hood is acceptable.

SELF-CONTAINED BREATHING APPARATUS (SCBA)
For any courses requiring the use of SCBA, it shall be the student's responsibility to provide his or her own, plus a spare air cylinder. The academy has a limited amount of SCBA equipment and that is dedicated to Instructor use and for demonstration purposes only. The academy will refill any student's air cylinder, provided it has an up-to-date hydrostatic test date on it.

PHYSICAL QUALIFICATION OF STUDENTS

Due to the physical requirements of the job for which these skills are being taught, and the nature of the job itself, any student who would pose a direct threat to the health or safety to themselves and/or to others shall not be admitted to the class.

Students shall not be given credit for any unit of instruction in which they did not actively participate. Students who do not actively participate in any portion of the class will not be given a certificate of completion for the class and will not be eligible to return for other courses for which the uncompleted class is a prerequisite.

The aforesaid rules shall conform to the requirements of the A.D.A.

STUDENT/ ORGANIZATION LIABILITY & RESPONSIBILITY

It is the responsibility of each organization using the Middlesex County Fire Academy for training or any other purpose, to provide a certificate of insurance from its insurance company prior to the drill. This certificate of insurance shall contain the following information:

1. Liability insurance in a minimum value of $1,000,000.
2. A 30-day cancellation clause must be on this certificate.
3. The County of Middlesex shall be named as an additional insured.
4. The certificate of insurance holder shall be the Middlesex County Fire Academy.
5. A new certificate of insurance must be submitted upon expiration of the existing insurance certificate.

Payment for any and all medical, first aid, and related charges shall be the responsibility of the student's or user's sponsoring organization.

CERTIFICATION

GENERAL CERTIFICATION

Certificates will be awarded for all courses three hours in length or longer. Certificates will be sent to the sponsoring organization after the end of the course.

FIREFIGHTER I

A certificate, patch and chevron will be sent to each sponsoring organization.

RECORDS

A training file will be established for all students who successfully complete a MCFA certificate course. Copies of this certificate, and any other certificates which are awarded by the MCFA to the student, will be automatically placed into the student's training file. A copy of this file will disseminated only at the written request of the student. A nominal fee will be charged for this service. The fee will be determined by the size of the file.

STUDENT CONDUCT

Students shall be courteous and disciplined. Proper decorum shall be observed at all times toward fellow students, academy staff, and instructors.

Eating and drinking must be confined to the cafeteria area only. No food or drink is permitted in classrooms.

Students are responsible for maintaining all books, equipment, apparatus and buildings made available for their use.

The following are **prohibited:** Abusive, profane or obscene language or behavior; horseplay or any disturbance during class; any form of gambling; sexual harassment; use, possession or introduction of any intoxicants; or reporting to class under the influence of intoxicants, fighting, cheating on quizzes or exams.

Anyone who exhibits the aforementioned will be expelled from the academy and its property.

Books, papers or other materials on the instructor's desk, podium or chalkboard are for the use of the MCFA staff only.

TELEPHONES

Public phones are located in the hallway near classrooms #2 and #3. These are to be used for any outgoing calls by students. Any in coming emergency calls may be received on the academy main telephone number.

If an emergency occurs on the training ground, contact the fire instructor in charge of the facility.

SMOKING

Smoking is prohibited anywhere in the administration building and inside the fenced-in training area. This includes any of the restrooms. There are receptacles for cigarette butts on the outside of each entrance to the administration building. These are to be used for cigarette butts only. There are other receptacles for trash at these locations. Anyone wishing to smoke must do so outdoors, except in those areas specifically posted as NO SMOKING. Chewing tobacco is also prohibited in the classrooms and on the training grounds.

RESTROOMS

Men's and women's restrooms are located in the administration building, just off the main hallway, near classrooms #1 and #4, as well as inside building #5.

TRASH/RECYCLABLES

Please place all trash in the proper receptacles. These are located throughout the facility. Any refuse which is considered recyclable shall be placed in the appropriate container.

PAGERS and RADIO EQUIPMENT

All radio receivers and pagers shall be in the OFF position during instruction periods.
EXCEPTION: Chief Officers

FIRE CALLS

Fire calls will not be considered an excuse for being late or missing a lesson. Any student who is attending a course at the Fire Academy is expected to be on time for any course he or she is attending. **Unless specifically called by his or her department, no student shall leave for an incident in his or her response district.**

FIRE ACADEMY EMERGENCY CLOSINGS

If the Fire Academy is forced to suspend operations (inclement weather, natural disaster, etc.) notice of the closing will be available through the following method.

-Academy phone system 732-727-0008, class cancellation message will be activated.

-Academy class cancellation and closing will be posted on www.centraljerseysnow.com.

-Broadcast over radio station WCTC-AM 1450 or WNGQ-FM at 98.3.

Every effort will be made to reschedul`e suspended classes at the earliest available date. Students will be informed of the rescheduling when the class meets next.

PARKING

Students will park only in areas that are designated for student parking. These areas are as follows:

- Parking Area 1
- Parking Area 3, behind Building #2.

Students are prohibited from parking in the following areas:

1. Parking Area 2
2. All parking spaces marked for Handicapped Parking.
3. All parking spaces designated for visitors or the staff of the MCFA, Hazardous Materials Unit, or the Office of Emergency Management.

See fire academy map for the location of parking areas.

USE of SIRENS and OTHER AUDIBLE EQUIPMENT

No one visiting and/or attending any fire academy course or program shall use sirens or other audible devices while entering, leaving, or while on any part of MCFA property.

VENDING MACHINES

New vending machines including; cold drinks, and snacks are available in the fire academy cafeteria.

INTERNET ACCESSIBILITY

Telephone connections have been installed in all classrooms for presenters who require the ability to connect to the internet for their presentations.

FACILITY RENTALS

GENERAL INFORMATION The Middlesex County Fire Academy will rent classroom or the amphitheater to organizations for the purpose of conducting training for the emergency services community. All of the outdoor props and the CBA Maze are only available through the drill program

CATEGORY 1: Municipal, county, state and federal emergency agencies serving the public.

CATEGORY 2: Municipal, county, state and federal emergency agencies serving the public that are charging a fee for their class.

Municipal, county, state and federal agencies and authorities serving the public.

Private companies in need of training for in house fire or emergency services.

CATEGORY 3: Private companies, not in direct competition with the MCFA, providing training for a fee to the fire or emergency services listed in catagories 1 and 2 as well as municipal emergency service agencies.

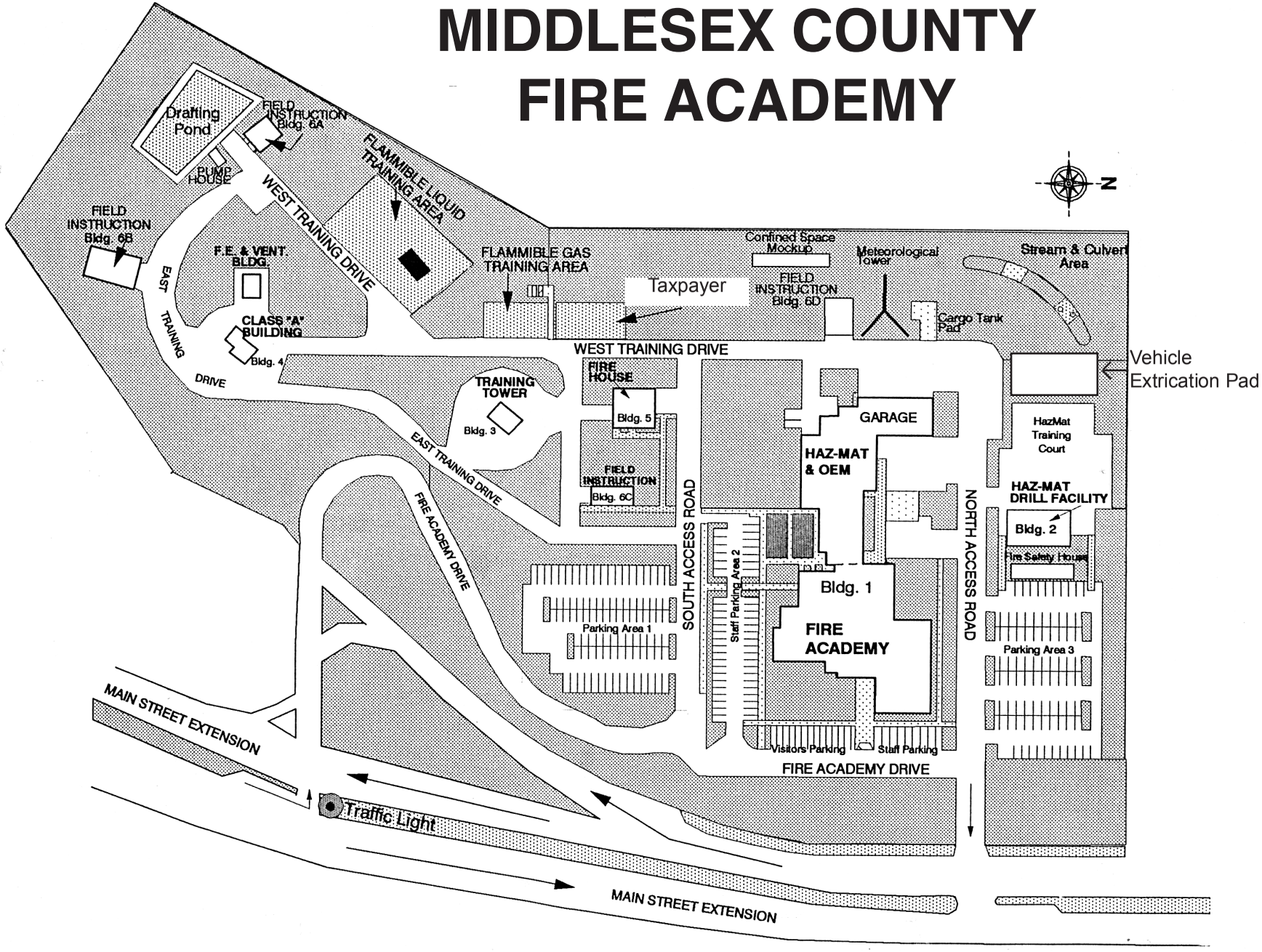
CATEGORY 1: Users will have the fee waived.

CATEGORY 2:	**Half Day**	**Full Day**
Half classroom (40 capacity):	$158.00	$289.00
Full classroom (80 capacity):	$184.00	$341.00
Amphitheater (160 capacity):	$341.00	$551.00
CATEGORY 3:		
Half classroom (40 capacity):	$210.00	$368.00
Full classroom (80 capacity):	$236.00	$420.00
Amphitheater (160 capacity):	$420.00	$683.00

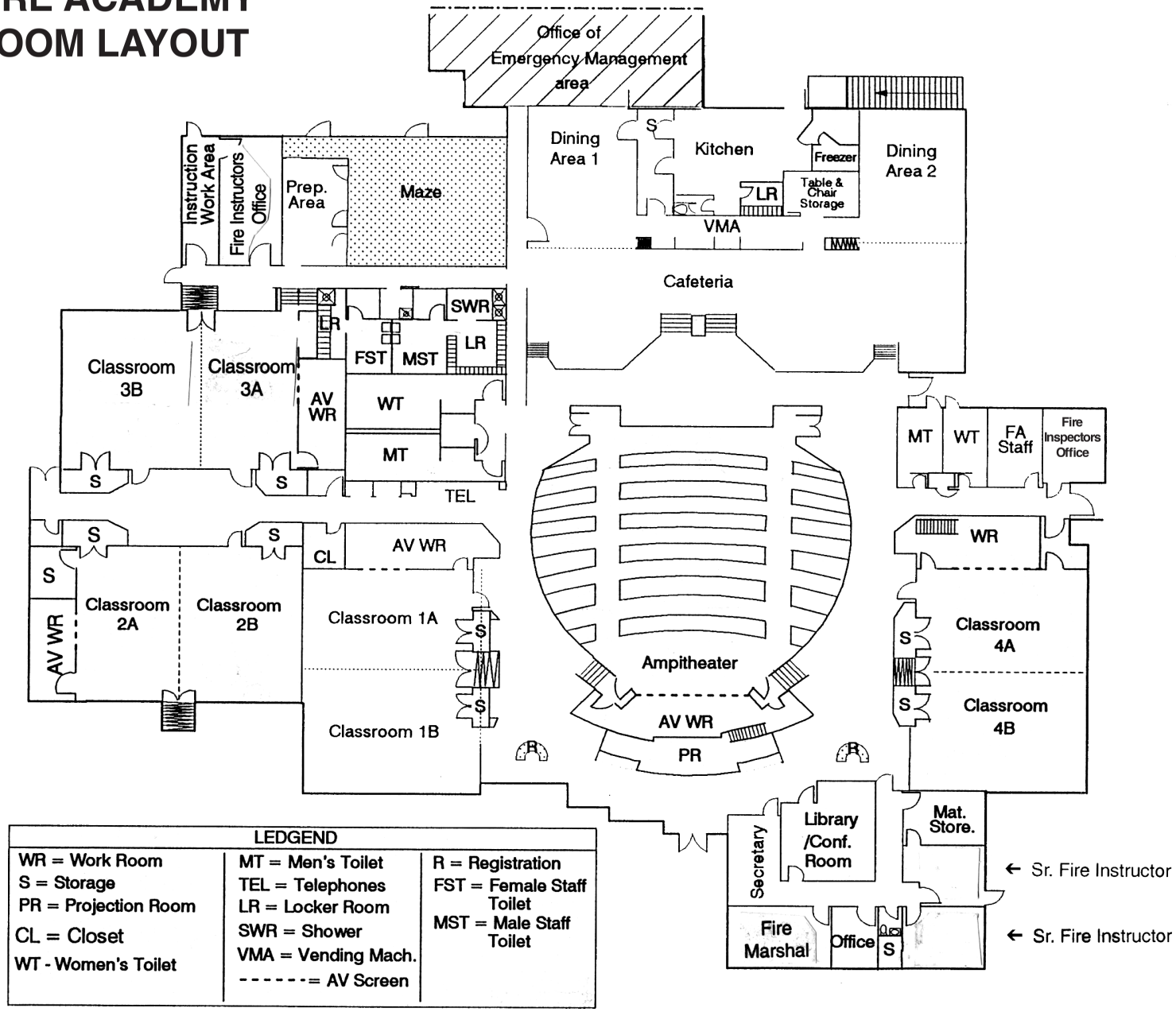
After renting one of the above spaces, additional spaces of each or lesser size may be rented for the same time period at the following rates:

Half classroom:	$158.00	$236.00
Full classroom:	$184.00	$289.00

MIDDLESEX COUNTY FIRE ACADEMY



FIRE ACADEMY ROOM LAYOUT



DIRECTIONS TO THE MIDDLESEX COUNTY FIRE ACADEMY & EMERGENCY SERVICES CENTER

1001 Fire Academy Drive
Sayreville, NJ 08872 • Phone: 732-727-0008

FROM THE NORTH

Route 9 South
Cross over the Raritan River and take the South Amboy Business District/Parkway South exit. Make a right at light onto Chevalier Drive. Turn left onto Main Street. Take jug handle for Kennedy Drive. At stop sign, make a right onto Fire Academy Drive.

Route 287
Take 287 South to Route 9 South. Cross over the Raritan River and take the South Amboy Business District/ Parkway South exit. Make a right at light onto Chevalier Drive. Turn left on Main Street. Take jug handle for Kennedy Drive. At stop sign, make a right onto Fire Academy Drive.

New Jersey Turnpike
Take the New Jersey Turnpike to Exit 11. Follow signs to Route 9 South. Cross over the Raritan River and take the South Amboy Business District/Parkway South exit. Make a right at light onto Chevalier Drive. Turn left onto Main Street. Take jug handle for Kennedy Drive. At stop sign, make a right onto Fire Academy Drive.

Garden State Parkway
Take the Garden State Parkway South to Exit 124. Make right onto Main Street, Sayreville. Make first right turn off of Main Street onto Kennedy Drive. Kennedy Drive will turn into Fire Academy Drive at the first traffic light.

FROM THE SOUTH

Route 9 North
Take 35 North/Parkway South exit. Follow signs to Chevalier Drive and Parkway South. Take Chevalier Drive to Main Street. Take jug handle for Kennedy Drive. At stop sign, make a right onto Fire Academy Drive.

Garden State Parkway
Take the Garden State Parkway North to Exit 125. At end of exit ramp, turn left onto Chevalier Drive. Make the second left onto Main Street, Sayreville. Take jug handle for Kennedy Drive. At stop sign, make a right onto Fire Academy Drive.

New Jersey Turnpike
Take the New Jersey Turnpike to Exit 10. Follow signs to 440 East to Route 9 South. Cross over the Raritan River and take the South Amboy Business District/Parkway South exit. Make a right at light onto Chevalier Drive. Turn left onto Main Street. Take jug handle for Kennedy Drive. At stop sign, make a right onto Fire Academy Drive.

From Middlesex County Route 535
Take Route 535 (Cranbury Rd.) east to Main Street in South River. Cross over the Veteran's Memorial Bridge. Proceed to the second traffic light and make a left turn onto Main Street, Sayreville. Proceed to fourth traffic light and make a left onto Fire Academy Drive.

For more information, please visit **http://co.middlesex.nj.us/fireacademy/index.asp**

FIRE SAFETY TRAILER

THE MIDDLESEX COUNTY FIRE MARSHAL'S OFFICE FIRE SAFETY TRAILER IS AVAILABLE FOR USE BY FIRE DEPARTMENTS, SCHOOLS AND OTHER CIVIC ORGANIZATIONS.
THIS STATE OF THE ART TRAILER INCLUDES A SEVERE WEATHER PROGRAM AS WELL AS AN AUTOMATIC FIRE SPRINKLER DEMONSTRATION.
APPLICATIONS FOR THE USE OF THE TRAILER ARE AVAILABLE AT THE FIRE ACADEMY.

SPECIALIZED TRAINING

IF OUR LIST OF COURSES DO NOT MEET YOUR REQUIREMENTS OR YOU NEED A SPECIALIZED COURSE FOR YOUR PERSONNEL, PLEASE DON'T HESITATE TO CALL US TO DEVELOP THAT COURSE FOR YOU.

ALSO, IF OUR SCHEDULE DOES NOT MEET YOUR NEEDS, WE MAY BE ABLE TO ADD ADDITIONAL CLASSES IF YOU MEET OUR MINIMUM STUDENT REQUIREMENTS.

SATELLITE TRAINING PROGRAMS

THE MIDDLESEX COUNTY FIRE ACADEMY CAN PROVIDE MANY OF OUR TRAINING PROGRAMS AT YOUR LOCATION.

THE COST FOR THIS TRAINING IS THE APPLICABLE PER STUDENT FEE FROM THE CATALOG PLUS A $125.00 PER DAY SATELLITE FEE.

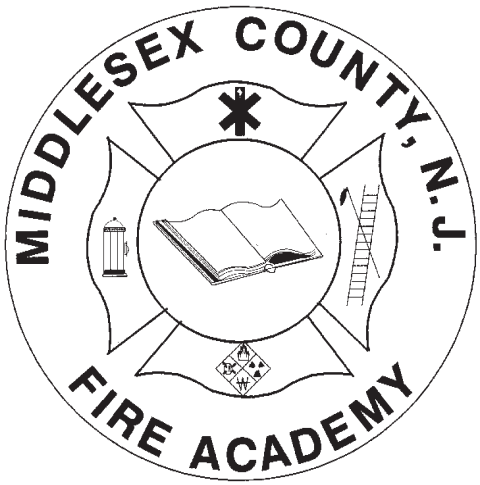
PLEASE CALL THE ACADEMY FOR INFORMATION ON THE COURSE YOU ARE REQUESTING AND SCHEDULING.

THE MIDDLESEX COUNTY FIRE ACADEMY CONTINUES TO STRIVE TO PROVIDE THE BEST TRAINING FOR OUR CUSTOMERS.

CHECK THE FIRE ACADEMY WEBSITE AT:

www.co.middlesex.nj.us

FOR PERIODIC UPDATES ON COURSES AND EVENTS.



MIDDLESEX COUNTY
FIRE ACADEMY
1001 Fire Academy Drive
Sayreville, NJ 08872

MIDDLESEX COUNTY FIRE ACADEMY
COURSE CATALOG & TRAINING INFORMATION