



# NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

## **FIRE TECHNOLOGY**

Student Policy and Procedure Manual

## **Welcome to NCTC's Fire Technology A.A.S Degree and/or Firefighter Paramedic A.A.S. Degree**

The faculty of the Fire Technology/Firefighter Paramedic programs would like to welcome you to Northland Community and Technical College. You have chosen a career path that is both challenging and rewarding.

The next two years will be filled with knowledge and skills that you will use for the rest of your career and life. This handbook has been designed to provide you, the student with the information about the program, policies, and procedures. It will also assist you in becoming familiar with NCTC Student Policies and Procedures.

We encourage you to contact us if you have any questions, concerns, or difficulties. We want to take care of these before it begins to interfere with your performance as a student here at NCTC. We also look for your feedback as we continue to develop and improve our program. Remember we are here for you and want all to succeed.

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## **I. Academic Information and Standards**

### **1.1 Program Summary**

Fire Technology (FT) at Northland Community and Technical College (NCTC) is a program involving 4 semesters (full time student). Graduates will receive an Associates of Applied Science degree for program completed. The program curriculum includes courses in general education and basic science as well as technical coursework. The program places a strong emphasis on skills based training.

### **1.2 Statement of Nondiscrimination**

NCTC and the Fire Technology program are committed to following Minnesota State College and University (MnSCU) Policy on nondiscrimination:

MnSCU has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, MnSCU is committed to a policy of equal opportunity and nondiscrimination in employment and education.

No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities in regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

### **1.3 Program Mission Statement**

Engage – Educate – Prepare – Succeed!

### **1.4 Program Philosophy**

The FT and Firefighter/Paramedic (FM) programs want to engage our students in learning. This fosters an educational environment that all will gain from.

We want to educate our students in the ways of the service. We will do this by teaching you the job requirements and learning the latest techniques for getting the job done.

We want to prepare you for the career you have chosen. We do this through the knowledge you will gain in class, skills, and clinical training.

Last but not least we want you to succeed. Through the training and knowledge you will receive at NCTC you can go far.

### **1.5 Program Goals/Objectives**

#### **Fire Technology**

1. Student will demonstrate professional firefighting skills as outlined in the National Fire Protection Association standards.
2. Student will execute Emergency Medical Technician-Basic skills as identified by the Department of Transportation.
3. Student will organize fire prevention and fire education activities as outlined by National Fire Protection Associations standards.
4. Student will demonstrate effective, professional internal and external (written and oral) communication skills required of the firefighting industry.
5. Student will perform rescue operation skills as outlined in National Fire Protection Association standards.
6. Student will execute hazardous materials response skills safely as outlined in National Fire Protection Association standards.
7. Student will use appropriate emergency management skills in a variety of firefighting situations.
8. Student will operate and maintain fire apparatus and fire equipment properly as outlined in the National Fire Protection Association standards.
9. Student will demonstrate professional characteristics, behaviors, and attitudes as expected in the firefighting field.

### **1.6 Program Curriculum Fire Technology**

<b><u>Course #</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Lec/Lab/OJT</u></b>
1st Fall Semester			
EMTB 1100	Emergency Med Tech Basic	6	3/3/0
FIRE 1102	Firefighter Fitness	2	1/1/0
FIRE 1100	Intro to Fire Service	1	1/0/0
FIRE 1130	Rescue Theory & Practices	1	1/0/0
ENGL 1111	Composition I	3	3/0/0
SPCH 1103	Interpersonal Communications	3	3/0/0
		14 Total	
1st Spring Semester			
FIRE 1110	Firefighter Basic	6	1/5/0
FIRE 1150	Hazmat Operational	2	1/1/0
FIRE 1152	Building Construction	3	3/0/0
FIRE 1165	Technical Rescue	2	0/2/0
MATH 1110	College Algebra	3	3/0/0
		16 Total	
2nd Fall Semester			
CHEM 1020	Intro to Chemistry	4	3/1/0
FIRE 2240	Company Functions	3	2/1/0
FIRE 2206	Inspection & Code Enforce	3	2/0/1

## 1.7 Course Descriptions Fire Technology

This course covers the basics of emergency rescue situations that are common to all types of rescues. It will cover specific areas, such as site operations, resource and victim management, maintenance of tools, apparatus, hardware, and powering systems. Additionally, it will address

the components of an Incident Management system, accountability of rescue personnel, and how to properly assess the emergency rescue scene. NFPA 1006 Standard for Technical Rescuer Professional Qualifications will be met up to the awareness level. Prerequisites: None. Corequisite: FIRE1100, FIRE1106, FIRE1108, EMTB1100

**FIRE 1150      HazMat Operational      2      1/1/0**

This course teaches the necessary skills to protect one's self, one's fellow responder, and the public from exposure in a hazardous materials incident. The course meets the requirements of the OSHA 1910.120 for the First Responder Operation level. Students will learn how to recognize and identify the presence of hazardous materials, the proper protective clothing to use, how to decontaminate properly, how to establish an Incident Command System, and the proper standard operating procedures to maintain safety at the incident scene. The course follows chapters 5 and 6 of NFPA 472, standard for Competence of Responders to Hazardous Materials/Weapons of Mass Incidents. Prerequisites: None.

**FIRE 1152      Building Construction      3      3/0/0**

This course covers basic building construction techniques and types as they relate to firefighter safety, fire behavior, and building behaviors when subjected to fire. This course will also cover structural collapses and safety concerns when responding to such an incident. The curriculum follows the standards set by NFPA 1001 - Fire Fighter II and NFPA 1021 - Fire Officer. Prerequisites: FIRE1100, FIRE1106, FIRE1108, EMTB1100

**FIRE 1165      Technical Rescue      1      0/1/0**

This course covers the operational level objectives for Vehicle and Machinery Rescue, and Confined Space Search and Rescue as set out in NFPA 1670, Operations and Training for Technical Search and Rescue. Students will demonstrate the ability to work in these types of incidents from the operational level perspective. This is a hands-on class, and will be limited in size in order to maintain a safe teaching and working environment. Prerequisites: FIRE1130

**FIRE 2206      Inspection & Code Enforce      3      2/0/1**

This course covers information on how to perform basic, company, pre-plan, special and target hazard fire inspections. It will also cover the various codes and regulations that pertain to building inspections. This course involves fire and building code research and interpretation, and the interpretation of construction blueprints to ensure that construction is in compliance with all pertinent codes. Code enforcement procedures will also be covered. Students will also perform four separate 8 hour shifts of ride a longs with a career inspection and code enforcement professional. Prerequisites: None.

**FIRE 2208      Firefighter Practical      3      1/2/0**

This course covers the objectives based on the National Fire Protection Association's (NFPA) 1001 Standard on Fire Fighter Professional Qualifications and NFPA 1410 Standard on Training for Emergency Operations in a scenario based environment. This will prepare students to function at or above the minimum level of training for entry into a fire protection career field. The student will function as a member of a team to accomplish emergency scene goals and objectives. Prerequisites: FIRE1100, FIRE2240

**FIRE 2230      Fire Investigation      2      2/0/0**

This course covers basic fire cause determination techniques and covers Fire Investigator I from National Fire Protection Association (NFPA) 1033 (Standard for Professional Qualifications for Fire Investigator) and 921 (Guide for Fire and Explosion Investigators). The course provides information and techniques used in locating the area of fire origin, what caused the fire, and the basics of arson detection and prosecution. This course will also include information on common arsonist behavior, incendiary devices and ignition sources. Prerequisites: FIRE1100

**FIRE 2240      Company Functions      2      2/0/0**

This course covers the basic objectives of engine company work including the proper supply and use of water to fight fires, and emphasizes that the engine companies should be focused on three major tactical priorities on the fire ground: life safety, extinguishment, and property conservation. And the basic objectives of ladder company work including the assignments of conducting a primary search, rescuing victims, forcing entry, and conducting proper ventilation techniques. prerequisites: FIRE1100

**FIRE 2250      Fire Instructor Basic      3      2/1/0**

This course teaches individuals entering into teaching or instructing situations the basic skills necessary to function effectively in a classroom or drill ground setting. The student will also have the opportunity to refresh basic firefighting skills as these will be used as the topics for instructing for the class. Prerequisites: FIRE1100

**FIRE 2256      HazMat Technician                      4              2/2/0**

This course teaches the necessary skills to protect one's self, one's fellow responder and the public from exposure in a hazardous materials incident. The course meets the requirements of the OSHA 1910.120 for the level of Technician. Students will identify the presence of hazardous materials, the proper protective clothing to use, how to decontaminate properly, how to establish an Incident Command System, and the proper standard operating procedures to maintain safety at the incident scene. Students will also learn physical mitigation activities. The course follows chapter 7 of NFPA 472, standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. Prerequisites: FIRE1100, FIRE1150

**CHEM 1020      Intro to Chemistry                      4              3/1/0**

(Fulfills MNTC Area: 3) This course provides students with an understanding of principles and theories of chemistry, atomic and molecular structure, elements, compounds, mixtures, the periodic table, the nature of gasses, liquids and solid states, chemical reactions and stoichiometry. Prerequisites: MATH0094, or MATH0098, or appropriate Math assessment test score.

**ENGL 1111      Composition I                                      3              3/0/0**

(Fulfills MNTC Areas: 1, 2) The course is an introduction to college-level writing, focusing on descriptive, narrative, and expository essays. One essay will be a research paper using an appropriate documentation format. Prerequisites: ENGL0090, or appropriate writing assessment test score.

**ENGL 2207      Technical Writing                                  3              3/0/0**

(Fulfills MNTC Area: 2) This course covers forms, procedures, and techniques of collecting and presenting data for both formal and informal reports. Prerequisites: ENGL1111

**MATH 1110      College Algebra    3              3/0/0**

(Fulfills MNTC Area: 4) This course covers basic algebraic operations, linear and quadratic equations and inequalities, variation, functions and their graphs, binomial expansion, theory of equations, rational equations, conic sections, exponential and logarithmic functions, and systems of equations. Students who have taken MATH1113 will not receive credit for this course. Prerequisites: MATH0094, or MATH0098, or appropriate Math assessment test score.

**SPCH 1103      Interpersonal Communications                      3              3/0/0**

(Fulfills MNTC Areas: 1, 2) This course introduces the techniques necessary for effective one-to-one and small group communication. Topics included are communication principles and processes, self-concept, perception, emotions, verbal and nonverbal communication, listening and feedback skills, assertiveness, conflict resolution, interpersonal relationships, gender and cultural influences. Prerequisites: None

### **1.8 Knowledge of Program and College Policies and Procedures**

The FT program abides by NCTC policies. The most current college policies can be found at <http://www.northlandcollege.edu/about-northland/policies-and-procedures/>. Many, but not all, of these policies can also be found in the NCTC 2013-2014 Student Policy Handbook found at <http://www.northlandcollege.edu/handbook/>

You are expected to be punctual. These classes are for you; your success in them rests largely with you. Discussions are a crucial part of these courses.

- Please enter discussions freely and enthusiastically.
- Feel free to share experiences that are appropriate and applicable to the current discussion. Confine your discussions to the topic at hand.
- Only one person should talk at a time.
- Avoid private conversations during class (be courteous of your class mates and the instructor).

- Be patient with other class members. Appreciate the other person's point of view.

### **1.9 Course Grading**

A minimum grade of a "C" must be obtained to pass all courses. The methodology used is listed below. There are no D's given in Fire Technology courses.

100-93	= A
92-85	= B
84-75	= C
74 and below	= F

### **1.10 Criteria for Program Probation and Dismissal**

A student enrolled in the FT program who does not meet the following criteria will be placed on program probation and subject to dismissal consisting of but not limited to:

- Individuals not meeting the satisfactory academic progress established by the College as written in NCTC Academic Progress Policy (found in the NCTC Student Policy Handbook at <http://www.northlandcollege.edu/handbook/>)
- Falsification of any class records or assignments to include job skills records and in or out of class assignments.
- Any dishonest practices demonstrated by the student to include stealing, cheating on assignments and examinations.
- Insubordination with school, ride along, or internship staff.
- Discourteous treatment of patients, the staff, the public, member of other agencies, fellow students, or school faculty and staff.
- Any breach of patient or staff confidentiality.

### **1.11 Disciplinary Procedure – Sequence for Behavioral Reasons**

- Upon determination of a student's inappropriate conduct, the faculty member who was involved will meet with the student to discuss the matter and inform the student of the specific conduct that is deemed inappropriate. A verbal warning concerning the inappropriate behavior will be given to the student and a written record of the behavior will be placed in the student's program file.

- If the student's conduct and behavior does not improve, the instructor involved will meet or speak a second time with the student, at which time a written warning is given with documentation of specific actions needed to improve performance. A copy of the documentation will be placed in the student file with a copy sent to the Dean of Allied Health and Nursing. There will be a deadline given for definite measurable improvement to be demonstrated by the student.

- If satisfactory improvement is not demonstrated before the deadline, the FT Program Director may place the student on FT Program probation or dismiss the student from the program.

- Any action under this section may be appealed as outlined in the NCTC student complaints: Grievances Policy (3240 and 3240P)

### **1.12 Academic Integrity Policy**

The FT Program abides with the NCTC Academic Dishonesty Policy outlined in the NCTC Student Policy Handbook. Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student's test paper and/or collaboration during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor
- Stealing, buying, or otherwise obtaining all or part of an un-administered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper; or submitting as one's own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval of the instructor

Plagiarism and cheating in any form is subject to disciplinary action, including but not limited to a failing grade for the test or assignment, a failing grade for the course, and/or probation from the FT Program.

### **1.13 Academic Progress**

Standards of academic progress are established to require students to progress satisfactorily and timely towards the completion of their degree. Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with their advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

All FT Program general education and technical courses must be completed with a grade of "C" or higher. If students do not obtain a minimum grade of "C" in any course within the FT the course must be retaken (NCTC policy allows a maximum of 3 attempts) until a grade of "C" or higher is achieved.

### **1.14 Academic Grievance / Petitions**

It is the policy of Northland Community and Technical College Fire Technology Program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, misunderstandings, or discrimination. Students are urged to first take their problems to the instructor of the course in which the problem occurred. If the student and instructor are unable to come to an agreement, the student can then take their issues to the FT Program Director. If the student and FT Program Director are unable to come to an agreement, the student can write up their complaint/grievance on an Appeal/Petition Form which can be found in Student Services. This complaint/grievance will be reviewed by one of two standing committees which will report their findings back to the student. Students may then appeal the decision or recommendation if desired. A student may also appeal a final grade or any grade received on cumulative work used in calculating the final grade. Grade appeals must be first directed to the instructor who assigned the disputed grade. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal/Petition form. This form must be submitted within 30 days of receipt of the grade to the Registrar's Office. The Registrar's Office will forward the appeal to the appropriate Academic Dean for consideration. The dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue as appropriate. The dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal. The dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within 10 academic days of the receipt of the grade appeal. The student may appeal the dean's decision within 10 days, if there is additional relevant information that supports the appeal. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

### **1.15 Withdrawal**

Students considering withdrawal from the program should discuss the matter with the FT Program Director and/or their academic advisor. Students need to follow NCTC policies and procedures regarding program and course withdrawal, which can be found in the NCTC Student Policy Handbook.

### **1.16 Conditions for Readmission**

1. Students must meet all college and program admission requirements.
2. The student must request readmission to the program in writing.
3. Program faculty will determine the appropriateness for readmission on a case-by-case basis, considering factors such as the student's status at the time of exit from the program, reason for program withdrawal, justification for readmission, adequacy of program space and staffing levels.
4. The student must follow the policies and procedures of the program which are consistent with the academic year he/she is readmitted.
6. If the content of any course is different from when the student initially took the

course prior to withdrawal from the program, the student will be required to complete all course syllabi objectives and goals, pass all skill checks, quizzes, and exams for the new information. FT faculty will develop appropriate materials to meet the new or revised objectives.

7. The student is responsible for maintaining the ability to satisfactorily perform all previously-learned skills. Demonstration of satisfactory performance will be required prior to readmission into the program.

### **1.17 Graduation Criteria**

Upon successful completion of the following criteria, Northland Community and Technical College will grant an Associate of Applied Science Degree with a major of Fire Technology.

- Credit Courses: Students are required to complete all program general education and technical coursework with a minimum grade of "C" for each course.

The graduation date will be defined as the month of graduation commencement. In order to qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

### **1.18 Transfers into Program**

A student may transfer from another FT program provided that the student meets the following criteria:

- The NCTC and FT Program application and registration procedures are completed.
- All NCTC courses must be taken in their entirety even if students have successfully completed units of the course in another FT program.

### **1.19 Audit**

A student may be able to audit a FT Program course which has been previously completed depending on availability of space in the course. A plan must be discussed and approved by the FT Program Director before registering to audit the course. The student must also follow the NCTC Grading Policy, which can be found in the NCTC Student Policy Handbook/Planner.

### **1.20 Certifications**

The NREMT Basic, MFSCB FF I and FF II exams are not a requirement of this program. However NCTC FT highly recommends that these exams be completed in order to assist in the employment process.

### **1.21 Field Trips / Off-campus Class Sessions**

At times within the FT Program, students and faculty may travel off campus for departmental related field trips and off-campus training sessions. The following procedures apply for off-campus experiences:

1. The use of private vehicles for field trips and off-campus laboratory sessions is prohibited unless approved by college administration.
2. All NCTC and FT Program Policies and Procedures are applicable during the off-campus experience.
3. FT Program faculty will accompany and supervise students participating in

### **1.22 Program Costs**

Please keep in mind that the costs listed below are not exact and may vary slightly due to purchasing agreements and curriculum revisions.

Books	\$1,800.00
Tuition - non FIRE credits	\$2,640.00
Tuition - FIRE credits	\$8,740.00
Student Association Fee	\$21.70
Student Life Fee	\$409.20
Technology Fee	\$589.00
Parking Fee	\$186.00
Uniforms	\$150.00
State Cert Exam	\$200.00
Turnout Gear	\$2,000.00
Internship - Transportation / Housing	varies
<b>Total</b>	<b>\$16,735.90</b>

## II. Facilities and Services

### 2.1 Ride-along

- Punctuality:

The students are expected to arrive for (FIRE1104) Job Skills with enough time allotted to prepare for the ride along shift so that they are ready to participate at the start of the scheduled shift. This time of arrival shall be 20-30 before shift start time.

- Student identification:

During attendance at the ride along site the student will wear at all times identification that must be worn on front of shirt, obtaining first, last name, and school affiliation. This can be accomplished by using the student ID as the name badge in a holder.

- Dress code:

- The uniform for ride along will be navy blue uniform pants, navy blue uniform shirt with bilateral breast pockets with cover flaps, black uniform style boots (with steel or safety toes), and a black belt.
- Program patches will be purchased through the program director and sewn to the right sleeve of the uniform shirt. The U.S. flag patch shall be worn on the left sleeve. No other patches, including state patches, are allowed.
- The uniforms must be kept clean and neat in appearance at all times.
- Hair must be neat and clean. If longer than collar length it will be tied up for a neat appearance as well as a safety factor.
- No facial hair, with the exception of a mustache, shall be allowed. The mustache may go no further than ½" down from the top lip
- No jewelry i.e. necklaces, earrings. Earrings may be worn but only **post earrings**. This is a safety factor keeping in mind, what a violent patient may have to grab you by.

- g. The student must provide for themselves and wear protective equipment in accordance with NFPA and OSHA to protect themselves. Exam gloves are typically provided by the ride along site.
- h. Remember, you represent NCTC, the faculty and staff of the college, your fellow students and yourself.
- i. *If the dress code is not adhered to, you may be sent home by the ride along staff and this will be viewed as a missed shift without prior notice, thus you will receive a grade of "F" for that shift.*
- j. It is a policy that no perfumes or colognes be worn.

- Equipment:

The student will be required to provide the following equipment for their personal use on ride along:

- a. Structure firefighting PPE:
  - a. Coat
  - b. Pants
  - c. Boots
  - d. Helmet
  - e. Hood
  - f. Gloves
- b. Black ink pen
- c. Watch with a sweep second hand or other means in which to count pulse and respiratory rates
- d. Proper eye protection (safety glasses)
- e. Other personal equipment is at the discretion of the student, clinical preceptors, and program faculty

- Schedules

Schedules for (FIRE1104) Job Skills participation shall be distributed as soon as practical. Once a schedule has been assigned changes will not be allowed with the exception of an emergency situation and prior approval of the faculty.

- Attendance:

- a. Attendance is required on scheduled shifts.
- b. If you need to reschedule a shift after it has already been scheduled, prior notification must be given to the program faculty. Your request will be accommodated as the schedule and clinical site availability permits. If it cannot be rescheduled you will be expected to show for your originally scheduled shift.
- c. If a rescheduled shift is missed you will not be rescheduled again and a score of "F" will be recorded for that shift.
- d. **Students will not be late for start of shifts.** It is expected that the student will be ready to respond to calls at the start of shift. If you feel that you need time to prepare yourself or to locate the appropriate facility or area, you then need to show up early.

- Conduct:

You will be doing ride along time with professional fire fighters. Your conduct is expected to reflect a professional attitude and behavior. Any conduct, communications, actions, or behavior is deemed “unprofessional” by the staff they have the right to dismiss you from your shift prior to the end of the scheduled time. If this occurs a follow-up investigation will be performed by the NCTC faculty.

- Documentation:

- a. The student will complete documentation of every incident (run) they are involved with. This documentation will be performed on the forms provide for the course. Failure to document all responses and have them reviewed by the preceptor will result in a grade of an “F” for that shift.
- b. All other documentation and paperwork required of the clinical rotation must be completed in accordance with the guidelines for the course.

- Immunizations:

Prior to being allowed to start any clinical rotations, the student will acquire all of the current immunization required in the current clinical contracts and provide proof immunizations through the current processes utilized by Northland Community and Technical College.

- Enrollment:

Job Skills course enrollment may be limited. If an excess number of students qualify for a particular job skills course the Course Enrollment policy as outlined in the NCTC Student Handbook will be followed.

- Patient/Staff Confidentiality:

Patient/Staff confidentiality is considered of utmost importance. The students are expected to maintain this confidentiality. Any breach of any patient or staff confidentiality will result in immediate removal from the clinical site and disciplinary action will follow Student Conduct Policy of the NCTC Student Handbook to include the possibility of immediate dismissal. Before attending the ride along session the student will be required to complete a HIPPA course which will be located in the D2L shell.

- Job Skills Sites:

Presently all job skills sites are local. If remote job skills sites are utilized it will be the responsibility of the student to provide transportation, housing and meals for themselves for these rotations. The sites that will be used are East Grand Forks Fire Department, Fargo Fire Department, and Grand Forks Fire Department.

- Skill Tracking Requirements:

The student will be responsible for tracking the skills. This information must be accurate to include successes and nonsuccesses. Any falsification of these records will be handled by following the Student Conduct Policy of the NCTC Student Handbook.

- Expectations

The following are expectations put forth by job skills sites for students:

- a. It is expected that students will comply with instructions when patient, student, or staff's health/safety are of concern. Failure to comply with staff instructions will result in termination of that clinical day.
- b. To conduct themselves in a professional and civil manner with patients, staff, the general public, and entities that we work with. To refrain from behavior that would indicate a concern of safety for patients, staff, the general public, or entities we work with.
- c. Any situations that arise concerning student performance or behavior on ride along will be addressed at a meeting between NCTC and Job Skills Site.
- f. A written agreement, between NCTC and the student will be made with any student involved in an incident. This agreement will come from the meeting with Job Skills site representative and the NCTC representative. This agreement will address the actions and expectations and would be signed by both the student and the NCTC.
- g. A second occurrence will result in Job Skills site notifying the NCTC that the student will not be rescheduled at site for future ride along.

## **2.2 Study Areas**

NCTC Lecture rooms and classrooms will be assigned to the student when they register for classes. Any room change for the day or semester will be either posted on the door or sent to you by e-mail.

## **2.3 Student Records and Exam Copies**

The FT program maintains files that include department/student forms, consent forms, waivers of liability, contacts or correspondence. These files are maintained for all students and are stored in a locked office. Students may review the contents of their file during the day when the program director is available. Information will be maintained for one year after graduation to assist faculty in providing employment references for students (with signed consent). After one year the files will be destroyed.

## **2.4 Learning Center**

The NCTC Learning Center serves as a resource for students who want to improve their academic performance. The Learning Center provides a variety of student services including

individual and group tutoring, assistance with improving study and communication skills, diagnostic and placement testing, and Limited English Proficiency (LEP) Support services. The Learning Center also plans for and provides services for students with disabilities. Students should not hesitate to contact the Learning Center if they feel they are having difficulty in any course. The phone number for the Learning Center is (218) 793-2382. This center is for student assistance and not a crutch to lean on for your entire career.

## **2.5 Library**

The NCTC library has a variety of holdings appropriate for the FT program. Online access to many journals is available through ProQuest. The library also has subscriptions to Fire Service prints and journals.

## **2.6 Computer Use**

Computer access is available in the library and in other computer labs throughout the college. Owning a laptop is not a requirement of the FT program but it is highly recommended. Please refer to the NCTC Student Policies for appropriate computer use guidelines.

## **2.7 Disabilities**

Students with documented disabilities may require reasonable accommodations. In order to receive the accommodations, a student must:

- Initiate a request for services through the campus Disabilities Coordinator, located in the Learning Center.
- Provide documentation verifying the disability
- Follow the plan as determined after consultation with the campus Disabilities Coordinator

Please refer to the NCTC Student Policy Handbook for more information regarding services available for students with disabilities.

There may be classes and instances in the FT program where certain accommodations will not be granted due to the nature of the class.

## **2.8 Equipment**

Students are often shown skills using special pieces of equipment that the NCTC FT program has. If a student wishes to practice these skills on their own time they must contact their instructor for access to the bay area. At no time is the equipment allowed to leave the bay.

## **III. Program Policies and Procedures**

### **3.1 Professional Behaviors**

Professional behavior by students is expected at all times. Students are expected to follow professional standards when in the classroom, bay area, and clinical settings.

### **3.2 Professional Appearance**

In the interest of safety and professionalism, students are expected to adopt the following professional appearance behaviors during class and time on campus.

- No hats
- Trimmed, clean nails
- No excessive jewelry
- No excessive Makeup
- No visible face or mouth jewelry/piercings other than small earrings located in the ears.
- No offensive body odor
- Neat, clean, appropriate clothing
- Hair neatly groomed and out of face
- No facial hair other than a mustache that may not exceed ½" below top lip

Exceptions to the FT dress code may be made for religious, cultural, or medical reasons.

### **3.3 Food and Beverages**

Food and beverage is allowed in all classrooms and labs in the 700 building. It is an expectation that all items will be cleaned up and disposed of properly before exiting the room.

### **3.4 Attendance Policy**

The NCTC FT Program faculty members have a responsibility to assure that all FT students have an adequate background, including competence in technical skills. The faculty must insure that each student is able to utilize these skills and knowledge in a safe, competent and professional manner. Learning experiences in the FT Program are arranged sequentially, to ensure that new information, knowledge, and skills are integrated with previously introduced material. In addition, the curriculum includes opportunities for collaborative learning, where interaction between and among students and faculty are critical components of the students' learning. Therefore, these learning experiences cannot be repeated and attendance is a professional responsibility.

NCTC expects that students will participate in all scheduled classes, laboratories, and clinical education experiences. Students are expected to be in class on time and to attend a minimum of ninety (90) percent of each component of the course in order to receive a passing grade. If absence is anticipated, it is the STUDENT'S responsibility to notify the instructor, in person or by phone/email prior to the scheduled class. It is also the student's

responsibility to adjust their travel time to suit anticipated weather conditions, to ensure that the student arrives at school or clinical on time for class. Some courses will indicate “Must Attend” days. If one of these dates is missed a fail will be administered for that course no matter what the current letter grade is.

An absence would be excused for a personal or family medical emergency or a death in the family. Vacations are not routinely excused absences. The course instructor has the right to not approve the student’s reason for being absent from class.

Students are responsible for making up the work missed during any absence. If it becomes necessary to add/drop a course or withdraw from a course, it is the student’s responsibility to complete the college’s approved withdrawal process as outlined in the current NCTC catalog.

Students must schedule co-requisite courses so they do not conflict with required FT classes, labs, and ride along education experiences.

If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and will receive a grade appropriate for what grade was achieved while enrolled.

Students absent from an examination, class lecture, skills training, or other graded activity will receive a “0” grade for the item unless other arrangements are made with the individual instructor **before** the graded activity is conducted. It is the responsibility of the student to contact the appropriate instructor to arrange to make up missed classes. This arrangement should be performed in person or by e-mail. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are not acceptable. The student is responsible for notifying the instructor of the reason for the absence.

### **3.5 Rescheduling of Classes**

On occasion classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend.

In the event a faculty member must cancel a class session, the faculty member will use the class cancelation process which will notify by e-mail and text as long as the student has signed up for the WENS program. In some cases it may be another faculty member that will notify students of a cancelled class due to the time frame allotted.

### **3.6 Program Safety and Security**

All classroom and lab equipment is property of NCTC and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.

-Unsafe performance in any course, practical examination, or on any skill check

may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill check were earned.

- The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision.

Electrical equipment can be used, but not plugged in, during unsupervised lab practice if the student has passed their faculty skill check with that piece of equipment.

- All bay equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab without faculty approval.

- Students will follow college policies in the event of a building evacuation.

These policies can be found in the NCTC Crisis Management Plan.

- Cost and liability of travel to and from off-campus clinical experiences, including, but not limited to field trips, off-campus lab sessions, clinical education experiences, and service learning projects, are the responsibility of the student.

### **3.7 Skills Checks**

A skill check is an assessment of a student's ability to demonstrate competence in a FT skill.

Students will then have the opportunity to work on any problem areas prior to being tested by a course instructor (this may be accomplished on students own time). Skill checks will be performed during open lab times or during scheduled course labs, if there is time. The score earned with the course instructor must be 75% or higher or the skill check must be retaken.

Skill checks contain safety elements of FT skills that must be completed in order to pass the skill check. If a student fails any safety element, they automatically fail the skill check and must retake it. Cueing by the instructor needed to complete a skill check results in reduction of a student's score.

It is the student's responsibility to make sure all skill checks have been completed prior to the end of the semester.

Students who have successfully passed a skill check are considered to have demonstrated competence in that skill, and are expected to maintain their competence through regular review of the skill.

### **3.8 Practical Exams**

Practical Exams are used to assess a student's ability to effectively and safely integrate course material and perform a course skills and objectives. Practical exams integrate content from current and prior program courses. Practical exams must be passed with a score of at least 75% and can be retaken one time if a 70% score is not achieved.

Unsafe behavior during a practical exam is, at the instructor's discretion, grounds for immediate failure of the practical exam.

### **3.9 Immunizations and Health Screening**

Students enrolled in a Health and Human Services Program (HHSP) at NCTC participate in clinical training as an essential element of their studies. To protect the health of students, patients, employees, and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled in a HHSP to provide dates of current immunization against certain vaccine preventable diseases, and the date and results of current tuberculosis (TB) screening before the student is eligible to participate in clinical training, unless an exception applies.

On the Health Screening Form, students will provide dates of current immunization against tetanus-diphtheria, rubella, and rubeola/mumps; evidence of chickenpox immunity; and the dates of their hepatitis B immunization series, if completed. A hepatitis B vaccine declination waiver is located on the back of the Health Screening Form for students who have either not completed the hepatitis B vaccine series or do not plan on going through the hepatitis B vaccine series.

The College will follow procedures for maintaining these immunization and health screening records as private educational data in accordance with federal and state privacy laws. The student immunization record will be maintained for five years from the date of graduation or last date of attendance.

### **3.10 Personal Property and Valuables**

NCTC and the FT Program do not accept responsibility for loss of personal items. Theft may occur on campus and students should secure their valuables accordingly. Lockers are available on campus for student use.

### **3.11 Medical Emergency in the Classroom**

Students are expected to respond quickly to an emergency. Universal methods of treatment common to most emergencies are listed:

- If someone else is in the room, ask him/her to report the emergency to a faculty member or college staff. If appropriate, call for medical assistance (911) or have someone else call
- Access vital signs and begin CPR if appropriate

### **3.12 Financial Aid**

To assist students in meeting college costs, NCTC offers a comprehensive program of student financial aid. For more information on eligibility and application procedures, inquire at the Financial Aid Office located in Student Services and refer to the current NCTC Student Policy Handbook.

### **3.13      Confidentiality/Data Privacy**

NCTC has designated that certain data is considered public or private data. Please see the NCTC Student Policy Handbook for details on this policy.

In keeping with NCTC's Data Privacy Policy, the FT Program will maintain privacy/confidentiality in the following manner:

- Grades will be posted using the online Desire2Learn (D2L) system, which requires students to sign in using an individual password.
- All exams, quizzes, and assignments will be returned in a manner that does not expose the grade.
- Feedback is provided after skill checks and practical exams with only the student and instructor(s) present. When necessary or helpful, instructors will obtain permission if they would like to provide feedback in front of other students
- Requests for student information from any government agency will be referred to the Registrar's Office
- Students will sign a confidentiality agreement which applies to maintaining the privacy and confidentiality of patients during all clinical experiences.
- Students are instructed in basic HIPPA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. They are also required to pass an online instructional module/knowledge test prior to their first clinical education course.

### **3.14      OSHA Regulations**

A listing of all hazardous substances found at NCTC can be found at:

<https://msdsmanagement.msdsonline.com/?ID=39ABD836-72E5-4CED-92C9-708731CAFC19>.

### **3.15      Laundry Usage**

The FT program has an extractor washing machine. This unit is designed for washing and cleaning firefighting turn-out gear. Please do not wash your gear in your apartments, or home washing machine. The contaminants that are on your gear will now be placed on the next load of laundry placed in that machine. The extractor is here for you to use. Please request training from a faculty member before use of the machine.

### **3.16      Electronic Devices**

All pagers, cell phones and other electronic devices that may disrupt the classroom must be turned off (or silenced if you need one on due to child care, etc.) during lecture and lab periods. Cell phones and other electronic devices must be turned off during off campus labs and during field trips. You will have opportunities to check your phone for messages during scheduled breaks or between classes. If you have an emergency situation where you are waiting for a call, let the instructor know this before class. Calculators may be allowed for specific quizzes/tests/exams. Palm pilots or other internet, recording, or messaging devices of any kind are not allowed during testing. Audio or video recording of lectures, laboratory sessions, etc. may only be performed with the expressed permission of the instructor.

### **3.17      Informed Consent**

Students within the FT program are expected to perform a variety of skills in the classroom and laboratory for educational purposes. This participation is very important to the learning process. Students must sign a consent form and a General Waiver of Liability at the beginning of the semester. Consent forms will be kept on file in the FT Program Director's office. General Waivers will be kept on file in Student Services.

### **3.18      Photography/Videotaping**

FT students, on occasion in classroom and laboratory settings will be simulating a work environment and will practice on one another. During this time you may be videotaped or have digital pictures taken of you, both of which will be used only for educational and marketing purposes. You will be asked to sign a permission form to allow videotaping and digital photography at the start of the year in the FT Program. This form will remain in effect for the duration of the year.

### **3.19      Background Study**

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program. NCTC health care students must pass both a national and state background study prior to starting ride along educational experiences.

### **3.20 Driving Records/Training**

Each semester students will perform a background study for their driving records. This will be completed as soon as possible in the fall semester. When a record is produced as either ELIGIBLE or INELIGIBLE a copy of the form will be submitted to the program director.

After the form has been completed the student will go through a driver training course. An on-line course and practical driving course must be completed before a student will be considered ready to operator any of the Fire Technology apparatus or vehicles. This course will be administered in the fall term and all students will be notified within the first two weeks of the dates the class will be held.

**Northland Community and Technical College**  
**Fire Technology Program**  
**Essential Functions for Fire Technology Students**

There are several important factors for you to consider when you are determining your future career directions. To be successful in the classroom and in your job following graduation, you should be able to meet all of the following expectations:

1. Attend class each week and perform 2-3 hours of out-of-class work for each credit taken.
2. Complete all assignments on time.
3. Participate in classroom discussions.
4. Perform or instruct others in a classroom setting
5. Use sound judgment and safety precautions (exposure to blood- borne pathogens and/or infectious disease may occur as part of the educational experience). Students are trained in safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease.
6. Meet class standards for successful course completion.
7. Use critical thinking when making decisions.
8. Follow standards stated in the Fire Technology Program Policy and Procedure Manual.
9. Address problems or questions to the appropriate person at the appropriate time.
10. Maintain classroom, work area, equipment, supplies, personal appearance and hygiene conducive to a professional setting as appropriate.
11. Behave in a competent, professional manner.

Physical requirements for the Fire Technology Program include the need to occasionally, frequently, or continually:

1. Sit 2-4 hours per day with lecture blocks up to 3 hours.
2. Stand 1-7 hours with lab time blocks up to 7 hours.
3. Lift up to 60 pounds.
4. Push/pull up to 50 pounds of force exerted at waist level.
5. Squat or stoop.
6. Use auditory, tactile, and visual senses to assess status of an individual.
7. Demonstrate good standing and unsupported sitting balance.
8. Demonstrate good finger dexterity.
9. Coordinate verbal and manual instructions.
10. Communicate effectively with a variety of people through written, verbal, and nonverbal methods.
11. Use hands repetitively.
12. Shift weight in sitting or standing.

- 13. Demonstrate the ability to use a firm grasp while using equipment.**
- 14. Reach above shoulder level.**
- 15. Kneel, kneel-stand, and half kneel.**
- 16. Physically move and transfer patients.**

**Students who have concerns about the ability to perform any of these functions should contact the Fire Technology Program Director at (218) 793-2590. Individuals with disabilities may request reasonable accommodations or information by calling the NCTC Learning Center at (218) 773-4629.**

**Northland Community and Technical College  
Fire Technology Program  
Essential Functions Verification**

**Essential Function Student Signature Page to be completed before Program Entry**

       Yes        No I have read and I understand the Essential Functions relative to the Fire Technology Program.

       Yes        No I am able to meet the Physical Requirements of the Fire Technology Program as specified and do not require any reasonable accommodation to meet these requirements at this time.

       (v) I require the following reasonable accommodation(s) to meet the Physical Requirement standard as specified:

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**Printed Name of Student** \_\_\_\_\_

**Printed Name of legal guardian if student is under 18** \_\_\_\_\_

**Signature of Student** \_\_\_\_\_  
**(or legal guardian if student is under 18)**

**Date** \_\_\_\_\_

**Signing this form also gives permission to the NCTC Fire Technology Program to release information regarding any needed reasonable accommodation to clinical education sites.**

**Nondiscrimination in Employment and Education Opportunity**

Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities in regard to race, sex, color, creed, religion, age, national origin, disability, and marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.



Northland Community and Technical College  
Fire Program  
Videotape/Photograph Consent

I, \_\_\_\_\_ give Northland Community and Technical College, FT  
Program consent to videotape/photograph/audiotape me during classroom, lab or off  
campus education experiences for educational purposes. This consent form will remain in  
effect for my tenure in the NCTC FT Program.

\_\_\_\_\_  
Student name – printed / date

\_\_\_\_\_  
Student Signature / date

Signature of parent/guardian (if student is under the age of 18)  
\_\_\_\_\_



Northland Community and Technical College

Fire Technology Program

FT PROGRAM POLICY AND PROCEDURE MANUAL AGREEMENT

I have received and read the Policy and Procedure Manual for the Fire Technology Program at Northland Community and Technical College. I understand its content and agree to abide by the policies and procedures set forth during my tenure as a Fire Technology student. The Program or FT Program Director reserves the right to alter policies, procedures and content.

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Student Name (Please Print)

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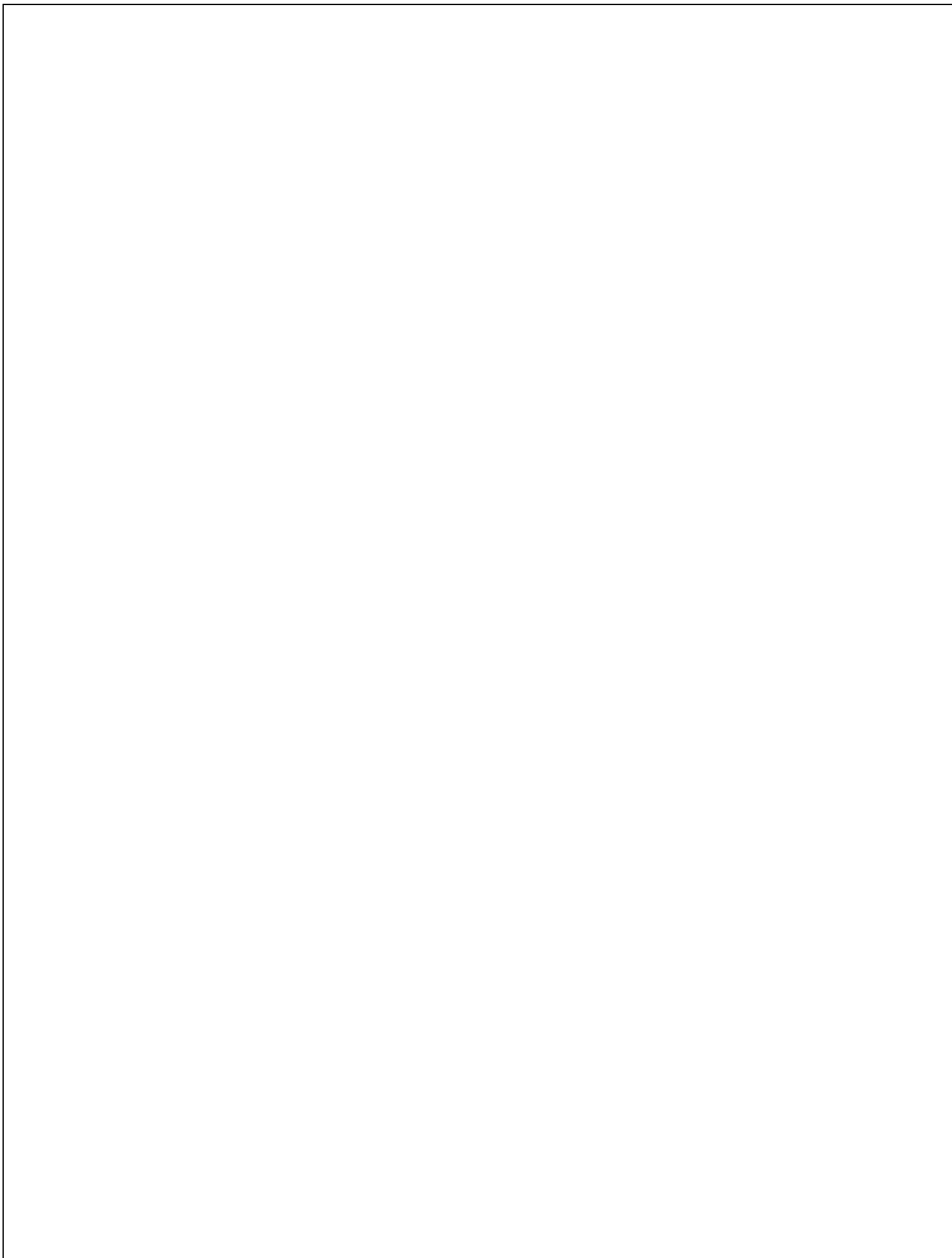
Signature

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Date

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Signature of parent/guardian (if student is under the age of 18)



**NORTHLAND COMMUNITY & TECHNICAL COLLEGE**  
**Student Statement of Understanding and Release**  
**Health and Human Services Program**

I, \_\_\_\_\_ (Print Name), am a student at Northland Community & Technical College – East Grand Forks (campus) who is enrolled in a health and human services program.

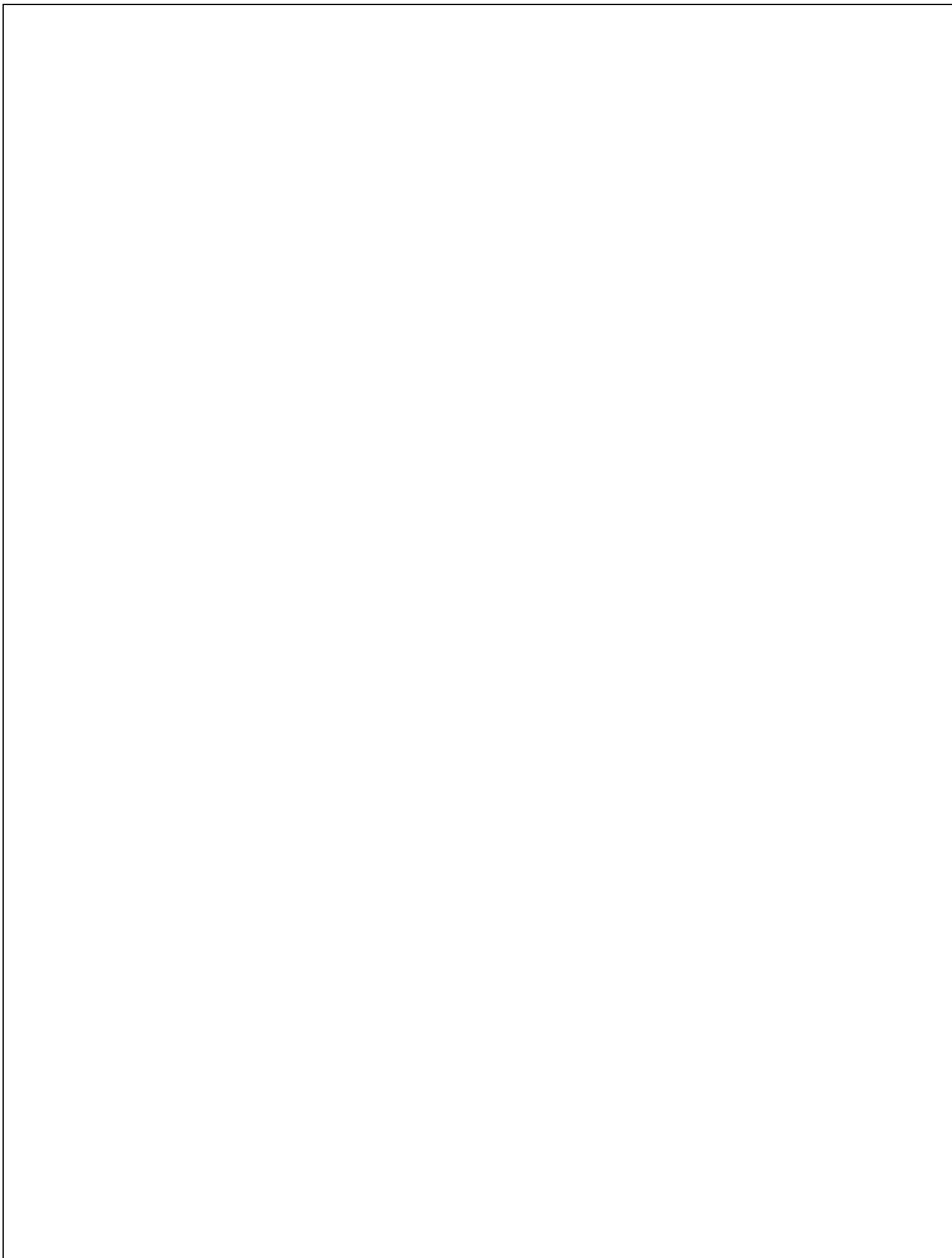
I acknowledge that I have been informed of the following and that I understand the following:

1. That the health and human services program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV).
2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other method may put me at risk of contracting a bloodborne infection.
3. That to protect myself from exposure to blood and other body fluid and cultures, I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the College and any hospital or clinical affiliate that I am attending.
4. That if I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such incident to the program instructor or clinical affiliate supervisor.
5. That if such exposure should occur, I hereby authorize the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.
6. That I hereby release and hold harmless Northland Community & Technical College, its employees, officers, agents, and representatives, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in the health division program, whether caused by the negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the College.

Student Name \_\_\_\_\_  
(Please Print) Major \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_



**WAIVER OF LIABILITY, ASSUMPTION OF RISK,  
AND INDEMNITY AGREEMENT – ON/OFF CAMPUS ACTIVITIES  
NORTHLAND COMMUNITY & TECHNICAL COLLEGE**

**Waiver:** In consideration of being permitted to participate in the ( Fire Technology classes / Advanced Rescue Classes / Firefighter Paramedic Classes / Fire Club activities / Field trips ) (Program/Activity), I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, and discharge** Northland Community & Technical College, Minnesota State Colleges and Universities, the State of Minnesota and WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT – ON/OFF CAMPUS ACTIVITIES their officers, employees, agents, successors and assigns from liability **for any and all claims, demands, actions, causes of action, judgments, damages, expenses and costs, (including attorney fees)** due to negligence or accidentally resulting in personal injury or illness (including death), and property loss which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

**Assumption of Risk:** Participation in the Program/Activity carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another and include but are not limited to 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death.

**I have read the previous paragraphs and I know, understand, and appreciate these and other inherent risks. I hereby assert that my participation is voluntary and I knowingly assume all such risks.**

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY AND HOLD HARMLESS Northland Community & Technical College, Minnesota State Colleges and Universities, the State of Minnesota and their officers, employees, and agents from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumed risk agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Minnesota and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and **understand that I am giving up my rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of liability** to the greatest extent allowed by law.

\_\_\_\_\_  
(Print Name) (Student ID)

\_\_\_\_\_  
(Sign Name) (Date)

\_\_\_\_\_  
Signature of parent/guardian (if student is under the age of 18)