

COUNTY OF



SARA INNAMORATO  
COUNTY EXECUTIVE

ALLEGHENY



**Allegheny County**  
**Department of Emergency Services**  
**Fire Academy Division**  
**Student and Instructor Policy Manual**

**Mission Statement:**

*To provide the highest level of Fire, Rescue, Hazardous Materials, and Terrorism training and certification to the emergency service responders and private industry emergency response teams in Allegheny County and those agencies that border our county. This training shall be provided using Local, County, State and National courses via classroom, including virtual, and field exercises designed to replicate real emergencies. Classes will be provided at the Academy and out-reach programs where training is provided in the fire stations.*

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MATTHEW J. BROWN, CEM, CFPS, CHIEF

**DEPARTMENT OF EMERGENCY SERVICES**

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## Allegheny County Emergency Services Fire Academy

<b>Title:</b>	<b><u>Academic Policy</u></b>
<b>Date:</b>	<b><u>10-8-2008</u></b>
<b>Revision Number:</b>	<b><u>3(1-2015)</u> Rescinds Previous Order</b>

The Allegheny County Emergency Services Fire Academy (ACES-FA) shall establish the following Academic Policy:

### General Provisions:

Honesty in all aspects of course work is essential. Any student caught cheating, plagiarizing, or otherwise claiming someone else's work as one's own, shall be cause for removal from training and a one-year suspension.

Assignments shall be completed and turned in on time, when assigned by an instructor.

During written examinations, cell phones shall be placed on "silent" or "vibrate" and placed on the table or desk. No TEXT messages may be sent during testing.

Pennsylvania State Fire Academy (PSFA) Entry Level Fire Training (ELFT) Skill Books are the responsibility of each student.

### Co-Sponsored Courses:

Whenever a course is co-sponsored with another Educational Training Agency (ETA), that ETA's academic policy shall be in force along with the ACES-FA Academic Policy.

### Reasonable Accommodations:

Whenever a student has a request for a reasonable accommodation, the ETA policy will be in effect. If not co-sponsored, the ACES-FA will refer the student to the nearest office of the Allegheny Intermediate Unit (AIU), for interpretation and instruction. **It is the responsibility of the student to get their Individual Education Plan (IEP) to the AIU, before any course testing.**

**NOTE: IEPs expire upon the student reaching 21 years of age.**

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Make Up Policy:

All Lead Instructors WILL review the Make-Up Policy before the start of class. If the student knows ahead of time that he/she will be absent, he/she will inform the instructor of the absence. Upon arriving at a class where a student will be performing make-up work, he/she will report to the lead instructor of the day. He/She shall be directed to sign the Make-Up Sheet. They are NOT to sign the class Sign-In Sheet.

ACES-FA requests that instructors attempt to return Sign-In Sheets and Make-Up Sheets weekly (hard or electronic copies are acceptable). The ACES-FA Registrar will record the attendance, and then forward a copy of the Make-Up Sheet to the instructor of record. The instructor of record shall use "M" to denote a make-up on their course attendance sheet, for final course paperwork.



## **Allegheny County Emergency Services Fire Academy**

<b>Title:</b>	<b><u>Bring Your Own Electronic Device Policy</u></b>
<b>Date:</b>	<b><u>03-25-2015</u></b>
<b>Revision Number:</b>	<b><u>1</u></b>

The Allegheny County Emergency Services Fire Academy (ACES-FA) shall establish a Bring Your Own Electronic Device (BYOD) Policy for students attending training at the ACES-FA.

### **General Provision:**

ACES-FA has made available, in main building classrooms, a guest wireless internet system. As part of this program, all ACES-FA instructors have the option to participate during instruction. "Bring Your Own Device" is a new trend in education that encourages students to bring their own personal mobile technology, including smartphones, tablet devices, laptop (notebook) computers and electronic readers into the classroom to use for educational purposes only.

There will be two (2) standing rules to follow when bringing the device to ACES-FA campus.

1. The classroom instructor will determine whether devices will be authorized to use during the class. If the instructor does not permit it, then devices should not be visible or in use. If an instructor does not permit it and it becomes visible, then the student will be dealt with under ACES-FA rules and regulations.
2. The device can only be used for educational purposes determined by the classroom instructor. There are a number of acceptable educational usages that may be determined by the classroom instructor.

It is important for the student not to use the device for personal issues. The act of texting or emailing other students or family members is not permitted. Social Media sites shall be deemed a personal issue, and strictly prohibited.

Students wishing to use their electronic devices in class are required to follow the rules above and listed at the end of this document.



PURPOSE: To increase the educational opportunity for students to increase student achievement.

OBJECTIVE: For instructors to advance their lessons by incorporating various technological opportunities for the students to be successful in their classes

PROCESS:

1. Only use device with instructor permission in an educational manner, during class.

PERMISSIONS: Two (2) standing rules for permission of use:

1. The classroom instructor will determine whether devices will be authorized for use during the class. If the instructor does not permit it, then devices should not be visible or in use. If an instructor does not permit it and it becomes visible, then the student will be dealt with under ACES-FA rules and regulations.
2. The device can only be used for educational purposes determined by the classroom instructor. There are a number of acceptable educational usages that may be determined by the classroom instructor.

ACCEPTABLE DEVICES & EDUCATIONAL USAGES: Listed are some acceptable usages, but not limited to these only.

- DEVICES – smart phones, iPods, iPads, tablets, nooks, kindles, laptop (notebook) computers.
- USAGES – research via internet, texting for active response reasons, reading, access to instructor sanctioned or directed webpages, calculators, LMS, Moodle sites.
- NON-NEGOTIABLE ILLEGAL USAGES – texting or emailing other students during class, twitter, facebook, instagram, or other social networking, anything not for educational purposes.
- AREAS IN BUILDING WHERE IT IS PERMITTED – Classrooms where an instructor permits its use.
- AREAS IN BUILDING WHERE IT IS NOT PERMITTED – Hallways, restrooms, cafeteria, locker rooms, classrooms where instructors do not its use permit.

**\*\*The ACES-FA will not be responsible for any lost, stolen, or damaged devices. The ACES-FA shall also not be “on-call” throughout the day to address login issues pertaining to software or hardware issues with the device.\*\***

## INSTRUCTOR/STUDENT ELECTRONIC DEVICE RULES

Instructors/Students who wish to use a personally owned electronic device within the ACES-FA learning environment must read follow these rules.

1. Electronic devices may only be used with permission of the classroom instructor, in areas set forth above.
2. Instructors/Students shall take full responsibility for their device and keep it with them at all times or secured in their vehicle when not in use. ACES-FA shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.
3. Instructors/Students are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at ACES-FA.
4. Whenever possible, personal devices shall be charged prior to bringing them to class and shall be capable of operating off their own battery while at ACES-FA. If power cords are used they must to be student supplied and not create trip hazards within the classroom.
5. Instructors/Students should have working knowledge of their personally owned device prior to bringing it into the learning environment.
6. The ACES-FA reserves the right to inspect an instructors/student's personal device if there is reason to believe that the student has violated ACES-FA policies, administrative procedures, rules or has engaged in other misconduct while using the device.
7. Instructors/Students must comply with request of a staff member to shut down the computer/device or close the screen.
8. Current virus protection is recommended on devices that utilize the guest wireless network.
9. ACES-FA recommends that personal devices not have credit card information entered into them. The ACES-FA shall not be responsible for any financial or personal information that is accessible on a personal device.

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## Allegheny County Emergency Services Fire Academy

<b>Title:</b>	<b><u>Dress Code</u></b>
<b>Date:</b>	<b><u>9-23-2008</u></b>
<b>Revision Number:</b>	<b><u>2 Rescinds Previous Order</u></b>

### General Provision:

The Allegheny County Emergency Services Fire Academy (ACES-FA) is a formidable educational institution that provides a high quality of service to the firefighters in the county and surrounding counties. In order to keep the highest quality of education at the ACES-FA, there must be a dress code that is commensurate of the education that is being delivered at this facility. The clothing a student wears to the ACES-FA can greatly affect the safety and academic focus of that student and the surrounding students. **Extreme discretion** is advised on the part of the students. The ACES-FA will become involved in the matter of dress when an individual student exercises poor judgment in his/her mode of dress; that is, the dress interferes with the learning process, constitutes a hazard to the student or others, or is deemed inappropriate for the training setting by the staff and administration. Safety issues will be addressed with clothing or shoes when seen as dangerous.

### Specific Provisions:

1. Armbands, buttons, and badges are permissible, as well as clothing bearing slogans, as long as they are not gang related, obscene, libelous, or display items or products that are contrary to the ACES-FA rules and regulations, or interfere with the educational process.
2. Objects that are sharp or protruding from the person of a student are prohibited. This specifically includes, but is not limited to spikes on collars, jackets, shoes, and wristbands.
3. Duty uniforms are preferred. A few specific classes will require a professional level of dress. For these classes, appropriate dress will be noted in the student's course acceptance letter.
4. Shorts, skirts, dresses, pajama pants, and torn-ragged clothing are **NOT** permitted.
5. Trousers and pants are not to sag below the waistline so that bare-midriff, gluteal cleft, and/or underwear are seen.

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6. Tank type jerseys, muscle shirts, sleeveless shirts, halters, off-the shoulder shirts, pajama shirts, and bare midriff tops are prohibited. Shirtsleeves must have a seam and two inches of material that cover the shoulders.
7. Utmost discretion is urged with the wearing of see-through or skin-tight apparel and low-cut shirts.
8. Students **MUST** wear long-sleeved shirts or sweatshirts for courses requiring protective clothing during live fire evolutions to reduce the risk of thermal injury. It is recommended that this clothing be of natural fibers (cotton, wool, etc.) or of flame restive material, and not of man-made sports type fabric that is designed to wick away perspiration from the body.
9. Hats (including hoods), headbands, and bandanas are not to be worn in the classroom.
10. Footwear in the classroom must cover the entire foot and be secured to the foot. No slippers, flip-flops, or clogs will be permitted. On the training ground, the footwear must be work boots with safety toe protection or bunker boots.
11. Jewelry should be limited as not to interfere with the student's safety or be offensive to others.



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## Allegheny County Emergency Services Fire Academy

<b>Title:</b>	<b><u>Drug &amp; Alcohol</u></b>
<b>Date:</b>	<b><u>10-08-2008</u></b>
<b>Revision Number:</b>	<b><u>1</u></b>

The Allegheny County Emergency Services Fire Academy (ACES-FA) shall establish a **DRUG-FREE WORKPLACE POLICY**

### General Provision:

The Drug-Free Workplace Act of 1988 and the regulations implementing it require that any County performing federal contract work worth more than \$25,000 certify that it works towards providing a drug-free workplace. Allegheny County strongly supports the *Drug-Free Workplace Act of 1988* and has adopted the following policy statement: Allegheny County prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance as listed in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) whether on or off the job. Violations of such prohibition on our premises or while conducting County related business will result in discipline up to and including discharge of the employee involved. In addition, all employees of Allegheny County are required to notify Allegheny County of any conviction under a criminal drug statute involving the use, sale or distribution of drugs in the workplace within five (5) days of such conviction. Allegheny County is required to pass this information on to the Federal Contracting Officer and to take appropriate disciplinary measures. Allegheny County will make every effort to maintain a drug-free workplace. However, should infractions occur, discipline will be assessed. Under the Drug-Free Workplace Act of 1988, as a condition of employment, employees are required to abide by the policies and statement as set forth herein. Because illegal drug usage whether on or off the job may adversely affect an employee's job performance, jeopardize the safety of others, the public, the reliability of Allegheny County's operations and/or equipment, cooperation of each and every employee is essential to maintain a drug-free working environment.

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## Allegheny County Emergency Services Fire Academy

<b>Title:</b>	<b><u>Facial Hair Policy</u></b>
<b>Date:</b>	<b><u>02-05-2024</u></b>
<b>Revision Number:</b>	<b><u>3 Rescinds Previous Order</u></b>

The Allegheny County Emergency Services Fire Academy (ACES-FA) shall establish the following Facial Hair Policy for during Pennsylvania State Fire Academy (PSFA) and the ACES-FA resident and local-level training program and the voluntary firefighter certification programs.

### General Provision:

The issue of facial hair on firefighters has long plagued the fire service and **specifically fire training programs**. Concern has centered around the effect of facial hair on the safety of a face piece seal on self-contained breathing apparatus (SCBA).

After reviewing all evidence pro and con, pertinent legal decisions, Federal regulations and other relevant data, we at the Pennsylvania State Fire Academy (PSFA) and the ACES-FA have determined that the wearing of beards or other facial hair (other than a well-trained mustache) is incompatible with the duties of persons directly involved (or who may become directly involved) in operations at emergency scenes where SCBA is or maybe required. This includes, but is not limited to, fire suppression personnel, command personnel, apparatus operators, emergency medical personnel, investigative officers, and others.

In keeping with this determination, and in order to protect the interests of both students, the Commonwealth and the County, **it shall be the policy of the PSFA and the ACES-FA** that persons taking part in any class whose subject matter is concerned with or impacts directly on operations at emergency scenes shall be clean shaven, except for the option of a well-trimmed mustache. Other hair will be worn in such a manner as to preclude interference with an S.C.B.A. face piece seal and to be substantially covered by protective clothing. See the following Centers for Disease Control and Prevention (CDC) and National institute for Occupational Safety and Health (NIOSH) 2017 poster on *Facial Hairstyles and Filtering Facepiece Respirators*, intended for workers who wear tight-fitting respirators for appropriate facial hair styles.

The final determination as to whether an individual meets these criteria shall rest with the **PSFA and the ACES-FA** staff. We feel that this policy will serve the best interests of the students and will set a positive example for day-to-day fire service operations.

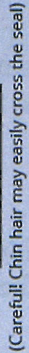
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Intended for workers who wear tight-fitting respirators



[https://www.cdc.gov/niosh/nppt/topics/respirators/disp\\_part/resource3fitness.html](https://www.cdc.gov/niosh/nppt/topics/respirators/disp_part/resource3fitness.html)





## **Allegheny County Emergency Services Fire Academy**

<b>Title:</b>	<b><u>General Rules &amp; Regulations Policy</u></b>
<b>Date:</b>	<b><u>02-05-2024</u></b>
<b>Revision Number:</b>	<b><u>2 Rescinds Previous Order</u></b>

The Allegheny County Emergency Services Fire Academy (ACES-FA) shall establish the following set of General Rules and Regulations to ensure that the safety, security, honesty, and integrity of training programs. These Rules and Regulations are to in force in all ACES-FA sponsored training whether on-site or out-reach.

### **A. Drug and Alcohol:**

ACFA shall have a strict zero tolerance policy for illegal drug and alcohol use prior to or during attendance of classes. Any use, distribution, possessing of illegal drugs or alcohol on ACFA grounds will result in the Allegheny County Police, or Local Police Dept, being called to investigate. More information is provided in the **ACES-FA Drug and Alcohol Policy**.

### **B. Tobacco:**

Use of tobacco products is strictly prohibited while in ACES-FA buildings or while on the Fire Ground. Students may, at the instructor's discretion take cigarette breaks and then only while in specific designated smoking areas. Cigarette butts, ashes, etc. are to be disposed of properly in the cans provided. Continued violation of this rule will result in suspension of privileges by the Academy staff.

### **C. Electronic Devices:**

No pagers, cell phones, fire department radios or other electronic devices shall be allowed during class and training ground activities. Exceptions may be made on a case-by-case basis after review by the ACES-FA staff. Personal pagers and cell phones may be left on, but on a "silent" or "vibrate" settings. Fire department pagers/radios must be shut off during training. While attending classes, all apparatus, vehicle and personnel are to be "out of service" and unable to respond to calls. Therefore, the use of emergency warning devices; both audible and visual are strictly prohibited while on academy grounds. Violation of this rule may be cause for dismissal.



#### **D. Profanity:**

Profanity and derogatory remarks (racial, sexual, religious, ECT.) will not be tolerated in any form. Such remarks are grounds for immediate dismissal.

#### **E. Horseplay:**

In order to maintain a safe learning environment, horseplay will not be tolerated.

#### **F. Classroom Etiquette:**

1. All ACES-FA staff, visiting instructors and officials will be treated with respect and addressed as “Sir” or “Ma’am” unless otherwise stated. Staff and instructors may also be addressed as “Instructor” followed by their surname.
2. No sitting on tables.
3. No feet on walls, tables, or chairs.
4. No food or drink in the classrooms. All food and drink shall be consumed outside of the building, in the vending area, or in the cafeteria.
5. No contaminated or potentially contaminated bunker gear (structural PPE) is allowed in the classrooms.
6. No excessive noise in the hallways.

#### **G. Personal Appearance:**

Students and instructors shall present a clean, neat, and professional appearance at all times. Hair will be well kept and groomed as to not interfere with PPE and SCBA. No jewelry will be worn while participating in Academy activities with the exception of a wristwatch and wedding band. Religious exceptions will be considered on an individual basis by the ACES-FA staff. More personal information is contained in the **ACES-FA Dress Code and Facial Hair Policies.**

#### **H. Safety/ Injuries:**

**All students shall follow all safety procedures at all times – NO EXCEPTIONS.**

Violations of safety rules may result in serious injury or death. PPE appropriate to evolutions being performed shall be worn at all times. Students shall provide their own PPE which shall be dictated by the instructor. Students shall have their PPE available to them at all times and said PPE shall be available for inspection at any given moment. Any PPE deemed to be unfit for service shall not be worn during training sessions.

**Seatbelts shall be worn during the movement of any apparatus during training sessions.**

Any and all injuries will be reported to the instructor and the **ACES-FA Incident/injury/Near Miss Policy** will be followed.

At no time shall any student operate any ACFA vehicle or fire apparatus. Any and all power equipment shall only be operated by trained personnel or overseen by a qualified instructor. ACES-FA vehicles and fire apparatus shall only be operated by Staff Instructors or Adjunct Instructors who have been trained and approved to operate them. No vehicle, while on Academy property, shall be moved until all crew members are seated and belted. Under no circumstances shall anyone stand while riding on vehicles or fire apparatus.

Under no circumstances shall any student operate any piece of equipment and/or machinery which he/she has not been properly trained to do so. No student shall participate in any training evolution for which they have not received proper training.

#### **I. Attendance:**

Attendance for completion of ACES-FA classes shall be 100%. All sessions and skills must be completed in order to receive a certificate for any course. Every attempt should be made for students to arrive on time for class. Notification should be made to either the ACES-FA Staff or the lead instructor of the course if a student will be tardy or absent from class. The academy phone number is 412-931-3158 or 724-935-4634, the FAX number is 724-935-6099, and the ACES-FA Cancellation e-mail address is FireAcademyCancellations@AlleghenyCounty.US. Any absences shall be made up with the instructor, or in a subsequent semester when the class is being offered.

In rare cases when class is cancelled due to severe weather, notifications shall be delivered through the major Pittsburgh media outlets. If class is not cancelled, then student attendance is required.

#### **J. NO-SHOW:**

Class space at ACES-FA classes is limited, therefore pre-registration is a must. Any student who is registered for a class and fails to attend without prior notice, may be suspended from ACES-FA classes for a period of one year. In the event that a particular Department is consistently delinquent with this rule, said department may be suspended from ACES-FA for that period of time.

#### **K. Parking:**

Student parking shall be established in the Student Parking Areas on top of the hill at ACES-FA. Additionally, there is a Student Parking Area just below the Academy offices. Students shall not park in instructor parking spots, and under no circumstances drive onto or park on the Fire Grounds. Students, who park illegally, do so at their own risk.

**L. Discipline:**

Any student or instructor found violating any of the above Rules and Regulations or any other ACES-FA Policies, Procedures is subject to disciplinary action. These actions may be up to and including dismissal from a training program. Additionally, they may be suspended for a period of up to one-year, from Academy training. Any act which constitutes a criminal offense, will be turned over for investigation and prosecution by the Authority Having Jurisdiction (AHJ). The Fire Chief of any student being disciplined beyond counseling by the instructor, will be notified in writing, of said action.

Any student disciplined for violating shall have the due process right of appealing their dismissal or suspension to the Academy Administrator. This appeal must be made in writing, within 10 days of the dismissal or suspension, to the ACES-FA Administrator at the address below:

ACES-FA Administrator  
700 West Ridge RD  
Allison Park, PA 15101



## Allegheny County Emergency Services Fire Academy

<b>Title:</b>	<b>ICS/NIMS Policy</b>
<b>Date:</b>	<b>09-24-2008</b>
<b>Revision Number:</b>	<b>1</b>

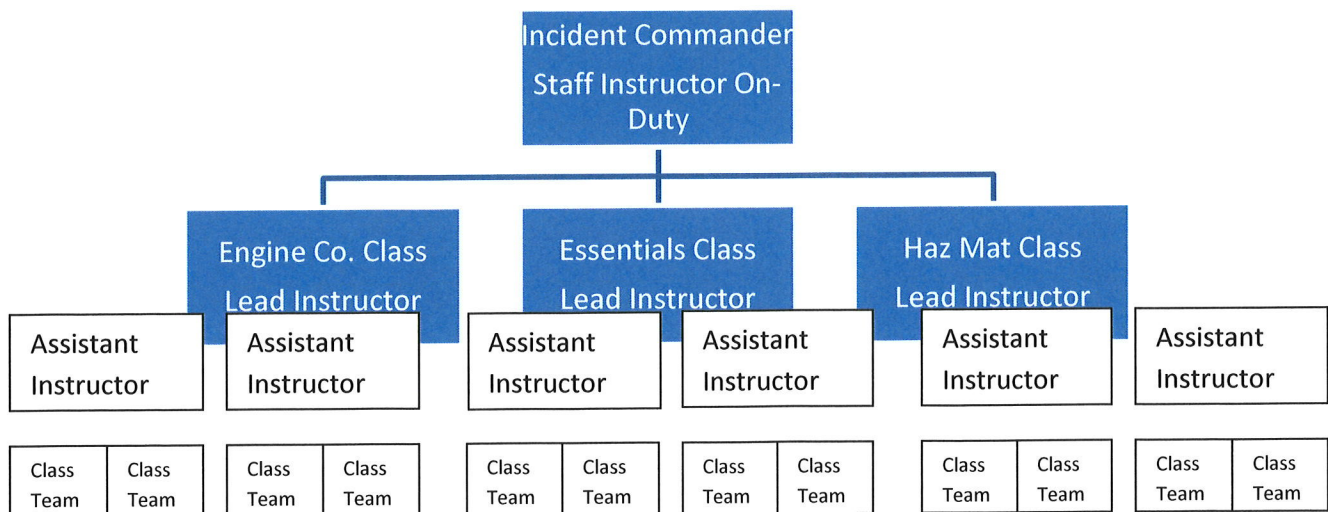
The Allegheny County Emergency Services Fire Academy (ACES-FA) shall establish the following Incident Command System (ICS) and National Incident Management System (NIMS) Policy to be used during any and all training events scheduled at or sponsored by the ACES-FA.

### General Provision:

The IMS shall be readily recognizable and be NIMS compliant. This IMS system will be used whether training classes are lectures or hands-on field work. We believe that this IMS system will reinforce the NIMS system being taught, but will also provide for a good accountability system.

The staff instructor on duty shall be the overall Incident Commander. Individual course instructors shall fill the position of Branch Officers. Each of the courses will divide the students into functional groups, or geographical divisions. These students report to assistant instructors, or the lead instructors (Branch Officers), who in turn, answer to the Incident Commander (Staff Instructor on duty).

### Example of a typical training schedule below:



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## Allegheny County Emergency Services Fire Academy

<b>Title:</b>	<b><u>Incident/Injury/Near Miss Policy</u></b>
<b>Date:</b>	<b><u>09-23-2008</u></b>
<b>Revision Number:</b>	<b><u>1</u></b>

The Allegheny County Emergency Services Fire Academy (ACES-FA) shall establish the following Incident, Injury, and Near Miss Policy.

### General Provision:

The ACES-FA shall strictly follow the Pennsylvania State Fire Academy (PSFA) Incident/Injury/Near Miss Policy. It is the intention of the ACES-FA to consistently use the *MOST* current PSFA Incident policy for *ALL* training.

Incident/Injury/Near Miss reports will be filed with the ACES-FA even if the training is not PSFA accredited. Reports must be filed with the Academy no later than the close of business the day of the incident, by the lead instructor for the course.

It shall be the duty of every student to report any Incident/Injury or near miss to the lead instructor of the class. This policy shall be followed regardless of how slight the Incident/Injury or Near Miss may appear to be to the student.

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## Allegheny County Emergency Services Fire Academy

<b>Title:</b>	<b><u>Live Fire</u></b>
<b>Date:</b>	<b><u>02-05-2024</u></b>
<b>Revision Number:</b>	<b><u>2 Rescinds Previous Order</u></b>

### General Provision:

The Allegheny County Emergency Services Fire Academy (ACES-FA) will strictly follow the *MOST* current Pennsylvania State Fire Academy (PSFA) Live Fire Suppression Policy for *ALL* live fire training.

### Exception:

The ACES-FA shall make exception to the fuel package requirements in the PSFA Live Fire Suppression Policy by:

1. Limiting the number of pallets used to no more than three (3) pallets per fire in the Class A burn building.
2. Using the fuel packages recommended by the manufactures of props that meet the NFPA 1402 and 1403 Standards.

### Safety Zone:

The ACES-FA has established safety zone surrounding the various fixed live fire buildings and props. A WHITE line has been painted on the pavement so that when live fire training is being conducted, anyone crossing said line shall be dressed in *APPROPRIATE* PPE and have necessary respiratory protection available for the situation presented. Structural PPE and SCBA, shall be worn and used when operating on, around, or in any of the live fire buildings and props.

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## *Student Agreement*

By signing this document, I acknowledge that I have received a copy of the Allegheny County Department of Emergency Services Fire Academy Division (ACES-FA) Student Policy Manual. I understand that it is my responsibility to read and understand all policies and procedures. I further acknowledge that violating any portion of the policies may be cause for my removal from ACES-FA training, and subject me to suspension, expulsion, or criminal prosecution.

Student Name: \_\_\_\_\_

Sponsor Agency: \_\_\_\_\_

Chief: \_\_\_\_\_

Agency Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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MATTHEW J. BROWN, CEM, CFPS, CHIEF

**DEPARTMENT OF EMERGENCY SERVICES**

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