

**MONROEVILLE PUBLIC SAFETY TRAINING CENTER
STUDENT INFORMATION AND GUIDELINES**

MISSION

Our Mission is committed to providing access to quality educational opportunities that meet the diverse needs and interests of the communities we serve.

TRAINING STATEMENT

The Public Safety Training Center (PSTC) was created to serve the training and educational needs of the area's police, fire and emergency medical services responders. We are committed to providing quality fire, rescue and hazardous materials courses at reasonable costs to the emergency services community and other hazard mitigation personnel.

LOCATION

The Public Safety Training Center is located at 2465 Johnston Rd., Monroeville, PA 15146

CLASS SCHEDULES

Classes are scheduled throughout the year and when practicable will be posted on the Monroeville Municipal web site (www.monroeville.pa.us/mpstc).

REGISTRATION

Classes will be scheduled through various organizations and those organizations will be responsible for the collection of fees and student registration. The PSTC may assist with registration between 8 a.m. and 4:30 p.m., Monday through Friday.

COURSE FEES

Course fees will be the responsibility of the sponsoring organization.

COURSE CANCELLATION

The PSTC reserves the right to cancel classes with insufficient enrollment. An attempt will be made to call the students when classes are cancelled. All tuition and fees are automatically refunded directly to the student when classes are cancelled. The student is responsible to return monies to third-party agencies.

ATTENDANCE, TARDINESS AND CERTIFICATES

All classes, unless otherwise specified, require a 100% attendance of all scheduled sessions for successful completion. Some classes may allow a lower attendance percentage or may require a minimum level of skill performance. Students who leave class and miss more than twenty-five percent (25%) of the instructional time (or are late more than 30 minutes) will be considered absent for the entire session.

Make-up of some course activities may not be possible until the next course offering. Failure to complete all course activities as required by the instructor or the course outline will be recorded as Incomplete. The Lead Instructor may grant legitimate emergency leave, in which case a student may complete any missed activity at a later scheduled date without forfeiting any tuition or fees.

Some classes may also have a written test and require a minimum passing score (generally 70%). The instructor will present successful completion information at the first session. Many classes are eligible for a completion certificate by an accrediting agency.

Students are expected to be punctual for all classes. A student will be considered tardy when arriving more than fifteen (15) minutes after the scheduled start time. A student's first tardy will result in a verbal reminder. A second tardy during the same course will result in a written warning. A third tardy will result in the student being dismissed from the course. No certificate will be issued. All fees will be forfeited and no refund will be issued.

INCLEMENT WEATHER / CLASS CANCELLATIONS / HOLIDAYS

In the event of severe weather students should listen to one of the local radio or television stations for school closing information. Normally when the Gateway School District is closed, training will be cancelled for the same date.

PARKING

Students and instructors will park personal vehicles in the parking lot by the classroom building or in the parking lot by the firing range. Student vehicles will not block gates, turning areas and access roads. Engines, aerials, tankers and other large vehicle over 24,000 lbs. G.V.W.R. will park on the asphalt by the training tower or on the driving course. Apparatus should not be parked in the firing range parking area.

MINIMUM AGE

Participation of minors is subject to the Child Labor Laws of the Commonwealth of Pennsylvania. See <http://dli.state.pa.us/landi/CWP/view.asp?a=185&Q=58124>. The minimum age is sixteen (16) at the first class for all courses, except as noted.

Students must be age eighteen (18) year old by the first class to enroll in: the Structural Burn class, the Basic Vehicle Rescue classes, Aerial Apparatus Practices (or Extended), Pump Operations I or II, Emergency Vehicle Driver Training (EVOC) or other classes that are prohibited by the Child Labor Laws (Act of 1915, P. L. 286, No. 177, as amended). That would include, but not be limited to, any classes that involve live burning, operating hydraulic equipment and tools, use of electrical equipment or cutting torches, driving emergency vehicles and operating fire pumps.

EMERGENCY PROCEDURES

FIRE

Call 911 and report the emergency situation. Describe the nature and site location of the emergency.

Tell them you are at the Monroeville Public Safety Training Center, 2465 Johnston Road, Monroeville, PA 15146 and the location within the Complex (i.e., Burn Building, Firing Range, Classroom Building, etc.)

Attempt to extinguish small fires if trained to do so. If in doubt about the proper procedures or if personal safety is in doubt, evacuate immediately.

Move away from the building to a safe location. Advise incoming emergency units of the nature of the situation and the location.

MEDICAL

If an EMS unit is on scene, summon help immediately. Otherwise, advise the person to seek medical assistance at a hospital emergency room.

When an ambulance seems necessary, call 9-1-1.

Advise what is happening to the patient.

Tell them you are at the Monroeville Public Safety Training Center, 2465 Johnston Road, Monroeville, PA 15146 and the location within the complex (i.e., Burn Building, Firing Range, Classroom Building, etc.)

Stay with the patient until the ambulance arrives.

For all emergencies: Ask the instructor to file an incident report with the coordinator within 24 hours of the emergency.

INJURIES

Operating at an emergency scene presents many risks. Some training activities can also have associated risks. Safety is the training center's first priority. However, should you sustain an injury or accident while present at the training center or outdoor facilities, report it immediately to the instructional staff. The Lead Instructor will be required to complete an injury report (Monroeville Municipal Form 4000) within 24 hours of the occurrence and forward a copy to the Director or Deputy Director.

INSURANCE

The PSTC does not provide worker's compensation or medical insurance coverage for students and assumes no liability or responsibility for a student's insurance while participating in PSTC activities or classes. Students are expected to provide Worker's Compensation insurance or comparable coverage, provided by the sponsoring agency or employer they represent. Proof of coverage may be requested.

BEHAVIOR

Students enrolled at the PSTC assume a responsibility to conduct themselves in a manner compatible with the PSTC's mission as an educational institution. Behavior that disrupts the educational process will not be tolerated. The following activities are prohibited and the student may face disciplinary action, including, but not limited to, expulsion from the PSTC, for engaging in these activities:

Entering or remaining in any lab, classroom, office, building or campus facility after closing time without proper authorization.

Use, possession, distribution, sale or purchase of illegal substance, drugs or alcoholic beverages on PSTC property or at PSTC functions.

Illegal or unauthorized gambling on PSTC property.

Use, possession, sale purchase or concealment of any firearm, licensed or unlicensed, knives (not required for educational programs), weapons, explosives or dangerous chemicals.

Theft, willful defacement or willful destruction of PSTC property or the personal property of another.

Verbally or physically intimidating, coercing or using physical force in a manner that causes another campus member to be injured or fearful of physical harm.

Using the communications network for private or personal business or for any other purpose that is inconsistent with the research or instructional needs of the PSTC.

Operating a motor vehicle in a reckless manner.

Smoking in areas not designated as smoking areas.

Smoking or tobacco chewing during instruction.

Horseplay, whistling or singing.

Sitting on tables.

Cursing, profane or obscene language.

Intentionally furnishing false information to the PSTC.

Interfering with the normal operation of the PSTC or instruction.

Cheating, fabrication of one's work, facilitating cheating or plagiarism.

GRIEVANCE PROCEDURE DRESS

Students, staff and visitors are expected to dress in attire that is appropriate for an educational setting. Examples of inappropriate clothing include, but are not limited to: tank tops, garments with low-cut necklines, shorts three-inches or more above the knee, beach clothing or swimwear, halters, tube tops, see-through mesh or spandex clothing, spiked jewelry or jewelry creating a hazard, clothing, pins or buttons with sexually-suggestive, racially-offensive or gender-offensive writing or images.

It is recommended that all students wear a long sleeve shirt, long pants and socks under the personal protective gear to participate in all live burning exercises. All jewelry will be removed. Currently, there are no changing areas, dressing rooms or shower and locker facilities. All students are also expected to maintain good personal hygiene. Students may want to bring a spare shirt, tee shirt and socks that can be used if regular clothing becomes torn, wet or soiled in training activities. A second pair of gloves is always recommended.

PERSONAL ITEMS

The PSTC assumes no responsibility or liability for personal items that may be lost, stolen or damaged while students are on the PSTC campus. Students are expected to take appropriate actions to safeguard their personal belongings. Be extra cautious with radios, pagers, cell phones, personal computers and other valuables.

FACIAL HAIR

The PSTC will adhere to the policy issued by the The Office of the State Fire Commissioner, in a memorandum dated June 10, 1991. In part, the policy says:

"...it shall be the policy of the State Fire Academy that persons taking part in any class whose subject matter involves the use or potential use of SCBA in any simulated or actual irrespirable or potentially irrespirable atmosphere, as part of class activity, shall be clean shaven, except for the option of a well-trimmed mustache...The final determination as to whether an individual meets this criteria shall rest with the instructor(s) of the class... Students not in compliance will be deemed to have not satisfied class completion criteria and will not be issued any certificate."

Essentially, any facial hair that interferes with the facial seal area of any SCBA face piece will not be permitted.

RADIOS, CELL PHONES AND PAGERS

Students attend training classes at the PSTC to learn new skills, refresh forgotten information and to achieve a higher level of individual performance. Many electronic communication devices are to alert users of an emergency. Students are not expected to respond to emergencies while attending training classes. Department officers should make special staffing arrangements when department members are in training. Therefore,

Cell phones and two-way radios will be turned off during instruction. Pagers should be muted and volume controls should be on the lowest setting.

A student will not be summoned from class for personal calls except in an emergency.

SAFETY

The staff of the PSTC strives to present techniques and procedures that are not only nationally recognized but also afford the maximum safety level for the students and staff. Instructors are authorized to immediately suspend any training evolution or activity to prevent injuries or accidents to students, staff and visitors or will adversely affect training equipment, props, buildings or the environment.

All students must comply with all safety instructions at all times. Failure to do so may result in immediate dismissal from the PSTC. A safety briefing will precede all live fire training evolutions and other hazardous exercises. An evacuation signal will be identified and demonstrated. It is the student's responsibility to understand and follow all safety instructions. If you do not understand any safety instruction, ask for clarification from PSTC staff. Please report any unsafe condition or activity to the instructional staff immediately.

FITNESS

Students should be in good physical condition without any medical restrictions. Many of the practical exercises involve climbing stairs and ladders, lifting heavy objects alone and as a member of a team, wearing self-contained breathing apparatus and full personal protective gear in hot and cold weather, carrying and dragging equipment and rescue mannequins and other similar aerobic and strength activities.

Students should not participate in any activities if they are unsure of their physical fitness level, are under the care of a physician with work or leisure restrictions or believe they cannot safely function on the training grounds.

Many courses require the mandatory completion of manipulative skills to receive a certificate. Failure to complete all the required skills because of a physical limitation will mean the student may have to repeat a training course to receive a certificate.

When rehabilitation (rehab) areas have been provided, students must report to the identified area, rest and consume the necessary fluids to prevent dehydration. Do **NOT** drink any water from the fire hydrant system. Medical monitoring may also be provided and students exceeding established limits will not be permitted to return to training activities until released by medical personnel.

Students are also encouraged to eat a healthy breakfast before arriving at the training center, limit their food intake before strenuous activity and drink plenty (eight, 8 oz. glasses) of water daily.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is generally provided by the student or their organization and shall conform to the applicable standards issued by the National Fire Protection Association (NFPA), the Occupational Safety and Health Administration (OSHA) and the American National Standards Institute (ANSI). A full set of PPE shall consist minimally of: helmet with earflaps and face shield (or protective eyewear), flame resistant (NOMEX) hood, bunker coat, bunker pants, firefighting gloves and firefighting boots.

Until such time that the academy acquires sufficient self-contained breathing apparatus (SCBA), students will also need to furnish a suitable SCBA (and spare cylinder, if possible) for all courses involving live fire, hazardous materials, confined space and other similar respiratory protection classes. A personal alert safety system (PASS) device, if available, should be provided as well.

ALCOHOL, ILLEGAL SUBSTANCES AND PRESCRIPTION MEDICATIONS

The use of alcohol and illegal substances is strictly prohibited at all times while at the PSTC. The student should not consume any illegal substances or alcoholic beverages before class. Some prescription medications may have detrimental effects on the student's ability to function safely on the training grounds. In all cases, if the student's demeanor appears to impair his or her ability to function safely, the instructor may deny participation in training classes or evolutions.

CAMPUS CARE

All students, staff and visitors are requested to place rubbish in appropriate containers, to use designated walkways, to drive responsibly and to take care of the PSTC so they are welcome at future classes.

Snacks and beverages may be consumed in the classroom building. Normally snacks and beverages will not be consumed during classroom instruction. Eating is also permitted outdoors where seating is provided. Smoking and tobacco chewing are not permitted in PSTC buildings (i.e., Burn Building, Tower Building, or Classroom Building).

FOOD SERVICES

Currently, there are no food services available at the PSTC. Students may bring a lunch that may be consumed in the classroom during lunch breaks.

NOTEBOOKS

Every student should bring a notebook (and any required texts), pen or pencil to every class. The instructor's prior approval shall be secured for all tape recordings. Other accommodations, as may be required, will be evaluated.

TEXTBOOKS

Some classes may require a textbook. The textbook will be purchased by the student prior to the beginning of the class as directed by the sponsoring organization.

ADVISORY COMMITTEE

A committee, comprised of the Chief of the Monroeville Police Department, Chief of Monroeville VFC #1, Chief of Monroeville VFC #3, Chief of Monroeville VFC #4, Chief of Monroeville VFC #5, and Chief of Monroeville VFC #6 will provide input to guide the Center's programming and operational needs. The Advisory Committee will coordinate with the Municipal Manager, Director and Deputy Director of the Public Safety Training Center.

Notice of Nondiscrimination

As a matter of policy, the PSTC does not discriminate on the basis of race, color, sex, religion, age, handicap, marital status, national or ethnic origin or any other legally protected classification. This policy applies to educational programs, employment practices and all other PSTC-administered activities. Inquiries should be directed to the Director of the PSTC.

CONTACT INFORMATION

Director:	Kenneth D. "Doug" Cole	412-856-3323
Deputy Director:	Paul Hugus	412-856-3385

Scheduling can be done through Monroeville Police Department Secretary Linda Moy at 412-856-3324.