

## ESCAMBIA COUNTY FIRE-RESCUE

*Rules, Policies, and Guidelines*

**1125.010**

### Class Approval and Oversight

Implemented: 01/09/2009

Revised:

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K. W. Perkins, Fire Chief

### **PURPOSE:**

The effectiveness of any fire department largely depends on its training program. Proper and regular fire service training also helps keep firefighters and other responders safe and efficient while performing their duties. It is imperative that all fire department personnel train on a regular basis, and that personnel are taught standardized methods and techniques that will be applied on most all emergency scenes.

### **OBJECTIVE:**

The goal is to provide an opportunity for all personnel to receive consistent quality training while helping maintain a manageable budget.

### **SCOPE:**

All Personnel

### **Overview**

In order to provide a professional organized training program, co-ordination of all courses, instructors, and resources is imperative. Managing all training through the Training Division provides oversight of not only the quality of the courses, but also provides for budgetary management. This will encompass **all** classes, beyond company specific training.

## **INSTRUCTOR REQUIREMENTS**

Each instructor delivering a course will be required to have the course pre approved by the Training Division. This will allow for management of resources, tracking students, and maintaining high quality training.

1. Submit a Course Approval Form to the Training Division at least 30 days prior to the beginning of the class.
2. After receiving approval, assure all necessary materials and equipment are available for delivering the class.
3. The Training Co-coordinator will register the class with the Fire College as well as enter the grades upon completion of the class. This will allow for tracking classes and the performance of the instructors and students.
4. Two weeks prior to the class, submit a roster to the Training Division with the names, Department, and last four of the students Social Security number. This will allow for filling any openings in the class to assure an adequate number of students are registered. If the class size is such that it is financially prohibitive to deliver, the class will be rescheduled. (15 people)
5. During the class, a roster, copy of grades, and any tests will be retained.
6. The students on all instructors will complete instructor Evaluation forms.
7. At the completion of the class, these items will be forwarded to the Training Division.
  - Class Roster

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- Copy of Grade Sheet
- Any tests administered
- All Instructor Evaluation forms
- A completed Invoice