

Indiana County

William A. Waugh

Public Safety

Academy

2024

Instructor Guide Book



INTRODUCTION

The Indiana County, William A. Waugh, Public Safety Academy (ICPSA) provides training programs in partnership with the Pennsylvania State Fire Academy (PSFA) and other various educational organizations and therefore requires that instructional staff members adhere to the policy's and procedures outlined by these organizations. This guide provides to the ICPSA staff member the guidelines that must be followed in order to provide for a professional program for the attendee.

Many of the ICPSA staff members are contracted directly by Indiana County Public Safety Training Academy (ICPSA) and are not under the direct control of the Pennsylvania State Fire Academy or one of the other educational organizations that we provide training for. It is essential that the ICPSA staff meet the requirements of this guide in order to maintain a high level of instructor presence and student respect.

Included in this guide are the *Instructor Professional Standards* as outlined by the Pennsylvania State Fire Academy. It is our intent to move ICPSA instructors along a path that will meet or exceed their needs to obtain the highest level of certification as a State Certified Instructor.

A copy of the Standard Operating Procedures for the Academy is also included for instructors to follow.

INSTRUCTOR REQUIREMENTS

A. EMPLOYMENT REQUIREMENTS

1. Individuals seeking employment as instructional staff will be required to submit a letter of introduction; with a resume; and State Fire Academy letter of approval for level of instructor or evaluator credentials obtained to the Board of Directors for review.
2. For processing of payroll, instructional staff members are required to provide a completed IRS W-4 form and an INS Form I-9.
3. All employees are required to submit to the Director a complete Pennsylvania State Police Criminal History background under the Child Protective Services Law of 2014, as amended, and the Pennsylvania Department of Human Services guidelines.
4. All employees, at time of employment, must complete their background clearances and resubmit every 60 months thereafter.
5. The Child Abuse, PSP and FBI clearances can be applied and paid for electronically if you so choose. Hardcopy submissions are also available with submission of payment by check.
6. Existing clearances obtained by the employee for use with another employer are eligible for submission; however, they must be less than 12 months old and will only be valid for a 36-month period from the date of issue.
7. The employee may be reimbursed for all costs associated with obtaining clearances (not to exceed \$47.50), once they have completed 24-hours of paid / contracted instruction, at the Academy, within a single calendar year. Employee must provide receipt of payment for reimbursement.
8. Employee self-reporting is required. If an employee is arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the employee must provide the Director with written notice not later than 72-hours after arrest, conviction or notification that the person has been listed as a perpetrator in the statewide system.
9. An employee who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination.

B. TRAINING REQUIREMENTS

1. Individuals wishing to participate as Instructors or Support Staff at the ICPSA should be current Pennsylvania State Certified Instructor or have completed, at a minimum the following training requirements:
 - a. Interior Fire Fighter / Fire Fighter I Cert.
 - b. Structure Burn Session
 - c. Advanced Structure Burn Session (ICFA)
 - d. Pump Operations I
 - e. Confined Space Rescue
 - f. Trench Rescue
 - g. Basic Vehicle Rescue, DOH/SFA
 - h. Incident Command
 - i. First Aid / CPR
 - j. Methodologies of Education (DOH / SFA)
 - k. Hazardous Materials Operations / Haz Mat Ops Cert.
2. Individuals working their way through the State Instructor Certification process will be given consideration for instructor time in their required disciplines.
3. Consideration will be given to other individuals on a case by case basis.

C. CONTRACTS

1. Instructional Staff are considered professionally contracted educators and are required to meet the requirements outlined in the PASFA, Instructor - Code of Professionalism, January 27, 2020.
2. Instructional staff members will be contacted for availability to provide training or evaluation on a course-by-course basis.
3. If a staff member has agreed to work a specific program and for whatever reason cannot fulfill the assignment, he/she must notify the Director or Deputy Director of Operations immediately.
4. Staff members failing to complete and submit a monthly report of courses completed, total hours and instructor position, will not receive payment for the program.
5. It is the responsibility of the staff members to report their time on the monthly report.

6. Staff contract payment amounts are outlined in Attachment “A” of this policy.
7. Monthly report forms are available as a fillable form on the Academy website.

D. PERSONAL EQUIPMENT

1. All staff participating in programs at the ICPSA should use the Self Contained Breathing Apparatus (SCBA) available on site. Following use the SCBA must be cleaned; cylinders refilled and the equipment prepared for the next user.
2. Staff wishing to use their own SCBA must provide the Director, Deputy Director of Operations and/or the lead instructor of the program they are working with a copy of a current annual flow test report for the SCBA they intend to use. A copy will be kept on file for repeat users.
3. Staff Personal Protection Equipment (PPE) must be provided by the instructor. This equipment must be in compliance with NFPA and OSHA standards.
4. All Staff Personnel are required to complete a PPE and SCBA inspection prior to each day of a class, and document the results on the proper forms, when working in a live fire scenario.
5. Classroom and Work Site Uniforms shall be compliance with the State Code of Professionalism, (Revised 1/27/2020).
6. Instructors contracted in excess of 24-hours annually will be provided with approved clothing at a 50% cost reduction if purchased through the ICPSA. Each instructor, meeting the minimum required hours, will be provided with up to \$150.00 annually for clothing purchases.
7. Bulk Purchase Instructor uniform clothing will include the following items:
 - a. Shirt, Long sleeve, 100% Cotton, Uniform style, NFPA Comp.
 - b. Shirt, Short sleeve, 100% Cotton, Uniform style, NFPA Comp.
 - c. Pants, Uniform Style, 100% Cotton, NFPA Comp.
 - d. Pants, 100% Cotton, 6-pocket, BDU Style
 - e. Sweatshirt, “ICFA or ICPSA staff
 - f. T Shirt, Short Sleeve, “ICFA or ICPSA” staff
 - g. Boot, “9-1-1” or “AlphaForce”, “Rocky”
8. Requests for Uniforms should be submitted to the Director.

E. COURSE MATERIALS & EQUIPMENT

1. All printed materials required by the instructor for a program should be submitted to the Deputy Director of Operations at least one week prior to the needed date.
2. Materials, such as textbooks, should be requested at least one month prior to the start date of a course.
3. Equipment owned by the ICPSA is available for use during any program and following use must be cleaned and returned to the proper storage area.
4. Damaged or expended items should be reported to the Director or any Deputy Director immediately.
5. Various organizations own equipment that is stored at the Academy. Before use, permission must be obtained from these owners. Instructors must advise the Director of their need for use so permission can be obtained in advance.

F. BUILDINGS AND GROUNDS

1. Staff Members will be responsible for the clean up of areas used during the presentation of a program.
2. All policies and procedures outlined in the ICPSA Site Users guide must be enforced.
3. Damage or repairs needed to any facility at the Academy must be reported to the Director Immediately.

G. PERSONAL ITEMS

1. The ICPSA is not responsible for lost, stolen or damaged equipment owned by staff members or any department or agency which they are affiliated with.
2. Staff members using equipment from their affiliate fire department or agency should have the permission of the proper authority within that department prior to use.
3. Personal items should not be left at the Academy site due to the high number of people using the site.

H. COURSE REPORTING

1. All requirements of the State Fire Academy for reporting completed programs must be followed to guarantee student certifications.
2. Adherence to the State Fire Academy, Minimum Standard of Accreditation (MSA) for local level course delivery is mandatory.
3. Only those programs identified in the current list of accredited courses will be offered as State Certified programs.
4. Other courses offerings, from other accrediting agencies must also be in compliance with their accrediting requirements.
5. Specialized, or custom courses can be provided, however, they will be required to align with current NFPA, OSHA, UL or other similar standards issuing authority.
6. Course reporting documents for programs should be submitted to the County EMA office, within 24 hours of course completion.
7. All required course forms are available online at the Academy website.

I. CERTIFICATION TEST STAFF

1. Individuals contracted by the ICPSA, as "Certification Test Site Evaluators" must be compliant with all Office of the State Fire Commissioner's standards and conditions for evaluating candidates in the testing area.
2. Additional staff personnel shall be contracted as needed for the completion of practical exams. These individuals will be reported as support staff.
3. All staff personnel contracted for testing will be required to meet the State Fire Academy Instructor Dress Code and the ICPSA Director can set a higher standard dress code for contracted test evaluators
4. ICPSA will provide helmets for all evaluators. Student evaluators will need to provide their own personal protection equipment.
5. Test Site Evaluators, at a minimum, will need to provide work gloves and safety glasses. Some stations will require full PPE for the evaluator's safety protection.

I. EDUCATION REIMBURSEMENT

Staff members performing a minimum of 24-hours of paid course delivery annually may attain additional education that expands their instructor certification and have the tuition for said course work reimbursed by the ICPSA (said reimbursement shall be subsequent to a staff member receiving a "C" grade or pass if pass/fail). Any such courses shall have prior written approval of the Fire Academy Director. Said coursework must directly benefit the employee and ICPSA in his/her present position. Subject to the number of applicants, the annual allocation may be prorated.

J. PROPERTY AND EQUIPMENT CARE

It is the instructional staff's responsibility to understand the equipment needed to perform their duties. Good care of any equipment that is used during the course of employment, as well as the conservative use of supplies, will benefit the course and ICPSA. If any equipment is identified as not working properly or in any way appears unsafe, please notify the Fire Academy Director or Deputy Director of Operations immediately so that repairs or adjustments may be made. Under no circumstances should a staff member start or operate a piece of equipment that is deemed unsafe, nor should they adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

K. PERSONAL TRAVEL REIMBURSEMENT

An "ICPSA Travel Request Form" (Appendix – B) must be filled out completely before payment is made to the staff member. ICPSA credit cards may be used for travel expenses up to the pre-approved limit as determined by the "Total Estimated Expenses" section of the Travel Request Form. The column entitled "Before-Trip Estimated Expenses" must be completed before an ICPSA credit card can be used or an advance payment can be made to the staff member.

Out-of state travel expenses are allowable with ICPSA Board of Directors pre-approval.

Mileage reimbursement is paid at the current rate established by the US Federal Gov't annually for a staff member using their personal vehicle, with prior approval to do so for work related travel. All staff members entitled to mileage expenses must complete the appropriate sections of the Travel Request Form with Director approval in order to receive payment. This includes destination, purpose for the trip, miles traveled with odometer readings, etc.

L. TRAVEL LODGING COSTS

When overnight lodging is required for a staff member's attendance at a training session or required meeting, the ICPSA pays or reimburses the employee for lodging costs of the employee only.

1. Subsistence Allowance

The amount reimbursable for approved off-site meals will be as follows:

MEETING/TRAINING ALLOWANCE	
BREAKFAST	\$15.00
LUNCH	\$20.00
DINNER	\$35.00

2. Anything over these individual meal allotments are the responsibility of the staff member making the purchase. **Claims above the limits will be disallowed. Receipts for all expenses must be submitted to be reimbursed. Staff members are reminded these amounts are subject to change.** The purchase of alcoholic beverages, porter fees, or any other expense not critical to the purpose of the trip may not be claimed as part of a subsistence claim.

M. USE OF ICPSA VEHICLES

Staff members authorized to operate an ICPSA vehicle in the course of your program delivery, or if you operate your own vehicle in performing your program delivery, you must adhere to the following rules:

1. You must be a Pennsylvania licensed driver.
2. ICPSA vehicles shall be used for ICPSA business only by licensed ICPSA Staff members.
3. A detailed log shall be maintained separately for every ICPSA vehicle.
 - a. Supervising maintenance of vehicle logs will be the responsibility of the ICPSA Director.
 - b. Each vehicle should have an identifying number or other identifying symbol.
 - c. Logs shall be kept daily.

- d. Each vehicle log shall include reason for use, driver's name, date, beginning and ending time, beginning and ending mileage.
4. Drivers of vehicles owned by ICPSA are responsible for the security of the vehicle to which they are assigned. Windows shall be closed and the doors locked when the vehicle is unattended.
5. Each operator must dispose of trash in bags placed in the vehicle and must remove all trash that has accumulated during their use.
6. Physical cleaning of the vehicles will be the responsibility of the operator of the vehicle on a routine basis or as needed.
7. Fuel will be purchased using the ICPSA supplier unless the vehicle is out of County on Official business.
8. The ICPSA provides insurance on vehicles, however, you will be considered completely responsible for any fines and moving or parking violations incurred. ICPSA vehicles shall be recorded with the insurance carrier and all paperwork shall be filed in the office of the Director.
9. Prior to operation of any ICPSA vehicle, staff members will be trained on the appropriate steps to take if you are involved in an accident – filling out the accident report, getting names of witnesses and so on.
10. Pennsylvania laws regarding operation of motor vehicles apply to all operators regardless of where the operation of that vehicle occurs.

N. MEDICAL REHABILITATION POLICY

Consistent with the Pa. State Fire Academy Live Burn Policy the Indiana County Public Safety Academy can designate its own employees, with the proper medical credentials, to act as on site EMS providers. These individuals will be required to follow the PA DOH BLS protocols and the PA DOH Guidelines for Fire Fighter Rehabilitation. Below are the guidelines from the PSFA Live Burn policy as it applies to a fixed facility.

1. The personnel staffing the Basic Life Support (BLS) EMS function will NOT be permitted to participate in the training. BLS functions shall be located near the operations area, and all personnel involved in the training must be aware of its location.
2. Fixed Facility Interior Live Fire Training: Basic Life Support (BLS) emergency medical services shall be available on site to handle injuries.

3. Medical Monitoring/Rehab will be established with all live fire evolutions and the BLS/ALS personnel who will:
 - a. Determine base line vitals for all personnel/instructors participating in live fire evolutions.
 - b. Monitor the mental capacity, vital signs, and general well-being of all students and instructors as they report to rehab.
 - c. Provide hydration, nourishment and supplemental interventions for recovery. Water is the fluid of choice for re-hydration.
 - d. Decide when students and instructors may return to duty.
 - e. Notify the Safety Officer when a patient needs transported.
 - f. Ensure medical equipment is readily available to treat injured personnel

O. PERSONNEL ACCOUNTABILITY

1. As outlined in the PSFA Live Fire Suppression Policy, updated February 1, 2023, the responsibility of Personnel Accountability rests with the lead instructor of the program.
2. Also, as outlined in the PSFA Policy, the assigned Safety Officer has the responsibility to verify Personnel Accountability of all instructional staff.
3. ICPSA staff are provided with two personal ID tags for Personnel Accountability.
4. ICPSA students are provided with two numbered tags that are assigned to individual student within a team. These are correlated to the matrix of assignments for the scenario(s) to be performed.
5. ICPSA posts an Accountability Board, in the Instructor Staging area, for the Lead Instructor and Safety Officer to place the collected tags, by the assignment of the team or the instructor they are assigned to.
6. Personnel Accountability Reports (PAR), by team or assignment, should be completed by the Lead Instructor and/or Safety Officer, pre-entry and post-entry.
7. PAR should be maintained by the Instructor assigned to the student team as needed throughout the scenario.

8. As outlined in the PSFA Policy, in the Pre-burn Plan Briefing and Appendix I, it is required to establish a recognized “emergency” evacuation signal that is understood by all participants and a pre-determined PAR check/roll call location established in the event of an evacuation of the structure.
9. Only one (1) staff or student tag is required to be used for PAR, the second tag can remain with the student or be collected by the team instructor, or held by the Safety Officer.

P. ADDITIONAL RESPONSIBILITIES – JUNIOR FIRE FIGHTERS

1. Mandatory Reporting Requirements, as part of the instructional staff, all persons employed at the Academy fall under the requirements of the Pa. Dept. of Human Services, Child Protective Services Law.
 - a. Individuals, paid or unpaid, who, on the basis of the individuals’ role as an integral part of a regularly scheduled program, activity, or service, are responsible for the child’s welfare or has direct contact with children.
 - b. Mandated reporters must make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800- 932-0313.
2. Compliance with Child Labor Laws and Act-155 of 2023, Students under the age of 18 must have an employment certificate. The Chief or Training officer of their home department is required to verify that the Junior Firefighter does have his/her working papers.
 - a. Junior Firefighters should be properly identified during training sessions.
 - b. Courses that permit Junior Firefighters have had the time allotments assigned to permit them to complete the program and return to their residence before their required weekday work time allotments end. Instructors; DO NOT EXCEED THE TIME ALLOTMENTS for course delivery.
 - c. Act-155 forms, for 17 year old students to participate in the live fire portion of the Interior Fire Fighter Program are required to be completed in full, and presented to the Lead Instructor of the course. The form is available on the ICPSA website.

3. Compliance with the State Fire Commissioners Office, handbook on Junior Fire Fighters is mandatory.

Q. DOCUMENTATION REQUIREMENTS

1. Student registration forms are requested to be completed two weeks prior to a scheduled course delivery. If sufficient registrations are received, instructional staff will be contacted for availability and assignments.
2. Student notifications of course attendance, required equipment and materials are made via email, therefore, good legible email addresses are required.
3. A roster of pre-registered students will be sent, via email, to the Lead Instructor of the program.
4. Students who are not preregistered (walk-ins) will be required to complete a registration form, with officer signatures, and submit to the Lead Instructor for their course document package.
5. Student registration documents are available at the ICPSA website as a fillable form, and it is preferred that these are used over hand written documents.
6. Lead Instructors, of local level programs, are responsible to complete and submit, legibly or as a fillable form, the following documents for each program offering:
 - a. PA State Fire Academy, Local Level Fire Training System, Official Student Registration Form
 - b. PA State Fire Academy, Local Level Fire Training System, Official Roll Sheet.
 - c. PA State Fire Academy, Course Instructors Report
 - d. ICPSA Course Evaluation Form (1 per participant)
 - e. Additional reports/forms should also be included as required.
 - i. PA State Fire Academy, Local Level Instructor Incident Report
 - ii. PA State Fire Academy, PPE Inspection Check List (1 per participant)
 - iii. PA State Fire Academy, SCBA Inspection Check List (1 per participant)

- iv. PA DOH Class Evaluation Summary (DOH Con-ed Credited programs/students)
 - v. PA DOH Con-Ed Information Form (Excel Doc)
7. Lead instructors, of Industry Programs, will be responsible for completing the required documents provided by the facility for documentation of their employee's time and/or travel, and attendance.
 8. PSFA Student Registration Form must be submitted following the second day of the course. This allows for alignment with pre-registration.
 9. All other forms should be submitted within 24-hours of course completion. This permits the issuance of Student Certificates for the program in a timely fashion.
 10. When possible, please utilize the fillable forms. Student notifications and certificates of completion are provided digitally, via email. Having legible information on each student is extremely important.
 11. Course documents can be submitted via email to icpsa@indianacounty.org or hand delivered or mailed to the EMA office at 85 Haven Dr. Indiana PA 15701.

ATTACHEMENT "A"
STAFF PAY SCALE
(Change effective January 14, 2023)

APPENDIX – B
TRAVEL SHEET

