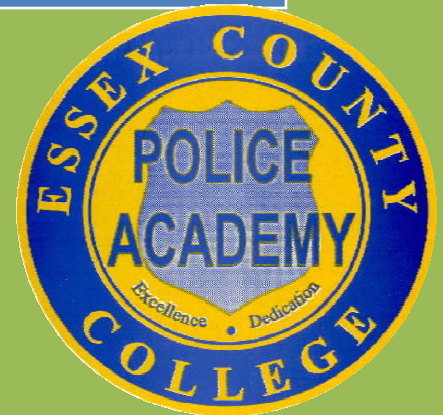


FALL 2011

ESSEX COUNTY COLLEGE POLICE ACADEMY **FIRE SERVICE COURSE** CATALOG



Essex County College Police Academy

250 Grove Avenue

Cedar Grove, New Jersey 07009

Tel: 973-877-4350

Fax: 973-239-8842

Email: pacademy@essex.edu

www.essex.edu/pacademy

Table of Contents

FIRE COURSE OFFERINGS

COURSE	DATE(S)	PAGE
Basic Fire Fighter Training (Career Personnel)	TBA	3
Bloodborne Pathogens Refresher (Weeknight)	November 10	4
Drive to Survive Training	October 12	5 – 6
Emergency Medical Technician-Basic (Accelerated Program)	TBA	7
EMT Refresher (3-Day Course)	November 7-9	8
Fire Fighter-I (Weekends & Weekends)	TBA Spring 2012	9
Fire Officer -I Challenge Written Exam	October 12	10
Fire Fighter -II Challenge Exam (Weekend)	October 8	11
Fire Fighter -II Challenge Exam (Weeknight)	December 15	12
Haz-Mat Awareness (Weeknight)	December 1	13
Haz-Mat Operations (Weeknight)	December 5 & 8	14
Incident Command System 200 (Weeknight)	October 4, 6, 11, 13	15
Incident Command System 200	October 17-18	16
Incident Command System 300 (Weeknight)	Oct.18, 20, 25, 27, Nov. 1 & 3	17
Incident Command System 300	November 1-3	18
Incident Command System 400 (Weekend)	November 12 & 19	19
Incident Command System 400	Oct. 31 & Nov. 1	20
NFA Incident Safety Officer (Weekend)	December 3 & 10	21
Right to Know Refresher (Weeknight)	November 10	22
 APPENDIX		 PAGE
Directions		23
General Information		24 – 25

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Basic Fire Fighter Training (Career Personnel)

This Program, which incorporates the Fire Fighter 1 and 2 training courses, introduces the newly hired Career Firefighter to the basics of nationally recognized fire fighting techniques presented in a paramilitary setting. Methods of instruction will include classroom theory as well as skill oriented "hands on" drill sessions. Student performance and progress will be evaluated throughout the course through the use of exams and evaluations, which include written, practical and physical assessments. The New Jersey Division of Fire Safety's standardized Fire Fighter 1 and 2 certification tests are given as part of the final exam.

The Basic Fire Fighter Training Program exceeds the performance objectives of the N.F.P.A. standard 1001 and N.J.A.C. 5:73 4.3 standard which will allow a firefighter to perform firefighting under direct supervision. All students will receive ICS Orientation, Bloodborne Pathogens, Right to Know and Hazardous Materials Awareness and Operational Levels of training as required by N.J.A.C. 5:75-6.1, as well as certification in CPR.

Instructor: Academy Staff

Date(s): TBA, Early Fall 2011

Time: 0800-1600

Attire: Uniform of the day.

Equipment: Materials will be supplied by the Academy

Cost: Essex County – \$700.00

Out of County – 700.00

REGISTRATION

Please complete the following information and return to the Police Academy by mail or fax.

First Name

Last Name

Rank

Make all checks/agency vouchers payable to **ESSEX COUNTY COLLEGE POLICE ACADEMY.**

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

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Bloodborne Pathogens Refresher (Weeknight)

OSHA Bloodborne Pathogens Standard and review of three most common bloodborne pathogens placing Public Safety personnel at risk: Hepatitis B, Hepatitis C and HIV.

Understanding the mode of transmission, helps reinforce the utilization of Universal Precautions, vaccination recommendations and prompt reporting of any occupational exposures. The program will address what constitutes an exposure and available treatments in the event of exposure with special attention to issues specific to Police, Fire and EMS operators, as well as confidentiality factors regarding the individual patient and co-workers, as it relates to bloodborne diseases.

A course pre-requisite of basic bloodborne pathogens training is required. Two (2) elective CEU's will be awarded to qualified EMS personnel upon successful course completion.

Instructor: Lt. Michael Tomich

Date(s): November 10, 2011

Class Limit: 100 Students Max.

Time: 1900-2100

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – \$10.00

Out of County – \$10.00

REGISTRATION

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<h1>Drive to Survive Training</h1>

“Drive to Survive” addresses advanced topics that are not normally covered in basic driver training programs. The class is ideal for any member who operates a fire truck, ambulance or personal vehicle. The class also addresses important issues for the chief and line officers who are ultimately responsible for the operation of any motor vehicle or driver training program within a Fire or EMS department. *“Drive to Survive”* addresses advanced topics that are not normally covered in basic driver training programs.

Instructor: Chris Daly

Date(s): October 12, 2011

Class Limit: 100 Students Max.

Time: 1900-2200

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – \$30.00

Out of County – \$ 30.00

REGISTRATION

Please complete the following information and return to the Police Academy by mail or fax.

First Name

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Rank

Each Agency will be billed after the class based on the number of members who attend.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

<hr/> <p>Chief or Authorized Official Name</p>	<hr/> <p>Department/Agency</p>
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(See Attached Course Flyer)

“DRIVE TO SURVIVE”

TRAINING

WHEN WAS THE LAST TIME YOUR DRIVERS TRAINED??

Each year, nearly 25% of firefighter/EMS fatalities are the result of motor vehicle crashes, yet few agencies train their members on the safe operation of emergency apparatus and personal vehicles. The *“Drive to Survive”* training program is designed to teach members that no matter how long they have been driving, or how “good” they think they are, there are limits to the safe operation of an emergency apparatus or personal vehicle. Using the same techniques used by crash investigators, this class is designed to provide a better understanding of important topics that are essential for safe driving, such as:

- ✓ Vehicle Dynamics
- ✓ Air Brakes
- ✓ Brake Fade
- ✓ Roadway Friction
- ✓ Stopping Distances
- ✓ Skid Control
- ✓ Critical Curve Speed



- ✓ Rollover Thresholds
- ✓ Anti-Lock Brakes
- ✓ Hydroplaning
- ✓ Tire Blowouts
- ✓ Drunk Driving
- ✓ Personal Vehicle Ops
- ✓ Seat Belt Use

The *“Drive to Survive”* training program is a 3-hour, lecture based seminar, which is ideal for drill nights or weekly training sessions. The seminar has been featured at over 160 different locations throughout the United States, including:

- ✓ FDIC 2010, 2009, 2008, 2007, 2006
- ✓ Virginia Fire Chief’s Conference ‘09
- ✓ Firehouse Expo 2005
- ✓ South Carolina FF Conference, 2007
- ✓ Whatcom County, WA Fire Dept.
- ✓ City of Vandalia, OH Fire Dept.
- ✓ City of Manhattan, KS, Fire Dept.
- ✓ Glenside, PA Fire Company

“Drive to Survive” addresses advanced topics that are not normally covered in basic driver training programs. The class is ideal for any member who operates a fire truck, ambulance or personal vehicle. The class also addresses important issues for the chief and line officers who are ultimately responsible for the operation of any motor vehicle or driver training program within a fire or EMS department.

ABOUT THE INSTRUCTOR: Chris Daly is a 20 year veteran of the fire service and a full-time police officer who specializes in the reconstruction of serious vehicle crashes. Chris has a Master’s Degree in Safety, is a contributing author to *Fire Engineering*, *PA Fireman*, *Firerescue1.com* and lectures nationally on the prevention of fire apparatus crashes. Please visit www.drivetosurvive.org for more information.

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Emergency Medical Technician - Basic Course Accelerated Program

This course is designed to instruct the student to the level of EMT-Basic, to serve as a vital link in the chain of an emergency health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the EMT-Basic. This course teaches all of the skills necessary for the individual to provide care at a basic life support level while operating with an ambulance service or other specialized unit. A current Health Care Provider level CPR card is required for entry into this course and can be provided to students that are unable to get certified prior to the start of class, for an additional fee.

This 120 hour course is a rigorous program that includes classroom instruction, practical skills performance and evaluation, written tests and homework assignments. The student must also complete 10 hours of clinical skills performance in a hospital emergency room. A minimum score of 70% on all tests is required for the student to successfully complete this course and to qualify to take the New Jersey State Certifying Examination. All absences must be made up prior to taking the state exam.

For further information regarding this course please contact:

Lieutenant Michael L. Tomich
Fire/EMS Training Coordinator
(973) 877-4356 or tomich@essex.edu

Registration and payment for this course is through:

Atlantic Ambulance Training Center
PO Box 220
Summit, NJ 07902-0220
(908) 522-5393

Date(s): TBA, 2011 Monday-Friday

Class Limit: 60

Time: 0900-1800

Attire: Uniform of the day or casual business attire

Cost: Essex County – \$700.00

Out of County – \$700.00

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<h2 style="margin: 0;">EMT- Refresher (Core-13)</h2>
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This course meets the State of New Jersey's Department of Health core requirements for State re-certification as an emergency medical technician (EMT). Participants must be a current or recently expired EMT and must possess a valid CPR certification to attend. This program offers 24 cores CEU's to qualified personnel.

Instructor: Lt. Michael Tomich and Academy Staff

Date(s): November 7-9, 2011

Class Limit: 24

Time: 0900-1800

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Police Academy

Cost: Essex County – \$200.00

Out of County – \$200.00

REGISTRATION

Please complete the following information and return to the Police Academy by mail or fax.

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Fire Fighter – 1 (Weeknights & Weekends)

Fire Fighter 1 is the first level of a progressive program which includes Fire Fighter 1, 2, and 3. This level introduces the novice firefighter to the basics of nationally recognized fire fighting techniques. Methods of instruction will include classroom theory as well as skill oriented "hands on" drill sessions. Student performance will be evaluated throughout the course including midterm and final exams, both written and practical. The New Jersey Division of Fire Safety's standardized Fire Fighter 1 test is given as part of the final exam. Fire Fighter 1 meets the performance objectives of the N.F.P.A. standard 1001 and N.J.A.C. 5:73 4.3 standard which will allow a firefighter to perform firefighting under direct supervision. All students will receive ICS Orientation, Bloodborne Pathogens, Right to know and Hazardous Materials Awareness and Operational Levels of training as required by N.J.A.C. 5:75-6.1. Full Personal Protective Equipment is required for **ALL** sessions.

Instructor: Academy Staff

Date(s): TBA, Early Spring 2012

Class Limit: 24 Students Max.

Time: 1900-2300

Attire: Uniform of the day.

Equipment: Materials will be supplied by the Academy

Cost: Essex County – \$200.00

Out of County – \$300.00

REGISTRATION

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<h2 style="margin: 0;">Fire Officer-1 Challenge Examination</h2>
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The Division of Fire Safety will accept the Fire Officer 1 Challenge Exam Completion Certificate to meet the "Written Examination" credentialing requirements established for the issuance of the Fire Officer 1 Certification. The exam is three hours in length. Each participant must show a photo ID to be admitted into the exam room. This announcement is not endorsed by the NJ Department of Personnel and will not substitute for their requirements. This examination will not be administered orally to a candidate. The exam questions have been validated by the Division of Fire Safety and meet the requirements of the NFPA 1021 Standard.

Please note that Fire Officer 1 written examination candidates will have "one" attempt to pass the "challenge" examination. A minimum passing score of "70" is required to pass the examination. The "challenge" Fire Officer 1 Written Examination will be offered to individuals who meet the following criteria:

Each person tested through this "challenge" examination must possess a valid "Incident Management Level 1" certification issued by the Division of Fire Safety, and have previously served, or currently be serving as a fire suppression fire officer within a fire company, fire department, fire district or fire brigade. To clarify, "Fire Officer" shall be a Lieutenant, Captain, Battalion Chief, Assistant Chief, Deputy Chief or Fire Chief. Fire Police line officer titles will not be accepted as meeting fire suppression line officer requirements.

Instructor: Academy Staff

Date(s): October 12, 2011

Class Limit: 100

Time: 1900

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – No Cost

Out of County – No Cost

REGISTRATION

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<h2 style="margin: 0;">Fire Fighter-2 Challenge Exam (Weekend)</h2>

For a limited time, the New Jersey Division of Fire Safety is allowing Fire Fighters who meet a specific list of criteria to challenge the Fire Fighter-2 exam. Individuals wishing to take the Fire Fighter-2 challenge exam must have previously obtained New Jersey State Fire Fighter-1 Certification and have a minimum of five years of fire fighting experience. Those who have successfully completed a Fire Fighter-2 course prior to the existence of the state exam, also qualify for the challenge exam. Each participant must show a photo ID to be admitted into the exam room. The opportunity to challenge the Fire Fighter-2 exam is being offered by the Division of Fire Safety for only a limited time.

Instructor: Academy Staff

Date(s): October 8, 2011

Class Limit: 100

Time: 1000

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County - No Cost

Out of County – No Cost

REGISTRATION

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<h2>Fire Fighter-2 Challenge Exam (Weeknight)</h2>
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For a limited time, the New Jersey Division of Fire Safety is allowing Fire Fighters who meet a specific list of criteria to challenge the Fire Fighter-2 exam. Individuals wishing to take the Fire Fighter-2 challenge exam must have previously obtained New Jersey State Fire Fighter-1 Certification and have a minimum of five years of fire fighting experience. Those who have successfully completed a Fire Fighter-2 course prior to the existence of the state exam, also qualify for the challenge exam. Each participant must show a photo ID to be admitted into the exam room. The opportunity to challenge the Fire Fighter-2 exam is being offered by the Division of Fire Safety for only a limited time.

Instructor: Academy Staff

Date(s): December 15, 2011

Class Limit: 100

Time: 1900

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – No Cost

Out of County – No Cost

REGISTRATION

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Rank

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Haz-Mat Awareness (Weeknight)

This basic course will explain what hazardous materials incidents are, as well as introduce the skills to detect the presence of hazardous materials. The instruction includes an overview of how incidents are classified into levels, an introduction to the Incident Command System, and a review of the roles and notification requirements of municipal, county and state organizations. This program offers four (4) elective CEU's to qualified personnel.

Instructor: Deputy Chief Christopher Weiss, East Orange Fire Department

Date(s): December 1, 2011

Class Limit: 50

Time: 1900-2200

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Police Academy

Cost: Essex County – \$25.00

Out of County – \$25.00

REGISTRATION

Please complete the following information and return to the Police Academy by mail or fax.

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<h2 style="margin: 0;">Haz-Mat Operations (Weeknight)</h2>
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The eight-hour course provides training for those personnel who have some protective equipment and other resources that would enable them to take further defensive actions at a Hazardous Materials scene. This course is a prerequisite for the HazMat Technician Course.

Prerequisite: HazMat Awareness

Instructor: Deputy Chief Christopher Weiss, East Orange Fire Department

Date(s): December 5 & 8, 2011 **Class Limit:** 24

Time: 1900-2200 **Attire:** Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Police Academy

Cost: Essex County – \$50.00 Out of County – \$50.00

REGISTRATION

Please complete the following information and return to the Police Academy by mail or fax.

First Name	Last Name	Rank
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<h2 style="margin: 0;">Incident Command System 200 (Weeknight)</h2>

This is the New Jersey State Police (NJSP) Office of Emergency Management program. It is required course for current or potential fire officers as well as the recommended training level for police, fire, EMS and first response personnel. Please note that ICS-100 is NOT a prerequisite for ICS-200. New Jersey Emergency Medical Technicians (EMT) may receive 12.0 elective continuing education units (CEU) for attendance at this program.

Instructor: Deputy Chief Christopher Weiss, East Orange Fire Department

Date(s): October 4, 6, 11 & 13, 2011

Class Limit: 50

Time: 1830– 2230

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Police Academy

Cost: Essex County – \$75.00

Out of County – \$75.00

REGISTRATION

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Incident Command System 200

This is the New Jersey State Police (NJSP) Office of Emergency Management program. It is required course for current or potential fire officers as well as the recommended training level for police, fire, EMS and first response personnel. Please note that ICS-100 is NOT a prerequisite for ICS-200. New Jersey Emergency Medical Technicians (EMT) may receive 12.0 elective continuing education units (CEU) for attendance at this program.

Instructor: Deputy Chief Christopher Weiss, East Orange Fire Department

Date(s): October 17 & 18, 2011

Class limit: 50

Time: 0900– 1800

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Police Academy

Cost: Essex County – \$75.00

Out of County – \$75.00

REGISTRATION

Please complete the following information and return to the Police Academy by mail or fax.

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<h2 style="margin: 0;">Incident Command System 300 (Weeknight)</h2>

This course will expand on the basic concepts presented in I-200. The single command organization is stressed and students will be exposed to resource management and the role and function of each ICS position, including air operations. Through a series of small group exercises students will be provided examples of how the essential system principles and components are used in incident planning. This course includes modules 7-11 of the National Interagency Incident Management System curriculum. *ICS 200 is a pre-requisite.* This program offers **24 elective CEU's** to qualified EMS personnel.

Instructor: Deputy Chief Christopher Weiss, East Orange Fire Department

Date(s): Oct.18, 20, 25, 27 & Nov. 1 & 3, 2011 **Class Limit:** 24

Time: 1830-2230 **Attire:** Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Police Academy

Cost: Essex County – \$100.00 Out of County – \$100.00

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Please complete the following information and return to the Police Academy by mail or fax.

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Incident Command System 300

This course will expand on the basic concepts presented in I-200. The single command organization is stressed and students will be exposed to resource management and the role and function of each ICS position, including air operations. Through a series of small group exercises students will be provided examples of how the essential system principles and components are used in incident planning. This course includes modules 7-11 of the National Interagency Incident Management System curriculum. *ICS 200 is a pre-requisite.* This program offers **24 elective CEU's** to qualified EMS personnel.

Instructor: Deputy Chief Christopher Weiss, East Orange Fire Department

Date(s): November 1-3, 2011

Class Limit: 24

Time: 0900-1800

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Police Academy

Cost: Essex County – \$100.00

Out of County – \$100.00

REGISTRATION

Please complete the following information and return to the Police Academy by mail or fax.

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Incident Command System 400 (Weekend)

This course is specific to personnel who will be serving in the following positions: command or general staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers. The target audience for ICS-400 is all emergency responders including Fire, EMS, Emergency Management, Law Enforcement, Public Health and Public Works staff. *ICS 300 is a pre-requisite.* This program offers **16 elective CEU's** to qualified EMS personnel

Instructor: Chief Timothy Weiss (Ret.), East Orange Fire Department

Date(s): Nov.12 & 19, 2011

Class Limit: 24

Time: 0900-1700

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Police Academy

Cost: Essex County – \$75.00

Out of County – \$75.00

REGISTRATION

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First Name

Last Name

Rank

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE POLICE ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name

Department/Agency

Chief or Authorized Official Signature

Department/Agency Address

Telephone #

Fax #

Essex County College Police Academy
250 Grove Avenue
Cedar Grove, New Jersey 07009
Telephone (973) 877-4350 ❖ Fax (973) 239-8842
www.essex.edu/pacademy

Incident Command System 400

This course is specific to personnel who will be serving in the following positions: command or general staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers. The target audience for ICS-400 is all emergency responders including Fire, EMS, Emergency Management, Law Enforcement, Public Health and Public Works staff. *ICS 300 is a pre-requisite.* This program offers **16 elective CEU's** to qualified EMS personnel

Instructor: Chief Timothy Weiss (Ret.), East Orange Fire Department

Date(s): Oct. 31 & Nov.1, 2011

Class Limit: 24

Time: 0900-1700

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Police Academy

Cost: Essex County – \$75.00

Out of County – \$75.00

REGISTRATION

Please complete the following information and return to the Police Academy by mail or fax.

First Name

Last Name

Rank

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE POLICE ACADEMY.

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<h2 style="margin: 0;">NFA Incident Safety Officer (Weekend)</h2>

This 16 Hour National Fire Academy Incident Safety Officer course will teach the Safety Officer responsibilities which fall into two clear out categories; those associated with responding at the incident scene, and those associated with managing the day to day affairs of the department. The Incident Safety Officer (ISO) course is focused on the incident and the role the Safety Officers plays as part of the Command Staff. The target audience would be Company Officers (CO) who are experienced in firefighter safety issues and are familiar with an Incident Command System, hazardous materials management, and related emergency operations. The program provides the student with the decision-making process and skills required to recognize unsafe acts and conditions and take appropriate corrective actions.

Pre-Requisite: Successful completion of Fire Fighter-1

Instructor: Deputy Chief Christopher Weiss, East Orange Fire Department

Date(s): December 3 & 10, 2011

Class Limit: 24 Students Max.

Time: 0900-1800

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – \$75.00

Out of County – \$75.00

REGISTRATION

Please complete the following information and return to the Police Academy by mail or fax.

First Name

Last Name

Rank

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE POLICE ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

<hr/> Chief or Authorized Official Name	<hr/> Department/Agency
<hr/> Chief or Authorized Official Signature	<hr/> Department/Agency Address
<hr/> Telephone #	<hr/> Fax#

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<h2 style="margin: 0;">Right to Know Refresher (Weeknight)</h2>

This course will review the Right-to-Know/Hazard Communication and SARA Regulations as well as safety and health measures, Material Safety Data Sheets and Hazardous Substance Fact Sheets. **This course meets the NJDOHSS and OSHA Regulations** and provides **2 elective CEU's** for qualified EMS personnel. Initial RTK training is a pre-requisite for this program.

Instructors: Lt. Michael Tomich

Date(s): November 10, 2011

Class Limit: 100 Students Max.

Time: 2100-2300

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Police Academy

Cost: Essex County – \$10.00

Out of County – \$10.00

REGISTRATION

Please complete the following information and return to the Police Academy by mail or fax.

First Name

Last Name

Rank

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Chief or Authorized Official Name	Department/Agency
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Chief or Authorized Official Signature	Department/Agency Address
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Telephone #	Fax #
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DIRECTIONS TO THE ACADEMY

FROM ROUTE 280:

Take Route 280 to Exit 7. Make a right turn from the exit ramp onto Pleasant Valley Way. Travel North on Pleasant Valley Way to the end (approximately 2 ½ miles). Make a left turn onto Bloomfield Avenue. Go to the 2nd traffic light and turn right onto Grove Avenue. Travel North on Grove Avenue 1.6 miles to the Essex County College Police Academy.

FROM ROUTES 80 / 46 / 23 INTERCHANGE:

Follow the signs and get onto Rt. 23 South. Travel South on Rt. 23 approximately 2.6 miles. Make a right onto Grove Avenue immediately after the Rail Road trestle. Travel South on Grove Avenue approximately ¼ mile to the Essex County College Police Academy.

FROM THE NEWARK / BLOOMFIELD AREA:

Travel West on Bloomfield Avenue to Verona Park. There is a traffic light at the end of Verona Park. Counting that light as the first, go to the third traffic light and make a right turn onto Grove Avenue. Travel North on Grove Avenue 1.6 miles to the Essex County College Police Academy.

FROM THE FAIRFIELD / CALDWELL AREA:

Travel East on Bloomfield Avenue to Verona. As you enter Verona, you will see a large radio tower on the left. Proceed to the third traffic light and make a left turn onto Grove Avenue. Proceed North on Grove Avenue 1.6 miles to the Essex County College Police Academy.

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GENERAL INFORMATION

Registration

A registration form must be signed by the Chief or designee prior to acceptance by the Academy and must be received at least one week prior to the class start date. Once completed, registration forms must be mailed or faxed to the Academy.

Class Information

Classes are held at the Police Academy and begin promptly at 9:00 am unless otherwise indicated. Classroom assignments are posted on the daily activity calendar located at the facility's entrance.

Course Cancellation

Courses that do not have the minimum number of registrants will be cancelled. Departments will be notified of the course cancellation by fax and/or by phone.

Attendance

Class attendance is mandatory for certificate consideration and any absence will be reported to the parent agency. If absence is unavoidable, the Academy shall be notified.

Payment

Make payments (checks or voucher) for classes where cost is indicated to:

Essex County College Police Academy

Refund Policy

No refunds will be issued due to failure of attending the class. Refunds shall be authorized based on a written justification by the agency at least one week prior to the class start date.

Certificates

Certificates of completion will be issued to personnel who satisfactorily meet the course requirements.

Dress Code

Proper attire, unless otherwise indicated in the course description, is either departmental uniform or casual business attire.

Smoking

The Academy is a smoke-free institution; therefore smoking is not permitted in the building or on the grounds.

Telephone

No messages(s) will be delivered during class except in an emergency. Messages will be posted on the message board in the main lobby.

Academy phones are restricted to the use of the Academy staff and instructors.

Alcoholic Beverages

Consumption of alcoholic beverages is not permitted on the Academy grounds.

Parking

Parking space is limited. State statutes and local ordinances are enforced on the roadways adjacent to the Academy.

General Restrictions

Students are requested not to speak to or fraternize with any recruit attending basic training classes.

Administrative offices are to be entered on official business only.