

# TEEX FIRE ACADEMY

## REPORTING INSTRUCTIONS

TEEX.org/firefighter 866-878-8900

TEXAS A&M ENGINEERING



EXTENSION SERVICE



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PURPOSE • INTEGRITY • HONOR • COURAGE • DUTY • CHARACTER • RESPECT



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## **Texas A&M Engineering Extension Service (TEEX) Mission**

TEEX makes a difference by providing training, developing practical solutions, and saving lives.

## **Vision**

TEEX is an adaptive and innovative service agency making a difference worldwide.

## **Values**

- **Safety:** We place safety and well-being above all by focusing on prevention and response.
- **Teamwork:** We embrace collaboration and encourage involvement.
- **Adaptability:** We rapidly adjust to the needs of our team members, our customers, and our environment.
- **Respect:** We value the unique skills and ideas of every individual.
- **Stewardship:** We commit to the wise management of our human, natural, and material resources.

## **TEEX Fire Academy Mission Statement**

The TEEX Fire Academy is committed to developing premier candidates to gain the knowledge and skills necessary to enter the workforce and become effective leaders in their community.



# BEFORE REPORTING TO THE TEEX FIRE ACADEMY

## Meningitis Vaccination

The State of Texas has passed Senate Bill 1107, effective January 1, 2012, which requires students to show proof of having the vaccine. Entering college students required to receive meningococcal vaccination and students not required to receive meningococcal vaccine are defined by the Texas Higher Education Coordinating Board Rules, Chapter 21, Subchapter T, [§21.612](#), [§21.613](#), and [§21.614](#).

All participants not meeting an exception or qualifying for an exemption must receive the bacterial meningitis vaccination at least 10 days prior to the start of the class or to attendance at the face-to-face component of a blended course or you will not be allowed to attend the class.

**Note:** Vaccinations older than 5 years will require a booster.

Proof of vaccination must be brought with you to the first day of class.

Exemptions:

**Students 22 years of age or older at the time of the class start date are exempted.**

The Texas Department of Health allows exemptions from the immunization for the following reasons which can be found on our website at <https://teex.org/Pages/policies/bacterial-meningitis-information-requirements.aspx>.

To file an exemption under one of the provisions, participants must use the official Texas Higher Education Coordinating Board's [Affidavit Request for Exemption from Immunizations for Reasons of Conscience form](#). The student must print the form, have it notarized, and file the **original** document with the TEEX program in which they are enrolling.

### I. What happens if I don't get the vaccine?

If you are required to have it, and do not show proof, you will not be able to attend classes.

### II. Where can I get the vaccine?

You can get the vaccine from your doctor, the Texas Department of Health, or through some pharmacies such as CVS or Walgreens.

### III. Is there a deadline to get the vaccine?

Yes, the vaccine must have been received **at least 10 days prior to the start of the face-to-face class.**



## Tech Standards

Student is required to review, sign, and return prior to first day of class.

## Americans with Disabilities Act (ADA) Services

To ensure TEEX is able to make reasonable accommodations, participants should communicate their needs at least two weeks prior to attending a course or activity. Documentation may be required.

To discuss accommodation requests, contact TEEX Student Services at [StudentServices@teex.tamu.edu](mailto:StudentServices@teex.tamu.edu)

Students requiring accommodation through the ADA should review their accommodations with the instructor on or before the first day of class.

## Uniforms

These items need to be purchased and picked up before the first day of class (for face-to-face training or ORA-101 cadets):

- Navy blue Fire Academy t-shirts
- Short-sleeve light blue uniform shirt
- Black tie for graduation
- Navy blue uniform pants, cotton/poly blend worn daily
- Black, polishable workboots with black socks (must be safety-toe)
- Plain black leather or web belt with silver or pewter buckle
- Solid navy blue sports shorts and/or solid navy- blue sweat pants (physical training gear).
- Athletic shoes for running and exercise (physical training gear). You will be running on concrete and asphalt so plan accordingly.

You may purchase as many t-shirts, sweatshirts, and uniform shirts as you would like. However, at least (5) t-shirts and (2) short-sleeve uniform shirts are recommended. Items can be purchased at [BarkerProductions.com](http://BarkerProductions.com) or phone: 979-458-0741 to make arrangements for purchasing these items. All items can be purchased online. In-person hours are Monday-Thursday 9:00 A.M. – 5:00 P.M., Friday 9:00 P.M. – 1:00 P.M., and closed Saturday-Sunday. **Uniforms must be picked up before close of business the Friday before class starts.**



## Class Materials

Required: **Essentials of Fire Fighting**

The following items are not required but recommended to supplement the Essentials textbook for success in the Academy:

- **IFSTA Essentials of Fire Fighting Course Workbook**
- **IFSTA Essentials of Fire Fighting Exam Prep**

**Note:** To be successful, students need to read the course textbook prior to attending the Academy Course textbooks can be purchased at:

- IFSTA: Phone (800) 654-4055 or <https://www.ifsta.org/shop>
- State Firefighters' and Fire Marshals' Association of Texas (SFFMA): Phone (512) 454-3473 or email [sales@ssfma.org](mailto:sales@ssfma.org)
- In Canada — Firehall Bookstore: 877-267-3473 or <https://www.firehallbookstore.com/>

## Personal Protective Equipment (PPE)

All bunker gear **must be ordered at least 30 days in advance** to ensure delivery for the class start date. It is recommended that students have rental gear shipped to the fire field and not their own address. The rental company will usually send all required documentation to TEEX, but students should ask to make sure.

Students participating in the Academy will be required to complete all hands-on skill training and must provide an appropriate and approved PPE ensemble. They can bring departmentally issued PPE, personally owned PPE, or rented PPE. If students are bringing department-issued bunker gear, they should be sure to provide all necessary documentation the first day they arrive. No bunker gear bags are allowed.

All students must wear a PPE ensemble that is compliant with both of the following standards:

- Current Edition of National Fire Protection Association (NFPA) 1971: Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
- Current Edition of NFPA 1851: Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural and Proximity Fire Fighting



## Bunker Gear

Bunker gear will be inspected for compliance at the start of the Academy by Academy staff. It is your responsibility to make sure that the gear is compliant with the most current NFPA standard for both manufacture and inspection. The PPE ensemble will include the following elements:

- NFPA-approved structural firefighting helmet with face shield
- NFPA-approved structural firefighting boots
- NFPA-approved firefighting gloves
- NFPA-approved structural firefighting bunker coat
- NFPA-approved structural firefighting bunker pants
- 7mm Prusik cord, 10 ft. length (can be included with bunker gear rental)

When renting, keep the following in mind:

- Documentation of last/current inspection is required to accompany all bunker gear used in the Academy. Please make arrangements to obtain gear inspection with detailed documentation. Please arrange to have this done prior to attending the Academy and provide documentation to us for inclusion in our course documentation. Non-compliant gear will not be allowed.
- The rental company must provide proof of inspection with the gear for our files. Please talk to someone at that rental company and get a guarantee in writing that the gear meets Texas standards and that they will provide inspection documentation. There were delays in previous classes because cadets did not ask and they had to ship the gear back. Go to <http://www.tcfp.texas.gov/> to read the standards.
- When renting, search and choose a company that will meet your personal needs during the hands-on skills portion of the Academy. Be sure to ask about the following as it pertains to your situation:
  - NFPA/Texas Commission on Fire Protection compliance (current standards)
  - Gear replacement policy, time frame for replacement, and costs associated should damage occur to gear during training
  - Shipping, measuring, and sizing
  - Deposits and refunds
  - Rental return shipping procedures
  - Any gear that is yours to keep following rental period
  - Meeting location if gear is to be delivered to you
  - Gear delivered to the Fire Academy will be issued on Day 1

The gear must bear the NFPA tag indicating that it meets appropriate NFPA standards. Please have the bunker gear with you for documentation and processing on the first day of the Academy.



## Bunker Gear Rental Vendors

The following are two bunker gear rental vendors that our students have done business with in the past. TEEX does not endorse or promote the use of any specific vendor. The gear rental companies are private enterprises and all business you do with your chosen company is between you and that company. We have no role or responsibility regarding your relationship or rental contracts with vendors, so please choose wisely.

TurnoutRental

Phone: 866-887-6688

<https://www.turnoutrental.com>

To receive a discount use school code: TEEX

911 Rental Gear

Phone: (866) 370-7800 (Ext. 105)

<http://www.911rentalgear.com>

Students will not have time to do business with rental companies the first day of the hands-on skills, so they must make sure to report to the fire field with the proper gear needed to complete this portion of the course.

If you are bringing bunker gear from your department or someone else, you must provide the proper documentation:

- A letter from the fire department/person stating that the gear is being issued to you
- A list of serial numbers and manufacturer dates for each piece
- Instructions on the proper inspection of each item
- That the gear is NFPA 1851 compliant and advanced cleaning/inspection from a third party

TEEX will not do bunker gear inspections nor will we provide forms. Any gear that does not have proper paperwork will not be allowed on the fire field. Gear is needed on the first day students arrive to class and it is up to the student (not TEEX staff) to make sure proper inspections have been done and the gear is compliant.

If you need further assistance, contact [recruit@teex.tamu.edu](mailto:recruit@teex.tamu.edu) immediately to ensure that your turnout gear is in full compliance.

## Foreign Student Information

This course is delivered entirely in the English language. There are no foreign language adaptations made. English proficiency is a United States Customs and Immigration Service (USCIS) requirement for the Academy.

Applicants whose native language is not English are required to submit proof of English proficiency to be eligible for review. English proficiency can be demonstrated via the English3 Proficiency Test (E3PT).



## REPORTING INSTRUCTIONS

The E3PT measures general and academic English proficiency. The E3PT is offered online anywhere in the world and can be completed at any time. Test takers will need a working webcam, microphone, and speakers; a reliable internet connection; and a quiet and well-lit room. Information regarding the E3PT is available at <https://english3.com/>.

All foreign students are required to have an I-20 M Form (Certificate of Eligibility) to attend the Academy. Law requires TEEX to have their tuition balance paid in full along with a fully completed and notarized Student Financial Responsibility Form and a U.S. address before we can issue an I-20 M Form.

You need to contact the TEEX International Student Advisor Office for information needed to process your I-20 M Form. The phone number for the TEEX International Student Advisor Office is: 979-458-2416 or 979-458-6820. You can email them at: [internationalstudents@teex.tamu.edu](mailto:internationalstudents@teex.tamu.edu)

When you receive the I-20 M Form, you must go online to: <https://www.fmjfee.com/> and complete the information for the mandatory Student and Exchange Visitor Information System (SEVIS) Form I-901 fee payment. The expected fee is \$350.00 (fee is subject to change). SEVIS will email you a SEVIS I-901 payment confirmation after you have made your fee payment with a credit card. For more information on the SEVIS fee please refer to the U.S. Department of Homeland Security (DHS) website at <https://www.ice.gov/sevis/students>

Your original I-20 M Form will be processed and shipped to you approximately fourteen days prior to the Academy start date. Please use the eShipGlobal service to have your document express shipped to you either through UPS or FedEx at your own expense. To do so, insert the following address in your browser: <https://study.eshipglobal.com/>. Do not visit UPS or FedEx directly.

When you cross the border into the United States, you should bring the following:

- A printed copy of the SEVIS I-901 payment confirmation
- A current passport with a validity date at least six months beyond your intended period of stay
- A valid driver's license
- I-20 M (Certificate of Eligibility)

You must have your passport stamped with an M-1 visa upon entry to the United States at the border crossing. The stamp is proof that you legally crossed the border under the required vocational student visa status.

Please check with your country of origin and port of entry to the United States for additional requirements. It is your responsibility to contact your local government for any additional requirements and fees. Please do this in advance. There may be an additional step depending on your country of origin.



## **Physical Fitness**

Students are required to participate in Physical Training (PT) the majority of the days in the Academy. These activities consist of but are not limited to running, pushups, sit-ups, flutter kicks, burpees, and stair climbs. These drills may be done in full fire service protective ensemble. This ensemble weighs approximately 40 pounds and is bulky, hot, and cumbersome. The climate at Brayton Fire Training Field is predominately hot and humid. The ability to maintain proper hydration and nutrition is paramount. The Academy is not the time to try a new diet, use weight loss pills or energy drinks, or be physically unprepared.

During the Academy, students take physical fitness tests that consist of multiple fire service activities. The students are graded on their individual performance.

The fire service is a very physically demanding profession. The Academy is designed to prepare you for that. If you come into class out of shape, unprepared, and unwilling to ready yourself, you will have serious issues. The Academy instructors are there to help, but you have to prepare yourself mentally and physically.

## **Internet Service**

TEEX Emergency Services Training Institute (ESTI) does not provide internet connections off-site. If you need to use internet services, it is your responsibility to obtain internet services.

## **Parents and Family Members**

In accordance with the Family Education Rights and Privacy Act (FERPA), we are not allowed to release information about your education to your parents. This is often confusing for parents, who may be funding your attendance at the Academy, so please do your best to communicate frequently with your parents, as they are concerned about you and their financial investment.

## **Transportation**

There is no public transportation to the fire field, so plan on having your own transportation.



# AT THE TEEX FIRE ACADEMY

### **Reporting Location**

The date and time of your face-to-face skills camp class start date will be included in the email you receive from the Academy. When you come to College Station to begin your training, you will report to Brayton Fire Training Field (located at 1595 Nuclear Science Road, College Station, Texas 77843) for class orientation and check-in.

### **Cadet Identification Card**

An identification card will be issued to you. You must keep this identification card on you at all times during the Academy. It is used for accountability purposes during field training and serves to identify you as a cadet to employees or visitors.



## SUPPLY CHECKLIST

<input checked="" type="checkbox"/>	<b>CLASSROOM MATERIALS</b>
	Essentials of Fire Fighting
	Pens
	Pencils
	Highlighters
	Paper for note taking
	Backpack for classroom materials that is appropriate for the classroom
	Durable water bottle
<input checked="" type="checkbox"/>	<b>CLOTHING / UNIFORM</b>
	Fire Academy T-shirts
	Uniform shirt, short sleeve
	Navy blue uniform pants
	Black leather uniform workboots with black socks
	Black shoe polish
	Black belt
	Duffle bag for change of clothes
	Solid, navy blue shorts (TEEX or no logo)
	Solid, navy blue sweat pants (TEEX or no logo)
	Athletic Shoes for running (with good support)
<input checked="" type="checkbox"/>	<b>BUNKER GEAR</b>
	Coat
	Pants
	Boots
	Hood
	Helmet
	Fire gloves
	10 ft. of 7-mm Prusik cord (most gear vendors include these, but ask)
	Leather work gloves (most vendors include these, but ask)
<input checked="" type="checkbox"/>	<b>OTHER REQUIRED DOCUMENTS</b>
	TEEX Fire Academy Technical Standards, Essential Skills, and Job Functions
	Proof of Meningitis Vaccination within 5 years if under age of 22