



UNIVERSITY OF MARYLAND • MARYLAND FIRE AND RESCUE INSTITUTE

# 2016-2017 COURSE CATALOG





# UNIVERSITY OF MARYLAND

MARYLAND FIRE AND RESCUE INSTITUTE

College Park, Maryland 20742-6811  
301.226.9900 TEL 301.314.0686 FAX

The Maryland Fire and Rescue Institute (MFRI) has over eighty-five years of experience in providing state-of-the-art fire, rescue, and emergency medical training programs to the emergency services providers in the State of Maryland. Through the dedication of more than 60 full-time faculty and staff and the support of 700 state-certified field instructors serving as adjunct faculty, MFRI prides itself on its ability to present programs that meet our customers' needs through site-specific mobile training or at any one of MFRI's regional training centers.

MFRI is an entity of the University of Maryland at College Park with headquarters facilities and an academy located on the College Park Campus, as well as six regional training centers located at Aberdeen, Cresaptown, Mt. Airy, Centreville, Princess Anne, and La Plata. MFRI courses are developed to be in full compliance with national fire service training standards. Our written and practical examination process has been accredited by the National Board on Fire Service Professional Qualifications and the International Fire Service Accreditation Congress with respect to meeting the certification requirements of the NFPA Fire Service Professional Qualification standards.

This MFRI Course Catalog identifies the specifications and prerequisites for each course. Please review the catalog carefully as well as the "Rules and Regulations" for the manner in which classes are conducted and the responsibilities of the students who attend these classes.

It is the goal of the Maryland Fire and Rescue Institute to provide outstanding service to the fire departments and students who take a MFRI course and to continually improve the emergency services training and education environment within Maryland. Thank you for your participation as a student and good luck to you in all of your future endeavors.

Sincerely,

Steven T. Edwards  
Director



## TABLE OF CONTENTS

<b>MISSION/VISION/VALUES.....</b>	<b>1</b>
<b>ORGANIZATIONAL CHART .....</b>	<b>3</b>
<b>ORGANIZATION .....</b>	<b>5</b>
<b>ARTICULATED COLLEGE CREDIT.....</b>	<b>7</b>
<b>RULES AND REGULATIONS.....</b>	<b>9</b>
<b>EQUIVALENCY CHALLENGE PROGRAM.....</b>	<b>39</b>
<b>COURSE OFFERINGS.....</b>	<b>41</b>
<b>EMERGENCY MEDICAL SERVICES.....</b>	<b>41</b>
<b>FIRE.....</b>	<b>49</b>
<b>HAZARDOUS MATERIALS.....</b>	<b>59</b>
<b>MANAGEMENT .....</b>	<b>61</b>
<b>RESCUE .....</b>	<b>77</b>
<b>INCIDENT COMMAND SIMULATION CENTER .....</b>	<b>81</b>
<b>HEADQUARTERS AND REGIONAL TRAINING CENTERS.....</b>	<b>83</b>
<b>MARYLAND FIRE AND RESCUE INSTITUTE LOCATION MAPS .....</b>	<b>85</b>
<b>REQUEST FOR TRANSCRIPT.....</b>	<b>89</b>



## **MISSION/VISION/VALUES**

### Mission

The Maryland Fire and Rescue Institute (MFRI) of the University of Maryland is the state's comprehensive training and education system for emergency services. The Institute plans, researches, develops, and delivers quality programs to enhance the ability of emergency service providers to protect life, the environment, and property.

### Vision

The Maryland Fire and Rescue Institute is and will continue to be a premier emergency services education organization by developing and delivering high-quality training. We will constantly evolve to address developing trends and needs in emergency services training.

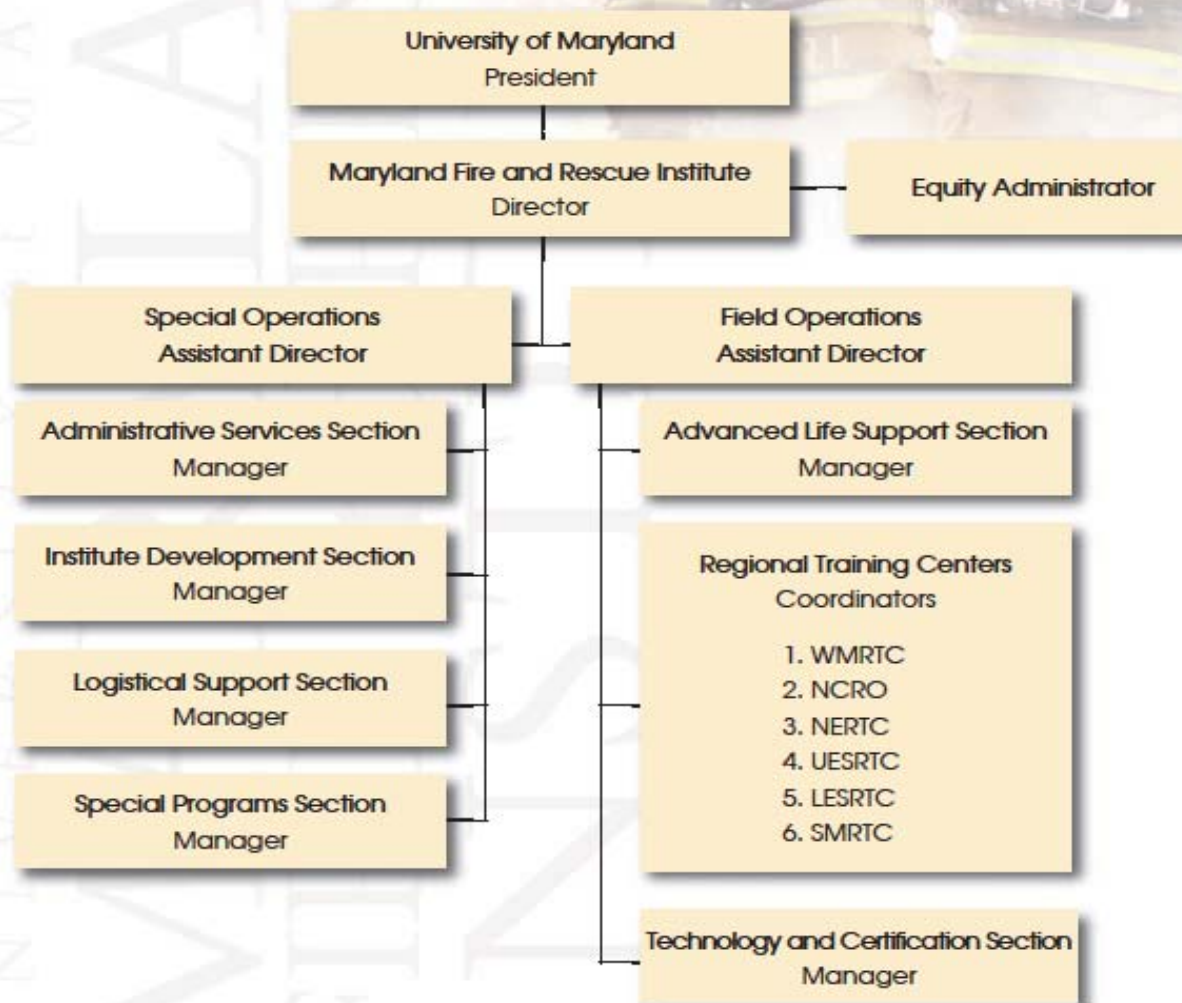
### Values

Core values support the mission, shape our culture and reflect that which is important to the Institute.

- Student Success—Ensure student success by actively motivating and supporting students.
- Safety—Maintain strict safety standards to ensure the well-being of our students and instructors.
- Academic Excellence—Ensure all training courses are of the highest possible quality.
- Integrity—Operate according to the highest ethical principles.
- Professionalism—Ensure that all faculty, staff and instructors conduct themselves professionally.
- Diversity/Equity—Ensure that services are equally available to all and that the diverse group of faculty/staff, instructors and students are treated with respect and fairness.
- Responsibility—Be accountable to customers, both internal and external, for the services provided.



# Maryland Fire and Rescue Institute ORGANIZATIONAL CHART







## **ORGANIZATION**

The Maryland Fire and Rescue Institute is organized into two separate divisions: Field Operations and Special Operations. Each division is overseen by an Assistant Director who reports directly to the Institute Director. The Field Operations division oversees the implementation and delivery of MFRI programs in the field and provides technical support to all MFRI sections. The Special Operations division oversees the development and revision of MFRI programs, provides professional development programs for MFRI instructors, manages the Institute's resources, provides administrative support to all MFRI sections, and promotes and delivers MFRI programs to business, industrial and government clients. Each division houses several sections whose responsibilities are outlined in detail below.

### **Field Operations**

Regional Training Centers: Regional training centers coordinate the delivery of MFRI programs to meet the needs of the emergency services departments and personnel of the counties they serve.

Advanced Life Support Section: The Advanced Life Support Section is responsible for the delivery of continuing education for Maryland's advanced life support providers.

#### Technology and Certification Section:

The Technology and Certification Section is responsible for administering all MFRI networks and computers, developing and maintaining preregistration, registration, and transcript systems, and the Incident Command Simulation Center. In addition, MFRI serves as the administrative arm for the Maryland Fire Service Personnel Qualifications Board (MFSPQB). All certifications, as well as the data repository of the Maryland Voluntary Fire Service Certification System, are produced and maintained here.

### **Special Operations**

Administrative Services Section: The Administrative Services Section is responsible for the administrative support of all MFRI sections including budget preparation, personnel, accounting and payroll records, purchasing, bookstore sales, and print services.

Institute Development Section: The Institute Development Section is responsible for the creation and revision of all MFRI programs. All professional development opportunities to full- and part-time personnel are handled by this section as well.

Logistical Support Section: The Logistical Support Section is responsible for two distinct functions: logistical support and risk management. As part of the logistical support function, this section is responsible for delivering quality services, equipment and other supplies in accordance with Institute policy and customer expectations. As part of the risk management function, this section is responsible for recognizing and correcting workplace hazards, attaining and maintaining an acceptable level of risk, and promoting safety among our students, instructors, faculty and staff.

Special Programs Section: The Special Programs Section is self-supporting and is responsible for the promotion and delivery of safety and health, regulatory and loss prevention and control programs to

business, industrial and government clients. The section also provides training for the emergency services departments of the Department of Defense and foreign governments. The Special Programs Section offers many industrial and governmental safety-related services to clients. OSHA compliance audits based on the Industrial Emergency Response and Safety Needs Assessment developed by SPS are available in addition to life safety audits.

**ARTICULATED COLLEGE CREDIT**

In the interest of fiscal responsibility, the Maryland Fire and Rescue Institute is no longer participating in the American Council on Education's College Credit Recommendation Service (CREDIT) program. In lieu of this, the Institute has negotiated articulation agreements with several local colleges and universities in order to offer articulated credit for some Maryland Fire and Rescue Institute training courses.

As of June 1, 2016, the Institute has articulation agreements with the following institutions:

Anne Arundel Community College  
*Arnold, Maryland*

Cecil College  
*North East, Maryland*

College of Southern Maryland  
*La Plata, Maryland*

Frederick Community College  
*Frederick, Maryland*

Prince George's Community College  
*Largo, Maryland*

This list is dynamic, and students are encouraged to contact their home institutions for more information on articulated college credit for MFRI training courses. In many cases, credits can be transferred between institutions.



## **RULES AND REGULATIONS**

### **Program Offerings**

The University of Maryland and the Maryland Fire and Rescue Institute do not discriminate based on race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, or physical or mental disability, or based on the exercise of rights secured by the First Amendment of the United States Constitution.

The Maryland Fire and Rescue Institute will schedule training programs in the interest of all Maryland ambulance, fire, and rescue companies to the extent that Maryland Fire and Rescue Institute staff time and budget will permit.

The requirements outlined below are important factors in maintaining an effective emergency services training program in the State of Maryland. The Maryland Fire and Rescue Institute of the University of Maryland establishes the conditions of student participation. The University of Maryland and the Maryland Fire and Rescue Institute are equal opportunity institutions with respect to both education and employment.

Maryland Fire and Rescue Institute classes are also governed by the University of Maryland's sexual harassment policy found in the "UMD Policy and Procedures on Sexual Harassment."

### **Disruptive Behavior and Harassment**

Student conduct that disrupts a class or other Institute function, including harassment, making threats, or acting violently, is a serious offense subject to disciplinary action. The Maryland Fire and Rescue Institute strictly adheres to the guidelines on classroom disruption and academic integrity established by the University of Maryland's Office of Judicial Programs. Copies of these guidelines are available upon request from any MFRI office.

MFRI Instructors have full authority to discipline in the class sessions, and the Institute will uphold their valid decisions.

Tobacco products are not to be used in class. Smoking is prohibited in indoor locations.

Electronic devices, including pagers and cell phones will be turned off during class. Exceptions are at the discretion of the instructor.

### **Americans with Disabilities Act Accommodation Request**

An individual seeking accommodation under the Americans with Disabilities Act must make a formal request in writing, listing the specific accommodation(s) being requested and attaching supporting documentation no more than three years old, to support the request. This request should be made at the beginning of the class. Forms are available upon request at the time of registration.

Requests for information on reasonable accommodation under the Americans with Disabilities Act, or questions or complaints concerning the ADA or any of the other applicable federal or state laws

regarding discrimination, shall be referred to MFRI Headquarters or a regional training center/office, which will institute the proper procedures.

MFRI classes may be physically challenging. Instructors should be notified of any condition that could affect the student's ability to perform evolutions or that could jeopardize safety. We request that any person with known problems make this information available to the Institute at the beginning of the class so that a decision can be made regarding safe participation.

**Admission to programs is available to:**

- Bona fide and insured members in good standing at Maryland state, county, and municipal departments providing ambulance, fire, and rescue services.
- Other students on a space-available basis upon payment of the registration fee for the program.
- Industrial, Department of Defense, or other agencies requesting specific programs based on a fee-for-service agreement.

Each student may be asked to produce valid membership identification. No individual under the age of 16 will be enrolled as a participant. If a student is 16 or 17, the student's parent or guardian must sign a form giving permission for the student to enroll in the class. All students must have a responsible officer from their department sign the form verifying their membership in the department. For students using the electronic application system, verification of membership will be completed by the identified department officer during the application process and is not required to be completed again.

The Verification of Membership form is available at the first session and must be completed and returned to the field instructor **no later than the third session** of the class. A copy of the Verification of Membership form is available at registration.

Students who are not members of an emergency services department must pay a non-refundable tuition fee at the start of the class. Persons in this category will be permitted to enroll in class as space permits. In general, to begin a program, there must be a minimum enrollment of students: either 12 for classes in the Western Maryland, Upper Eastern Shore and Lower Eastern regions; or 15 for classes in the North Central, North East and Southern Maryland regions, with a maximum of 25 people per class. For any course to continue, a minimum of 10 students capable of meeting the attendance requirement is required. If enrollment drops below 10 students capable of meeting the attendance requirements, the class will be canceled. A minimum of 10 and a maximum of 15 students are required for the Instructor training programs. Students must complete the general requirements for all programs.

**Student Application and Registration System**

Individuals wishing to apply for MFRI classes should use the system in place for each county or jurisdiction, or contact the appropriate MFRI registration center (one of the regional training centers, the Special Programs or Field Operations sections in College Park, or a designated local jurisdiction).

Beginning with the 2016-2017 academic year, MFRI will begin implementation of an electronic class registration system. The system will be introduced by region. When the electronic registration process has been implemented, all students in the appropriate region will apply for classes using the electronic

system. Once a student has completed an online class application, it will require verification from an identified departmental representative that the applicant is a member of the department and is allowed to participate in the class. Departmental representatives will be notified by email that their member has applied for a class. Each departmental representative will be assigned a username and password for use in the electronic registration system and will use those in the designated website to complete the approval process.

Once the electronic student registration system is implemented in the region, follow the process below for electronic student applications.

### **The Electronic Student Application Process**

- Classes will be advertised and the application process will begin at least 60 days prior to the class start.
- Application information consists of the applicant's name, last five digits of his or her Social Security Number, telephone number, department affiliation, class log number, location, and EMS expiration date, if applicable.
- Applicants may cancel their seating with the registration center at any time without penalty up to three business days prior to the class start date.
- A student will be **flagged** as a "no-show" if cancellation is received **less than** three business days prior to the class start.
- At the time of application, the registration center will take applicable student information for the class. The application process will close 20 days prior to the class start, at which time seats will be prioritized and confirmed and standby numbers assigned if needed. Students may contact the registration center at any time to check on their status.
- Lack of sufficient applicants 20 days prior to the class start may be cause for cancellation of the program (applicants will be notified of class cancellation).
- The registration center will pre-register applicants, check for any required prerequisites, and check for any flags.
- The registration center will notify applicants when a change in status has occurred (applicants not accepted due to flags, or changing from standby to pre-registered).
- The departmental representative or applicant will be notified between day 20 and the start of class.

Until the electronic registration process is implemented in your region, use the Student Application Process detailed below.

### **The Student Application Process**

- Classes will be advertised and the application process will begin at least 60 days prior to the class start.
- Applicants may apply either by telephone, mail, fax, or at [www.mfri.org](http://www.mfri.org) to the registration center handling the program.
- Application information consists of the applicant's name, last five digits of his or her Social Security Number, telephone number, department affiliation, class log number, location, and EMS expiration date, if applicable.



- Applicants may cancel their seating with the registration center at any time without penalty up to three business days prior to the class start date.
- A student will be **flagged** as a “no-show” if cancellation is received **less than** three business days prior to the class start.
- At the time of application, the registration center will take applicable student information for the class. The application process will close 20 days prior to the class start, at which time seats will be prioritized and confirmed and standby numbers assigned if needed. Students may contact the registration center at any time to check on their status.
- Lack of sufficient applicants 20 days prior to the class start may be cause for cancellation of the program (applicants will be notified of class cancellation).
- The registration center will pre-register applicants, check for any required prerequisites, and check for any flags.
- The registration center will notify applicants when a change in status has occurred (applicants not accepted due to flags, or changing from standby to pre-registered).
- The departmental representative or applicant may check the application status between day 20 and the start of class.
- The registration center will forward a list of applicants to any department with members on the list for their verification, and to notify applicants of their status (the list will be provided between day 20 and the start of class).

### **Important Information for FEMA/NFA Classes**

MFRI requires a federal student identification (SID) number for classes for which the Institute receives federal grant funding. **Applications for MFRI-sponsored NFA courses that do not include an SID will not be processed.**

For electronic registration applicants, all students are required to obtain and provide a SID. *ALS classes do not require a SID.*

#### HOW TO OBTAIN AN SID:

1. Register at <https://cdp.dhs.gov/femasid>
2. Select "Need a FEMA SID?" on the right side of the screen.
3. Follow the instructions to create your account.
4. You will receive an email with your SID. Save this number in a secure location.

If you need assistance with creating your account, please email [femasidhelp@cdpemail.dhs.gov](mailto:femasidhelp@cdpemail.dhs.gov) or call 866-213-9699. The Help Desk is open from 7:30 a.m. to 4:30 p.m. (CST).

If for some reason you cannot remember your password or need to reset your password, log onto: <https://cdp.dhs.gov/femasid/resetpassword>

## The Student Seating Process

- The registration center uses the priority list to seat applicants for the class. In the event that confirmed applicants do not fill the class to capacity, seats will be filled using the prioritized standby list.
- If a confirmed applicant or a person on the prioritized standby list is not present at the designated class start time, the seat is forfeited and the next available student on the prioritized standby list will fill the seat.
- Walk-in applicants fill any additional open seats.
- The Verification of Membership form is available for walk-in applicants at the first session and must be completed and returned to the field instructor **no later than the third session** of the class. A copy of the Verification of Membership form is available at registration.
- Confirmed applicant no-shows will be identified and names will be provided to the registration center for further processing. There is no penalty for any standby applicant not showing for class start.
- Course material will be distributed to seated applicants.

The Verification of Membership form is available at the first session and must be completed and returned to the field instructor **no later than the third session** of the class. A copy of the Verification of Membership form is available at registration.

## Class Completion

Student grade reports and station certificates will be generated. Station certificates will be sent to the sponsoring department/agency. Each student's individual grade report will be emailed to the student. Course completion certificates and pocket cards can be downloaded electronically from the Student Zone the on the MFRI website.

## Procedure for Dealing with No-Shows

### *First Offense*

A letter is sent to the chief of the department stating that the student failed to appear at the class start. The student's record will be flagged and the student will be given a low priority when attempting to register for a period of six months. The flag would remain until the end of the six-month period unless (1) a letter from the department is received indicating the department has handled the problem and is requesting the flag be removed, or (2) the student is able to successfully complete another MFRI class of more than 12 hours.

For open enrollment courses offered for a fee, students who fail to show for a class and do not call at least three business days in advance will be billed a \$40 no-show fee. If the bill is not paid in 90 days, the University will automatically turn the outstanding account over to a collection agency, which could affect the student's credit. This can be avoided by notifying the registration center three or more business days prior to the start of class.

### ***Second Offense***

The student is restricted from registering in any MFRI class for a period of one year and a letter is sent to the chief of the department. During the second offense, the student automatically goes to the end of the pre-registration list, being seated only if space is available.

### ***Third Offense***

The student is suspended from registering in any MFRI class for a period of one year and a letter is sent to the chief of the department. During the third offense, the student may not pre-register or sit for any class without special permission from the Director of MFRI.

After an offense, a student must subsequently enroll in and successfully complete another MFRI class of more than 12 hours to remove the flag.

## **Procedure for Dealing with Dropouts**

### ***First Offense***

A letter is sent to the chief of the department. The student/department will be responsible for paying the cost of materials if they are not returned in usable condition. Failure to pay the costs will result in the student's record being flagged and the student given low priority when registering for classes for six months.

### ***Second Offense***

A letter is sent to the chief of the department. The student/department will be responsible for paying the cost of materials if they are not returned in usable condition. Failure to pay the costs will result in suspension of the student for one year from participating in any MFRI classes.

### ***A student will be considered a drop-out when:***

1. Three consecutive sessions have been missed and the student has not contacted the instructor or the registration center within a week after the third absence.
2. One mandatory session has been missed and the student has not contacted the instructor or the registration center to arrange for the makeup within a week following the absence.

Any identified extenuating circumstance that may cause an extended absence and no contact with the instructor or the registration center will be handled on an individual case-by-case basis.

In any of the above instances, when a student makes contact a counseling session must be held. It is not the instructor's responsibility to contact an absent student.

## General Student Requirements

### *Mental and Physical Fitness*

The responsibility for ensuring that a student is physically and mentally fit to perform tasks within a training program rests with the sponsoring authority. Certain classes require medical clearance for students, as described in the section entitled Medical Clearance for Students Policy and Procedures. Instructors shall monitor conditions that might affect the student's health and safety during the training activity and should take whatever action he or she might deem appropriate in the maintenance of health and safety.

Instructors shall maintain, in strict confidence, any temporary condition made known to them by the student that could affect the student's health or physical well-being. For any such condition, the student may be excused from further practical evolutions as necessary until the condition is remedied. Students may arrange, through their instructors or the registration center, for making up any missed mandatory sessions.

Instructors noting any condition that in their opinion warrants concern for the student's physical or mental well-being shall discreetly inquire as to the student's condition. In such cases, the student shall be excused from practical skills evolutions until a medical examination has been obtained attesting to the student's ability to perform the requirement. Should a student choose to rejoin the class, he must provide documentation on departmental letterhead, from either the chief or the training officer of his department, stating that he is physically fit and can resume participation. Once the student has been cleared to participate, arrangements will be made through the regional office to make up missed sessions.

### *Respiratory Protection Notice*

Breathing apparatus training requires great physical effort. It can be hazardous to persons with heart or respiratory problems. You should **NOT** participate unless you are sure of your own physical capabilities. Students must be clean-shaven at all areas where the SCBA facepiece meets the skin. Compliance with applicable respiratory protection standards, including OSHA 29 CFR 1910.134, is the responsibility of the student's employer or emergency services organization.

### *Attire*

It is students' responsibility to use good judgment in selecting attire to ensure that they project a professional image. The attire should be appropriate for both indoor and outdoor activities. Students will not wear clothing that may be offensive to other students or instructors. The instructor has the authority to make a determination that a student's attire is inappropriate. The student wearing attire that is deemed inappropriate will be required to change into clothing that is more appropriate before being allowed to continue class.

Appropriate attire for classroom purposes would be something similar to a standard station uniform consisting of golf or t-shirt, long trousers or slacks, belt, shoes and socks. Inappropriate attire would be shorts, sleeveless tops, and bare midriffs. Exceptions can be made by the instructor to meet the needs of practical sessions (e.g. bathing suits for EMT practical examinations, situational reviews, etc.).

The National Fire Academy’s dress code is offered as a model and is required for NFA classes:

- Men: Shirts with collars (no T-shirts), slacks, including departmental uniforms, shoes and socks.
- Women: Dresses, blouses with slacks or skirts, including departmental uniforms (no T-shirts) and shoes.
- Optional items include sweaters, sport coats, blazers, etc.

### ***Personal Protective Equipment***

For your own protection, the Maryland Fire and Rescue Institute requires specific items of appropriate protective equipment to be used during practical evolutions.

The following protective clothing will be required during any MFRI class:

- **Aircraft Rescue Firefighters/Interior Structural Firefighting; Flammable Liquid and Gas Firefighting** - Students are required to wear firefighter protective clothing consisting of bunker coat, bunker pants, boots, helmet, gloves, hood, positive-pressure SCBA and PASS device, all conforming to NFPA standards. Bunker gear with nylon liners is not acceptable due to the increased possibility of steam burns. (For those departments/agencies that do not yet have PASS devices, the Institute has a limited supply on hand which may be used during evolutions. Students may be required to provide their own SCBA.)
- **Incipient Brigade Firefighting** - Students are required to wear long-sleeved work shirts made of a durable material that covers the upper torso, coveralls (preferably all material to be fire resistant or Nomex), cotton or leather work gloves, safety goggles or safety glasses with side shields, hard hat, and safety shoes or boots.
- **Other Activities** - Students are required to wear appropriate protective clothing and equipment as noted in course descriptions or as designated by the instructor. All above equipment must meet NFPA or other applicable standards.
- **Emergency Care Program** - Students can provide self-protection both in the classroom and in the field by acquiring their own sets of basic emergency care tools. Having certain tools readily available enhances patient care. The following equipment is suggested: a pocket penlight, a stethoscope, a pocket facemask with one-way valve and HEPA filter, and a set of paramedic (heavy-duty) scissors.

## **Requirements for Successful Completion of Courses**

### ***Attendance and Make-Up Sessions***

- All sessions are mandatory in some courses.
- Other courses may have mandatory and/or non-mandatory class sessions. Mandatory class sessions are indicated in the Student Manual and the Instructor Guide for the particular course. If a course has sessions that are not mandatory, the number of permitted absences are as follows:

<b>Class Length</b>	<b>Permitted Misses</b>
3-12 hours	0
13-30 hours	1
31-60 hours	2
61 hours or more	3

Students shall request make-up sessions through their instructor to the regional office. The regional office shall approve and arrange for the student's attendance at the appropriate make-up session, when they are available.

**Make-ups for missed practical sessions must be within a regularly scheduled class.**

**Only those students who are officially enrolled in the course may attend class sessions.**

MFRI will make reasonable efforts to accommodate those students with scheduling difficulties. Students failing to meet all course requirements will be given a grade of incomplete. The student will have until the end of the current calendar or fiscal year, whichever favors the student, to satisfy all incomplete grades.

**The regional office must approve the student's attendance at any make-up session.**

### **Student Evaluation by Instructor**

The instructor uses a Student Counseling Report to advise a student of deficient performance. Refusal by the student to sign the counseling report may result in suspension from the course. Repeated counseling for performance may result in a student being dismissed from the course.

### **Textbooks**

The Maryland Fire and Rescue Institute will provide textbooks for use by students during MFRI classes. The students have the option of turning back a usable textbook to the Institute at the conclusion of a course, or reimbursing MFRI for that textbook at a reduced cost. Some contract classes will include the cost of textbooks. Textbooks that are turned back to the Institute may not be marked in, highlighted, or soiled in any fashion other than normal wear and tear. These textbooks are then reissued to other students. Textbooks may be either new or used. Bills for the textbooks are sent from the Bursar's Office of the University of Maryland and payment is rendered to the University of Maryland. If a student is more than 90 days delinquent in paying for a textbook, he or she will not be permitted to register for any MFRI class until proof of payment is made. **Textbooks must be turned in at the end of a class or the student/department will be charged.**

### **Station Certificates**

Effective January 1, 1996, MFRI resumed the policy of issuing certificates to the fire stations participating in MFRI classes, listing the names of the students completing the class. Station certificates will be issued for the following classes:

- Emergency Medical Technician
- Emergency Vehicle Operator
- EMS Officer I
- Firefighter I
- Fire Officer I
- Firefighter II
- Fire Officer II
- Fire Officer III
- Fire Officer IV
- Emergency Medical Responder
- Hazardous Materials Operations
- Hazardous Materials Technician
- Instructor II
- Rescue Technician–Confined Space Rescue
- Rescue Technician–Site Operations
- Rescue Technician–Swiftwater Rescue Technician
- Rescue Technician–Technical Rope Rescue
- Rescue Technician–Trench Rescue Operations
- Rescue Technician–Vehicle Extrication

## **Information for the Host Organization**

The organization hosting training in its facility must agree to the class being held as the primary function on the class meeting nights/days. This will eliminate distractions and will allow the students the maximum opportunity to learn with a minimum of interruptions. If this cannot be done, the class will be moved to a better location.

The organization hosting a training session must provide an officer as a liaison between the instructor and the company. If the liaison is not enrolled in the class, he or she must be readily available during class sessions. This liaison will assist the instructor in the coordination of activities related to the operation of the class.

The host organization will provide to all enrolled students the use of apparatus, equipment, and appliances as may be required for the operation of the class. Tables and chairs for all students and a chalk/white board of sufficient size (4x8) will be mandatory. The host organization shall agree to maintain a comfortable and appropriate learning environment within the classroom.

Students who must respond to alarms during class should do so with minimum disturbance to the class. Students enrolled in the class should respond only as a last resort.

All students are expected to assist the host organization in returning the station and equipment to order upon completion of each session.

## **Academic Integrity Policy**

### ***Purpose:***

The purpose of this document is to ensure academic integrity, define academic dishonesty and to provide procedures for handling of academic dishonesty within MFRI courses.

### ***Definitions:***

Academic Dishonesty: Any of the following acts, when committed, shall constitute academic dishonesty:

1. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.
4. Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

***Policy:***

The foundation of Maryland Fire and Rescue Institute's programs is rooted in integrity. It is critical that all Institute training and education programs be conducted in full compliance with established curriculum, policies and procedures. It is the responsibility of all representatives of the Maryland Fire and Rescue Institute to actively deter academic dishonesty. Apathy or acceptance in the presence of academic dishonesty is not a neutral act. All members of the Institute – students, faculty, staff, instructors, and proctors – share the responsibility of ensuring academic integrity and challenging and making known acts of apparent academic dishonesty.

All students, faculty, staff, instructors, and proctors in a position to work with examination materials will sign a statement indicating understanding of, and compliance with, the Institute Academic Integrity Policy. All students will sign the statement at the start of each class. MFRI field instructors will indicate acceptance of the Policy as part of the instructor agreement at the beginning of employment and every three years while employed by the Institute. Proctors will sign a statement indicating acceptance of the Policy each time exams are received.

***Procedure:*****Responsibilities:**

Regional/Program Coordinators:

- Receive and distribute exams in accordance with the MFRI Testing Policy.
- Maintain exam security at all times.
- Check exam sets every time they are relinquished and received to ensure that all exams are accounted for.
- Report any missing exams to the appropriate Assistant Director.
- Ensure proctors sign the Academic Integrity Policy Compliance Statement for Proctors every time an exam is relinquished.
- Ensure students read and sign the Academic Integrity Policy Compliance Statement for Students as part of every class start.
- Enforce the Academic Integrity Policy.
- Report any instances of known or suspected academic dishonesty immediately to the appropriate Assistant Director.

Instructors:

- Read and sign the Academic Integrity Policy Compliance Statement for Proctors at time of initial employment and every three years as part of the employment agreement.
- Ensure students read and sign the Academic Integrity Policy Compliance Statement for Students at every class start.
- Enforce the Academic Integrity policy.
- Report any instances of known or suspected academic dishonesty immediately to the appropriate Regional/Program Coordinator.



Written and Practical Exam Proctors:

- Sign the Academic Integrity Compliance Statement for Proctors every time an exam set is received. (Attachment 1)
- Confirm that each exam set received is complete at the time of receipt and at the time it is relinquished.
- Administer exam in compliance with the MFRI Testing Policy.
- Ensure that each student enters the exam identification number on the answer sheet, returns the correct exam with the answer sheet, and signs the honor pledge stamped/printed on the answer sheet.
- Report any instances of known or suspected academic dishonesty immediately to the Regional/Program Coordinator.

Students:

- Read and sign the Academic Integrity Policy Compliance Statement for Students at the class start. (Attachment 2)
- Sign the honor pledge statement stamped/printed on all exam answer sheets.
- Write and sign the following pledge on all assignments submitted: I pledge on my honor that I have not given or received any unauthorized assistance on this assignment.
- Report any instances of known or suspected academic dishonesty immediately to the Proctor and/or the Regional/Program Coordinator.

***Reporting and Investigation:***

All members of the MFRI community, including full-time faculty and staff, instructors, proctors, and students are required as a condition of employment or participation in a MFRI program to report any instances of known or suspected academic dishonesty immediately. The initial report may be made verbally, but a written statement about the facts is to be submitted promptly, detailing the specifics involved in the alleged academic dishonesty.

All allegations of academic dishonesty will be investigated promptly by MFRI administration. If the investigation reveals that academic dishonesty did occur, punishment may include termination of employment, dismissal from a class, or prohibition from future enrollment in MFRI courses. Any instance of confirmed academic dishonesty by a student will be reported to the agency sponsoring the student's enrollment in the course.

**Testing Policy**

**Purpose:** Examinations may be administered at various points throughout the courses offered by the Maryland Fire and Rescue Institute (MFRI). A final examination is administered for most courses. The final written and/or practical examination for some EMS courses may be administered by MIEMSS or NREMT. Exams for courses that do not lead to certification can be exempted from the provisions of this policy with the approval of the appropriate Assistant Director.

**Policy:**

A minimum score of 70 percent is required to pass any written examination and a minimum proficiency by demonstration of each skill is required to pass any practical examination. Some courses, including the Advanced Life Support Program offerings, may require a higher minimum score to pass the examination. Students will be advised of the higher examination score requirements prior to the examination. All written and practical examinations offered by MFRI are eligible for retesting if the student scores below 70 percent on the first attempt. Under those conditions, the student may request to retake the failed examination with the Regional/Program Coordinator.

If a student is unable to take the final written or practical examination, the student must contact the appropriate Headquarters/Regional Office within one week of the final examination to make arrangements to take the examination. A student with a final grade of Incomplete or Withdraw must complete all course requirements by the end of the current calendar or fiscal year, whichever is most beneficial to the student.

Any approved and administered retest must meet the following criteria:

- All arrangements for retesting must be made through the Regional/ Program Coordinator.
- The student may exercise the retest option once for each examination.
- The student must retake and pass the designated retest version of the failed examination within the prescribed time period, which is either before the next testing point or within 30 days after the final examination.
- When exercising the retest option, the student may be required to join another class. If the student is required to join another class, the Regional/ Program Coordinator or delegate shall provide a list of available classes and locations to the student.
- When students join an existing class, they will begin at the next session following the last successfully completed examination point to continue their training.
- Written examination retesting requirements are as follows:
  1. If a student fails a test, the student may request to retest that examination with the appropriate Regional/Program Coordinator.
  2. The student must achieve a minimum 70 percent score on the retest to receive a passing grade.
  3. If the student scores below 70 percent on the retest, a failed grade is assessed and the student is dismissed from the class

Practical examination retesting requirements are as follows:

- If a student is unable to demonstrate the skills in a practical examination to a minimum proficiency, the student may retrain and retest on the same skill at the testing site or may request retraining and retesting at a later time at the Headquarters/Regional Office. The student must contact the Headquarters/Regional Office and request the retraining and retesting. The student will indicate on the **Practical Testing Deficiency** form (**Attachment 3**) their choice and sign the form. Instructors not involved with the original training or testing will provide the retesting. This form will be

completed for each practical skill that is not successfully completed by the student. The form will be attached to the skill sheet and remain part of the student record.

- The student must successfully demonstrate the required skill to a minimum proficiency on the retest to receive a passing grade.
- If the student is unable to demonstrate the required skill to the established minimum proficiency in the retest, a failed grade is assessed and the student is dismissed from the class.

EMT program retesting requirements are as follows:

- The student may fail and retest any written module examinations and any practical skills examinations; a fail in any retest requires that the student be dismissed from the class.
- Failed module or practical skills examinations must be retested prior to the next module examination point within the course.
- The student may be required to join another class as part of exercising the retest option.
- If the student is required to join another class, the Regional/ Program Coordinator or delegate shall provide a list of available classes and locations to the student.
- When the student joins an existing class, he/she will begin at the next session following the last successfully completed module examination to continue the training. Failure of Modules 1 through 4 necessitates students to restart the class from Module 1. If a student fails Module 5 or a subsequent module, he/she is permitted to enter another class a single time at the highest level successfully completed. If a student fails this second class, the course must be retaken from the beginning.
- The student must complete the EMT training program by the end of the fiscal or calendar year, whichever is more beneficial to the student.

### **Written Testing Procedure:**

- Proctors and students should arrive at least 15 minutes prior to the scheduled examination time.
- Students are seated in every other seat to allow a minimum distance of at least one student space between the students. The class materials— textbooks, notes, etc.—are not permitted in the examination room. Alternative exam security arrangements can be used with approval of the appropriate Assistant Director.
- No food or drinks are permitted in the examination room.
- Mobile (cellular) telephones, pagers, or other electronic devices are not permitted in the examination room.
- Only officially authorized examination materials may be used during the examination.
- There will be no talking during the examination.
- Each student must do his/her own work. Any incident where it is determined examination work is not the student's own will be dealt with according to the MFRI Policy on Academic Integrity.
- The Proctor will distribute, explain, and collect the completed Program and Instructor Evaluations and ensure they are properly completed.
- During the examination, students must remain in their seats until told they may leave. If students wish to speak with the Proctor, they must raise their hands until acknowledged. Students may only leave the testing area for restroom breaks. Any student leaving the supervised testing area during the test must place the test in the test booklet, turn it over, check out with the Proctor, and check in

on return. Only one student at a time may leave the testing area. Students may not leave the building for any reason except a facility emergency.

- In the event of a facility emergency, all students shall turn over and stack the test materials and exit the room according to the facility emergency plan. Every effort shall be made to secure the room or visibly monitor the test materials from a safe distance. If neither is an option, then all tests and answer sheets shall be collected and held by the test Proctor until the testing can resume. Notification shall be made to the Regional/Program Coordinator within 24 hours. If testing is unable to resume, the Proctor shall contact the Regional/Program Coordinator immediately for direction on the secure storage of the testing material until testing can resume.
  1. If an emergency disrupts a timed test, the clock time shall be noted and shall be continued once the students and Proctor are ready to resume.
  2. In an evacuation during testing, students may not discuss, disclose, or provide any information on the test to others.
- Prior to submitting the completed exam, the student must read and sign the honor pledge printed on the answer sheet.

**Challenge Procedure:**

- If an examinee has a problem with a question, he or she is to write the question's number and a short statement as to what the problem is on his or her **Examinee Feedback Form (Attachment 4)**. This shall be done after the completion of the examination but before the student leaves the test room (allow the student to remain after the allocated test time if necessary to complete the challenge).
- Any questions brought forth by the examinees are to be included with the Scantron answer sheets in the sealed envelope and returned to the appropriate MFRI office.
- The receiving office will review the Examinee Feedback Form, scan the form, and email it to [IDS@mfri.org](mailto:IDS@mfri.org).
- The Institute Development Section will acknowledge receipt of the Examinee Feedback Form within 48 hours of it being submitted.
- The IDS Manager will coordinate investigation of the problem and provide a response to the student and the office that submitted the form within 14 days.

## Hydration Policy

The students shall follow these hydration recommendations for all practical evolutions.

### *Prehydration*

- The goal of prehydrating is to start the training session euhydrated (properly hydrated) and with normal plasma electrolyte levels. Prehydrating should begin at least several hours before the training session to enable fluid absorption and allow urine output to maintain normal levels.
- Prior to the training session, students should slowly drink one ounce of water for every ten pounds of body weight at least four hours before the training session. If the student does not produce urine, or if the urine is dark or highly concentrated, the student should slowly drink an additional one ounce of water for every 20 pounds of body weight about two hours before the training session.
- Do not substitute beverages with alcohol or caffeine for water. Caffeine and alcohol act as diuretics and can exacerbate dehydration.
- Students should not attempt to hyperhydrate prior to a training session, as it has been shown to provide no clear physiologic or performance advantage and can increase the risk of hyponatremia, a potentially lethal condition.

### *Preventing Dehydration*

- The goal of drinking during the training session is to prevent excessive dehydration and excessive changes in electrolyte balance. The specific amount and rate of fluid replacement is highly variable depending on individual sweat rate, session intensity and duration, and environmental conditions.
- Ideally, students should create a customized fluid replacement plan based on pre and post training session weight with the goal to prevent loss of more than two percent of baseline body weight during activity.
- In the absence of an individualized fluid replacement plan, students should drink water slowly and continuously during the breaks provided during the training session. Electrolyte replacement beverages may be beneficial in extreme training conditions, but the primary goal should be volume replacement, which is best accomplished with water.
- Students should continue fluid replacement even if they do not feel thirsty. By the time thirst is detected, the student is already dehydrated which results in decreased performance and increased health and safety risk.

### *Rehydration*

- The goal of rehydration is to replace any fluid and electrolyte deficit.
- Individuals should drink 20 ounces of fluid for every pound of body weight lost during the training session. If the total body weight lost during training is unknown, students should drink slowly and continuously until urine is no longer dark or highly concentrated.
- Consuming beverages and snacks with sodium will help expedite rapid and complete recovery by stimulating thirst and fluid retention.

## Medical Clearance Policy

### *Purpose:*

There is no higher priority for the Maryland Fire and Rescue Institute than to provide training in a safe environment for our students and instructors. The purpose of this policy is to provide a means to help ensure that students engaged in training requiring strenuous activity or the use of self-contained breathing apparatus are medically capable of engaging in these activities.

### *Scope:*

Students required to perform activities while using self-contained breathing apparatus in Firefighter I, Firefighter II, Firefighter Survival and Rescue, Hazardous Materials Technician, Confined Space Rescue, participate in the Swift Water Rescue Course, or other programs that may be determined by the Institute to be hazardous or strenuous are covered by this Policy and Procedures. Institute Instructors who are currently declared fit for full duty as defined in the Institute's Risk Management Policy shall also be deemed to be medically cleared per this Policy and Procedure to participate as a student in any classes listed above unless there has been a change in his/her health status. If health status has changed, the instructor is required to make prompt notification to the Logistical Support Section.

### *Procedures:*

- A. Overview – A chart in **Appendix A** depicts the overall flow of the procedure required.
- B. Medical Clearance (defined) – Written verification from a physician or other licensed health care professional that a student is medically capable of performing the required physical duties. A specific list of these duties appear in **Appendix C**.
- C. Obtaining Medical Clearance – Medical clearance can be obtained in a variety of methods:
  1. Departmental physicals – For those students who currently undergo regular physical examinations within their own fire service organization, the *Verification of Departmental Physical Evaluation* form (**Appendix B**) may be utilized. This form authorizes the student's department to notify the Maryland Fire and Rescue Institute regarding their physical and confirms that the student has had a physical examination and been determined to be fit for duty.
  2. Personal physicals – Students may have their personal physician or other licensed health care professional complete the *Medical Release* form in **Appendix C**. This form describes the physical duties for the student and then has the physician or other licensed health care professional attest that the student is medically capable of performing these duties.
  3. Medical Questionnaire – Students who do not undergo regular fire service organization physicals or prefer not to initially have their own personal physician complete the *Medical Release* form in **Appendix C**, may first complete an on-line *Medical Questionnaire* described in **Appendix D**. Following the completion of this confidential questionnaire, it will be reviewed under the direction of MFRI's medical director. The review will result in one of two findings: 1) the student is authorized to participate in the class; or 2) additional evaluation is required by the individual's personal physician. If the individual is required to have further evaluation by their personal physician, **Appendix C** must be completed before the student is authorized to participate.

- D. Medical Clearance Frequency – Medical clearances must not be older than three (3) years from the beginning of the class.
- E. Financial Support – In instances when a student completes the medical questionnaire and is required to have their personal physician complete **Appendix C**, financial support may be requested (following the successful completion of the class). Students requesting assistance shall complete **Part 1** of the **Financial Assistance** form (**Appendix F**) and have their instructor forward it to their Training Coordinator for further processing. If awarded, the financial support will not exceed \$75.00. The request requires validation that financial assistance being received was a valid expenditure and will not be reimbursed to the individual by any other source. Requests for financial support should be submitted promptly after the completion of the class. Requests older than 12 months will not be processed.

**Responsibilities:**

A. Students

1. Students desiring to participate in training programs identified in Section II shall provide the required medical clearance identified in Section III prior to the first session within the curriculum that entails the use of self-contained breathing apparatus or hazardous or strenuous duties.
2. Throughout the class, students shall advise their instructor of any change(s) to their physical condition that may affect their ability to utilize self-contained breathing apparatus or conduct strenuous or hazardous training.
3. Students utilizing the **Medical Questionnaire** shall:
  - a) Access the on-line **Medical Questionnaire** located at the “Student Zone” on MFRI’s web site (see link: <http://www.mfri.org/studentzone>). Students not having access to the internet should contact their Regional Training Office for other methods to access the questionnaire.
  - b) Answer all questions provided on the **Medical Questionnaire** honestly. Students who fail to do so may be prohibited from participating in future MFRI classes.
  - c) Make yourself available to MFRI medical staff who may contact you for follow-up questions as a result of your responses to the survey.
  - d) Contact MFRI medical staff for medical clearance questions you may have at [medical@mfri.org](mailto:medical@mfri.org).
  - e) If results from the review of your questionnaire indicate you are authorized to participate, take the **Medical Verification** form identified in **Appendix E** (which will be provided to you) to your class.
  - f) If the results from the medical review indicate you require further evaluation, take the **Description of Student Duties and Medical Release** form identified in **Appendix C** to your personal physician.

B. Lead Instructor

1. Ensure all students are aware of their responsibilities required in this policy and procedures.
2. Recommend alternative locations to students who do not have internet access to the “Student Zone” such as their own fire service organization, libraries, or the regional training office.

3. Advise students of locations of clinics and other similar facilities as provided by the Training Coordinator where medical clearances can be obtained.
4. Forward all medical clearance forms to the regional training office and ensure their confidentiality.
5. Refer to the Training Coordinator to determine the medical clearance status of students.
6. Ensure no student participates in the identified sessions of training programs defined in Section II that require the use of self-contained breathing apparatus or strenuous or hazardous activity without the required medical clearance.
7. Emphasize the need for students to report any change(s) to their physical condition that may affect their ability to participate in strenuous or hazardous training.

#### C. Training Coordinator

1. Ensure all instructors and students are aware of their responsibilities required in this policy and procedures.
2. Remind students during the pre-registration process of the requirements of this policy and procedures.
3. Send documentation to the student's fire service organization no less than twenty (20) days prior to the beginning of their class describing the requirements of this policy and procedures.
4. Forward all medical clearance forms to the appropriate medical staff at HQ and ensure their confidentiality.
5. Maintain a copy of each student's medical form that has been approved for participation and maintain it in the class file.
6. If necessary, refer to *Student Medical Data Base* summary reports to determine a student's status. Reports will only indicate whether or not a student has been authorized to participate. No other medical information will be made available. If an individual is not listed, inquiries may be referred to medical@mfri.org.
7. Maintain locations of clinics and or similar facilities and where students can obtain the appropriate medical clearance.
8. In instances when a student submits a *Financial Assistance Request (Appendix F)*, complete Part 2 of the form. Specific responsibilities include reviewing the receipt for payment to help ensure it is a valid receipt and posting a final class grade. Efforts to help ensure a receipt is valid include reviewing receipt to ensure it is for medical services needed to obtain medical clearance and the date is appropriate.

#### D. Medical Director (or his/her designee)

1. Review *Medical Questionnaires* and maintain their confidentiality. Contact students to clarify any questions that are not clear. Make yourself available to students having questions regarding the *Medical Questionnaire*.
2. Complete the *Medical Director Verification* form in **Appendix E** and return it to the student.
3. Maintain a file for each student where all medical files are maintained in a confidential manner. Files shall include all medical forms required in this policy and procedures. Files older than three (3) years may be discarded in a secure manner.
4. Maintain a database established by the MFRI Administrative Services Section to record the medical status of students.



E. Institute Development Section

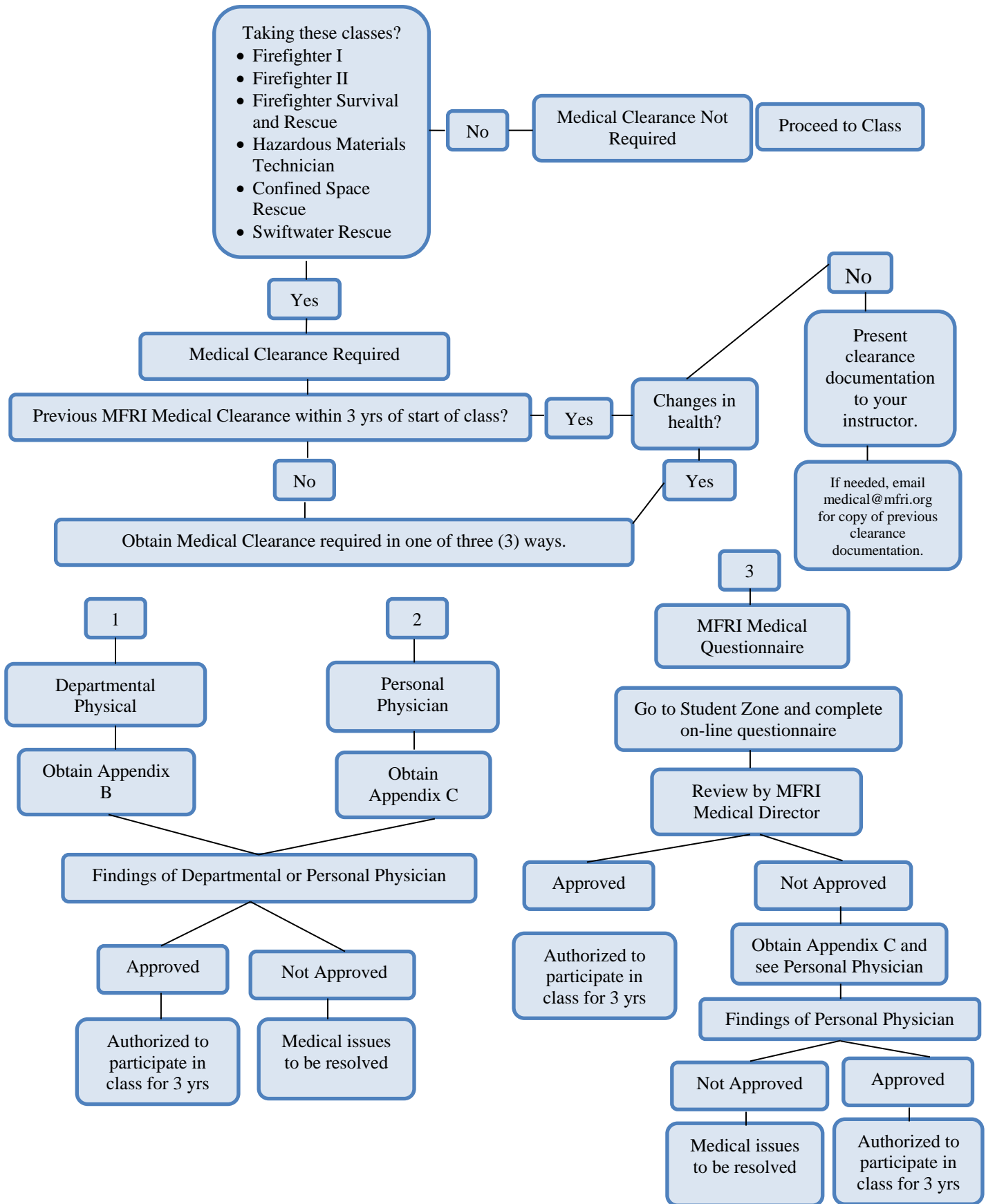
1. Maintain a list of specific classes that require the use of SCBA or entail strenuous or hazardous training activities.
2. Make reference to this policy in curriculum that require the use of SCBA or entail strenuous or hazardous training activities.

F. Special Programs Section – Ensures that the training organization/employer complies with the provisions of the Code of Federal Regulations (CFR) 1910 (or equivalent for international students).

G. Administrative Services Section

1. Provide access for students to the on-line *Medical Questionnaire* on the “Student Zone” on MFRI’s website; and a database that will be maintained by MFRI medical staff to record the medical status of all students.
2. Establish a mechanism to determine the status of students registered for a specific log number. These reports, which will be available to Regional Training Staff, only indicate whether or not an individual has obtained medical clearance. No other medical information will be made available.
3. In instances when a student submits a *Financial Assistance Request (Appendix F)*, complete Part 3 of the form.

**Appendix A - Flow Chart**



**Appendix B**  
**Verification of Departmental Physical Evaluation**

**PART 1: to be completed by the student:**

I \_\_\_\_\_ hereby authorize the \_\_\_\_\_ to notify the  
(print name) (fire service organization)

Maryland Fire and Rescue Institute that I have had a physical examination on

\_\_\_\_\_ and have been determined to be fit for duty.  
date (mm/dd/yyyy)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
date (mm/dd/yyyy)

Course number of class where medical clearance is required: \_\_\_\_\_



**PART 2 - to be completed by the student's fire service representative:**

I verify that \_\_\_\_\_ had a physical evaluation

on \_\_\_\_\_ and has been determined to be fit for duty.  
date (mm/dd/yyyy)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(position or rank)

\_\_\_\_\_  
date (mm/dd/yyyy)

\_\_\_\_\_  
(fire service organization)

**Appendix C**  
**Description of Student Duties and Medical Release Form**

**To be completed by Student or Guardian:**

Name of Student (print): \_\_\_\_\_

Fire Service Organization: \_\_\_\_\_

**To be completed by Physician or other Licensed Health Care Professional:**

The Maryland Fire and Rescue Institute (MFRI) instructs students in a wide variety of emergency service courses. Students can be required to perform strenuous and/or hazardous duties. Listed below is a general description of what those duties may include. If a student cannot perform these duties he/she will not be allowed to participate in the course.

**Duties:**

A student may be required to wear fire protective clothing and self-contained breathing apparatus weighing at least 50 pounds in hazardous atmospheres, perform firefighting and rescue operations that expose them to extreme heat, toxic products of combustion and hazardous materials. They may also be required to lift and operate heavy machinery, carry and raise ladders, and climb ladders up to 135 feet in height. Students may achieve heart rates of 85 to 100% of their maximum capacity during training operations.

**Fitness for Duty Status**

The physician or other licensed health care professional authorizes the following duty status for the student:

\_\_\_\_ FULL DUTY: Duty status includes all elements listed in the position description listed above.

Physician or other licensed health care professional:

Signature \_\_\_\_\_

Printed: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix D**  
**Medical Questionnaire**  
*Confidential*

**Overview**

The Medical Questionnaire is accessed on-line at the “Student Zone” on MFRI’s website (see link: <http://www.mfri.org/studentzone>). Students not having access to the internet should contact their Regional Training Office for other methods to access the questionnaire.

For a complete list of student responsibilities to be followed when completing this questionnaire, please refer to Section IV of this policy and procedures.

Samples of the questions included on the on-line questionnaire are listed below:

**Part I**

1. Today’s date: \_\_\_\_\_
2. Your name: \_\_\_\_\_
3. Fire Service Organization: \_\_\_\_\_
4. Your Address: \_\_\_\_\_  
\_\_\_\_\_
5. Email address: \_\_\_\_\_
6. Your birth date: \_\_\_\_\_
7. Sex (circle one): Male/Female
8. Your height: \_\_\_\_\_ ft. \_\_\_\_\_ in.
9. Your weight: \_\_\_\_\_ lbs.
10. Class log number: \_\_\_\_\_
11. Phone number (where you can be reached during normal business hours): \_\_\_\_\_

**Part II**

1. Do you **currently** use tobacco products, or have you used tobacco products within the last six (6) months? Yes/No
  
2. Have you **ever had** any of the following conditions?
  - a. Seizures (fits): Yes/No
  - b. Diabetes (sugar disease): Yes/No
  - c. Allergic reactions that interfere with your breathing: Yes/No
  - d. Claustrophobia (fear of closed-in places): Yes/No
  - e. Trouble smelling odors: Yes/No
  
3. Have you **ever had** any of the following pulmonary or lung problems?
  - a. Asthma: Yes/No
  - b. Asbestosis: Yes/No
  - c. Chronic bronchitis: Yes/No
  - d. Chronic obstructive pulmonary disease: Yes/No
  - e. Cystic fibrosis: Yes/No
  - f. Emphysema: Yes/No
  - g. Interstitial lung disease: Yes/No
  - h. Pneumonia: Yes/No
  - i. Tuberculosis: Yes/No
  - j. Pneumothorax (collapsed lung): Yes/No
  - k. Lung cancer: Yes/No
  - l. Broken ribs: Yes/No
  - m. Any chest injuries or surgeries: Yes/No (if yes – provide details)  
\_\_\_\_\_
  - n. Any other lung problem: Yes/No (if yes, provide details)  
\_\_\_\_\_
  
4. Do you **currently** have any of the following symptoms of pulmonary or lung illness?
  - a. Shortness of breath: Yes/No
  - b. Wheezing: Yes/No
  - c. Persistent coughing: Yes/No
  
5. Have you **ever had** any of the following cardiovascular or health problems?
  - a. Heart attack: Yes/No
  - b. Stroke: Yes/No
  - c. Angina: Yes/No
  - d. Heart failure: Yes/No
  - e. Heart murmur: Yes/No
  - f. Swelling in your legs or feet (not caused by walking): Yes/No
  - g. Heart arrhythmia (heart beating irregularly): Yes/No
  - h. High blood pressure: Yes/No
  - i. High cholesterol: Yes/No
  - j. Any other heart condition: Yes/No If yes, explain:  
\_\_\_\_\_

6. Have you **ever had** any of the following cardiovascular or heart symptoms?
- a. Frequent pain or tightness in your chest: Yes/No
  - b. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
  - c. In the past two years, have you experienced abnormal rapid beating of the heart: Yes/No
  - d. Heartburn or indigestion that was not related to eating: Yes/No
  - e. Dizziness or fainting? Yes/No
  - f. Cramping pain and weakness in the legs, especially calves, during walking: Yes/No
  - g. Unusual or unexplained fatigue: Yes/No
  - h. Any other symptoms that you think may be related to heart or circulation problems: Yes/No. If yes, explain:  
\_\_\_\_\_
7. Do you have any family history of heart attack, coronary revascularization or sudden death? Yes/No. If yes, respond to the following:
- a. Was it before 55 years of age in a father or other male relative (brother or son)? Yes/No
  - b. Was it before 65 years of age in a mother or other female relative (sister or daughter)? Yes/No
8. Do you **currently** take medication for any of the following problems?
- a. Breathing or lung problems: Yes/No
  - b. Heart trouble: Yes/No
  - c. Blood pressure: Yes/No
  - d. Seizures (fits): Yes/No
9. Have you **ever used** a respirator? Yes/No  
If yes, have you ever had any of the following problems?
- a. Eye irritation: Yes/No
  - b. Skin allergies or rashes: Yes/No
  - c. Anxiety: Yes/No
  - d. General weakness or fatigue: Yes/No
  - e. Any other problem that interferes with your use of a respirator: Yes/No (if yes, explain)  
\_\_\_\_\_  
\_\_\_\_\_
10. Do you **currently** have any of the following vision problems?
- a. Wear contact lenses: Yes/No
  - b. Wear glasses: Yes/No
  - c. Color blind: Yes/No
  - d. Ever lost vision in either eye (temporarily or permanently): Yes/No
  - e. Any other eye or vision problem: Yes/No
11. Have you **ever had** an injury to your ears, including a broken ear drum? Yes/No
12. Do you **currently** have any of the following musculoskeletal problems?
- a. Weakness in any of your arms, hands, legs or feet: Yes/No
  - b. Back pain: Yes/No
  - c. Difficulty fully moving your arms and legs: Yes/No
  - d. Pain or stiffness when you lean forward or backward at the waist: Yes/No
  - e. Difficulty fully moving your head up or down or side to side: Yes/No
  - f. Difficulty bending at your knees: Yes/No

- g. Difficulty squatting to the ground: Yes/No
  - h. Climbing a flight of stairs or a ladder carrying more than 50 lbs: Yes/No
  - i. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No
  - j. Have you **ever had** a neck or back injury: Yes/No (if yes, explain (when, details))
- 
- 

13. Have you **ever been** in the military services? Yes/No

If yes, were you exposed to biological or chemical agents (either in training or combat)? Yes/No

14. Have you **ever worked** on a HAZMAT team? Yes/No

15. As a MFRI student, you may be required to wear fire protective clothing and self-contained breathing apparatus weighing at least 50 pounds in hazardous atmospheres, perform firefighting and rescue operations that expose you to extreme heat, toxic products of combustion and hazardous materials. You may also be required to lift and operate heavy machinery, carry and raise ladders, and climb ladders up to 135 feet in height. Students may achieve heart rates of 85 to 100% of their maximum capacity during training operations. Do you believe that you **currently** have any medical conditions that would prohibit you from performing these duties: Yes/No



**Appendix E**  
**Medical Verification Form**

Name of Student: \_\_\_\_\_

Fire Service Organization: \_\_\_\_\_

Following a review your Medical Questionnaire, your medical clearance status is as follows:

\_\_\_ APPROVED

\_\_\_ DISAPPROVED (*completion of **Appendix C** is required by your personal physician*)

MFRI Medical Director or other licensed health care professional:

Signature \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Copy returned to Student (date): \_\_\_\_\_

**Appendix F**  
**Financial Assistance Request**  
*Confidential*

**Part 1 – To be completed by student:**

Name:	
Address (to send payment):	
Social Security Number:	
Day time phone number:	
Class completed:	
Location of class completed:	
Amount of financial assistance requested:	

Reason for financial assistance:	

Date:	
Name (signature):	

- Check to indicate receipt is attached indicating the amount paid by the student and what service was rendered.
- Check to indicate the receipt is not older than 12 months.

IMPORTANT - If approved, the student will be sent a University of Maryland “*Miscellaneous Payment Request*” form. Signature of this form is required to verify that the financial assistance being received was a valid expenditure and will not be reimbursed to the individual by any other source. If this form is not signed and returned, the reimbursement will not be provided to the student.

**Part 2: Completed by Training Coordinator:**

Valid receipt attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Final class grade:	
Name:	
Date:	

**Part 3: Completed by Administrative Services Section:**

Amount of financial assistance paid:	
Name:	
Date:	

If approved:

Miscellaneous Payment Request sent to student (date):	
Miscellaneous Payment Request received from student (date):	
Payment issued (date):	



## **EQUIVALENCY CHALLENGE PROGRAM**

The Institute offers an opportunity for emergency services personnel to challenge courses. Established July 1, 1987, the Equivalency Challenge is for individuals who desire credit for MFRI courses and who have successfully completed similar courses.

The steps for equivalency challenge are as follows:

Address a letter to the Technology and Certification Section of the Institute requesting equivalency challenge for a particular course. Include in the letter:

- Full name
- Social Security number
- Home address
- Telephone numbers
- Department affiliation

Attach source documentation. This includes certificates or transcripts that attest to successful completion of the course and document course length. Source documentation is original or certified copies of the original material. Source documentation must include the objectives of the course completed. The course in question must be equivalent to the objectives of the course for which equivalency is requested. It is the responsibility of the student to develop this comparison.

If approval is granted, the applicant will be contacted and a determination will be made as to where testing will take place. Scheduling of testing will be accomplished between the applicant and the regional center. Regional centers will only schedule testing for which approval has been received. All required test instruments for the course will be administered including midterm and final written and practical exams as applicable to the particular course. Test instruments will be those used in the current MFRI course. A re-test option is available by request following the MFRI guidelines for re-testing examinations. Upon successful completion of the MFRI examination(s), the applicant will receive full credit for the MFRI course and equivalent credit will be recorded on the applicant's transcript. An individual who applies for equivalency challenge for a course with a prerequisite(s) must complete any prerequisite(s) either by successfully completing the course or through equivalency challenge. Individuals applying for equivalency challenge are required to meet Institute program admission requirements.

The following will be considered for the equivalency process:

- Any previous edition of a MFRI course to the current edition of the course.
- Any corresponding level of certification to the current edition of the same MFRI course.
- Any corresponding level of training that previously qualified for certification for which the student failed to apply for certification correlated to the current edition of the same MFRI course.



## COURSE OFFERINGS

### Emergency Medical Services

#### **EMS 105 – EMERGENCY MEDICAL RESPONDER (72 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to begin assessment and care for injured or ill patients. Upon successful completion of this course, the student will be able to provide immediate medical care to critically ill or injured patients until personnel with advanced training arrive.

*Course Description:* Major topics covered in this course are an introduction to the EMS system; legal aspects of care, equipment, tools, and supplies; general anatomy and patient assessment; respiratory system, resuscitation, and CPR; aids to resuscitation and oxygen administration; management of bleeding, shock, and soft tissue injuries; management of fractures and spinal injuries; environmental emergencies and care of burns; care of special patients including obstetric, pediatric, and elderly; and special incidents including triage, water accidents, and gaining access to and moving patients. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final in-class written and practical examinations in order to be eligible to take the NREMT written examination and MFRI administered practical examination required for certification.

#### **EMS 106 – EMERGENCY MEDICAL TECHNICIAN (165 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to perform emergency medical care in a pre-hospital environment at the basic life support level. Upon successful completion of this course, the student will be able to recognize, assess, and manage medical and trauma signs and symptoms in patients in emergency situations; determine and use appropriate equipment for patient management and care; communicate and work with other emergency service personnel in the care, transport, and transfer of patients; and maintain patient and department records.

*Course Description:* Major topics covered in this course include legal aspects of emergency care, infection control, patient assessment, the respiratory system, oxygen adjuncts and delivery, CPR, AED, bleeding control and management of soft tissue injuries, musculoskeletal injuries and management, spinal immobilization, pediatric and obstetric emergencies, crisis intervention, multiple casualty and triage management, ambulance operations, and EMS systems. Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, skills practical scenarios, and modular written and practical exams.

*Successful Completion:* Students must attend required classroom sessions, complete homework assign-

ments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the in-class written and practical examinations.

Students must complete the required internship in the local department prior to the final classroom session to be eligible to take the NREMT written examination and MIEMSS practical examination. If the internship is not complete, the student will receive an incomplete evaluation and will not be permitted to test until the internship is complete.

### **EMS 202 – EMERGENCY MEDICAL TECHNICIAN SKILLS (12 Hours)**

*Prerequisite(s):* Students must have a current Maryland Emergency Medical Technician license.

*Course Objective:* To provide students with the knowledge, skills and abilities to fulfill the skill proficiency requirements for EMT recertification.

*Course Description:* Major topics covered in this course include infection control, patient assessment, oxygen adjuncts and delivery, CPR, AED, bleeding control and management of soft tissue injuries, musculoskeletal injuries, and spinal immobilization. Methods of instruction include discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the MIEMSS protocol examination.

In order to complete the requirements for recertification as an EMT students must complete an additional 12 hours of continuing education, which may be acquired through seminars or other methods approved by MIEMSS.

### **EMS 203 – EMERGENCY MEDICAL TECHNICIAN REFRESHER (24 Hours)**

*Prerequisite(s):* Students must have a current Maryland Emergency Medical Technician license.

*Course Objective:* To provide students with the knowledge, skills and abilities to fulfill the requirements for EMT recertification.

*Course Description:* Major topics covered in the course are Maryland medical protocols for EMS providers, preparatory, airway, patient assessment, medical and behavioral situations, trauma situations, and emergency obstetrics: childbirth and infants and children. Methods of instruction include lecture, discussion, and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the MIEMSS protocol examination.

This course provides the 24 hours of continuing education requirement for Emergency Medical Technician certification.

**EMS 204 – EMERGENCY MEDICAL TECHNICIAN CONTINUING EDUCATION ONLINE (12 Hours)**

*Prerequisite(s):* Students must have a current Maryland Emergency Medical Technician license.

*Course Objective:* To provide students with the knowledge, skills and abilities to fulfill the requirements for EMT recertification.

*Course Description:* This online course includes twelve study modules that provide continuing education in medical assessment and trauma care. Major topics covered in the course are Maryland medical protocols for EMS providers, preparatory, airway, patient assessment, medical and behavioral situations, trauma situations, and emergency obstetrics: childbirth and infants and children.

*Successful Completion:* Students must successfully complete all of the required online lessons within 30 days of the course start date. Partial credit is not awarded. In order to complete the requirements for recertification as an EMT the student must complete a 12-hour practical skills program in addition to this online course.

**EMS 207 – EMERGENCY MEDICAL RESPONDER REFRESHER (15 Hours)**

*Prerequisite(s):* Students must have a current Maryland Emergency Medical Responder license

*Course Objective:* To provide students with the knowledge, skills and abilities to fulfill the requirements for EMR recertification.

*Course Description:* Major topics covered in this course include review of legal aspects of care, patient assessment and vital signs, respiratory and circulatory systems, CPR and airway obstruction techniques, oxygen delivery and adjuncts, suctioning wounds, bleeding control and shock, fractures, spinal injuries, medical and environmental emergencies, childbirth, special patients, crisis intervention, triage, and gaining access to and moving patients. Methods of instruction include lecture, discussion, and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the MIEMSS protocol examination.

**EMS 226 – BASIC DISASTER LIFE SUPPORT - NDLSF (8 Hours)**

*Prerequisite(s):* Current certification or licensure as an emergency medical services provider, health care professional, public health professional or law enforcement officer.

*Course Objective:* To provide health care providers with the knowledge, skills and abilities necessary to recognize and manage "all-hazards" threats (nuclear, biological, chemical, explosive and natural disasters).

*Course Description:* The BDLS® curriculum is developed with an all-hazards approach (recognition and management) to disaster response. Individual chapters remain cohesive by the incorporation of a



unifying algorithm called the DISASTER Paradigm™. Major topics covered in this course include overview and disaster paradigm; natural and manmade disasters; traumatic and explosive events; nuclear and radiological weapon attacks; biological events; chemical events; the public health system and the psychosocial aspects of disasters.

*Successful Completion:* Students must attend all course sessions and obtain a score of 70% or better on the written examination. Successful completion of the course provides certification in BDLS. To maintain these credentials, renewal training is required every three years.

*Continuing Education:* The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) [www.miemss.org](http://www.miemss.org) and the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) [www.cecbems.org](http://www.cecbems.org) and are recognized by the National Registry of Emergency Medical Technicians (NREMT) [www.nremt.org](http://www.nremt.org). Continuing education for nurses, physicians and other allied health professionals is also available.

### **EMS 304 – ADVANCED LIFE SUPPORT REFRESHER COURSE (40 Hours)**

*Prerequisite(s):* Students must have a current advanced life support license or certification.

*Course Objective:* To provide students with the knowledge, skills and abilities to fulfill the requirements for recertification.

*Course Description:* Major topics covered in this course include airway management, medical emergencies, trauma emergencies, special populations and operations.

*Successful Completion:* Students must attend all classroom sessions, complete all online lessons, and demonstrate proficiency in the evaluation stations.

*Continuing Education:* This course, when accompanied by an Advanced Cardiac Life Support course, meets the mandatory and flexible content required to meet the Section I requirements for re-registration with the National Registry of Emergency Medical Technicians. The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) [www.miemss.org](http://www.miemss.org) and are recognized by the National Registry of Emergency Medical Technicians (NREMT) [www.nremt.org](http://www.nremt.org).

### **EMS 313 – ADVANCED MEDICAL LIFE SUPPORT – NAEMT (16 Hours)**

*Prerequisite(s):* Students must have a current advanced life support license or certification.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to successfully assess and manage a patient in a medical crisis. Upon successful completion of this course, the student will be able to apply critical thinking skills to integrate pathophysiology with assessment and history findings to determine actual and potential patient problems, and apply appropriate emergency medical treatment.

*Course Description:* This course addresses the most common medical complaints and offers a pragmatic method of patient assessment and management utilizing scene size-up, history, and physical examination to systematically rule out or support possibilities and probabilities in the medical patient. Major topics covered in the course are assessment of the medical patient, airway management, ventilation and oxygen therapy, hypoperfusion, dyspnea, chest pain, altered mental status, seizure and seizure disorders, acute abdominal pain, and gastrointestinal bleeding. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend all class sessions, demonstrate proficiency in the four evaluation stations, and obtain a minimum score of 76% on the written examination. Successful completion of the course provides certification in AMLS.

*Continuing Education:* The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) [www.miemss.org](http://www.miemss.org), the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) [www.cecbems.org](http://www.cecbems.org) and are recognized by the National Registry of Emergency Medical Technicians (NREMT) [www.nremt.org](http://www.nremt.org).

### **EMS 316 – GERIATRIC EDUCATION FOR EMERGENCY MEDICAL SERVICES – NAEMT (8 Hours)**

*Prerequisite(s):* Students must have a current BLS or ALS license or certification.

*Course Objective:* To provide students with the knowledge, skills and abilities required to successfully assess and manage a geriatric patient in the pre-hospital environment.

*Course Description:* Major topics covered in the course include aging, changes with age, communicating with older people and their caregivers, assessment of the older patient, end-of-life care issues, trauma, musculoskeletal disorders and falls, immobilization, neurological emergencies and altered mental status, respiratory and cardiovascular emergencies, elder abuse and neglect, pharmacology and medication toxicity, psychiatric emergencies, and intravenous therapy. Methods of instruction include lecture, discussion and team-based practical exercises.

*Successful Completion:* Students must attend all class sessions, demonstrate proficiency in the practical skills stations, and obtain a minimum score of 80% on the written examination.

*Continuing Education:* The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) [www.miemss.org](http://www.miemss.org) and the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) [www.cecbems.org](http://www.cecbems.org) and are recognized by the National Registry of Emergency Medical Technicians (NREMT) [www.nremt.org](http://www.nremt.org).

### **EMS 319 – PREHOSPITAL TRAUMA LIFE SUPPORT – NAEMT (16 Hours)**

*Prerequisite(s):* Students must have a current advanced life support license or certification.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to successfully assess and manage a trauma patient. Upon successful completion of this course, the practicing prehospital care provider will be able to apply specific knowledge related to the prehospital assessment

care of the trauma patient. Students will learn to use new combinations and applications of existing skills and knowledge to better the patient's chances at surviving traumatic events.

*Course Description:* This course provides a prehospital trauma care philosophy, stressing the need to treat the multi-system trauma patient as a unique entity with specific needs that requires an approach to treatment that varies from traditional treatment modalities.

*Successful Completion:* Students must attend all class sessions, demonstrate proficiency in the four evaluation stations, and obtain a minimum score of 76% on the written examination. Successful completion of the course provides certification in PHTLS.

*Continuing Education:* The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) [www.miemss.org](http://www.miemss.org) and the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) [www.cecbems.org](http://www.cecbems.org) and are recognized by the National Registry of Emergency Medical Technicians (NREMT) [www.nremt.org](http://www.nremt.org).

### **EMS 321 – ADVANCED DISASTER LIFE SUPPORT - NDLSF (16 Hours)**

*Prerequisite(s):* Basic Disaster Life Support – BDLS (EMS 226)

*Course Objective:* To provide health care providers with the knowledge, skills and abilities required to recognize and manage "all-hazards" threats (nuclear, biological, chemical, explosive and natural disasters).

*Course Description:* The Advanced Disaster Life Support Course is an advanced practicum of the principles introduced in Basic Disaster Life Support. Major topics covered in this course include MASS Triage, community and hospital disaster planning; media and communications during disasters; and mass fatality management. In addition, small group interactive sessions allow students to work through a series of difficult questions of disaster management in a tabletop format.

*Successful Completion:* Students must attend all course sessions and demonstrate proficiency in the practical skills exercises. Successful completion of the course provides certification in ADLS. To maintain these credentials, renewal training is required every three years.

*Continuing Education:* The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) [www.miemss.org](http://www.miemss.org) and the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) [www.cecbems.org](http://www.cecbems.org) and are recognized by the National Registry of Emergency Medical Technicians (NREMT) [www.nremt.org](http://www.nremt.org). Continuing education for nurses, physicians and other allied health professionals is also available.

### **EMS 322 – PREHOSPITAL TRAUMA LIFE SUPPORT REFRESHER – NAEMT (8 Hours)**

*Prerequisite(s):* Prehospital Trauma Life Support – PHTLS (EMS 319)

*Course Objective:* To provide students with a review of the knowledge, skills and abilities necessary to successfully assess and manage a trauma patient.

*Course Description:* This course provides a prehospital trauma care philosophy, stressing the need to treat the multi-system trauma patient as a unique entity with specific needs that requires an approach to treatment that varies from traditional treatment modalities.

*Successful Completion:* Students must attend all class sessions, demonstrate proficiency in the four evaluation stations, and obtain a minimum score of 76% on the written examination. Successful completion of the course provides certification in PHTLS.

*Continuing Education:* The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) [www.miemss.org](http://www.miemss.org) and the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) [www.cecbems.org](http://www.cecbems.org) and are recognized by the National Registry of Emergency Medical Technicians (NREMT) [www.nremt.org](http://www.nremt.org).

### **EMS 324 – PREHOSPITAL TRAUMA LIFE SUPPORT HYBRID – NAEMT (16 Hours)**

*Prerequisite(s):* Students must have a current advanced life support license or certification.

*Course Objective:* To provide the student with the tools to focus on the care of the trauma patient. Upon successful completion of this course, the practicing prehospital care provider will be able to apply specific knowledge related to the prehospital assessment care of the trauma patient. Students will learn to use new combinations and applications of existing skills and knowledge to better the patient's chances at surviving traumatic events.

*Course Description:* This course provides a prehospital trauma care philosophy, stressing the need to treat the multi-system trauma patient as a unique entity with specific needs that requires an approach to treatment that varies from traditional treatment modalities.

*Successful Completion:* Students must complete all online components including the online examination, demonstrate proficiency in the four evaluation stations, and obtain a minimum score of 76% on the in-person written examination. Successful completion of the course provides certification in PHTLS.

*Continuing Education:* The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) [www.miemss.org](http://www.miemss.org) and the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) [www.cecbems.org](http://www.cecbems.org) and are recognized by the National Registry of Emergency Medical Technicians (NREMT) [www.nremt.org](http://www.nremt.org).

### **EMS 325 – ADVANCED CARDIAC LIFE SUPPORT PROVIDER COURSE - AHA (16 Hours)**

*Prerequisite(s):* Students must have a current advanced life support license or certification.

*Course Objective:* To provide healthcare professionals with the knowledge and skills to manage patients in a pre-arrest, arrest or post-arrest state.

*Course Description:* This course is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest and other cardiovascular emergencies, including personnel in emergency response, emergency medicine, intensive care and critical care units. This is an instructor-led classroom course that highlights the importance of team dynamics and communication, systems of

care and immediate post-cardiac arrest care. It also covers airway management and related pharmacology. In this course, skills are taught in large group sessions and in small group testing and learning stations where case-based scenarios are presented.

*Successful Completion:* Students must attend all classroom sessions, successfully complete all practical evaluation stations and obtain a minimum score of 84% on the final written examination.

*Continuing Education:* The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS), and are recognized by the National Registry of Emergency Medical Technicians (NREMT)

### **EMS 333 – EMERGENCY PEDIATRIC CARE – NAEMT (16 Hours)**

*Prerequisite(s):* Students must have a current BLS or ALS license or certification.

*Course Objective:* To provide healthcare professionals with the knowledge, skills and abilities to assess and management a pediatric patient.

*Course Description:* This course provides an in-depth understanding of the pathophysiology of the most common pediatric emergency issues, and stresses critical thinking skills to help practitioners make the best decisions for their patients. Major topics covered in this course include understanding kids; airway, breathing and oxygenation; cardiac emergencies; child abuse and neglect; common medical emergencies; the importance of family; hypoperfusion and shock; newborn resuscitation; pediatric trauma; and special health care needs. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend all classroom sessions, successfully complete all practical evaluation stations and obtain a minimum score of 76% on the final written examination.

*Continuing Education:* The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS), and are recognized by the National Registry of Emergency Medical Technicians (NREMT)

---

## **Fire**

### **FIRE 101 – FIREFIGHTER I (108 Hours) - *REQUIRES MEDICAL CLEARANCE***

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities to safely and effectively perform basic firefighting operations as part of a firefighting team. Upon successful completion of this course, the student will be able to understand and apply the principles of fire behavior; building construction; water distribution systems; fixed fire protection systems; ventilation; hose streams; fire prevention; and inspections, ladders, and rescue techniques

*Course Description:* Major topics covered in this course are the fire department organization, communications, the incident command system, ropes and knots, fire behavior, safety, fire prevention, personal protective equipment, fire extinguishers, respiratory protection, ventilation, hoselines, forcible entry, search and rescue procedures, and ladder and sprinkler systems. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the written and practical examinations.

### **FIRE 102 – PROTECTIVE ENVELOPE AND FOAM (8 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to enter the MFRI *Hazardous Materials Operations* (HM 102) course.

*Course Description:* Major topics covered in this course include personal protective equipment, respiratory protection, self-contained breathing apparatus, handling hoselines, and foam application. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions and demonstrate proficiency in the practical skills evolutions.

### **FIRE 111 – PUBLIC FIRE AND LIFE SAFETY EDUCATOR (18 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to organize and teach basic fire safety education in their community and workplace. Upon successful completion of this course, the student will be able to discuss general guidelines for planning successful presentations, what motivates people to learn and how they learn differently, how to select training materials and evaluation instruments, how to work with the media and how to develop public service announcements that will attract attention to the safety message.

*Course Description:* Major topics covered in this course include evaluation and certification requirements, terms and concepts of learning, motivation and learning, introduction to fire dynamics, fire protection systems, instructional methods, matching instructional methods and educational objectives, presentation methods and preparation, categories of instructional materials, educational materials and learning styles, media and communications, and preparation and delivery. Methods of instruction include lecture, discussion, learner presentations and small group learning activities.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in instructional skills, receive a satisfactory evaluation on the final classroom presentation and obtain a score of 70% or better on the final written examination.

### **FIRE 112 – FIRE POLICE ORIENTATION (9 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to function as part of a fire police team to safely direct traffic and perform safety related duties at emergencies and special events. Upon successful completion of this course, the student will be able to direct vehicular and pedestrian traffic at the scene of emergency incidents and non-emergency events.

*Course Description:* Major topics covered in this course include personal conduct and professional duties; traffic control; road flare and traffic cone placement; crowd control; hazardous materials laws, regulation, and standards; use of the *Emergency Response Guidebook*; and helicopter operations. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions and complete required classroom activities.

### **FIRE 113 – PUMPING APPARATUS DRIVER/OPERATOR (36 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to operate fire department pumping apparatus. Upon successful completion of this course, the student will be able to determine how much water is flowing given the nozzles in service, the available pressure, and available hoselines; and calculate pressures needed for a supply pumper, relay pumper, and attack pumper.

*Course Description:* Major topics covered in this course are basic terminology, water supply, water pressure and gauges, hydraulics, positive displacement props, centrifugal pumps, pump power supply systems, relief valves, pressure governors, primers, water sources, and maintenance. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the written and practical examinations.

**FIRE 114 – AERIAL APPARATUS DRIVER/OPERATOR (27 Hours)**

*Prerequisite(s):* MFRI Firefighter I, or MFSPQB, NBFSPQ, or IFSAC Firefighter I certification.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to operate fire department aerial apparatus and associated equipment. Upon successful completion of this course, the student will be able to safely and effectively operate an aerial ladder at a fire or emergency scene.

*Course Description:* Major topics covered in this course are truck company operations, tool requirements, terminology, techniques of spotting, stabilizing, working angles, loading, extreme operating conditions, raising and lowering, controls and valves, hydraulic systems, water tower operations, standpipe operations, ladders, safety rules, maintenance, and testing. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the written and practical examinations.

**FIRE 122 – ARSON DETECTION FOR FIRST RESPONDERS – NFA (13 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide a clear definition of the role of the initial responder organizations; to provide essential knowledge to enable them to recognize the potential of an intentionally-set fire; to preserve evidence; and to properly report the information to appropriate officials. Upon successful completion of this course, the student will be able to recognize the indicators of an intentionally-set fire; how to preserve evidence; and report information to an appropriate official.

*Course Description:* Major topics covered in this course are fire behavior, critical observations of the first responder, fire cause, scene security and evidence preservation, legal considerations, and reporting of findings. Methods of instruction include lecture, discussion, classroom exercises and case studies.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

**FIRE 124 – STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS – NFA (12 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To develop the management skills needed by the Company Officers to accomplish assigned tactics at structure fires. Upon successful completion of this course, the student will be able to discuss the scientific method; describe the primary size-up factors and determine their impact on objectives and strategies and analyze the command sequence action planning cycle; select and deploy the appropriate hoselines to accomplish fire confinement, exposure protection and fire extinguishment; select appropriate ventilation, rescue, support and overhaul tactics based on principles and tactical con-



siderations; and identify the principles of water supply and tactics using municipal sources, static sources and portable sources, fixed fire suppression systems, and salvage.

*Course Description:* Major topics covered in this course are the analytical size-up process, the scientific method, variables, making decisions, establishing objectives, evaluating primary factors, and the command sequence action planning cycle; fire confinement, exposure protection and fire extinguishment; rescue operations, ventilation practices, incident support operations and overhauling tactics; water supply, fixed suppression systems and salvage operations. Methods of instruction include lecture, discussion, audio/visual material, individual activities, small group activities, demonstration, simulations and a final written examination.

*Successful Competition:* Students must attend all class sessions and complete required classroom activities.

### **FIRE 130 – EMERGENCY VEHICLE DRIVER/OPERATOR (33 Hours)**

*Prerequisite(s):* Students must have a valid Maryland Driver’s License or equivalent and a letter from the chief of the department giving the student permission to drive the department’s apparatus.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to safely operate an emergency vehicle. Upon successful completion of this course, the student will be able to describe the major concepts of emergency vehicle driving including safety, legal issues, communications, vehicle inspection and preparation, physical forces affecting driving and the operation of an emergency vehicle; and demonstrate basic competency as a driver of an emergency vehicle.

*Course Description:* Major topics covered in this course are safe driving and collision avoidance, Maryland motor vehicle statutes, route selection and communications, vehicle inspection and driving preparation, physical forces affecting driving, lights and sirens, basic control tasks, urban driving, negotiating intersections and turnarounds, following and passing vehicles, high-speed driving, dealing with adverse conditions and contingencies, and emergency parking. Methods of instruction include lecture, discussion and practical skills exercises.

*Successful Completion:* Students must attend required classroom sessions, complete all required online activities, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the written and practical examinations.

### **FIRE 131 – EMERGENCY VEHICLE OPERATOR REFRESHER (12 Hours)**

*Prerequisite(s):* MFRI *Emergency Vehicle Driver/Operator*. Students must have a valid Maryland Driver’s License or equivalent and a letter from the chief of the department giving the student permission to drive the department’s apparatus.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to safely operate an emergency vehicle. Upon successful completion of this course, the student will be able to describe the major concepts of emergency vehicle driving including safety, legal issues, communications, vehicle inspection and preparation, physical forces affecting driving and the operation of an emergency vehicle; and demonstrate basic competency as a driver of an emergency vehicle.

*Course Description:* Major topics covered in this course are safe driving and collision avoidance, Maryland motor vehicle statutes, route selection and communications, vehicle inspection and driving preparation, physical forces affecting driving, lights and sirens, basic control tasks, urban driving, negotiating intersections and turnarounds, following and passing vehicles, high-speed driving, dealing with adverse conditions and contingencies, and emergency parking. Methods of instruction include lecture, discussion and practical skills exercises.

*Successful Completion:* Students must attend required classroom sessions and demonstrate proficiency in the practical skills evolutions.

### **FIRE 132 – TRAFFIC INCIDENT MANAGEMENT – NFA (8 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To enable emergency services responders to increase safety and reduce incident clearance rates at motor vehicle incidents. Upon successful completion of this course, the student will be able to work with multiple agencies on a motor vehicle crash or other traffic incident to increase safety on the scene and return the site to normal operation as rapidly as possible.

*Course Descriptions:* Major emphasis of the course will be to combine the knowledge, abilities, and resources of all responders, making full use of available technology and addressing responsibilities of the wide variety of agencies that may be encountered on a roadway emergency including police, fire, EMS, HAZMAT, DOT, DOE, FEMA, media, and tow operators. Methods of instruction include lecture, discussion, group activities, and case studies.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

### **FIRE 133 – PREPARATION FOR INITIAL COMPANY OPERATIONS - NFA (12 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To develop a better understanding of the role and responsibilities of a company officer in preparing the company for incident operations and to clarify the transition from firefighter to company officer and the new roles relating to leadership and safety. Upon successful completion of this course, the student will have the basic knowledge, skills, and abilities to manage one or more companies operating at a structural fire emergency.

*Course Description:* Major topics covered in the course are roles and responsibilities of company officers, readiness, communication, building construction and fire behavior, preincident preparation, and the recognition-primed decision (RPD) model of decision making. Methods of instruction include lecture, discussion, individual and group classroom exercises, audio/visual material, and a final written examination. This course is designed for company officers, acting company officers, or senior firefighters responsible for the management of a single fire company at an emergency incident and those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operation.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

### **FIRE 134 – FIRE INVESTIGATOR (60 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to function as an entry-level fire investigator. Upon successful completion of this course the student will be able to apply a standardized approach to the investigation of fires or explosions in their jurisdiction.

*Course Description:* Major topics covered in this course include determining the point of origin, burn patterns, evidence collection and analysis, interviewing techniques, and court procedure and testifying. Methods of instruction include lecture, discussion, team-based practical exercises, and a mock-trial exercise.

*Successful Completion:* Students must attend all classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written examination.

### **FIRE 137 – DECISION MAKING FOR INITIAL COMPANY OPERATIONS – NFA (14 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To develop the decision-making skills needed by company officers to accomplish assigned tactics at structure fires. Upon successful completion of this course, the student will be able to make good management decisions that have a favorable impact on the eventual outcome of an incident.

*Course Description:* Major topics covered in the course are the NIMS, fireground management, fireground decision-making, size-up, building construction types, and burn time considerations. Methods of instruction include lecture, discussion, audio/visual material, individual activities, small group activities, demonstration, and simulations.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

### **FIRE 138 – YOUTH FIRESETTING PREVENTION AND INTERVENTION I - NFA (16 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To empower students with a broad understanding of the knowledge, skills, and abilities the Youth Firesetting Intervention Specialist I should meet as requirements of NFPA Standard 1035 pertaining to youth firesetting. This course is for the practitioner who provides services at the program delivery level.

*Course Description:* Major topics covered in the course are the extent of the youth firesetting problem and justification for local youth firesetting prevention and intervention programs, examination of the typologies of firesetting and the motivation behind firesetting behaviors, identification, intake, screening, disposition, and follow-up and youth firesetting educational interventions. Methods of instruction include lecture, discussion, classroom exercises and audio/visual material.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

### **FIRE 139 – COURAGE TO BE SAFE – NFFF (4 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide emergency services personnel with the courage to do the right thing in order to protect themselves and other responders.

*Course Description:* This course is a provocative and moving presentation by the National Fallen Firefighters Foundation, through the Everyone Goes Home® Program, that is designed to change the culture of accepting the loss of firefighters as a normal occurrence.

Building on the untold story of line-of-duty death survivors, it reveals how family members must live with the consequences of a firefighter death. This presentation focuses on the need for firefighters and officers to change fundamental attitudes and behaviors in order to prevent line-of-duty deaths. The central theme promotes having the courage to do the right thing in order to protect oneself and other firefighters and ensure that "Everyone Goes Home" at the end of the day.

Firefighters must have the courage to face a multitude of risks in order to save lives and protect their communities. Their courage allows them to willingly risk their own lives so that others can be saved. A different type of courage is required to stay safe in potentially dangerous situations, avoiding needless risks and tragic consequences.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

### **FIRE 201 – FIREFIGHTER II (60 Hours) **REQUIRES MEDICAL CLEARANCE****

*Prerequisite(s):* MFRI *Firefighter I* (FIRE 101), or MFSPQB, NBFSPQ, or IFSAC Firefighter I certification. A minimum of one year experience as a Firefighter I is suggested before enrolling.

*Course Objective:* To provide students with the knowledge, skills and abilities needed to become a firefighter. Upon successful completion of this course, the student will be able to understand and apply the principles of fire behavior; building construction; water distribution systems; fixed fire protection systems; ventilation; hose streams; fire prevention; inspections; ladders; and rescue techniques

*Course Description:* Major topics covered in this course are incident command, building construction, ventilation, water distribution, hose streams, fixed fire protection systems, fire prevention, inspection

preplanning, ladders, and rescue procedures. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the written and practical examination.

### **FIRE 202 – TRUCK COMPANY FIREGROUND OPERATIONS (24 Hours)**

*Prerequisite(s):* MFRI *Basic Fire, Essentials of Firefighting IV, Firefighter I* (FIRE 101), or equivalent.

*Course Objective:* To provide students with the knowledge, skills and abilities to perform truck company operations during fireground operations. Upon successful completion of this course, the student will be able to demonstrate forcible entry, search and rescue, ventilation, salvage, overhaul, and ladders.

*Course Description:* Major topics covered in this course are the function and responsibilities of the truck company, forced entry, ground ladder use, techniques and procedures for locating victims, techniques for removal of smoke and gases, salvage operations, checking for fire extension, procedures for overhauling, building construction, utility control, and electrical and lighting the fireground. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

### **FIRE 206 – FIREFIGHTER SURVIVAL AND RESCUE (18 Hours) - **REQUIRES MEDICAL CLEARANCE****

*Prerequisite(s):* MFRI *Firefighter I* (FIRE 101).

*Course Objective:* To provide students with the knowledge, skills and abilities to reduce the risk of death or injury by addressing concerns when operating at structural fires. Upon successful completion of this course, students will be able to recognize and analyze dangerous conditions and learn how to keep themselves out of trouble, perform self-rescue when they find themselves in trouble, and provide rescue for other firefighters in trouble.

*Course Description:* Major topics covered in this course include firefighter safety, regulations and standards, survival and rescue mindset, rapid intervention teams, 2-in/2-out, drags and carries, ladder usage, self-rescue, wall breach, disentanglement, and large-area search. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

**FIRE 207 – ENGINE COMPANY FIREGROUND OPERATIONS (24 Hours)**

*Prerequisite(s):* MFRI Basic Fire, Essentials of Firefighting IV, Firefighter I (FIRE 101), or equivalent.

*Course Objective:* To provide students with the knowledge, skills and abilities to perform engine company operations during fireground operations. Upon successful completion of this course, the student will be able to describe the functions and responsibilities of the engine company and demonstrate the use of nozzles, a hose, hydrants, foam, and testing equipment during practical evolutions.

*Course Description:* Major topics covered in this course are functions and responsibilities of the engine company, construction and operation of nozzles, positioning and utilizing the engine, utilizing hydrants, the pitot gauge and foam, size-up, emergency response considerations, initial fireground operation, and selecting and placing attack and supply lines. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

**FIRE 209 – YOUTH FIRESETTING PREVENTION AND INTERVENTION II – NFA (16 Hours)**

*Prerequisite(s):* NFA Youth Firesetting Prevention and Intervention I (FIRE 138)

*Course Objective:* To empower students with a broad understanding of the knowledge, skills, and abilities the Youth Firesetting Intervention Specialist II should meet as requirements of NFPA Standard 1035 pertaining to youth firesetting. The course is designed for the person who is responsible or will be responsible for leading a youth firesetting prevention and intervention program.

*Course Description:* Major topics covered in the course are leading a youth firesetting prevention and intervention programs, program development and program evaluation. Methods of instruction include lecture, discussion, classroom exercises and audio/visual material.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

**FIRE 233 – WILDLAND URBAN INTERFACE FIREFIGHTING FOR STRUCTURAL COMPANY OFFICERS - NFA (14 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To prepare students to identify operational activities and safety concerns for structural company officers assigned to a Wildland/Wildland Urban Interface incident.

*Course Description:* Major topics covered in this course are the introduction to Wildland/Wildland Urban Interface firefighting, interface environment, wildland fire behavior, command and control issues

of wildland/urban interface firefighting, and tactics. Methods of instruction include lecture, discussion, classroom exercises and audio/visual material.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

## Hazardous Materials

### **HM 102 – HAZARDOUS MATERIALS OPERATIONS (24 Hours)**

*Prerequisite(s):* MFRI *Protective Envelope and Foam* (FIRE 102), *Pre-Emergency Response Training* (FIRE 103), *Firefighter I* (FIRE 101), or equivalent.

*Course Objective:* To provide students with the knowledge, skills and abilities to perform hazardous materials first response. Upon successful completion of this course, the student will be able to analyze a hazardous materials incident, plan an initial response, implement the response, and evaluate the progress of the actions taken.

*Course Description:* Major topics covered in this course include firefighter safety, regulations and standards, chemistry, recognition and identifications, DOT guidebook, site management, container behavior, defensive control measures, personal protective equipment, decontamination, and terrorist and other criminal activity. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

### **HM 103 – HAZARDOUS MATERIALS AWARENESS (12 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities to recognize a hazardous materials incident, take protective action, and request the appropriate response. Upon successful completion of this course, students will be able to recognize a hazardous materials incident, take protective action and request the appropriate response.

*Course Description:* Major topics include recognizing and identifying hazards, hazardous materials effects, and estimating potential harm.

*Successful Completion:* Students must attend required classroom sessions and obtain a score of 70% or better on the final written examination.

### **HM 201 – HAZARDOUS MATERIALS TECHNICIAN (60 Hours) - **REQUIRES MEDICAL CLEARANCE****

*Prerequisite(s):* MFRI *Hazardous Materials Operations* (HM 102).

*Course Objective:* To provide students with the knowledge, skills and abilities to mitigate a hazardous materials leak. Upon successful completion of this course, the student will be able to analyze a



hazardous materials incident; plan a response; implement the response; evaluate the progress of the planned response; and terminate the incident.

*Course Description:* Major topics covered in the course are chemical and physical properties; recognition and identification of hazardous materials; laws, regulations, standards and information resources; personal protective equipment; detection devices, hazard and risk assessment, and decontamination; drum handling, damage assessment and tactical considerations, and leak control; handling cylinder emergencies, drum sampling, and terminating the incident; and required documentation. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

### **HM 221 – HAZARDOUS MATERIALS INCIDENT COMMANDER (18 Hours)**

*Prerequisite(s):* MFRI *Hazardous Materials Operations* (HM 102).

*Course Objective:* To provide students with the knowledge, skills and abilities to assume responsibility and make decisions relating to the management of a hazardous materials incident. Upon completion, students will be able to analyze a hazardous materials incident, develop an incident action plan, develop an effective NIMS/ICS organization, determine appropriate public protective actions, implement and coordinate response activities, evaluate and monitor progress and developments, and terminate the incident.

*Course Description:* Major topics covered in this course include hazardous materials management system; health and safety; incident management system; action plans, site management and control; problem identification; hazard and risk evaluation; personal protective equipment, information management and resource coordination; response objectives; decontamination management; and incident termination. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

**Management****MGMT 110 – INSTRUCTOR I (33 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to organize and teach a course effectively using existing lesson plans. Upon successful completion of this course, the student will be able to plan instruction, using a variety of instructional methods; teach diverse learners; evaluate course outcomes; and address the critical issues of safety and the legal issues of training.

*Course Description:* Major topics covered in this course are the challenges of emergency services instruction; speaking before a group; safety: the instructor's role; legal considerations; the psychology of learning; instructional delivery practical training evolutions; and instructional media, testing, and evaluation. Methods of instruction include lecture, discussion, learner presentations and small group learning activities.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in instructional skills, receive a satisfactory evaluation on the final classroom presentation and obtain a score of 70% or better on the final written examination.

**MGMT 121 – INTRODUCTION TO UNIFIED COMMAND FOR MULTIAGENCY AND CATASTROPHIC INCIDENTS - NFA (14 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To assist emergency response personnel in the understanding of, and the ability to apply, the Incident Command System (ICS) when multiple agencies are involved at major and catastrophic incidents, and to provide a better understanding of operations under a Unified Command (UC). Upon successful completion of the course, the student will understand the role of the fire service, law enforcement, and emergency medical services (EMS) personnel in catastrophic incidents and will understand and apply the concepts of Incident Command and Unified Command in their communities.

*Course Description:* Major topics covered in this course include preplanning focus; resource depletion; incident management teams; needs and development; area command elements, features, and guidelines for the use of unified command and command meeting; emergency operations centers; staff makeup and interaction and functional areas; similarities and differences of hazardous materials and terrorism incidents; the National Response Plan; Federal agencies available to assist; Incident Command System organization on arrival of the Federal Bureau of Investigation; the planning process; preplanning meeting; and incident command system forms. Methods of instruction include lecture, discussion, individual activities, group activities, audio/visual materials and a final examination.

*Successful Completion:* Students must attend required classroom sessions and complete all required classroom activities.

### **MGMT 125 – HEALTH AND SAFETY OFFICER – NFA (14 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To examine the health and safety officer’s role in identifying, evaluating, and implementing policy and procedures that affect the safety and health of emergency responders. Upon successful completion of this course, the student will be able to understand the role of the health and safety officer in both emergency and non-emergency situations.

*Course Description:* Major topics covered in this course are the role of the health and safety officer, the laws, standards, and regulations, health maintenance, accident investigation, and post-incident examination. Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, learner presentations/reports, end-of-course testing, and graded individual and group activities throughout the course.

*Successful Completion:* Students must attend required classroom sessions and complete all required classroom activities.

### **MGMT 129 – INCIDENT SAFETY OFFICER - NFA (16 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide understanding of the safety officer’s role at emergency response situations, with specific emphasis on the role of the safety officer in the incident command system. Upon successful completion of this course, the student will be able to demonstrate the skills required to function effectively as a safety officer at emergency incidents.

*Course Description:* Major topics covered in this course are the role of the safety officer, regulations, standards and policies, record keeping and documentation and risk management and communications. Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material and a final examination.

*Successful Completion:* Students must attend required classroom sessions and complete all required classroom activities.

### **MGMT 130 – LEADERSHIP I: STRATEGIES FOR COMPANY SUCCESS – NFA (12 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with leadership skills of mid-level managers, especially fire company officers. Upon successful completion of this course, the student will be able to apply appropriate decision-making styles to given situations, outline critical steps in problem-solving methods; identify services provided by a “typical” fire company and the resources needed to provide these services; understand the relationship between resources and services provided by a fire company; and describe the requirements involved in running effective meetings.

---

*Course Description:* Major topics covered in this course are decision-making, problem solving, brainstorming, and meeting management. Methods of instruction include lecture, discussion, audio/visual aids, and examinations.

*Successful Completion:* Students must attend required classroom sessions and complete all required classroom activities.

### **MGMT 131 – LEADERSHIP II: STRATEGIES FOR PERSONAL SUCCESS – NFA (12 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with an understanding of leadership skills and tasks associated with management of multiple roles of managers, ethics, abuse of power, and personal creativity. Upon successful completion of this course, the student will be able to identify typical roles and responsibilities of a commanding officer; identify, define, and analyze the role of creativity and innovation in fire service organizations; identify the sources and limits of different types of power; and make appropriate decisions involving ethical issues.

*Course Description:* Major topics covered in this course include ethics, role conflict, fostering creativity and innovation, and power. Methods of instruction include lecture, discussion, audio/visual aids, role-playing, and examinations.

*Successful Completion:* Students must attend required classroom sessions and complete all required classroom activities.

### **MGMT 132 – LEADERSHIP III: STRATEGIES FOR SUPERVISORY SUCCESS – NFA (12 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with an understanding of basic leadership skills related to supervision of personnel. Upon successful completion of this course, the student will be able to describe the relationship between development level and leadership style; identify benefits derived from effective delegation and barriers that prevent it; recognize similarities that characterize effective coaches and effective leaders; and use discipline to correct improper employee behavior.

*Course Description:* Major topics covered in this course are situational leadership, delegation, coaching, and discipline. Methods of instruction include lecture, discussion, audio/visual aids, small group activity, and examinations.

*Successful Completion:* Students must attend required classroom sessions and complete all required classroom activities.

### **MGMT 138 – SHAPING THE FUTURE – NFA (16 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To identify problems having an impact on organizational effectiveness; to apply creative problem solving for continuous improvement; to use quantifiable information to justify recommendations; and to develop strategies for implementing change. Upon successful completion of this course, students will be able to provide leadership and direction for their fire department.

*Course Description:* Major topics covered in this course are environmental scanning, paradigm shifts, and methods for re-framing problems accurately; group problem-solving techniques; and managing change. Methods of instruction include lecture, discussion, classroom exercises, audio/visual materials, individual and group activities, and a final examination.

*Successful Completion:* Students must attend required classroom sessions and complete all required classroom activities.

### **MGMT 140 – INCIDENT COMMAND FOR HIGH-RISE OPERATIONS – NFA (15 hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To assist emergency response officers responding to high-rise incidents in organizing resources, developing strategies, and managing tactical operations and interagency coordination to protect life and minimize damage. The student will be able to list building construction and system features; explain characteristics and fire behavior concerns; identify high-rise fire Strategic Operating Guidelines; describe primary assignments for engine and truck company operations; identify life safety considerations involving evacuation procedures, rapid intervention, responder rehabilitation, and personnel accountability; explain the fundamental operation and impact of a heating, ventilating, and air conditioning (HVAC) system and fire department ventilation techniques at a high-rise incident; and identify roles and responsibilities for command and control procedures for major high-rise operations.

*Course Description:* Methods of instruction include lecture, discussion, classroom exercises, audio/visual material, learner presentations/reports, and a final examination.

*Successful Completion:* Students must attend required classroom sessions and complete all required classroom activities.

### **MGMT 141 – INCIDENT COMMAND FOR STRUCTURAL COLLAPSE INCIDENTS- NFA (16 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide fire officers with an understanding of command operations at structural collapse incidents. Upon successful completion of the course, the student will be able to describe aspects of a structural collapse; explain basic command procedures and ICS organizational structure; identify various resource levels, types, and capabilities used for structural collapse incidents; identify critical

factors and issues that affect scene management; describe all unique operational considerations used in a structural collapse incident; describe all response operation phases associated with a structural collapse incident; and describe the technical rescue expertise and equipment required for safe operations and effective incident management.

*Course Description:* Major topics covered in this course are incident command systems' collapse incident response capabilities, scene management, response factors, structural collapse, and operational phases. Methods of instruction include lecture, discussion, classroom exercises, audio/visual material, and a final examination.

*Successful Completion:* Students must attend required classroom sessions and complete all required classroom activities.

### **MGMT 152 – DEPARTMENT WELLNESS COORDINATOR – NFA (14 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide the outline and resources for a fire/EMS department to implement and maintain a wellness program, in coordination with the department's health and safety program. Using current recommendations, standards, and guidance from national resources, the Department Wellness Coordinator will be able to assess the mental and physical health needs of their department's personnel and develop program objectives to meet those needs.

*Course Description:* Major topics covered in this course are medical and wellness screenings, nutrition, physical fitness, behavioral health, and resources available. Methods of instruction include lecture, discussion and classroom activities.

*Successful Completion:* Students must attend required classroom sessions and complete all required classroom activities.

### **MGMT 153 – FIRE SERVICE SAFETY CULTURE: WHO PROTECTS FIREFIGHTERS FROM FIREFIGHTERS – NFA (12 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the tools to identify the need for change and the tools to affect that change.

*Course Description:* This course defines and advocates the need for organizational change within the fire service relating to safety, incorporating leadership (management and supervision), accountability and personal responsibility. The course will help both the fire service and municipalities address identified needs or problems, decide what can be done about them, and identify financial incentives, as well as identify the role each can perform to ensure the success of any proposed solution.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

**MGMT 154 – EMERGENCY MEDICAL SERVICES: FUNCTIONS IN THE INCIDENT COMMAND SYSTEM - NFA (15 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with an opportunity to practice use of the Incident Command System in coordination with other public safety responders. As a follow-up to ICS-100 and ICS-200 training, this course will present scenarios requiring responders to structure their EMS resources within the guidance of NIMS ICS, as appropriate to the needs of the different incident types.

*Course Description:* Through simulation and role-playing, students will demonstrate the implementation of EMS components in an ICS system at medium- or large-sized incidents.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

**MGMT 155 – ACTIVE ASSAILANT AWARENESS – ONLINE**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with an overview of the best practices related to preparation, response and recovery from active assailant incidents.

*Course Description:* Major topics include the definition of an active assailant incident, terminology, scene safety protocols, treatment and patient removal.

*Successful Completion:* Students must complete all online activities.

**MGMT 156 – INCIDENT COMMAND SYSTEM AND RESOURCE MANAGEMENT FOR THE FIRE SERVICE - NFA (14 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with an understanding of the Incident Command System (ICS) and Resource Management for the Fire Service and their application in both emergency and nonemergency situations.

*Course Description:* This course addresses the need for an ICS, an overview of the structure and flexibility of ICS, and an understanding of the command skills necessary to function effectively in an ICS structure and the need to effectively manage your resources. This course meets the requirements of ICS 100 & ICS 200.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

---

**MGMT 157 – EMERGENCY MEDICAL SERVICES QUALITY MANAGEMENT - NFA (36 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities to create, implement and maintain a Quality Management Program.

*Course Description:* This course will provide the critical components, background and principles associated with the implementation, or enhancement, of a department's Quality Management Program. Throughout the course, students work on culminating activities relating to the development of a Quality Management Program. Students present the culminating activity with classmates and instructors at the end of the course, allowing all students to take examples of Quality Management Programs to their departments.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

**MGMT 201 – FIRE OFFICER I (63 Hours)**

*Prerequisite(s):* MFRI *Firefighter II* (FIRE 201), or MFSPQB, NBFSPQ, or IFSAC *Firefighter II* certification. It is suggested a minimum of one year of experience as a *Firefighter II* be completed before enrolling in this program.

*Course Objective:* To provide students with the knowledge, skills and abilities to function as a first-line supervisor in company operations and administration. Upon successful completion of this course, the student will be able to effectively manage human resources; community/public relations; fire department organizations and administration; fire inspection, investigation, and public education; emergency service delivery; and safety as a company officer.

*Course Description:* Major topics covered in this course are the role of the fire officer, the fire officer's responsibility in facing compliance and accountability, managing cultural diversity, safety and wellness, quality management within the organizational structure, community awareness, public relations, fire safety education, functional leadership, problem solving, performance appraisal, building construction, fire cause determination, effective communication skills, and the incident command system with strategy and tactics. Methods of instruction include lecture, discussion, online learning activities and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete all required online activities, demonstrate proficiency in the practical skills evolutions, complete all homework assignments and obtain a score of 70% or better on the final written and practical examinations.



### **MGMT 202 – FIRE OFFICER II (45 Hours)**

*Prerequisite(s):* MFRI *Fire Officer I* (MGMT 201), or MFSPQB, NBFSPQ, or IFSAC Fire Officer I certification. It is suggested that a minimum of one year of experience at the Fire Officer I level be completed before enrolling in this program.

*Course Objective:* To provide students with the knowledge, skills and abilities to function as an entry-level company officer. Upon successful completion of this course, the student will be able to effectively manage human resources, community/public relations, fire department organization and administration, including budgets, reports, and planning; fire inspection, investigation, public education, and emergency service delivery; and safety.

*Course Description:* Major topics covered in this course are human resource management, managing affirmative action, government agencies, supervisor and subordinate interaction, the budgetary process, information management systems, health and safety, fire safety inspection, public fire education, specialized fire protection equipment, organizational communications, strategic planning, and tactics. Methods of instruction include lecture, discussion, online learning activities and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete all required online activities, demonstrate proficiency in the practical skills evolutions, complete all homework assignments and obtain a score of 70% or better on the final written and practical examinations.

### **MGMT 203 – EMERGENCY MEDICAL SERVICES OFFICER I (48 Hours)**

*Prerequisite(s):* Current Maryland Emergency Medical Technician or higher level of certification. A minimum of 3 years' experience as an EMT or higher level of certification is strongly suggested.

*Course Objective:* To provide students the knowledge, skills and abilities to function as a first-line supervisor in emergency medical services operations and administration. Upon successful completion of this course, the student will be able to effectively manage human resources, community/public relations, and EMS company/departmental organization and administration, including budgets, reports, incident pre-planning, public EMS education, safety, and emergency services delivery.

*Course Description:* Major topics covered in this course are the role of the EMS officer, facing compliance and accountability issues of the 21st century, recognizing and managing cultural diversity, safety/wellness, TQM, interfacing with the community and media at large, functional leadership, supervising EMS company/departmental operations, effective communications, introduction to EMS operations, incident management system(s) and managing multiple casualty incidents. Methods of instruction include lecture, discussions, classroom exercises, case studies, audio/visual material, preceptorship program, observations, tests, examinations and completion of required skills.

*Successful Completion:* : Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions, complete all homework assignments and obtain a score of 70% or better on the final written and practical examinations.

**MGMT 204 – FIRE INSPECTOR I (36 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities to function as an entry level Fire Inspector. Upon successful completion of this course, the student will be able to prepare reports on fire safety issues using the proper codes and standards; conduct research of the various codes to address deficiencies noted during a site visit; develop a checklist to complete fire safety inspections; and give a legal deposition given the findings of an inspection, plan review, or complaint.

*Course Description:* Major topics covered in this course include an introduction to fire prevention; the code process; the inspection process; life safety codes; fire protection systems; interior finish, trim, and decorations; computing the occupant load of a multi-use building; identifying the occupancy classification of mixed-use buildings; analyzing the egress elements of a building or portion of a building; evaluating hazardous conditions; and verifying code compliance. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions, complete all homework assignments and obtain a score of 70% or better on the final written and practical examinations.

**MGMT 205 – FIRE INSPECTOR II (30 Hours)**

*Prerequisite(s):* MFRI Fire Inspector I (MGMT 204), or MFSPQB, NBFSPQ, or IFSAC Fire Inspector I certification.

*Course Objective:* To provide students with the knowledge, skills and abilities to function as a Fire Inspector. Upon successful completion of this course, the student will be able to prepare reports on fire safety issues using the proper codes and standards; conduct research of the various codes to address deficiencies noted during a site visit; develop a checklist to complete fire safety inspections; and give a legal deposition given the findings of an inspection, plan review, or complaint.

*Course Description:* Major topics covered in this course include residential code violations and strategies for correction; identification of construction types and performance features; use group classifications and building characteristics by classification; mixed-use buildings; composition of the *International Building Code* and *Life Safety Code*; allowable height and area; fire flow, conducting flow tests and calculating fire flow; *Life Safety Code* and requirements for means of egress; evacuation requirements, evacuation plan provisions and strategies for evacuation; plans review and permit process; characteristics of portable LPG cylinders; characteristics of hazardous materials; high-hazard classification; NFPA 704 system and “H” use group buildings; plans review requirements; and plans review hearings. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions, complete all homework assignments and obtain a score of 70% or better on the final written and practical examinations.

### **MGMT 210 – INSTRUCTOR II (36 Hours)**

*Prerequisite(s):* MFRI Instructor I (MGMT 110).

*Course Objective:* To provide students with the knowledge, skills and abilities to plan and develop instruction. Upon successful completion of this course, the student will be able to plan and develop all aspects of course curriculum, including a needs analysis, task analysis, course goals and objectives, a lesson plan, instructional support materials, and evaluation instruments.

*Course Description:* Major topics covered in this course are planning instruction, the five-step process for planning and training management; needs analysis; course objectives; task analysis; lesson plan components; formats; creating, modifying, adapting, and using lesson plans, testing and evaluation; management and supervision of training; policies, records, scheduling, and standards; recruiting and selecting instructors; and budget and resource management. Methods of instruction include lecture, discussion, learner presentations and small group learning activities.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in instructional skills, receive a satisfactory evaluation on the final classroom presentation and obtain a score of 70% or better on the final written examination.

### **MGMT 215 – CONDUCTING SAFE LIVE FIRE TRAINING EXERCISES (12 Hours)**

*Prerequisite(s):* Current certification as an emergency services instructor.

*Course Objective:* To provide students with the knowledge, skills and abilities to safely conduct fire training evolutions in accordance with Institute policies and procedures.

*Course Description:* Major topics covered in this course are the history of live fire training, legal considerations, and the impact of training-related line-of-duty deaths and serious injuries. In addition, there is discussion of various risk-reduction strategies including preventing heat stress, ensuring hydration, performing rehabilitation, and ensuring an effective rotation of instructors. Major focus is placed upon safe strategies for conducting training in gas-fired and non-gas fired structures, the use of non-structural fire training props, and acquired structures.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions, complete all homework assignments and obtain a score of 70% or better on the final written and practical examinations.

### **MGMT 216 – FIRE DEPARTMENT HEALTH AND SAFETY OFFICER (COMING SOON)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to effectively administer a fire department health and safety program.

*More information coming soon.*

**MGMT 217 – FIRE DEPARTMENT INCIDENT SAFETY OFFICER (COMING SOON)**

*Prerequisite(s):* MFRI *Fire Officer I* (MGMT 201), or MFSPQB, NBFSPQ, or IFSAC Fire Officer I certification.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to function as an incident safety officer.

*More information coming soon.*

**MGMT 224 – LEADERSHIP, ACCOUNTABILITY, CULTURE, AND KNOWLEDGE - NFFF (4 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Description:* Is your department on the path to a LODD? This compelling presentation by the National Fallen Firefighter Foundation examines the root causes of LODDs and the role of Leadership, Accountability, Culture and Knowledge as it influences the end result. Many fire departments across the United States "LACK the Right Stuff" to prevent them from being on a path to a line of duty death, with Leadership, Accountability, Culture and Knowledge being the elements that need to be addressed and managed in those environments. Through education and training those departments can improve their survivability by understanding the root causes of firefighter fatalities and tackling these four elements with special emphasis on understanding fire service culture.

*Successful Completion:* Students must attend all class sessions and complete required classroom activities.

**MGMT 225 – VOLUNTEER COMPANY LEADERSHIP AND ADMINISTRATION (12 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the knowledge, skills and abilities to effectively manage volunteer company administrative operations. This course is designed for those personnel who have been assigned administrative responsibilities as part of a volunteer fire company.

*Course Description:* Major topics covered in the course are leadership in a volunteer organization, organizational requirements for volunteer organizations, working with outside organizations to maximize resources, financial responsibilities for volunteer companies, and recruitment and retention of volunteers. Methods of instruction include lecture and discussion.

*Successful Completion:* Students must attend all class sessions and complete classroom activities.

**MGMT 257 – NEW FIRE CHIEF I: CHALLENGING ISSUES – NFA (12 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To develop the managerial, administrative and leadership skills necessary for the first time fire chief and chief officer who desire a leadership position in their department.

*Course Description:* Major topics covered in this course are local politics and the role of the chief officer, liability and risk management, resources and items of knowledge needed to become a first time leader in a new position in their agency.

*Successful Completion:* Students must attend all class sessions and complete classroom activities.

**MGMT 258 – NEW FIRE CHIEF II: ADMINISTRATIVE ISSUES – NFA (14 Hours)**

*Prerequisite(s):* Successful completion of *New Fire Chief I: Challenging Issues*.

*Course Objective:* To provide students the managerial, administrative and leadership skills and awareness necessary for new or recently appointed or elected Chiefs to effectively meet their obligations of the position.

*Course Description:* Major topics covered in this course are local politics and the role of the chief officer, liability and risk management, resources and items of knowledge needed to become a first time leader in a new position in their agency.

*Successful Completion:* Students must attend all class sessions and complete classroom activities.

**MGMT 259 – NEW FIRE CHIEF III: CONTEMPORARY ISSUES – NFA (14 Hours)**

*Prerequisite(s):* Successful completion of *New Fire Chief II: Administrative Issues*

*Course Objective:* To develop the managerial skills, leadership skills, and contemporary issues and awareness necessary for new or newly appointed or elected fire chiefs to effectively meet their obligations. The course will help to develop knowledge, skills, and attitudes necessary for them to perform effectively now and in the future.

*Course Description:* Major topics covered in this course are local politics and the role of the chief officer, liability and risk management, resources and items of knowledge needed to become a first time leader in a new position in their agency.

*Successful Completion:* Students must attend all class sessions and complete classroom activities.

**MGMT 263 – NIMS ICS-300: INTERMEDIATE ICS FOR EXPANDING INCIDENTS FOR OPERATIONAL FIRST RESPONDERS (18 Hours)**

*Prerequisite(s):* The prerequisites for this course are *ICS-700*, *ICS-100*, and *ICS-200*.

*Course Description:* This course is designed for middle management personnel who may function at the following Incident Command System (ICS) levels: Multi-Agency Coordination System/Emergency Operations Center Staff, Branch Directors, Division/Group Supervisors, Unit Leaders, Task Forces and Strike Team Leaders. This program describes how the NIMS Command and Management component supports the management of expanding incidents and describes the incident/event management process for expanding incidents and supervisors as prescribed by the Incident Command System.

*Successful Completion:* Students must attend all class sessions and complete classroom activities.

**MGMT 264 – NIMS ICS-400: ADVANCED ICS FOR COMMAND AND GENERAL STAFF, COMPLEX INCIDENTS AND MACS FOR OPERATIONS FIRST RESPONDERS (16 Hours)**

*Prerequisite(s):* The prerequisites for this course are *ICS-700, ICS-100, ICS-200, and ICS-300.*

*Course Description:* This course is designed for department heads with Multi-Agency Coordination System responsibilities, Area Commanders, Emergency Managers, and Multi-Agency Coordination System/Emergency Operations Center Managers. This program describes how major incidents pose special management challenges, the circumstances in which an Area Command is established, and the circumstances in which multi-agency coordination systems are established.

*Successful Completion:* Students must attend all class sessions and complete classroom activities.

**MGMT 297 – POLITICS AND THE WHITE HELMET – NFA (16 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To develop the managerial skills, leadership skills, and contemporary issues and awareness necessary for new or newly appointed or elected fire chiefs to effectively meet their obligations. The course will help to develop knowledge, skills, and attitudes necessary for them to perform effectively now and in the future.

*Course Description:* This course provides the officer an improved insight into better ways to relate and speak to citizens and others to gain support and understanding of their needs for bond issues, tax votes, and general elections. Participants learn about successful approaches appropriate for government employees and volunteers. The course identifies successful tools needed to address the challenge necessary to bring about change, and how a department's culture of power, influence, negotiation, and coalition building is important to success.

*Successful Completion:* Students must attend all class sessions and complete classroom activities.

**MGMT 298 – EXECUTIVE SKILLS SERIES: EXERCISING LEADERSHIP ETHICALLY – NFA (12 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the ability to recognize ethical dilemmas in the context of their environments, apply a decision model to resolve these dilemmas, render ethical decisions, and defend under scrutiny the resulting decisions that were made in an effort to resolve these dilemmas.

*Successful Completion:* Students must attend all class sessions and complete classroom activities.

### **MGMT 301 – FIRE OFFICER III (60 Hours)**

*Prerequisite(s):* MFRI *Fire Officer II* (MGMT 201), or MFSPQB, NBFSPQ or IFSAC *Fire Officer II* certification.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to address the administrative and operational challenges of the fire service in the 21<sup>st</sup> century. Upon successful completion of this course, the student will be able to function as a participant in the day-to-day administrative/ operationally focused process of fire service organizational activities, including human resources management, community outreach programming, maintaining of central record/data repository systems, budgeting, inspections/pre-incident planning, safety program development, in-basket assessment, and incident planning with multi-agency involvement .

*Course Description:* Major topics covered in this course are program orientation; measuring service delivery; hazard analysis; variables affecting response; budgeting and fiscal planning; the competitive bidding process; commodity types; purchasing methods; bid specifications; legal requirements and cost-reduction opportunities; human resources planning and scheduling; departmental administration; risk management, elements of and implementation of a safety and health program and safety audits; inspections and pre-incident planning; establishing a community and public partnership; incident planning and multi-agency involvement; and post-incident analysis. Methods of instruction include lecture, discussion, online learning activities and team-focused classroom exercises.

*Successful Completion:* Students must attend required classroom sessions and complete all required online activities. This program involves required individual/group project assignments outside normal class time with classroom presentations and requires a solid background in verbal and written communication skills. All project assignments and presentations must be submitted at the designated time. All group assignments require mandatory participation by group members. Participants' grades incorporate final project, homework assignments, and peer evaluation.

### **MGMT 302 – FIRE INSPECTOR III (30 Hours)**

*Prerequisite(s):* MFRI *Fire Inspector II* (MGMT 205), or MFSPQB, NBFSPQ, or IFSAC *Fire Inspector II* certification.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to perform the duties of a Fire Inspector. Upon successful completion of this course, the student will be able to apply the skills and knowledge to conduct all types of fire inspections, conduct plans reviews and resolve complex code related issues.

*Course Description:* Major topics covered in this course are policies and procedures development; vision and mission statements; core values; code adoption and modification; budget format, function, and process; the building code modification process; plans review organizations, process, and purpose; components of effective fire prevention and the fire inspector's role; and alternative design processes. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions and complete all homework assignments.

### **MGMT 303 – COMMAND AND CONTROL OF WILDLAND URBAN INTERFACE FIRE OPERATIONS FOR THE STRUCTURAL CHIEF OFFICER – NFA (14 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* To provide students with the essential tools and skills to operate safely in a wildland/urban interface incident. Course content covers interface incidents, fire behavior, safety, and operational considerations.

*Successful Completion:* Students must attend all class sessions and complete classroom activities.

### **MGMT 401 – FIRE OFFICER IV (60 Hours)**

*Prerequisite(s):* MFRI *Fire Officer III* (MGMT 301), or MFSPQB, NBFSPQ or IFSAC *Fire Officer III* Certification.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to function as the chief fire officer for an organization. Upon successful completion of this course, the student will be able to plan and monitor group projects; plan and evaluate community service's needs; analyze process activity performance and use simulation to identify the means to correct any problems; provide ethical leadership; conduct risk management; manage training, grievance, member assistance and member incentive programs; and develop emergency operations and major incident action plans.

*Course Description:* Major topics covered in this course include effective use of teams and communications; leadership; personal awareness tools; leadership theories; managing change; community relations; demographics; cultural awareness; customer service; research papers; government relations and participation; the political decision making process; monitoring legislative regulation and accreditation; human resources management, laws, regulations, and court decisions; managing diversity; the recruitment hiring/employment process; employee/ management issues; collective bargaining; effective negotiations; incentive programs; long-range planning; organizational values and mission; risk, hazard, and value analysis; standards of coverage; capital resource procurement; education and in-service training goals, delivery, and evaluation; disaster planning and prevention and mitigation strategies; response and recovery efforts; health and safety programs; firefighter safety; critical incident stress management; and monitoring risk management programs. Methods of instruction include lecture, discussion, online learning activities and classroom individual and group activities.

*Successful Completion:* Students must attend required classroom sessions and complete all required online activities. This program involves required individual/group project assignments outside normal class time with classroom presentations and requires a solid background in verbal and written



communication skills. All project assignments and presentations must be submitted at the designated time. All group assignments require mandatory participation by group members.

**MGMT 402 – COMMAND AND GENERAL STAFF FUNCTIONS FOR LOCAL INCIDENT MANAGEMENT TEAMS – NFA (36 Hours)**

*Prerequisite(s):* There are no prerequisites for this course.

*Course Objective:* The purpose of this course is to present training to a designated team of fire, EMS, Department of Public Works, Public Health and/or law enforcement personnel from a larger and generally more populated area, typically with a single jurisdiction (city, county, or region). They would be activated to manage an incident requiring a significant number of local and mutual aid resources. This course is intended to be delivered as "team training" to an entire Local IMT. The aspects associated with training as a team are critical for effective coordination and decision-making under high-stress, dynamic situations such as those during emergency incidents. It is understood, however, that there are occasions where all team members may not be able to train together, and occasions when new/additional team members need to receive training.

*Successful Completion:* Students must attend all class sessions and complete classroom activities.

**Rescue****RES 101 – RESCUE TECHNICIAN: SITE OPERATIONS (27 Hours)**

*Prerequisite(s):* MFRI *Protective Envelope and Foam* (FIRE 102), *Pre-Emergency Response Training* (FIRE 103), *Firefighter I* (FIRE 101) or equivalent.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to perform site operations, victim management, maintenance of rescue equipment and specific ropes and rigging skills.

*Course Description:* Major topics covered in the course include identification of support resources required for specific rescue incidents, size up of a rescue incident, management of rescue incident hazards, management of resources in a rescue incident, conducting searches, performance of ground support for helicopter activities, termination of a technical rescue operation, triage of victims, movement of a victim in a low-angle environment, transfer of a victim to emergency medical services, inspection and maintenance of hazard-specific personal protective equipment and technical rescue equipment, tying knots, bends and hitches; constructing a single-point anchor system; use of edge protection; constructing a simple rope mechanical advantage system; directing a team in the operation of a simple rope mechanical advantage system in both a low- and high-angle raising operation; functioning as a litter tender in a low-angle lowering or hauling operation; constructing a lowering system; directing a lowering operation in a low- and high-angle environment; constructing and operating a belay system during a lowering or raising operation in a high-angle environment; and conducting a system safety check. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

**RES 202 – RESCUE TECHNICIAN: CONFINED SPACE RESCUE (33 Hours) - **REQUIRES MEDICAL CLEARANCE****

*Prerequisite(s):* MFRI *Protective Envelope and Foam* (FIRE 102), *Pre-Emergency Response Training* (FIRE 103), *Firefighter I* (FIRE 101), or equivalent and *Rescue Technician – Site Operations* (RES 101) or *Rescue Technician – Site Operations and Vehicle and Machinery Rescue* (RES 201).

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to function as part of an integrated rescue team utilizing incident command to extricate victims from a confined space situation.

*Course Description:* Major topics covered in this course include safety, IDLH and OSHA regulations, extrication techniques in vertical and horizontal environments, and non-entry rescues. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

### **RES 205 – RESCUE TECHNICIAN: TECHNICAL ROPE RESCUE (54 Hours)**

*Prerequisite(s):* MFRI *Protective Envelope and Foam* (FIRE 102), *Pre-Emergency Response Training* (FIRE 103), *Firefighter I* (FIRE 101), or equivalent and *Rescue Technician—Site Operations* (RES 101) or *Rescue Technician—Site Operations and Vehicle and Machinery Rescue* (RES 201).

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to function as part of an integrated rescue team utilizing incident command to extricate victims in low and high angle environments.

*Course Description:* Major topics covered in the course include anchoring, mechanical advantage systems, rappelling in the vertical environment, and constructing high-line rescue systems. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

### **RES 206 – RESCUE TECHNICIAN: TRENCH RESCUE OPERATIONS (30 Hours)**

*Prerequisite(s):* MFRI *Protective Envelope and Foam* (FIRE 102), *Pre-Emergency Response Training* (FIRE 103), *Firefighter I* (FIRE 101), or equivalent and *Rescue Technician—Site Operations* (RES 101) or *Rescue Technician—Site Operations and Vehicle and Machinery Rescue* (RES 201).

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to function as part of an integrated rescue team utilizing incident command to extricate victims in a trench rescue operation.

*Course Description:* Major topics covered in this course include preparation and response, support operations and trench access, disentanglement, trench rescue equipment, and intersecting and non-intersecting trenches. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

**RES 209 – RESCUE TECHNICIAN: STRUCTURAL COLLAPSE (84 Hours)**

*Prerequisite(s):* MFRI *Protective Envelope and Foam* (FIRE 102), *Pre-Emergency Response Training* (FIRE 103), *Firefighter I* (FIRE 101), or equivalent and *Rescue Technician—Site Operations* (RES 101) or *Rescue Technician—Site Operations and Vehicle and Machinery Rescue* (RES 201).

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to function as part of an integrated rescue team utilizing incident command to extricate victims from a structural collapse situation.

*Course Description:* Major topics covered in this course include safety and security, building materials and structural collapse, collapse patterns, hazard identification and building monitoring, US&R strategy and structure size-up, tools, shoring basics, shoring construction, breaching, breaking, cutting and burning operations, lifting and rigging, and victim considerations. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

**RES 210 – RESCUE TECHNICIAN: VEHICLE AND MACHINERY EXTRICATION (27 Hours)**

*Prerequisite(s):* MFRI *Protective Envelope and Foam* (FIRE 102), *Pre-Emergency Response Training* (FIRE 103), *Firefighter I* (FIRE 101), or equivalent.

*Course Objective:* To provide students with the knowledge, skills and abilities necessary to extricate victims from common passenger vehicles, simple small machines, commercial or heavy vehicles and heavy machinery.

*Course Description:* Major topics covered in this course include planning for a vehicle or machinery rescue incident, performing ongoing incident size-up, establishing scene safety zones, establishing fire protection, stabilizing vehicles or machines, isolating potentially harmful energy sources, determining access and egress points, creating access and egress opening, disentangling victims, removing packaged victims and terminating vehicle or machinery rescue incidents. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

**RES 213 – RESCUE TECHNICIAN: SWIFTWATER RESCUE (48 Hours) - **REQUIRES MEDICAL CLEARANCE****

*Prerequisite(s):* The prerequisites for this course are *Protective Envelope and Foam, Pre-Emergency Response Training, Firefighter I*, or equivalent and *Rescue Technician—Site Operations (RES 101)* or *Rescue Technician—Site Operations and Vehicle and Machinery Rescue (RES 201)*.

Participants must be able to swim 100 yards without stopping or using a flotation device and be able to tread water for 5 minutes without using a flotation device.

*Course Objective:* To provide the student with the knowledge, skills and abilities necessary to function as part as part of an integrated rescue team utilizing incident command to extricate victims from swiftwater and flood conditions.

*Course Description:* Major topics covered in this course are water hydrology, pre-incident planning, incident size up, incident management, safety, communications, victim rescue, surface watercraft, various in-water drills, par buckling, low-head dam phenomenon, swiftwater operations, pre-incident planning, incident management, hazard mitigation, mechanical advantage rope rescue systems, highline rescue systems, mock night search, and other advanced rope rescue skills. Methods of instruction include lecture, discussion and team-focused practical exercises.

*Successful Completion:* Students must attend required classroom sessions, complete all required online activities, complete homework assignments, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the final written and practical examinations.

## **Incident Command Simulation Center**

The University of Maryland, Maryland Fire and Rescue Institute (MFRI) Incident Command Simulation Center (ICSC) at College Park offers state-of-the-art training opportunities to fire departments, EMS, Law Enforcement agencies, and other emergency responders. Students are presented a variety of very realistic simulated incidents involving fires, hazardous materials incidents, mass casualty incidents, and other scenarios that afford them the opportunity to learn in a safe, supportive environment.

The training is tailored to meet the needs of the students. The simulations can enhance existing skills and/or develop new ones. From the newest members to more experienced incident commanders, situations are fashioned to allow all to benefit from the chances to practice and learn.

In addition to the large-screen pictures of various parts of the incidents that are displayed in multiple training rooms, the students use portable radios, maps, floor plans, tactical worksheets, and other supporting aids to practice size-up, communications skills, incident management, safety, etc.

The ICSC instructors are hand-picked, experienced emergency personnel with real-world experience handling such incidents. They will provide students challenging, rewarding, and enjoyable training.

Though the ICSC classes are frequently given in support of Fire Officer I, II, and III classes, they can also be used to complement and enhance Safety Officer, EMS Officer, Hazardous Material Incident Commander, HazMat Technician, and other courses. In addition, company drills can be formulated to meet the needs of departments and their members.

For those who find it impossible or impractical to attend training in College Park, MFRI has assembled a Mobile Simulation Lab (MSL). The kit contains many of the same resources used at the ICSC, including portable radios, maps, charts, vests, and other aids. The use of portable laptops and projectors allows us to offer a similar experience in areas remote from College Park. The mobile application has allowed us to take the training to many other audiences. Classes can be conducted at our MFRI Regional facilities or, in some cases, at individual fire stations or other suitable locations.

Schedules are flexible and can include evening and/or weekend classes to accommodate everyone's needs.

If your department is interested in training or obtaining further information, please contact Michael Kernan at (301) 226-9947 or email [mkernan@mfri.org](mailto:mkernan@mfri.org).



---

**HEADQUARTERS AND REGIONAL TRAINING CENTERS**

4500 Campus Drive  
College Park, MD 20742  
301-226-9900 FAX 301-314-0686  
1-800-ASK-MFRI

***REGION 1 – WESTERN MARYLAND***

Serves Allegany, Garrett and Washington Counties

PO Box 5153 – Cresaptown, MD 21502-5153  
301-729-0431 1-888-691-6143  
FAX 301-729-6146

Coordinator – S. Todd Dyché  
Technician – Steve Grogg  
Technician – Jim Schell  
Technician – Samuel Wilson  
Administrative Assistant II – Debbie Sklodowski

***REGION 2 – NORTH CENTRAL***

Serves Carroll, Frederick, Howard and  
Montgomery Counties

PO Box 196 – Mt. Airy, MD 21771-0196  
301-829-2020 800-287-6374  
FAX 301-829-2021

Coordinator – Andrew I. Levy  
Technician – Doug Brown  
Technician – Judy White  
Administrative Assistant II – Karen C. Snyder

***REGION 3 – NORTH EAST***

Serves Harford, Cecil, Baltimore Counties and  
Baltimore City

9250 Fairview Point Road, Edgewood, MD 21001-6032  
Mailing address: P.O. Box 789, Edgewood, MD 21040  
410-676-5409 410-676-5362  
1-888-317-2218  
FAX 410-676-5413

Coordinator – Richard Armstrong  
Technician – Gary Kadolph  
Technician – Richard White  
Administrative Assistant II – Tracy L. Bennett

***REGION 4 – UPPER EASTERN SHORE***

Serves Kent, Queen Anne's, Caroline, Talbot and  
Anne Arundel Counties

601 Safety Drive – Centreville, MD 21617  
410-758-2112 1-888-692-0055  
FAX 410-758-3573

Coordinator – Mark Bilger  
Technician – Fran Jester  
Administrative Assistant II – Betty Jane Gannon

***REGION 5 – LOWER EASTERN SHORE***

Serves Wicomico, Worcester, Dorchester and  
Somerset Counties

12148 John Wilson Lane  
Princess Anne, MD 21853-3648  
410-749-0313 410-651-3331  
1-888-691-8880  
FAX 410-651-3356

Coordinator – Joseph Ward  
Technician – David Merritt  
Administrative Assistant II – Holly Love

***REGION 6 – SOUTHERN MARYLAND***

Serves Calvert, Charles, St. Mary's and  
Prince George's County

10375 Audie Lane, La Plata, MD 20646-0813  
301-934-2600 Metro 301-870-2095  
1-888-691-4628  
FAX 301-934-4333

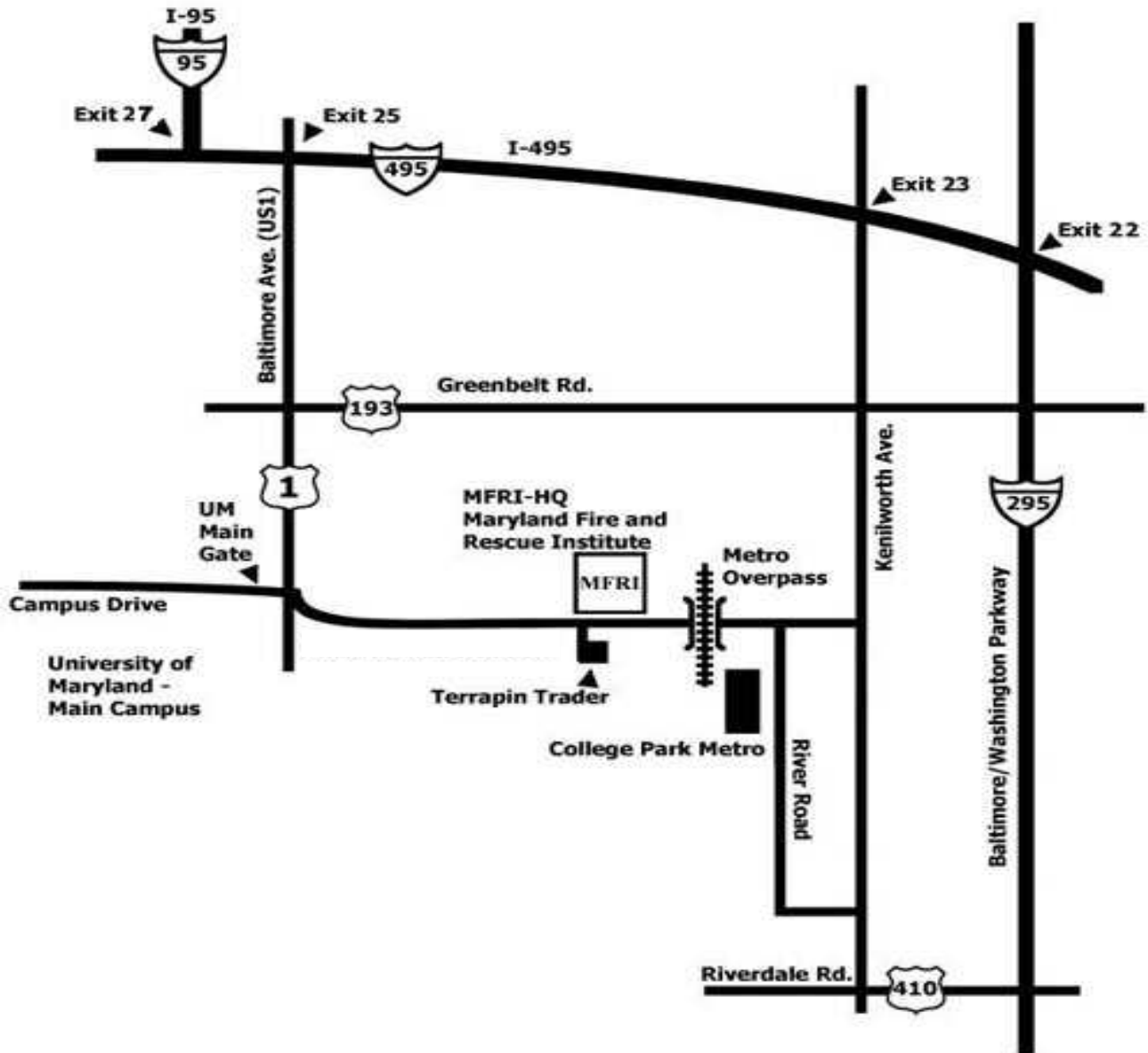
Coordinator – Dan Stevens  
Technician – Dominick Troiano  
Administrative Assistant II – Deborah Cornell



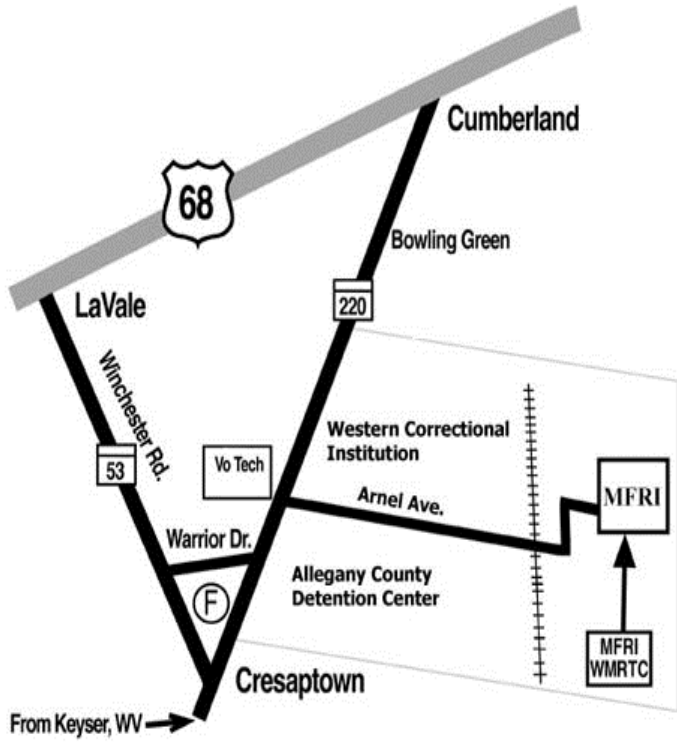


# MARYLAND FIRE AND RESCUE INSTITUTE LOCATION MAPS

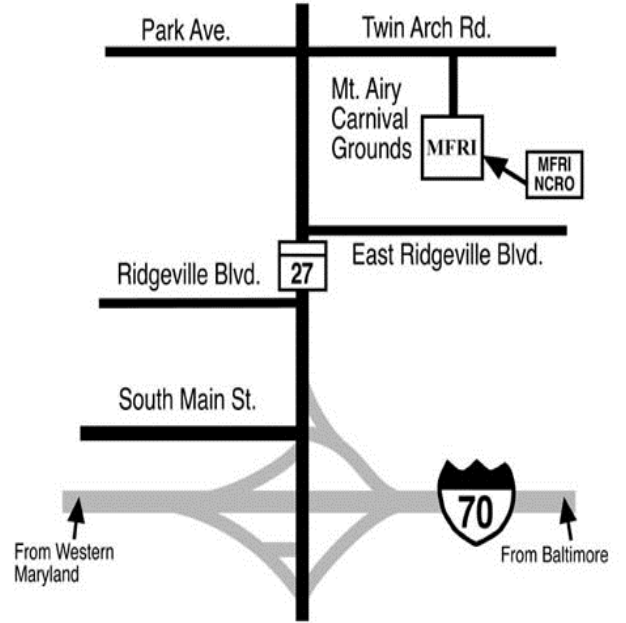
## HEADQUARTERS



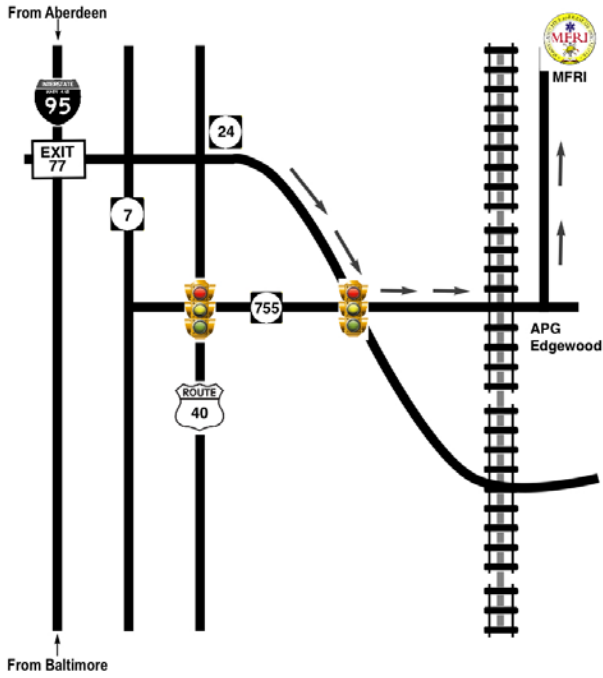
### Western Maryland MFRI – WMRTC



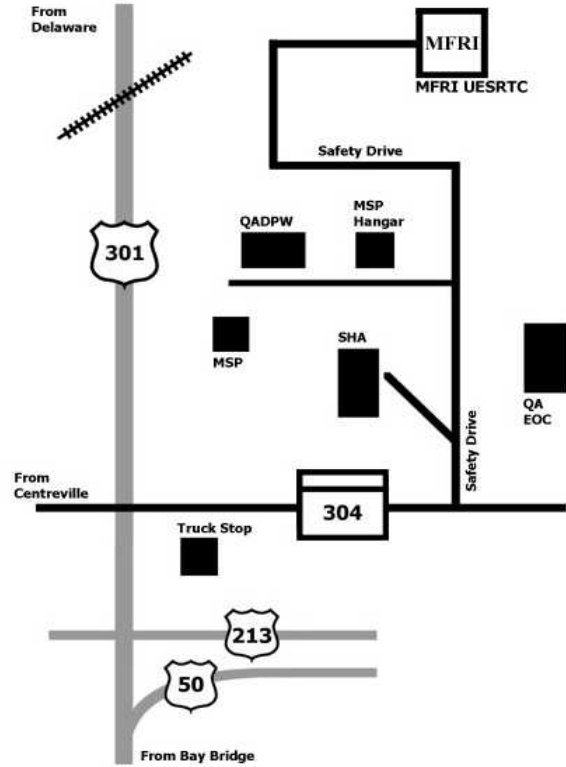
### North Central MFRI – NCRO



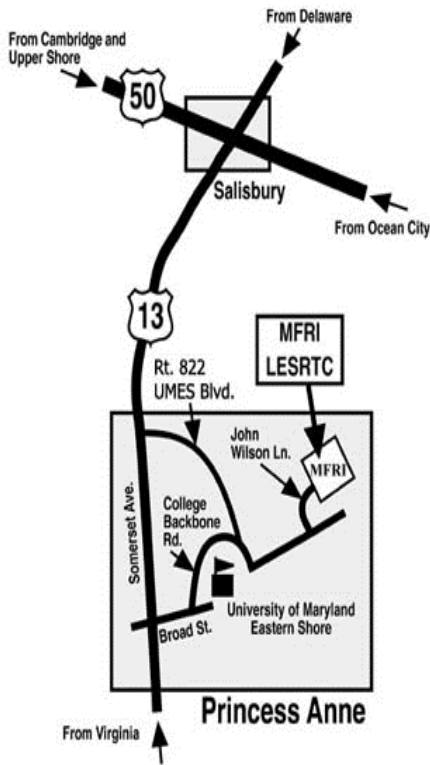
### North East MFRI – NERTC



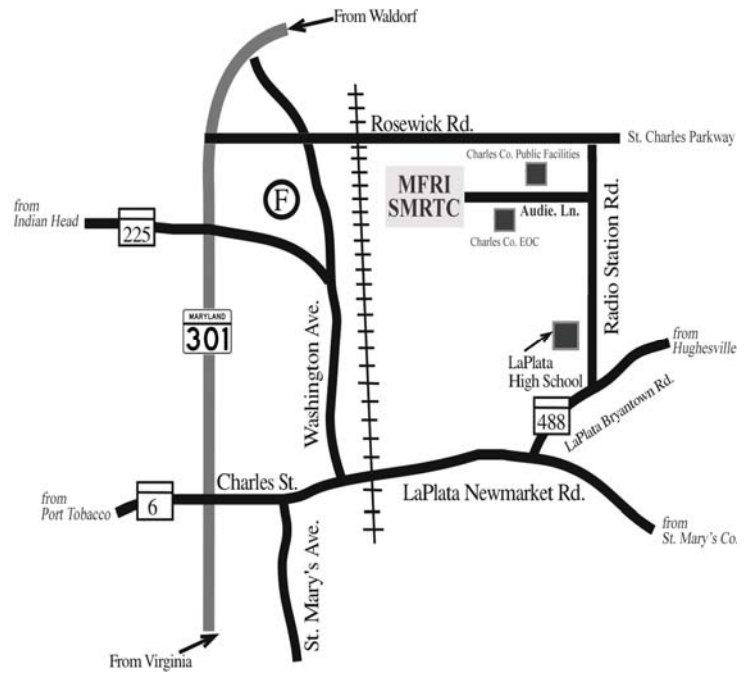
### Upper Eastern Shore MFRI – UESRTC



### Lower Eastern Shore MFRI – LESRTC



### Southern Maryland MFRI – SMRTC





University of Maryland  
Maryland Fire and Rescue Institute



### Request for Transcript

In compliance with the federal **Family Educational Rights and Privacy Act (FERPA)** the University of Maryland requires that official Maryland Fire and Rescue Institute transcript requests be submitted in writing and include name, social security number, address, and signature.

You are responsible for supplying a correct and legible address. For more information, questions or concerns, contact (301) 226-9960 or e-mail [transcripts@mfri.org](mailto:transcripts@mfri.org).

\_\_\_\_\_

Last Name                                      First Name                                      Middle Name

\_\_\_\_\_

Jr., Sr., I, II, III, etc.                      Maiden/Former Name

Social Security Number: \_\_\_\_\_                      Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Address: \_\_\_\_\_

Street Address / P.O. Box

\_\_\_\_\_

City                                      State                                      Zip Code

Daytime Phone Number: \_\_\_\_\_                      E-mail Address: \_\_\_\_\_

Official Sealed Number of Copies: \_\_\_\_\_                      Unofficial Number of Copies: \_\_\_\_\_

**See Reverse Side** ⇨

To request your **FREE** transcript print the form and fax or mail. A faxed request for transcript will be accepted; however, a completed transcript will never be faxed. A signature is required for the release of your training record.

Mail Request To: Request for Transcript  
Office of the Director  
Maryland Fire and Rescue Institute  
University of Maryland  
Building 199  
College Park, MD 20742

Fax Request To: (301) 314-1497

Special Instructions: Please Indicate Preference  
 Mail to Address on Front  
 Mail to Address Below  
 Hold for Pick-up in Person

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

I certify this request is in compliance with *The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)* and has not been made for any fraudulent purposes.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date









University of Maryland  
Maryland Fire and Rescue Institute



## **Unofficial Transcript/Pocket Card Printing**

Unofficial transcripts and course completion certificates are available at [www.mfri.org/transcript](http://www.mfri.org/transcript).

