

University of Nevada, Reno Fire Science Academy

Application Packet for Open Enrollment Training

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Student Information Form

*Please complete and submit application to the attention of the Registrar's Office:
 Email (fireacademy@unr.edu) or fax 775.754.6575*

Each student attending courses provided by the University of Nevada, Reno Fire Science Academy (FSA) must complete this form. **In order for a student to be considered registered for their course(s), the Registrar's Office must receive a completed registration form and FSA Waiver, Release, and Indemnification Agreement, if applicable, along with course fee payment/purchase order prior to student's arrival.** It is the policy and practice of the FSA to make courses available to all students without regard to race, religion, color, national origin, sex or age, except where a minimum age is a bona fide course requirement.

Please print all information clearly.

Student Name			
Mailing Address			
City/State/Province			
Zip/Postal Code			
Country			
Home Phone			
Work Phone			
Email			
Job Title			
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
	mm	dd	year
	<input type="radio"/> Male <input type="radio"/> Female		
Agency/Employer Name			
Mailing Address			
City/State/Province			
Zip/Postal Code			
Country			
Contact/Supervisor & Title			
Email			
Work Phone			
Work Fax			

Yes **No** As the sponsoring agency/employer, I would like to have a student performance evaluation completed on the above student and sent to me.

Course Registration Form

IMPORTANT STUDENT INFORMATION: Students attending field training courses are required to also complete the attached *FSA WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT* (for Hazmat, Rescue, ARFF and Industrial Fire classes) and include with student enrollment form. No student will be admitted into field training courses without a signed agreement. Please include page 5 for submission of payment information.

STUDENT NAME: _____

Course Title	Course Dates	Course Fees

- Students participating in live fire training sessions are required to read, sign and return page 8 along with their application form.
- For those students who will need to rent Personal Protective Equipment (PPE) for ARFF or Industrial Fire classes, please complete and return the PPE rental form on page 9.

Agreement and Waiver – My signature and my attendance and participation in this program confirm my understanding and agreement of the following statements:

- I certify that I am a member of the sponsoring agency or employee listed above, if applicable, and that the agency or employer listed is aware of and support my participation in this program.
- I certify the information provided on this registration form is true and accurate.
- I understand that I am responsible for attending all safety training required by the class in which I am enrolled. I understand that I must abide by all the rules and policies set forth in the Student Information & Policies provided by the FSA. I understand that the rules and guidelines of the Fire Science Academy are intended to protect me and other students from harm, to protect property from damage, and to make my learning experience and the learning experience of other participants enjoyable. I understand that my failure to abide by the rules and policies may result in my being denied admission to the course or may result in my being dismissed from the course.
- I authorize the release of education record information concerning my enrollment and course completion at the FSA to my sponsoring agency or to my employer supervisor or training officer.
- I understand and agree that FSA reserves the right to use photograph and video negatives and/or reproductions for display, publication and other purposes. Images remain the exclusive property of FSA and shall not be reproduced without written permission. I understand my image may be used in displays, publications or other purposes for which I will not receive any financial or other compensation or reimbursement.
- I understand and agree that course enrollment is reviewed 28 days prior to the start of the program and that FSA reserves the right to cancel a course with fewer than the minimum student enrollment. *It is the recommendation of FSA that I NOT make travel/lodging reservations until I have been contacted by the Registrar's office regarding the status of the course(s) I am enrolled in. FSA will not be held liable for any costs associated with a course cancellation.*
- I understand and agree that payment for classes at the FSA, whether by credit card, check, or purchase order, may not be conditioned upon terms not expressly set forth in this Student Registration Form.
- I understand that FSA reserves the right to cancel or change a course at any time. Pre-registered students (completed enrollment form and payment received by Registrar's office) will receive a full refund of course fees for a course cancelled by FSA. FSA will make every effort to accommodate students in enrolling into the next available course.

Student signature _____ **Date** _____

Registration Agreement Terms and Conditions of Training

OPEN ENROLLMENT CLIENT (hereinafter referred to as "OPEN ENROLLMENT CLIENT"), has contracted open enrollment training services to be provided by the Nevada System of Higher Education, University of Nevada, Reno Fire Science Academy (hereinafter referred to as "NSHE") at the Fire Science Academy in Carlin, Nevada. OPEN ENROLLMENT CLIENT hereby agrees as follows:

1. OPEN ENROLLMENT CLIENT understands that the nature of the activities its employees may perform while involved in emergency response training requires mental judgment and a high degree of physical fitness, agility, and dexterity, including strenuous exercise that requires physical fitness, strength, and stamina.
2. OPEN ENROLLMENT CLIENT understands that emergency response training involves the risk of injury or death.
3. OPEN ENROLLMENT CLIENT understands that the NSHE will not provide workers compensation or health insurance coverage to OPEN ENROLLMENT CLIENT's employees during any aspect of their participation in emergency response training at the Fire Science Academy. OPEN ENROLLMENT CLIENT hereby represents and warrants that its employees will be covered throughout the activity by workers compensation insurance that provides coverage for injuries they may sustain during the training.
4. OPEN ENROLLMENT CLIENT hereby agrees to indemnify, defend and hold harmless NSHE, its current and former officers, employees, agents, and representatives, from and against any and all liabilities, claims, losses, costs or expenses to the person or property of another, lawsuits, judgments, and/or expenses, including attorneys fees, arising either directly or indirectly from any act or failure to act by OPEN ENROLLMENT CLIENT or any of its officers or employees, which may occur during or which may arise out of the training. OPEN ENROLLMENT CLIENT shall, at OPEN ENROLLMENT CLIENT's sole expense, procure, maintain, and keep in force for the duration of this agreement the following insurance conforming to the minimum requirements specified:

Commercial General Liability Insurance

\$1,000,000 General Aggregate

\$1,000,000 Products & Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury

\$1,000,000 Each Occurrence

Coverage shall be on an occurrence basis and shall be at least as broad as ISO 1996 form CG 00 01 and shall cover liability arising from and assumed under this agreement.

Worker's Compensation and Employer's Liability Insurance that applies to employees while participating in the activities described under this agreement.

5. NSHE agrees that it will not assert the tort claims limitation of \$100,000 (effective October 1, 2011) as described in the Nevada Revised Statutes 41.035 to the extent that coverage is available under its \$1,000,000/\$2,000,000 excess liability policy for liabilities, claims, losses, lawsuits, judgments, and/or expenses, including attorneys fees, arising either directly or indirectly from any act or failure to act by NSHE or any of its officers or employees, which may occur during or which may arise out of the training.

Continued on page 6

Registration Agreement Terms and Conditions of Training - continued

6. NSHE and OPEN ENROLLMENT CLIENT agree that this agreement shall be construed in accordance with the laws of the State of Nevada. OPEN ENROLLMENT CLIENT agrees that any and all disputes arising out of or in connection with its execution of this agreement and/or the participation of its employees in training activities shall be litigated only in the Second Judicial District Court of the State of Nevada in Reno, Nevada, or in the Fourth Judicial District Court of the State of Nevada in Elko, Nevada, and in no other court, and OPEN ENROLLMENT CLIENT hereby consent to the jurisdiction of such court.

7. OPEN ENROLLMENT CLIENT understands and agrees that, to the extent any terms or conditions of its Service Order conflict with the terms set forth herein, the terms of this Registration Agreement shall be controlling.

Payment Options Form

Payment must accompany registration and may be made in U.S. dollars with a credit card (American Express, Discover, MasterCard, and Visa), company check, money order, wire transfer or purchase order. We request that you do not use cash. Payment for FSA courses, whether by credit card, check, wire transfer or company purchase order may not be conditioned upon terms not expressly set forth in the Student Registration Form/Registration Terms and Conditions of Training and, if applicable, in the Waiver, Release and Indemnification Agreement.

For security reasons, credit card payment information cannot be accepted by email. Credit card payment information may be provided by mail, phone, or fax.

Course Fee	\$		PPE Rental Fee	\$		Other Fees	\$	
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Course Related Fees to Be Paid By:

Please use Purchase Order _____ for billing of rental fees.

Regarding the use of purchase orders: the contracting party for any purchase order should be the Board of Regents of the Nevada System of Higher Education (NSHE) on behalf of the University of Nevada, Reno Fire Science Academy.

- Payment to be made by check. Please make checks payable to: *UNR Board of Regents*
- Payment to be made by wire transfer. Transfer to be sent on ____/____/____ (MM/DD/YR).
- Payment to be made with money order.
- Payment to be made with credit card:

VISA MasterCard Discover American Express

Cardholder Name:

Cardholder Signature:

***Once credit card has been charged, card information below this line is destroyed.
 Please DO NOT email your credit card information, fax or call.***

Card Number:

Exp. Date:

Security Code:

Student Waiver, Release, and Indemnification Agreement – Field Training

I, _____, am a **student** enrolled at FSA, a member institution of the Nevada System of Higher Education (NSHE). In consideration of being permitted to enroll in field training classes, I hereby acknowledge and agree as follows:

1. I understand the nature of the activities I may perform while involved in field training activities requires mental judgment and a high degree of physical fitness, agility, and dexterity, and that this may include strenuous exercise in varying environmental conditions which requires physical fitness, strength, and stamina.
2. I understand that field training involves the risk of injury or death, and I voluntarily assume these risks.
3. I understand that neither the NSHE nor the FSA will provide medical or health insurance coverage to me during any aspect of my participation in the program/activity described herein. I hereby represent and warrant that I am and will be covered throughout the activity by a policy of accident and health insurance that provides coverage for injuries I may sustain in the course of my participation in the program/activity. I understand I may be required to show proof of insurance coverage prior to my participation in the program/activity.
4. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the NSHE and the FSA, and their employees, agents, and representatives, from any and all liability whatsoever for any and all damages, losses, or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, expenses and costs, including attorneys fees, which arise out of, result from, occur during, or are connected in any manner with my intentional and/or negligent conduct during my participation in the program/activity.
5. To the extent authorized by law, I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge the NSHE and the FSA, and their employees, agents, and representatives, from any and all liability, loss, damage or expense, including attorneys fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorneys fees, which arise out of, occur during, or are in any way connected with my intentional and/or negligent conduct during my participation in the program/activity.
6. To the extent that I, individually, or my heirs, successors, assigns, or personal representatives bring a claim of any kind whatsoever against the NSHE and/or the FSA, and/or their employees, agents, and representatives, I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Nevada, including the provisions of Nevada Revised Statutes Chapter 41; and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect. In signing this document, I hereby acknowledge that I have read this entire document, that I understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.
7. I understand and agree that any and all disputes arising out of or in connection with my enrollment and/or participation in field training classes at the FSA shall be litigated only in the Fourth Judicial District Court of the State of Nevada in Elko, Nevada, and in no other court, and I hereby consent to the jurisdiction of this court.

Dated: _____

Name _____ Signature _____

Organization: _____

This signed form **MUST** accompany all student enrollments into field training activities (Hazmat, Rescue, ARFF and Industrial Fire). **No student will be admitted into the above listed field training courses without a signed agreement form on file with the Office of the Registrar.**

Personal Protective Equipment (PPE) Rental Form

The FSA participates with selected vendors to provide a cost effective rental program for PPE for students attending courses. All fire fighting PPE used by the FSA is NFPA and OSHA approved. Students are responsible for the care and return of all issued equipment/supplies and will be charged for damaged or lost equipment or supplies. **Please include page 7 for payment information for rental fees.**

Agency/Employer Name	
Mailing Address	
City/State/Province	
Zip/Postal Code	
Country	
Work Phone	
Work Fax	

Student Name	Course Title	Course Dates	PPE Rental Fee

Complete set of PPE rental includes: NFPA and OSHA approved fire fighting helmet with ear flaps and face shield, NOMEX® hood, bunker coat, bunker pants with suspenders, fire fighting boots, and fire fighting gloves. ***Students are responsible for supplying their own ANSI approved eye protection.***

PPE Rental Fees Based on Course Type		PPE Rental Fee Breakout	
<i>(PPE rental fees are separate from course fees.)</i>			
Entry Level Industrial Firefighter	3 rental days	\$180.00	first day/one-day
Advanced Exterior Industrial Firefighter	4 rental days	\$ 65.00	each additional day of use
Industrial Fire Brigade Leader	2 rental days		
ARFF Annual Live-Fire Refresher	1 rental day		
ARFF 40-Hour Basic	2 rental days		
<i>Prices are subject to change without notice.</i>			

Welcome to the University of Nevada, Reno Fire Science Academy Campus

Enclosed is information regarding policies and procedures, student dress code, campus location, and travel and lodging. *It is the student's responsibility to become familiar with this information prior to arrival on the campus.* If you have any questions or concerns, please contact the Registrar's Office at 1.866.914.0015 or 775.754.6003.

Mission Statement

The University of Nevada, Reno Fire Science Academy is a leader in the advancement and dissemination of knowledge to our global clientele.

The Fire Science Academy is built upon a culture of respect for safety, client service, teamwork, and community support. We uphold the highest levels of ethical and professional standards. We foster an environment that challenges us to seek continuous improvement in every aspect of our operation.

Our clients are experts in their chosen fields and demand we be experts in ours. To accomplish this, we provide flexible and responsive services of the highest quality, every day.

Dedication to these values sets us apart.

Student Registration Information and Policies

Compliance with all University of Nevada, Reno Fire Science Academy (FSA) policies is the responsibility of each student. Please read and understand the following information and guidelines. The most important priority is the safety of all students, faculty and staff. If at any time you have a question or concern, please ask any instructor, safety officer or member of management staff for clarification.

Registration for Open Course Enrollment

The FSA offers a number of ways to access its courses and training facility. Open enrollment courses are available to all individuals, companies and organizations wishing to attend regularly scheduled courses. Preregistration is required for all FSA courses and the registration deadline is 30 days prior to the start of each course. All registrations are on a first-come, first-served basis and early registration is encouraged as the best way to ensure space in a course. Enrollment minimums are listed with each course description.

Registration

To register for any of the regularly scheduled courses listed on the course schedule, please use the **FSA Student Registration Form and the FSA Waiver, Release and Indemnification Agreement** that is attached, if applicable. Additional registration and agreement forms are available from the FSA upon request. Students are required to familiarize themselves with all policies and registration requirements. Please read policies and forms carefully. Forms must be accompanied by the course registration fee or a purchase order number.

Regarding the use of purchase orders: the contracting party for any purchase order should be the Board of Regents of the Nevada System of Higher Education (NSHE) on behalf of the University of Nevada, Reno Fire Science Academy.

Seats will be accepted by telephone; however, they must be followed by receipt of the written registration form via mail or fax at least 30 days prior to the start date of the class. Incomplete forms or forms received without the course registration fee or payment arrangements will be returned for completion. For convenience, on-line registration is available for open enrollment courses through the FSA Web site (fireacademy.unr.edu). Note that on-line Web registration does require credit card payment at the time of registration. For assistance with on-line Web registration, please contact the Registrar's office.

Upon receipt of a complete registration form, students will be notified of acceptance in writing within 14 working days. Completed registration forms should be mailed, faxed or e-mailed to:

University of Nevada, Reno Fire Science Academy

Attn: Registrar

PO Box 877

100 University Avenue

Carlin, NV 89822-0877

United States

Phone: 775-754-6003 or 1-866-914-0015 (within the Continental U.S.)

Fax: 775-754-6575

E-mail: fireacademy@unr.edu

Web site: www.unrfsa.org

FSA Course Fees and Policies

Student Fees

Course fees for each program are listed on the course schedule and may be subject to change without notice. A student's name will be placed on the class roster only after an original completed registration and payment or purchase order for payment are received. Course fees include course materials, instruction, lunch as noted, safety and field personnel and consumables, where applicable.

Course fees must be paid prior to the start of class. Although faxed registrations will be accepted, a student is not considered registered until full course fee payment has been received or a purchase order has been received for all course related fees.

Payment Options

Payment must accompany registration and may be made in U.S. dollars with a credit card (American Express, Discover, MasterCard, and Visa), company check, money order, wire transfer or purchase order. We request that you do not use cash.

Payment for FSA courses, whether by credit card, check, wire transfer or company purchase order may not be conditioned upon terms not expressly set forth in the Student Registration Form/Registration Terms and Conditions of Training and, if applicable, in the Waiver, Release and Indemnification Agreement. Multiple students from one organization registering for the same course may pay together with a credit card, company check, money order, wire transfer or purchase order. **Purchase orders must be issued to the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno Fire Science Academy.** Purchase orders must include the purchase order number, contact name, phone and billing address. Please reference student name and course code when making payment.

For security reasons, we cannot accept by email credit card payment information. We can accept your credit card information by mail, phone or fax.

Seats on Hold

Clients may place seats on hold by contacting the FSA for any open enrollment class. Completed student registrations and payment information must be received by the FSA at least 30 days prior to the start date of the class. Any on hold seats for which a completed registration is not received at least 30 days prior to the class start date will be released.

Course Review

All FSA courses are reviewed 28 calendar days prior to the course start date. Seats on hold are not taken into consideration when the FSA conducts the course review and final course status will be based on the number of officially enrolled students. ***The FSA recommends that students NOT make travel or lodging arrangements until they have been contacted by the Registrar's office regarding the status of the course(s) in which they are enrolled.*** The FSA reserves the right to cancel any course with fewer than the minimum enrollment listed with each course. The FSA will not be responsible for costs associated with a course cancellation and will make every effort to enroll students in the next available course.

'No Show' Students

Course fees will not be refunded or transferred if a registered student fails to show for class without prior written notification. Students who fail to show for a class will be treated as a cancellation based on the "7 calendar days or less" category as outlined in the FSA Fee Policy for Student Cancellations, Reschedules, Substitutions and Refunds table and any unpaid course fees will remain payable by the student or sponsoring agency.

Student Cancellations, Reschedules, Substitutions and Refunds

Students who wish to cancel or reschedule **must** provide written notification either by fax, 775-754-6575, or email to fireacademy@unr.edu, listing student name(s), course title, and training dates. Please make notifications to the attention of the Registrar's Office.

Please note: Notification received from a student on the first day of class that a student from the same facility will not be attending is not sufficient. This type of notification does not comply with FSA policy and does not release the student or sponsoring agency from its financial obligations.

Fee Policy for Student Cancellations, Reschedules, Substitutions and Refunds

Time Frame	Cancellation	Reschedule
31 calendar days or earlier prior to the course start date	<p>Paid course fees: 100% will be refunded upon request.</p> <p>Unpaid course fees: no course fees due.</p> <p><i>No fees incurred for substitutions.</i></p>	<p>Paid course fees: 100% will be transferred to alternate training date with no deductions.</p> <p>Unpaid course fees: a new invoice will be issued for alternate training date.</p> <p><i>No fees incurred for substitutions.</i></p>
30-8 calendar days prior to the course start date	<p>Paid course fees: 50% will be withheld from all refunds.</p> <p>Unpaid course fees: 50% of course fees are due and payable.</p> <p><i>No fees incurred for substitutions.</i></p>	<p>Paid course fees: 25% will be withheld and the remaining 75% will be applied to an alternate course. Balance for alternate course fees will be invoiced and is due and payable upon receipt.</p> <p>Unpaid course fees: 100% of the original course fee is due and payable and will be applied to an alternate course. An additional 25% reschedule fee will be invoiced and is due and payable upon receipt.</p> <p><i>No fees incurred for substitutions.</i></p>
7 calendar days or less prior to the course start date	<p>Paid course fees: course fees non-refundable.</p> <p>Unpaid course fees: 100% of course fees are due and payable.</p> <p><i>No fees incurred for substitutions.</i></p>	<p>Paid course fees: 50% will be withheld and the remaining 50% will be applied to an alternate course. Balance for alternate course fees will be invoiced and is due and payable upon receipt.</p> <p>Unpaid course fees: 100% of the original course fee is due and payable and will be applied to an alternate course. An additional 50% reschedule fee will be invoiced and is due and payable upon receipt.</p> <p><i>No fees incurred for substitutions.</i></p>

Prerequisites and Student Eligibility

Any prerequisites listed with a course must be met before the student is eligible to register. Registration forms will not be accepted until applicable prerequisites are completed. Documentation of completed prerequisites must accompany student registration forms.

Other Policies

All other FSA policies and procedures are to be adhered to by students and organizations. Violation of policies and procedures may result in registration cancellation.

Registration for Company Special and Customized Training

In addition to offering regularly scheduled courses, the FSA provides access to its facilities and instruction on a customized or special-use basis. The FSA can also bring many of its programs to sites anywhere in the world.

FSA Student Information and Policies

Fire Protection, First Aid, Safety Equipment and Evacuation

The FSA is equipped with fire protection equipment including pull stations, fire extinguishers, smoke detectors and sprinkler systems. In addition, first aid kits, emergency medical supplies and eyewash stations are readily available in various locations around the campus. There are designated emergency evacuation locations on the campus. Instructors will review the fire protection and safety features, first aid supply and evacuation locations, and emergency procedures at the beginning of each class. If you have any questions or concerns regarding the location or operation of any safety system, please ask your instructor, a safety officer or member of management.

Physical Requirements

The FSA endeavors to provide a safe, challenging and realistic training experience. Fire fighting and other field training exercises often require rigorous physical and emotional exertion, exposure to extreme temperatures, water and toxic atmospheres. Exercises may be conducted in confined spaces, at heights, during inclement weather and at high elevations. Participation in field training exercises may cause elevated body temperature, increased pulse rate, respiration and blood pressure in some individuals. Participation may also cause mental stress and affect the ability to react quickly to emergency situations. Persons with heart disease, lung disease, hypertension, pregnancy or other conditions that may put them at an increased risk of injury or illness may want to reconsider participation in certain courses requiring field training exercises. As with any strenuous physical activity, it is recommended you consult with your physician prior to engaging in courses, which require field training exercises. Students attending any of the courses that include practical application exercises must be 18 years or older and must be physically capable of performing the field portion of the course work. All students must participate in every aspect of training in order to receive a passing grade. For additional information, please refer to individual course descriptions.

Field Safety

Safety is the FSA's first priority. Safety personnel oversee each field training exercise. The FSA authorizes safety personnel to halt training exercises at any time to prevent injury or accident to students, instructors, staff, equipment, property or the environment. The FSA requires that all students, instructors and staff comply with safety instructions at all times. Failure to comply with safety instructions may

result in immediate dismissal from the FSA. A safety briefing will be conducted prior to field training exercises. It is the student's responsibility to understand the information presented. Please ask any instructor, safety officer or member of management for clarification of any safety aspect you do not understand. Students are asked to report immediately any safety concern or hazard to any instructor, safety officer or member of management.

Environmental Protection

The FSA adheres strictly to state laws, which govern live-fire training operations and reclamation of firewater. The FSA values the environment and makes every effort to operate an environmentally sound training facility. The FSA reserves the right to halt training exercises to prevent any violation of a regulation or permit requirement. Every effort will be made to mediate a problem quickly in order to resume training.

Altitude and Nevada Weather

The FSA is located near Carlin, Nevada, in the "High Desert," where the elevation is nearly 5,000 feet above sea level. Extreme temperature variations are common and it is not unusual to experience 50-degree temperature swings in a 12-hour period. In addition, the air is extremely dry. Students are encouraged to dress in layers and to drink plenty of water or other hydrating fluids throughout the day. Hydrating fluids will be provided on the field for courses that include field-training exercises. For up-to-the-minute Carlin weather conditions and forecasts, students may want to visit any of a number of web-based weather sites or call the FSA.

Dress Code

Students are expected to maintain good personal hygiene and an acceptable appearance while attending the FSA. Comfortable clothing is recommended for classes and any training not requiring personal protective clothing. For the safety and comfort of all students, tank-top shirts and open-toed shoes are not permitted at any time. All students are required to wear appropriate NFPA-recommended or OSHA-approved protective clothing for field training exercises.

Personal Protective Clothing

Most protective equipment for fire training courses is provided by students or their sponsoring organization and shall conform to the applicable standard issued by the National Fire Protection Association (NFPA), the Occupational Safety and Health Administration (OSHA) and the American National Standards Institute (ANSI). The equipment shall consist minimally of fire fighting helmet with earflaps and face shield, protective eyewear, NOMEX® hood, bunker coat, bunker pants, fire fighting gloves and fire fighting boots. Most fire gear is available for rent at the FSA. The FSA provides self-contained breathing apparatus (SCBA) for use by students enrolled in some fire training, hazardous materials, confined space rescue, and ARFF courses and maintains an SCBA cylinder-refilling system. In addition, hazardous material protective gear is provided to students enrolled in hazardous material courses. Students are responsible for the care and return of all FSA-issued equipment and supplies. Students with any facial hair, mustaches, sideburns or beards that prevent proper seal of self-contained breathing apparatus face pieces shall not be permitted to participate in training courses requiring the use of self-contained breathing apparatus. Participants may not wear contact lenses, shorts, tank tops or open-toed shoes during field training.

Shipping of Personal Protective Equipment to the FSA

Students may ship protective equipment to the FSA for use during training. Please plan for equipment to arrive three to five business days prior to the start date of the class. Any equipment shipped to the FSA should include the student's name and the specific course name printed clearly on the outside of the

shipping container. To expedite return shipment upon completion of a course, students must complete return shipping forms containing all billing information. A handling fee will be assessed for shipments. Please refer to the course fee schedule for additional information.

Rental Gear

In lieu of bringing personal, agency or company bunker gear for training, students may wish to rent gear and equipment at the FSA. By using rental gear you may:

- Eliminate the need to transport or ship gear ahead
- Avoid the possibility of having gear refused by an airline
- Avoid wear and tear on a student's or company's own gear
- Prevent the need to send gear out to be cleaned or repaired
- Take advantage of a cost effective alternative

The FSA participates with selected vendors to provide a cost-effective rental program for personal protective equipment for students attending courses. For more information and reservations, contact the FSA at (775) 754-6003, 1-866-914-0015 or e-mail: fireacademy@unr.edu.

Insurance

The FSA does not provide worker's compensation or medical insurance coverage for students, and assumes no liability or responsibility for illness or injury experienced while attending or participating in FSA activities or programs. Students are expected to be covered with Worker's Compensation Insurance or comparable coverage, provided by the sponsoring agency or employer they represent. Proof of coverage may be requested.

Accidents, Injuries and Illness

Students are required to report immediately all accidents, injuries or illness to their instructor or to the field safety officer so proper response and medical care can be provided. The FSA maintains emergency medical supplies on-site and employs several emergency medical technicians. FSA employees will manage all emergency events and students are required to comply with safety instructions at all times. Any resulting accident investigation will be conducted in accordance with internal policies and procedures of the FSA and will be considered confidential and for internal use only. Any resulting findings are considered the property of the FSA.

Personal Conduct

The FSA is an educational institution that strives to maintain a safe and healthy environment and which promotes learning in a professional and challenging university setting. Students are encouraged and expected to exercise tolerance and to respect and celebrate differences among individuals.

At no time will the FSA tolerate:

- Harassment of any kind
- Racial, religious or sexual slurs
- Inappropriate language
- Indecent or disorderly conduct, rough play
- Damage to property
- Any action which jeopardizes the comfort, safety or health of others

Such actions or behaviors may result in immediate dismissal with notification made to the sponsoring agency or employer. In such circumstances no class certification will be issued, a "dismissed" will be

noted in the student's transcript and course fees will not be refunded. Harassment is any unwarranted or unwanted verbal or nonverbal conduct which threatens, intimidates, embarrasses, annoys or degrades another person where such conduct has the purpose or effect of creating an offensive intimidating, degrading or hostile environment. Sexual harassment includes unwelcome sexual advances, request for sexual favors or other verbal or nonverbal actions of a sexual nature.

Campus Care

Students are requested to place all refuse in appropriate containers, to use designated walkways for foot travel, and to observe all posted signs. Driving on concrete walkways between buildings is not allowed.

Personal Items

The FSA assumes no responsibility or liability for lost, stolen or damaged personal items. Students are expected to safeguard their personal effects while attending the FSA.

Parking

Students are required to park their vehicles in the visitor parking lot located on the west side of the campus.

Photography

The FSA reserves the right to use photograph and video negatives and/or reproductions for display, publication and other purposes. Images remain the exclusive property of FSA and shall not be reproduced without written permission. The image may be used in displays, publications or other purposes for which any person depicted will not receive any financial or other compensation or reimbursement.

Visitors

Spouses, relatives or friends wishing to observe field training exercises may do so with special permission from a member of management. Visitors are required to sign in at the FSA Administration Building where they will receive a briefing and "visitor" badges, which are to be worn at all times. Badges must be returned and signed-out upon departure. Unauthorized personnel are not allowed on campus at any time.

Smoking and Tobacco Products

Smoking and the use of tobacco products are prohibited in all FSA buildings including the staff residence hall. Smoking is permitted outside, at least 25 feet from any building entrance. Students are expected to use appropriate containers for cigarette disposal. Smoking is also permitted on the paved roadway around the prop field, but is prohibited anywhere on the prop field other than the paved roadway.

Alcohol and Controlled Substances

The use of alcohol or illegal substances is strictly prohibited at all times while training at the FSA. Violations will result in immediate dismissal from the FSA. Some prescription medications may have a detrimental effect on a student's ability to participate safely in field training exercises. In such cases, participation may be denied.

Weapons and Explosives

The use or display of explosives or weapons of any type are strictly prohibited at all times. Failure to comply will result in immediate dismissal.

Violation of the Law

Students arrested while enrolled at the FSA may be subject to dismissal.

Cheating

Students cheating during training will be subject to immediate dismissal with notification made to the sponsoring agency or employer. No certification will be issued, a “dismissal” will be noted in the student's transcript and course fees will not be refunded.

Tardiness

Students are expected to be punctual for all class and field activities. A student is considered tardy when he or she arrives more than 10 minutes but less than 20 minutes after the scheduled start of the class activity. A student's first incident of tardiness will result in an oral reminder. A second tardy by the same student during the scheduled course dates will result in a written warning. A third tardy by the student will result in dismissal. No certification will be issued and course fees will be forfeited. The student's transcript will note the course as “incomplete” and notification to the student's agency or employer will be made.

Absences

A student is considered absent when he or she is more than 20 minutes late for a scheduled class activity. Make-up course work may be granted at the instructor's discretion upon the student's return. Make-up of some course activities may not be possible until the next available scheduled course. Failure to complete all course activities during the scheduled course dates will be recorded as an “incomplete” in the student's transcript. No certification will be issued and course fees will not be refunded. Notification of failure to complete the course will be made to the student's sponsoring agency or employer. Legitimate emergency leave may be granted, in which case a student may complete any missed activities at a later scheduled date without forfeiting course fees.

Withdrawal

Should it become necessary for a student to withdraw from a course, the course instructor must be notified and a withdrawal slip must be signed by the student prior to departure. No certification will be issued and a “withdrawn” will be noted in the student's training transcript. Notification to the student's sponsoring agency or employer will be made. Specific circumstances of the withdrawal will determine whether the student will forfeit course fees. A student may be considered withdrawn from a course when he or she makes an early departure from class. An early departure is considered when a student leaves 30 minutes prior to the end of class.

Dismissal

Dismissal from the FSA for any violation of policy as described in this section Student Information and Policies will result in the following:

- An “incomplete” or “dismissed” will be noted on the student training record for the course, depending upon the nature of the infraction;
- Notification will be made to the student's sponsoring agency or employer; and
- All course fees paid for the course will be forfeited.

A dismissal may be appealed, in writing, to the FSA Director whose decision shall be considered final.

Satisfactory Course Completion and Student Transcripts

Students will receive a Certificate of Completion when all course work is accomplished with an overall grade average of 70 percent or better. Students must also have satisfactorily demonstrated competence on the applicable practical field exercises. Achieving less than 70 percent average, incomplete course work or inability to accomplish practical portions of the program will result in course failure and will be noted as such on the student's training transcript. Test scores and training records will be released only upon written request from the student, sponsoring agency or employer supervisor or training officer. Name,

sponsoring agency or employer, address, and signature of the requesting party must accompany the request. An administrative fee may be charged for records. Please consult the course fee schedule for information. Efforts will be made to mail requested records within 15 business days of a request.

The information, policies and procedures represent current practices as of the date of this publication. All participants and attendees of the FSA are expected to abide by these policies and procedures at all times. The University of Nevada, Reno Fire Science Academy reserves the right to modify its operating practices as necessary to maintain the mission of providing the highest level of training in the safest environment.

Travel and Area Information

Transportation to and from the FSA, and accommodations while attending the FSA, are the responsibility of students, who are expected to arrange travel to allow for completion of their class times. (Please see the withdrawal policy on page 19.) Flights to and from the FSA are scheduled through Elko, Nevada, which is approximately 25 miles from the FSA, just east of Carlin, Nevada. (See area map included with the student confirmation packet or at the FSA Web site at fireacademy.unr.edu). Students should allow ample time for flights departing after completion of a class. If you have any problems making a connecting flight into Elko, Nevada, please contact the FSA.

Lodging

FSA students may be eligible for discounts at several area lodging properties. ***A list of area accommodations and amenities will be included with student registration confirmation packages.*** Students may also contact FSA for more information.

About the Region

For information about area cultural events and recreational activities in eastern Nevada:

Elko Chamber of Commerce
www.elkonevada.com

Northeastern Nevada Museum
www.nenv-museum.org

County of Elko
www.governet.net/NV/CO/ELK/event.cfm

Nevadaweb
www.nevadaweb.com/cnt/cc/elko/main.html

Nevada Magazine
www.nevadamagazine.com/links.html

City of Carlin
www.explorecarlinnv.com/
www.governet.net/NV/CI/CAR/area.cfm

Nevada Commission on Tourism
www.travelnevada.com
www.cowboycountry.org

Western Folklife Center
www.westfolk.org

Cal-Neva Elko Pages
www.calneva.com/elko/