



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

We take pride in our world class training programs/opportunities and facility. Enclosed is information regarding our policies/procedures, student dress code, campus location, and travel/lodging, etc. *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, everyday.*

*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 academy's most important priority is the safety of all FSA students, faculty and staff. If at any time you have a question or concern, please ask any FSA instructor, safety officer or 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 the academy's regularly scheduled courses. Preregistration is required for all FSA courses and the registration deadline is 14 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 FSA courses listed in the course catalogue, 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 FSA upon request. Please note: Students are required to familiarize themselves with all FSA policies and registration requirements. Please read policies and forms carefully. Forms must be accompanied by the course registration fee or a purchase order number. Registrations will be accepted by telephone, however they must be followed by receipt of the written registration form via mail or fax. Incomplete forms or forms received without the course registration fee or payment arrangements will be returned for completion. 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 USA

Phone: 775-754-6003 or 1-866-914-0015 • Fax: 775-754-6575 • E-mail: [fireacademy@unr.edu](mailto:fireacademy@unr.edu)

**Course enrollment is reviewed 28 calendar days prior to the start of each course; those with fewer than the minimum number of students may be subject to cancellation.**

## **FSA Course Fees and Policies**

### **Student Fees**

Course fees for each program are listed in the course catalogue 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. Fees include course materials, instruction, lunch as noted, safety and field personnel and consumables, where applicable. **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.**



### **Payment Options**

Payment must accompany registration and may be made in US dollars with a credit card (American Express, Discover, MasterCard, Visa), company check, money order, wire transfer or purchase order. Please do not send cash. If using a company purchase order, please note that all rights and obligations of the University of Nevada, Reno Fire Science Academy and purchaser shall be interpreted and governed in all respects by Nevada law. Please note: 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 and, if applicable, in the Waiver, Release and Indemnification Agreement** that every student must sign. 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 include the purchase order number, contact name, phone and billing address. Please reference student name, social security number and course code when making payment.

### **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' 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](mailto: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.

### FSA Fee Policy for Student Cancellations, Reschedules, Substitutions and Refunds

Time Frame	Cancellation	Reschedule
<b>31 calendar days or earlier prior to the course start date</b>	<p><b>Paid</b> course fees: 100% will be refunded upon request.</p> <p><b>Unpaid</b> course fees: no course fees due.</p> <p><i>No fees incurred for substitutions.</i></p>	<p><b>Paid</b> course fees: 100% will be transferred to alternate training date with no deductions.</p> <p><b>Unpaid</b> course fees: a new invoice will be issued for alternate training date.</p> <p><i>No fees incurred for substitutions.</i></p>
<b>30-8 calendar days prior to the course start date</b>	<p><b>Paid</b> course fees: 50% will be withheld from all refunds.</p> <p><b>Unpaid</b> course fees: 50% of course fees are due and payable.</p> <p><i>No fees incurred for substitutions.</i></p>	<p><b>Paid</b> 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><b>Unpaid</b> 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>
<b>7 calendar days or less prior to the course start date</b>	<p><b>Paid</b> course fees: course fees non-refundable.</p> <p><b>Unpaid</b> course fees: 100% of course fees are due and payable.</p> <p><i>No fees incurred for substitutions.</i></p>	<p><b>Paid</b> 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><b>Unpaid</b> 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 academy policies and procedures may result in registration cancellation.

### **Registration for Company Special and Customized Training**

In addition to offering regularly scheduled courses at the academy, the Fire Science Academy 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 Fire Science Academy 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 academy management staff.

### **Physical Requirements**

The University of Nevada, Reno Fire Science Academy 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 academy's 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 academy'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 academy 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 academy. 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 FSA instructor, safety officer or FSA management staff for clarification of any safety aspect you do not understand. Students are asked to report immediately any safety concern or hazard to any FSA instructor, safety officer or FSA management staff.

### **Environmental Protection**

The University of Nevada, Reno Fire Science Academy 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 academy 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. See page 48 for more about the region.

### **Dress Code**

Students are expected to maintain good personal hygiene and an acceptable appearance while attending the academy. 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 will be 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 gear and rescue equipment are



available for rent at the academy. The academy 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 academy for use during their 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 academy should include the student's name and the specific FSA 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 academy. 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 at the academy. For more information and reservations, contact the academy at (775) 754-6003, 1-866-914-0015 or e-mail: [fireacademy@unr.edu](mailto: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 University of Nevada, Reno Fire Science Academy.

### **Personal Conduct**

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

### **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 academy management staff. 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 academy. Violations will result in immediate dismissal from the academy. 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 is strictly prohibited at all times at the academy. Failure to comply will result in immediate dismissal from the academy.

### **Violation of the Law**

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

### **Cheating**

Students cheating during training will be subject to immediate dismissal from the academy 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 from the academy. 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 academy 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
- All course fees paid for the course will be forfeited

A dismissal may be appealed, in writing, to academy management staff 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, social security number, 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 in this catalog represent current practices as of the date of this publication. All participants and attendees of the academy 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 at the academy, 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 5.) Flights to and from the FSA are scheduled through Elko, Nevada, which is approximately 25 miles from the academy, just east of Carlin, Nevada. (See area map inside the back cover of the course catalogue, on page 49.) We suggest students 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 Fire Science Academy. *Please refer to the attached information for travel discounts and rental car information.*

### **Lodging**

Fire Science Academy students are 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](http://www.elkonevada.com)

Cal-Neva Elko Pages  
[www.calneva.com/elko/](http://www.calneva.com/elko/)

County of Elko  
[www.governet.net/NV/CO/ELK/event.cfm](http://www.governet.net/NV/CO/ELK/event.cfm)

Nevada Magazine  
[www.nevadamagazine.com/links.html](http://www.nevadamagazine.com/links.html)

City of Carlin  
[www.governet.net/NV/CI/CAR/area.cfm](http://www.governet.net/NV/CI/CAR/area.cfm) [www.explorecarlinnv.com/](http://www.explorecarlinnv.com/)

Nevada Commission on Tourism  
[www.travelnevada.com](http://www.travelnevada.com) [www.cowboycountry.org](http://www.cowboycountry.org)

Western Folklife Center  
[www.westfolk.org](http://www.westfolk.org)

Northeastern Nevada Museum  
[www.nenv-museum.org](http://www.nenv-museum.org)

Nevadaweb  
[www.nevadaweb.com/cnt/cc/elko/main.html](http://www.nevadaweb.com/cnt/cc/elko/main.html)