

# **PROBATIONARY FIREFIGHTERS SCHOOL ORIENTATION**





# **ORIENTATION**

Congratulations on your appointment to the Fire Department of New York City

On behalf of the Fire Commissioner and the Chief of Department, welcome to the New York City fire Academy. Each of you have passed the written and physical examinations and further being qualified both mentally and medically, have demonstrated a fine potential for service to the city of New York and to the people who live and work here.

The FDNY is a semi-military organization. Rules and regulations govern the conduct and actions of all members of the department.

The department requires people with intelligence, determination, integrity, self-discipline, strength and character, endurance, and willingness to work hard. During your stay at the Academy, the training you will be receiving is designed to teach you the basic fundamentals of firefighting and help develop some of the discipline, toughness and self-reliance required of a firefighter.

Analyze yourself as objectively as you can. Become a member of the FDNY because you accept its opportunities and are willing to meet its demands and obligations. Drive yourself to your best efforts, develop your talents and strive to rise to higher ranks of the department.

Your success in training can make you part of the greatest firefighting force in the world.

# **ORIENTATION**

WORK HOURS: \_\_\_\_\_  
REPORTING TIME: \_\_\_\_\_

- |         |    |  |
|---------|----|--|
| UNIFORM | 1. | Dark blue trousers and black belt      |
|         | 2. | Dress blue shirt and tie               |
|         | 3. | Black, plain toe, laced, military shoe |
|         | 4. | Black socks                            |
|         | 5. | Cap and badge                          |
|         | 6. | Official dark blue jacket              |
|         | 7. | Black duffel bag, no logos             |

Above items shall be worn to and from the Fire Academy each day.

We suggest you compose a **PERSONAL DATA SHEET** to assist you in completing the many forms that you will be receiving during orientation. Some of the information that will be needed is listed below.

1. Social Security Number. (Self and Spouse)
2. Birth dates of your immediate family. (COPIES of birth certificates for dependents)
3. Marriage dates. (COPY of marriage certificate)
4. Person(s) to be notified in case of an emergency, i.e. Their address and telephone number.
5. Fire Department unit nearest your residence if you live within the city limits.
6. Prior civil service employment, dates and other pertinent data.
7. Prior health plan and health plan number.
8. Military service; dates entered and discharged.
9. Veteran status.
10. Blood type.
11. The name, address and phone number of an alternate person to be notified in case of serious injury or death.
12. The name, address and phone number of a friend or relative to accompany the chief officer and chaplain to the home of the person to be notified in case of serious injury or death.
13. The house of worship nearest the member's residence representing your religious affiliation.
14. Clothing size; neck, sleeve, waist.
15. Supply your own lunch.
16. Lock for your locker
17. Names and unit number of family members affiliated with the department.

# **ORIENTATION**

Trainees using car pools shall discharge all passengers in the parking lot area. Trainees being transported to and/or picked up at the Academy shall be discharged and/or picked up outside Academy grounds.

Trainees shall park their automobiles in the parking lot located outside the Academy. The parking lot is across from the main gate as you enter the Fire Academy grounds.

- 1) Automobiles belonging to Firefighters 6<sup>th</sup> Grade are prohibited from parking inside the Academy Gates.
- 2) Commercial vehicles – such as tow trucks, dump trucks, trucks with advertising etc. Are prohibited.
- 3) No overnight parking is permitted.
- 4) Do not carry cellular telephones or beepers during Academy hours.

Trainees requesting medical leave shall promptly notify or where necessary, have a responsible person notify the medical leave desk and the PFS prior to 0700 by telephone of any injury or illness that requires the granting of medical leave.

Medical Desk	(718) 330-2204
P.F.S.	(212) 360-4429
Housewatch, if unable to contact PFS	(212) 360-4409

Trainee shall report to the Bureau of Health Services at headquarters on the same day unless otherwise instructed.

There will be no postponements granted, except in those cases where the trainee non-ambulatory (severely incapacitated and unable to travel). Under these circumstances, a postponement will be granted for one (1) day, only on approval by the medical office. When postponement is granted, trainee must substantiate the severity of their illness by submitting a written statement from a physician. Trainees granted postponements shall not leave their residence or other location until granted permission by a Medical Officer.

When a trainee is admitted to or discharged from a hospital, he/she shall promptly notify the P.F.S. Office. If personal notification can not be made, notification shall be made by a responsible person.

Any notices received which might not be of interest to the Fire Department must be delivered to the P.F.S. office as soon as possible. Such notices might include but are not limited to: military orders, subpoenas, jury notices and court appearances.

The P.F.S. shall be immediately notified of any change of residence, signature or telephone number.

Trainees shall provide their own lunches. Soda and candy are available in the vending machines in the lunch room area.

Coffee and tea are available in the lunch room.

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## **GENERAL GUIDELINES**

- ◆ Wear dress uniform as prescribed by the Officer in Charge of the Probationary Firefighters School to and from the Fire Academy.
- ◆ Conduct themselves at all times in a manner which will not bring reproach or discredit upon the Department.
- ◆ Extend military courtesy to all officers and instructors at the Fire Academy.
- ◆ Not engage in a physical or verbal altercation, or perform any act which may be, or intend to be detrimental in arousing religious or racial matters.
- ◆ Not engage in any activity, whether by actions, speech, writings, or dissemination of material which may cause sexual harassment as defined in Title VII of the Civil Rights Act of 1964 and Mayoral Directive 80-5, which are set forth in the Supplement to Department Order No. 28, dated February 27, 1981. (D.O. 60/84).
- ◆ Not indulge in, or be under the influence of intoxicating liquors while on duty.
- ◆ Not use, or have in their possession, narcotics, tranquilizers, methadone, drugs of the amphetamine group or barbiturate derivatives or paraphernalia used to administer or barbiturate derivatives.
- ◆ Not make a false statement, report or record with the intent to deceive.
- ◆ Not maliciously damage any Department property, tools or equipment.
- ◆ Not engage in any extra departmental employment, profession, occupation, or business while attending Probationary Firefighter School.
- ◆ Not carry, possess, store or use any firearm while on Departmental property.
- ◆ Report loss of badge and/or I.D. card or other Department property immediately to the Administrative Officer of the Probationary Firefighters School.
- ◆ Remain with their squads at all times and not absent themselves from an assigned class or other duty unless otherwise directed.
- ◆ You will not use first floor bathrooms, except for auditorium and the designated one in the second tube.
- ◆ You will keep your mouth shut, and your eyes and ears open.
- ◆ You will not fraternize with field units.
- ◆ You will not read newspapers on fire department grounds. Read your proby manual.
- ◆ Coffee machines, microwaves, soda and candy machines, Water fountains are available for your use. Keep the area clean or you will lose that privilege.
- ◆ No walking on or crossing sidewalks except passage between bldgs. 11 and 12, bunker locker room, and auditorium.
- ◆ Walking on carpeted areas is prohibited at all times, Unless otherwise directed.

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- ◆ Do not use glass doors to enter or exit building 11 or 12.
- ◆ You will always be early. You will be at least one hour early for roll call. **Lateness will not be tolerated and it could lead to your termination.**
- ◆ Stay hydrated, drink plenty of fluids.
- ◆ “MAKE WAY” – First Proby to See an Instructor shall Yell “MAKE WAY” And promptly get out of the way. Everyone else should repeat the command loudly And step to the side, back to the wall.
- ◆ You will do exactly as you are told. You will follow orders to the letter.
- ◆ You will form up in roll call area 15 minutes prior to schedule roll call.
- ◆ You will yell good morning/afternoon, sir/ma'am, whenever you make eye contact with anyone on the rock.
- ◆ Always have kneepads on your bunker pants and always wear your suspenders.
- ◆ You will always carry a water bottle.
- ◆ If 1 person screws up---everyone pays the price. You are a team, you will act like one.
- ◆ You shall always wear your complete ppe. Boots, pants with knee pads, suspenders, coats buttoned up and buckled, collar up with flap closed, hood and helmet on, chin strap tightened with ear flaps down and gloves on unless otherwise instructed.
- ◆ You will double-time everywhere on the rock. You will never travel alone.
- ◆ You will show respect to all superiors. Everyone is senior to you.
- ◆ No sitting / lying around outside during evolutions.
- ◆ Raise your hand if you have a question and speak up. Begin with “sir, probationary firefighter \_\_\_\_\_” then your question.
- ◆ When your name is called, sound off loud and clear “here sir”.
- ◆ When asked a question, your response will be “yes/no sir”.
- ◆ Squad leaders are an extension of the drill instructor... You will treat them with the same respect.
- ◆ Always utilize the chain of command.
- ◆ When you hear the commands “at ease” or “lock it up” you will repeat the command, stop what you are doing, and shut your mouth.
- ◆ Take the initiative to empty garbage cans, pick up trash if you see it. Don't wait for someone to tell you.
- ◆ Police the locker room every day prior to final formation. Again, if you see trash on the floor, throw it out.
- ◆ You will make sure all your gear is clearly and neatly marked.

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- ◆ We will be there for you if you show us you want to learn. Don't be afraid to ask for help.
- ◆ Give 110% every day in everything you do here. There is no room on this job for slackers. We will weed you out!!!
- ◆ Always finish on this job. Quitting prior to completing your task is not an option.
- ◆ Upon graduating this academy, if we would not be comfortable with you assigned to our own firehouse, working side by side with us, we will do everything possible to make sure you do not graduate.
- ◆ If someone asks for a volunteer everyone should step up.
- ◆ Committee work will be performed every day (instructor and common areas).
- ◆ You will not walk in carrying coffee cups in your hand.
- ◆ You will enter and leave the rock in your class a uniform every day. You will change prior to morning roll call, into work duty uniform, then back into class a uniform prior to final roll call.
- ◆ Carry your black bag with no markings in your left hand. If you encounter an officer while you are covered, you will render the proper hand salute followed by the correct greeting "good morning/afternoon/evening, sir/ma'am".
- ◆ No smoking on the rock or on ft totten at any time. The di's tell you what to do, not the ems instructors.
- ◆ **Absolutely no cell phones on the rock or ft totten at any time, unless you obtain special permission from the di's.**
- ◆ Do not carry large sums of money with you at the rock. You will not need it. You only need a few dollars for any sodas, candy you may want during the day.
- ◆ You will not wear earrings, facial piercings, tongue rings, etc.
- ◆ Know that any m/l, or l/d will result in you staying here after your class graduates. Go sick only if absolutely necessary. Missing training days will result in you being recycled.
- ◆ If you call in sick, you must do so prior to the start of the tour. Call the executive officer first and advise him, then call the medical leave desk....all must be done prior to your first scheduled roll call. If you do not do as instructed, you will be reported as awol (absent without leave) and you will have charges against you which alone, could lead to your termination.
- ◆ You will maintain fire dept. Grooming standards. You will shave daily, uniforms will be clean and pressed daily, you will have your haircut weekly. Fades are not acceptable. You must buzz cut your head.
- ◆ You will bring in your lunch every day. You can use the large refrigerators outside the auditorium. Make sure your belongings are clearly marked.
- ◆ You will need 20 dollars in cash for the union dues. Make sure you have it.



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- ◆ You will need a black bag with no markings, 2 combination locks, a notebook, 3 black pens, 3 sharpened #2 pencils and a black permanent marker with you at all times.
- ◆ You will bring your proby manual to every class every day unless otherwise instructed.