

WESTMORELAND COUNTY COMMUNITY COLLEGE  
Public Safety Training Center  
65 Public Safety Drive  
Smithton, PA 15479

## **Student Information and Guidelines**

### **College Mission**

WCCC improves the quality of life of everyone we touch through education, training and cultural enrichment.

### **Training Statement**

The Westmoreland County Community College Public Safety Training Center (PSTC) was created to serve the training and educational needs of the area's police, fire and emergency medical services responders. We are committed to providing quality fire, rescue and hazardous materials courses at reasonable costs to the emergency services community and other hazard mitigation personnel.

### **Location**

The Public Safety Training Center is located in South Huntingdon Twp., Westmoreland County, PA, two (2) miles from exit 49 (Smithton) of Interstate 70. Approximate coordinates: Long., 79°.45 53; Lat., 40°.10 56

- From Interstate 70 W (New Stanton and PA Turnpike, exit 75) – Take I-70 W eight (8) miles from New Stanton to the Smithton exit (no. 49). Exit then turn LEFT at the stop sign. Proceed 100 feet to the next stop sign. Turn RIGHT onto Fitz Henry Road. Proceed 1 mile to the third public street, Reduction Road. Turn RIGHT onto Reduction Road. Continue 1 mile to the PSTC entrance on the left.
- From Interstate 70 E (Belle Vernon and I-79) – Proceed on I-70 E to the Smithton exit (no. 49). Exit and turn LEFT at the stop sign. Continue straight onto Fitz Henry Road and follow the directions above.

### **Class Schedules**

Classes are scheduled throughout the year and schedules are available in print or on the Internet (<http://www.wccc.edu/>). Call us to receive a printed schedule.

## Registration

Students register by telephone (**1-800-262-2103, press 1**), Monday through Friday, 8 a.m. to 5 p.m. Most classes have class limits and seats are filled on a first-call basis. The college reserves the right to cancel classes with insufficient enrollment, to change meeting dates, times, locations and instructors and to add additional sections to accommodate higher-than-expected enrollments.

## Course Fees

Most courses have fees (tuition, lab or material) that are listed in class schedules. Beginning January 1, 2009, all students pay the same tuition. Fees are assessed at the time of registration and a statement is mailed to the student's home. Fees are due and payable by the first class session directly to: **Accounts Receivable, Westmoreland County Community College, 145 Pavilion Lane, Youngwood, PA 15697-1895.**

If your organization is paying the fees, take the Registration Statement to the appropriate person and instruct them to remove the tear-off portion and enclose with the check (payable to: **Westmoreland County Community College** or **WCCC**). If paying in person, checks are suggested (cash payments are also acceptable).

## Course Cancellation

The college reserves the right to cancel classes with insufficient enrollment. An attempt will be made to call the students when classes are cancelled. Provide two telephone numbers at the time of registration (and verify the accuracy of current information). All tuition and fees are automatically refunded directly to the student when classes are cancelled. The student is responsible to return monies to third-party agencies.

## Attendance, Tardiness and Certificates

All classes, unless otherwise specified, require a minimum 70% attendance of all scheduled sessions for successful completion. Some classes may require a higher attendance percentage or may require a minimum level of skill performance. Students who leave class and miss more than twenty-five percent (25%) of the instructional time (or are late more than 30 minutes) will be considered absent for the entire session.

Make-up of some course activities may not be possible until the next course offering. Failure to complete all course activities as required by the instructor or the course outline will be recorded as Incomplete. The PSTC Coordinator may grant legitimate emergency leave, in which case a student may complete any missed activity at a later scheduled date without forfeiting any tuition or fees.

Some classes may also have a written test and require a minimum passing score (generally 70%). The instructor will present successful completion information at the first session. Many classes are eligible for a joint WCCC/PA State Fire Academy certificate. Students may receive a transcript for those classes not eligible for a joint certificate. Students enrolled in those classes eligible for a joint certificate will normally receive the certificate at the last class (except for weekend only classes, which will be mailed).

Students are expected to be punctual for all classes. A student will be considered tardy when arriving more than fifteen (15) minutes after the scheduled start time. A student's first tardy will result in a verbal reminder. A second tardy during the same course will result in a written warning. A third tardy will result in the student being dismissed from the course. No certificate will be issued. All fees will be forfeited and no refund will be issued.

### **Inclement Weather / Class Cancellations / Holidays**

In the event of severe weather or other event that would prompt the closing of Westmoreland County Community College, classes at the PSTC will also be cancelled. The decision to close is also recorded on the college's phone system: **1-800-262-2103** and on the Internet: <http://www.wccc.edu/>. Students should listen to one of the following radio or television stations for school closing information:

<b>AM</b>	<b>WHJB</b>	<b>WZKT</b>	<b>WASP</b>	<b>WCVI</b>	<b>WCNS</b>	
<b>kHz</b>	620	940	1130	1340	1480	
<b>FM</b>	<b>WBZZ</b>	<b>WZKT</b>	<b>WZPT</b>	<b>WLSW</b>	<b>WLCY</b>	<b>WDSY</b>
<b>MHz</b>	93.7	98.3	100.7	103.9	106.3	107.9
<b>TV</b>	<b>KDKA</b>	<b>WTAE</b>	<b>WPXI</b>			

The PSTC is closed when the Youngwood Campus is closed for the holidays. Those dates include (but are not limited to): New Years Day, Thursday and Good Friday before Easter, Memorial Day, Independence Day, Labor Day, Wednesday, Thursday and Friday of Thanksgiving week and the day before, Christmas Day and the day after.

### **Parking**

Students and instructors will park personal vehicles in the student parking lot. Special permission from the coordinator is required to park on the training grounds. Student vehicles will not block gates, turning areas and access roads. Engines, aerials, tankers and other large vehicles over 24,000 lbs. G. V. W. R. will park on the apparatus pad next to the classroom building (and not in the student parking lot). Apparatus may "stage" on the training pad access road until gates are opened.

## Minimum Age

Participation of minors is subject to the Child Labor Laws of the Commonwealth of Pennsylvania. See <http://www.dli.state.pa.us/landi/CWP/view.asp?a=185&Q=58124>  
The minimum age is sixteen (16) at the first class for all courses, except as noted.

Students must be age eighteen (18) year old by the first class to enroll in: the Structural Burn class, the Basic Vehicle Rescue classes, Interior Firefighter, Aerial Apparatus Practices (or Extended), Pump Operations I or II, Emergency Vehicle Driver Training (EVOC) or other classes that are prohibited by the Child Labor Laws (Act of 1915, P. L. 286, No. 177, as amended). That would include, but not be limited to, any classes that involve live burning, operating hydraulic equipment and tools, use of electrical equipment or cutting torches, driving emergency vehicles and operating fire pumps.

## Emergency Procedures / Exterior Call Boxes

### FIRE

- Pull the nearest fire alarm box. The system is monitored by an outside agency and the dispatch center should automatically be notified.
- If time and conditions permit, use a house phone or exterior yellow call box. Dial 9-1-1 or press **Emergency** and report the situation.
  - Describe the nature and site location of the emergency.
  - Tell them you are at the **WCCC Public Safety Training Center, 65 Public Safety Drive, South Huntingdon Township.**
- Attempt to extinguish small fires if trained to do so. If in doubt about the proper procedures or if personal safety is in doubt, evacuate immediately.
- Move away from the building to a safe location. Advise incoming emergency units of the nature of the situation and the location.

### MEDICAL

- If an EMS unit is on scene, summon help immediately. Otherwise, advise the person to seek medical assistance at a hospital emergency room.
- When an ambulance seems necessary, call the dispatch center (9-1-1 from a college telephone) or press **Emergency** from an exterior yellow call box.
  - Advise what is happening to the patient.
  - Tell them you are at the **WCCC Public Safety Training Center, 65 Public Safety Drive, South Huntingdon Township.**
  - Stay with the patient until the ambulance arrives.

**For all emergencies:** Ask the instructor or guard to file an incident report with the coordinator within 24 hours of the emergency.

## **Injuries**

Operating at an emergency scene presents many risks. Some training activities can also have associated risks. Safety is the training center's first priority. However, should you sustain an injury or accident while present at the training center or outdoor facilities, report it immediately to the instructional staff. The staff person or security guard will complete an accident report within 24 hours of the occurrence and forward a copy to the center coordinator.

## **Insurance**

The PSTC does not provide worker's compensation or medical insurance coverage for students and assumes no liability or responsibility for a student's insurance while participating in PSTC activities or classes. Students are expected to provide Worker's Compensation insurance or comparable coverage, provided by the sponsoring agency or employer they represent. Proof of coverage may be requested.

## **Behavior**

Students enrolled at the PSTC assume a responsibility to conduct themselves in a manner compatible with the college's mission as an educational institution. Behavior that disrupts the educational process will not be tolerated. The following activities are prohibited and the student may face disciplinary action, including, but not limited to, expulsion from the college, for engaging in these activities:

1. Entering or remaining in any lab, classroom, office, building or campus facility after closing time without proper authorization.
2. Use, possession, distribution, sale or purchase of illegal substances, drugs or alcoholic beverages on college property or at college functions.
3. Illegal or unauthorized gambling on college property.
4. Use, possession, sale purchase or concealment of any firearm, licensed or unlicensed, knives (not required for educational programs), weapons, explosives or dangerous chemicals.
5. Theft, willful defacement or willful destruction of college property or the personal property of another.
6. Verbally or physically intimidating, coercing or using physical force in a manner that causes another campus member to be injured or fearful of physical harm.
7. Any form of sexual harassment (any behavior that represents repeated or unwanted sexual attention or sexual advances, including behavior between students).
8. Using the communications network for private or personal business or for any other purpose that is inconsistent with the research or instructional needs of the college.

9. Operating a motor vehicle in a reckless manner.
10. Smoking in areas not designated as smoking areas.
11. Smoking or tobacco chewing during instruction.
12. Horseplay, whistling or singing.
13. Sitting on tables.
14. Cursing, profane or obscene language.
15. Intentionally furnishing false information to the college.
16. Interfering with the normal operation of the college or instruction.
17. Cheating, fabrication of one's work, facilitating cheating or plagiarism.

## **Grievance Procedure**

Refer to the current edition of the Westmoreland County Community College *Catalog & Student Handbook* for the grievance procedure. Where stated, the PSTC coordinator shall substitute for all references to the division chair.

## **Dress**

Students, staff and visitors are expected to dress in attire that is appropriate for an educational setting. Examples of inappropriate clothing include, but are not limited to: tank tops, garments with low-cut necklines, shorts three-inches or more above the knee, beach clothing or swimwear, halters, tube tops, see-through mesh or spandex clothing, spiked jewelry or jewelry creating a hazard, clothing, pins or buttons with sexually-suggestive, racially-offensive or gender-offensive writing or images.

All students will wear a long sleeve shirt, long pants and socks under the personal protective gear to participate in all live burning exercises. All jewelry will be removed. Currently, there are no changing areas, dressing rooms or shower and locker facilities. All students are also expected to maintain good personal hygiene. Students may want to bring a spare shirt, tee shirt and socks that can be used if regular clothing becomes torn, wet or soiled in training activities. A second pair of gloves is always recommended.

## **Personal Items**

The PSTC and WCCC assumes no responsibility or liability for personal items that may be lost, stolen or damaged while students are on campus. Students are expected to take appropriate actions to safeguard their personal belongings. Be extra cautious with radios, pagers, cell phones, personal computers and other valuables.

## Facial Hair

The WCCC PSTC will adhere to the policy issued by The Office of the State Fire Commissioner, in a memorandum dated June 10, 1991. In part, the policy says:

“ . . . it shall be the policy of the State Fire Academy that persons taking part in any class whose subject matter involves the use or **potential** use of SCBA in any simulated or actual irrespirable or potentially irrespirable atmosphere, as part of class activity, shall be clean shaven, except for the option of a well-trimmed mustache . . . The final determination as to whether an individual meets this criteria shall rest with the instructor(s) of the class . . . Students not in compliance will be deemed to have **not** satisfied class completion criteria and will not be issued any certificate.”

## Radios, Cell Phones and Pagers

Students attend training classes at the PSTC to learn new skills, refresh forgotten information and to achieve a higher level of individual performance. Many pagers are to alert users of an emergency. Students are not expected to respond to emergencies while attending training classes. Department officers should make special staffing arrangements when department members are in training. Therefore,

- Cell phones and two-way radios will be turned off during instruction.
- Pagers should be muted and volume controls should be on the lowest setting.
- A student will not be summoned from class for personal calls except in an emergency.
- Permission shall be secured from instructional or office staff to use college communications equipment.

## Safety

The staff of the PSTC strives to present techniques and procedures that are not only nationally recognized but also afford the maximum safety level for the students and staff. Instructors are authorized to immediately suspend any training evolution or activity to prevent injuries or accidents to students, staff and visitors or will adversely affect training equipment, props, buildings or the environment.

All students must comply with all safety instructions at all times. Failure to do so may result in immediate dismissal from the PSTC. A safety briefing will precede all live fire training evolutions and other hazardous exercises. An evacuation signal will be identified and demonstrated. It is the student's responsibility to understand and follow all safety instructions. If you do not understand any safety instruction, ask for clarification from PSTC staff. Please report any unsafe condition or activity to the instructional staff immediately.

## **Fitness**

Students should be in good physical condition without any medical restrictions. Many of the practical exercises involve climbing stairs and ladders, lifting heavy objects alone and as a member of a team, wearing self-contained breathing apparatus and full personal protective gear in hot and cold weather, carrying and dragging equipment and rescue mannequins and other similar aerobic and strength activities.

Students should not participate in any activities if they are unsure of their physical fitness level, are under the care of a physician with work or leisure restrictions or believe they cannot safely function on the training grounds.

Many courses require the mandatory completion of manipulative skills to receive a certificate. Failure to complete all the required skills because of a physical limitation will mean the student may have to repeat a training course to receive a certificate.

When rehabilitation (rehab) areas have been provided, students must report to the identified area, rest and consume the necessary fluids to prevent dehydration. Do NOT drink any water from the fire hydrant system. It is untreated pond water. Medical monitoring may also be provided and students exceeding established limits will not be permitted to return to training activities until released by medical personnel.

Students are also encouraged to eat a healthy breakfast before arriving at the training center, limit their food intake before strenuous activity and drink plenty (eight, 8 oz. glasses) of water daily.

## **Personal Protective Equipment**

Personal protective equipment (PPE) is generally provided by the student or their organization and shall conform to the applicable standards issued by the: National Fire Protection Association (NFPA), the Occupational Safety and Health Administration (OSHA) and the American National Standards Institute (ANSI). A full set of PPE shall consist minimally of: helmet with earflaps and face shield (or protective eyewear), flame resistant (NOMEX®) hood, bunker coat, bunker pants, firefighting gloves and firefighting boots.

The PSTC has twelve (12) MSA self-contained breathing apparatus (SCBA) for student use. Students are encouraged, however, to bring their own SCBA (and spare cylinder, if possible) for all courses involving live fire, hazardous materials, confined space and other similar respiratory protection classes. A personal alert safety system (PASS) device, if available, should also be provided. Using your own respiratory equipment will afford you the opportunity to become proficient with the brand of equipment you will use in an emergency.

## **Alcohol, Illegal Substances and Prescription Medications**

The use of alcohol and illegal substances is strictly prohibited at all times while at the PSTC. The student should not consume any illegal substances or alcoholic beverages before class. Some prescription medications may have detrimental effects on the student's ability to function safely on the training grounds. In all cases, if the student's demeanor appears to impair his or her ability to function safely, the instructor may deny participation in training classes or evolutions.

## **Campus Care**

All students, staff and visitors are requested to place rubbish in appropriate containers, to use designated walkways, to drive responsibly and to take care of the PSTC so they are welcome at future classes.

Snacks and beverages may be consumed in classrooms with unfinished concrete floors, however, never during class. Eating is also permitted outdoors where seating is provided. Smoking and tobacco chewing are not permitted in PSTC buildings on the training grounds, except at the designated rear classroom entrance.

## **Food Service**

Currently, a cold drink machine is the only available food service. Students may bring a lunch that may be consumed in the classroom during lunch breaks. The nearest restaurant is the Flying J at the Smithton Exit of I-70, which is open 24 hours a day. Some fast food restaurants are located at the Rt. 51 exit (3 miles), Rt. 201 (6 miles) or in New Stanton (8 miles) from the Smithton exit. Students are reminded to eat sensibly when strenuous activities are planned later.

## **Notebooks**

Every student should bring a notebook (and any required texts), pen or pencil to every class. The instructor's prior approval shall be secured for all tape recordings. Other accommodations, as may be required, will be evaluated.

## **Textbooks**

Some classes may require a textbook. These may be purchased through the College's Youngwood bookstore prior to class. You may call the bookstore for pricing and availability information: **1-800-262-2103, ext. 4174**. Checks, cash or credit cards [Master Card or Visa] are accepted.

## Accreditation

Westmoreland County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3642 Market St., Philadelphia, PA 19104. The PSTC offers certified courses in conjunction with the PA State Fire Academy, 1150 Riverside Dr., Lewistown, PA 17044.

## Advisory Committee

A committee, comprised of regional police, fire, rescue, emergency medical services, the region 13 task force and corporate personnel provides input to guide the center's programming, resource acquisition and site development.

## Notice of Nondiscrimination

As a matter of policy, Westmoreland County Community College does not discriminate on the basis of race, color, sex, religion, age, handicap, marital status, national or ethnic origin or any other legally protected classification. This policy applies to educational programs, employment practices and all other college-administered activities. Inquiries should be directed to the Affirmative Action Officer.

## Contact Information

Call the WCCC Public Safety Training Center during normal business hours, generally 8 a.m. to 5 p.m., **724-872-2447**. Our FAX number is: **724-872-5546**. You may also visit us on the web: <http://www.wccc.edu/>, phone the coordinator: 724-872-2447 or send us an e-mail: [haugerd@wccc.edu](mailto:haugerd@wccc.edu).

