

RIO HONDO COLLEGE • DEPARTMENT OF PUBLIC SERVICE

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Fire Technology\Fire Academy • Santa Fe Springs Regional Training Center

11400 Greenstone Avenue • Santa Fe Springs, CA 90670 • (562) 941-4082

Tracy E. Rickman, Fire Technology Coordinator

Fire Facility Standards at the Regional Training Center

To: All Students and other visitors to the Regional Fire Training Facility

Subject: Standards of Conduct and Appearance

Approved By: Dean Santoro, Department of Public Safety

Welcome to the Rio Hondo College Regional Public Safety Training Facility. We hope your learning experience here is a positive one and thank you for visiting us here in Santa Fe Springs. This facility and associated programs have been accredited, approved and/or recognized by the following agencies;

- The California State Fire Marshals office
- The American Heart Association
- The American Red Cross
- The California Fire Directors Association

While at this facility, the following standards of conduct will be demonstrated at all times. If infractions of these standards occur, you may be asked to make changes or leave and return once you are compliant to the following standards.

- **Collared shirts** or other appropriate tops that reflect positively on you, the Fire Service and Rio Hondo College are required while in the classroom setting. T-shirts shall not be worn unless outside during practical exercises or *as approved by classroom instructor*. Regardless, all shirts and other clothing shall demonstrate an appropriate style and not have vulgar, demeaning or otherwise inappropriate marking, symbols or wording.
- **Pants** shall be worn *unless during physical education training or as approved by instructor*. Shorts or other PT clothing are not permitted while in the classroom setting. Females, dresses or other clothing that is appropriate and reflects positively on themselves, the fire service and Rio Hondo College is permitted. Short pants are not permitted in either case unless worn outside for physical training or related training *approved by the instructor of record*.

- **Flip Flops are not permitted on this property.**
- Language shall be of such that reflects positively on you, the Fire Technology program and the Fire Service. Abusive, rude or otherwise vulgar language should not be used while at this Training Center. Keep in mind that each day (seven days a week in most cases); we can have over 300 people each day training and learning at this location. We appreciate your nature, tone and wording to be of such that is conducive to Higher Learning.

Hats shall be removed when entering the building. In most cases, excessive jewelry, body piercing that are visible and tattoos that do not reflect positively on the Fire Technology program and the fire service may be asked to remove or otherwise covered. This location is a "**Public Safety Training Center**" and reflects the traditions, character and values of the Fire Service.

Cell phones shall be placed on vibrate and students shall not interrupt the classroom with a cell phone call. The instructor has the right to ask the student to leave the class for disrespect and disruption pertaining to cell phone usage, language and other infractions of this standard.

Students and staff shall drive **5 MPH** while on the facility and have parking stickers (where applicable). Students and staff shall not expectorate (spit), or throw trash anywhere on this site. Students and staff that smoke shall smoke in the designated area and only on smoke breaks.

Students shall not go into the administration office area unless it is to conduct business. Please refrain from placing feet on walls, damaging furniture or otherwise causing damage to the property of Rio Hondo College Fire Technology program. If it occurs, please notify a Staff member immediately.

We have "0" tolerance of harassment of any type and students and staff are to report any such action immediately to the Fire technology Coordinator or Dean of Public Safety. (See RHC board Policy 5580)

Basically, we ask that you be professional, act appropriately and keep this facility as nice as you found it. Clean up after yourself and enjoy your courses. We want you to have fun and come back for future classes.

Tracy E. Rickman, MPA
Fire Technology Coordinator