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# 6 weeks to start

## Review the Academic Documents

Review the following documents for accuracy and assess what changes need to be made for the upcoming program.



### 1. Academic Policy

- Review potential changes with the assigned Deputy Assistant Chief or their designee.



### 2. Probationary Student Handbook

- Review with Drill Instructors leads.
- Ensure the correct version is being used.





### 3. EMT Refresher Manual

- Ensure it's the correct version.

# 5 weeks to start

This section contains the materials that need to be ordered via the reproduction unit. The Program Captain does orders. They require adequate notice, typically 1-month before quartermaster week, earlier if it's around 9/11.

 Materials need to be ordered via the reproduction Unit. Ordering is done by the program captain.

 Adequate notice is required. Typically, 1 month before quartermaster week  
***ORDER MUST BE DONE EARLIER IF THE CLASS STARTS AROUND 9/11***

ITEM	AMOUNT	NOTES
Probationary Student Handbook	200	GIVE TO DI KELLY
Probationary Parking IDs (Ensure new color e ach class)	200	GIVE TO DI KELLY
Demerit Cards	2000	Check if needed
FDNY Operating Guide Procedures	200	
FDNY OGP BINDERS	200	
Rotation packets	200	Give to the rotation coordi nator
EMT Refresher Manual	200	
SLAM Cards	200	
NYC GOP / APPENDIX (Current Version)	200	
NYC Prehospital treatment protocols (Curren t Version)	200	

# 4 weeks to start

## Materials



- Ensure The items listed below are in stock and order if necessary.
- Items typically require a purchase order.
- Dispose of old OGP Manuals
- Update book receipts with the incoming program's information

Item Name	Amount	Notes
Textbooks	400	Ordering requires a 4-month lead time.
AHA BCLS Books	200	
REMAC GOP, APPENDIX, and Treatment Protocols	200	
Safety Vests	400	Check with admin/equipment officer for storage location
Graduation Plaques	200	
Horizontal ID Holders	200	

*Start planning when materials will be distributed. Can be done on either quartermaster day or day 1 of program*

## Schedule

 Finalize the DOH and Operations schedule and place in the designated folder.

- *DOH schedule is organized by the program IC*

Inform adjunct instructors/Presenters of the pertinent dates.

- *Ensure availability of adjunct presenters before finalizing the ops schedule*

# 1-2 weeks to start

## Roster

The class roster is provided by Candidate Investigations (CID) when complete. If No roster is received, inquire with **Jasmine Rubio**.

## Quartermaster Day

- ⚠ Coordinate with the quartermaster representative, Ricky Singh. (<mailto:rickey.singh@wwof.com>) and the drill instructors to set up quartermaster days for new hires to be outfitted.

he typically contacts the drill instructors and program officer and lets them know what the days are

*Drill instructors take the lead on quartermaster days*

## BHS

- ⚠ If any new hires require additional vaccinations, BHS will reach to schedule vaccination dates.


This should be done pre- / post-shift and candidates shall be compensated appropriately.

Tour 2 and Tour 3 is done on the same day.


- Be cognizant of exams/quizzes when scheduling the date.
- Initial contact is to the Bureau of Training's Division Chief.
- BHS Point of contact is **Kerry McGuire**
- Forward list of students to drill instructors. They will inform the students that they need to report early/leave late.

- Estimated to take 4 hours total. 2 hours post shift overtime for Tour 2, 2 hours pre shift overtime for Tour 3.

## Class Coordinators


 Select the following program coordinators.

- Instructor Coordinator (IC)
- Rotations Coordinator
- Skills Coordinator
- Equipment Coordinator (This member is responsible for tracking/securing/distributing program equipment and is typically static)

 Ensure the IC equipment to create Day One folders.

- Student Info QR Code
- Academic Policy
- Schedule
- Fort Totten Park Map
- Toll Reimbursement Form (Found in the class folder with instructions)

## Equipment

 Order issued equipment from the Medical Supply unit via Medical Supply Unit (MSU) Order FORM - BLS.

Forward the completed for to the program captain who will then make the order.



*200 count class of 180 students*

- Adult and Pediatric Stethoscopes
- Goggles
- Penlights
- Pocket Face Mask
- Oxygen Wrench
- Trauma Shears

*Upon delivery, store in the PES store room and notify the program equipment coordinator.*

***BP CUFFS ARE TO BE DISTRIBUTED AT THE START OF THE PROGRAM AND COLLECTED AT THE END***

## Textbooks

- ⚠ New textbooks have access codes for online content. Contact the appropriate liaison for the class code and give it to the IC.

JB Learning - Eileen Ward - (978)-579-8145 (<tel:+19785798145>)

## Orientation

- ⚠ Orientation occurs on Program Day 1.

Confirm where orientation will be held. It is usually held at Headquarters or Fort Totten.

If it is being held at Fort Totten, secure an auditorium large enough for the entire program and speakers.

- Ensure the location has Audio/Visual and teleconferencing capabilities (Webex and Microsoft Teams).

- Human Resources will send notification of the speakers and their schedules.
- Ensure AV has

## Forgivable Loan




Contact Email Clineesa Wilds (<mailto:clineesa.wilds@fdny.nyc.gov>) of the General Law Unit for the most current forgivable loan.

An officer **MUST** be present in the room as a witness and sign for each form.

- Consider distributing pre signed copies of the form.
- If the general law unit representative is offsite, email and forward physical copies when complete.

# Day 1 of program


## Orientation

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# Week 1 of program

These tasks should be completed within the first week of the program starting.

- Update the Academic Calendar with any changes.

## Course Roster

**Update the course Roster and place in the designated folder**

R:\BOT-Officers-Xshare\Administrative-Officers\Current Program Schedules\Course Rosters

Copy the Master Copy tab and label the tab with the program. Place the student's names in the roster. This will be the students that show up day 1 of academy.

**The course roster needs to be sent to the following departments.**



### Citytime

Separate students into alpha and bravo companies and specify which citytime org they are to be placed in.

**CAD Mobility** The mobility unit is responsible for the following:

- Active directory accounts
- Email accounts
- Mobile devices

# Program Material List

*Based on a 180 student count*

Item Name	Amount	Source	Notes
Adult and Pediatric Stethoscopes	200	Medical Supply Unit	
AHA BCLS Books	200	Specific Order	
Demerit Cards	2000	Reproduction	Only order if needed
EMT Refresher Manual	200	Reproduction	
FDNY OGP BINDERS	200	Reproduction	
FDNY Operating Guide Procedures	200	Reproduction	
Goggles	200	Medical Supply Unit	
Graduation Plaques	200	Specific Order	
Horizontal ID Holders	200	Specific Order	
NYC GOP / APPENDIX (Current Version)	200	Reproduction	

NYC Pre-hospital treatment protocols (Current Version)	200	Reproduction	
Oxygen Wrench	200	Medical Supply Unit	
Penlights	200	Medical Supply Unit	
Pocket Face Mask	200	Medical Supply Unit	
Probationary Parking IDs (Ensure new color each class)	200	Reproduction	Give to DI Kelly upon receipt
Probationary Student Handbook	200	Reproduction	
REMAC GOP, APPENDIX, and Treatment Protocols	200	Reproduction	
Rotation packets	200	Reproduction	Give to the rotation coordinator
Safety Vests	400	Specific Order	
SLAM Cards	200	Reproduction	
Textbooks	400	Specific Order	

Trauma Shears	200	Medical Supply Unit	
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## Teleconferencing/Audio Visual

Item Name	Category	Notes
Televisions	Audio/Visual	
Speakers	Audio/Visual	For outdoor events
Backdrop	Audio/Visual	
Webcam	Teleconferencing	
Microphone	AV/Teleconferencing	