



**Division of Fire Standards
and Training and EMS
On-Line Resource Center
Reference Manual
2011**

Welcome to the On Line Resource Center Users Guide book. This publication is to serve as a reference manual to explain the many functions that your new resource center has to offer. Should you run into questions while using the resource center, you should refer to the material that is contained within before sending emails or phone calls looking for help or assistance from the Division. You will find that most of your basic questions can be answered here.

The Resource Center was created to serve as an on line warehouse of downloadable resources for Division instructors. It has recently been expanded to include students and other users of the Academy. All materials contained in the center are updated on a continual basis. It is recommended that you download the resources just before you teach a topic or lesson so that you know you are getting the most current versions of all materials.

HOME PAGE

The main home page contains a welcome message as well as a PDF download link of this reference manual. Across the top, in black, there is a navigation bar with several active links. Each link will bring you to another page which will contain resources to assist you with your important duties as an instructor or staff member.

There is no need for you to "LOG IN" as all of the resources are open source and available for you to click on. Should you attempt to log in, you will not be successful as there are no accounts that have been created, and thus it will yield you no new information or other resources.



The screenshot shows the homepage of the Resource Center. At the top, there is a red banner with two circular logos on the left. The left logo is for the 'FIRE ACADEMY NEW HAMPSHIRE DEPARTMENT' and the right logo is for 'EMERGENCY MEDICAL SERVICES NEW HAMPSHIRE DEPARTMENT OF SAFETY'. To the right of the logos, the text 'Resource Center' is displayed in a large, bold, yellow font with a black outline. Below the banner is a black navigation bar with white text links: 'Home', 'Instructor Store', 'Mentor', 'Quiz Center', 'Student Resources', 'Fire Curriculums', 'EMS Curriculums', 'Fire Evaluators', 'Fire Forms', and 'Up-Coming Events'. The main content area has a white background. On the left, there is a 'Welcome to your Resource Center' heading, followed by a post date of 'September 12, 2011' and a paragraph of text. On the right, there are 'ARCHIVES' and 'META' sections with links for 'September 2011', 'Site Admin', and 'Log out'. At the bottom of the page, there is a footer with the text 'The Resource Center is supported and maintained by the NH Division of Fire Standards & Training and EMS.' and a small URL 'odle.nh.gov/ircj' in the bottom left corner.

INSTRUCTOR STORE

Here you will find products that are available for instructors and staff alike such as employee and instructor shirts. Instructors are applicable to receive one free T-shirt per year in order to wear when teaching. Other shirts in addition to that one can be ordered here for a cost.

To place an order, simply choose the size shirt or simply select the text book that you would like to purchase and click "ADD TO CART". This will bring you to the shopping cart page. If you would like to continue shopping, click the "CONTINUE SHOPPING" button and you can return back to the INSTRUCTOR STORE page. Select the items that you would like and continue to add them to the cart. You should

amount when picking up the item at the academy location.



NHFA INSTRUCTOR

T-SHIRT NHFA instructor shirts are for teaching engagements. Light grey with red screen printing.

Price: \$5.00

[Add To Cart](#)



NHFA STAFF SHIRT

Staff T-shirts are for hours of work on the academy grounds. Green with Lime screen printing.

Price: \$5.00

[Add To Cart](#)



NHFA EMPLOYEE SHIRT

Division golf shirts for employees. Blue golf shirt with multi-color embroidery.

select either "employee comp" or "instructor comp" if you are ordering your first shirt for the year as this will not cost you anything.

If you are ordering anything above the one shirt that you get a year for free, you will select "standard Purchase". You will be charged for that item when you arrive to pick it up at the academy.

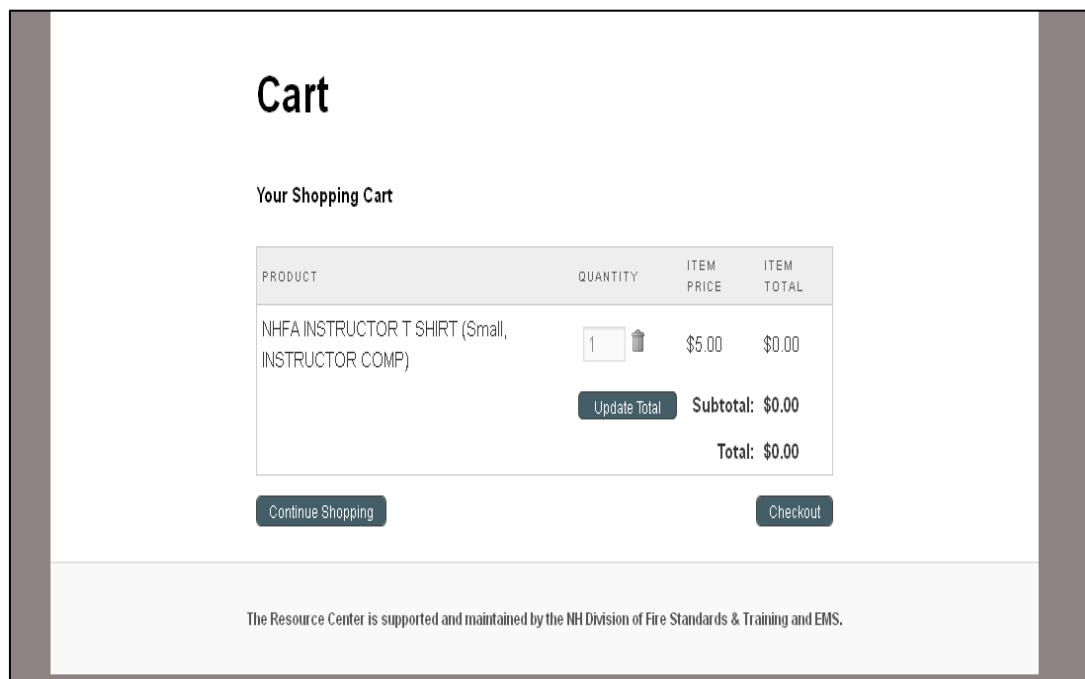
In regards to ordering textbooks, if it is an instructor copy that you are ordering you should select "Instructor Comp". For all other orders select "Non-Instructor Purchase" in which case you will be charged.

Once you have finished, you will notice that the shopping cart indicates \$0.00 for a total amount. That is because the State can not accept payments over the web via PayPal.

Your order will be processed by the Division. When it is ready for pick up, you will be notified and may pick up the items at the 98 Smokey Bear Blvd Concord NH location unless otherwise specified. If there is a cost for the items, you will pay with cash, check, or credit card before receiving the items.

This is for your convenience and you can place your order when you know you are coming to the academy so that it is ready in advance.

You will be able to view your receipt on-line by clicking the hyperlink that is provided to you after you have checked out completely.



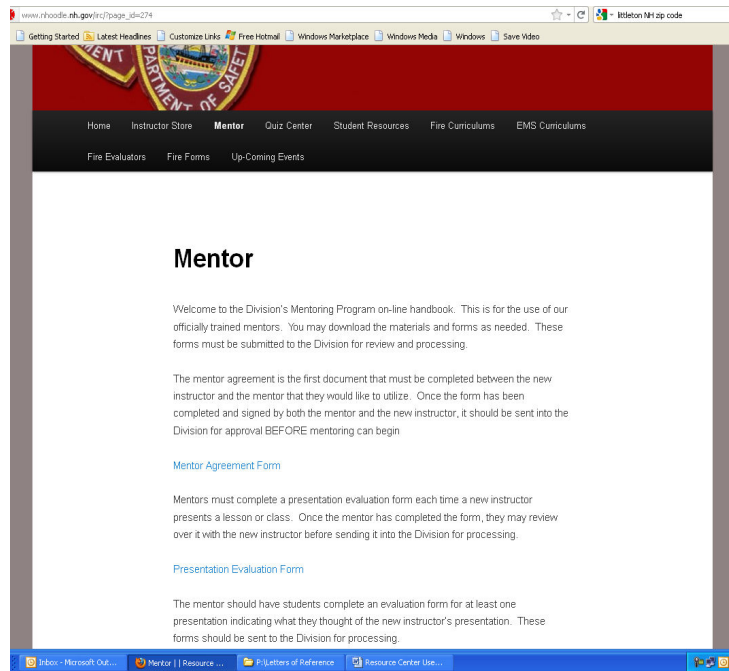
MENTOR PAGE AND FORMS

This page is for the benefit of our officially trained mentors with the Division. Forms located here are utilized during the evaluation process of new instructors who have completed the new instructor orientation class. The mentor agreement form should be downloaded and completed by the new instructor and the potential mentor prior to any mentoring time starting. This form can be emailed, faxed, mailed, or dropped off at the Division with attention to Chris Rousseau. Once the form has been received, it will be processed and the parties will be notified of its acceptance. Once that has been done, mentoring may begin and hours can be documented.

The presentation evaluation form should be completed each time a new instructor presents or teaches. The mentor will complete this form and review over it at the conclusion of each presentation. It will then be sent to Chris Rousseau at the Division for processing.

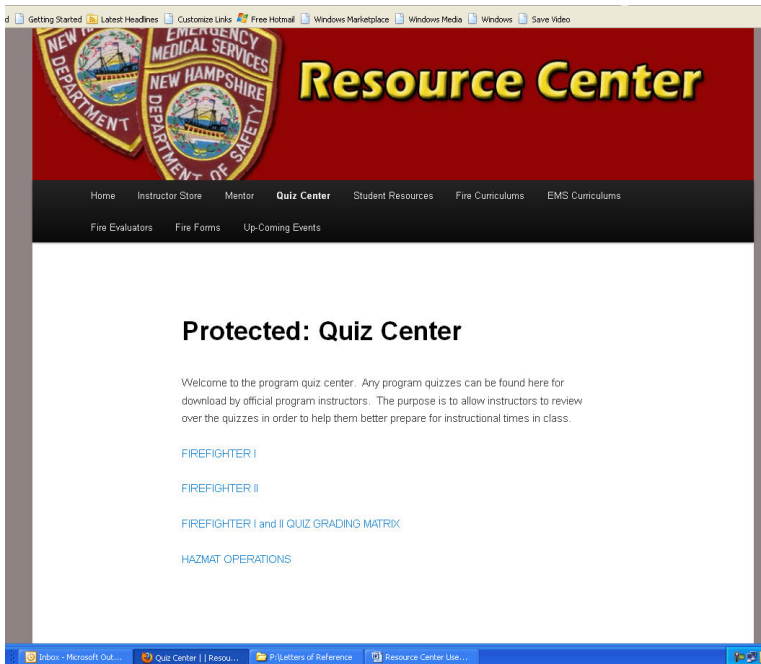
The student evaluation form should be utilized for at least one of the new instructor's presentations. It is important to get the student's perspective of the new instructor as well as the mentor's.

The approved mentor list is the last link on this page. It is updated regularly and provides a full list of all Division approved mentors that can be utilized for this process. If a person is not on this list, they can not be asked to mentor a new instructor.



QUIZ CENTER

The On line quiz center page contains the review quizzes for all Firefighter I and Firefighter II courses as well as Hazmat awareness and operations programs. These quizzes may be downloaded and used in the modules of each program or may be used for instructors to review over before they instruct in a module.



Not all instructors will have access to this page. When clicked on, it will show a "PROTECTED" statement on the front page and requires a password to access the information. Instructors can get access to this page via a course coordinator. Course coordinators have the password and will distribute it as

needed. This password will frequently change for security purposes.

Clearly, this password and information should not be distributed to students who are currently in or taking one of these programs. This is for the use by official Academy personal only.

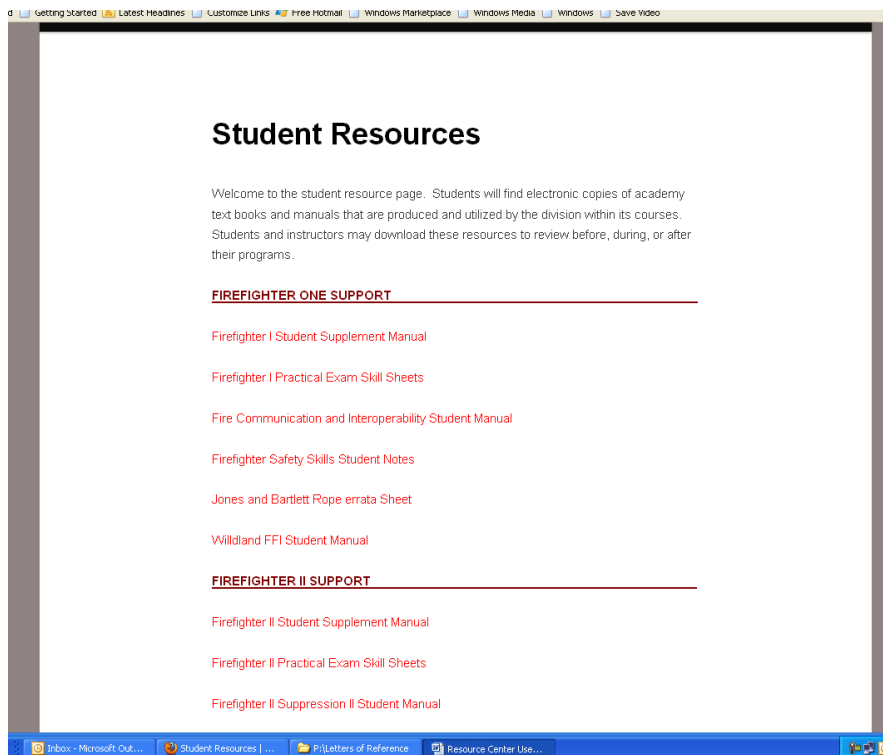
Each link is a download to a zipped file of PDF quizzes. Once downloaded to your computer, you may select the individual quizzes that you need. These quizzes will be updated frequently and should be downloaded each time just before the course begins to ensure that the most current ones are being utilized.

STUDENT RESOURCES

Student resources are for the use of students and instructors alike. This page contains PDF downloadable documents. Each of the documents contained here are used in our certification programs.

Firefighter I and II programs often have student resource manuals, notes pages, supplements, or practical exam skill sheets that accompany the standard course curriculum. These resources are provided to every student on a CD at the beginning of their program. There are occasions where students lose their CD and are in need of another copy. Students can be directed to this page and can acquire any of the supplement books or other materials at no charge.

This page is broken up in two sections, firefighter I support and firefighter II support materials. These are updated on a regular basis.



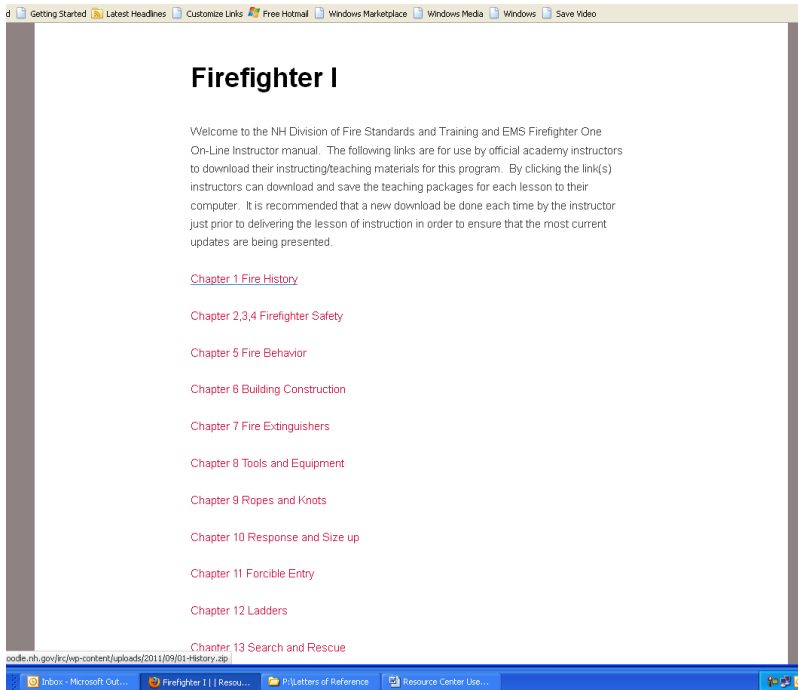
FIRE CURRICULUMS

This section has a host of pages that are associated with it. When you hover over the “fire curriculums” tab on the navigation bar, you will see several items drop down in a list from it.



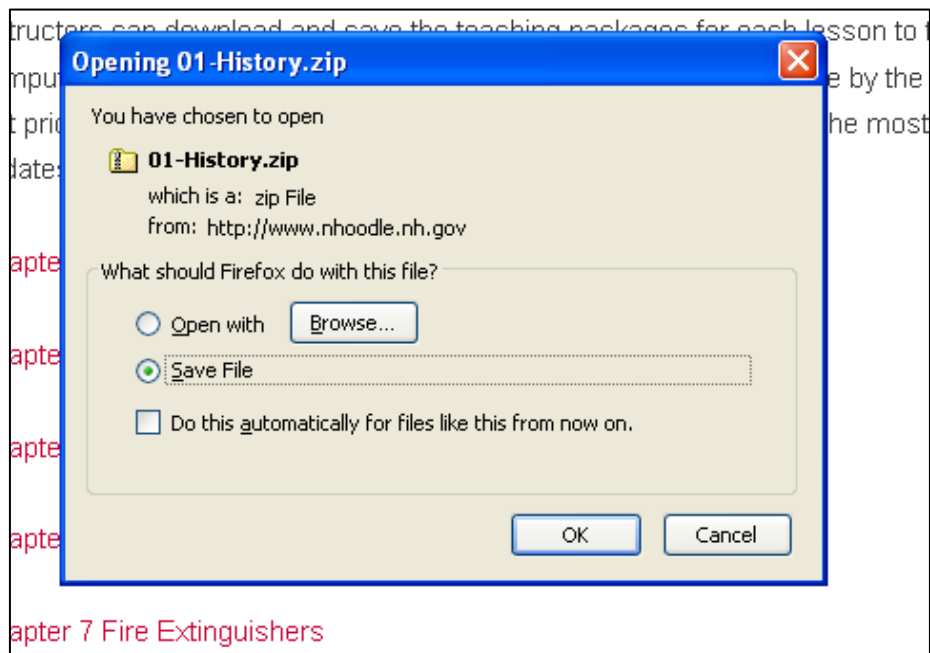
Each one of these items on the list will bring you to the corresponding page. That page will contain the on-line instructor manual resources for the certification program. Each link on the page will open a zipped file folder that contains PowerPoint presentations, lesson plans, and other resources that instructors need to run their programs.

By simply clicking on the links, you can open them and save them to your computer. Always make sure to download the resources just before teaching to ensure that you have the most updated version.



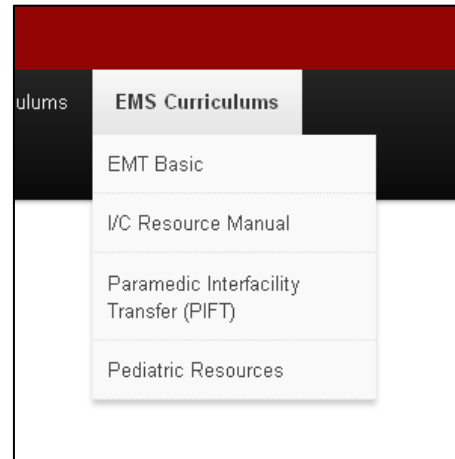
In some cases, there are videos that have been pre-loaded into PowerPoint presentations. When you download the folder the presentation and the video will be both contained within the folder.

You should keep all those resources together in order to keep the links active from the PowerPoint to the video. This way, when you are showing the presentation on the screen and you come to the video, it will auto play for you. You do have the option to play the video all by its self as well.

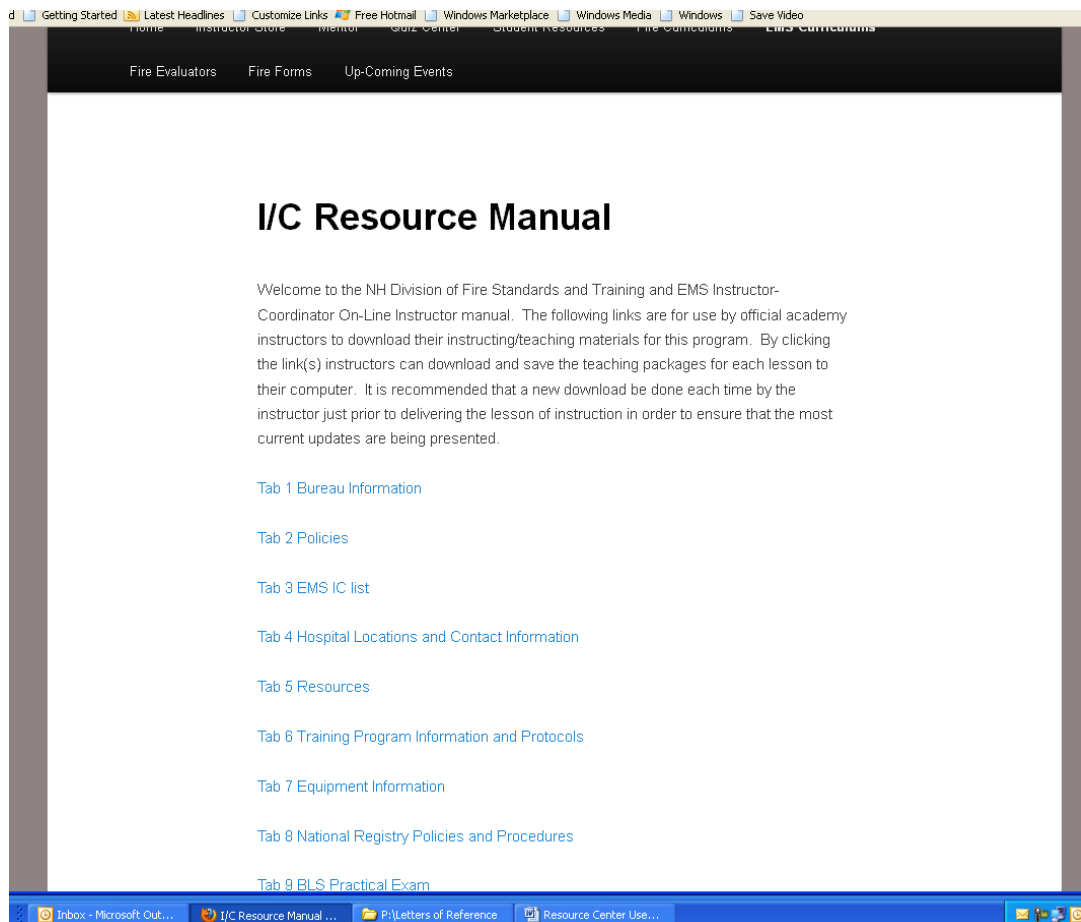


EMS CURRICULUMS

The EMS curriculums page works the same as the fire curriculums page. As you hover over the "EMS Curriculum" link on the top navigation bar, you will see a drop down list. Each item, when clicked on, will bring you to that corresponding page. That page will have links that can be clicked on and materials that you can download directly to your desktop.



EMS I/C's will find their "handbook" broken out into the appropriate tabs as the second choice on the drop down list. By clicking the tab, you will be able to open up that tab and have access to all of the contents within it. Once you have saved it to your computer you can choose to open individual



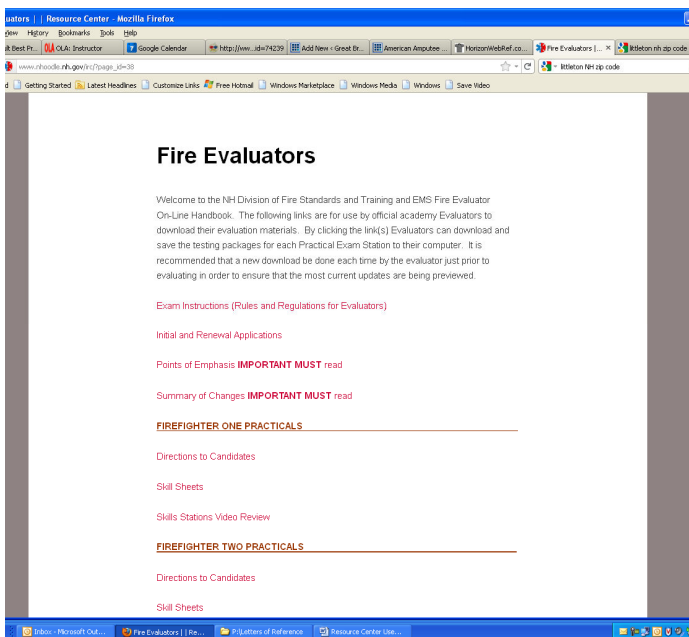
files as needed. When ever there is an update to the resource manual, it will be updated here.

Other resources included will be instructional materials for EMT Basic, Pediatric information, transitional materials, and much, much more. This area will be dynamic and updated often.

FIRE EVALUATORS

This area serves as an excellent resource for current FIRE practical exam evaluators. Here you will find the exam rules and regulations that ALL evaluators are held to during an exam. Each evaluator is responsible for knowing these rules and they were covered as part of your original Train the Trainer program.

Two documents that are a MUST, to review are the points of emphasis and summary of changes documents. These will help provide



clarification on exam stations that can mean the difference between a pass and fail. They will bring consistency to the testing process. Before asking questions of Division staff, look at these documents first and you will see that most all of your questions will be answered.

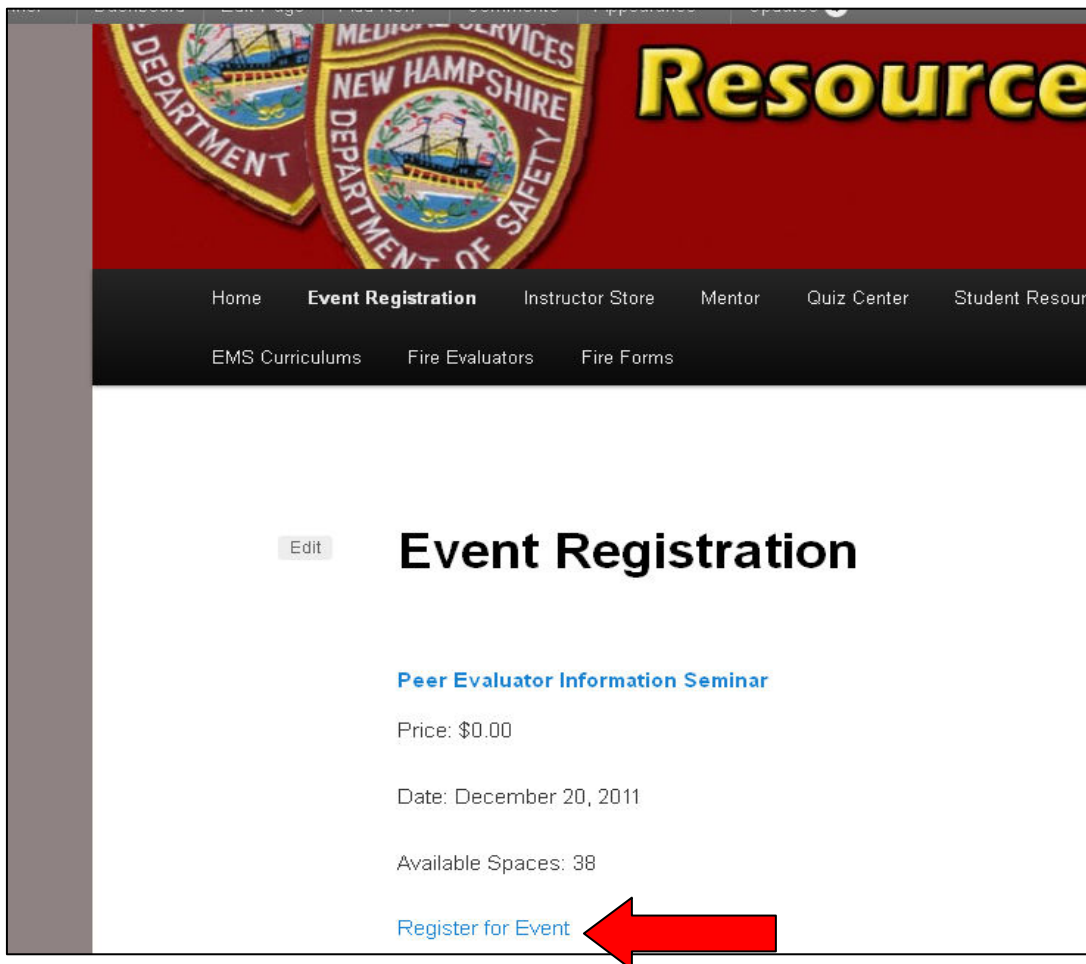
Finally practical exam skill sheets for both firefighters I and II as well as station review videos are included for download and

reference. The videos are examples of the stations that, when combined with the points of emphasis and summary of changes documents, will serve as a road map to successfully and properly evaluating these practical stations.

EVENT REGISTRATION

This page is for all division staff. When the academy is running a program that is for the staff or instructors, it will be posted here with the appropriate date, times, locations, etc. For all those interested or required to attend, you should click on the "Register for Event" link and complete the registration form that comes up.

Once the form has been completed, it can be submitted and the application will be forwarded to the division staff. It will be processed and you will be sent an automatic email notification.



The screenshot shows a website header with the New Hampshire Department of Safety logo and the word "Resource" in large yellow letters. Below the header is a navigation menu with links for Home, Event Registration, Instructor Store, Mentor, Quiz Center, and Student Resources. Underneath, there are links for EMS Curriculums, Fire Evaluators, and Fire Forms. The main content area features an "Event Registration" section with an "Edit" button. The event listed is "Peer Evaluator Information Seminar" with a price of \$0.00, a date of December 20, 2011, and 38 available spaces. A red arrow points to the "Register for Event" link.

It will advise you that your application has been received and that you will be contacted with further details regarding the course or seminar that you have just signed up for. It is important to note that any classes that are here and available for you to sign up for will be FREE OF CHARGE, and at no cost to you.

Address:
98 Smokey Bear Blvd
Concord, NH
03305
USA
[Map and Directions](#)

Date: December 20, 2011
Start Time: 18:30
End Time: 20:30
Price: \$0.00

REGISTRATION DETAILS

Personal Information

First Name *

Last Name *

Email *

[Event Registration and Ticketing](#) Powered by [Event Espresso](#)

FIRE FORMS

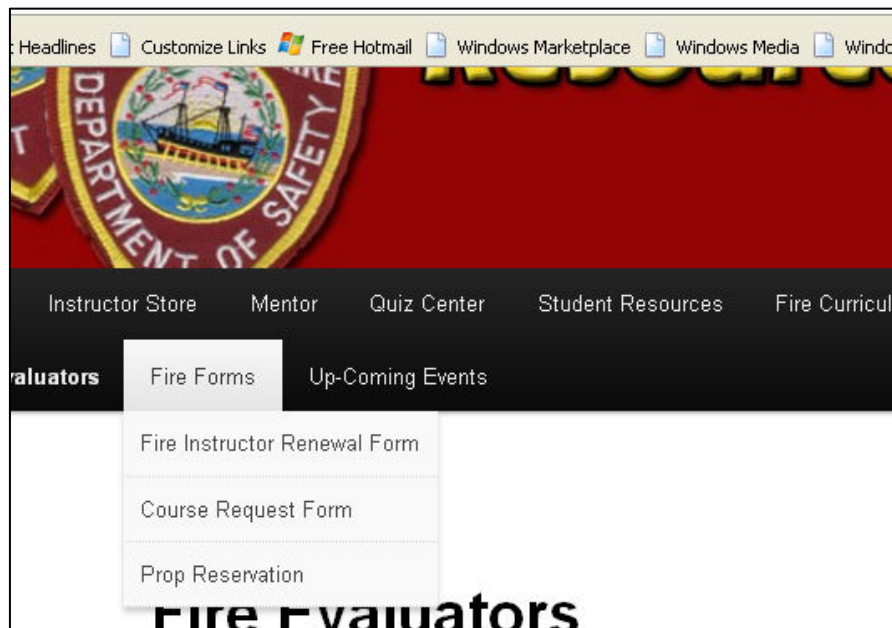
This section has several different items that will come up when you hover over the link on the navigation bar. Each one of these items is an on line form that can be filled out and submitted without having to print out the form and mail it in. It will be directed to the full time staff member at the academy who will process the request and contact you back within a 48 hour period under most circumstances.

Currently the forms that can be completed here are:

- FIRE INSTRUCTOR RENEWAL FORM
- COURSE REQUEST FORM
- PROP RESERVATION FORM
- FACILITY REQUEST FORM

There will be other forms that will be introduced over time and they will all have the same functionality. Once you decide which form you need, click on it and you will be directed to the full form page.

Once on your chosen form, simply select the field captain that you want to direct your request to (except the instructor renewal form, which comes directly to the academy).



Then fill out the required fields in detail. If you try to skip a field, the system will not send in your request. Instead, a red box will appear and tell you what you have forgotten. You should fix those issues and submit your completed request.

Once it has been submitted, you will get a "splash back" page letting you know that your request was submitted. You may print that out for your records. You will also get a confirmation e-mail sent to your email address that was listed on the form you just submitted.

The screenshot shows a web form with the following elements:

- Select your Field**: A dropdown menu with the text "meredith.lund@dos.nh.gov" and a blue downward arrow. A help icon (?) is to the right. A list of options is shown below the dropdown: "meredith.lund@dos.nh.gov" (highlighted in blue) and "nickolas.antonucci@dos.nh.gov".
- Captain**: A text input field.
- Program Funding**: A dropdown menu with the text "Funded-subsidized" and a blue downward arrow. A help icon (?) is to the right.
- Section 1: AGENCY/DEPARTMENT INFORMATION*
- Requesting Agency:** A text input field with a help icon (?) to its right.

When choosing the type of funding for the course, you should select either "FUNDED-SUBSIDIZED", which means the academy will be subsidizing this course for students, "FUNDED-UNSIUBSIDIZED", which means the academy will not be subsidizing the cost for students, or "NON-FUNDED", which means the academy will not be funding this program at all and all costs associated with it will be the responsibility of the hosting department.