

## JOINING INSTRUCTIONS

### PRE-COURSE GUIDANCE

1. **ACCOMMODATION** There is no accommodation at the fire station. However, there are hotels in the locality to suit all needs and we will be happy to make reservations for course delegates on request. Unless previously arranged, delegates will be expected to settle their own bills on checking out of the hotel.
2. **MEDICAL** As most fire fighting or related courses are physically demanding, you will be required to fill in the enclosed medical statement prior to attending. Any problems can be discussed with the Maritime and Commercial Training Manager (contact details at end of this form). If you have a current Industrial medical certificate you must bring this as proof at the start of the course.
3. **BOOKING FORM & MEDICAL FORM** Please complete and return as soon as possible to the address below. These forms will be held (in strict confidence) on record.
4. **INSURANCE** Devon & Somerset Fire and Rescue Service holds indemnity insurance policy but delegates are advised to check their own insurance policy to ensure that their participation on the course will not affect their cover. If you are from a country outside the UK you must bring your policy with you to the course.
5. **DAILY ROUTINE** Time of commencement may vary from course to course but is generally 09:00 hrs and finish at 1700hrs **unless otherwise indicated**. Please arrive a little early.
6. **PARKING** There are limited parking facilities at the Maritime & Commercial Training Centre and you are requested to reduce the number of cars by sharing wherever possible. **Please park in the designated areas only and do not cause a hazard to the operation of the fire station.**
7. **CLOTHING / WASHING** Please arrive at the training centre in, or have available, clothing to wear under fire kit. This must be natural fibres (**NO nylon or plastic clothing**). **Please bring sufficient change of clothing for the duration of the course.** A long sleeve sweatshirt or overalls will be required for all '**hot fire**' courses where breathing apparatus is worn (e.g. Merchant Navy STCW 95, Marine Firefighting and Industrial Fire-fighting). You will also need a pair of thick socks. You will be issued with tunic, over-trousers, helmet, boots and gloves.  
  
Sea Survival course delegates must bring appropriate swimming wear and towels.  
  
Maritime Firefighting course delegates must bring appropriate swim wear and towels. Additional undergarments will be needed as clothing will get wet.  
  
Confined Space & Breathing Apparatus (in Confined Space) course delegates are requested to bring protective overalls, Hard hat with chin strap, Steel toe-capped boots and gloves. However, we are able to supply these items if required.  
  
Showering facilities are available at the fire station and students are advised to bring their own towels and a change of clothing.
8. **MONEY / JEWELLERY** You are advised not to bring large amounts of money. No jewellery or watches are permitted to be worn during practical training. Ideally remove all jewellery before attending the course. (Security is available if required).

**COURSE INSTRUCTIONS**

9. **MEALS/DRINKS** Coffee & tea will be available throughout and a midday meal will be provided (Around 12:00hrs) for courses that run the full day.
10. **COURSE NOTES** A course booklet will be given to you during the course.
11. **CERTIFICATES** A certificate is issued to everyone attending a course, subject to successfully passing an assessment where appropriate. Most certificates carry an expiry date of three years, although some certificates such as those issued on behalf of the MCA, Edexcel etc. are open ended.
- No additional charge is made for the majority of certificates, (*see note below*). Although charge will be made to cover administrative costs and postage for any additional certificates as follows:
- Additional or copy certificate issued on the day of the course £3 (+ VAT)
  - Replacement certificate £10 (+ VAT)
- Note: *Fire Awareness certificates will be issued after the course and will be charged at the current rate as stated when booking confirmed.*
12. **ACCIDENTS / INJURIES** Any student suffering an injury, however small, must notify the course director/instructor immediately.
13. **LOSS/DAMAGE** Devon & Somerset Fire & Rescue Service can not be held responsible for loss or damage to personal belongings or vehicles caused by negligence or otherwise.
14. **PAYMENT** Full payment must be made on attendance for an individual's booking. Companies will be invoiced after the course has run.
15. **ABSENCE** If for any reason, you are unable to attend the course, please notify the Commercial Training Manager as soon as possible. (See cancellation note 16). FULL COURSE FEE may be charged for non- attendance on the day.
16. **CANCELLATION** A minimum of 7 working days notice is required if you need to cancel a course. If less than 7 days notice is given, a cancellation fee of 50% of course fees will be charged. Failure to turn up on the day could result in the full fee being charged (see absence).
- If the course has to be cancelled due to lack of numbers or reasons outside our direct control, all money paid will be refunded in full or transferred to the next available course at customer's discretion.

**PLEASE RETURN BOOKING & MEDICAL FORM TO:**

Devon & Somerset Fire and Rescue Service  
 Maritime & Commercial Training Centre  
 Camels Head Fire Station  
 Ferndale Road  
 PLYMOUTH  
 Devon  
 PL2 2EL

Tel: +44 (0) 1752 363150

Fax: +44 (0) 1752 364077

email: [pbernardes@dsfire.gov.uk](mailto:pbernardes@dsfire.gov.uk)

website: [www.dsfire.gov.uk](http://www.dsfire.gov.uk)