



The Scottish Fire Services College
at the centre of excellence

Student Handbook

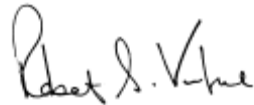
FOREWORD

I wish to extend a very warm welcome to all students who attend the Scottish Fire Services College.

This handbook is designed to assist you.

It outlines the facilities available and advises on items which you may need or wish to bring with you for the period of your stay at the College.

All members of staff are here to help you and we want your stay to be as rewarding and enjoyable as possible.

A handwritten signature in black ink, appearing to read "Robert S. Vane". The signature is written in a cursive style with a large initial 'R'.

Director of Fire Service Training

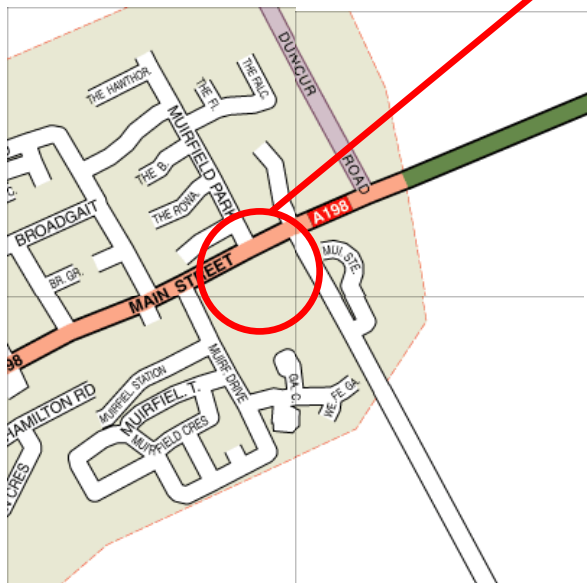
LOCATION

Scottish Fire Services College
Main Street
Gullane
East Lothian
EH31 2HG
Tel. **01620 842236** Fax. **01620 843045**

The Scottish Fire Services College is on the main street in Gullane on the right hand side at the North Berwick end of the village. Gullane is 19 miles from Edinburgh on the A198 which branches from the A1 City By-pass. Follow the road signs for North Berwick.

The Edinburgh/North Berwick bus, which normally leaves from St Andrew's Square at 5 and 35 minutes past each hour, taking approximately one hour for the journey, passes the College. However, there are variations to these times especially during the winter months and it is advisable to check in advance.

The nearest railway stations are Drem which is 3 miles south east of the College on the B1345 and North Berwick which is 5 miles east of the College. Edinburgh International Airport is within a one hour drive of the College.



DIRECTIONS

FROM THE SOUTH WEST

| | |
|---------|--|
| M6 | To Gretna |
| M74/A74 | To Moffat |
| A701 | To Penicuik, follow signs for Edinburgh city bypass (A702) |

Join the city bypass at the Straiton roundabout following the signs for Berwick-upon-Tweed.

Proceed on city bypass to Sheriffhall roundabout, take 3rd exit to join the A1.

Continue on the A1 for approximately 8 miles.

Take A198 signposted Cockenzie and North Berwick, Gullane.

Gullane is approximately 8 miles from that point.

FROM THE NORTH AND WEST

To Edinburgh and follow the signs for the Edinburgh city bypass (A702).

Join city bypass which links to A1 signposted Berwick-upon-Tweed.

Continue on the A1 for approximately 8 miles.

Take A198 signposted Cockenzie and North Berwick, Gullane

Gullane is approximately 8 miles from that point.

FROM THE SOUTH EAST

| | |
|--------------|---|
| A1(M) | To Newcastle |
| A1 | To Haddington which is 18 miles east of Edinburgh |
| A199 (A6137) | To Aberlady 5 miles |
| A198 | To Gullane 3 miles |

Satellite navigation users can find us via our postcode as shown above.

BY TRAIN

The closest stations to the College are Drem (8 miles) and North Berwick (10 miles).

COLLEGE BUILDINGS

The College consists of seven main buildings:

- Henderson House
- Braidwood House
- Fire Station Complex
- Gymnasium
- Real Fire Training Facility (RFTF)
- BA Tactical Building (BATB)
- BA Training Centre (BATC)

Henderson House comprises: reception and administrative offices, conference rooms, refectory, lecture theatre, classrooms, computer suites, resource centre and instructors' accommodation.

Braidwood House is the student residential block and contains study bedrooms, recreational lounges, laundry facilities and utility kitchens.

The Fire Station Complex comprises appliance bays and garage workshops.

The Gymnasium provides facilities for fitness training and recreation.

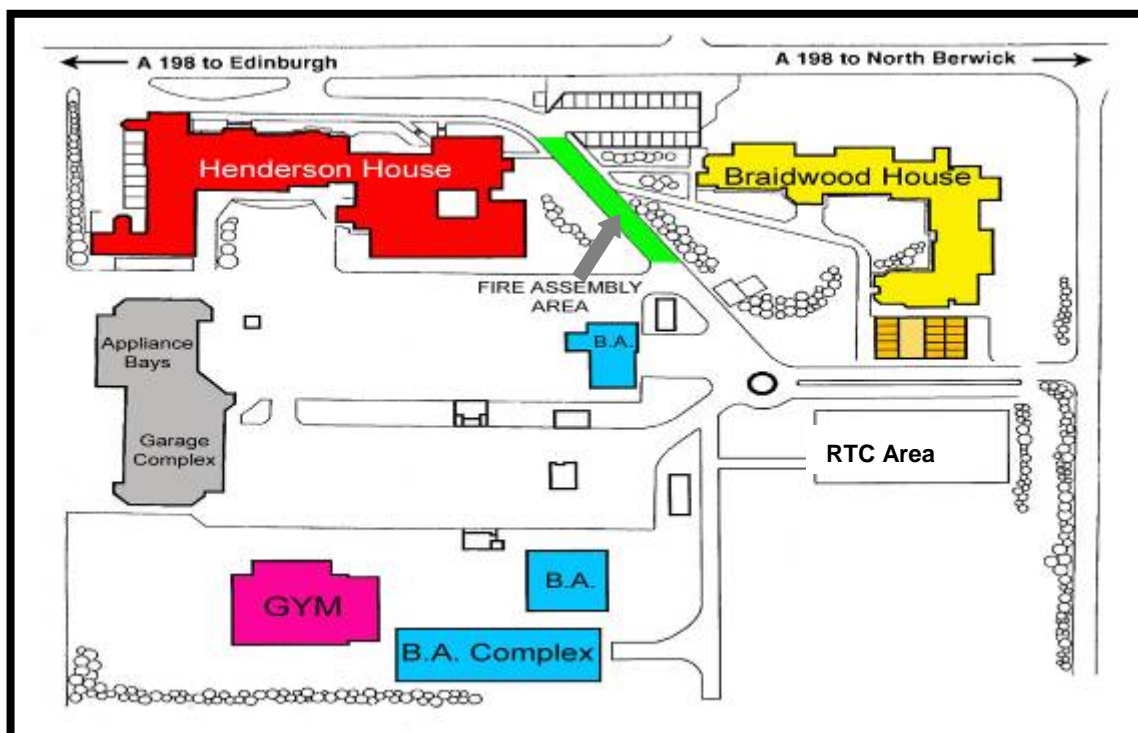
The Real Fire Training Facility provides gas simulated realistic fire scenarios.

The BA Tactical Building provides realistic search areas.

The BA Training Centre provides classrooms, briefing and debriefing facilities, BA set servicing and changing and showers for practical exercises.



LAYOUT OF COLLEGE



CAR PARKING

Students' vehicles **must** be parked in the Student Car Park on the south side of Braidwood House and are done so at the owners' risk. Speed limit within the College grounds is **5mph**.

ARRIVAL

Students should bring their joining instruction letter with them to the College and should report to Reception at the main entrance of Henderson House for registration. They will be provided with the details of their course arrangements.

LUGGAGE / VALUABLES

Students are, at all times, responsible for their own luggage and valuables.

RESIDENTIAL ACCOMMODATION

Braidwood House – accommodation consists of single study bedrooms, each with a wash hand basin, electric shaver socket, lounge chair and study furniture. Towels (1 hand, 1 bath - changed weekly). There are showers, bathrooms and toilets near to all bedrooms. Utility rooms equipped with washing machines, spin dryers, irons, toasters, refrigerators, microwave ovens, and tea/coffee making facilities. Lounges are situated on the ground and first floor.



DUTY OFFICER

There is a Duty Officer, who is a member of the College Instructional Staff, is on duty 24 hours a day except weekends. The Duty Officer is responsible for dealing with any emergency or other contingency which may arise outside of training hours. Outwith programme hours, telephone 01620 842236.

MEDICAL ATTENTION

Students wishing to visit the local doctor should inform their Instructor or the Duty Officer.

INJURIES

In your own interest, **ALL** injuries must be reported to a member of the Instructional Staff and recorded. Where necessary, an accident report should be completed. The student is responsible for making any entries but if unable to do so, the Instructor or Duty Officer will be responsible for this task.

ACCOMMODATION

Students will be issued with a room proforma at the commencement of the course for completion on their first day.

MEALS

Meals are provided in the dining room at the following times:

| | Monday | Rest of week |
|-----------|-------------|--------------|
| Breakfast | - | 0730 - 0815 |
| Lunch | 1200 - 1230 | 1220 - 1250 |
| Dinner | 1720 - 1750 | 1720 - 1750 |

There are morning and afternoon tea breaks, the times of which are approximate and may be changed due to the programme or at the discretion of the Instructor/Lecturer.

DIETS

Where a special diet is required, students should inform the Course Administrator in writing, giving full particulars of their requirements and with reasonable notice.

OUTGOING MAIL

Any outgoing mail should be left at Reception in Henderson House and appropriately stamped. There is no franking facility available to students.

INCOMING MAIL

Students should arrange for all personal incoming mail to be addressed to:

(Student Name, Role and Course Number)
Scottish Fire Services College
Main Street
Gullane
East Lothian
EH31 2HG

TELEPHONE

Only telephone calls of an emergency nature can be accepted on the official College telephone.

There is a public telephone in Braidwood House – the number is:

01620 842022

There is a public telephone in the refectory foyer of Henderson House – the number is:

01620 843057

Mobile phones must NOT be used during learning sessions and not used in the dining area of the Refectory for the comfort of all.

BOOKING IN/OUT

Students must book out when they leave the College and book in upon their return. The procedure will be explained by the Instructor at the commencement of the course.

SMOKING

There is a "No Smoking" policy in all of the buildings within the College campus including all of the students bedrooms. There are three allocated areas outside of the buildings where smoking is allowed. These will be shown to all attending the College at the course introduction.

UNIFORM AND EQUIPMENT

When on programme Service uniform will be worn, except where this is relaxed by course staff e.g. specialist courses. Name badges are provided to assist both staff and students and must be displayed at all times. Personal clothing may be worn at all other times but it is expected that all persons will exercise their discretion in maintaining a standard of dress in keeping with the status of the College. Football colours or a mixture of uniform and personal clothing are not permitted in the College.

FIREGROUND TRAINING

Students attending courses involving practical work must bring the appropriate kit as issued by their Service/Employer. Consideration should be given to bringing additional towels for your own welfare.

COMPUTERS

A number of PCs for use by students are provided in the computer suite and resource room on the first floor of Henderson House. All students MUST adhere to the proper use of computer equipment whilst at the College.

LEAVE

Leave during a course can only be granted for urgent compassionate or Fire Service purposes. Requests for leave should be made to the Programme Manager giving as much notice as possible.

RECREATION

In addition to the College gymnasium there is a fitness suite complete with multi-gym and other items of equipment for weight and general fitness training. There are a limited number of mountain bikes available for use by students.

Recreational facilities in Braidwood lounges include TV, DVD, pool table and Xbox360, darts and chess. Facilities including a swimming pool are available at Sports Centres in Haddington and North Berwick. Students should bring suitable non-marking footwear and any other sportswear they may require. Badminton rackets and other sports equipment are provided by the College.

MISCELLANEOUS

BANKS

There is a branch of the Bank of Scotland in Gullane. In addition, there are branches of the Royal Bank of Scotland, Bank of Scotland, Clydesdale Bank and Lloyds TSB in nearby North Berwick and Haddington.

WELFARE FUND

A subscription is collected each week from all students. The proceeds are used for the purchase of articles such as newspapers and the upkeep of student recreational and sports equipment. The Welfare Club runs a small shop where sweatshirts, T-shirts, polo shirts and other items may be purchased. Any profit is fed back into the fund.

ADVICE / PROBLEMS

The Programme Delivery Manager is the student's immediate contact in case of any personal and domestic issues. They have knowledge of the College's services and can ensure maximum assistance is provided. Outside training hours, the Duty Officer is available to help and advise. Contact numbers are available within this handbook.

VISITORS

Students wishing to invite guests to the College for a brief visit **MUST** inform a member of staff and log them in and out in the Visitor's Book at Reception. No sleeping accommodation is available for students' guests. **NO unauthorised persons are permitted on College premises.**

PETS

No pets are allowed to be brought into the College at any time.

EMERGENCY PROCEDURES

It is the duty of all students to acquaint themselves with the emergency procedures posted on the notice boards in their bedrooms and Fire Action notices located throughout the College. In the event of a fire being discovered or if you hear the alarm (a two tone klaxon) follow the instructions provided in the Fire Action notice. A fully automated alarm system is installed throughout the complex.

SECURITY

Recordable CCTV cameras are installed throughout the College complex. Please ensure that all bedroom windows are secured and all lights are switched off prior to departure each Friday and at the end of the course.

HEALTH SHEET

Medical Emergency
First Aid
Course Participation
Health & Safety

THE WORK OF THE COLLEGE

The Scottish Fire Services College is the national establishment for Scotland and provides comprehensive, centralised residential development for Scottish Fire & Rescue Service personnel.

TRAINEE FIREFIGHTER

The trainee firefighter course runs for 13 weeks and is the first phase of a programme which leads to obtaining an SVQ in Operations in the Community. The programme is centred on the basic core skills in firefighting using pumps and ladders. In addition, it includes a 2 weeks Breathing Apparatus Operators course and 1 week Fire Behaviour training and a further 3 weeks involving First Aid at Work, First Person on Scene (FPOS), Road Traffic Collision Procedures and Community Safety. Final reports and a graduation ceremony in the final week concludes the course.

In addition to providing a basic 13 week course for trainee firefighters, other specialised development is given which provides for instruction in:

Fire Safety
Fire Engineering
Road Traffic Collision Instructor
Breathing Apparatus Instructor
Supervisory Managers Programme
Scottish Bronze Command
Retained Courses
NEBOSH/IOSH Risk Management
Firesetters
Water Capability (outsourced)
Urban Search & Rescue (outsourced)
Silver & Gold Command (outsourced)

In recent years, the excellent facilities at the College have been used for conferences, meetings and seminars, principally by public sector organisations.

SPECIALIST DEVELOPMENT COURSES

The following are brief outlines of the various specialist development courses currently being delivered at the College.

Breathing Apparatus Instructor (BAI)

The above course has been designed to enable students to devise and deliver training, on the technical and operational aspects in the use of Breathing Apparatus procedures. On completion of the 2 week course the student will be able to:-

- Understand the Breathing Apparatus procedures and techniques as specified by the Home Office Technical Bulletin.
- Plan, prepare, conduct, supervise, debrief and analyse practical and resource management exercises.
- Recognise the safety requirements of realistic breathing apparatus training exercises and implement accordingly.

Road Traffic Collision Instructor (RTCI)

The RTCI course allows students to enhance their existing knowledge in all areas of road traffic collision work. They will be required to use technical knowledge, practical skills and communication techniques to devise and deliver training.

The 3 week course is split; the first week is FPOS which makes the student proficient in basic life support and immediate care on first attendance at an incident. Weeks 2 and 3 allow students to extend their technical and practical knowledge. During this time they will

experience the role of instructor by producing presentations, preparing and delivering practical exercises. The main focus will be on the student using effective communication skills to brief, co-ordinate and debrief exercises keeping safety paramount at all times.

A LEARNING & DEVELOPMENT CULTURE

INTEGRATED PERSONAL DEVELOPMENT SYSTEM (IPDS) - WORKING TOGETHER IN SCOTLAND

The Fire and Rescue Services' most valuable resource in delivering a high quality service to the public is the workforce.

To ensure that the workforce of the Scottish Fire and Rescue Service is provided with the right set of skills, knowledge and understanding to enable them to carry out their tasks in a safe and efficient manner requires a strategy that is aimed at personal development. The Learning and Development system is a nationwide initiative that is enabling the Service to implement 'best practice' in human resource development. This Learning and Development framework incorporates a number of key components to support people as they continue to learn.

One of the key components is the National Occupational Standards (NOS). These are seen as the foundation of competence. From the NOS, role maps have been produced for each of the roles in the Fire and Rescue Service. These detail exactly what is required of a person who is working within a particular role in terms of the minimum standard of skills, knowledge and understanding necessary to be deemed competent in their respective role. The introduction of a people centred approach to learning places an emphasis on learning and development as a continuous process.

In the Fire and Rescue Service, this principle is key to ensuring that all staff remain up to date with current developments applicable to their area of work and forms the basis for continuous personal development. All of this is underpinned by quality assured development programmes and will result in everyone reaching the required level of competence. A continuous learning and development culture ensures that the individuals within the Scottish Fire and Rescue Service continue to maximise their potential and contribute to a highly effective organisation delivering a first class service to the public.

Main components of Learning and Development frame work

- National Occupational Standards
- Workplace assessment
- Assessment of potential for development
- Development programmes
- Vocational qualifications
- Personal development records and reviews
- Continued personal development
- Rigorous quality assurance

POLICIES & PROCEDURES

All SFSC policies and procedures are available on request during your course attendance. Dependant on your course, copies of relevant polices and procedures may also be issued to each student and will be in your course folder.

USEFUL INFORMATION

Doctors

Gullane Surgery
Broadgait
Gullane
01620 842171

Surgery Mon-Fri
0830 – 0930 54
1330 – 1430
1700 – 1800 (ex Wed)

North Berwick Group Practice
St Baldred's Road
North Berwick
01620 892169

Emergency Doctor 0131 537 2782

Casualty (A&E)

Edinburgh Royal Infirmary
Little France
Edinburgh
0131 536 100

Edington Cottage Hospital
54 St Baldred's Road
North Berwick
01620 897040

Dentists

Gullane Dental Practice
Rosebery Place
Gullane
01620 842978

Thomson & Elrick
1 Dirleton Avenue
North Berwick
01620 892267

Opticians

North Berwick Opticians
123 High Street
North Berwick
01620 890111

IW MacLeod
75 High Street
Haddington
01620 822425

Chemists

Fisher Pharmacy
7 Rosebery Place
Gullane
01620 842248
Open Mon-Fri 0900-1730
Closed for lunch 1300-1400

Boots the Chemist
80 High Street
North Berwick
01620 892911
Open Mon-Fri 0900-1730
Do not close for lunch

AIDS Helpline 24 Hour Service

0800 567 123

Alcoholics Anonymous

0131 337 8188

Cot Death Helpline

0141 357 3946

Cruse Bereavement Counselling

0141 248 2199

Disability Helpline

08457 123 456

Drink Line

0800 917 8282

Families & Children's Information Service

0131 226 6731

| | |
|--|--------------------------------|
| Family Planning Service Under 24 (Caledonia Youth) Helpline | 0131 229 3596 0141 576 5088 |
| Scottish Association for Mental Health | 0141 568 7000 |
| Drugs | 0800 77 66 00 |
| STD (VD) Clinics | |
| Male Line | 0131 536 2103 |
| Female Line | 0131 536 2104 |
| Health Information Service Monday—Friday 0800—2200 (Information only—non-symptoms) | 0800 22 44 88 |
| HIV Counselling | 0131 536 6484 |
| National Blood Service | 0141 353 4864 |
| NHS 24 (24 hour information service) | 08454 242 424 |
| Pregnancy Advisory Service | 08457 304 030 |
| Rape Crisis | 01292 611301 |
| Rape & Abuse Line: | |
| Male Line | 0800 80 00 122 |
| Female Line | 0800 80 00 123 |
| RNIB Royal National Institute for the Blind | 0141 334 5530 |
| RNID Royal National Institute for Deaf People | 0141 554 0053 |
| Samaritans | 08457 909 090 |
| Smokeline | 0800 84 84 84 |