



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

Sattenapalle, Palnadu District - 522 403.



VISION

To help create a fire safe and disaster resilient society, save life & property with emphasis on mitigation and preparedness in all disasters and create safety consciousness among the public.



MISSION

To build an Integrated Fire Service Force with a mandate to serve the society by saving Life & Property in all types of Disasters and to strengthen the capabilities of the society by imparting specialised training to civil Defence volunteers in handling various disasters.



OBJECTIVES

- To plan & Organize Induction Training for the Direct Recruits of Fire Service Department in Fire Fighting & Fire Prevention Operations.
- To develop the professional skills of Fire Service Personnel in all the areas of Disaster Response.
- To strengthen the capabilities of safety personnel engaged in various hazardous premises.
- To spread awareness on Fire Safety among the public.
- To Build & Strengthen the volunteers engaged in Civil Defence Activities.
- To build disaster response capabilities in the society.
- To impart varied skills including Water Rescue and Life Rescue by using IRB Boats.
- To enhance knowledge and skills of the executive staff & Ministerial staff by conducting regular online sessions through out the calendar year.



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About The Institute



After the bifurcation of Andhra Pradesh, temporary Training Institute was established vide G.O.M.S. No. 110, Dt. 27-06-2017 of Home (Prisons and Fire Services) Department at Fire Station premises, Sattenapalle, Guntur District and it is functioning from 30-10-2018. The Institute is imparting In-Service Training Course to Firemen, Leading Firemen, Driver Operators and Station Fire Officers in their respective promotional courses. The institute also conducts Short - term courses on Basic Fire Prevention and First Aid Fire Fighting Training courses to the employees, Security personnel of Industries, Malls, Multiplexes, Hospitals & Assembly etc and general public on payment of User Charges.

The activities of Civil Defence and Disaster Management were entrusted to this department by the Government of Andhra Pradesh on the recommendation of High Power Committee headed by Sri K.M. Singh, Member, NDMA on Revamping of Civil Defence. The Government sanctioned 30 new posts to the Institute as per G.O. Ms. 59, Dt. 19-03-2013 to conduct various Civil Defence Programmes. The Government designated the Director General, State Disaster Response and Fire Services Department as Director, Civil Defence of the State of Andhra Pradesh for coordination, supervision and training of the Civil Defence Organisation as per G.O. Ms. No. 21 Dt. 15.02.2018 of Home (Prisons & Fire Services) department.

P.V. Sunil Kumar I.P.S.

Director General

State Disaster Response & Fire Services
Andhra Pradesh, Vijayawada.



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State Disaster Response and Fire Service,
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Vijayawada - 520 002. Andhra Pradesh
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Foreword

It gives me immense pleasure to release the Annual Training Calendar of Andhra Pradesh Fire Services and Civil Defence Training Institute for the year 2024- 2025 for imparting various training courses on fire fighting and Disaster management to in-service personnel of the Department as well as other stake holders in both offline and online methods.

Training plays an essential role in enhancing the efficiency and expertise of the responders. Fire personnel undergo various of trainings where emphasis is given on gaining basic knowledge of the disaster response to refreshing the skill acquired as well as to raise the expertise level to cope up with the technological advancements in the field of disaster management in the world. Continuous training is imperative for maintaining our skills as per the international standards. It is the rigours of training that bring out the best in each responder's skills. It also helps responders to shape their attitude for extremely difficult and treacherous circumstances in disaster situations.

Training is also includes sharing the same knowledge with other stakeholders, including the public, by various methods like conducting community awareness programme, organizing Lectures, demonstrations and mock exercises; so as to enable them to be self empowered in managing their own disaster response mechanism and become the first responders in right earnest.

Imparting the basic knowledge of the mechanics of disaster response and its various facts and further enhancing professional knowledge and skills of newly inducted person in Department by following the training regime religiously. Annual training calendar as been formulated for all Personnel/Officers. The better performance of individuals will be reflected in operations only when the responders are highly skilled and trained in basic rescue manoeuvres.

I congratulate the team of Training Institute for their concerted efforts in formulating these excellent training modules and hope that you will find the learning from these sessions equally interesting and effective.

P. V. Sunil Kumar, I.P.S.,

P. Venkataramana M.Sc., LL.B.,

Ad. DFE. (NFSE, Nagpur), G.I. Fire E, IFE (India)

Director

Fire Services &
Civil Defence Training Institute
Andhra Pradesh,
Vijayawada.



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Message

The Andhra Pradesh Fire Services and Civil Defence Training Institute has been delivering high quality Fire Fighting, Rescue & Emergency Response Training to Fire Service Personnel of Andhra Pradesh State as well as employees of other public sector units and private organizations through offline and online courses.

The Institute is offering various long term and short term training programmes in many technical areas for outside agencies as well.

Apart from our scheduled programmes, the institute is also offer tailor made programmes to cater the specific requirements of various stake holders i.e. Industries/Institutions/Organizations/Departments.

The short term training programmes are of duration ranging from one day to 12 days. The course offered are hands-on and practical intensive in nature. Training is offered using the equipment which are actually used in Industry/Institution that helps in up-gradation of skills of industrial/ institutional work force by the highly qualified and well experienced faculty using latest technical aids.

I hope that all concerned will make full use of this training calendar for acquiring and updating their Fire Safety & Disaster Management Skills so that the people of Andhra Pradesh are assured of safe and secure environment.

P. Venkataramana

D. Murali Mohan

MBA Safety Management, Adv. DFE (NFSC-Nagpur)
Diploma in Fire & Safety,
Search and Rescue Training (Hyogo - Japan)

Director

State Disaster Response & Fire Services
Andhra Pradesh, Vijayawada.



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Message

The A. P. State Disaster Response and Fire Services is the first responder for all Disasters. Planning and Training for Disasters and Emergencies is something everybody must consider regardless of location or vulnerability. It is not possible to train for every eventuality that might occur. However, proper anticipation and training is the key to save lives if a disaster strikes. Any training for disaster mitigation cannot avoid the happening of the disaster but a well and advanced training can minimize the damage to life, property and environment which, had there been no training, would have been much more.

One should not ignore that disaster may occur at any time. Advance training therefore, is the need of the hour. It is very gratifying to note that for the first time the Andhra Pradesh State Disaster Response and Fire Services Department has taken up the initiative of introducing comprehensive trainings for all cadres including ministerial staff of this Department.

Recent experience during cyclones, floods and fire accidents spur all Fire Officers, Personnel, Volunteers and Stakeholders to undertake vigorous trainings in specific areas related to their risks and vulnerability. I am sure, the proposed trainings will be able to rise up to the occasion and bring the needed stimulus into the organization for higher dignity and recognition.

I hope all the officers, personnel and office staff undergoing various trainings will serve the society with dedication, devotion to achieve good results and build a strong and resilient State.

D. Murali Mohan



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

Sattenapalle, Palnadu District - 522 403.



In - House Faculty



M.A.Q. JEELANI
Deputy Director



K. SATYANARAYANA
Asst. Director



G. BALARAJU
Asst. Director



U. SARATH BABU
Asst. Director



B. VEERABADHRA RAO
Senior Instructor



P. SANYASI NAIDU
Senior Instructor



K. SRINIVASA RAO
Junior Instructor



A. ANVESH KUMAR
Junior Instructor



E. RAMESH BABU
Junior Instructor



P. SRINIVASA REDDY
Senior
Leading Fireman



B. MURAHARI RAO SK.
Senior
Leading Fireman



M. MALI MASTAN VALI
Senior
Leading Fireman



N. Praveen
Fireman



P. H. Srikanth Reddy
Fireman



T. SAIDA RAO
Fireman



S. GOPAL KRISHNA
Fireman



G. RAMBABU
Driver Operator



K. KRISHNA MOHAN
Driver Operator



Y. LOKESH KUMAR
Driver Operator



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

Sattenapalle, Palnadu District - 522 403.



Direct Recruit Training Course

District Fire Officer Training Course



LEVEL OF PARTICIPANTS

Selected Candidates from APPSC Group -I Examination for District Fire Officer post.

COURSE OBJECTIVE

The course objective is to imbibe key aspects of a fire-fighter's role, including community safety, fire-fighting skills, Breathing Apparatus, rescue hazardous materials and to observe Fire Prevention measures with knowledge of Fixed Fire Fighting installations, topography and workplace communication skills. Administration Training will also be imparted for one month in the field, where in

the trainees will be familiarized with Administration of District Office, Fire Stations and Inspection Procedures of Hazardous premises.

**7 months
AGE LIMIT
Below
28 years**

COURSE CONTENT

- Chemistry of Combustion, Compounds, Heat & Volatile Liquids, Communications & Mobilization & Computer Applications, Explosive and Radioactive Materials, Electricity & Thermal General Stations and its Fire Risks, Fire Drills
- Fire Safety Inspection Procedure, Fixed Fire Protection Installations, Fire Protection Survey of Various Fire Risks and Inspection of Public Entertainment and Assembly Places.
- Special Appliance and Appliance Design, Automatic fire Detection System, Building Construction and Structural Fire Protection.
- Management command and Control of Fire Services, Plan Reading, Storage and Transportation of hazardous Material, Method of Instruction, Evaluation technique of Fire Fighting, IC Engine.
- Air Conditioning, Heating and Ventilation system, Air Craft Rescue and Air Port protection, Foam & Foam Equipment, Pumps & Primers, Dust and Gas explosion and Gas detection system, Hydraulics & water problems and Detection Investigation of Fire and Arson.
- Appliances and Equipment & Special Fires, Life and Fire Safety as per NBC, 2016, Part-III & IV, Hose and Hose fittings, Ladders, Chemical Fire Extinguishers, Rural & Forest fires, Fire Service Act & Rules, Discipline, Water Tender.
- Disaster management, B.A. Set, Salvage, First Aid & Resuscitation, Ropes & Lines, Knots & Lines, Special fire risk Oil/Gas processing units, Ship & Dock rescue, Practical Fireman Ship, Budget & Accounts, General Administration, CCA Rules and Conduct Rules.



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

Sattenapalle, Palnadu District - 522 403.



Direct Recruit Training Course

Station Fire Officer Training Course



COURSE OBJECTIVE

The course objective is to imbibe key aspects of a fire-fighter's role, including community safety, fire-fighting skills, Breathing Apparatus, rescue, hazardous materials and also to observe Fire Prevention measures with knowledge of Fixed Fire Fighting Installations, topography and workplace communication skills. Administration Training will also be imparted for one month in field offices.



LEVEL OF PARTICIPANTS

Selected Candidates from State Level Police Recruitment Board (SLPRB) for Station Fire Officer post & other organisations.

COURSE CONTENT

- Chemistry of Combustion Compounds, Heat & Volatile Liquids, Electricity, Air Conditioning and Ventilation, Pumps and Primers, B.A. Set, Chemical Extinguishers, Foam and Foam Equipment, Hydraulics & Water Problems
- Rural Fires & Forest Fires, Gas and Oil Fires, Explosives, Storage of Hazardous Goods, Special Fire Risks (Radioactive Materials & Nuclear Explosives), Aircraft Fire Prevention, Detection and Investigation of Arson fire, Salvage, Practical Fireman Ship, Watch Room Procedure, Ropes and Lines, Knots and Lines, Small Gears, Special Appliances & Appliance Design, Water Tender, IC Engine, Ships and Dock Risk
- Discipline, Fire Service Act & Rules, Disaster Management, Special Services, First Aid & Resuscitation, Fire Services Organization & Accounts, General Administration & CCA Rules & Code of Conduct Rules, Fire Service Manual.
- Life and Fire Safety as per NBC, 2016 Part-III & IV, Fixed Installations, Sprinklers and Drenchers, Building Construction, Plan Reading, Fire Safety Inspection Procedure, Hose and Hose fitting, Ladders

**7 months
AGE LIMIT
Below
28 years**



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Sattenapalle, Palnadu District - 522 403.



Direct Recruit Training Course

Driver Operator Training Course



COURSE OBJECTIVE

The course objective is to imbibe basic Fire Fighting Skills, practical fireman ship, Salvage, Rescue Operations using Breathing Apparatus, Safe Driving Skills and Vehicle Mechanism, Maintain First Aid and Discipline.

LEVEL OF PARTICIPANTS

Selected Candidates by
the Fire Department &
Other organisations.



COURSE CONTENT

- Chemistry of Combustion and Heat, Hose and Hose Fittings, Fire Extinguishers, Rural Fires, Ladders, Small Gears, Knots and Lines, Ropes and Lines, Water Tender, Building Construction, Salvages, Water Supply and Hydrants.
- Pumps and Primers, Practical fireman ship, Hydraulics (simple) and water Problems, Special Services, Fire Fighting Installation & Fire Prevention, Sprinklers, Drenchers and Detection System, Electricity, Gas and Oil fires, Tips on Fire Fighting and Evacuation, Foam and Foam Equipment, Breathing Apparatus Set, Special Appliances.
- Organization of fire services and Administration, Discipline, Duties of Fire Service Staff, Watch room procedure, Fire Service Manual, First Aid and Medical First, Responder, Disaster Management, Advanced Rescue Equipments, CCA Rules and Conduct Rules, Knowledge Gaining Methods Through Computers
- 30 days Training attachment with R.T.C. on Vehicle Maintenance, Safe Driving and driving skills etc.,

**4 months
AGE LIMIT
Below
30 years**



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

Sattenapalle, Palnadu District - 522 403.



Direct Recruit Training Course

Fireman Training Course



LEVEL OF PARTICIPANTS

Selected Candidates from State Level Police Recruitment Board (SLPRB) for Fireman posts & Other organisations.

COURSE OBJECTIVE

The course objective is to imbibe basic Fire Fighting Skills, Practical fireman ship, Salvage, Rescue Operations using Breathing Apparatus, First Aid and Discipline.

COURSE CONTENT

- Chemistry of Combustion and Heat, Hose and Hose Fittings, Fire Extinguishers, Rural Fires, Ladders, Small Gears, Knots and Lines, Ropes and Lines, Water Tender, Building Construction, Salvages, Water Supply and Hydrants.
- Pumps and Primers, Practical fireman ship, Hydraulics (simple) and water Problems, Special Services, Fire Fighting Installation & Fire Prevention, Sprinklers, Drenchers and Detection System, Electricity, Gas and Oil fires, Tips on Fire Fighting and Evacuation, Foam and Foam Equipment, Breathing Apparatus Set, Special Appliances.
- Organization of fire services and Administration, Discipline, Duties of Fire Service Staff, Watch room procedure, Fire Service Manual, First Aid and Medical First, Responder, Disaster Management, Advanced Rescue Equipments, CCA Rules and Conduct Rules, Knowledge Gaining Methods Through Computers.

**4 months
AGE LIMIT
Below
30 years**



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

Sattenapalle, Palnadu District - 522 403.



In - Service Training Course for Promotion

Stations Fire Officer Refresher Course



LEVEL OF PARTICIPANTS

Station Fire Officer &
Leading Fireman / Driver Operator
(24 years service completed).

COURSE OBJECTIVE

The course objective is to imbibe key aspects of a firefighter's role, including community safety, firefighting skills, Breathing Apparatus, rescue, hazardous materials and also to conduct Fire Prevention measures with knowledge of Fixed Fire Fighting Installations and Administration and Accounts Training. The course is meant for senior Station Fire Officer & Leading Fireman / Driver Operator (24 years service completed) to under go Pre-promotional course so as to be promoted as Asst. District Fire Officer.

COURSE CONTENT

- Chemical Fire Extinguishers, Fixed Installations, Sprinklers & Drenchers, Building Construction, Rural Fires & Forest Fires, Storage of Hazardous Goods, Gas Fires & Oil Fires.
- Chemistry of Combustion, Compounds, Heat & Volatile Liquids, Electricity & Thermal Generating Stations, Air Conditioning & Ventilation, Explosives, IC Engines, Hydraulics & water problems.
- Aircraft fires and rescue, Foam and Foam Equipment, Pumps and Primers, Practical Fireman ship, Special fire Risk in Oil/Gas Processing Units, Radioactive Materials and Nuclear Explosives, Ship & Dock Rescue
- Discipline, Water Tender, Special Appliances, Disaster Management, BA Set, Salvage, First Aid & Resuscitation, Ropes and Lines, Knots & Lines, Detection & Investigation of arson Fires, Budget & Accounts, General Administration, C.C.A Rules & Code of Conduct Rules, Fire Service Manual, Plan Reading, Fire Service Act and Rules, Life and Fire Safety as per NBC 2016, Part III & IV, Fire Safety Inspection Procedure

10 Weeks
08 Weeks
Pre-Promotion
+
02 Weeks
Post
Promotion



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In - Service Training Course for Promotion

Station Fire Officer Training Course



LEVEL OF PARTICIPANTS

Leading Fireman,
Driver Operator & Fireman
(24 years service completed).

10 Weeks

08 Weeks
Pre-Promotion

+
02 Weeks
Post
Promotion

COURSE OBJECTIVE

The course objective is to imbibe key aspects of a firefighter's role, including community safety, firefighting skills, Breathing Apparatus, rescue, hazardous materials and also to conduct Fire Prevention measures with knowledge of Fixed Fire Fighting Installations and Administration and Accounts Training. The course is meant for senior leading Fire Man, Driver Operator & Firemen (24 years service completed) to under go. Pre-promotional Training Course for promotion to Station Fire Officer.

COURSE CONTENT

- Chemistry of Combustion Compounds, Heat & Volatile Liquids, Electricity, Air Conditioning & Ventilation, Pumps and Primers, Breathing Apparatus, Chemical Extinguishers, Foam and Foam Equipment, Hydraulics & Water Problems.
- Rural Fires and Forest Fires, Gas and Oil Fires, Explosives, Storage of Hazardous Goods, Special Fire Risks (Radioactive Materials and Nuclear Explosives), Air Craft Fire Prevention, Detection and Investigation of Arson fires, Salvage, Practical Fireman Ship, Watch Room Procedure, Knots and Lines, Ropes and Lines, Small Gears, Special Appliances & Appliance Design, Water Tender, IC Engines, Ships and Dock Risk.
- Discipline, Fire Service Act & Rules, Disaster Management, Special Services, First Aid & Resuscitation, Fire Services Organization & Accounts, General Administration & CCA Rules & Code of Conduct Rules, Fire Service Manual
- Life and Fire Safety as per NBC, 2016 Part III & IV, Fixed Installations, Sprinklers and Drenches, Buildings Construction, Plan Reading, Fire Safety Inspection Procedure, Hose & Hose Fittings, Ladders.



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In - Service Training Course for Promotion

Leading Fireman Training Course



COURSE OBJECTIVE

The course objective is to upgrade professional Fire Fighting Skills, Practical fireman ship, Salvage, Rescue Operations using Breathing Apparatus, conducting Fire Prevention with knowledge on Fixed Fire Fighting Installations and Watch Room Procedure.

LEVEL OF PARTICIPANTS

Fireman

COURSE CONTENT

- Chemistry of Combustion and Heat, Hose and Hose Fittings, Fire Extinguishers, Rural Fires, Ladders, Small Gears, Knots and lines, Ropes and Lines, Water Tenders, Building Construction, Salvage, Water Supply and Hydrants, Discipline, Organization of fire services, Watch room & Control room procedure, Duties of Fire Service Staff, Administration.
- Pumps and Primers, Foam and Foam Equipments, Fire Fighting installations & Fire Prevention, Sprinklers, Drenchers and Detection System, Hydraulics (Simple) and water Problems, Special Appliances, Breathing Apparatus Set, Practical fireman ship, Electricity, Special Services, Disaster Management, Gas and Oil fires, Tips on Fire Fighting and Evacuation, MFR (First Aid), NBC-2016, Fire Act.
- Inspection Procedure (Hazardous premises), Fire Service Manual, C.C.A Rules and Conduct Rules, Knowledge Gaining methods through Computers, Advanced Rescue Equipments.

08 Weeks
07 Weeks
Pre-Promotion
+
01 Weeks
Post
Promotion



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In - Service Training Course for Promotion

Driver Operator Training Course



COURSE OBJECTIVE

The course objective is to upgrade professional Fire Fighting Skills, Practical fireman ship, Salvage, Rescue Operations using Breathing Apparatus, conducting Fire Prevention with knowledge on Fixed Fire Fighting Installations and Watch Room Procedure.

LEVEL OF PARTICIPANTS

Fireman

COURSE CONTENT

- Chemistry of Combustion and Heat, Hose and Hose Fittings, Fire Extinguishers, Rural Fires, Ladders, Small Gears, Knots and lines, Ropes and Lines, Water Tenders, Building Construction, Salvage, Water Supply and Hydrants, Discipline, Organization of fire services, Watch room & Control room procedure, Duties of Fire Service Staff, Administration.
- Pumps and Primers, Foam and Foam Equipments, Fire Fighting installations & Fire Prevention, Sprinklers, Drenchers and Detection System, Hydraulics (Simple) and water Problems, Special Appliances, Breathing Apparatus Set, Practical fireman ship, Electricity, Special Services, Disaster Management, Gas and Oil fires, Tips on Fire Fighting and Evacuation, MFR (First Aid), NBC-2016, Fire Act.
- Inspection Procedure (Hazardous premises), Fire Service Manual, C.C.A Rules and Conduct Rules, Knowledge Gaining methods through Computers, Advanced Rescue Equipments.

12 Weeks
10 Weeks
Pre-Promotion
+
02 Weeks
Post
Promotion



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Sattenapalle, Palnadu District - 522 403.



Short Term Training Course for Other Stakeholders

First Aid Fire Fighting Course



LEVEL OF PARTICIPANTS

Individuals, Volunteers, Safety and security personnel from different organizations.

COURSE OBJECTIVE

The objective of the course is to familiarize the participants on the first aid fire fighting training and have hands-on experience on the operation of portable Fire Extinguishers.



COURSE CONTENT

- Fire & Cause of Fires.
- Extinction of Fires.
- Rescue by ordinary Means.
- Review test / feedback.





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Sattenapalle, Palnadu District - 522 403.



Short Term Training Course for Other Stakeholders

Basic Fire Prevention & First Aid Fire Fighting Training Course



LEVEL OF PARTICIPANTS

Individuals, Volunteers, Safety and security personnel from different organizations.



COURSE CONTENT

- Fire & Cause of Fires.
- Prevention of Fires.
- Extinction of Fires.
- Rescue by Ordinary Means.
- Review / Test / Feedback.

COURSE OBJECTIVE

The objective of the course is to familiarize the participants on the basic fire prevention and extinction operations.





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Sattenapalle, Palnadu District - 522 403.



Short Term Training Course for Other Stakeholders

Elementary Fire Fighting Training Course



COURSE OBJECTIVE

The objective of the course is to imbibe the participants on the knowledge of Combustion chemistry, basic fire prevention and extinction operations and also on rescue operations including evacuation procedure in High Rise Buildings.

LEVEL OF PARTICIPANTS

Individuals, Volunteers, Safety and security personnel from different organizations.

06 days
AGE LIMIT
NA

COURSE CONTENT

- Fire & Cause of Fires.
- Prevention of Fires.
- Extinction of Fires.
- Fixed Fire Fighting Installations.
- Foam & Foam Equipment.
- High Rise Buildings.
- Extinction.
- Rescue By Ordinary Means
- Physical Training & Squad Drill.
- Review / Test / Feedback.





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Sattenapalle, Palnadu District - 522 403.



Short Term Training Course for Other Stakeholders

Fire Prevention & First Aid Fire Fighting Orientation Training Course



COURSE OBJECTIVE

The objective of the course is to provide professional training to the participants in Fire prevention and Fire Extinction operations and also to have hands on operation of the fire fighting equipment, upgrade their skills on Rescue operations using Breathing Apparatus, including evacuation procedure in High Rise Buildings and FirstAid.

LEVEL OF PARTICIPANTS

Individuals, Volunteers, Safety and security personnel from different organizations.



COURSE CONTENT

- Chemistry of combustion Portable fire Extinguishers, Hose, Foam & Foam Equipment, Fixed Fire Fighting Installation, Building Construction.
- Fire Safety in High Rise Buildings and Evacuation.
- Prevention of Fires, Breathing Apparatus, FirstAid, Electricity.
- Rescue Methods - Rescue by Ordinary Means.
- Physical Training & Squad Drill.
- Review / Test / Feedback.

12 days
AGE LIMIT
NA



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Sattenapalle, Palnadu District - 522 403.



Disaster Management Training Course for Civil Defence Volunteer



COURSE OBJECTIVE

The objective of the course is to familiarize the volunteers on the basic fire Science / Fighting, Search & Rescue and Medical First Responder.



COURSE CONTENT

- Basic Fire Science / Fighting
- Search & Rescue.
- Medical First Responder.

LEVEL OF PARTICIPANTS

Volunteers from citizen having qualification of 10th class.





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Basic Swimming Training Course



COURSE CONTENT

- Fitness and Strengthening
- Briefing & Pre swim warm ups
- Swimming Drills & Skills Practice
- The Study of Water
- Hazards
- Equipment (PFD&PPE)
- Communication & Signals
- Moving and Handling Casualties
- Rescues
- First Aid

LEVEL OF PARTICIPANTS

(Age : Below 45 years)

- Fireman
- Leading Fireman
- Driver Operator
- Station Fire Officer
- Asst. District Fire Officer
- District Disaster Response & Fire Officer





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Advanced Swimming Training Course



COURSE CONTENT

- Concepts and Philosophy of Swift Rescue
- Swiftwater Swimming Techniques
- Shore Based Rope Rescues
- Knots, Hitches, Bends and Anchors
- Wading, Swimming and Crossings
- Rope Rescues
- River Dynamics

LEVEL OF PARTICIPANTS

(Age : Below 45 years)

- Fireman
- Leading Fireman
- Driver Operator
- Station Fire Officer
- Asst. District Fire Officer
- District Disaster Response & Fire Officer





A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

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Scuba Dive Master Training Course

(Course offered by Livein Adventures, North East Layout, Visakhapatnam)



COURSE CONTENT

- Boating accidents and fatalities, as well as other water-borne tragedies including drowning, rescuing missing persons who were seen near waterbodies or who fell overboard from boats.
- Special under water combat operations
- Rescue and recovery of men and material
- Investigating boating accidents
- Inspecting boats and boaters
- Conducting safety checks and checkpoints
- Assisting in dangerous wildlife removal
- Conducting boating and water safety seminars
- Enforcement of boating laws
- Report writing
- Making arrests



Training Program Key Benefits

- Skill to explore sea
- Better communication skills in Disaster Management.
- Habitant in rough weather condition
- Understanding under water currents and sea weather.
- Understanding aqua life in and around coastal zone.



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TRAINING COURSE SCHEDULE FOR THE YEAR (INTERNAL)

| SL. No. | Name of the Course | Duration (Weeks) | Date of Schedule | Level of Participants |
|---------|---|------------------|--------------------------|---|
| 01 | 16 th Batch Leading Fireman Training Course for Fireman (Pre-Promotion Course) | 07 Weeks | 22-01-2024 to 10-03-2024 | Fireman |
| 02 | 12 th Batch Station Fire Officers Training Course for Driver Operator and Leading Fireman (Pre-Promotion Course) | 08 Weeks | 22-01-2024 to 17-03-2024 | Leading Fireman / Driver Operator & Fireman (24 yrs of Service completed) |
| 03 | 17 th Batch Leading Fireman Training Course for Fireman (Pre-Promotion Course) | 07 Weeks | 03-06-2024 to 23-07-2024 | Fireman |
| 04 | 2 nd Batch of Scuba Dive Master Training Course | 04 Months | 09-07-2024 to 08-11-2024 | Station Fire Officer, Leading Fireman, Fireman & Driver Operator |
| 05 | 18 th Batch Leading Fireman Training Course for Fireman (Pre-Promotion Course) | 07 Weeks | 05-08-2024 to 24-09-2024 | Fireman |
| 06 | 6 th Batch of Station Fire Officer Refresher Training Course for ADFO Promotion | 08 Weeks | 05-08-2024 to 30-09-2024 | Leading Fireman / Driver Operator & Fireman (24 yrs of Service completed) |
| 07 | 13 th Batch Station Fire Officer Training Course for Driver Operator and Leading Fireman (Pre-Promotion Course) | 08 Weeks | 07-10-2024 to 01-12-2024 | Fireman (24 yrs of Service completed) |



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Sattenapalle, Palnadu District - 522 403.



SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKEHOLDERS IN THE MONTH OF JANUARY

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------------|----------------|
| 01 | 161 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 03-01-2024 to 05-01-2024 | 60 |
| 02 | 162 nd Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 08-01-2024 to 10-01-2024 | 50 |
| 03 | 163 rd Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 17-01-2024 to 19-01-2024 | 50 |
| 04 | 164 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 25-01-2024 to 27-01-2024 | 50 |

SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKEHOLDERS IN THE MONTH OF FEBRUARY

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------------|----------------|
| 01 | 165 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 06-02-2024 to 08-02-2024 | 55 |
| 02 | 166 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 14-02-2024 to 16-02-2024 | 50 |
| 03 | 167 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 20-02-2024 to 22-02-2024 | 50 |
| 04 | 168 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 26-02-2024 to 28-02-2024 | 50 |
| 05 | 6 th Batch Elementary Fire Fighting Training Course (For Other Stake Holders) | 06 | 19-02-2024 to 24-02-2024 | 20 |



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SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKE HOLDERS IN THE MONTH OF MARCH

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------------|----------------|
| 01 | 169 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 05-03-2024 to 07-03-2024 | 50 |
| 02 | 170 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 13-03-2024 to 15-03-2024 | 50 |
| 03 | 171 st Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 19-03-2024 to 21-03-2024 | 60 |
| 04 | 172 nd Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 26-03-2024 to 28-03-2024 | 50 |

SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKE HOLDERS IN THE MONTH OF APRIL

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------------|----------------|
| 01 | 173 rd Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 01-04-2024 to 03-04-2024 | 50 |
| 02 | 174 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 08-04-2024 to 10-04-2023 | 50 |
| 03 | 175 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 18-04-2024 to 20-04-2024 | 60 |
| 04 | 176 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 24-04-2024 to 26-04-2024 | 50 |
| 05 | 7 th Batch Elementary Fire Fighting Training Course (For Other Stake Holders) | 06 | 22-04-2024 to 27-04-2024 | 20 |



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SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKE HOLDERS IN THE MONTH OF MAY

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------------|----------------|
| 01 | 177 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 01-05-2024 to 03-05-2024 | 50 |
| 02 | 178 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 09-05-2024 to 11-05-2024 | 50 |
| 03 | 179 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 14-05-2024 to 16-05-2024 | 60 |
| 04 | 180 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 20-05-2024 to 22-05-2024 | 50 |
| 05 | 7 th Batch Elementary Fire Fighting Training Course (For Other Stake Holders) | 12 | 13-05-2024 to 18-05-2024 | 10 |

SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKE HOLDERS IN THE MONTH OF JUNE

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------------|----------------|
| 01 | 181 st Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 04-06-2024 to 06-06-2024 | 50 |
| 02 | 182 nd Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 11-06-2024 to 13-06-2024 | 55 |
| 03 | 183 rd Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 19-06-2024 to 21-06-2024 | 60 |
| 04 | 184 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 24-06-2024 to 26-06-2024 | 50 |



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SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKE HOLDERS IN THE MONTH OF JULY

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------|----------------|
| 01 | 185 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 02-07-2024 to 04-07-2024 | 50 |
| 02 | 186 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 09-07-2024 to 11-07-2024 | 50 |
| 03 | 187 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 18-07-2024 to 20-07-2024 | 50 |
| 04 | 8 th Batch Elementary Fire Fighting Training Course (For Other Stake Holders) | 06 | 22-07-2024 to 27-07-2024 | 20 |
| 05 | 188 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 23-07-2024 to 25-07-2024 | 50 |

SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKE HOLDERS IN THE MONTH OF AUGUST

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------|----------------|
| 01 | 189 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 01-08-2024 to 03-08-2024 | 50 |
| 02 | 190 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 05-08-2024 to 07-08-2024 | 50 |
| 03 | 191 st Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 08-08-2024 to 10-08-2024 | 60 |
| 04 | 192 nd Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 12-08-2024 to 14-08-2024 | 55 |
| 05 | 193 rd Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 21-08-2024 to 23-08-2024 | 60 |
| 06 | 194 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 27-08-2024 to 29-08-2024 | 50 |



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SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKE HOLDERS IN THE MONTH OF SEPTEMBER

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------|----------------|
| 01 | 195 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 02-09-2024 to 04-09-2024 | 50 |
| 02 | 196 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 10-09-2024 to 12-09-2024 | 50 |
| 03 | 197 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 13-09-2024 to 15-09-2024 | 50 |
| 04 | 198 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 17-09-2024 to 19-09-2024 | 50 |
| 05 | 199 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 24-09-2024 to 26-09-2024 | 60 |
| 06 | 9 th Batch Elementary Fire Fighting Training Course (For Other Stake Holders) | 06 | 23-09-2024 to 28-09-2024 | 20 |

SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKE HOLDERS IN THE MONTH OF OCTOBER

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------|----------------|
| 01 | 200 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 03-10-2024 to 05-10-2024 | 55 |
| 02 | 201 st Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 08-10-2024 to 10-10-2024 | 50 |
| 03 | 202 nd Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 15-10-2024 to 17-10-2024 | 55 |
| 04 | 203 rd Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 22-10-2024 to 24-10-2024 | 60 |



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SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKE HOLDERS IN THE MONTH OF NOVEMBER

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------------|----------------|
| 01 | 204 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 04-11-2024 to 06-11-2024 | 50 |
| 02 | 205 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 12-11-2024 to 14-11-2024 | 60 |
| 03 | 206 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 19-11-2024 to 21-11-2024 | 50 |

SHORT TERM COURSE TRAINING SCHEDULE FOR OTHER STAKE HOLDERS IN THE MONTH OF DECEMBER

| SL. No. | Name of the Course | Duration (Days) | Date of Schedule | No. of Persons |
|---------|---|-----------------|--------------------------------|----------------|
| 01 | 207 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 05-12-2024 to 07-12-2024 | 50 |
| 02 | 208 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 10-12-2024 to 12-12-2024 | 55 |
| 03 | 209 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 17-12-2024 to 19-12-2024 | 60 |
| 04 | 210 th Batch Basic Fire Prevention & First Aid Fire Fighting Training Course (For Other Stake Holders) | 03 | 26-12-2024 to 28-12-2024 | 50 |
| 05 | 2 nd Batch of First Aid and Fire Prevention Orientation Training Course | 12 | 09-12-2024 to 20-12-2024 | 10 |



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TRAINING SCHEDULE FOR THE YEAR 2024 (EXTERNAL) FOR NATIONAL FIRE SERVICE COLLEGE, NAGPUR

| SL. No. | Name of the Course | Duration | Date of Schedule | No. of Persons |
|---------|--|----------|---|----------------|
| 01 | 78 th Divisional Officer's Course | 22 Weeks | 22-01-2024 to 21-06-2024 | 05 |
| 02 | National Building Code 2016 Part-4 | 02 Weeks | 05-02-2024 to 16-02-2024 | 05 |
| 03 | Breathing Apparatus Course | 01 Week | 11-03-2024 to 15-03-2024 | 05 |
| 04 | Training of Trainers (TOT) | 01 Week | 06-05-2024 to 10-05-2024 | 03 |
| 05 | Disaster Management in Fire Services | 01 Week | 06-05-2024 to 10-05-2024 | 05 |
| 06 | 79 th Divisional Officer's Course | 22 Weeks | 22-07-2024 to 20-12-2024 | 05 |
| 07 | Urban Search and Rescue Course | 02 Weeks | 19-08-2024 to 30-08-2024 | 05 |
| 08 | Hazmat Speciality Course | 02 Weeks | 23-09-2024 to 04-10-2024 | 05 |
| 09 | Design of Fire Protection system (New Course) | 01 Week | 14-10-2024 to 18-10-2024 | 05 |
| 10 | Orientation Programme of Hydraulic Platform (New Course) | 01 Week | 25-11-2024 to 29-11-2024 | 05 |
| 11 | Fire Safety Training for LPAI nominated Fire Personnel | 02 Weeks | 18-03-2024 to 09-09-2024 & 29-03-2024 to 20-09-2024 | 03 |



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AQUA TRAINING ANNUAL CALENDAR JANUARY TO DECEMBER

| SL. No. | Name of the Course | Duration | Date of Schedule | Level of Participants (Below 45 Yrs) |
|---------|---|----------|--------------------------------|--|
| 01 | 7 th Batch Basic Swimming Training Course | 02 Weeks | 20-01-2024 to 31-01-2024 | Station Fire Officer, Leading Fireman, Driver Operator & Fireman |
| 02 | 8 th Batch Basic Swimming Training Course | 02 Weeks | 05-02-2024 to 16-02-2024 | Station Fire Officer, Leading Fireman, Driver Operator & Fireman |
| 03 | 9 th Batch Basic Swimming Training Course | 02 Weeks | 19-02-2024 to 04-03-2024 | Station Fire Officer, Leading Fireman, Driver Operator & Fireman |
| 04 | 1 st Batch Advanced Swimming Training Course | 03 Weeks | 01-05-2024 to 21-05-2024 | Station Fire Officer, Leading Fireman, Driver Operator & Fireman |
| 05 | 2 nd Batch Advanced Swimming Training Course | 03 Weeks | 01-07-2024 to 22-07-2024 | Station Fire Officer, Leading Fireman, Driver Operator & Fireman |
| 06 | 10 th Batch Basic Swimming Training Course | 02 Weeks | 01-07-2024 to 14-07-2024 | Station Fire Officer, Leading Fireman, Driver Operator & Fireman |
| 07 | 11 th Batch Basic Swimming Training Course | 02 Weeks | 15-07-2024 to 30-07-2024 | Station Fire Officer, Leading Fireman, Driver Operator & Fireman |
| 08 | 3 rd Batch Advanced Swimming Training Course | 03 Weeks | 01-11-2024 to 21-11-2024 | Station Fire Officer, Leading Fireman, Driver Operator & Fireman |
| 09 | 12 th Batch Basic Swimming Training Course | 02 Weeks | 02-12-2024 to 13-12-2024 | Station Fire Officer, Leading Fireman, Driver Operator & Fireman |



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

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ONLINE SHORT TERM COURSE SCHEDULE FOR MINISTERIAL STAFF (MSOLMS)

| SL. No. | Name of the Course | Duration | Date of Schedule | No. of Persons |
|---------|--|----------|--------------------------------|---|
| 01 | A.P. Fire Service ACT- 1999 & A.P. Fire & Emergency Operations and Levy Fee Rules 2006 | 04 Days | 22-01-2024 to 25-01-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 02 | Computer Skills | 05 Days | 06-02-2024 to 09-02-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 03 | District Office Manual/Office procedure (Files Indexing, different styles of drafting, Office attendance etc..) Noting and Drafting Skills, Record Management, Tottenham System in Government Office (DOM) | 05 Days | 11-03-2024 to 15-03-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 04 | Learning of Basic English Language | 04 days | 01-04-2024 to 05-04-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 05 | Right to Information Act- 2005 | 02 Days | 01-05-2024 to 02-05-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 06 | A.P. C.C.A Rules (Classification Control and Appeal) Rules (Disciplinary and Vigilance procedure, Enquires by Enquiry Officer and Formats to be used in enquires) | 03 Days | 21-05-2024 to 23-05-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 07 | A.P. Leave Rules | 01 day | 30-05-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 08 | A.P. Fundamental Rules | 02 days | 05-06-2024 to 07-06-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 09 | Duties of Responsibility of DDO's | 01 day | 11-06-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 10 | Budget Management & Maintenance of Cash Book | 02 days | 19-06-2024 to 20-06-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 11 | Financial Management (Financial code Vol-I & II) | 02 Days | 26-06-2024 to 27-06-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 12 | A.P. State and Subordinate Service Rules | 03 Days | 08-07-2024 to 10-07-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |

***MSOLMS - Ministerial Staff Online Learning Management System**



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

Sattenapalle, Palnadu District - 522 403.



ONLINE SHORT TERM COURSE SCHEDULE FOR MINISTERIAL STAFF (MSOLMS)

| SL. No. | Name of the Course | Duration | Date of Schedule | No. of Persons |
|---------|--|----------|--------------------------------|---|
| 13 | A.P. Ministerial Service Rules | 01 Day | 23-07-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 14 | A.P. General Subordinate Service Rules | 01 Day | 24-07-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 15 | A.P. Last Grade Service Rules | 01 Day | 25-07-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 16 | Account Code – Vol-I, Account Code – Vol-II | 02 days | 05-08-2024 to 06-08-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 17 | A.P. Treasury Code – Vol-I, A.P. Treasury Code – Vol-II | 02 Days | 12-08-2024 to 13-08-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 18 | Revised Pension Rule – 1980 & Contributory pension scheme | 02 Days | 20-08-2024 to 21-08-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 19 | Introduction of India Govt., Accounts and Audit | 01 day | 27-08-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 20 | Reconciliation/Latest Bills preparation (Online CFMS) & e-Office. | 01 Day | 02-09-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 21 | Court Cases – Drafting of Para-Wise remarks/Counter Affidavits | 02 Days | 10-9-2024 to 11-09-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 22 | Revised pay scales – 2022 & Manual of special pays and Allowances (TA Rules & LTC Rules) | 01 day | 17-09-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 23 | Fire Service Manual | 05 Days | 07-10-2024 to 11-10-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |
| 24 | Stress Management course | 01 Day | 21-10-2024 | Jr.Asst, Sr.Asst, Supdt, JAO & AO |

***MSOLMS - Ministerial Staff Online Learning Management System**



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

Sattenapalle, Palnadu District - 522 403.



ONLINE SHORT TERM COURSE SCHEDULE FOR OFFICERS (OOLMS)

| SL. No. | Name of the Course | Duration | Date of Schedule | No. of Persons |
|---------|--|----------|--------------------------|-----------------|
| 01 | Basic Principles of Building Construction | 03 Days | 17-01-2024 to 19-01-2024 | SFO, ADFO & DFO |
| 02 | Small Gears | 02 Days | 30-01-2024 to 31-01-2024 | SFO, ADFO & DFO |
| 03 | Electricity & Thermal Generation Stations and it Fire Risks. | 02 Days | 06-02-2024 to 07-02-2024 | SFO, ADFO & DFO |
| 04 | Pumps and Primers | 03 Days | 13-02-2024 to 15-02-2024 | SFO, ADFO & DFO |
| 05 | National Building Code of India , 2016, Part-III | 03 Days | 20-02-2024 to 22-02-2024 | SFO, ADFO & DFO |
| 06 | A.P. Fire Service Act, 1999 & A.P. Fire and Emergency Operations and Levy of Fee Rules, 2006 | 03 Days | 27-02-2024 to 29-02-2024 | SFO, ADFO & DFO |
| 07 | Disaster Management course | 04 Days | 04-03-2024 to 07-03-2024 | SFO, ADFO & DFO |
| 08 | National Building Code of India , 2016, Part-IV (Scope, Terminology, Fire Prevention, Life Safety | 04 Days | 19-03-2024 to 21-03-2024 | SFO, ADFO & DFO |
| 09 | National Building Code of India ,2016, Part-IV (Fire Protection Additional Occupancy wise requirement & (Annexure-A,B,C,D,E,F,G,H,J,K, M) | 04 Days | 01-04-2024 to 04-04-2024 | SFO, ADFO & DFO |
| 10 | Indian Standard code of Practices (IS Code) | 03 Days | 01-05-2024 to 03-05-2024 | SFO, ADFO & DFO |
| 11 | Practical Fireman Ship | 04 Days | 13-05-2024 to 17-05-2024 | SFO, ADFO & DFO |
| 12 | Fire Prevention and Safety Measures in Gas/Petroleum outlets, Storage Depot & Refineries as Per OSD Norms | 03 Days | 03-06-2024 to 05-06-2024 | SFO, ADFO & DFO |
| 13 | Preparedness/ Handling of Materials/Chemical/ Biological/Radiological/Nuclear (CBRN) Emergencies | 03 Days | 11-06-2024 to 13-06-2024 | SFO, ADFO & DFO |
| 14 | A.P. MinisFire Prevention and Safety Measures in High Rise Buildingsterial Service Rules | 03 Days | 24-06-2024 to 26-06-2024 | SFO, ADFO & DFO |

***OOLMS - Officers Online Learning Management System**

FIRE DEFENCE IS A SELF DEFENCE



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

Sattenapalle, Palnadu District - 522 403.



ONLINE SHORT TERM COURSE SCHEDULE FOR OFFICERS (OOLMS)

| SL. No. | Name of the Course | Duration | Date of Schedule | No. of Persons |
|---------|---|----------|--------------------------|-----------------|
| 15 | Preparedness/Handling of Hazardous Chemicals/Poisonous gases and its preventive measures in Storage and Transportation of Hazardous Goods as per HAZCHEM code | 03 Days | 09-07-2024 to 11-07-2024 | SFO, ADFO & DFO |
| 16 | Hydraulic and Water Problems | 03 Days | 23-07-2024 to 25-07-2024 | SFO, ADFO & DFO |
| 17 | Fire Safety Inspection Procedure of Buildings | 03 Days | 07-08-2024 to 09-08-2024 | SFO, ADFO & DFO |
| 18 | Chemistry of Combustion & Heat & Volatile Liquids. | 03 Days | 19-08-2024 to 21-08-2024 | SFO, ADFO & DFO |
| 19 | B.A. Set Training Refresher Course | 03 Days | 02-09-2024 to 04-09-2024 | SFO, ADFO & DFO |
| 20 | AP Fire Service Manual | 04 Days | 10-09-2024 to 13-09-2024 | SFO, ADFO & DFO |
| 21 | District Office Manual/Office procedure (Files Indexing, different styles of drafting, Office attendance etc.,) Noting and Drafting Skills, Tottenham System in Government Office (DOM) | 04 Days | 07-10-2024 to 10-10-2024 | SFO, ADFO & DFO |
| 22 | Right to Information Act - 2005 | 02 Days | 15-10-2024 to 16-10-2024 | SFO, ADFO & DFO |
| 23 | A.P.C.C.A Rules (Classification Control and Appeal) Rules (Disciplinary and Vigilance procedure, Enquires by Enquiry Officer and Formats to be used in enquires), | 03 Days | 22-10-2024 to 24-10-2024 | SFO, ADFO & DFO |
| 24 | Detection and Investigation of Fire and Arson | 03 Days | 06-11-2024 to 08-11-2024 | SFO, ADFO & DFO |
| 25 | AP Leave Rules | 02 Days | 12-11-2024 to 13-11-2024 | SFO, ADFO & DFO |
| 26 | AP Fundamental Rules | 02 Days | 19-11-2024 to 20-11-2024 | SFO, ADFO & DFO |
| 27 | Basic Computers Course i.e., MS Word, MS excel, MS PPT, VC etc., | 02 Days | 09-12-2024 to 10-12-2024 | SFO, ADFO & DFO |

*OOLMS - Officers Online Learning Management System



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ONLINE SHORT TERM COURSE SCHEDULE FOR STATION STAFF (FSSOLMS)

| SL. No. | Name of the Course | Duration | Date of Schedule | Level of Participants (Below 45 Yrs) |
|---------|---|----------|--------------------------------|--------------------------------------|
| 01 | Basic Principles of Building Construction | 03 Days | 17-01-2024 to 19-01-2024 | LF, DOP & FM |
| 02 | Small Gears | 02 Days | 30-01-2024 to 31-01-2024 | LF, DOP & FM |
| 03 | Electricity & Thermal Generation Stations and it Fire Risks. | 02 Days | 06-02-2024 to 07-02-2024 | LF, DOP & FM |
| 04 | Pumps and Primers | 03 Days | 13-02-2024 to 15-02-2024 | LF, DOP & FM |
| 05 | A.P. Fire Service Act, 1999 & A.P. Fire and Emergency Operations and Levy of Fee Rules, 2006 | 03 Days | 27-02-2024 to 29-02-2024 | LF, DOP & FM |
| 06 | Disaster Management course | 04 Days | 04-03-2024 to 07-03-2024 | LF, DOP & FM |
| 07 | Practical Fireman Ship | 04 Days | 13-05-2024 to 17-05-2024 | LF, DOP & FM |
| 08 | Fire Prevention and Safety Measures in Gas/Petroleum outlets, Storage Depot & Refineries as Per OSD Norms | 03 Days | 03-06-2024 to 05-06-2024 | LF, DOP & FM |
| 09 | Preparedness / Handling of Materials / Chemical / Biological / Radiological/Nuclear (CBRN) Emergencies | 03 Days | 11-06-2024 to 13-06-2024 | LF, DOP & FM |
| 10 | Preparedness/Handling of Hazardous Chemicals/Poisonous gases and its preventive measures in Storage and Transportation of Hazardous Goods as per HAZCHEM code | 03 Days | 09-07-2024 to 11-07-2024 | LF, DOP & FM |

***FSSOLMS - Fire Station Staff Online Learning Management System**



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ONLINE SHORT TERM COURSE SCHEDULE FOR STATION STAFF (FSSOLMS)

| SL. No. | Name of the Course | Duration | Date of Schedule | Level of Participants (Below 45 Yrs) |
|---------|---|----------|--------------------------------|--------------------------------------|
| 11 | Hydraulic and Water Problems | 03 Days | 23-07-2024 to 25-07-2024 | LF, DOP & FM |
| 12 | Chemistry of Combustion & Heat & Volatile Liquids | 03 Days | 19-08-2024 to 21-08-2024 | LF, DOP & FM |
| 13 | B.A. Set Training Refresher Course | 03 Days | 02-09-2024 to 04-09-2024 | LF, DOP & FM |
| 14 | A.P Fire Service Manual | 04 Days | 10-09-2024 to 13-09-2024 | LF, DOP & FM |
| 15 | Right to Information Act - 2005 | 02 Days | 15-10-2024 to 16-10-2024 | LF, DOP & FM |
| 16 | A.P. C.C.A Rules (Classification Control and Appeal) Rules (Disciplinary and Vigilance procedure, Enquires by Enquiry Officer and Formats to be used in enquires) | 03 Days | 22-10-2024 to 24-10-2024 | LF, DOP & FM |
| 17 | AP Leave Rules | 02 Days | 12-11-2024 to 13-11-2024 | LF, DOP & FM |
| 18 | AP Fundamental Rules | 02 Days | 19-11-2024 to 20-11-2024 | LF, DOP & FM |
| 19 | Basic Computers Course i.e., MS Word, MS excel, MS PPT, VC etc., | 02 Days | 03-12-2024 to 04-12-2024 | LF, DOP & FM |

ADFO - Assistant District Fire Officer

SFO - Station Fire Officer

LF - Leading Fireman

DOP - Driver Operator

FM - Fireman

***FSSOLMS - Fire Station Staff Online Learning Management System**



A.P. FIRE SERVICES AND CIVIL DEFENCE TRAINING INSTITUTE

Sattenapalle, Palnadu District - 522 403.



Joining Instructions

Accommodation For Trainees

Trainees are provided bachelor hostel accommodation as per their entitlement during training period.

Room Rent

In service trainees will be accommodated at barrack free of cost.

Messing and Canteen

- Trainees staying in campus are provided with messing facility. The trainees have to deposit advance mess charges as per the rates fixed by the Institute. In addition the trainees should carry sufficient money to meet their personal and incidental expenses.
- Trainees are requested to deposit Caution Deposit Rs.1000/- which is refundable and Common Good Fund (CGF) of Rs.100/- per month(Non-refundable).

Discipline

A high order of discipline is required to be maintained by trainees during the course of their training. The trainees will have to abide by the rules and regulations issued to them by the Principal of the institute. No leave will be sanctioned during the training.

Course Leader

The trainees are grouped into different sections and a leader is nominated among the trainees for each section. The section leader is responsible for the exact execution of the work allotted to his section and is to ensure that it is carried out properly.

Punctuality

Trainees must be punctual in attending the daily training programs and other activities.



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Sattenapalle, Palnadu District - 522 403.



Joining Instructions

Barrack

1. The trainees are expected to keep all their personal belongings, valuable cash etc under lock and key.
2. Trainees should not bring costly and valuable items with them.
3. The authorities of training centre shall in no case be held responsible for loss of any article suffered by the trainees.
4. Trainees are expected to be courteous, disciplined and obey orders as issued by superior officers from time to time. They are expected by way of their conduct to be well behaved both inside and outside the training institute.
5. Smoking and Consumption of tobacco, alcoholic drinks are strictly prohibited in barracks.

Daily evening Roll Call

1. Trainees are required to attend daily evening roll call at 20:00 hrs.
2. The trainees are not allowed to leave training institute premises without proper permission in writing.
3. Smoking & drinking is strictly prohibited in the class room and library.

Dress

The trainees should be properly dressed all the times befitting the occasion.

Health

Trainees selected to undergo training should be physically fit in all respects. They should be free from all organic disease of heart, kidney or abnormal blood pressure. As a precautionary measure all the trainees being sent to this institute should be medically examined before they are dispatched.



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Sattenapalle, Palnadu District - 522 403.



Joining Instructions

General

Families/guests of trainees are not allowed to stay along with the trainees, as no such facilities exist at the training institute.

- A. In the event of unsatisfactory conduct, the Director reserves the right to ask any trainee to leave the training institute before the termination of the course.
- B. The institute is not responsible for any injury, which may be caused or sustained by the trainee while he/she is undergoing training.
- C. The holidays observed in the office of the State Government will be observed in the training institute.

Medium of instruction

The course will be conducted in English/Telugu medium. Participant so detailed should be able to understand English/Telugu.

Special Instructions

- 01. The individual should be physically fit and should be enthusiastic to learn the course material.
- 02. The individual must carry water bottle with him/her as one has to work at simulated scenario for prolonged hours.
- 03. The institute shall not be held responsible for any injury or accident encountered during the courses for which he/she has to sign liability release form.
- 04. No trainee shall be allowed to stay with their family during training.
- 05. The participant should be medically examined by the CMO/Concerned hospital, before reporting to this institute.

Mobile Phones are strictly prohibited in all the training area.

**APFS & CDTI wishes all the trainees a pleasant
and productive stay in the campus**