



HOSTING SITE CHECKLIST

In order to host an in-person F2T 101 course, departments must meet the following criteria:

1) Access to at least 3,000 square feet of sheltered open space to accommodate the hands-on/experiential learning portion of the course and a classroom with adequate space and seating to accommodate the classroom portion. The following two items are being submitted as proof of this hosting requirement:

a. 360° video of an open space that can be used to administer the hands-on experiential learning portions of the course.

Out of concern for members' increased risk of cancer, the IAFF will NOT conduct the hands-on portion of the class in an apparatus bay

b. 360° video of the space set up with tables and chairs arranged as they would be for the classroom portion of the course (must show seating for a minimum of 25 students and 2 IAFF instructors).

2) The host department is responsible for sourcing all equipment required to deliver the Course. At the host department's request, the IAFF can assist by ordering equipment on their behalf (full purchase price including applicable taxes and shipping will be added to the final course balance). Departments sourcing their equipment through other means will be required to provide video and/or image documentation to the IAFF for verification. The IAFF reserves the right to deem any equipment unsuitable for use during the F2T 101 course. Details on the required equipment can be found [HERE](#).

3) Access to the items listed below. Please note that by submitting the pre-approval application you are confirming that each of the items will be available.

a. LCD projector and screen in the classroom.

b. Access to reliable internet connection and computer.

c. 2 poster-size flip charts with paper pads OR 5 portable dry erase boards with 10 large black markers.

d. 10 wooden dowels (4-5ft long X 1¼ -1½inch diameter) – found at local hardware store.