



Dear Hoffman Estates Citizens & Community Members:

Have you ever wondered what the Hoffman Estates Fire Department is all about? Have you ever asked yourself why firefighters do the things they do and take the risks they take? Are you curious to see how you would react in an emergency situation? Do you like physical challenges and reaching new highs? If so, then the Citizens Fire Academy is for you!

Every year thousands of school children visit the Hoffman Estates Fire Department and ask many of these same questions. Often times the adults who accompany them state that they wish they knew more about fire safety. The members of the Hoffman Estates Fire Department embrace the opportunity to better inform the citizens about the workings of their Fire Department.

The Hoffman Estates Fire Department would like to extend a very special invitation to participate in our 22<sup>nd</sup> Annual Citizen Fire Academy. We are seeking citizens who will go back to their schools, organizations, businesses, and neighborhoods and relay the information they acquire. Our goal is to teach participants cardiopulmonary resuscitation, first aid, fire safety, fire prevention, and most of all, the tactics and strategies of firefighting. We will discuss all fire department responsibilities from fire prevention and public education to EMS, fire suppression and the operations of our special rescue teams.

If you are at least 18 years of age and feel you can spare three hours a week from 6:30 P.M. to 9:30 P.M. on Wednesday evenings from March 8<sup>th</sup>-May 10<sup>th</sup> of 2023, then get ready for an exciting adventure into the world of fire safety and emergency services. We have enclosed an application and class schedule. If you are unable to attend, please feel free to pass the information on to another member of your organization or family.

If you have any questions, please contact our Public Education Officer, Lieutenant Thomas Zito at [thomas.zito@hoffmanestates.org](mailto:thomas.zito@hoffmanestates.org).

Sincerely,

A handwritten signature in blue ink that reads "Alan Wax".

Alan Wax  
Fire Chief  
Hoffman Estates Fire Department



# THE HOFFMAN ESTATES FIRE DEPARTMENT

INVITES YOU TO ATTEND THE

## CITIZEN FIRE ACADEMY

March 8<sup>th</sup>-May 10<sup>th</sup>  
Wednesday Evenings  
6:30 - 9:30 P.M.  
Graduation: May 15<sup>th</sup>  
6pm at Village Hall

FIREHOUSE 24  
5775 Beacon Pointe Drive

CONTACT THE HOFFMAN ESTATES FIRE DEPARTMENT AT  
(847) 843-4825

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### APPLICATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

ARE YOU CURRENTLY A MEMBER OF A FIRE DEPARTMENT? YES: \_\_\_ NO: \_\_\_

If the Academy is filled, would you like to be placed on a waiting list? YES: \_\_\_ NO: \_\_\_

Please complete the application by February 22nd, 2023 and email it to [Thomas.zito@hoffmanestates.org](mailto:Thomas.zito@hoffmanestates.org), or return it to the Hoffman Estates Fire Department at 1900 Hassell Road, Hoffman Estates, IL 60169. **FAILURE TO DO SO MAY EXCLUDE YOU FROM THE ACADEMY.**



**HOFFMAN ESTATES FIRE DEPARTMENT**  
**CITIZEN FIRE ACADEMY-PARTICIPANT MEDICAL INFORMATION**  
Fire/Ambulance/Rescue: Dial 9-1-1

Emergency Information Sheet: (Help us, help you. Please print clearly.)

Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

In an emergency, who would you like called?

NAME:	PHONE NUMBER
1) _____	_____
2) _____	_____
3) _____	_____

Your primary doctor's name is: \_\_\_\_\_

**What type of medical conditions should we know about?**

(Check any that apply to you)

- |   |  |
|---|--|
| <input type="checkbox"/> Cardiac/Heart Problems | <input type="checkbox"/> Diabetes/Sugar          |
| <input type="checkbox"/> Breathing/Respiratory  | <input type="checkbox"/> Cancer                  |
| <input type="checkbox"/> Stroke                 | <input type="checkbox"/> Vision/Hearing Problems |

Other Conditions or Problems: \_\_\_\_\_

Are you allergic to anything?       No       Yes, What: \_\_\_\_\_

What medication do you take? \_\_\_\_\_



# OVERVIEW OF THE HOFFMAN ESTATES FIRE DEPARTMENT CITIZEN FIRE ACADEMY

## INTRODUCTION

The Hoffman Estates Fire Department Citizen Fire Academy includes approximately 30 hours of instruction. Class sessions are approximately 3 hours in length and are held at Firehouse 24, 5775 Beacon Pointe Drive. Some classes are held in other locations based on the specific topic.

The Academy will conclude with a graduation ceremony at Village Hall before the Mayor and Trustees in the evening on May 15<sup>th</sup>, 2023. Graduating students will receive a certificate of completion from the Hoffman Estates Fire Department and the Village of Hoffman Estates.

## OBJECTIVES

To better inform the residents of Hoffman Estates as to the purposes and inner workings of the Hoffman Estates Fire Department. To discover what diverse services the Fire Department offers our community.

To encourage citizens to return to their neighborhoods and relay to their friends and families the proper procedures to use to become more safety-conscious citizens.

To provide an interactive forum for both the Fire Department and the citizens and community members who are participants of the Academy.

## ANTICIPATED BENEFITS

The opportunity to receive basic CPR instruction and fundamental knowledge in first aid procedures, obtaining an American Heart Association 1<sup>st</sup> Aid/CPR card.

The opportunity to be able to react in a positive manner should some type of fire or medical emergency arise.

An increased awareness and knowledge to keep your home and workplace accident free.

A better understanding of why and how the Fire Department operates in an emergency.

The opportunity to interact and address community concerns relative to the Fire Department.



## INSTRUCTORS

All class instructors are members of the Hoffman Estates Fire Department and are committed to providing appropriate information to all participants in the Fire Academy. All instructors are Illinois Certified Firefighters and Instructors. Members of the Department will be available to class participants during the Academy to answer questions or demonstrate various techniques.

## CLASS SIZE/SELECTION OF PARTICIPANTS

Each session includes approximately 20 participants. Class sizes are limited to allow for a safer learning environment and to provide more opportunities for interaction between instructors and students along with more time completing hands-on skills. **SAFETY** is **ALWAYS** of the utmost concern.

Participants are selected from applications received based on demographics and the attendee's ability to reach other members in their community. In preparing for each academy, efforts are made to include members of various educational, religious, business and ethnic communities, as well as media representatives. Final selection of participants rests with the Fire Department's administration. Participants will be contacted to ensure they are familiar with the program and the time commitment involved.

## MEASURING THE ACADEMY'S SUCCESS

In order to keep the program informative and interesting, participants are encouraged to critique the program throughout its entirety. Enhancements to the program will be implemented as a result of the feedback received from the participants.

Students are encouraged to participate in all practical demonstrations and to interact with the instructors and one another.

***IT IS IMPERATIVE FOR THE PARTICIPANTS TO REALIZE THAT THE CITIZEN FIRE ACADEMY IS A LEARNING EXPERIENCE TO HELP THEM BETTER HANDLE THEMSELVES IN EMERGENCY SITUATIONS. IT IS NOT INTENDED TO TRAIN THEM AS FIREFIGHTERS, MEDICAL PROVIDERS, OR ASSISTANTS AT EMERGENCY INCIDENTS.***



# **VILLAGE OF HOFFMAN ESTATES CITIZEN FIRE ACADEMY**

## **MISSION STATEMENT**

The mission of the Citizen Fire Academy is to create a well-informed cross section of citizens from our community by describing the emergency services offered by the Hoffman Estates Fire Department. The instructors will provide this information to the public through a series of classroom courses and practical experiences. The course will inform participants about the nature of firefighting, EMS and rescue along with the dangers and benefits they hold.

Those who participate will become familiar with the broad background of knowledge and skills required of the members of the Hoffman Estates Fire Department.



VILLAGE OF HOFFMAN ESTATES  
FIRE DEPARTMENT  
RELEASE AND COVENANT NOT TO SUE

In exchange for the opportunity to observe and participate in the Citizen Fire Academy (the “Authorized Activity”) of the Village of Hoffman Estates Fire Department (the “Department”), which may place me in a position of danger, the undersigned agrees to:

- 1) Release and waive any and all claims, causes of action, or other means of legal recourse that the undersigned may have against the Village of Hoffman Estates its agents, and its employees that may arise from or be caused by my participation in the Authorized Activity;
- 2) Indemnify, hold harmless, and defend the Village of Hoffman Estates and its officials, agents, and employees for any and all claims, causes of action, or other means of legal recourse that may arise from or be caused by my participation in the Authorized Activity;
- 3) Covenant not to sue the Village of Hoffman Estates and its officials, agents, and employees for damages that may arise from or be caused by my participation in the Authorized Activity.

By signing this document, the undersigned acknowledges that he or she is not and will not be acting as an employee or agent of the Village of Hoffman Estates and is specifically waiving, in addition to the waiver set forth above, any right to Workers’ Compensation benefits. The undersigned further acknowledges that the release, waiver, hold harmless, and covenant not to sue shall be binding on the undersigned’s heirs and personal representative(s). The undersigned further acknowledges that permission to observe and participate in the Authorized Activity is terminable at the will of any Village official, agent, or employee without notice or formal process, and that this release and hold harmless shall be applicable whenever the undersigned is observing or participating in the Authorized Activity.

The undersigned acknowledges that the execution of this release is done as a free and voluntary act.

DATE: \_\_\_\_\_

\_\_\_\_\_  
OBSERVER/PARTICIPANT- *signature*

\_\_\_\_\_  
OBSERVER/PARTICIPANT - *printed*

AUTHORIZED APPROVAL:

\_\_\_\_\_  
Alan G. Wax, Fire Chief