



## Loudoun County Fire and Rescue

Oliver Robert Dubé Fire & Rescue Training Academy  
16600 Courage Court, Leesburg VA 20175  
Phone 703-737-8400 Fax 703-777-0235



# TRAINING ADVISORY

POSTED: February 25, 2021

|                                  |  |
|----------------------------------|--|
| <b>COURSE:</b>                   | LC-CFR INJURY REPORTING  |
| <b>DATES:</b>                    | May 11, 2021   |
| <b>TIME:</b>                     | Weeknight: 1900-2300   |
| <b>LOCATION:</b>                 | The Oliver Robert Dubé Fire & Rescue Training Academy<br>16600 Courage Court Leesburg, VA 20175  |
| <b>COURSE DESCRIPTION:</b>       | This 4 hour course will review all required LCFR documents to be completed in the event of an injury. The presentation will focus on the steps with regard to handling injury reports and provides the system member with knowledge to assist other members with correctly completing all needed documentation. Upon completion, the system member will receive an LC-CFR certificate of attendance. |
| <b>PREREQUISITES:</b>            | Must be 18 years of age.<br>Must be a current member of the LC-CFR Fire and Rescue System.   |
| <b>CLASS SIZE:</b>               | Minimum of 8 students, Maximum 24 students   |
| <b>REGISTRATION:</b>             | Training Requests are due close of business Friday, April 30, 2021,<br>via e-mail to <a href="mailto:LCFRTRNG@loudoun.gov">LCFRTRNG@loudoun.gov</a>  |
| <b>LCFR CONTACT INFORMATION:</b> | Lt. Chris Frank<br>Email: <a href="mailto:chris.frank@loudoun.gov">chris.frank@loudoun.gov</a><br>Phone: 703-737-8292  |

Teamwork

Integrity

Professionalism

Service

## **PROCEDURE TO COMPLETE THE LCFR ELECTRONIC TRAINING REQUEST FORM**

1. Open the electronic “Training Request Form” located on the Loudoun County Fire, Rescue and Emergency Management website ([www.loudoun.gov/4116/Fire-Rescue](http://www.loudoun.gov/4116/Fire-Rescue)) under the Training section. The site may be accessed from any computer with Internet access.
2. Complete all fields (gray boxes) of the Training Request Form under “Course Information” and “Applicant Data.” Hitting the “Tab” button upon completion of a field will move you to the next field.
3. Save the document to your computer in a place you will be able to locate it (i.e., “Desktop”) using the following format: {COURSE REQUESTED} {space} {YOUR FIRST INITIAL} {YOUR LAST NAME}. For example, if you are applying for Fire Fighter 1 and 2, and your name is John Doe, save as “FF1&2 JDoe and if you are applying for EMT-B and your name is Sally Smith, save as “EMT-B SSmith”.
4. Send an email with the completed Training Request form to your Career Battalion Chief, Volunteer Fire/Rescue Chief, or Station Training Officer, depending on your affiliation. **The Career Battalion Chief, Volunteer Fire/Rescue Chief, or Station Training Officer will send the completed and approved Training Request Form to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov).**
5. Copies of pre-requisites (i.e., certifications, proof of age, high school diploma, etc.) listed on the Training Announcement (TA) may be either mailed to the Course Coordinator listed on the TA via the county courier or scanned and attached electronically to the email submission of your Training Request Form.
6. Within three full working days of the registration closing date for each training course, the Course Coordinator or designee shall send an email to those who submitted a Training Request Form indicating whether the student is enrolled in the course, placed in a pending status, or denied entrance into the program. If enrolled, the time, date, and location of the first class, will be included. If enrollment was not granted, the email shall provide an explanation for the denial.
7. ALS programs require approval by the Operational Medical Director; therefore, students applying for ALS classes will receive email notification within the required time period indicating that their “paperwork” will be submitted to the OMD, and will be notified whether they have been endorsed within three business days after approval by the Operational Medical Director.

### **Chief Officers:**

1. Upon review of your member’s/employee’s Training Request Form email, please forward your student’s completed Training Request Form with your endorsement or non-endorsement, to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov) .
2. You must include in the subject line the name of the applicant and the course they are applying for (i.e., FF1&2 J. Doe or EMT-B S. Smith). Use this format for all correspondence concerning this student.
3. A separate e-mail for each course and applicant must be submitted to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov) .

**Training Requests will only be accepted after the Training Advisory for the class has been posted!**  
**Any e-mail with multiple requests will be returned**  
**for individual submission**

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