

ROGERS FIRE DEPARTMENT



PROBATIONARY FIREFIGHTER HANDBOOK

Table of Contents

Program Intent.....	3
Instructions and Reference.....	4
Department Policies and Procedures.....	5
Basic Firefighter Responsibilities	6
Fire Fighter Safety and Survival	7
Personal Protective Clothing and SCBA	8
Apparatus Familiarity and Preventive Maintenance.....	9
EMS Response	10
Streets, Addresses, & District	11
Fire Protection Systems.....	12
Prevention, Public Education, and Pre-Incident Planning	13
Roles and Responsibility on Calls	14
Fire Suppression.....	15
Incident Management System.....	16
Communication and Alarms	16
Vehicle Rescue.....	17
Water Rescue	17
Rapid Intervention.....	18
Building Construction Fundamentals.....	19
Fire Behavior.....	20
Fire Hose and Appliances.....	21
Fire Stream, Nozzles, and Foam Systems.....	22
Forcible Entry	23
Ground Ladders	24
Portable Fire Extinguishers.....	25
Thermal Imaging.....	25
Ropes and Knots	26
Salvage and Overhaul.....	27
Air Monitoring	28
Ventilation	29

Program Intent

This "Probationary Firefighter Handbook" is to be a reference guide for the tracking of probationary firefighter training during the probationary year of employment. It is not the intent of this handbook to set a rigid, structured program outline where specific topics are to be benchmarked at given intervals. The handbook should help guide the Company Officer to ensure that all probationary firefighter receive instruction in all disciplines. There is no specific training sequence; each officer should determine a logical order based on the needs of the shift and the company. Benefits of this program include:

- The firefighter having a "road map" of what training is expected of them during their probationary period.
- Consistency in training topics for all probationary firefighters.
- Ability to track the firefighters training as they work on different stations and shifts.
- Company Officers can quickly see a probationary firefighter record of training to determine performance of expectations and their ability to perform certain tasks.
- Keeps the crews refreshed on the basics through training the firefighter.
- Determine efficient use of training time (reduces duplication)

Instructions and Reference

Instructions

1. The probationary firefighter shall report to duty each tour with the handbook.
2. As the probationary firefighter receives training, the primary instructor* of each segment initials and dates the related line.
3. Any notes or supplemental information should be written on the back of the check sheet. If there is not enough room, add additional sheet(s) directly behind the check sheet with the subject at top.
4. When all lines under a subject are initialed and the company officer is confident the probationary firefighter has received adequate* training in the subject, both the officer and firefighter sign and date the sheet.
5. It is not required to complete one subject before moving to the next, in all probability, the firefighter will have various lines on multiple subjects completed before ever completing one subject in its entirety.
6. When the handbook is complete, it is to be turned into the Battalion Chief for signature and forwarded to the DFC-SOT for filing.
7. The probationary firefighter should then schedule year end exams with a training division representative.

Primary instructor- Any member, regardless of rank, that the company officer deems capable of teaching a given segment at the probationary firefighter level.

Adequate- An amount and quality of training that provides the probationary firefighter the ability to function or begin to understand the topics covered as determined by the Company Officer or Battalion Chief. It is not expected that a probationary firefighter be an expert.

Reference

When determining course subject matter or when determining the proper information, technique, or application as it relates to any identified segment of this handbook refer to the following material list for the correct information.

- City of Rogers Personnel Policy
- Fire Department Regulations and SOP's
- Fire Department Directives and memos
- Northwest Arkansas Regional Protocols
- Rogers Map Book
- IFSTA Essential Manual
- IFSTA Specific Manuals

Name: _____

Department Policies and Procedures

The Firefighter shall:

_____ Define and give an example of a Standard Operating Procedure*

_____ Define and give example of a Directive.

_____ Define and give an example of a City Policy

_____ Identify the steps in the Department's formal disciplinary procedure.

_____ Describe the departments substitution procedure and how it works.

_____ Identify legal use of sick time and the amounts of time off allowed.

_____ Explain and demonstrate their compliance with the fitness policy.

_____ Describe the procedure of sending a memo or other inquiry up the chain of command.

_____ Understand and explain HIPPA laws.

(*) To complete the sections the Officer must be confident that the Firefighter has spent adequate reading and studying these areas to have an acceptable understanding of each area.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Basic Firefighter Responsibilities

The Firefighter shall:

- _____ Explain the importance of arriving early to necessitate proper readiness for their shift.
- _____ Demonstrate pre-shift SCBA check and readiness evaluation.
- _____ Demonstrate the appropriate uniform worn for specific occasions
- _____ Demonstrate the importance of maintaining their PPE and the donning procedures.
- _____ Demonstrate tool and equipment readiness by visual and physical inspection.
- _____ Explain the concept of team effort and how it applies to daily cleanup.
- _____ Explain the importance of his/her enthusiasm when performing daily station activities.
- _____ Demonstrate eagerness to take on extra duty and tasks.
- _____ Explain the importance of crew integrity during incident operations.
- _____ Demonstrate use of their "down" time to study, train, exercise, or complete routine department business.
- _____ Explain unwritten rules and regulations exclusive to their shift.
- _____ Demonstrate knowledge of obtaining their next shifts assignments
- _____ Explain the importance of the department's email and internet system and how they may use it.
- _____ Identify duties and responsibilities for specific detail days.
- _____ Demonstrate the ability to use the stations phone system.
- _____ Demonstrate the ability to use the departments fuel card.
- _____ Demonstrate the ability to operate the Knox Box key.
- _____ Demonstrate the ability to enter reports into Firehouse software.
- _____ Demonstrate an attitude conducive to learning.
- _____ Identify by name, rank, radio designation, and general responsibilities the chief officers of the RFD.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Fire Fighter Safety and Survival

The Firefighter shall:

- _____ Successfully define risk management
- _____ List the leading causes of death and injury that affect and pertain to firefighter's occupational safety.
- _____ List three main components that lead to incident readiness.
- _____ Define the key checks to ensure PPE is ready for response.
- _____ Define the use and purpose of the personal accountability system
- _____ Name three practices that lead to team continuity
- _____ Define risk/benefit
- _____ Describe the procedures for incident rehabilitation
- _____ Describe the procedure that should be taken to establish and prepare for the assignment for a rapid intervention team.
- _____ List the steps that should be taken when entrapment occurs
- _____ List the items of gear to be carried for personal safety.
- _____ Describe the procedure used to call a "May Day"
- _____ Demonstrate evacuating a room using only the hose line as a reference
- _____ *Optimally the firefighter should attend a "Saving Your Own" class to supplement this section but will not be a requirement to complete probation.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Personal Protective Clothing and SCBA

The Firefighter shall:

- _____ Describe the role of personal protective equipment for firefighters.
- _____ Describe a serviceability inspection of structural PPE
- _____ Describe the proper way to care for and clean PPE
- _____ Describe the conditions and damage that render PPE unserviceable
- _____ List two conditions requiring respiratory protection
- _____ List and explain the effects of oxygen deficiency and toxic gases on the human body
- _____ List one legal requirement for the use of self-contained breathing apparatus
- _____ List two types of SCBA
- _____ List four components of the SCBA used by this department
- _____ Demonstrate two different SCBA donning procedures at 100% accuracy. Within one minute.
- _____ Demonstrate a "team check" after donning PPE
- _____ Demonstrate a routine inspection procedure of SCBA in accordance with manufacturer's instructions
- _____ Demonstrate after use servicing and maintenance of a SCBA
- _____ Demonstrate the servicing of an SCBA cylinder with the cascade system.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Apparatus Familiarity and Preventive Maintenance

The Firefighter shall:

_____ Describe the process of and importance of:

- Daily maintenance
- Weekly maintenance

_____ Given a fire dept. apparatus, locate, identify, and demonstrate operation of all equipment carried on that apparatus (including aerial if equipped).

_____ Explain what steps are necessary in reporting any mechanical or maintenance issue discovered.

_____ Identify state and local law governing the safe driving and operation of fire department vehicles in both emergency and non-emergency response including proper speeds.

_____ Demonstrate the proper technique for backing a fire department apparatus and explain the procedure for backing an apparatus given different circumstances.

_____ Demonstrate the process of properly checking off fire apparatus.

_____ Explain the importance of daily truck checks

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

EMS Response

The firefighter shall:

- _____ Demonstrate the proper use of BSI
- _____ Demonstrate the proper use of a safety vest and related policy
- _____ Perform morning check off of all EMS equipment carried
- _____ Demonstrate the proper use of RFD ambulance stretcher
- _____ Demonstrate the proper equipment placement on the apparatus
- _____ Demonstrate the ability to appropriately maintain cervical spine immobilization and application of backboard straps
- _____ Demonstrate setting up for a nebulizer
- _____ Demonstrate setting up for an IV using the appropriate solution
- _____ Demonstrate the proper use of a glucometer to obtain a blood sugar level
- _____ Demonstrate the appropriate technique in obtaining vital signs
- _____ Demonstrate use of all EMS equipment
- _____ Demonstrate an EKG and 12-Lead monitoring including monitor functions (e.g. pacing, defibrillation, telemetry, ETCO₂, etc)
- _____ Demonstrate proper lifting and moving techniques
- _____ Demonstrate the ability to change a portable oxygen cylinder.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Streets, Addresses, & District

The Firefighter shall:

_____ Identify the City's boundaries

_____ Describe the box numbering system and its purpose

_____ Demonstrate the ability to locate all City of Rogers buildings

_____ When given an address, determine if the location is on the North/East or South/West

_____ Define the term cross street

_____ Identify the address and location of all Rogers schools

_____ Identify **10** other target hazards

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Fire Protection Systems

The Firefighter shall:

- _____ Identify the value of protective systems in protecting life and property
- _____ Identify and explain the operation of the various types of detection devices
- _____ Explain and recognize the types of sprinkler heads and how they operate
- _____ Identify the various types of sprinkler systems and the components of each type
- _____ Demonstrate how to connect to a fire department connection
- _____ Identify control valves for systems and explain their operation
- _____ Demonstrate the technique for stopping a flowing sprinkler head
- _____ Demonstrate how to connect supply and attack lines to a standpipe connection
- _____ Identify alarm systems for protective systems
- _____ Explain fire department procedures at protective properties
- _____ Explain or demonstrate the ability to reset a pull station
- _____ Identify other protective systems, their components, and their benefits and hazards

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Prevention, Public Education, and Pre-Incident Planning

The Firefighter shall:

- _____ Explain the importance of a proper fire prevention program.
- _____ Prepare and present a fire safety educational program.
- _____ Present a detailed tour of the station
- _____ Describe the function the Fire Marshall
- _____ Describe the purpose and value of a quality fire inspection program
- _____ Describe the value and goals of a smoke detector program
- _____ Explain the necessity of pre-incident management for emergencies at target hazards
- _____ Prepare a pre-incident management plan for a target hazard (Must be of a new building or a new pre-plan)

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Roles and Responsibility on Calls

The Firefighter shall:

_____ Discuss their role related to EMS calls

_____ Discuss their roll related to MVA's

_____ Discuss their role related to automatic alarms

_____ Discuss their role related to carbon monoxide calls and CO levels

_____ Discuss their role related to natural gas leaks

_____ Discuss their role related to car fires

_____ Discuss their role related to structure fires

_____ Discuss their role related to downed power lines

_____ Discuss their role related to technical rescue incidents

_____ Discuss their role related to decision making where the situation does not fall within established guidelines.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Fire Suppression

The Firefighter shall:

- _____ Identify some of the automotive structural danger found in vehicle fires
- _____ Explain the components of flammable liquid and gases that affect firefighting
- _____ Explain what types of foam is required for various flammable liquids
- _____ Explain fire stream selection consideration that must be considered in firefighting
- _____ Explain tactical goals to be considered when fighting fire.
- _____ Discuss the incident management system and how it affects the way fires are controlled
- _____ Explain the difference of offensive and defensive modes of fire attack
- _____ Discuss team work and its part in firefighting
- _____ Explain the concept of two in/ two out and how it affects structural firefighting procedures.
- _____ Explain why caution must be observed in the overhaul phase of fighting fire.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Incident Management System

The Firefighter Shall

- _____ List and define five major functions of an Incident Management system
- _____ List and define seven major component of any IMS
- _____ Describe duties/responsibility in assuming and transferring command within IMS
- _____ Draw an organizational chart based on an actual incident or training exercise
- _____ Explain items of information to be included on scene size ups
- _____ Identify and describe operating modes that may be chosen by a company when first on scene

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

COMMUNICATION AND ALARMS

The Firefighter shall:

- _____ Demonstrate the proper method of answering a non-emergency call.
- _____ Demonstrate the proper method of operating a mobile radio.
- _____ Demonstrate the proper method of operating a portable radio
- _____ Complete a basic incident report given the appropriate information
- _____ Define the use and purpose of all alarm receiving equipment

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Vehicle Rescue

The Firefighter shall:

- _____ Explain the hazards associated with vehicle extrication and identify methods of mitigating said hazards.
- _____ Demonstrate the safe extrication of a victim out of a vehicle.
- _____ Demonstrate proper patient care and packaging during and after extrication
- _____ Identify and demonstrate various hand tools and hydraulic tools used during the extrication process

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Water Rescue

The Firefighter shall:

- _____ Explain the hazards associated with water rescue
- _____ Identify and demonstrate the use of various equipment used in a water rescue
- _____ Explain the reach, row, throw, and go concept
- _____ Demonstrate the use of a throw bag
- _____ Identify proper PPE to be used during water rescue.
- _____ Explain why bunker gear should not be worn on water rescue incidents

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Rapid Intervention

The Firefighter shall:

- _____ Explain 29CFR 1910.134 Two In/ Two Out.
- _____ Demonstrate setting up a staging area for use by a RIT.
- _____ Explain the Rapid Intervention duties while on standby during an incident.
- _____ Demonstrate size up and walk around of a structure as it relates to a RIT member.
- _____ Identify and discuss the various causes firefighter fatalities.
- _____ Discuss potential problems that could warrant a RIT response
- _____ Identify equipment available for use in a rapid intervention response.
- _____ Demonstrate the proper use of ***ALL*** RIT equipment with a blacked out mask.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Building Construction Fundamentals

The Firefighter shall:

_____ List and define five types of building construction

_____ List and define five items that are structural members

_____ Identify five effects fire has on common building material

_____ Identify three hazards during fire suppression in buildings with truss construction

_____ Identify types of loads as they relate to building construction and how they might affect fire suppression

_____ Define the following terms as they relate to building construction:

- Veneer Wall
- Parapet Wall
- Fire Load
- Spalling
- Load-Bearing Wall
- Balloon Framing
- Fire Stops
- Soffit

_____ Define various types of building collapse

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Fire Behavior

The firefighter shall:

- _____ Describe the chemistry and physics of fire.
- _____ Identify the source of heat.
- _____ Describe the characteristics of fire.
- _____ Describe the effect on oxygen on fire.
- _____ Define Combustion.
- _____ Describe vapor pressure and vapor density.
- _____ Describe the meaning of flammable and explosive limits.
- _____ Describe the three types on heat transfer.
- _____ Describe fuel types and their effect on combustion.
- _____ Describe the basis for the theory of fire extinguishment.
- _____ Describe the effects of thermal balance.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Fire Hose and Appliances

The Firefighter shall:

- _____ Identify and explain the construction of fire hose.
- _____ Demonstrate the care and maintenance of fire hose.
- _____ Identify the types of hose couplings and threads
- _____ Demonstrate the care and maintenance of hose couplings
- _____ Identify and explain the use of hose tools and appliances.
- _____ Demonstrate the coupling and uncoupling of fire hose
- _____ Demonstrate the rolling, carrying, and loading of fire hose.
- _____ Demonstrate the advancing of fire hose lines, both charged and uncharged
- _____ Demonstrate the establishment of water supply connection.
- _____ Demonstrate the extending of a hose line
- _____ Demonstrate the replacement of a burst section of hose
- _____ Demonstrate the deployment of each type of ground monitor.
- _____ Demonstrate the service testing of hose.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Fire Stream, Nozzles, and Foam Systems

The Firefighter shall:

- _____ Define a fire stream
- _____ Identify the purpose of a fire stream
- _____ Identify various types of fire streams
- _____ Identify types of various nozzles
- _____ Explain the pattern and use of each type
- _____ Demonstrate the operation of various types of nozzles
- _____ Explain the operation and characteristics of various fire streams.
- _____ Explain the reach and application of various size s of fire streams
- _____ Identify three types of fire attack
- _____ Explain the factors in choosing the type of fire attack
- _____ Explain the principals of hydraulics relating to fire streams
- _____ Explain friction loss
- _____ Define and explain nozzle pressure and reactions
- _____ Define and explain elevation as a factor in fire streams.
- _____ Explain adverse factors in operations of fire streams.
- _____ Explain the selection factors for fire streams in overall fire operations
- _____ Define foam
- _____ Identify the different type of foam we use
- _____ Explain the principals of foam fire suppression
- _____ Explain the operation of foam-making equipment.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Forcible Entry

The firefighter shall:

_____ Identify tools by common name and use

_____ Describe the inspection and maintenance procedure for each type of forcible entry tool

_____ Describe building feature and methods of forcible entry for doors, windows, gates, walls, & floors.

_____ Explain why we try before we pry

_____ Identify three types of locks and describe their operation.

_____ List or describe four construction features of windows and methods of gaining entry.

_____ List and describe three considerations of breaching walls

_____ Explain considerations of tool assignments.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Ground Ladders

The Firefighter shall:

- _____ Name the parts of various ladders
- _____ Describe the many functions for which a ladder can be used.
- _____ Describe the care of ladders.
- _____ Cite maintenance, cleaning, and inspection functions of ladders.
- _____ Exhibit ladder operations safety
- _____ Name different types of ladder uses.
- _____ Describe the function of different types of ladder raises.
- _____ Cite safety concerns of ladders and their uses.
- _____ Demonstrate skills associated with ladders, such as raising, leg locks, mounting and dismounting, and use of roof ladders.
- _____ Describe fundamentals of ladder placement.
- _____ Determine how far away from a building a ladder should be placed.
- _____ Demonstrate proper climbing of a ladder with a tool.
- _____ Demonstrate proper climbing of ladder with a roof ladder.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Portable Fire Extinguishers

The Firefighter shall:

_____ Explain the five classes of fire and the risk associated with each class

_____ Identify the kinds of fire extinguishers used for each class of fire

_____ Explain the rating system of portable fire extinguishers

_____ Identify the limitations of portable fire extinguishers.

_____ Demonstrate the operation of portable fire extinguisher

_____ Explain the care and maintenance of portable fire extinguishers.

_____ Demonstrate the ability to fill/charge a pressurized water can.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Thermal Imaging Cameras

The Firefighter shall

_____ Explain the safety considerations during use of TIC

_____ Explain the care and maintenance of TICs

_____ Demonstrate the use/features of a TIC

_____ Demonstrate the ability to search an area of limited visibility with TIC

_____ Explain the use of a TIC in finding hidden fires.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Ropes and Knots

The Firefighter shall:

_____ Identify different material used in construction of fire service ropes

_____ Explain the difference between life safety and utility rope

_____ Explain the use of and tie the listed knots:

- Figure Eight
- Clove Hitch
- Figure Eight on a Bight
- Overhand Safety Knot
- Half Hitch

_____ Tie an approved knot and hoist any selected forcible entry tool, pike pole, ground ladder, hose line, extinguisher, and appliance to a height of 12'

_____ Describe methods of inspection, maintenance, and storage of rope

_____ Demonstrate the use of rope to tie off ladders, hose, and other subjects to secure in place.

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Salvage and Overhaul

Salvage

The Firefighter shall:

- _____ Explain the difference between salvage and overhaul
- _____ Explain the service of salvage from a customer service experience
- _____ Identify tools and equipment used in salvage operations
- _____ Perform different identified salvage cover rolls, folds and throws.
- _____ Arrange a rooms contents into a salvageable position
- _____ Identify sprinkler shut off valves

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Overhaul

The Firefighter shall:

- _____ Explain the process of overhaul and the importance of this operation on the fireground
- _____ Identify tools available for use in overhaul.
- _____ Explain the importance of preserving evidence during overhaul.
- _____ Explain the importance of the SCBA and air monitoring
- _____ Explain where to search for in building for hidden fire
- _____ List debris removal techniques
- _____ Identify how to secure a building after emergency operations

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Air Monitoring

The firefighter shall:

_____ Discuss the limitations and safety considerations of air monitoring devices

_____ Identify conditions where air monitoring should be performed

_____ Demonstrate the ability to use a gas detector. (Multi-Gas, CO, etc.)

_____ Explain the care and maintenance of air monitoring equipment

_____ Demonstrate the ability to search and area for a real or simulated leak

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____

Name: _____

Ventilation

The firefighter shall:

_____ Identify signs, causes, and effects of backdraft.

_____ Identify methods of preventing backdrafts.

_____ Identify types of tools used during the ventilation period.

_____ Describe the factors used to determine the integrity of a roof system.

_____ Describe the different methods of ventilation and their advantages and disadvantages.

_____ Describe Transitional attack and “resetting the clock”

_____ Research and Explain “Ventilation Controlled” in the setting of fireground operations

Company Officer: _____

Date: _____

Firefighter: _____

Date: _____