

Operating Guideline # 1811

Probationary Firefighter Checklist for Mentors

April 13, 2021



PURPOSE:

The Purpose of this Operating Guideline (OG) is to provide a method to ensure that a new probationary firefighter is acquainted with the procedures and equipment at a specific station with the aid of an in house mentor and the District Chief of Station.

GUIDELINE:

1. Using the Checklist attached, a mentor will establish that a probationary firefighter understands and is instructed in the use and care of PPE required for firefighting.
2. using the Checklist attached, a mentor will ensure that Probationary firefighters are made aware of common hazards and how to mitigate.
3. Using the checklist attached, mentor will ensure scene safety is promoted in any roadway work.

RESPONSIBILITY:

It is the responsibility of all fire department staff to ensure compliance with the provisions of this Operating Guideline.

REFERENCES:

- NFPA 1001 Firefighter I and II

Operating Guideline # 1811

Probationary Firefighter Checklist for Mentors

April 13, 2021



Probationary Firefighter Training Requirements

Name: _____

Membership Date: _____

Completion Date: _____

Skills:

Date:

- | | |
|---|-------|
| 1. The proper use, care, maintenance and logging of personal protective equipment | _____ |
| 2. The proper selection, operation, use, maintenance and components of self-contained breathing apparatus, including bottle changes | _____ |
| 3. The proper selection, carrying, placement, operation and use of ground ladders at the station the firefighter is assigned | _____ |
| 4. The proper selection, use and maintenance of hand tools and salvage operations. | _____ |
| 5. The proper use (connecting and rolling) and maintenance of hose lines and related appliances. | _____ |
| 6. The proper method of establishing water supply using tankers, dump tanks and hydrants. | _____ |
| 7. The proper selection and operation of portable fire extinguishers. | _____ |
| 8. The various types and maintenance of ropes and knots. | _____ |
| 9. Any additional training as determined by the training officer. | _____ |
| Additional training: _Use of gas monitor_____ | _____ |
| _Use of thermal imager_____ | _____ |
| _Use of auto extrication tools and lighting_____ | _____ |

The proper use and maintenance of personal protective equipment.

- Introduction and description of the articles which compose the levels of personal protective equipment (PPE):
 - Helmet w/face shield, how to clean and inspect
 - Hood, how to clean and inspect
 - Boots, how to clean and inspect
 - Gloves, how to clean and inspect
 - Protective coat, how to clean, disassemble and wash, and inspection

Operating Guideline # 1811

Probationary Firefighter Checklist for Mentors

April 13, 2021



- Protective trousers how to clean, disassemble and wash, and inspection
- Self-contained breathing apparatus, how to perform checks, how to attach bottles
- Personal Alert Safety System (PASS), how to use
- Eye protection, importance and where to get new
- How to report any issues with PPE via email to District Chief and to Deputy Fire Chief
- Maintenance of PPE:
 - Stored in dry area with adequate circulation and out of direct sun light.
 - Inspection and repair of PPE:
 - Helmet: check for burns and cracks or cracked face shield.
 - Coats/Trousers: burns, tears, loose seams, fraying of cuffs, collars and hems, worn knee or elbow pads.
 - Boots: holes, nails, condition of soles.
 - Gloves: holes, rips, fraying, wristlet condition.
 - PASS: battery check and proper operation.
 - Eye Protection: excessive scratches, cracks, loose parts.
 - Hoods: bum, tears, rips, stretching.
 - All equipment should be washed with mild soap and water or a commercially prepared PPE cleaner and should be air-dried.
 - Bleach or harsh detergents should not be used due to the possibility of the damage to fire resistance and the breakdown of fibers.
 - Repairs or replacement should be completed as necessary and performed by authorized PPE repair facilities.
 - Dirty or contaminated PPE needs to be cleaned to prevent breakdown of fibers and for a professional appearance.
- Proper use of PPE:
 - Proper use of PPE is imperative for the safety of the fire fighter. The fire fighter must not develop a “false sense of security” in the equipment but must realize its limitations.
 - The importance of the constant use of full PPE should be stressed. Reducing the level of PPE can occur as hazards are eliminated which the Incident Commander will determine.
 - Instruction in the proper donning and doffing of PPE:
 - Proper fit is important for comfort, safety and consistent protection.
 - Trousers are of correct length and fit in waist and proper fastening.
 - Boots are of correct size.
 - Hood on head until coat is donned.
 - Coat size and sleeve lengths are correct. Proper fastening of inside and outside snaps or zippers. Neck area fastened and flaps in place.
 - Gloves fit correctly and wristlets are under sleeves of coat.
 - Helmet must fit squarely on head; proper adjustments made and ear flaps in down position.
 - Eye protection of correct size and worn when indicated.
 - The face should be the only skin area visible.

Operating Guideline # 1811

Probationary Firefighter Checklist for Mentors

April 13, 2021



The proper selection, components, use, operation, and maintenance of self-contained breathing apparatus (SCBA) for exterior operations only.

- Proper selection of SCBA:
 - The use of the SCBA including using the PASS feature

- The description of the components and their functions:
 - Backpack, harness assembly and straps
 - Air cylinder, valve and amount of available air
 - High and low pressure hoses
 - Pressure reducer
 - Air pressure gauge
 - Regulator and bypass valve(s)
 - Face mask and straps
 - Operation of PASS and any additional safety devices

- The proper use and operation of the SCBA needs to be demonstrated:
 - Check that air cylinder is at correct pressure
 - Correct operation of valve and opening air cylinder fully
 - Compare bottle pressure to pressure gauge
 - Donning of backpack and correct adjustment of straps
 - Donning of The mask, correct adjustments of straps and proper air seal
 - Connection of regulator to the mask and method of initiating air flow
 - Correct breathing rate to preserve air
 - Activation of PASS
 - Operation of and reason for bypass valve(s)
 - Method to shut off air flow and removal of regulator
 - Correct method to remove face mask
 - Removal of backpack and close cylinder

- Maintenance after use to be demonstrated:
 - Proper procedure to refill air cylinder to correct pressure
 - Proper procedure to clean SCBA including cylinder
 - Inspection of components for damage
 - Proper disinfecting of regulator and the mask
 - Proper drying procedure of SCBA
 - Proper storage of SCBA for next use

The proper selection, carrying, placement, operation, and securing of ground ladders.

Safety is an important factor in the use of ground ladders. Recognition of the weight and length of the ladder when lifting and carrying and the possibility of nearby hazards need to be considered.

Selection of a ladder depends on its intended purpose and the height, including the terrain, required to achieve the objective of the ladder use.

Operating Guideline # 1811

Probationary Firefighter Checklist for Mentors

April 13, 2021



- Description of varying types of ladders and difference in operation
- Description and demonstration of ladder carries:
 - Adequate personnel is essential for any ladder carry
 - Bend at knees, keep back straight, and lift with legs, NOT ARMS OR BACK
 - Firefighter in rear responsible for commands to lift and lower for uniform movement of ladder
 - Forward position of ladder needs to be kept in lowered position or protected to prevent contact with individuals at head level
 - Ladders should be carried head first towards objective (exception: roof ladder)
 - One FF carry (low shoulder or straight arm)
 - Two FF carry (low shoulder, hip or under arm, straight arm)
 - Three FF carry (low shoulder, flat shoulder, flat and beam straight arm)
- Proper placement of ladders
 - Proper positioning is important because it affects safety and efficiency of ladder operations
 - Proper positioning is responsibility of FF at butt end
 - Two objectives need to be met when positioning ladders:
 - To place ladder properly for intended objective
 - Windward or leeward side
 - *Rescue objectives* (ladder tip even or slightly below window opening)
 - *Ventilation objectives* (ladder on windward side and tip even or above window)
 - Entry into narrow openings (windward side and tip even or above opening)
 - Entry into wide openings (windward side and extended 2~3 rungs in opening)
 - Roof operations (ladder extended 3-4 rungs above roofline)
 - To place butt end the proper distance from the building for easy climbing desired angle of inclination is 75 degrees (provides good stability and distributes stress on the ladder)
 - Two ways to determine the distance of butt end from the building to achieve proper angle:
 - Divide extended vertical working height by 4;
 - Stand with boot tips inside beam at butt end, extend arms out from body palms should be even with rung or alongside of beams
 - If butt end is placed too far away from building, load carrying capacity is reduced and ladder may slip away from building
 - Other factors which affect ladder placement
 - Overhead Obstructions (Electrical Wires, Trees, Signs, etc.)
 - Assume All Overhead Wires To Be Electrical And Energized

Operating Guideline # 1811

Probationary Firefighter Checklist for Mentors

April 13, 2021



- Uneven Terrain
- Obstructions On Ground (bushes, cars)
- Soft Ground Areas (mud, snow)
- Proper ladder raises
 - Be alert for overhead wires
 - Fly section positioned on outside away from building
 - Ladders raised either perpendicular or parallel to building
 - Ladders may have to be pivoted prior to extending fly sections
 - One FF pivot (place foot against one beam to secure ladder butt)
 - Two FF pivot (face one another, foot placed against beam, direction of pivot stated, hands place high and low opposite each other)
 - Ladders may require shifting so ladder is in line with objective
 - Two types of raises (flat and beam, vary with number and positioning of manpower)
 - A rule of thumb is first number of ladders designated length is the minimum number of FF needed to safely raise the ladder
- Proper securing of ground ladders
 - Whenever personnel are climbing or operating on ladders, the ladder should be heeled or otherwise secured
 - 2 FF stands on climbing side of ladder when heeling ladder and avoids looking up for safety
 - 3 Ladder halyards should be tied (clove hitch with binder) to ladder rungs to decrease trip hazard and to prevent ladder sections from slipping
- General ladder information
 - Safety is important factor in ladder operations
 - Lift using legs only
 - Check for proper incline prior to FF climbing ladder
 - Proper number of FE used for lifting and carrying
 - Caution used when operating near overhead wires
 - Do not move any ladder that another FF used for entry (escape egress)

The selection, proper use and maintenance of hand tools and salvage operations

- Description of the various types of hand tools, for eg flat and pick head axe, Halligan bar, pike pole, etc.
- Description of the safe and proper uses of hand tools
- Description of the maintenance and care for hand tools including inspection for defects and damage, proper repair and the process for removing from and returning to service
 - Maintenance should include the cleaning with proper detergents and care for parts, (e.g. axe handles)
- Salvage operations are for the prevention of further damage to property and building contents as well as a public service

Operating Guideline # 1811

Probationary Firefighter Checklist for Mentors

April 13, 2021



- Description and demonstration of salvage equipment such as salvage covers, sprinkler tongs, plastic runners, etc.
 - Demonstration of proper folding and deployment of salvage covers
 - Demonstration and safe operation of water vacuums
 - Demonstration and safe operation of submersible pumps
 - Demonstration of salvage covers utilized as water chutes and catch ails
 - Demonstration of securing egresses and openings in structure
 - Demonstrations of salvage cover maintenance
- Instruct on the importance of evidence protection in suspected arson fires

Scene Safety

- Instruct on the importance of flares, cones and traffic control devices
- Use of vehicle lighting and flashlights
- Correct traffic control tools, signs and use of hand signals
- Wearing the traffic safety vest in traffic or whenever there is traffic or need for hi vis
- Removing traffic safety vest if firefighting or wearing SCBA
- Mounting and dismounting apparatus, 3 pts of contact
- Use of wheel chocks
- Angled parking to protect scenes
- Checking for traffic before moving onto roadway
- Use of sand or absorball for grip
- Wires and treating all as LIVE
- Brooms and clean up
- Avoiding any evidence disturbance until OPP advise

Operating Guideline # 1811

Probationary Firefighter Checklist for Mentors

April 13, 2021



The use (connecting and rolling) and the maintenance of fire hose and related appliances

- Description and demonstration of operation of various hoses and appliances (e.g. nozzles, gated wyes, etc.)
- Description and operation of fire hose tools (e.g., spanners, hydrant wrench or hose straps)
- Demonstration of hose rolls and apparatus loads utilized by West Redding
- Demonstration of proper maintenance of fire hose and appliances
 - Inspection of hose jackets and threads for damage
 - Checking for presence of gaskets in couplings
 - Sweeping debris off hoses and washing with proper detergents with brushes or commercial hose washer
 - Proper drying of hose

The process of establishing a water supply utilizing tankers, dumps tanks and hydrants

- Description and demonstration of connecting tankers to pumpers for water supply
- Demonstration and operation of dump tanks utilized for water supply
- Demonstration and operation of connecting to hydrants for water supply

The proper selection and operation of portable fire extinguishers

- Description of the various types of fire extinguishers, type of compatible combustibles, and ratings (e.g. 3-A:40-B:C)
 - Water fire extinguisher (Class A)
 - Dry chemical fire extinguisher (Class A, B or C)
 - Met-X type fire extinguisher (Class D)
 - Carbon dioxide fire extinguisher (Class B or C)
- Importance of realizing limitations of fire extinguishers (e.g. fire size compared to rating)
- Demonstration of safe operation of fire extinguishers (Pull — Aim - Squeeze - Sweep)
- Demonstration of safe extinguishment of fires
 - Position between fire and egress and stand approximately 8 to 10 feet from fire
 - Aim at base of fire and sweep spray from side to side
 - Gradually and safely advance toward fire as fire is extinguished
 - Importance of constantly facing fire, even after extinguishment in case of flare up or rekindle
 - Importance of using extinguisher sparingly in case of fire rekindle

The various types and maintenance of ropes and knots

- Description of the different types and construction of ropes (eg, manila or kernmantle) and their specific functions (line safety or utility rope)
- Description and demonstration of proper maintenance of ropes
 - Proper inspection and record keeping of inspection
 - Cuts, abrasions, chafing, melting of outer layer
 - Examine inside strands if possible
 - Proper discarding of rope if determined to be defected

Operating Guideline # 1811

Probationary Firefighter Checklist for Mentors

April 13, 2021



- Description and demonstration of proper cleaning of rope
 - Cleaning performed to manufacturer recommendations
 - Avoid use of detergents
 - Proper drying of rope
- Proper storage of rope (e.g. coiling or rope bag)
- Description of various parts of knots (i.e., bight, loop, or round turn)
- Demonstration of various types of knots:
 - Bowline
 - Half hitch
 - Clove hitch
 - Becket (sheet) bend
 - Overhand safety knot
 - Figure eight
- Description and demonstration of uses of knots for hoisting equipment or securing objects
- Importance of using an overhand safety knot with all other knots

Any additional training as determined by the training officer

- Description of additional training:
- How to hoist and ropes and knots and use

Training Officer: _____ Date: _____