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Program Intent

This “Probationary Firefighter Handbook” is to be a reference guide for the tracking of probationary firefighter training during the first twelve months 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 probationary firefighter having a “road map” of what training is expected of them during their first twelve months.
- 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 with the handbook for the first twelve months.
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 Operations Assistant Chief.

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 Shift Commander. 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 Red Oak Personnel Policy
- Fire Department Regulations and SOP’s
- Fire Department Directives and memos
- Red Oak Fire Responder Protocols
- Red Oak Map Book
- IFSTA Essential Manual
- IIFSTA Specific Manuals
Department Policies

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 department’s 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.
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 regulation 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 key.
_______ 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 ROFR.

Company Officer: ______________________________      Date: ___________________
Firefighter: ______________________________       Date: ___________________
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 to 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.
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: ____________________
**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 stabilizers and aerial ladder).

- Explain what steps are necessary in reporting any mechanical or maintenance issue discovered on apparatus.

- 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.

- Define the importance of daily truck checks.

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Company Officer: ______________________________
Date: ____________________

Firefighter: ______________________________
Date: ____________________
First 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 ETMC EMS’s stretcher
- Demonstrate the proper equipment placement on the apparatus
- Demonstrate the ability to appropriately maintain cervical spine immobilization and application of the 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 (pacing, defibrillation, telemetry, end-tidal CO2, etc)
- Demonstrate proper lifting and moving techniques
- Demonstrate the ability to change a portable oxygen cylinder.

Company Officer: _______________________________ Date: __________________

Firefighter: _________________________________ Date: __________________
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 Red Oak 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 Red Oak ISD schools
_______ Identify 10 other target hazards

Company Officer: _______________________________      Date: ____________________

Firefighter: _________________________________      Date: ____________________
Private 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: ____________________
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, no updating existing plans)

Company Officer: ________________________________ Date: ____________________
Firefighter: ________________________________ Date: ____________________
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 helicopter landings
______ 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: ____________________
Fire Suppression

The Firefighter shall:

_______ Identify some of the automotive structural danger found in vehicle fires
_______ Explain some of 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: __________________

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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 and responsibility in assuming and transferring command with the 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: ____________________
Vehicle Rescue

The Firefighter shall:

______ Explain the hazards associated with vehicle extrication and identify methods of mitigating those hazards.

______ Demonstrate the safe extrication of a victim out of a vehicle.

______ Demonstrate proper patient care and packaging during and after extrication from a vehicle

______ Identify and demonstrate various hand tools and hydraulic tools used during the extrication process

Water Rescue

______ 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: ____________________
Rapid Intervention

The Firefighter shall:

_______ Explain 29CFR 1910.134 Two In/ Two Out as it applies to the ROFR.
_______ 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: __________________
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 operations in buildings with truss constructions
_______ Identify types of loads as they relate to building construction and how they might affect fire suppression operations.
_______ 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: ____________________
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: ____________________
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: __________________
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 sizes of fire streams
______ Identify three types of fire attack
______ Explain the factors in choosing the type of fire attack
______ Explain the principles 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 principles of foam fire suppression
______ Explain the operation of foam-making equipment.
**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, and floors.
- Explain why we try before we pry
- Identify three types of locks and describe their operation.
- Demonstrate knowledge and use of the K Tool
- 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.
Ladders Ground

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, rope handling, 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.
**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.

**Thermal Imager**

**The Firefighter shall**

- Explain the safety considerations of the use of a thermal imager
- Explain the care and maintenance of thermal imagers
- Demonstrate the operation feature of the Thermal Imager
- Demonstrate the ability to search an area of limited visibility performing a search
- Explain the use of a thermal imager in finding hidden fires.
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
  • Munter 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 feet.
______ 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: ________________
Salvage and Overhaul

Salvage

The Firefighter shall:

______ Explain the difference between slave and overhaul
______ Explain the service of salvage from a customer service experience
______ Identify tool and equipment used in salvage operations
______ Perform different identified salvage cover rolls, folds and throws.
______ Arrange a room's 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 fire ground
______ 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: ________________
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 w/and w/o pump and CO)
_______ Explain the care and maintenance of air monitoring equipment
_______ Demonstrate the ability to search and area for a real or simulated leak
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.

Company Officer: _____________________________ Date: ________________

Firefighter: _________________________________ Date: ________________