

PENNSYLVANIA FIRE SERVICE VOLUNTARY CERTIFICATION PROGRAM



FIREFIGHTER II

CANDIDATE HANDBOOK

OFFICE OF THE STATE FIRE COMMISSIONER
PENNSYLVANIA STATE FIRE ACADEMY

Dear Certification Candidate,

Welcome to the Pennsylvania Fire Service Voluntary Certification Program. The purpose of this manual is to provide you with information to successfully participate in certification testing. This manual outlines the prerequisites, testing and application process, and provides you with a study guide reference list. Tests are conducted under the sanction and approval of the Pennsylvania Office of the State Fire Commissioner with accreditation granted by the National Board on Fire Service Professional Qualifications (National Pro-Board) and the International Fire Service Accreditation Congress (IFSAC).

In accordance with Act 61 of 1995, The State Fire Commissioner Act, the Office of the State Fire Commissioner is the certifying agency within the Commonwealth of Pennsylvania, and the Pennsylvania State Fire Academy is the administering agency. Any United States Citizen eighteen (18) years of age or older who resides in Pennsylvania may apply for consideration as a test candidate.

Good luck and thank you for participating in the Pennsylvania Voluntary Fire Service Certification Program.

Application Process

Obtain an application from either the Office of the State Fire Commissioner (OSFC) website www.osfc.pa.gov or an approved test site. You must fill out the form, in full, and provide all required documentation. The completed application and accompanying documents are to be submitted to an approved test site or PA State Fire Academy (PSFA). Your application is then reviewed and either accepted or rejected based on compliance and deficiencies (i.e., lacks pre-requisites, no signatures, etc.).

The general test process is as follows:

1. A candidate must submit a complete application including all supporting documents;
2. After the application is approved, the candidate takes the written and subsequently the skills tests (NOTE: the skills test cannot be taken before the written test);
3. Upon successful completion of the written and skills tests and a review of the application for completeness by the test site and PSFA or Delegated Authority, the candidate can be certified for the level tested. If a candidate should not pass any part of the testing process, a retest can be administered and must be completed within one (1) year of the original test date.

Application Pointers

1. Make sure the application is legible and complete. Applications **MUST** be typed.
2. Social Security Number: you have the option to provide the full nine (9) or just the last four (4) digits.
3. Provide your complete name, including suffix (Jr, Sr, III, etc.) **NO** nicknames, please.
4. Make sure your mailing address includes street, apartment number, city, state and zip.
5. Make sure all appropriate signatures are obtained and are signed in **BLUE** or **BLACK** ink.
 - a. *Chief Officers CANNOT sign for themselves where a Chief Officer's signature is required;*
 - b. *For this requirement, another Chief Officer MUST sign this section of the application.*
6. Legible copies of all pre-requisites must be attached and signed were applicable. **NOTE:** *Copies must include both the front and back of the document where applicable. (i.e. CPR & Medical cards).*
7. Make sure your Pre-requisite Verification Form (found in the back of the application) is appropriately marked off and signed in **BLUE** or **BLACK** ink.

Prerequisites [Note: Copies of course completion / certification certificates **MUST** be submitted with the application.]

1. **Incident Command System course:** The candidate **MUST** have successfully completed one of the following:
 - a. National Fire Academy (NFA) Incident Command System
 - b. National Fire Academy (NFA) NIMS ICS for the Fire Service
 - c. Incident Command System and Resource Management for the Fire Service
 - d. National Fire Academy (NFA) NIMS ICS for EMS course
 - e. National Fire Academy (NFA) IS-100 AND IS-200 (Independent Study or Facilitated Courses)
2. **Fire Fighter I Certification:** The candidate **MUST** be certified at the Firefighter I level.
3. **Hazardous Materials Training and/or Certification**

The candidate **MUST** be trained or certified at the Hazardous Materials Operations Level in accordance with NFPA 1072 (2017) *Standards for Hazardous Material /Weapons of Mass Destruction Emergency Response Personal Professional Qualifications*, Chapter 5 (Operations Level Responders) and Chapter 6 (Mission-Specific), Section 6.2 (PPE) and Section 6.6 (Product Control) **OR** NFPA 472 (2013) *Standard for Professional Competency of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, Chapter 5 (Core Competencies) and Chapter 6 (Mission-Specific), Section 6.2 (PPE) and Section 6.6 (Product Control).

The candidate **MUST** show proof of completing an initial or refresher training course or passing a national certification test. A copy of one of the following listed training courses or the national certification **MUST** be included with the application. The training **MUST** be from the PSFA approved Jones & Bartlett curriculum.

- Hazardous Materials Operations Level training **OR**
- Hazardous Materials Operations Level Annual Refresher training **OR**
- Hazardous Materials Operations Level Responder National Certification (ProBoard or IFSAC)

The training, refresher training, or certification certificate must be dated within one year of the date of this application. If the training/refresher training, or if the national certification certificate is greater than one year from the date of this application, it **WILL NOT** be accepted in respect to fulfilling this prerequisite.

4. **Vehicle Rescue Operations:** The candidate **MUST** have completed one of the following:

- a. Pennsylvania Joint Vehicle Rescue Program – NVRA and NVRO courses **OR**
- b. Pennsylvania Joint Vehicle Rescue Program – State-issued Technician Certification **OR**
- c. National Certification (ProBoard or IFSAC) NFPA 1006 Vehicle Tech Level I or Vehicle/Machinery

5. **Fire Department Communications:**

The candidate **MUST** attach a copy of a properly completed incident (i.e., “run”) report of an actual incident. The National Fire Incident Reporting System (NFIRS) report format and criteria are provided in [Guide 1](#) of this handbook. A local department’s incident report may be used; however, the report **MUST** be equivalent in the content required and as provided in [Guide 1](#) – that is all the information **MUST** be in the report.

6. **Fire Prevention, Preparedness, and Maintenance:**

The candidate **MUST** provide the documents listed below. Refer to [Guide 2](#) of this handbook for detailed information in completing these requirements.

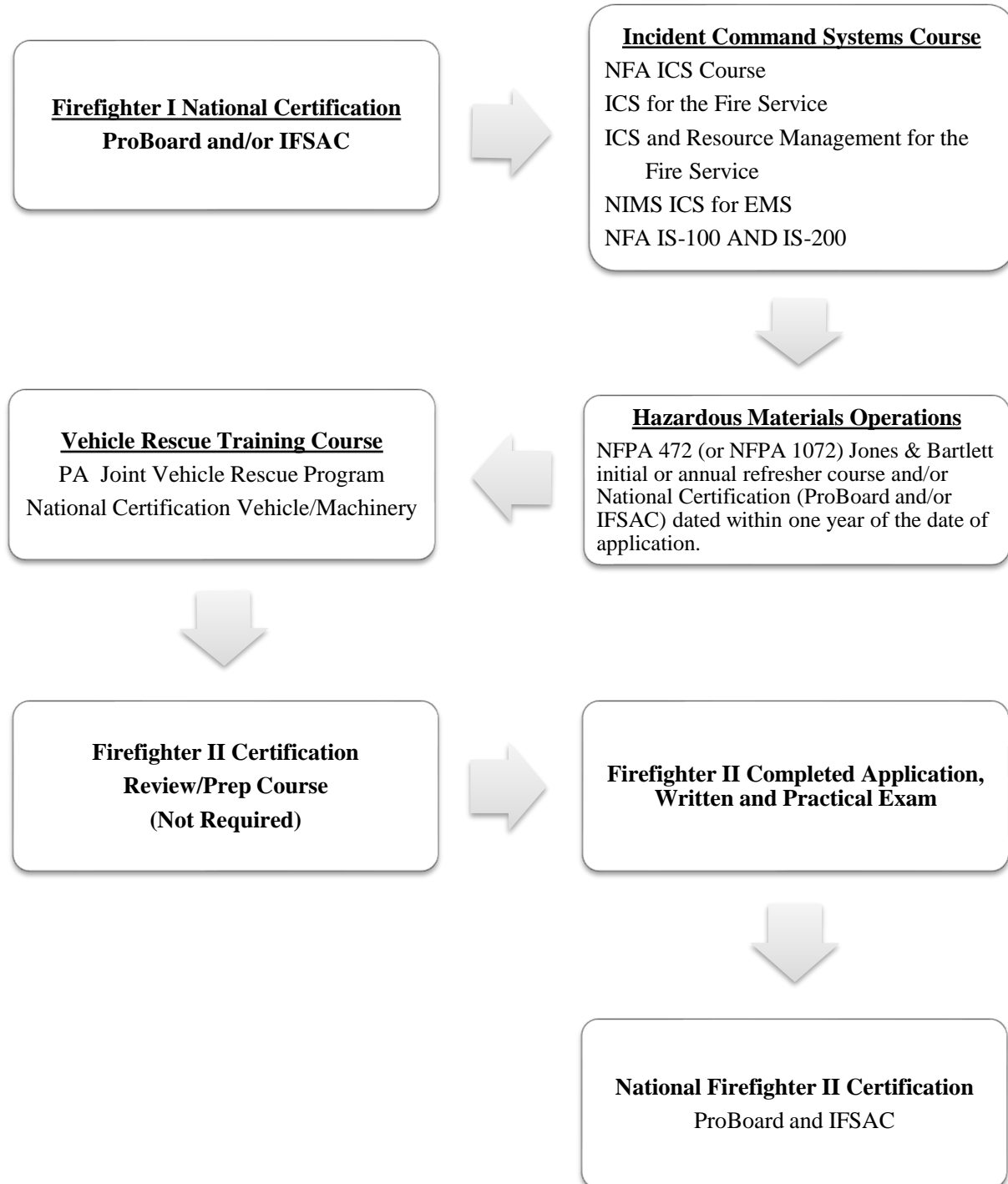
- a. **Residential Fire Safety Survey:**
 - i. Conduct a fire safety survey in an occupied private dwelling (i.e., your residence).
 - ii. Provide all relevant information that the general public would need on how to call for emergency services in your area to include what questions to expect from a dispatcher, the necessary information needed to report an emergency, and what actions you need to take as the caller.
- b. **Commercial Pre-Incident Survey:**
 - i. Complete the pre-incident and fire safety survey form found in [Guide 2](#) of this document.
 - ii. Conduct a pre-incident and fire safety survey of an occupied commercial building in your area.
 - iii. Create sketches/diagrams of the building floor(s) plan and plot plan (area) of the target building.
 - iv. List the apparatus normally dispatched for the given facility and describe each unit’s assignment for a fire incident (s) at the location. **DO NOT** simply provide a list of apparatus.

A Chief Officer’s signature is required on the application attesting that the candidate noted on the application has authored the required Residential Fire Safety Survey and Commercial Pre-Incident Survey and Building and Plot Plans. Please note a Chief Officer **CANNOT** sign for themselves; another Chief Officer **MUST** sign.

For detailed information on completing the Residential Fire Safety Survey and Commercial Pre-Incident Survey (including building and plot plans), refer to [Guide 2](#) in this handbook.

[Click Here to view Guide 2](#)

Firefighter II Certification Pathway



Please refer to the Firefighter II application OR the previous section of this document titled "Pre-requisites" for a complete listing of approved courses.

Test Policy

Written Test: The written test consists of one hundred (100) questions and is randomly generated. Candidates have a maximum of two (2) hours to complete the test. Passing score for the written test is seventy percent (70%).

Skills Test: Candidates must pass one hundred percent (100%) of the skill stations offered.

NOTE: Skill Station C Fire Safety Presentation: You will be asked to present a prepared program 3 to 5 minutes in length. Possible topics: stop, drop and roll; crawl low in smoke; escape planning; alerting others; calling the fire department; residential smoke detector placement and maintenance. The candidate should be prepared to present any of these topics. Presentation information will be distributed by the test site coordinator to the candidate on the evening of the written test.

Re-test Policy

Written Test: If you are unsuccessful, you have a total of two (2) retest attempts and have one (1) year to complete the retest. You will need to contact the fire academy or a test site of your choice to schedule a retest.

Skills Test: You must pass 100% of the skill stations offered.

- If you are unsuccessful on three (3) or less skill stations, you may retest the same day (only one retest per skill station);
- If you are unsuccessful on four (4) or more skill stations, you may NOT retest the same day. Skill retests must be scheduled for a later date and time.
- A total of eight (8) retest attempts are permitted and must be completed in one (1) year to successfully complete the testing process.

Appeals

A candidate may request a review of his/her performance records by the State Fire Academy within thirty (30) days of receipt of a failure notice. Appeals **MUST** be in writing and in accordance with the policies and procedures of the Certification Program.

Send to: Pennsylvania State Fire Academy
Attn: Certification Program Manager
1150 Riverside Drive
Lewistown, PA 17044

Accommodations

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodations for the written certification exams for individuals with documented disabilities. Only written requests for accommodations for certification examinations are reviewed and each request is reviewed on a case-by-case basis. Requests must be submitted on the Accommodation Request form. The Pennsylvania Fire Service Voluntary Certification Program provides written notification of its decision to the candidate upon completion of its review and the review by legal counsel of the request for accommodation.

The ***Accommodation Request*** form is located on Page 8 of this manual or is available from the Pennsylvania State Fire Academy and test site coordinators. Please contact the Certification Program Manager for further information. The candidate who is requesting an accommodation must complete the request form at the time of application submission or as soon as the need for an accommodation is recognized. All requests must be made prior to the scheduled date of the examination. Any request for accommodation not submitted at least twenty (20) working days prior to the scheduled examination will result in a delay in the candidate's date of examination.

Documentation of a specific disability which would impact a candidate's performance on the written examination must be current (within five (5) years of the date of application). Such documentation should include a signed explanation on letterhead stationery from a professional who is familiar with the applicant's disability or a copy of an Individual Education Plan (IEP) from an educational institution. See below comment.

The statement must confirm and describe the disability for which the accommodation is requested. The professional must have expertise in the specific disability for which the accommodation is being requested.

Request for Accommodation Form

Name of Candidate: _____
Last Name First Name Middle

Address of Candidate: _____

Telephone Number (area code): _____
(please list a number you can be reached during daylight hours 8am – 4pm)

County of Residence: _____ Email Address: _____

Certification Level Requesting Accommodation for: _____ Date of Test: _____

Test Site to which you have submitted your application: _____

I reviewed the NFPA job performance requirements for the level of certification I am seeking; and I am requesting the following accommodation(s) due to my disability related needs:

____ I have attached a statement on letterhead stationery from a professional who is familiar with my disability. I understand that the professional must have expertise in the specific disability for which I am seeking an accommodation for and the statement must confirm and describe the disability for which the accommodation is requested. Statement is signed by the professional.

____ I am submitting a copy of an IEP (Individual Education Plan) which I have obtained from my educational institution.

Signature of individual completing this form Date

Printed or type name of the individual completing this form

Return this form to: Pennsylvania State Fire Academy
 Attn: Certification Program Manager
 1150 Riverside Drive
 Lewistown, PA 17044
 (717) 247-3743

Safety Policy

A candidate should meet the requirements of NFPA 1582 *Standard on Medical Requirements for Firefighters and information for Fire Department Physicians* prior to physical testing to ensure his/her ability to safely perform the required tasks.

For the safety and protection of all participants, all equipment and Personal Protective Equipment (PPE) used for testing **MUST** meet the NFPA standard at the time of manufacturing. PPE will be inspected prior to use in testing.

The facial hair policy directs that a candidate with facial hair which interferes with the operation or use of a Self-Contained Breathing Apparatus (SCBA) will not be permitted to participate in the test process that requires the use of a SCBA.

Test Results/Release of Results

The Office of the State Fire Commissioner/PA State Fire Academy notifies candidates of their results in writing via US Mail. Only pass/fail grades are given.

In accordance with the Federal Education Records and Privacy Act (FERPA) of 1974 which is a federal law that established a minimum standard for the protection of records requires prior consent of a person before any records or other personally identifiable information can be released. In the event a third party request test results of a candidate a Consent to Release Information form will need to be completed and signed by the candidate that the third party is requesting results for.

No show policy

If a candidate is accepted for testing and fails to show up without an acceptable reason, the test site has the right to enforce their no-show policy that could include but is not limited to suspension from testing for an identified period of time and/or financial penalties.

Professional Testing Integrity and Dishonesty

Dishonesty in the professional test environment includes but is not limited to: cheating, plagiarizing, facilitating acts of testing dishonesty by others, having unauthorized possession of examinations, or submitting work of another person. Any instance(s) of testing dishonesty constitutes the need for disciplinary and/or legal actions. All certification candidates shall act with personal integrity, respect others rights and property, and help maintain a professional environment in which all can be successful.

Test Site Coordinators, Assistant Coordinators, Test Proctors, Evaluators and Instructors should take reasonable steps to anticipate and deter acts of dishonesty, reinforce integrity, and support appropriate behavior to protect the rights and trust of honest candidates. At the beginning of each test process, it is the responsibility of those to provide candidates with the "Testing Integrity and Dishonesty" policy and clarify questions that may arise.

Falsification of Documents

Any individual found to have forged, altered, or falsified documentation for the purpose of certification testing will be indefinitely suspended from participating in any certification exam within the Commonwealth of Pennsylvania. Further action may be taken in accordance with the Pennsylvania Crimes Code 18 Pa C.S. 4904, relating to unsworn falsifications.

Cheating on Test

All candidates are expected to work entirely on his/her own while taking any exam. Violations of test integrity consist of any attempt to receive assistance from written or printed aids unless provided by the test proctor for the purpose of a specific test, or any persons, papers or electronic devices, or of any attempt to give assistance

Document Integrity

Certification candidates are expected to complete all work individually. For any material obtained from other sources such as plot plans, web maps, etc., a source reference must be given.

Study Reference List

The following is a list of text that may be referenced in preparation for testing.

1. IFSTA, Essentials of Fire Fighting, 7th Edition;
2. Jones and Bartlett, Fundamentals of Fire Fighter Skills, 4th Edition;
3. NFPA 1001 Standard for Fire Fighter Professional Qualifications (2019 Edition);
4. Fire Fighter II Skill Sheets on the OSFC website www.osfc.pa.gov

Additional Information:

1. Applications shall be submitted to the test site by their established deadline or no later than 3 weeks prior to the test date.
2. Please contact the test site of your choice to receive information about fees for testing.
3. Photo ID is required at the time of the written and skills tests.
4. Bring all appropriate PPE and SCBA needed to complete all possible skill stations.
5. Dress appropriately; bring extra dry clothes.
6. Bring food and water or a similar beverage to stay hydrated.

Certification applications and skill sheets, in addition to the test schedule and test site contact information, can be found at www.osfc.pa.gov under < State Fire Academy > link, then the < [Certification](#) > sub-link at the top of the webpage. A page will open with information about the certification program and process. Scroll through the page to find the links for certification applications, skill sheets, test schedule, and test site contact information.

If you have additional questions or concerns about the test process, please contact the test site coordinator at the site in which you applied to be tested at or contact the PA State Fire Academy Certification Program Staff.

GUIDE 1

FIRE DEPARTMENT COMMUNICATIONS (JPR 5.2.1)

NFPA 1001 (2019) Chapter 5, JPR 5.2.1 Fire Department Communications: Incident Report

JPR 5.2.1: Complete a basic incident report, given the report forms, guidelines, and information, so that all pertinent information is recorded, the information is accurate, and the report is complete. A candidate will have two (2) options to satisfy this requirement.

Option 1: A candidate may complete and submit an Incident Report using the form within this handbook for an actual incident within their jurisdiction. The report **MUST** be typed using the fillable form to include all relevant information. If an item does not apply, the field **MUST** be marked non-applicable (i.e., n/a). Refer to the ‘**Directions on how to complete the Incident Report**’ below. At a minimum, the following modules **MUST** be completed: Basic Module (NFRIS-1), Apparatus or Resources Module (NFIRS–9), and Personnel Module (NFIRS–10).

Option 2: A candidate may submit his/her fire department’s incident (i.e., run) report, **however it must be equivalent** to the level of detailed information provided below, and all items of the department report **MUST** be completed or marked non-applicable (i.e., n/a) if not relevant. The department’s incident report **MUST** include, at the minimum, the items listed in Lists 1 and 2 depending on the incident.

NOTES:

1. The report **MUST** be typed.
2. All information and modules **MUST** be completed based on the incident type.
3. The report **MUST** be authored and completed by the candidate.

Option 1 - Directions on how to complete the Incident Report

Directions:

1. Review the descriptions for each NFRIS Module below to determine the applicable modules based on your incident type. [Refer to the list of NFRIS codes.]
2. Complete relevant modules based on incident type.

Examples:

- a. Incident Type 111: Building Fire would include the Fire & Structure Fire Modules.
 - b. Incident Type 142: Brush or brush-grass mixed fire would include the Fire or Wildland.
 - c. Incident Type 735: Alarm system activation/malfunction would only include the Basic Module.
 - d. Incident Type 322: Vehicle Accident with injuries would include the EMS Module.
3. ALL incident reports **MUST** include the following completed modules: Basic Module (NFRIS-1), Apparatus or Resources Module (NFIRS–9), and Personnel Module (NFIRS–10).

The National Fire Incident Reporting System (NFIRS) Version 5.0 consists of eleven (11) modules. The Basic Module is to be completed for every incident, with additional modules used as appropriate to describe the incident.

Description of the NFIRS Modules

The **Basic Module (NFIRS–1)** captures general information on every incident (or emergency call) to which the department responds.

THE FOLLOWING MODULES (NFIRS-2 THROUGH NFIRS-5) ARE USED IN CONJUNCTION WITH THE BASIC MODULE WHICH MUST BE COMPLETED FOR EVERY INCIDENT TO WHICH YOUR DEPARTMENT RESPONDS.

The **Fire Module (NFIRS–2)** is used to describe each fire incident to which the department responds. For wildland fire incidents, the Wildland Module can be used instead of the Fire Module if that option is available by your State reporting authority.

The **Structure Fire Module (NFIRS–3)** is used to describe each structure fire to which the department responds. This module is used in conjunction with the Fire Module.

The **Civilian Fire Casualty Module (NFIRS–4)** is used to report injuries or deaths to civilians or other emergency personnel (e.g., police officers, non-fire department/EMS personnel) related to a fire incident. This module is used in conjunction with the Fire Module and, if applicable, the Structure Fire Module. Non-fire-related injuries or deaths to civilians can be reported on the EMS Module.

The **Fire Service Casualty Module (NFIRS–5)** is used to report injuries and deaths of firefighters. The module can also be used to report the exposure of a firefighter to chemicals or biological agents at an incident where that exposure does not result in any symptoms at that time but that manifest themselves later. This module may be used with any of the other modules.

THE FOLLOWING MODULES (NFIRS–6 THROUGH –11) ARE OPTIONAL MODULES USED ONLY WHEN THAT OPTION(S) IS SELECTED BY YOUR STATE REPORTING AUTHORITY.

The **EMS Module (NFIRS–6)** is completed by fire departments that provide emergency medical services. The module is used to report all medical incidents where the department provided the primary patient care. This includes incidents where there were civilian fire-related casualties and a Civilian Fire Casualty Module was completed and where there were firefighter fire-related casualties and a Fire Service Casualty Module was completed. (This module does not serve as a patient care record, but it can be used in conjunction with the local requirements for patient care.)

The **Hazardous Materials Module (NFIRS–7)** is completed to report spills or releases of 55 gallons or more of hazardous materials or when special HAZMAT actions were taken. As appropriate, the module is used in conjunction with the Fire Module or other modules to provide detailed information about incidents involving hazardous materials.

The **Wildland Fire Module (NFIRS–8)** is completed to report incidents that involve wildland or vegetation fires. The module is used in lieu of the Fire Module for wildland fire incidents.

The **Apparatus or Resources Module (NFIRS–9)**, a department-use module, is completed to report data specific to each piece of apparatus that responds to an incident. It includes information that can be used to calculate response time and time out of service. This module is not used if the Personnel Module is used.

The **Personnel Module (NFIRS–10)**, a department-use module, is completed to report the same information as on the Apparatus or Resources Module, but it also provides for tracking the personnel associated with that apparatus.

The **Arson/Investigation Module (NFIRS–11)** is completed to report additional information on fires that have been coded by the department as “intentionally set.”

Option 2 – Candidate’s Fire Department Incident Report Criteria

LIST 1 The following items **MUST** be provided in the report regardless of incident type (i.e., fire, MVA, etc.):

- Date
- Times: Alarm /Arrival / Control / Cleared / In Quarters
- Incident Number
- Location
- Owner Name, Address, Municipality, Contact information
- Occupant Name, Address, Municipality, Contact information
- Incident Type
- Use of National Fire Incident Reporting System (NFIRS) codes
- Actions Taken: You **MUST** write a complete account of the actions taken (i.e., who, what, assignments, etc.) and the outcomes.
- Apparatus/Resource Used / On Assignment
- Personnel
- Property Use / Structure Type / Description or if not a structure, the contributing items (i.e., vehicles, cylinders, etc.)
- Property Details (e.g., occupancy, occupancy use, etc.)
- Incident Commander

LIST 2 The following items may not apply if the incident does not involve fire; if this is the case, mark any item not applicable with *n/a*.

- Exposure(s)
- Mutual Aid
- Dollar Value and Dollar Loss
- Casualties / Fatalities
- Detectors / Fire Protection Systems
- HAZMATS
- Ignition / Fire Propagation
- Human Factors
- Equipment Involved

Basic Module (NFRIS-1)

FDID	Incident Number:		Incident Date:		State	Exposure	Check Completed Modules	
Incident Type						Location Type		<input type="checkbox"/> 2- Fire <input type="checkbox"/> 3- Structure Fire <input type="checkbox"/> 4- Civilian Fire Cas <input type="checkbox"/> 5- Fire Service Cas <input type="checkbox"/> 6- EMS <input type="checkbox"/> 7- HazMat <input type="checkbox"/> 8- Wildland Fire <input type="checkbox"/> 9- Apparatus <input type="checkbox"/> 10- Personnel <input type="checkbox"/> 11- Arson
Number	Prefix	Street or Highway		Street Type	Suffix	Apt/Suite #		
City		State		Zip Code	County			
Cross Street, Directions, as applicable					Aid Given or Received			
Alarm	Dispatched	Enroute	Arrived	Cancelled	Cleared	In Quarters	In Service	Shifts and Alarms
							Shift	Alarms
Property Use			Mixed Use Property		Hazardous Materials Released			
Actions Taken					Resources			
Primary Action Taken						Apparatus	Personnel	
Additional Action Taken					Suppression			
Additional Action Taken					EMS			
Additional Action Taken					Other			
Casualties			Detector		Estimated Dollar Losses & Pre-Incident Value			
	Deaths	Injuries	<input type="checkbox"/> Detector alerted occupants			Losses	Pre-Incdt. Value	
Fire Service			<input type="checkbox"/> Detector did not alert occupants		Contents			
Civilian			<input type="checkbox"/> Unknown		Property			
Person/Entity Involved								
Business Name (if applicable)						Business Phone Number		
Title	First Name		M.I.	Last Name			Suffix	
Number	Prefix	Street or Highway		Street Type	Suffix	Apt/Suite #	Primary Phone Number	
City		State		Zip Code	County		Alternate Phone Number	
Owner Information								
Business Name (if applicable)						Business Phone Number		
Title	First Name		M.I.	Last Name			Suffix	
Number	Prefix	Street or Highway		Street Type	Suffix	Apt/Suite #	Primary Phone Number	
City		State		Zip Code	County		Alternate Phone Number	
Remarks								
<input type="checkbox"/> Check Box for Additional Remarks on page 6								
Report Authorization								
Officer In-Charge		Rank		ID #	Date			
Report Completed By		Rank		ID #	Date			

Fire Module (NFIRS-2)

Property Details		On-Site Materials or Products		On-Site Materials Storage Use	
Number of Residential Units	<input type="checkbox"/> None				
Number of Buildings Involved	<input type="checkbox"/> None				
Acres Burned (Outside fires)	<input type="checkbox"/> None				
Area of Fire Origin	Heat Source	Items first Ignited		Type of materials first ignited	
Cause of Ignition	Factors Contributing to Ignition	Human Factors Contributing to Ignition			Age was a factor
Equipment Involved in Ignition	Equipment Power Source	Equipment Portability			<input type="checkbox"/> Male <input type="checkbox"/> Female
Fire Suppression Factors	Mobile Property Involved	Mobile Property Type		Mobile Property Make	
1					
2	Mobile Property Model			Year	
3	License Plate		State	VIN Number	
Local Use (Other Reports Attached)					

Structure Fire Module (NFIRS-3)

Structure Type	Building Status	Building Height (Number of Stories)		Building Dimensions		
		Above Grade		Length	Width	Square Feet
Indicate the Story of Fire Origin		<input type="checkbox"/> Below Grade	Below Grade	Ft.	Ft.	
Fire Spread	Number of Stories Damaged by Flame		Type of Material Contributing Most to Flame Spread			
<input type="checkbox"/> Confined to room of origin	Stories w/minor damage (1 to 24%)					
<input type="checkbox"/> Confined to floor of origin	Stories w/significant damage (25 to 49%)					
<input type="checkbox"/> Confined to building of origin	Stories w/heavy damage (50 to 74%)					
<input type="checkbox"/> Beyond building of origin	Stories w/extreme damage (75 to 100%)					
Presence of Detectors	Detector Type	Detector Power Supply		Detector Operation		
Detector Effectiveness		Detector Failure Reason				
Automatic Extinguishing System	Type of Automatic Extinguishing System		Operation of Automatic Extinguishing System			
Number of Sprinkler Heads Operating	Reason for Automatic Extinguishing System Failure					

Civilian Fire Casualty Module (NFIRS-4)

Casualty Number	First Name	M.I.	Last Name	Suffix	Gender
Date of Birth	Age	Race	Ethnicity	Affiliation	Severity
Date of Injury	Time of Injury	Cause of Injury		Human Factors Contributing to Injury	
Factors Contributing to Injury		Activity When Injured		Location at Time of Incident	
General Location at Time of Injury		Primary Apparent Symptom		Primary Area of Body Injured	
Disposition				Name of emergency care facility (if transported)	
<input type="checkbox"/> Transported to emergency care facility					

Remarks

Fire Service Casualty Module (NFIRS-5)

Casualty Number	First Name	M.I.	Last Name	Suffix	Gender	<input type="checkbox"/> Career <input type="checkbox"/> Volunteer
Date of Birth	Age	Date of Injury	Time of Injury	Affiliation	# of Responses in 24hrs	
Usual Assignment	Physical Condition Prior to Injury	Severity	Taken To	Activity at Time of Injury		
Primary Apparent Symptom	Primary Part of Body Injured	Cause of Firefighter Injury	Factor Contributing to Injury	Object Involved in Injury		
Where Injury Occurred	Specific Location Where Injury Occurred		Vehicle Type (if applicable)			
Remarks						
Did protective equipment fail and contribute to the injury? <input type="checkbox"/> Yes <input type="checkbox"/> No			Equipment Number			
Head or Face Protection	Coat, Shirt, or Trousers		Boots or Shoes			
Respiratory Protection	Hand Protection					
Special Equipment	Protective Equipment Problem (Select the main problem that occurred)					
Equipment Manufacture	Model		Serial Number			

EMS Module (NFIRS-6)

Number of Patients	Patient Number	Date/Time Arrived at Patient	Date:	Time:	
		Date/Time of Patient Transfer	Date:	Time:	
Provider Impression/Assessment			<input type="checkbox"/> None/no patient or refused treatment		
Date of Birth	Age	Gender	Race	Ethnicity	Human Factors Contributing to Injury
Other Factors	Body Site of Injury	Injury Type	Cause of Illness/Injury		
Procedures Used	Safety Equipment	Cardiac Arrest	Initial Arrest Rhythm		
Initial Level of Provider	Highest Level of Care on Scene	Patient Status	EMS Disposition		

Hazardous Materials Module (NFIRS-7)

HazMat ID/UN Number:	DOT Hazard Classification:	CAS Registration Number:	
Chemical Name:			
Container Type:	Estimated Container Capacity:	Units: Capacity	
Physical State When Released	Estimated Amount Released:	Units: Capacity	
Release Into		Released From	1.
Area Affected		Area Evacuated	2.
Population Density			3.
Estimated People Evacuated	Estimated Buildings Evacuated		4.
If fire or explosion is involved with a release, which occurred first? <input type="checkbox"/> Ignition <input type="checkbox"/> Release <input type="checkbox"/> Undetermined			
Cause of Release	Factors Contributing to Release	Factors Affecting Mitigation	
Equipment Involved in Release	Mobile Property Involved in Release	HazMat Disposition	

Wildland Fire Module (NFIRS-8)

Alternate Location Specifications	Area Type	Wildland Fire Cause	Human Factors Contributing to Ignition
Factors Contributing to Ignition		Fire Suppression Factors	
	1.	2.	3.
Heat Source	Mobile Property Type	Equipment Involved in Ignition	
Weather Type	Wind Direction	Wind Speed	Temperature
			Humidity
Number of Buildings Involved		Number of Buildings Threatened	
Total Acres Burned	Primary Crop Burned		
Person Responsible for Fire	Gender	Age	Activity of Person
Property Management			Total % of Acres Burned

Apparatus or Resources Module (NFIRS-9)

Apparatus or Resource (ID)		Date	Times	Actions Taken
Apparatus Use	Dispatch			
Apparatus or Resource Type	Arrival			
Number of Personnel	Cleared			
Apparatus or Resource (ID)		Date	Times	Actions Taken
Apparatus Use	Dispatch			
Apparatus or Resource Type	Arrival			
Number of Personnel	Cleared			
Apparatus or Resource (ID)		Date	Times	Actions Taken
Apparatus Use	Dispatch			
Apparatus or Resource Type	Arrival			
Number of Personnel	Cleared			
Apparatus or Resource (ID)		Date	Times	Actions Taken
Apparatus Use	Dispatch			
Apparatus or Resource Type	Arrival			
Number of Personnel	Cleared			

Personnel Module (NFIRS-10)

Name	Rank	Position(s) / Role(s)	Apparatus
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Arson Module (NFIRS-11)

Agency Referred To

Agency Name			Case Number			Date Referred		
Title	First Name		M.I.	Last Name		Suffix		
Number	Prefix	Street or Highway		Street Type	Suffix	Appt/Suite #	Phone Number	
City		State		Zip Code	County		Alternate Phone Number	
Case Status		Suspected Motivation Factors			Availability of Materials First Ignited			
Apparent Group Involvement		Entry Method			Extent of Fire involvement on Arrival			
Container		Incendiary Devices			Fuel			
		Ignition/Delay Device						
Other Investigative Information		Property Ownership			Initial Observations			
Laboratory Used	Local	State	ATF	FBI	Other Federal	Private	None	

Juvenile Firesetter Module (NFIRS-11)

Subject Number	Date of Birth	Age	Race	Ethnicity		Family Type	
Motivation/Rick Factors				Disposition of Person Under 18			

Additional Report Remarks/Narrative:

Remarks:

Report Authorization

Officer In-Charge	Rank	ID #	Date
Report Completed By	Rank	ID #	Date

National Fire Incident Reporting System (NFIRS) Codes

Incident Type

FIRE

Structure Fire

- 111 Building Fire
- 112 Fires in structures other than in a building
- 113 Cooking fire, confined to container
- 114 Chimney or flue fire, confined to chimney or flue
- 115 Incinerator malfunction fire, fire confined
- 116 Fuel burner/boiler malfunction, fire confined
- 117 Commercial compactor fire, confined to rubbish
- 118 Trash/rubbish fire in a structure no flame damage

Fire in mobile property used as a fixed structure

- 121 Fire in mobile home used as a fixed residence
- 122 Fire in motor home, camper, RV, fixed location
- 123 Fire in portable building, fixed location

Mobile property (vehicle) fire

- 131 Passenger vehicle fire
- 132 Road freight or transport vehicle fire
- 133 Rail vehicle fire
- 134 Water vehicle fire
- 135 Aircraft vehicle fire
- 136 Self-propelled motor home or RV fire
- 137 Camper or RV, towed
- 138 Off-road vehicle or heavy equipment fire

Natural vegetation fire

- 141 Forest, woods, or Wildland fire
- 142 Brush or brush-grass mixture fire
- 143 Grass fire

Outside rubbish fire

- 151 Outside rubbish/trash/waste fire, inc brush piles
- 152 Garbage dump or sanitary landfill fire
- 153 Construction or demolition landfill fire
- 154 Dumpster or other outside trash receptacle fire
- 155 Outside fixed compactor/compacted trash fire

Special outside fire

- 160 Special outside fire, inc mulch fires
- 161 Outside stored property fires, inc hay bales
- 162 Outside equipment fire
- 163 Outside gas or vapor combustion explosion
- 164 Outside mailbox fire

Cultivated vegetation, crop fire (not harvested)

- 171 Cultivated grain or crop fire
- 172 Cultivated orchard or vineyard fire
- 173 Cultivated trees or nursery stock fire

OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT-NO FIRE

Overpressure rupture from steam (no fire)

- 211 Overpressure rupture of steam pipe or pipeline
- 212 Overpressure rupture of steam boiler
- 213 Steam rupture of pressure or process vessel

Overpressure rupture from air or gas - no fire

- 221 Overpressure rupture of air or gas pipe/pipeline
- 222 Overpressure rupture of boiler from air or gas
- 223 Air or gas rupture of pressure or process vessel

Overpressure rupture, chemical reaction - no fire

- 231 Chemical reaction rupture of pressure/process vessel

Explosion (no fire)

- 241 Munitions or bomb explosions (no fire)
- 242 Blasting agent explosion (no fire)
- 243 Fireworks explosion (no fire), all classes
- 244 Dust Explosion

Excessive heat, scorch burns with no ignition

- 251 Excessive heat, scorch burns with no ignition

RESCUE & EMS

Medical assist

- 311 Medical assist, assist EMS crew

Emergency medical service (EMS) incident

- 321 EMS call, excluding vehicle accident with injury
- 322 Vehicle accident with injuries
- 323 Motor vehicle/pedestrian accident
- 324 Motor vehicle accident with no injuries

Lock-in

- 331 Lock-in, includes vehicles (if lock-out, use 511)

Search for lost person

- 341 Search for person on land
- 342 Search for person in water
- 343 Search for person underground

Extrication, rescue

- 351 Extrication of victim(s) from building/structure
- 352 Extrication of victim(s) from vehicle
- 353 Removal of victim(s) from stalled elevator
- 354 Trench/below grade rescue
- 355 Confined space rescue
- 356 High angle rescue
- 357 Extrication of victim(s) from machinery

Water or ice-related rescue

- 361 Swimming/recreational water areas rescue
- 362 Ice rescue

- 363 Swift water rescue
- 364 Surf rescue
- 365 Watercraft rescue

Electrical rescue

- 371 Electrocution or potential electrocution
- 372 Trapped by power lines

Rescue or EMS standby

- 381 Rescue or EMS standby; hazardous conditions

HAZARDOUS CONDITION (NO FIRE)

Combustible/flammable spills & leaks

- 411 Gasoline or other flammable liquid spill, Class I
- 412 Gas leak (natural gas or LPG)
- 413 Oil or other combustible liquid spill, Class II or III

Chemical release, reaction or toxic condition

- 421 Chemical hazard (no spill or leak)
- 422 Chemical spill or leak
- 423 Refrigeration leak
- 424 Carbon monoxide incident

Radioactive condition

- 431 Radiation leak, radioactive material

Electrical wiring/equipment problem

- 441 Heat from short circuit (wiring), defective/worn insulation
 - 442 Overheated motor or wiring
 - 443 Breakdown of light ballast
 - 444 Power line down
 - 445 Arcing, shorted electrical equipment
- #### Biological hazard
- 451 Biological hazard, confirmed or suspected
- #### Accident, potential accident
- 461 Building or structure weakened or collapsed
 - 462 Aircraft standby
 - 463 Vehicle accident, general cleanup
- #### Explosive, bomb removal
- 471 Explosive, bomb removal (bomb scare use 721)
- #### Attempted burning, illegal action
- 481 Attempt to burn a person
 - 482 Threat to burn a person

SERVICE CALL

Person in distress

- 511 Lock-out
- 512 Ring or jewelry removal, no transport to hospital

Water problem

- 521 Water (not people) evacuation
- 522 Water or steam leak, inc open hydrants

Smoke problem

- 531 Smoke or odor removal

Animal problem or rescue

- 541 Animal problem

542 Animal rescue
Public service assistance
 551 Assist police or other governmental agency
 552 Police matter
 553 Public service, not governmental agencies
 554 Assist invalid, no medical treatment given
 555 Defective elevator, no occupants
Unauthorized burning
 561 Unauthorized burning
Cover assignment, standby at fire station
 571 Cover assignment, standby

CANCELED, GOOD INTENT

Dispatched and canceled en route
 611 Dispatched & canceled en route [Enter Action
 Taken of 93-Canceled en route]
Wrong location, no emergency found
 621 Wrong location
 622 No incident found at dispatch address
Controlled burning
 631 Authorized controlled burning
 632 Prescribed fire (prior written, approved fire plan)
Vicinity alarm
 641 Vicinity alarm (incident in other location)

Steam, other gas mistaken for smoke
 651 Smoke scare, odor of smoke, not steam
 652 Steam, vapor, fog or dust thought to be smoke

653 Smoke from barbecue, tar kettle (not hostile fire)
EMS call where party has been transported
 661 EMS call, patient left prior to arrival
Hazmat release investigation w/ no hazmat
 671 Hazmat investigation w/ no hazmat found
 672 Biological hazard, none found

FALSE ALARM FALSE CALL

Malicious, mischievous false alarm
 711 Municipal alarm system, malicious false alarm
 712 Direct tie to FD, malicious false alarm
 713 Telephone, malicious false alarm
 714 Central station, malicious false alarm
 715 Local alarm system, malicious false alarm
Bomb scare
 721 Bomb scare - no bomb
System or detector malfunction
 731 Sprinkler activation, system malfunction/failure
 732 Extinguishing system activation, malfunction
 733 Smoke detector activation, malfunction
 734 Heat detector activation, malfunction
 735 Alarm system activation, malfunction
 736 CO detector activation, malfunction
Unintentional Alarm, inc Testing/Proper Stimuli
 741 Sprinkler activation, no fire - unintentional
 742 Extinguishing system activation

743 Smoke detector activation, no fire - unintentional
 744 Detector activation, no fire - unintentional
 745 Alarm system activation, no fire - unintentional
 746 Carbon monoxide detector activation, no CO
Biological hazard
 751 Biological hazard, malicious false report

SEVERE WEATHER & NATURAL DISASTER

Severe Weather & Natural Disaster
 811 Earthquake assessment, not rescue/other service
 812 Flood assessment, not water rescue
 813 Wind storm, tornado/hurricane assessment
 814 Lightning strike (no fire), includes investigation
 815 Severe weather or natural disaster standby

SPECIAL INCIDENT TYPE

Citizen complaint
 911 Citizen Complaint, inc code violations

Property Use Codes

Assembly
 111 Bowling establishment
 112 Billiard center, pool hall
 113 Electronic amusement center/Video Arcades
 114 Ice rink-exclusively used
 115 Roller skating rink/Skateboard Park-exclusively used
 116 Swimming facility
 110 Other recreation (golf, batting)
 121 Dance Hall, gymnasium, indoor courts, tracks
 122 Convention center, exhibit hall
 123 Stadium/large fixed seating area
 124 Playground or outdoor area with fixed recreational equipment
 129 Amusement center Includes carnivals, circuses
 120 Variable-use amusement, recreation places, other
 131 Church, Mosque
 134 Funeral parlor, morgue, crematorium
 130 Places of worship, funeral parlors, other
 141 Athletic or health club
 142 Clubhouse (golf, tennis, hunting, etc.)
 143 Yacht club and facilities
 144 Casino, gambling clubs-primary use
 140 Clubs, other
 151 Library
 152 Museum, galleries, aquariums

154 Memorial structure, inc monuments and statues
 155 Courthouse/courtrooms
 150 Public or government, other
 161 Restaurant or cafeteria
 162 Bar, nightclub, saloon, tavern, pub
 160 Eating, drinking places, other
 171 Airport passenger terminal.
 173 Bus station
 174 Rapid transit/train station
 170 Passenger terminal, other
 181 Live performance theater
 182 Auditorium, concert hall
 183 Movie theater
 185 Radio, television studio
 186 Film/Movie production studio
 180 Studio, theater, other
 100 Assembly, other

Educational
 210 Schools, non-adult, other
 211 Preschool-standalone
 213 Elementary school
 215 High school, junior high, middle school
 241 Adult education center, college classroom
 254 Day care in commercial property
 255 Day care in residence, licensed
 256 Day care in residence, unlicensed
 200 Educational, other

Health Care, Detention, and Correction
 311 Nursing homes 24-hour care, licensed
 321 Mental /development disability facility- 24-hour
 322 Alcohol/substance recovery center, 24hr housing
 323 Asylum, mental institution-24hr housing
 331 Hospital/Infirmary-open 24hr
 332 Hospices
 341 Clinic, clinic-type infirmary-no overnight
 342 Doctor, dentist, or oral surgeon office
 343 Hemodialysis unit-free standing
 340 Clinics, doctors' offices, other
 361 Jail, prison (not juvenile)
 363 Reformatory, juvenile detention center
 365 Police station 300 Other-Includes animal care

Residential
 419 1- or 2-family dwelling
 429 Multifamily dwelling
 439 Boarding/Rooming house
 449 Hotel/Motel, commercial
 459 Residential care, halfway houses, assisted-care
 460 Dormitory-type residence, other
 462 Sorority house, fraternity house
 464 Barracks, dormitory
 400 Residential, other

Mercantile, Business

511 Convenience store-Excludes service stations
519 Food and beverage/liquor sales, grocery store
529 Textile, wearing apparel sales
539 Household goods, sales, repairs
549 Specialty shop
557 Personal service-barber/beauty
559 Recreational-hobby, sports, garden, lumber
564 Laundromat, dry cleaning
569 Professional supplies, services
571 Service station-gas/LP gas/boat fuel
579 Vehicle/boat sales/services/repair
581 Department or discount store
580 General retail, other
592 Bank/Standalone ATM
593 veterinary or research office-non laboratory
596 Post office or mailing firms
599 Business office, non-military
500 Mercantile, business, other

Industrial, Utility, Defense, Agriculture,

Mining

614 Steam- or heat-generating plant
615 Electric-generating plant, regardless of fuel
610 Energy production plant, other
629 Laboratory or science laboratory
631 Defense, military installation
635 Computer center
639 Communications center (radio, tv, telecom)

642 Electrical distribution-and components
644 Gas distribution, gas pipeline
645 Flammable liquid distribution system/pipeline
647 Water utility
648 Sanitation utility-Not dump, landfills
640 Utility or distribution system, other
655 Crops or orchard, inc processing
659 Livestock production, inc processing
669 Forest, timberland, woodland
679 Mine, quarry
600 Other

Manufacturing, Processing

700 Manufacturing, processing, new products

Storage

807 Outside material storage area
808 Outbuilding or shed, not offices
816 Grain elevator, silo
819 Livestock, poultry storage/pens
839 Refrigerated storage
849 Outside storage tank
880 Vehicle storage, other, non-garage
881 Residential Parking garage, detached garage.
882 Commercial Parking garage, inc fleet
888 Fire station
891 Warehouse, not refrigerated
898 Dock, marina, pier, wharf
899 Residential storage or self-storage units
800 Storage, other

Outside or Special Property

919 Dump, sanitary landfill, recycling point

921 Bridge, trestle
922 Tunnel
926 Outbuilding, protective shelter, mailbox
931 Open land or field, non-cultivated
935 Campsite with utilities
936 Vacant lot-Undeveloped
937 Beach
938 Yards/Cared for land: parks, cemeteries, golf courses,
946 Lake, river, stream
940 Water area, other
951 Railroad right-of-way
952 Railroad yard, switch, or classification area
961 Highway or divided highway
962 Residential street, road, driveway
963 Commercial street or road
965 Vehicle parking area
960 Street, other
972 Aircraft runway
973 Aircraft taxiway
974 Aircraft loading area
981 Construction site: pre-construction or demolition.
982 Oil or gas field
983 Pipeline, power line/ other utility right of-way
984 Industrial plant yard area, not outdoor storage

Actions Taken

Fire Control or Extinguishment

11 Extinguishment by fire service
12 Salvage and overhaul.
13 Establish fire lines around wildfire
14 Contain fire (Wildland).
15 Confine fire (Wildland)
16 Control fire (Wildland)
17 Manage prescribed fire (Wildland)
10 Fire control or extinguishment, other

Search and Rescue

21 Search for lost/missing persons, animals.
22 Rescue, remove from harm-non-vehicle
23 Extrication/disentangling of live person
24 Recover body or body parts
20 Search and rescue, other

EMS and Transport

31 Provide first aid/check for injuries/evaluation
32 Provide basic life support (BLS).
33 Provide advanced life support (ALS).
34 Transport of person-fire service ambulance/apparatus.
30 Emergency medical services, other.

Hazardous Condition

41 Identification, analysis of HazMat
42 Hazardous materials detection

43 HazMat spill control and confinement
44 HazMat leak control and containment
45 Remove hazard
46 Decontaminate persons or equipment
47 Decontaminate area exposed to HazMat
48 Remove hazardous materials
40 Hazardous condition, other

Fires, Rescues, and Hazardous Conditions

51 Ventilate
52 Forcible entry by fire service.
53 Evacuate area
54 Identify/Monitor nonhazardous product
55 Establish safe area
56 Provide air supply
57 Provide light or electrical power
58 Operate apparatus or vehicle
50 Other Fire, Rescue, Haz Condition service

Systems and Services

61 Restore municipal services
62 Restore sprinkler or fire protection system.
63 Restore fire alarm system
64 Shut down system
65 Secure property
66 Remove water or control flooding condition
60 Systems and services, other

Assistance

71 Assist physically disabled
72 Assist animal
73 Provide manpower
74 Provide apparatus
75 Provide equipment to another agency.
76 Provide water, non-fire suppression
77 Control crowd, not vehicles
78 Control traffic
79 Assess damage of severe weather/natural disaster
70 Assistance, other

Information, Investigation, and Enforcement

81 Incident command
82 Notify other entity
83 Provide information to public or media
84 Refer to proper authority
85 Enforce fire code and other codes
86 Investigate
87-Investigate, Fire out on arrival
80 Other

Fill-in, Standby

91 Fill in, move up to another fire station.
92 Standby.
93 Canceled en route.
90 Fill-in, standby, other.

GUIDE 2

FIRE PREVENTION, PREPAREDNESS, and MAINTENANCE (JPRs 5.5.1, 5.5.3)

As a Firefighter II candidate, you need to complete a fire safety survey (i.e., exit plan) for an occupied private dwelling (i.e., your residence) and a pre-incident plan and fire safety survey on an occupied commercial structure.

RESIDENTIAL DWELLING

- a. Conduct a fire safety survey (i.e., exit plan) in an occupied private dwelling (i.e., your residence). For the residential fire safety survey, please sketch/diagram each level of the structure to include the criteria listed below. The sketch/diagram shall contain an index indicating the content you have drawn.

Fire Safety Survey Criteria:

- A detailed plan of each floor/division including appropriate details (**MUST** be an occupied dwelling)
 - Doors & windows
 - Layout of each room on every floor
 - Minimum of one large item/obstacle per room (i.e., entertainment center, bed, furniture, etc.)
- Plan **MUST** include an index key
- Plan **MUST** include a directional symbol and indicate the address side (e.g., Side A, B, C, D)
- Plan **MUST** Identify primary and secondary escape routes (two separate pathways)
- Plan **MUST** note any fire prevention/protection system (e.g., smoke detectors, extinguisher, etc.)
- Identifies a pre-determined meeting place and distance from the residence (**meeting place must be an identifiable landmark**)

The survey MUST be complete, accurate, and legible. The evaluator MUST be able to read and interpret the content of your sketch/diagram.

- b. As a Firefighter II, you are expected to provide the general public information on basic procedures about fire safety at home or while out in public and how to call about an emergency. Write a procedure on how to call the fire department in your area. The procedure **SHALL** be written from a perspective that you are presenting this material to the public; and the procedure **SHALL** include, at minimum, the following:
- What questions to expect from a dispatcher.
 - The necessary information needed to report an emergency.
 - What actions to be taken for the immediate situation at hand.

NOTE: This procedure **MUST** be written on a separate page and not be embedded within other material submitted.

COMMERCIAL BUILDING

Chapter 5, JPR 5.5.3: Prepare a pre-incident survey, given forms, necessary tools, and an assignment, so that all required occupancy information is recorded, items of concern are noted, and accurate sketches and drawings are prepared.

Using the pre-incident and fire safety survey form provided in this handbook, conduct a pre-incident survey of an occupied commercial building. Be sure to create and provide both a building floor plan and a plot plan and provide all relevant occupancy information as noted in the following page (Refer - Occupancy Information).

NOTE: The floor plan and plot plan **MUST** be on separate pages.

- a. Complete a pre-incident and fire safety survey form for an occupied commercial building in your area.
- b. Conduct a pre-incident survey on an occupied commercial building in your area.
- c. List the incident apparatus response assignments generally dispatched for an incident at this location. Describe the assignment(s) given to each apparatus on the response.

The pre-incident survey MUST be complete, accurate, and legible.
The evaluator must be able to read and interpret the content.

This skill requires the candidate provide a plan of a selected commercial building and the area surrounding the target structure by collecting, documenting, sketching or drawing (i.e., scribe or digitally) the facility and exposures and identify relevant occupancy information/conditions and document those items.

To meet Firefighter II JPR 5.5.3, two options exists.

1. **Scribe / Hand-drawn**: Provide a commercial building and plot plans (two separate items) in the traditional format (e.g., pen/pencil and paper). The plans are to be submitted on paper that is at minimum 8" x 11.5" inches in size. All relevant occupancy information and details **MUST** be drawn/highlighted/sketched by the candidate and be legible so that all symbols and text can be easily understood and interpreted when viewed.
2. **Digital format**: Provide a commercial building floor plan (e.g., CAD drawing) and plot plan in a digital format (i.e., digital map or image). All relevant occupancy information and details must be drawn/highlighted/sketched by the candidate. This information can be noted by hand (i.e., scribed) or digitally noted, but in either case it **MUST** be done by the candidate, be easily distinguishable/clear in terms of features, symbols, and facilities, and be legible and interpretable in terms of text. Hardcopy plans submitted which use digital technology (e.g., CAD, aerial imagery, etc.) are to be submitted on paper that is at minimum 8" x 11.5" inches in size. Text used to document or note occupancy information must be provided in a 10-font size or larger (if digital) or legible at a 10-font size or larger if scribed by hand. If using a digitally based commercial document (i.e., architectural drawing) as the base document, then all non-relevant content **MUST** be removed (that is any content used for architectural purposes only **MUST** be removed). If aerial map or imagery is used for the plot plan, the plan **MUST** be clear and provide easily identifiable features, especially if done as a gray-scale image. Note if gray-scale imagery is used, all features must be clear and distinguishable, that is no bleed-over of features can occur.

Digital Format Definition: A building floor or plot plan constructed using computer-aided technology (e.g., CAD programs, Computer Software, Aerial/Satellite Images,

NOTE: If the plans are not interpretable by the evaluator, then the plan(s) **will be returned** to the candidate to correct. Examples of [acceptable](#) and [non-acceptable](#) documents, in both formats, are provided in the following pages.

3. **Occupancy Information**: All relevant occupancy information is provided below; these items are too be drawn/highlighted/sketched-in on the commercial building and plot plans (if applicable).
 - Plot Plan: Target building clearly identified on the plan (i.e., by hand or digital outlined).
 - Plot Plan: Plan clearly identifies exposures that are within 500 feet of the target structure and their directions/distances, roadways with names, barriers that may impact building access (e.g., walls or fences, unconventional or low height structures, bridges, topography, or other land features, trees, streams, etc.).
 - Plot Plan: Location, type, and distance to water source(s) from the target building.
 - Building Plan: All floors are clearly illustrated (one floor per page); all rooms are noted and labeled, windows and doors/passageways are noted; any hazards within rooms (i.e., stored HAZMAT'S, vertical holes, heavy equipment, electrical systems, sensitive materials, or equipment, etc.) or special processes are noted, and rooms are labeled.

- Building Plan: All hazards are identified (utilities - gas, water, electric, overhead wires, transformers, hazardous materials, etc.).
 - Building Plan: Utility connections/shut-offs (interior or exterior) are clearly illustrated.
 - Building Plan: Fire suppression and/or detection systems (if applicable) or other fire protection or engineered systems are noted (i.e., fire walls, fire-rated doors, Type 1 or II building construction features like protected steel, etc.).
 - Building plan indicates FDC, sprinkler main control valve, drain valve (if applicable).
 - Building & Plot Plans: Primary street side and operational sides (A, B, C, D) are labeled.
 - Building & Plot Plans: Directional indicator (North / South / East / West) is illustrated.
 - Building & Plot Plans: Readable index keys denoting features (i.e., doors, windows, HVAC units, shut-offs, special features, etc.) are on the plans.
 - Building or Plot Plan: Exterior dimensions are noted.
4. Response Assignments: The candidate shall provide response assignments for responding companies (apparatus). This is **NOT** just a list of apparatus, but a list of all apparatus dispatched and their initial assignments assuming an incident does occur at the preplanned facility.

NOTE

This JPR requires the candidate to complete a pre-incident plan of a selected occupied commercial building with some form of fire protection infrastructure (i.e., detectors, suppression system, fire walls, fire-rated doors, etc.). The building selected **CANNOT** be a fire, EMS, or other first responder station/facility; or a facility designated as a secured facility by a governing authority (i.e., Federal, Commonwealth, municipal) or by an employer.

The building and plot plans submitted shall be the candidate’s original work (i.e., hand drawn or digitally created). No photocopies of another’s work will be accepted.

Additional information can be referenced in the following text:

- IFSTA Essentials of Fire Fighting 6th Edition pages 1240-1262
- IFSTA Essentials of Fire Fighting 7th Edition pages 990-1018
- Jones & Bartlett Fundamentals of Fire Fighting Skills, 4th Edition, pages 434, 1016-1028
- NFPA 1620, Recommended Practices for Pre-Incident Planning
- NFPA 220, Standard on Types of Building Construction
- NFPA 170, Standard for Fire Safety & Emergency Symbols

Candidate Name: _____ Social Security No. (last four #s): _____

PRE-INCIDENT AND FIRE SAFETY SURVEY OF A TARGET BUILDING (Page 1 of 3)

Building Name: _____ Occupant: _____

Address: _____ City, State, Zip: _____

Owner Name: _____ Emergency Contact: _____
Keyholder

Owner Phone # _____ Emergency Contact # _____

Primary Entrance/Side: _____ Forcible Entry Points: _____

Secondary Entrance/Side: _____ Key Box Location: _____

BUILDING INFORMATION (DATA)

Type of Occupancy _____ Assembly _____ Business _____ Education _____ Factory _____ High-Hazard
_____ Institution _____ Mercantile _____ Residential _____ Storage _____ Multi-Occupancy

Processes: _____

Population During Business Hours: _____ Population After Hours: _____

Special Population Targets and Locations: _____

Salvage Targets & Locations: _____

Occupancy Hazards: _____

HAZARDOUS MATERIALS

Hazardous Materials: Yes No N/A MSDS Location: _____

SARA (Tier II) Facility: Yes No N/A Chemical Inventory List Provided: Yes No If No, Location: _____

CHEMICAL NAME (List 3 of the Highest Hazard Potentials)	UN ID#	QUANTITY (lbs. / gals)	LOCATION
1.			
2.			
3.			

BUILDING CONSTRUCTION

Type of Construction _____ Type I _____ Type II _____ Type III _____ Type IV _____ Type V

Dimensions Length _____ ft. Width _____ ft. Total Sq. Ft. _____

Number of stories Above Ground _____ Below Ground _____ Approximate Height: _____ ft.

Construction Details:

Wall Construction

- Wood
- Metal
- Concrete
- Masonry (Brick / Block)
- Other: _____

Floor Construction

- Truss (Yes/No)
- Lightweight Construction
- Wood
- Metal
- Concrete
- Other: _____

Roof Construction

- Truss (Yes/No)
- Lightweight Construction
- Wood
- Metal
- Concrete
- Other: _____

Roof Type

- Pitched
- Flat
- Arched
- Hip
- Other:
- Shed
- Mansard
- Gambrel
- Lantern

Wall Covering

- Sheetrock (Drywall)
- Plaster
- Wood / Paneling
- Ceramic Tile
- Masonry
- Other: _____

Floor Decking

- Wood
- Concrete
- Concrete (reinforced)
- Metal
- Other: _____

Roof Covering

- Wood Shingles
- Tile (clay, slate, cement)
- Composite Shingles (asphalt)
- Metal
- Build Up (rubber)
- Other: _____

Basement: Full dimensions of building Partial If partial, Side _____ N/A

Basement Access: Interior: Side _____ Exterior: Side _____ N/A

Crawl Space Access: Interior: Side _____ Exterior: Side _____ N/A

Number of Stairways, Type & Locations: _____

Number of Elevator(s): _____ N/A Elevator Key Location: _____

Elevator # _____

Floors Served _____

Elevator Mach. Room _____

Other Vertical Openings, Type & Locations: _____

Heating System: Electric Natural Gas (LNG) LPG Oil Combination Gas/Oil Other: _____

Emergency Shut-Off: Division # _____ Side _____ Roof Level _____ Mechanical Equip. Room: _____

Within Room Area On-Unit Side: _____

System Inspected: Yes No Safely Arranged Yes No Area Clear of Obstructions Yes No

FIREGROUND EXPOSURES

Side-A (address) _____ Distance (ft.) _____

Side-B (left) _____ Distance (ft.) _____

Side-C (rear) _____ Distance (ft.) _____

Side-D (right) _____ Distance (ft.) _____

BUILDING UTILITIES

<u>Utility</u>	<u>Utility Main Shut-Offs Locations</u>			<u>Supplier</u>	<u>Contact Phone #</u>
Electric	Division # _____	Side _____	<input type="checkbox"/> N/A	_____	_____
Emergency Generator	Division # _____	Side _____	<input type="checkbox"/> N/A	_____	_____
Water	Division # _____	Side _____	<input type="checkbox"/> N/A	_____	_____
Gas/LPG/Oil	Division # _____	Side _____	<input type="checkbox"/> N/A	_____	_____
Alternative Energy	Division # _____	Side _____	<input type="checkbox"/> N/A	Type: _____	_____

WATER SUPPLY

Hydrant(s) Primary Location: _____ Capacity(GPM): _____
Secondary Location: _____ Capacity(GPM): _____

Rural Area Main drafting water supply: Lake Pond River Pool Other _____
Drafting Location: _____ Travel Distance: _____

Private Type: _____ Location: _____
Type: _____ Location: _____

BUILDING FIRE PROTECTION SYSTEM

Fire Alarm System: Yes No System Operational: Yes No Monitored System: Yes No

Detector Types: None Smoke Combination Thermal Carbon Monoxide Pull Stations
Monitoring Co: _____
Contact Phone #: _____

Fire Alarm System (FAS) Panel Location: _____ Division # _____ Side _____ N/A

Remote FAS Panel Location: _____ Division # _____ Side _____ N/A

FDC Connections Sprinkler(SPKR) Standpipe (STDP) Combination (SPKR/STDP) N/A

FDC Location(s): Side-A Side-B Side-C Side-D Connection Type & Size: _____ N/A

Fire Pump(s): Location: _____ GPM _____ N/A

Sprinkler System: Wet Dry Deluge Pre-Action Limited Area (20 SPKR Heads) N/A
 Full Building Partial Building If Partial, Location _____
System Pressure: _____ PSI Water Pressure: _____ PSI Air Pressure: _____ PSI
Sprinkler Room Location: _____ Division # _____ Side _____
Sprinkler System Tested: Yes No Date: _____

Standpipe (STDP) & Hose System: Class I Class II Class III N/A
Standpipe Riser & Hose Connections: Locations: _____
OS&Y Valves: Side-A Side-B Side-C Side-D N/A
Chemical Ext. System Clean Agent CO2 Dry Chemical Halon Wet Chemical N/A
Location: _____ Side _____ Division # _____
System Inspected: Yes No Date: _____

FIRE SAFETY INSPECTION

Sprinklers Clear of Obstructions:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Adequate Emergency Exits:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sprinkler Room Clear of Obstructions:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Exit doors not blocked and open easily:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Dept. Connection Accessible:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Door Panic Hardware in working condition:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hose Cabinets/Area Clear of Obstructions:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire / Self-Closing Doors kept closed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Extinguisher Pin & Anti-Tamper Seal Intact:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Access/Egress routes clear of obstructions:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Extinguishers Properly Charged:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Exit Lights Working:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Extinguishers Inspected:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Lighting Present/Working:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Extinguishers Visible and Accessible:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Any excess trash/garbage present:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pull Stations Visible and Accessible:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Multiple extensions cords being used:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evacuation Plans Properly Posted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Smoking in unauthorized areas:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Conditions found on inspection:

Known Occupancy Hazards:

Inspector's Name _____ Inspector's Signature _____ Date _____

Permission to conduct this inspection was granted by:

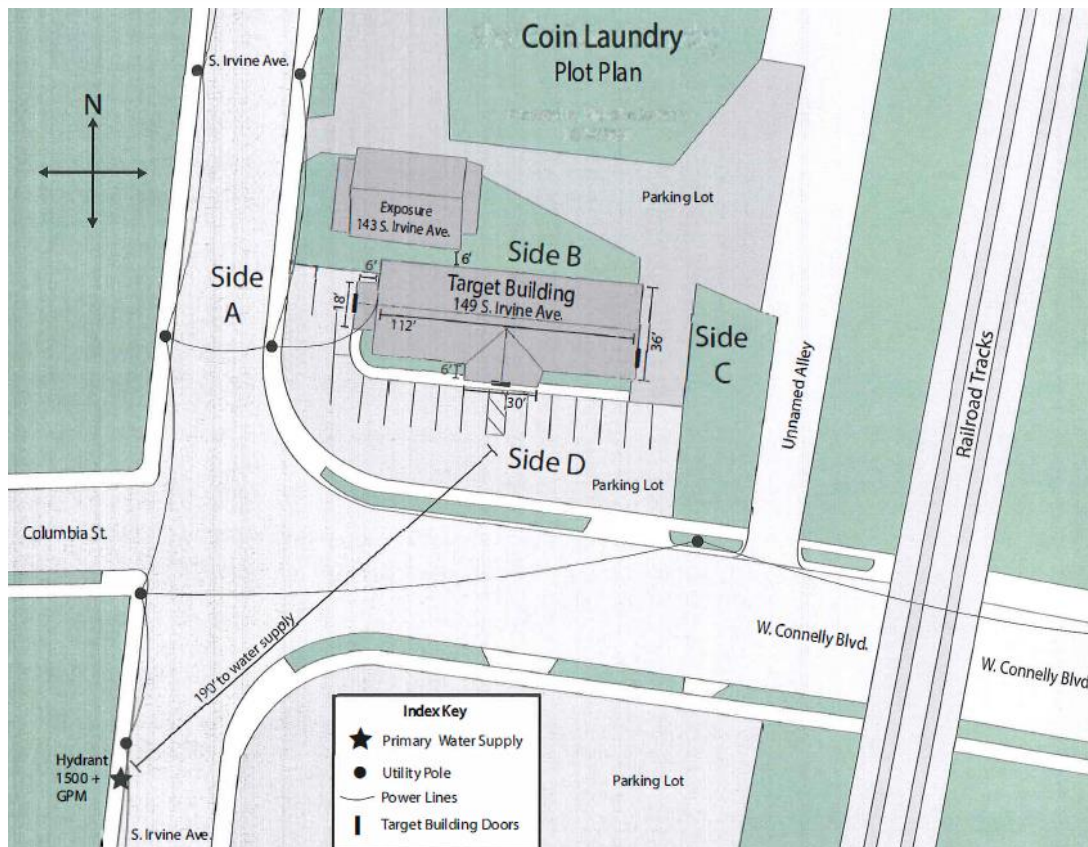
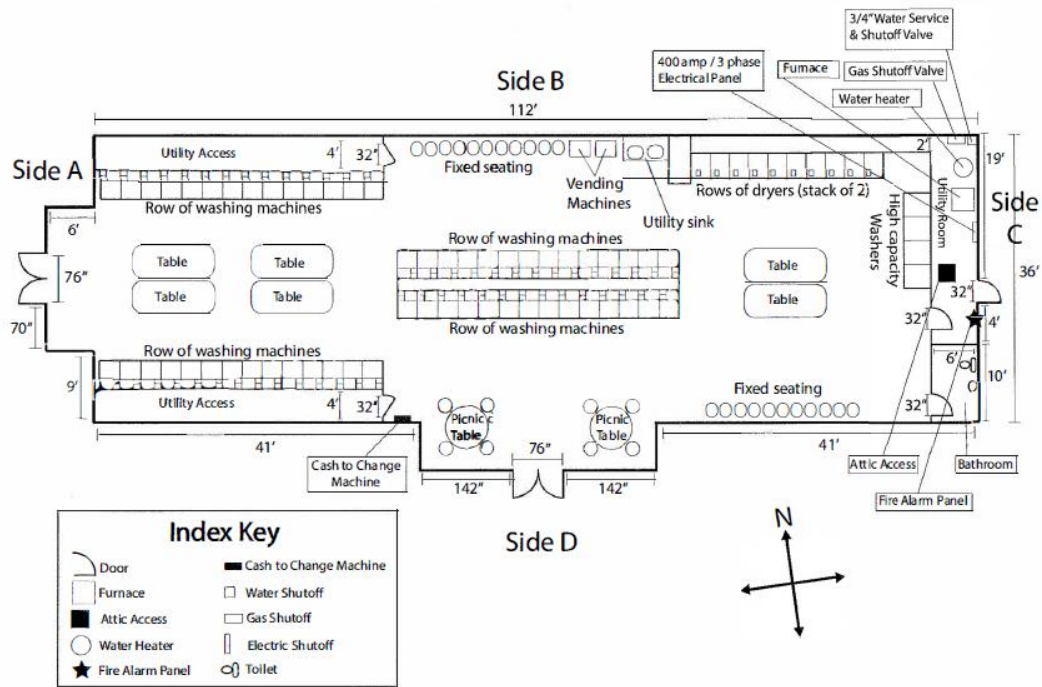
Name (please print) _____ Title _____ Phone _____ Date _____

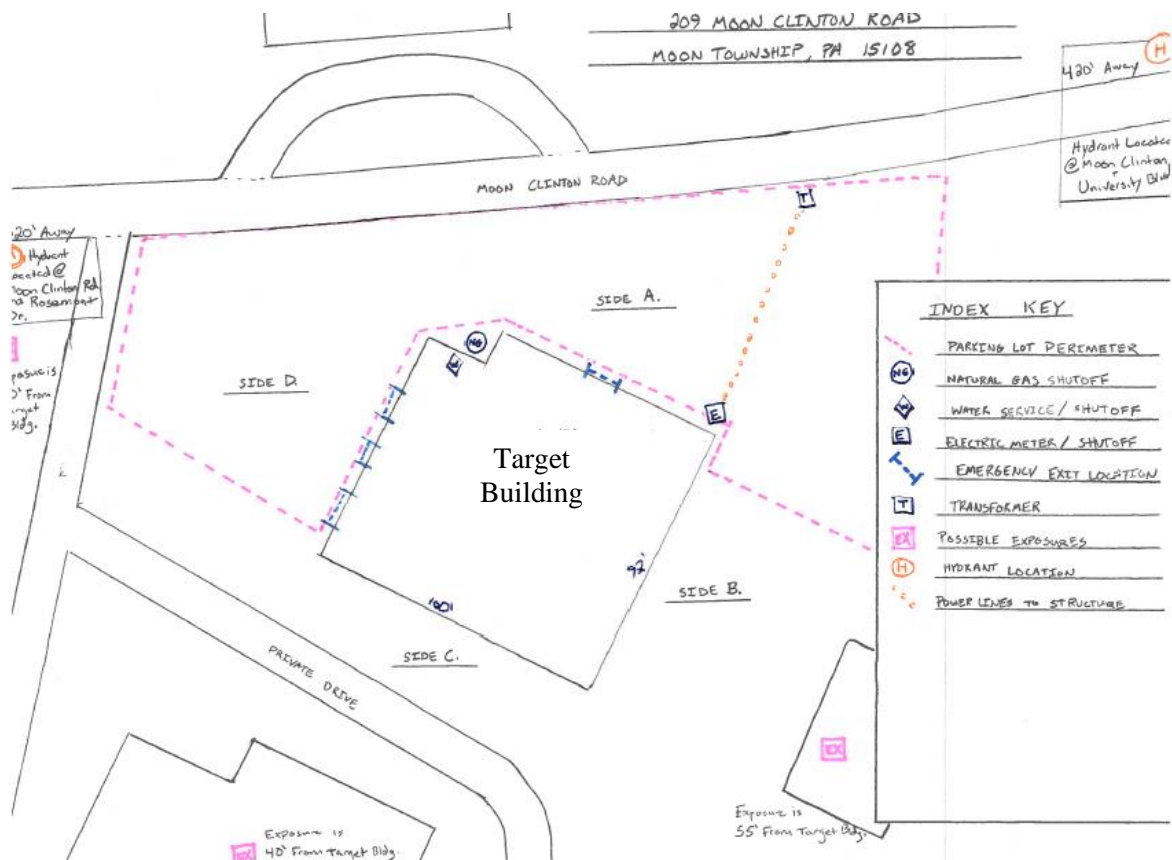
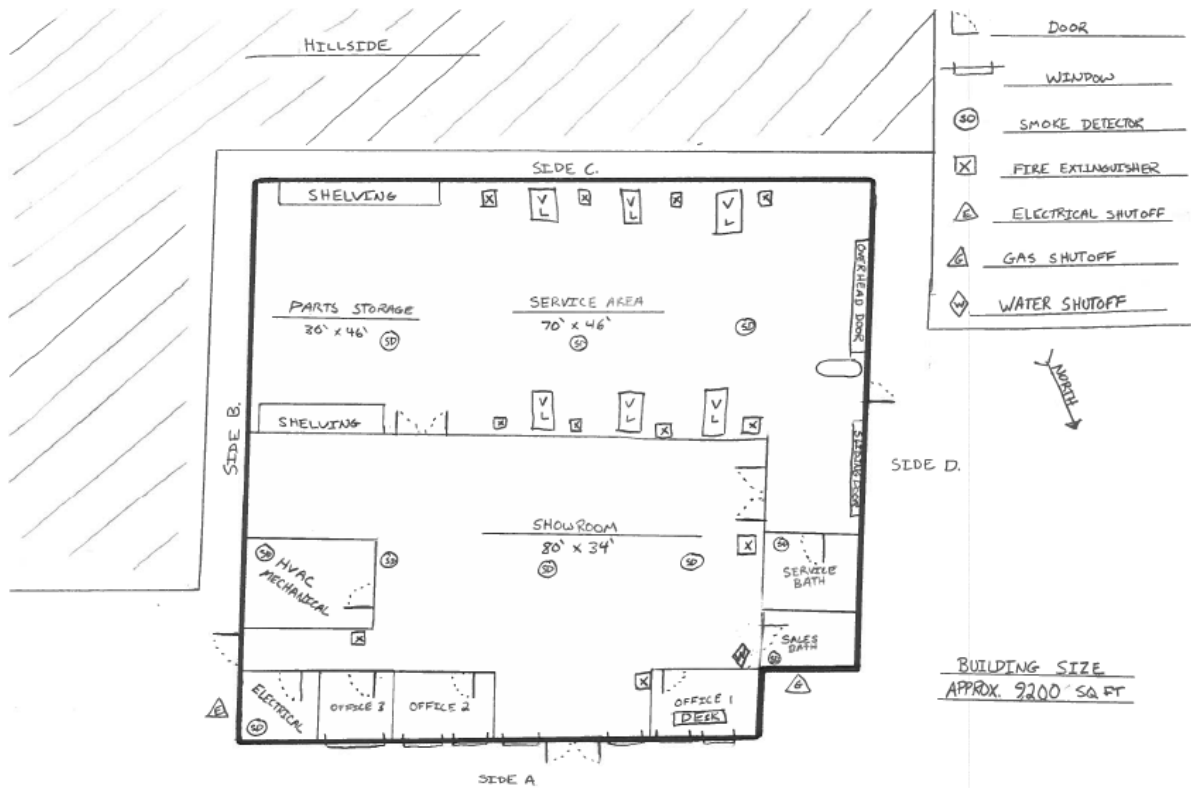
The information requested is for training and validation purposes only. All information is confidential.

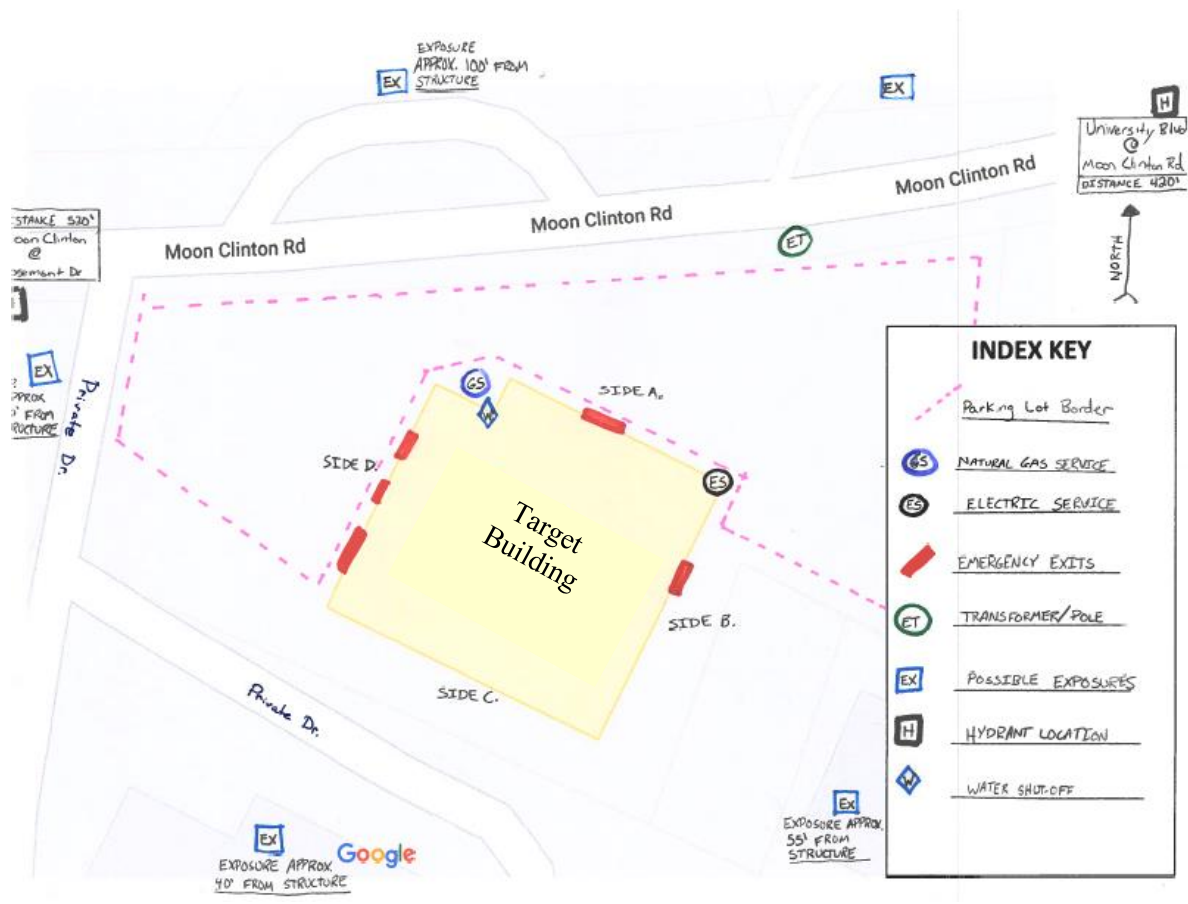
Floor/Plot Plan: Candidate Name _____ **SSN#** _____ **(last 4-digits)**
Candidate Signature _____ **Date of Inspection:** _____

Sample Commercial Building and Plot Plan (Acceptable Formats)

Coin Laundry Building Plan

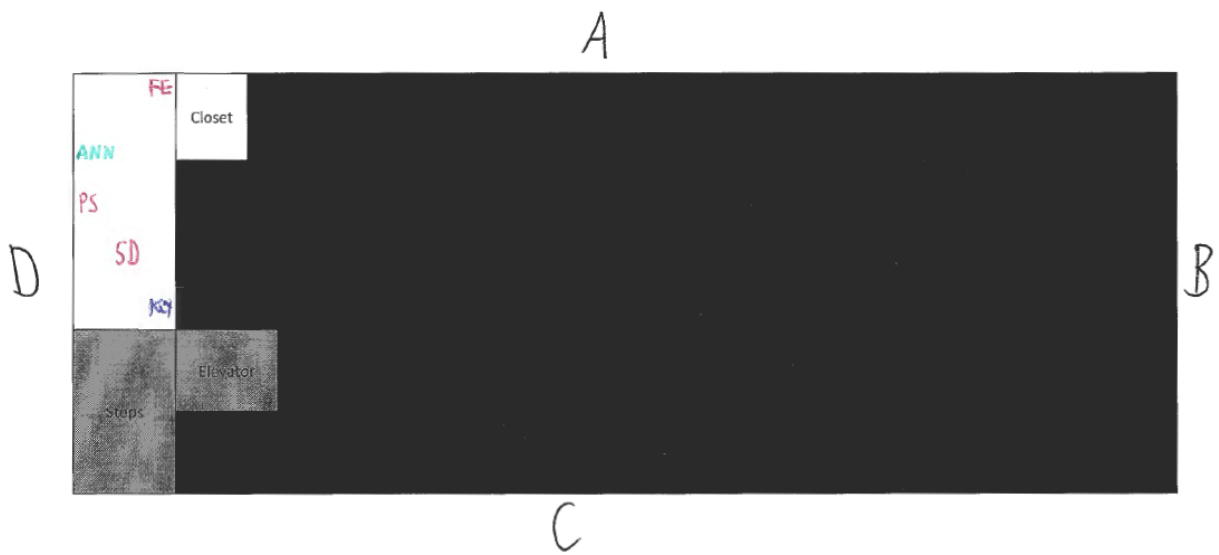
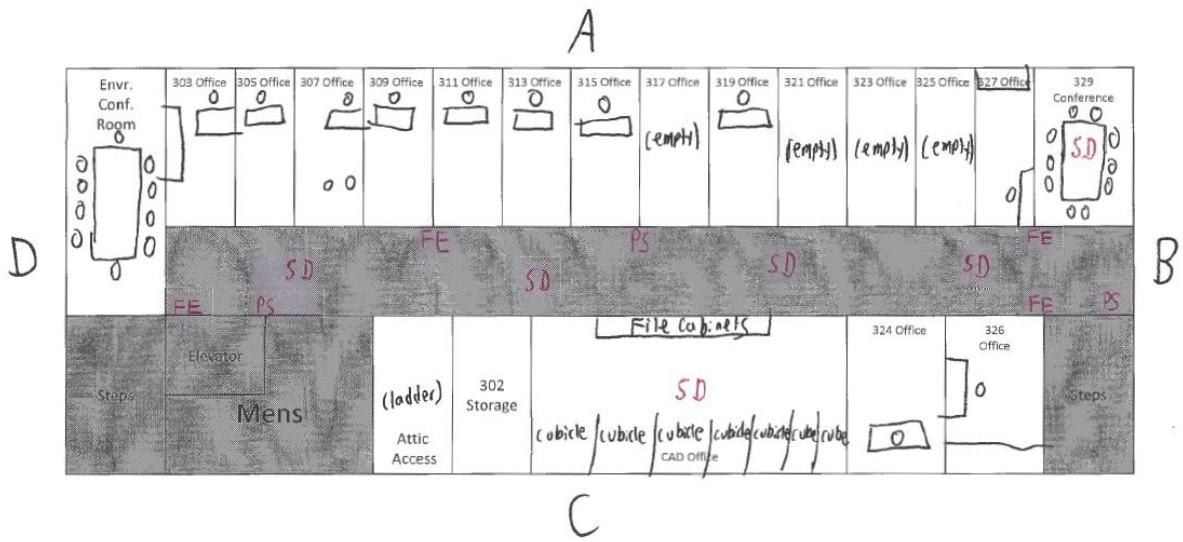




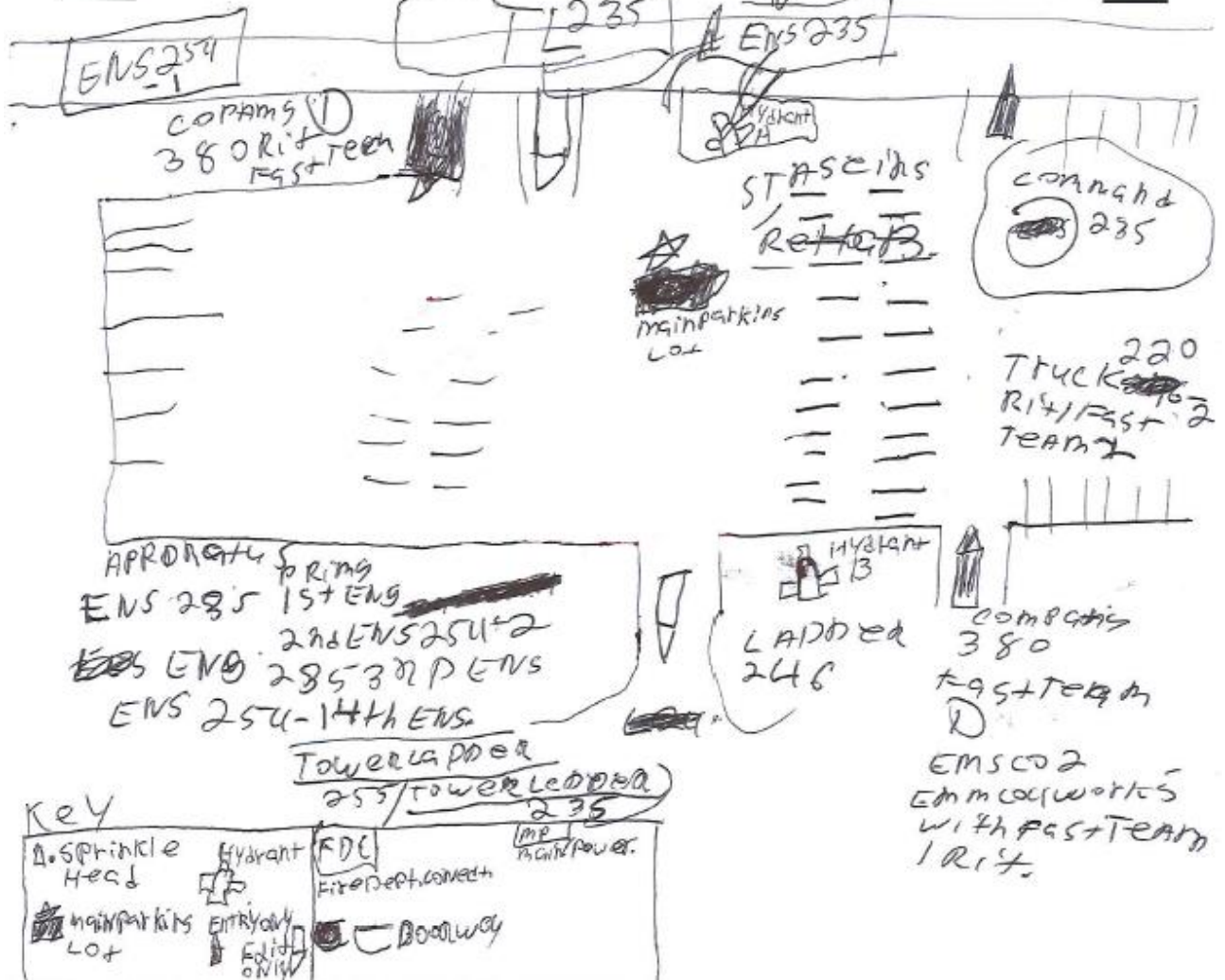
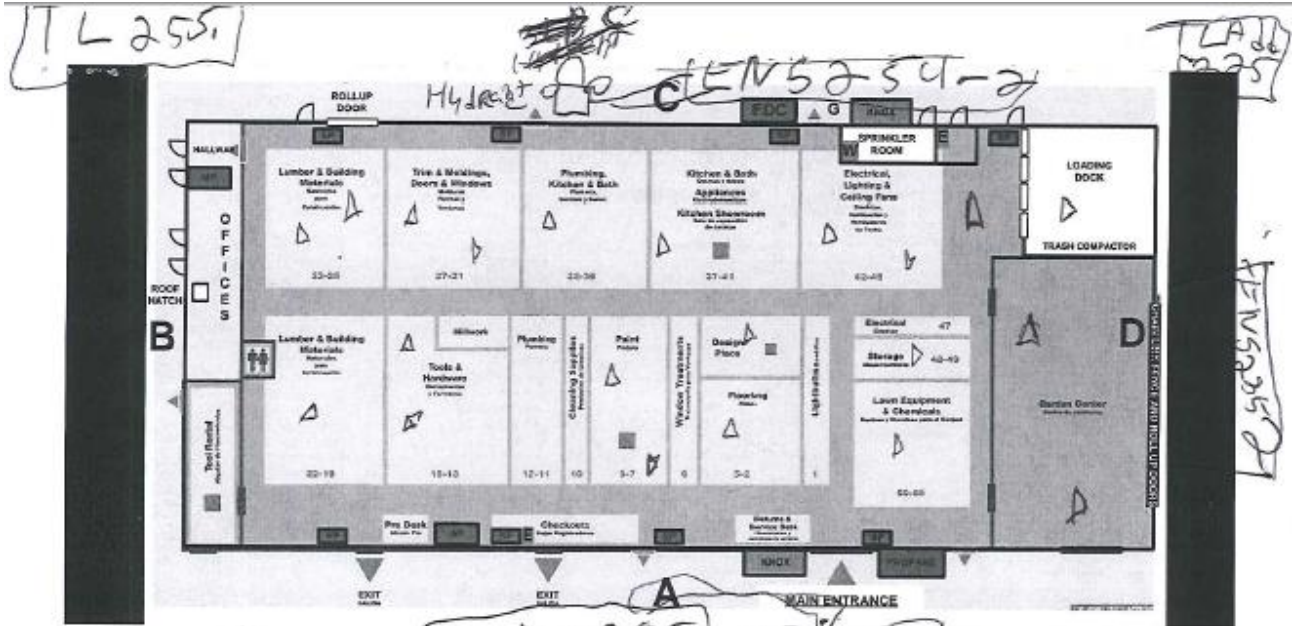


INDEX KEY	
	Parking Lot Border
	NATURAL GAS SERVICE
	ELECTRIC SERVICE
	EMERGENCY EXITS
	TRANSFORMER/POLE
	POSSIBLE EXPOSURES
	HYDRANT LOCATION
	WATER SHUT-OFF

Sample Commercial Building and Plot Plan (Non-acceptable Formats)





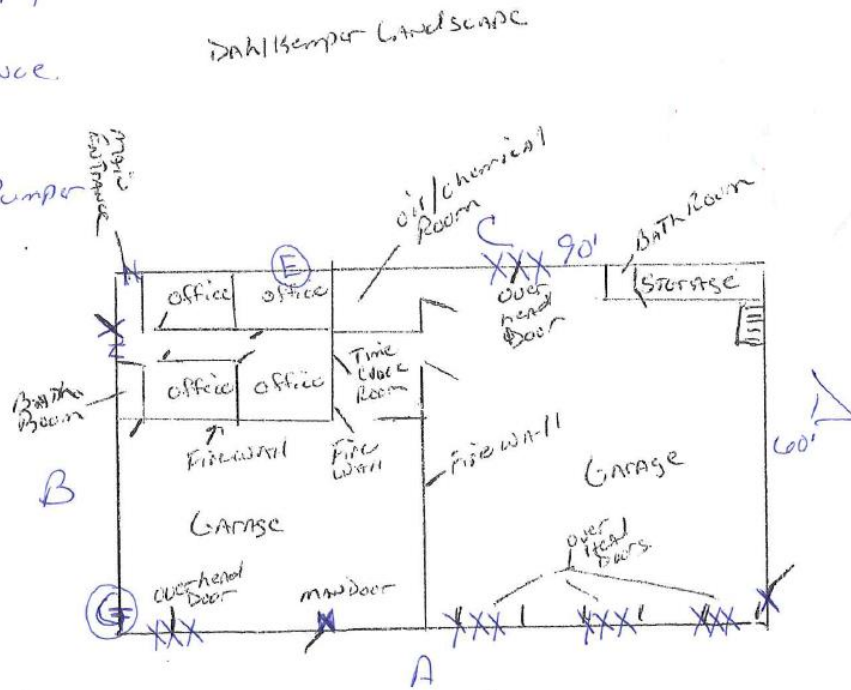


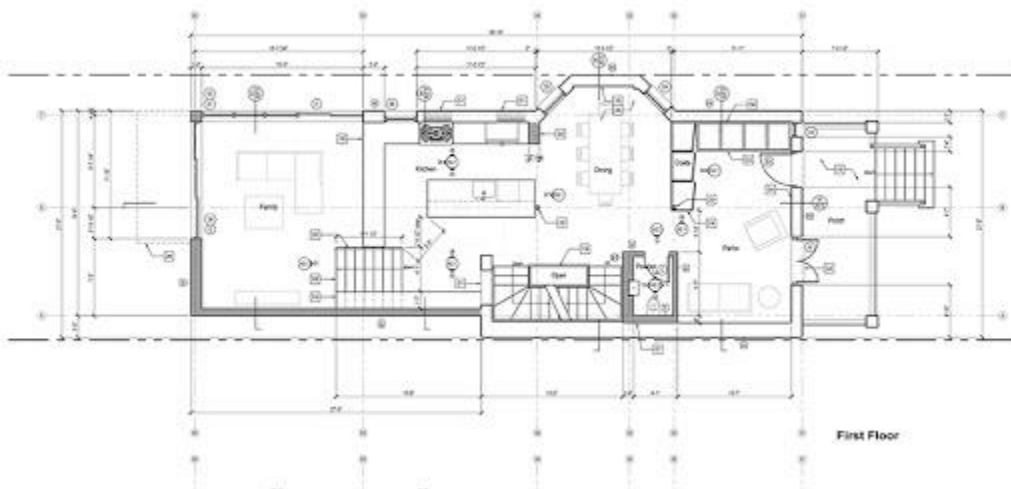
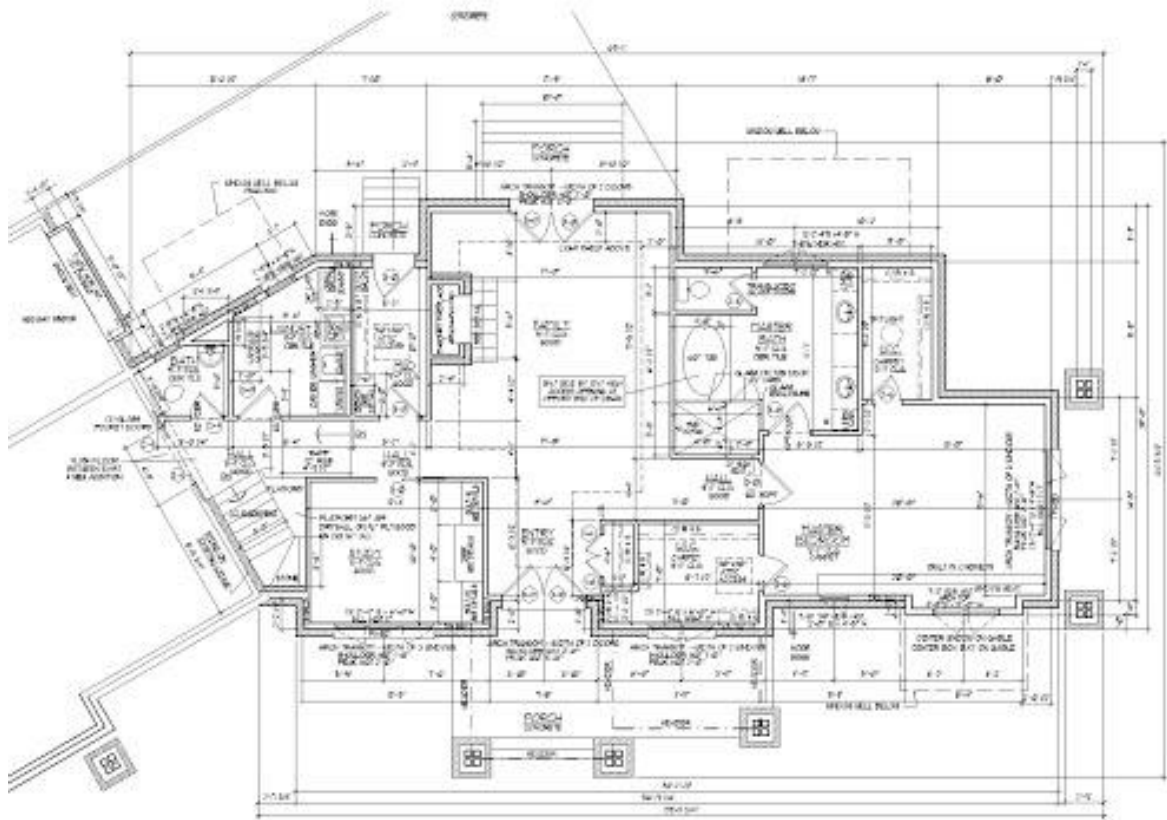
WATER SUPPLY
 EAST Pond
 Kuhl Hose 68 Pond.

60' x 90'
 Buildings
 • Exposure 300' AWAY
 • NO SPRINKLER SYSTEM

RESPONSE ASSIGNMENT

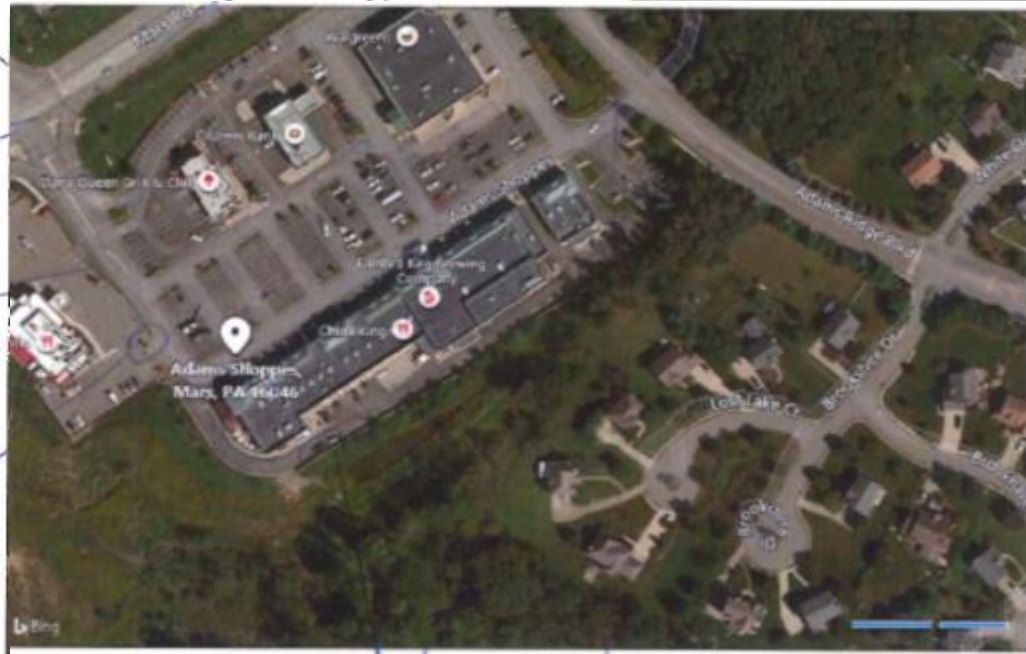
Kuhl Hose
 683 - Attack
 682 - Water Supply
 685 - Tenders
 686 - Tender
 687 - Ambulance
 Perry Hi Way
 429 Truck
 438 Tender
 423 Attack Pumper
 Fuller
 209 - RIT





Hydrant
 Primary
 Entend
 Steady
 Primary
 Hydrant

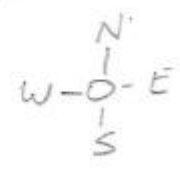
Utility Lines
 A



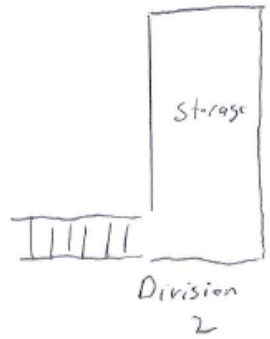
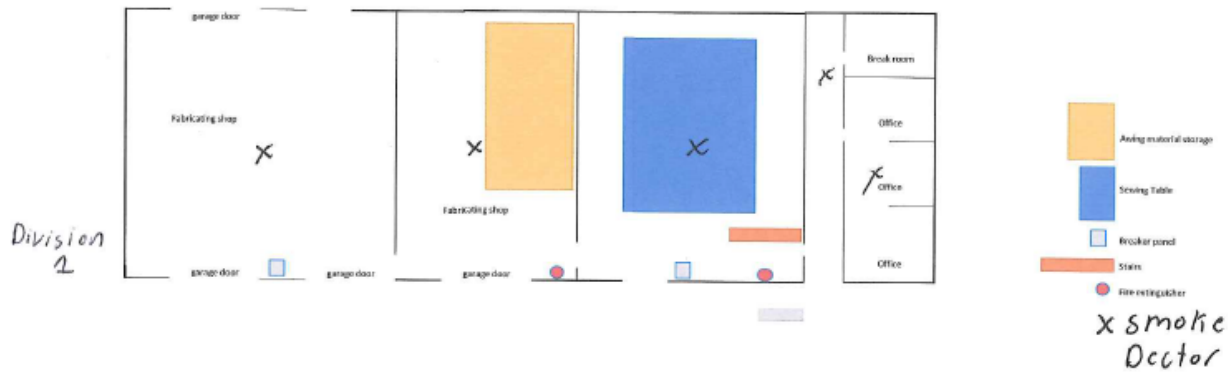
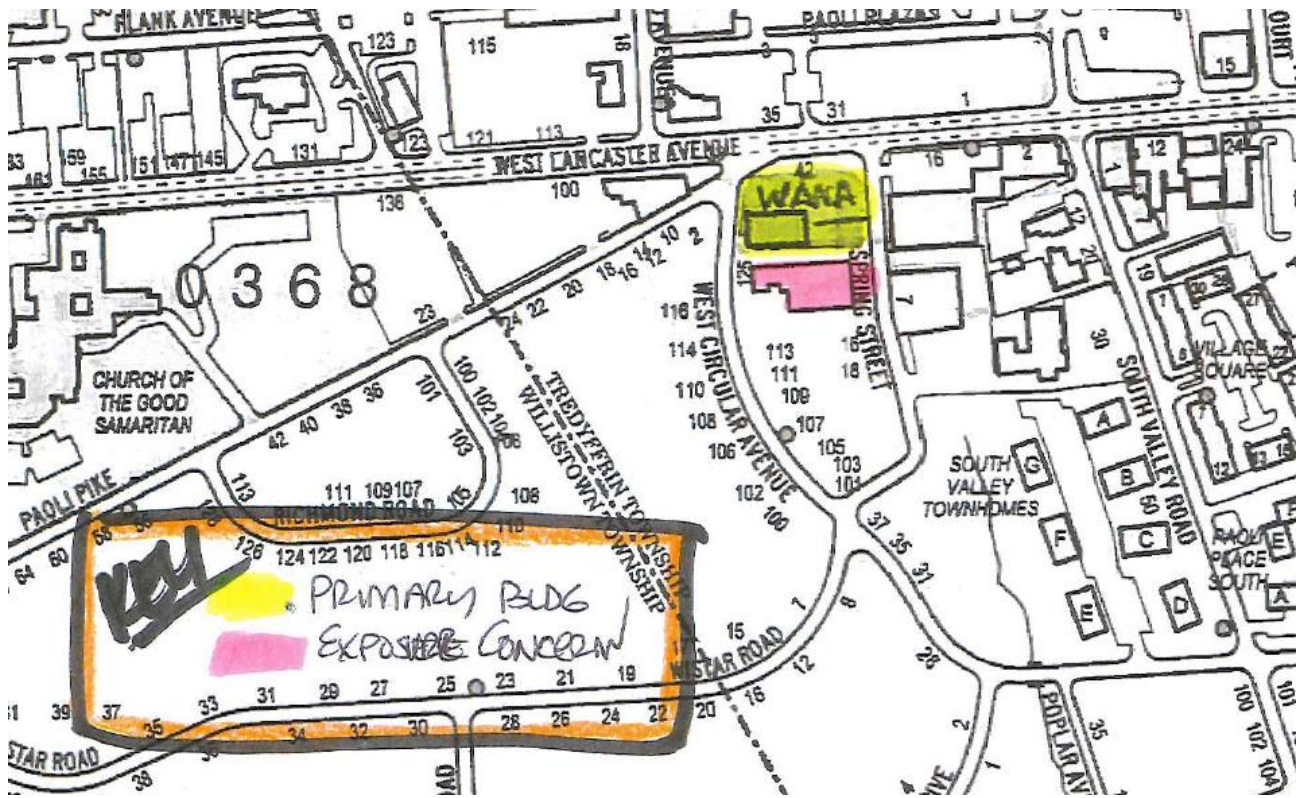
B

Electrical
 Boxes
 C

Secondary Hydrant.



Hydrant on property 200 yds from structure.
 Exposures 3 Buildings Vehicles in parking lot.



FIREFIGHTER CODE OF ETHICS

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicle and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers