



Probationary Firefighter Orientation Program

Instructor Manual

Probationary Firefighter Orientation Program

The probationary firefighter shall participate and successfully pass the following training sessions during their 1-year orientation program. The instructor shall sign off on the new employee's Orientation Manual once each item is successfully completed.

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Each orientation training session will contain the following sections:

- 1) Objective
- 2) Preparation
- 3) Training
- 4) Practical Evolution
- 5) Evaluation.

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Session 1: Standard Operating Guidelines

Objective

The objective of this session is to present the Standard Operating Guidelines of the KFD and the City of Kissimmee to the new employee.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Have a copy of the Kissimmee Fire Department's SOG's available for each new employee.
- Have a copy of the City of Kissimmee Administrative Rules and Regulations
- Design questions related to the document for the employee to research during the practical evolution.
- Have a suitable location to conduct this session.

Training

In this session, the new employee will be presented with all Rules and Regulations and SOG's for both the City of Kissimmee and the KFD. Explain to the new employee if there are any questions regarding the material presented to ask questions for clarification. In addition, explain to the new employee that the Union contract may supersede the Rules and Regulations and/or the SOG's if there is a conflict between the two documents. Explain to the new employee that this information can be better explained by a business representative from the local Union. Make sure the new employee is presented with all Rules and Regulations, Policies and SOG's. Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

In this session, the new employee will be required to research or answer specific questions related to the Rules and Regulations, and/or the SOG's. The purpose of this session is for the new employee to find the correct answer to the question by researching and reviewing these documents. The intent of this evolution is to allow the new employee to demonstrate the ability to research, understand and apply the Rules and Regulations and or SOG's in the correct manner. The instructor or evaluator will need to design the questions to be presented from the Rules and Regulations document.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

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Session 2: Kissimmee Fire Department Organizational Structure

Objective

The objective of this session is to teach the new employee the organizational structure of personnel and their respective ranks.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Obtain a copy of the current organizational structure.
- Obtain a list of KFD personnel and fill out the organizational structure.
- Ask a representative from each division & bureau to speak with the new employee(s) and explain the function of that division. (Administration, Operations, Training, Logistics, Health and Safety, Fire Prevention).
- Find a suitable location to conduct the training.

Training

In this session, explain the organizational structure of the fire department to the new employee. Have a copy of the organizational structure available for each new employee to review while covering this topic. If available, have a representative from each division explain the functions of their division in the KFD. Ask the new employee if there are any questions regarding the organizational structure. Use the practical evolution to quiz the new employee(s) on the organizational structure.

Practical Evolution

In this portion of the training session, the new employee shall explain the organizational structure of the Kissimmee Fire Department and what job functions are performed by certain positions. The new employee should be able to understand and explain different functions of the Divisions within the KFD.

- Who conducts fire inspections?
- Who is in charge of the Operations Division?
- Who schedules public education programs?
- Who handles payroll?
- Who handles uniforms?
- Who is A-Shift's Battalion Chief?
- Etc.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

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Session 3: Online Classes

Objective: The objective of this session is to teach the new employee NIMS structure and ICS basics for operations pertaining to the KFD.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Have a suitable location with an uninterrupted computer work station to conduct this session.
- Make sure the computer has internet access.
- Determine if the new employee(s) have already obtained the certifications required below.

Training

This session is self-paced, online computer-based session. In this session, once the new employee has access to the internet and has located the correct website listed below, the new employee(s) will be able to conduct this session without supervision. The new employee is required to take each class listed below and print the certificate when he/she successfully completes the online course:

Practical Evolution

The new employee(s) shall navigate to the website links below and successfully complete the required classes. Once finished, the employee shall print the certificates and forward each one to the Department Training Coordinator.

- Register as new student for ICS classes: <http://www.usfa.dhs.gov/nfa/nfaonline/newstudents/index.shtm>
- ICS-200 (*Target Solutions Assignment*)
- ICS-800 (*Target Solutions Assignment*)
- Blood Borne Pathogens: (*Target Solutions Assignment*)
- Emergency Response to Terrorism: (*Target Solutions Assignment*)
- Haz-Mat Awareness: (*Target Solutions Assignment*)
- Radiation Safety: (*Target Solutions Assignment*)
- WMD Radiological/Nuclear Awareness Course, Web-Based <http://campus.emrtc.nmt.edu/campus/>
- Engine Company Decontamination: <https://www.florida-elearning.com/index.htm>
- Haz-Mat Spill Prevention & Control: (*Target Solutions Assignment*)
- NFPA Haz-Mat Transport: (*Target Solutions Assignment*)
- NFPA 1500 Right to Know: Hazard Communication: (*Target Solutions Assignment*)
- Structural Collapse Awareness: <http://www.florida-elearning.com/>
- Florida Field Operations Guide (Under Structural Collapse): <http://www.florida-elearning.com/>
- Fire Extinguisher Safety: (*Target Solutions Assignment*)
- Basic Wildland Firefighter Training S-130: (issued Fire in the Field CD)
- Introduction to Wildland Fire Behavior S-190: (issued Fire in the Field CD)
- Crowd Manager E-Course: <http://www.firemarshal.state.md.us/crowdmanager/>
- Smoke Detector Information (**WATCH ALL 3 VIDEOS**)
<http://barrecityfire.org/SmokeVideoPageMEDIAPLAYER.html>
- Safe Haven for Newborns: <http://www.asafehavenfornewborns.org/sh/login.asp>
 - Go directly to the login screen for the training at and click on "Click here if you are a new user". They will then need to enter the password 120799fe to create an account and take the class. We can probably make it easier by replacing the home page web link with the one that goes directly to the training login page.

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Evaluation: Ask the new employee if there are any questions regarding this training session(s). Verify that all classes have been completed and certificates printed. Please initial and date next to the online session that was successfully completed and verify certificate was printed.

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Session 4: Safety & Health Issues

Objective

The objective of this session is to teach the new employee of the importance of Safety and Health related issues on the KFD.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- The shift HSO will notify in advance any personnel that will be assisting with this training session.
- Have a suitable location to conduct this session.
- Have a list of the personnel that sit on the Health and Safety committee.
- Have IFSTA's *Essentials of Firefighting* 5th Edition, Chapter 2 (page 49 – 78) available.
- Discuss how to submit a topic to the Safety Committee to each new employee.

Training

In this session, the new employee will read and discuss Chapter 2 of Essentials related to Health and Safety. The instructor should stress the importance of safety and how it relates to KFD operations. Encourage the new employee(s) to ask questions regarding the material as to how it relates to the KFD. Keep the session positive and productive by reminding the new employee to think and act safely in their job performance.

If guest speakers are available, introduce the speaker by their rank or position and have the new employee listen to their important topic. Allow the new employee to ask questions to the guest speaker. Explain to the new employee that the city has made a financial investment in their ability and knowledge. The city would expect them to act safely and maintain their health for optimum return on this investment. The instructor should add any important information regarding health and safety that they feel appropriate. Ask the new employee if there are any questions concerning this topic.

Practical Evolution

The new employee shall describe the methods, processes, and safety precautions to be taken related to fire fighting duties.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

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Session 5: Injury Reporting and Procedures

Objective

The objective of this session is to teach the new employee the proper procedures to follow regarding an injury that occurs while on duty.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Consider having a HR representative to conduct this training.
- Have a copy of the City's Worker's Compensation policy available.
- Have a copy of the Injury Reporting Form from the City of Kissimmee.
- Have a copy the Ryan White Act.
- Have a suitable location to conduct the training.

Training

In this session, explain to the new employee the importance of conducting every job in the safest manner possible. Explain that accidents do occur, and when they do, proper procedures must be followed. Teach the new employee what to do if they, or another employee, are injured.

1. Gets help immediately (Radio or partner).
2. Remove any hazards to prevent further injury to self or employee.
3. Provide emergency medical treatment if necessary.
4. Contact the supervisor immediately.

If the injury is not "life-threatening", instruct the new employee that the supervisor must be notified immediately. The new employee will be required to assist the supervisor with needed information to get medical treatment if necessary. Explain to the new employee the importance of documenting any injuries (even if medical treatment is not necessary immediately). Review each of the forms listed above and the purpose of the form to the new employee. Give the new employee the opportunity to ask questions as each form is presented.

Practical Evolution

The new employee shall describe the methods, processes, and proper notification procedures to follow regarding injury to themselves, and coworkers. Consider having the new employee fill out one or all of the forms for a simulated exposure or injury.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

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Session 6: Map Reading

Objective

The objective of this session is to teach the new employee the necessary skills and knowledge required locating an address within the city.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have a Kissimmee map for each new employee.
- Make sure the map reflects the new construction changes.
- Have a list of addresses established for the practical evolution.
- Have a suitable location to conduct the training.

Training

In this session, the new employee will be presented with information required in locating an address within the city. Explain the following topics in detail:

- Explain the concept of the numbering within the City compared to county areas.
- Explain the municipal boundaries to the new employees.

Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

In this portion of the session, the new employee will be required to find a minimum of 10-addresses in the city. The instructor should combine these addresses in the master list so the new employee learns to navigate the map. Have the new employee practice the sequence of finding the address.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

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Session 7: Station Location Visits

Objective

The objective of this session is to teach the new employee the correct location of each fire station in Kissimmee.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Have a city map available for each new employee.
- Have the mailing address for each fire station.
- Have the telephone number for each fire station.
- Have suitable transportation for each new employee.
- Have an existing employee able to drive the transportation vehicle.
- Contact each fire station to notify of the potential visit.

Training

In this session, the new employee will be shown the location of each fire station in Kissimmee. Explain to the new employee that the station numbers are in the order in which they were constructed. Have the new employee write down and learn the address for each of the fire station locations. Have the new employee learn the telephone number of each fire station. In addition, have the new employee learn the business mailing address for the KFD. Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

Have the new employee visit each fire station to learn the exact location. Instruct the new employee(s) to pay close attention because they may be required to return or report to any of these fire stations for future orientation training. At the location of each fire station, introduce the new employee(s) to the personnel assigned to that station. Give the new employee(s) a brief tour and thank the personnel for the visit. Continue on to each station until all have been visited. When finished with this evolution, refuel the vehicle and explain the process involved in refueling. Explain to the new employee that in time they will be issued a green fuel key and is required to refuel a department vehicle when the fuel level reaches $\frac{1}{2}$ in the fuel tank.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

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Session 8: Radio Procedures

Objective

The objective of this session is to teach the new employee how to operate and communicate effectively using the KFD's radio system.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have access to a fire apparatus radio.
- Attempt to have one portable radio available for each new employee.
- Have a copy of the Levels of apparatus staging.
- Have a copy of the SOG related to "size-up" available for this training.
- Have a list of the different frequencies/channels of Kissimmee and Osceola County.
- Explain the concept of clear text message (no codes).
- Have a list that represents all fire apparatus and staff officers.
- Have a list of the Response levels of all call types (run cards).
- Have a copy of the Kissimmee radio procedures.
- Have an individual who is familiar and capable to teach this session. (Eng. Roman?)

Training

In this session, the new employee(s) will be introduced to the function and operation of the KFD's radio system. There is a Power Point Presentation available to assist with this session. The new employee should be taught the operation and function of the following topics:

1. Operation of the portable radio.
2. Emergency button function and purpose.
3. Operation of the fire apparatus radio.
4. How to navigate to different channel.
5. Discuss the different Response Levels (resources) for each call type.
6. Explain the Levels of apparatus staging.
7. Describe the contents of the "Size-up."
8. Discuss procedure for calling other units or staff personnel.
9. Discuss procedures for copying alarm receipt.
10. How and when to call a "MAYDAY"
11. Discuss using the Fire-Com headset to transmit.
12. Discuss how to conduct a med patch with local and out of county hospitals
13. Procedures for accidental Emergency Button Activation to dispatch.

Ask if there are any questions concerning the radio procedures and prepare for the practical evolution.

Practical Evolution

The new employee shall demonstrate the ability to find specific channels by following the handout from class. Have the new employee describe correct procedure for activation of the emergency button and what occurs when it is activated. The new employee shall demonstrate the ability to properly operate the radio using proper language and technique. Demonstrate the ability to call other units using a training channel with simulated unit designations. Practice with other areas that seem relevant to the instructor. Ask the new employee if there are any questions before the session is completed.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

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Session 9: Dispatch Site Visit

Objective

The objective of this session is to show the new employee the location of the dispatching center for the fire department operations. In addition, it gives the new employee the opportunity to learn what a vital service is provided by this center. The new employee will learn how 911 calls are received and dispatched within the City of Kissimmee at the Comm Center.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Make contact with the supervisor of dispatch and request scheduling a training time that would be convenient for them to visit.
- Obtain transportation to the dispatch site.
- Designate who the fire department representative will be that will accompany the new employee(s).

Training

Before leaving for the site visit, explain the basic functions of the dispatch center to the new employee. Explain to the new employee that we are visiting and are to follow the directions of the supervisor at all times. Remain quiet at all times and follow directions. Explain to the new employee regarding the security associated with dispatch and the nerve center of emergency operations within the City of Kissimmee.

Practical Evolution

The new employee shall describe the functions and processes performed by the Comm Center.

Evaluation

Before leaving the dispatch site, ask the new employee(s) if there are any questions. Review the topics that were taught and the importance dispatch has on fire department operations. Give the new employee feedback on his or her performance on this session. Sign off the orientation manual.

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Session 10: Computer Menu & Functions

Objective

The objective of this training session is to introduce the new employee with the importance that computers have to the Kissimmee Fire Department operations. The new employee will learn the basic operations and methods to access the different operating files and screens within the system. The new employee may be assigned security access to the computer system at this time if not already completed.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session:

- Obtain a copy of the City of Kissimmee Policy concerning the unauthorized use of computers, software, and hardware unless receiving written approval.
- Have access to a computer terminal that has fire department system access

Training

This portion of the session will deal with the specifics of computer usage. Distribute a copy of the City Policy dealing specifically with computers. Read the document and take questions as teaching this information. Next, specifically cover the functions of the fire department menu screen. Cover only those items that will be found on a "firefighter" screen function. Go into each area and explain its function and expanded use. Take questions as the session continues.

Items to be covered (but not limited to):

- Email access & functions to include what accounts to send what information to: (i.e. FD facility maintenance for leaking roof).
- Documed reporting software
- Shares and All User files screen & related functions fire drive, R:drive, S:drive,
- Rules regarding sending memos (department related business only).

What to do if problems occur (who to contact and how). How to fill out a Help desk ticket

Practical Evolution

The new employee shall demonstrate the ability to perform a variety of different menu functions of the Kissimmee Fire Department's computer system. The instructor shall determine what performance competencies to test the new employee on.

Evaluation

Reflect with the new employee on what was learned. Ask the new employee if he or she has any questions on what was covered. Give the new employee feedback on his or her performance in this session. Sign off the orientation manual if the new employee has completed this session satisfactorily.

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Session 11: Department Forms

Objective

The objective of this session is to present the new employee with the knowledge and situations that require the use of a specific form. At the end of this session the new employee should be able to identify where to find the form, how to fill in out properly, and who to direct the form to.

Preparation

The following actions must be taken to ensure you are ready to proceed with this training session.

- Obtain the master list of all fire department forms.
- Obtain one form of each listed on the master list for each new employee present.
- Have each form available for the trainer.
- Have an area where the training can take place.
- Notify personnel in advance that will be involved with this training session.

Training

Find a suitable location to conduct this session. Have the new employee find the first form on the list and explain its purpose and use. Take questions on each form as you continue through the entire list of department forms.

Practical Evolution

The new employee shall explain the purpose of each of the Kissimmee Fire Department's forms. The new employee shall further demonstrate the ability to correctly fill out each of the fire department's forms. Keep in mind that a form may be needed by the new employee for an actual item, (e.g., uniform request, change of address, etc.). The new employee shall explain the procedures regarding the proper signatures that are required on each form. The new employee shall explain what occurs when incorrectly filled out or forms without the proper signatures. The new employee shall explain where the out-going mailbox is located at each station (computer station area).

Evaluation

Have the new employee ask any questions regarding the forms that have been covered in this training session. Give the new employee feedback on his or her performance in this training session and sign the orientation manual if completed satisfactorily.

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Session 12: Geographical Familiarization

Objective

The objective of this session is to acquaint the new employee with the City of Kissimmee. Simply looking at a map will not necessarily give the new employee appreciation of the magnitude of the size and makeup of the city. This session will allow the new employee to learn what the fire department protects.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Have a map available for each new employee.
- Have transportation available for the new employees.
- Notify the proper personnel in advance if assistance will be required

Training

Explain to the new employee the actual size of the city (21 square miles, largest city in Osceola County, Florida). Explain to the new employee that the population of the city is over 60,000. Before actually leaving for the practical evolution portion of this training session, identify on the map the important landmarks or locations within the city.

- City Hall
- Major traffic arteries
- Fire station locations
- Boat ramp to Lake Toho
- Lakefront Park
- Response Zones of each Fire Station.
- Location of the Florida Kissimmee Hospital & Osceola Regional Hospital
- Location of the Police Department
- Visit Central Services
- Grocery Locations
- Locations of schools
- Kissimmee Gateway Airport
- Municipal boundaries.

Practical Evolution

In this portion of the training session the new employees will be transported around the city to visit the important sites listed in the classroom portion. This will give the new employee an idea of the landmass and locations of important features within the city. Encourage questions throughout the journey within the city. Periodically ask the new employee to identify on the map where they are within the city while driving.

Evaluation

Ask the new employees if they have a new appreciation for the size and contents of the city. Give the new employee continuous feedback during the training event. Sign off the new employee in the orientation manual.

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Session 13: Ropes & Knots

Objective

The objective of this session is to review the ropes and knots that the new employee may be required to use while performing duties related to firefighting on the KFD.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Have IFSTA's *Essentials of Firefighting* 4th Edition, Chapter 6 (page 147 - 159) available for reference throughout his session.
- Determine if *Target Solutions* has relevant information for this session.
- Obtain rope to conduct the practical evolution.
- Obtain a fire extinguisher, pike pole, and a roof ladder for the practical evolution.
- Have one section of 2.50-inch hose and nozzle for practical evolution.
- Have helmet and gloves available for each new employee.
- Have the new employee acquire a short rope (companion tool) for practice tying knots.
- Have a rescue line and utility line available for demonstration and training.
- Explain the rope pack on each SCBA.

Training

In this session, review the different construction types of rope used in the fire service. Introduce the new employee to the types of roped used on the KFD. Continue through the Chapter and have the new employee practice each knot using their own small rope. Make sure the new employee(s) are familiar with each knot before continuing with the chapter. Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

The new employee shall demonstrate the ability to properly use and tie the knots listed below. If the new employee has trouble with a specific knot, that new employee shall continue to review and practice until 100% proficient. The new employee is required to tie the following knots without error before this session is completed.

1. Simple bowline knot.
2. Bowline around a vertical pole.
3. Bowline around a horizontal pole.
4. Simple Clove Hitch
5. Clove Hitch around a vertical pole.
6. Clove Hitch around a horizontal pole.
7. Simple Half Hitch.
8. Simple Figure Eight knot.
9. Figure Eight-knot connecting two separate ropes of similar size.
10. Becket Bend knots connecting two separate ropes of similar size.
11. Tie a fire extinguisher for vertical hoisting using the proper knot and technique.
12. Tie a pike pole for vertical hoisting using the proper knot and technique.
13. Tie a roof ladder for vertical hoisting and use the proper knot and technique.
14. Tie an un-charged 2.50-inch hose with nozzle attached for vertical hoisting using the proper knot and technique.

Ask the new employee if there are any questions regarding this session. Have the new employee return all equipment to the proper location when the session has been completed.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

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Session 14: TeleStaff Software

Objective

The objective of this session is to introduce the new employee to the TeleStaff Software and the different areas of navigation within the software product.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have a computer station available to teach the lesson.
- Make sure the employee has been created and authorized as a user within the TeleStaff Software.

Training

In this session, the new employee will be taught the different areas within the TeleStaff Software product. Explain the different sections of the tool bar tabs and what is represented in each of these areas. Explain to the employee why certain areas within TeleStaff are not accessible to their level of access and security. Explain how the system will notify them of future Overtime opportunities.

Practical Evolution

The new employee shall navigate to the correct area within TeleStaff for finding information related to:

- My TeleStaff
 - Calendar
 - Information
 - Reports
- Employee will practice adding activities like a vacation of fire holiday day off.
- Employee will properly enter a time swap activity

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

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Session 15: Documed Report Writing Software

Objective

The objective of this session is to introduce the new employee with the requirements and skills necessary to complete a State of Florida Fire Report using the Documed software.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have a computer station available to teach the lesson.
- Have a copy of the information collection sheet for each new employee.
- Have a "hard copy" of a KFD EMS worksheet available for each new employee.
- Have several copies of different fire/medical calls for review.

Training

In this session, the new employee will be taught the process involved in completing a State of Florida Fire Report. Explain to the new employee how the information is obtained on the incident scene. Access the computer workstation and enter the incident report area. Show the new employee each step involved in properly completing the incident report. Explain the access and function of the *Help* screen. Inform the new employee of the incident report being a legal document and reflecting accurate data and information that is documented. Explain to the new employee of what should be included in the narrative. Explain the required fields and colors related to errors completing the report. Ask the new employee(s) if there are any questions regarding the computer fire report system and prepare for the practical evolution.

Practical Evolution

The new employee shall complete incident actual or practice reports to complete this session. The instructor will be responsible for the accuracy and content of this incident report. If the report is a phantom incident created for this training session only; the instructor shall document the incident numbers and send notification to the Battalion Chief or Deputy Fire Chiefs advising the reports to be deleted if needed. The following incident reports shall be completed during this session:

- Wildland fire
- Vehicle Fire
- Emergency Medical
- Exposure Fire
- Structure Fire
- False Alarm
- Public Assist
- Canceled enroute
- Refusal

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 16: Fire Behavior

Objective

The objective of this session is to review fire behavior with the new employee. This is not intended to replace formal fire education; rather, it will review the important details regarding fire behavior.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance any personnel that may be required to teach or assist in this session.
- Have a copy of IFSTA's *Essentials of Firefighting* 4th Edition; Chapter 2 (page 33 – 76) available.
- Determine if *Target Solutions* has relevant information for this session.
- Have a suitable location available to review the material.

Training

In this session read through Chapter 2 and review important details regarding fire behavior. Have the session be interactive by having the new employee(s) take turns reading. Ask the new employee questions as the chapter is read.

Practical Evolution

The new employee shall explain the different stages of fire growth, the elements of the fire triangle, fire tetrahedron and methods of extinguishment related to removal of one of the elements.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 17: Fire Conditions and Danger Recognition

Objective

The objective of this session is to review the danger signs of hazardous fire conditions with the new employee.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance any personnel that may be required to teach or assist in this session.
- Have a copy of IFSTA's *Essentials of Firefighting* 4th Edition; Chapter 14 (pages 521 – 556) available.
- Attempt to locate articles and pictures related to dangerous fire conditions showing a Backdraft, Flashover, and BLEVE.
- Have material available to discuss how these dangerous fire conditions can be reduced.
- Determine if *Target Solutions* has relevant information for this session.
- Consider showing video on the topic.
- Have a suitable location available to review the material.

Training

In this session read through the pages of Chapter 14 that deal with dangerous fire conditions. Discuss in-depth the issues and signals of possible Flashover, Backdraft, and BLEVE. Have the new employee discuss what each of these conditions represents in an actual fire condition. Have the new employee name some of the indications that he or she might see if any of these conditions are present (or getting ready to occur) on the fire ground. Ask the new employee if he or she has any questions related to this topic.

Practical Evolution

The new employee shall describe the potentially dangerous situations encountered when a fire is no longer in the incipient stage. In addition, the new employee shall explain the indications and methods that may be employed to reduce the dangerous fire conditions mentioned.

- Flashover:
 - Ventilating the structure.
 - Full protective bunker gear
 - Locating the fire quickly.
 - Be aware of changing fire conditions (deteriorating) and advise Command.
 - Do not let flames on the ceiling get behind attack crews.
 - Upset thermal balance in fire area with water spray.
 - Etc.
- Backdraft:
 - Smoke conditions (Black smoke becoming dense gray yellow).
 - Pressurized smoke conditions.
 - Little or no visible flame.
 - Smoke stained windows.
 - Ventilation opening in highest area possible of the structure.
 - Full protective bunker gear.
 - Water supply established
 - Prepare for defensive operations
 - Etc.
- BLEVE:
 - Boiling Liquid Expanding Vapor Explosion.
 - Discuss causes (container not able to properly vent pressure)
 - Listen for increasing whistle from pressure.
 - Must have large amount of water available
 - Evacuate the surrounding area
 - Large defensive fire attack
 - Full protective bunker gear
 - Exposure protection considerations
 - Etc.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 18: Personal Protective Equipment

Objective

The objective of this session is to familiarize the new employee with the personal protective equipment that will be issued to them.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have IFSTA's *Essential of Firefighting* 4th Edition, Chapter 4, (page 79 – 86).
- Prepare to issue each new employee with the following items:
 1. Helmet
 2. Hood
 3. Bunker coat
 4. Bunker pants with Suspenders
 5. Bunker boots
 6. Gloves
 7. Survivor light
 8. Scott Voice Amp
 9. Extrication clothes
 10. Safety Goggles
- Have a suitable location to conduct this session.
- SCOTT protective breathing apparatus.
- Velcro for attaching Passport accountability tag to helmet.
- Care instructions for protective bunker gear.
- Copy of the S.O.G. that deals with the biohazard contamination of bunker gear and proper handling procedures.
- Letters for the new employees helmet

Training

In the beginning of this session, each new employee will be issued bunker gear to be utilized until the new employee receives new bunker gear after completion of probationary period. Each new employee will be issued one of each item listed above. Once the temporary bunker gear has been issued, the new employee will be fit tested for proper fit of each item. In addition, the new employee shall be instructed to inspect each piece of protective equipment issued for defect, tears, burns, or stains. Logistics will make the determination of the status of the protective equipment. Once the new employee(s) have been issued a full set of protective bunker gear, ask one last time and verify the new employee has the required items. Make sure the proper documentation of issuing the protective bunker gear has been conducted. Have the new employee(s) read Chapter 4 before continuing with this session. Encourage the new employee to ask questions about the material as it relates to KFD operations. Once the material has been covered and discussed, continue with the rest of the class room portion of this session. Allow the new employee to become familiar with their new protective bunker gear. The new employee shall be taught the correct method of donning the protective bunker gear. The next instruction to the new employee is to affix the small Velcro patch in the correct location on the underside of the helmet and place their 5 Passport name tags on the Velcro. Teach the new employee the care instructions to be followed regarding the care of protective bunker gear. The S.O.G. dealing with serious contamination of biohazard material will be taught at this time. Allow the new employee to ask questions throughout the session. Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

During this session, the new employee will be instructed of the proper method for donning and wearing the protective bunker gear. The new employee will be monitored to verify that he or she is properly donning the protective equipment. Once the new employee has become familiar with the new issued gear, have them incorporate wearing an SCOTT breathing apparatus with the new gear. The emphasis here is to teach the new employee how to wear the bunker gear properly with the breathing apparatus. DO NOT attempt to teach the SCOTT breathing apparatus to the new employee in this session. Once the new employee has learned the required skills of properly wearing the protective bunker gear, discuss how and where the gear is to be stored. Teach the new employee the procedures for storing the gear when off-duty. Explain to the new employee where the correct location is for hanging the gear on or around the fire apparatus. Explain the procedures for removing the protective gear at shift change. For the final evolution of this session, the new employee shall demonstrate walking up to the fire apparatus and donning their protective bunker gear. Have the new employee continue to dress and board the apparatus and take a seat in the proper location. Have the new employee practice donning the protective breathing apparatus while seated. Stress the importance of getting all gear on correctly before boarding the apparatus. Make sure the new employee is wearing the seatbelt.

The final phase will require the employee to complete the skill set check-off sheet located below. If employee successfully passes simply sign off in the new employee's Probation Manual.

- PPE Donning

Evaluation:

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Skill No 18-001 Donning Personal Protective Equipment

Evaluator Instructions: The candidate shall be provided with the following personal protective equipment (PPE): boots, pants, coat, hood, gloves, and helmet.

Firefighter Directive: "Properly don the personal protective clothing. "

No.	Task Steps	First Test	
		P	F
1.	Places equipment in logical order for donning.		
2.	Places protective hood over head and down around neck.		
3.	Puts boots on and pulls up bunker pants.		
4.	Places suspenders over shoulders and secures the front of pants.		
5.	Dons turnout coat and closes front.		
6.	Pulls protective hood over head.		
7.	Places helmet on head and adjusts chinstrap.		
8.	Turns up coat collar and secures in front.		
9.	Dons gloves.		

Probationary Firefighter Orientation Program

Session 19: Protective Breathing Apparatus

Objective

The objective of this session is to teach the new employee the proper procedures of the KFD's protective breathing apparatus.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have a protective breathing apparatus available for each new employee.
- Have a suitable location to conduct the classroom and practical evolution.
- Have IFSTA's *Essentials of Firefighting* 4th Edition, Chapter 4 (page 87 – 111).
- Determine if *Target Solutions* has relevant information for this session.
- Have spare cylinders available for changing.
- Review the testing skill sheets.
- Consider showing the manufacturer's video on the SCOTT air pack.
- Consider other videos on protective breathing apparatus.

Training

In this session, the new employee will be introduced to the KFD's protective breathing apparatus. Have the new employee read over the material in Chapter 4 related to protective breathing apparatus. When finished reading, show the video if available.

The next item is to introduce the new employee to the KFD's protective breathing apparatus. The instructor should cover the breathing apparatus in detail and explain all of the features associated with its use. Have the new employee practice with the breathing apparatus and its functions. Once the new employee has become familiar with the operation and use of the breathing apparatus ask if there are any questions. Once all of the questions and concerns have been covered, prepare for the practical evolution.

Practical Evolution

The emphasis of this evolution is for the new employee to practice using the protective breathing apparatus. Search & Rescue skills are not the emphasis of this session. Search techniques can be practiced, but are not the primary lesson of this session. Allow the new employee to bunker out completely and don the breathing apparatus using various methods. Have the new employee practice different job functions of fire fighting while wearing the protective breathing apparatus. The test skill sheets are only provided here in this section for the instructor to review. The new employee will have the actual sheet that requires the signoff for the skills in the Probation Manual. Have the new employee practice changing cylinders and various donning procedures. Let the new employee consume ½ of the air supply in the cylinder conducting various job functions. At the 50% point of the remaining air supply, have the employee enter into an air consumption drill with the objective to have the air remain last as long as the employee can using whatever means necessary simulating an environment of entrapment waiting for the RIT team. If possible, allow the new employee to conduct the evolution in the air conditioning or shade. Continuously monitor the new employee for difficulty or fear associated with the use of the breathing apparatus. In addition, continually monitor the fatigue level of the new employee. The new employee should be required to practice activating the safety/emergency systems associated with the protective breathing apparatus. Ask the new employee if there are any questions.

The final evolution phase requires the new employee to demonstrate the proper skill sets associated with wearing and operating the breathing apparatus in the following areas which must be initialed independently in the employee's Probation Manual:

- SCBA Inspection
- SCBA Donning – Over the Head
- SCBA Donning – Seat Mounted Bracket
- SCBA Cylinder Replacement
- SCBA Cleaning and Sanitizing

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Skill No. 19-001 SCBA Inspection

Evaluator Instructions: The candidate shall be provided with SCBA.			
Firefighter Directive: "Properly inspect SCBA using daily inspection criteria."			
No.	Task Steps	Skill Test	
		P	F
1.	Checks pack and harness straps.		
2.	Checks air-cylinder pressure.		
3.	Turns on air-cylinder valve and compares gauge pressures.		
4.	Checks condition of all hoses while pressurized.		
5.	Activates integrated PASS device		
6.	Checks face piece. (inspection of mask and seal)		
7.	Connects face piece to regulator and takes test breaths.		
8.	Closes cylinder valve and opens emergency by-pass valve.		
9.	Checks function and activation of low-air alarm.		
10.	Closes by-pass valve and restores unit to ready condition.		

Probationary Firefighter Orientation Program

Skill No. 19-002 Donning SCBA Using the Over-the-Head Method

Evaluator Instructions: The candidate shall be provided with the following personal protective equipment (PPE): boots, pants, coat, hood, gloves, helmet, SCBA, and face piece. The candidate will have already donned PPE. The evaluator will need a stop watch.

Firefighter Directive: "While wearing PPE, except helmet and gloves, properly don the SCBA using the over-the-head method within one (1) minute."

No.	Task Steps	Skill Test	
		P	F
1.	Opens case and lays out SCBA with cylinder valve away from self and places shoulder straps out to the sides.		
2.	Fully opens main cylinder valve.		
3.	Bends down and grasps SCBA back plate with both hands.		
4.	Uses legs to lift SCBA over head.		
5.	Balances the back plate on back.		
6.	Slides the SCBA down back while arms slide into shoulder straps.		
7.	Tightens shoulder straps and secures waist belt.		
8.	Dons face piece, checks for adequate seal.		
9.	Pulls protective hood into position, puts on helmet, and secures chinstrap.		
10.	If necessary, connects regulator to face piece.		
11.	Activates airflow, PASS alarm, and puts on gloves.		

Probationary Firefighter Orientation Program

Skill No. 19-003 Donning SCBA from a Seat-Mounted Bracket

Evaluator Instructions: The candidate shall be provided with the following personal protective equipment (PPE): boots, pants, coat, hood, gloves, helmet, SCBA, and face piece. The candidate will have already donned PPE.

Firefighter Directive: "While wearing PPE, except gloves and helmet, properly don the seat-mounted SCBA."

No.	Task Steps	Skill Test	
		P	F
1.	Dons full PPE ensemble prior to mounting fire apparatus.		
2.	Safely mounts apparatus and sits in seat, placing arms through SCBA shoulder straps.		
3.	Fastens seat belt.		
4.	Partially tightens shoulder straps.		
5.	When the apparatus stops, releases seatbelt and SCBA from bracket.		
6.	Exits apparatus.		
7.	Attaches waist belt and adjusts.		
8.	Adjusts shoulder straps.		
9.	Opens main cylinder valve.		
10.	Dons face piece, and checks for adequate seal.		
11.	Pulls protective hood into position, puts on helmet, and secures chinstrap.		
12.	If necessary, connects regulator to face piece.		
13.	Activates airflow, PASS alarm, and puts on gloves.		

Probationary Firefighter Orientation Program

Skill No. 19-004 Replacing an SCBA Cylinder.

Evaluator Instructions: The candidate shall be provided with an SCBA and spare cylinder.			
Firefighter Directive: "Properly replace an SCBA cylinder."			
No.	Task Steps	Skill Test	
		P	F
1.	Removes regulator from face piece or shuts off air supply from regulator.		
2.	Doffs SCBA.		
3.	Turns off cylinder valve.		
4.	Opens by-pass valve to bleed off pressure.		
5.	Disconnects high-pressure supply hose.		
6.	Releases cylinder from backpack.		
7.	Slides full cylinder in the backpack.		
8.	Aligns outlet to supply hose.		
9.	Locks cylinder into place.		
10.	Checks condition and presence of "O" ring.		
11.	Connects high-pressure hose to air cylinder.		
12.	Opens cylinder valve and checks gauge readings.		
13.	Dons SCBA.		

Probationary Firefighter Orientation Program

Skill No. 19-005 SCBA Cleaning and Sanitizing.

Evaluator Instructions: The candidate shall be provided with an SCBA, face piece, clean water, stiff brush, mild soap, and a 5-gallon bucket.

Firefighter Directive: "Properly clean and sanitize an SCBA and face piece."

No.	Task Steps	Skill Test	
		P	F
1.	Inspects SCBA before cleaning.		
2.	Removes face piece from regulator.		
3.	Detaches SCBA from harness.		
4.	Rinses all parts of SCBA with clean water.		
5.	Scrubs SCBA cylinder and harness with soapy water, rinses, and allows them to dry.		
6.	Prepares cleaning solution.		
7.	Submerges the SCBA face piece in solution.		
8.	Washes regulator with solution.		
9.	If necessary, scrubs contaminates from face piece and regulator with soft brush.		
10.	Rinses face piece and regulator then allows them to dry.		
11.	Reassembles and inspects SCBA.		

Probationary Firefighter Orientation Program

Session 20: Refilling Air Cylinders

Objective

The objective of this session is to teach the new employee the proper skills and procedures regarding the refilling operations associated with air cylinders.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Have a SCOTT (30-minute) cylinder available to refill
- Have a SCOTT (60-minute) cylinder available to refill.
- Have the new employee visit the station that has a breathing air cascade system.
- Have a document that reflects proper hydrostatic test dates of a cylinder.
- Have the employee refill a cylinder using the storage tank system.
- Explain how to refill the cylinders on both Truck 11 & HR-1 breathing system and the storage tanks.
- Have a knowledgeable individual on this subject conduct this session.

Training

In this session, the new employee will be shown the different cylinders that exist on the KFD and how they are refilled. Explain the markings; fill pressures, and safety features associated with each cylinder type. Discuss the safety precautions associated with refill operations. Allow the new employee to ask questions regarding refilling air cylinders. Prepare for the practical evolution.

Practical Evolution

In this session, the new employee will demonstrate the systematic process associated with refilling the air cylinders using the air storage/refill system at the station. The new employee will be shown the special adapters and knowledge required to fill:

1. SCOTT cylinder.
2. SCOTT confined space cylinder
3. Refill operations of the Station breathing air storage system.

Once the new employee has been shown each of the above items, the new employee shall demonstrate the skills learned by performing a refill of an air cylinder. Ask the new employee if he or she has any questions regarding refill operations.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 21: Quick Water Rescue Program

THIS IS A FUTURE PROGRAM AND IS NOT OPERATIONAL AT THIS TIME.

Objective

The objective of this session is to teach the new employee the skills and knowledge required conducting a quick water rescue.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have the new employee bring swimming apparel for this session.
- Schedule the event with the pool.
- Have the Quick Water Rescue Program manual available.
- Have a set of water rescue gear available for the new employee(s).
- PVC vehicle prop delivered to training site.
- Have a qualified instructor for this session.

Training

In this session, the new employee will be taught the KFD's Quick Water Rescue Program by a qualified instructor. The specifics of the session will not be addressed here to prevent duplication or incorrect information from that presented in the class. The instructor will determine what areas will be conducted in the classroom and practical evolution portion of this session.

Practical Evolution

In this portion of the session, the instructor will conduct the practical training in one of the city pools. The specifics of the session will not be addressed here to prevent duplication or incorrect information being presented. The qualified instructor will determine the necessary information to be taught to the new employee. In addition, the instructor will determine the skills that must be demonstrated to successfully pass the practical evolution.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 22: Fire Prevention Division & Ride Time with Fire Inspector

Objective

The objective of this session is to introduce the new employee to the personnel and job function associated with the Fire Prevention Division.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Schedule this session in advance with Fire Prevention.
- Attempt to conduct ride-time for each new employee with a Fire Inspector.

Training

In this session, the new employee will be introduced to a representative from the Fire Prevention Division on the KFD. This representative will determine the content to be covered with the new employee(s).

Practical Evolution

In the practical evolution portion of this session, the new employee will conduct ride-time with an individual assigned to the Fire Prevention Division. The content and focus of this ride-time will be at the discretion of the Fire Prevention Division.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 23: Command Spanish

Objective

The objective of this training session is to educate the new employee about the large Hispanic population within the City of Kissimmee and the basic language skills necessary to perform one's duty using the Spanish language here at the KFD.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance any personnel that will be required to assist with this session.
- Attempt to locate one of the department's members who are fluent with the Spanish language.
- Determine if any of the new employees are fluent with the Spanish Language?
- Obtain the sheet "Survival Spanish for Paramedics and EMTs"
- Consider available videos on this topic.
- Find a suitable location where the new employee(s) can sit and learn the material to be delivered in this session.

Training

Start the classroom briefly by determining if the new employee(s) have the ability to communicate in Spanish. Use the department resources to cover the basics of Spanish that the employee may encounter as a member of the KFD. Explain the technique to use interpreters wherever and whenever possible to assist in the performance of their duties. Explain the large population of Hispanics within the City of Kissimmee and many do not communicate in English. Explain that today's technology allows for self-education through sites like YouTube and the advancement of Apps have greatly enhanced the ability of cross communication with populations that speak languages different than English. Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

Using the "Survival Spanish for Paramedics and EMTs" document, challenge the new employee with different words and phrases to guide them to understand what is being said or what they need to ask. Explain that over time, the critical Spanish that is needed for their job will be learned simply through experience.

Evaluation

Ask the new employee if he or she has questions regarding the session. Give the new employee feedback on his or her performance during the training session. Sign the new employee off in the orientation manual if the new employee completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 24: Auto Extrication

Objective

The objective of this session is to teach the new employee the skills and principles involved with extricating victims in auto crashes. The new employee will practice the techniques required to perform these operations.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session:

- Review IFSTA's *Essentials of Firefighting* 4th Edition; Chapter 5 (pages 186 – 205).
- Determine if *Target Solutions* has relevant information for this session.
- Obtain the owner/operation manual for the extrication power tools.
- Obtain simulated victim(s) for the training session
- Obtain vehicle(s) and schedule well in advance for this training session
- Have the extrication tools available for the session
- Have the necessary medical supplies available for simulated patient treatment
- Have rehab water available for participants
- Have full protective gear available for participants
- Designate a Safety Officer (HSO?) for the training session
- Determine if a vehicle is available for hydraulic tools use.
- Notify personnel that will be assisting in this training session

Training

Before the practical evolution have an informal classroom setting and explain the steps involved with auto crash response:

- Consider training video
- Bunker gear
- Response levels of apparatus with the different auto crashes.
- Safety hazards that may be encountered on the scene:
- Fluids, sharp metal, electrical lines, water, fire, pets, traffic conditions, apparatus placement, severe weather, glass, unstable vehicles, compromised structures, etc.
- Go over the extrication tool(s) with the new employee
- Explain when to pull and charge a hose line
- Explain when to call for additional help (Multiple vehicles, Entrapment, Bus, Tanker, Etc.)

Practical Evolution

Assemble participants in the proper location and go over safety considerations. Inform participants of the safety officer in this training event. Explain the level of protection that the participant is to wear during the training event (full bunker gear). Have fire protection available and discuss the proper selection extinguisher vs. charged hose line.

In this training session, cover the following topics:

- Safety of personnel and patient
- Access scene conditions and give size up.
- Quick check of each vehicle hazard and number of occupants
- Triage patients
- Demonstrate the different methods to access the patient
- Stabilize vehicle (cribbing, deflating tires, ropes, winch, jacks, hydraulic tool, etc.).
- Method of removing car from the victim (use tools to accomplish the following)
 1. Remove door
 2. Remove roof
 3. Steering wheel
 4. Pushing/pulling dashboard
 5. Glass removal
 6. Pedal removal
 7. Seat push
- Practice removing victim in all scenarios
- Consider and discuss vehicles that are inverted or on side
- Practice stabilization and removal of patient
- Safety of personnel and patient.
- Place all items removed from vehicle back inside
- Return all equipment to the proper location

Evaluation

Reflect on the importance of safety during such incidents. Ask the new employee if he or she has any questions regarding the session. Give feedback to the new employee on his or her performance during this training session. Sign off the orientation manual if the new employee has completed satisfactorily.

Probationary Firefighter Orientation Program

Session 25: Portable Fire Extinguishers

Objective

The objective of this session is to review the proper procedures for using portable fire extinguishers with the new employee.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have IFSTA's *Essentials of Firefighting* 4th Edition, Chapter 5 (page 125 – 140).
- Determine if *Target Solutions* has relevant information for this session.
- Obtain fire extinguishers trainer system for the practical training of the new employee(s).
- Have full protective bunker gear available.
- Have a fire apparatus available for safety back up.
- Have a suitable location to conduct the training fire.
- Have one of each type of portable fire extinguisher available that is used by the KFD.

Training

In the classroom portion of this session, have the new employee(s) review and discuss the Chapter that deals with portable fire extinguishers. Take questions as the chapter is covered. Introduce the new employees with the sizes and types of portable fire extinguishers carried on KFD apparatus. Have the new employee(s) identify what type of fire each extinguisher will be used on. Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

Have a safe and suitable location to conduct the training. Make sure all safety issues are discussed and resolved prior to conducting this evolution. Make sure that all new employees have full protective gear available. Show the new employee how the fire extinguisher trainer is set up for public demonstrations. The new employee shall demonstrate the proper selection and technique to extinguish the fire. The new employee(s) will make sure all equipment is returned to the proper location before the session is completed. Ask the new employee if there are any questions.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 26: Incident Command System & Passport Accountability

Objective

The objective of this session is to teach the new employee the Incident Management System and understand its function on KFD operations.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Determine if *Target Solutions* has relevant information for this session.
- Have a copy of the County-wide ICS manual for each new employee.
- Have a list of all terminology regarding the Incident Management System.
- Ensure the new employee(s) have taken ICS; 100, 200 & 700 online.
- Consider video on the topic.

Training

In this session, the new employee will be taught the Incident Management System class. In addition, the new employee will be taught the Passport Accountability System. This class should follow the format that existing employees have received.

Practical Evolution

Ask questions about the program and the individual responsibilities of the Passport tag.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 27: Exterior Station Cleaning

Objective

The objective of this session is to teach the new employee the proper methods and techniques for cleaning the exterior of the fire station in which they are assigned.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify personnel in advance that will be required to assist with this session.
- Trash bags for garbage collection.
- Necessary cleaning supplies.
- Hose & nozzle (if washing out apparatus doors).

Training

In the classroom portion of his session, distribute and review the items that deal with exterior cleaning of the fire station. Explain to the new employee that the public constantly monitors the cleanliness of the exterior of the fire stations. Stress that cleanliness of the exterior plays a major role in the public relations campaign that the Kissimmee Fire Department conducts. Ask the new employee if there are any questions and prepare to conduct the practical evolution.

Practical Evolution

Assemble the new employee(s) in the bay. Distribute trash bags to each participant and have them walk the exterior grounds picking up trash and debris that is larger than a penny in size. Have the new employee pay close attention to the area surrounding the dumpsters due to these areas collecting more debris than other areas around the fire station. When the new employee has finished collecting the trash have them throw the trash bags in the trash dumpster. In addition, have the new employee empty the trash containers located in the apparatus bay if applicable.

Determine if the exterior surfaces of the apparatus bay doors need rinsing down. Have the new employee connect the necessary hose lines and nozzle and instruct the proper methods for washing down the apparatus bay doors and apron area. When finished, have the new employee return all of the cleaning equipment to the proper location.

Finally, have the new employee use window cleaner on all exterior windows. Have the new employee check the light bulbs on the exterior of the station and change if needed. If the light bulb is a special item or repair request, show the new employee how to properly complete this report.

Evaluation

Ask the new employee if there are any questions concerning the training session. Give the new employee feedback on his or her performance. Sign the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 28: Apparatus Bay Cleaning

Objective

The objective of this session is for the new employee to learn the importance of keeping the apparatus bay clean and hazard free.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Station cleaning schedule to show the days bays are to be cleaned.
- Check to make sure cleaning supplies are available.
- Have bunker boots available for new employee.
- Remove apparatus from the bay.
- Protect or move bunker gear racks from water spray.
- Hose and nozzle available for washing.

Training

Stress the importance of keeping the bay floors clean. Inform new employee about the oil and grease stains that result from apparatus standing for long periods of time. Stress the dangers associated with these hazard spots regarding slips and falls. Inform the new employee about the responsibility of keeping the apparatus bay clean and organized.

Practical Evolution

The new employee shall participate in performing the following cleaning evolution with existing personnel.

- Have new employee clean areas that will not be able to be flush with water (e.g., workbench, bunker gear racks, hose rack, soda machine, etc.).
- Have new employee clean the heavy oil and grease stains from fire apparatus.
- Connect hose to water supply and flush the soap from the apparatus bay.
- Use water spray as a broom to push dirt and soap outside.
- Have new employee use squeegee to remove excess water from the apparatus bay floor.
- Return all cleaning supplies and hose back in the proper storage location.
- Place all equipment removed from the apparatus bay back into the correct location.
- Return fire apparatus to the bay.

Evaluation

Ask new employee if they experienced any problems or have any questions regarding the training event. Give the new employee feedback on his or her performance in this training session. Sign-off the new employee's Orientation Manual if satisfactorily completed training session.

Probationary Firefighter Orientation Program

Session 29: Apparatus Equipment Checks

Objective

The objective of this training session is to teach the new employee the knowledge and skills required performing the apparatus equipment checks.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this training session:

- All apparatus assigned to the fire station will be used for the training event.
- Notify the necessary personnel if they will be assisting with this session.
- Obtain the apparatus check-off form for the apparatus to be used.

Training

In this session, begin with an informal classroom approach of explaining the importance of the daily apparatus checks. Explain to the new employee when the daily apparatus checks are performed. Explain to the new employee what to do if a problem is found during the morning checks (notify driver). Show the new employee(s) where the computer files containing the apparatus check off sheets are located. Explain to the new employee how to use the apparatus check-off sheet and what to do and who is to be notified if something is wrong. Ask the new employee if he or she has any questions regarding the apparatus checks and prepare for the practical portion.

Practical Evolution

In this portion of the session, the new employee should be introduced to the individual who will be assisting with the practical application of the session. The new employee should actively participate in an actual daily apparatus check with an existing employee. During this portion of the session, teach the new employee the proper procedures while following the apparatus check-off manual. To prevent repeating or deleting portions that exist in the check-off sheet, the specific areas will not be listed here. Follow the sheet in sequential order allowing the new employee to ask questions as they proceed.

Evaluation

Review with the new employee the great importance placed on daily apparatus checks. Ask the new employee if he or she has any questions on the training that was covered. Give the new employee feedback of his or her performance with this session. Sign off the orientation manual if completed satisfactorily.

Probationary Firefighter Orientation Program

Session 30: Apparatus Maintenance

Objective

The objective of this session is to teach the new employee the importance of proper apparatus maintenance.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this training session:

- Make a copy of a manufacturer's recommended apparatus maintenance from the operation manual.
- Identify and brief personnel that will be assisting with this training session with the new employee.
- Make sure that all necessary items are available for the new employee to participate in this training session (e.g., cleaning supplies, wax, buffing towels, etc.).

Training

To begin this training session, the trainer should sit down with the new employee and explain the importance of apparatus maintenance.

- Explain that the City of Kissimmee has a major financial investment in fire apparatus. Stress the importance to properly maintain these investments.
- Explain the importance of Public Relations of clean fire apparatus.
- Explain the importance of taking pride in the appearance of the fire apparatus because it directly reflects to the public our image we are trying to portray.
- Distribute a copy of the manufacturer's recommended apparatus maintenance and explain what portions the city mechanic would be responsible for and what portion fire department personnel are responsible for in their job function.
- Explain the Friday checks program duty schedule to the new employee.
- Ask the new employee if he or she has any questions, and prepare for the practical portion of this training session.

Practical Evolution

The new employee will demonstrate the actual cleaning of the apparatus. The new employee should be shown all of the proper procedures to follow regarding apparatus maintenance. Explain to the new employee the proper steps in maintaining the appearance of the fire apparatus while he or she performs the steps.

- Show the new employee the location of the cleaning supplies for the apparatus.
- Clean the interior cab area
- Clean the jump seat area if applicable
- Clean the compartments
- Clean the exterior of the apparatus
- Remove and clean exterior mounted equipment (e.g., ladders, axes, extinguishers, etc.) from the apparatus.
- Dry the exterior of the apparatus (show new employee the location of the drying chamois).
- Place the apparatus in the shade of the apparatus bay for waxing
- Wax the exterior of the apparatus and buff to shine.
- Replace all exterior mounted equipment
- Return all cleaning supplies to the proper locations

Evaluation

Ask the new employee if there are any questions regarding the training session. Give the new employee feedback on his or her performance during this training session. Sign the new employee off in the orientation manual if completed satisfactorily.

Probationary Firefighter Orientation Program

Session 31: Engine Company Operations

Objective

The objective of this training session is to teach the new employee the responsibilities associated with being assigned to an Engine Company on the Kissimmee Fire Department.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Consider video on Engine Company Operations or determine if *Target Solutions* has relevant information for this session.
- Have an Engine Company available for the practical evolution.
- Consider the Engine Company Officer to conduct this session.
- Research articles related to Engine Company operations.

Training

In this session, the new employees should be taught the concept and major job functions of an Engine Company. Have the new employee read over related articles that discuss Engine Company operations. If a video is available, consider showing it at this time. Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

In this portion of the session, show the new employee the location of each Engine Company in the city. Explain the role of the Engine Company for the following assignments:

- Fire Attack
- Draft Supply
- Hydrant Supply
- Forward Lay
- Reverse Lay
- Vehicle Fire
- Sprinkler(s) Standpipe
- Standing by the hydrant
- Offensive Operations
- Defensive Operations
- Exposure Protection

Have the new employee name all Engine Companies located within the city. Discuss the different Alarms that the Engine Company is dispatched to using the Alarm Assignment Sheet. Explain the dispatch run sheet for how the computer dispatch system selects which Engine will respond to certain alarms. The new employee does not need to pull hose during this session; other more specific training sessions will cover this topic. Ask the new employee if he or she has any questions regarding the function of the Engine Company. Ask the new employee to repeat some of the functions the Engine Company may be required to perform.

Evaluation

Review the items discussed concerning Engine Company operations. Ask the new employee if he or she has any questions concerning the functions of the Engine Company. Give the new employee feedback on his or her performance. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 32: Fire Hose (Sizes, Use, Loads, Care & Storage)

Objective

The objective of this session is to teach the new employee the standard KFD hose sizes, use, and locations.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have a section of each size (and color) hose available for inspection.
- Have spanners available for the different style hose.
- Have manufacturer's hose care instructions available.
- Helmet & gloves available to the new employee.

Training

The instructor will determine what areas to be covered in the chapter and how they relate to KFD operations regarding hose. The new employee will learn the KFD hose loads and standard locations on all apparatus. The new employee will learn the difference between Attack hose (1.75 & 2.50) and Supply hose (5.00). Present each size and color hose to the new employee to inspect during this portion. Ask the new employee if there are any questions regarding this session and prepare for the practical evolution.

Practical Evolution

In this session the new employee shall demonstrate the correct load and/or roll for the various size hoses on the KFD. During this session, the new employee will be required to conduct the following exercises regarding hose. This is a dry (no water flow) evolution.

- Remove and reload a 1.75 attack line.
- Remove and reload a 2.50 attack line.
- Forward lay 300-feet of 5-inch supply, simulate draining using roller or hand-over-hand, and reload onto the apparatus.
- Have the new employee identify the size and use (attack or supply) of a mixture of hose sizes on the hose rack.
- Have the new employee(s) each properly clean one section of 2.5-inch hose.
- Have each new employee properly flake the hose to dry on apparatus bay floor.

Ask the new employee if there are any questions regarding the practical evolution. Make sure all equipment has been returned to the proper location when finished.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 33: Hydrant Connection Evolution with 5” Supply Hose

Objective

The objective of this training session is to teach the new employee proper technique and skills to be used when making a hydrant connection with the Kissimmee Fire Department. The new employee will be shown the method to connect 5-inch supply hose with the 2.5 gate valve to the hydrant. In addition, the new employee will be shown the standard supply hose configuration on fire apparatus hose beds. The new employee will participate in both “Forward Lay” and “Reverse Lay” procedures.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance all personnel that will be assisting in this training session.
- Review Chapter 11 “Water Supply” in IFSTA’s *Essentials in Firefighting* 4th Edition (page 379 – 394).
- Select the two appropriate fire apparatus’ for the practical evolution.
- Determine a suitable location to conduct the practical evolution portion of the training session.
- Obtain a map of the city’s hydrant system if possible.

Training

In the classroom session the new employee will be presented with the following information:

- Read and review of IFSTA Chapter 11 that is relevant for the training session.
- Explain the difference between a *Forward Lay* & *Reverse Lay*. (IFSTA *Essentials in Firefighting* 4th Edition; Chapter 12 in page: 422 – 428).
- Determine if *Target Solutions* has relevant information for this session.
- Explain when each of the two hose lays might be used on the fire department.
- Explain the difference in the hydrant colors in Geoblade on the computer in the apparatus.
- Explain the step involved in connecting to a fire hydrant.
 1. Wait for the Officer to call for the connection.
 2. Listen to what type of Hose laid the Officer calls for.
 3. How to wrap the hydrant correctly (one wrap and stand on inside of loop).
 4. Quickly flush hydrant before signaling apparatus to continue (verify hydrant is operating before continuing to lay the supply hose).
 5. Signal driver to continue if hydrant is “wet.”
 6. Connect supply hose.
 7. Wait for the proper signal to charge supply hose (radio, hand signal, horn).
 8. Allow hose to fill completely before turning the hydrant fully open.
 9. Walk to the apparatus once the hydrant is open completely.
- Make contact with the Driver/Engineer or Officer for further assignment.

Practical Evolution

In this evolution, the new employee shall demonstrate the skills presented in the classroom portion of this session. It is important that the new employee perform each of the hydrant connections before signing off on this section. The new employee is required to perform **each** of the listed hydrant evolutions before completing this evolution.

The hydrant connections to be completed are:

- **5-inch “Forward Lay”**
 1. The new employee waits for instructions from the Officer.
 2. When directed, the new employee dismounts the apparatus and pulls the 5-inch supply line to the hydrant.
 3. Wraps the hydrant correctly
 4. Quickly removes the steamer-port cap of the hydrant and opens it see if hydrant is “wet.”
 5. Stands on the hose correctly and signals the driver to continue to the scene.
 6. Connects the hose to the correct hydrant port.
 7. Waits for the proper signal to begin opening the hydrant.
 8. Slowly allows the supply line to fill before opening the hydrant fully.
 9. Fully opens the hydrant when supply hose is full.
 10. Walks to the apparatus or Officer’s location.

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Probationary Firefighter Orientation Program

Session 33: continued

- **5-inch “Reverse Lay”**

1. The new employee waits for instructions from the Officer.
2. When directed, the new employee dismounts the apparatus, removes the 5-inch hydrant adapter from the supply line, and leaves it on the apparatus.
3. Pulls the 5-inch supply line to the attack apparatus.
4. Places the supply hose coupling under the proper tire on the attack apparatus.
5. Re boards the apparatus to continue to the hydrant.
6. Works under the direction of the Engineer.
7. Pulls the 5-inch supply hose to the hydrant.
8. Quickly removes the steamer-port cap of the hydrant and opens it see if hydrant is “wet.”
9. Connects the hose to the correct hydrant port.
10. Waits for the proper signal to begin opening the hydrant.
11. Slowly allows the supply line to fill before opening the hydrant fully.
12. Fully opens the hydrant when supply hose is full.
13. New employee walks to the apparatus or Officer’s location.

Evaluation

Ask the new employee if he or she has any questions related to this session. Give the new employee feedback on his or her performance. If the new employee has completed **all** of the Practical Evolution listed above, sign off the new employee orientation manual as completed satisfactorily.

Probationary Firefighter Orientation Program

Session 34: Standpipe(s) Sprinkler Connections

Objective

The objective of this session is to teach the new employee the proper technique for connecting to a fire department sprinkler or standpipe connection.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Determine if *Target Solutions* has relevant information for this session.
- Have an Engine Company available to assist with this session.
- Have a suitable location with access to a standpipe or sprinkler system for hookup (no water will flow into the system).
- Get permission from the building owner to use the connection (explain that no water will be introduced into the system).
- Have full bunker gear available for the new employee(s).
- Consult with Fire Prevention for a Fire Inspector/Fire Marshal to assist in this session.
- Discuss commercial sprinkler and residential sprinkler and their differences.

Training

In this session, read over and review the major functions and parts of a sprinkler system before the practical evolution. Explain to the new employee size and number of supply hose used to connect to a sprinkler or standpipe. If using 5-inch supply hose, only one connection will need to be made to the Siamese connection, unless directed otherwise by the Officer. If using 2.5-inch supply hose, connect to both ports on the Siamese with a hose line each, unless directed otherwise by the Officer. Explain to the new employee that if using 2.5-inch supply hose that one section should be completely connected and charged before continuing to connect the second hoseline into the system. This allows water to begin flowing into the system immediately. Ask the new employee what tools would be needed to make a sprinkler connection (correct spanner wrench and hose). Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

In this session, the new employee will learn to make the proper connection to the sprinkler connection. Once permission has been granted to use the sprinkler connection, carefully remove any tamper caps that may be present. Explain to the new employee how to quickly remove these caps in an actual fire by striking them with a spanner wrench. Once the tamper caps have been carefully removed, prepare to begin the evolution. Have the new employee dress in full turnout gear and board the apparatus for simulated response. Have the apparatus pull near the location of the sprinkler connection (within 100 feet or less). Instruct the new employee to make the correct connection using either 2.5-inch supply hose or 5-inch supply hose. Make sure the new employee connects to both the proper discharges on the apparatus and the sprinkler connection. If using 2.5-inch hose, make sure the new employee connects one complete hoseline and calls for the line to be charged (simulated only) before starting to connect to the second port on the system. Ask the new employee if there are any questions regarding the evolution. The instructor can have the new employee connect to the same system using the other size supply hose (5-inch vs. 2.5-inch) if deemed necessary. Before completing this evolution, make sure that the tamper caps are placed back on the sprinkler connections. Return all equipment to the proper location on the apparatus. Ask the new employee if there are any questions regarding the evolution.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 35: Fire Attack Offensive using 1.75 & 2.50 Hose

Objective

The objective of this session is to have the new employee learn and practice the skills necessary to deploy attack lines during offensive fire operations.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have IFSTA's *Essentials of Firefighting* 4th Edition, Chapter 14 available.
- Determine if *Target Solutions* has relevant information for this session.
- Consider showing video on this topic.
- Obtain suitable location for both classroom and practical evolution.
- Have hydrant available at practical evolution site.
- Have full bunker gear available for new employees.
- Have an Engine Company available to participate or teach in this session.

Training

In this session the new employee(s) will read Chapter 14 and review the contents dealing with Offensive fire operations. The instructor will discuss the conditions that would require an offensive fire attack. The instructor will explain the minimum diameter (1.75-inch) attack line used for offensive fire attacks.

Specific topics to cover regarding offensive fire attacks:

- Full protective bunker gear
- Discuss dangerous fire conditions that would prevent offensive operations.
- Do not enter if ventilation is required.
- Attack team must consist of at least two personnel.
- Have radio available
- Same side of hoseline
- Proper technique to open interior door (feel before opening).
- Bleed line before entering.
- Stay low and crawl in severe heat & smoke condition.
- Discuss the standard hose locations and lengths on KFD apparatus.
- Discuss proper technique for deploying hose from apparatus.
- Discuss removing twists & kinks from hose.
- Discuss various reasons and locations of entering a structure in offensive attacks.
- Discuss opposing stream hazards.
- Discuss dangers of water through windows and ventilation openings with personnel inside conducting offensive attack.

Ask the new employee(s) if they have any questions and prepare for the practical evolution.

Practical Evolution

In this session, the new employee(s) shall simulate offensive fire attack using preconnected attack lines. This is a simulated fire attack and requires the use of all protective bunker gear (including SCBA). It is important for the new employee to have the opportunity to practice these skills in full protective gear before being assigned to shift duty. The new employee will learn the skills involving deployment, advancing, operating and reloading both 1.75 and 2.50 attack lines from the apparatus. If an actual training fire is not available, the instructor/officer of this practical evolution should be creative and give the new employee obstacles to maneuver the hoseline around before attacking a simulated fire. The new employee should be required to complete the following evolutions:

- 1.75 offensive attack simulated advance into a residential structure.
- 1.75 offensive attacks up a stairway.
- Hoisting 1.75 charged line from an elevated vantage point.
- 2.50 offensive attack advancing line as a team toward object.
- Proper technique is used.
- Hose was deployed and kinks and bends were removed.
- New employee(s) were on the same side of the hose when advancing.
- New employee checked the door for heat before opening.
- Full protective bunker gear was worn properly.
- Hose had air bled out before attack.
- New employee called for water.
- No major safety violations noted.

Ask the new employee(s) if there are any questions regarding this session. Make sure the new employee(s) assist and return all equipment to the proper location on the apparatus.

Evaluation: Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 36: Fire Attack Defensive using 1.75 & 2.50 Hose

Objective

The objective of this session is to have the new employee learn and practice the skills necessary to deploy attack lines during defensive fire operations.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have IFSTA's *Essentials of Firefighting* 4th Edition, Chapter 14 available.
- Determine if *Target Solutions* has relevant information for this session.
- Consider showing video on this topic.
- Obtain suitable location for both classroom and practical evolution.
- Have hydrant available at practical evolution site.
- Have full bunker gear available for new employees.
- Have an Engine Company available to participate or teach in this session.

Training

In this session, the new employee(s) will review Chapter 14 contents dealing with Defensive fire operations. The instructor will discuss the conditions that would require a defensive fire attack. The instructor will explain the minimum diameter (1.75-inch) attack line used for defensive fire attacks. In addition, the instructor should mention the KFD apparatus and the large master streams that can be generated from these apparatus.

Specific topics to cover regarding defensive fire attacks:

- Full protective bunker gear
- Discuss dangerous fire conditions that would require defensive operations.
- Do not enter the structure or danger zones.
- Exposure protection may have priority.
- Have radio available
- Same side of hoseline when operating.
- Discuss the standard hose locations and lengths on KFD apparatus.
- Discuss proper technique for deploying hose from apparatus.
- Discuss removing twists & kinks from hose.
- Discuss various reasons and locations of defensive attacks.
- Discuss opposing stream hazards.
- Discuss dangers of structure failure.
- Discuss dangers of burning electrical poles and lines overhead.

Ask the new employee(s) if they have any questions and prepare for the practical evolution.

Practical Evolution

In this portion of the training session the new employee shall demonstrate a defensive fire operation using 1.75, 2.50 and mater stream appliances. The new employee will be required to participate in this evolution will full protective bunker gear with breathing apparatus on back (not actually breathing air). It is important for the new employee to have the opportunity to practice defensive operations before being assigned to a shift.

The new employee will be required to perform the following simulated defensive fire attacks:

- 1.75 exposure line deployed and operated on a large object.
- 2.50 exposure line deployed and operated on a large object.
- Operation of a mounted master stream appliance from an apparatus.
- Operation of the 500 GPM mini master stream

At the conclusion of this operation, the new employee will be asked if there are any questions concerning defensive operations. Make sure that all equipment is returned to the proper location on the apparatus.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 37: Foam Fire Stream Operations

Objective

The objective of this session is to introduce the new employee of the requirements necessary to use foam or fuel buster on KFD incidents.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have a container of AFFF foam and Class A foam.
- Have all equipment necessary to flow foam during the practical evolution.
- Have a fire apparatus available for the practical evolution.
- Have full protective bunker gear available for the new employee(s).
- Have IFSTA's *Essentials of Firefighting* 4th Edition, Chapter 13 available (page 498 to 516).
- Determine if *Target Solutions* has relevant information for this session.
- Discuss the use of foam and proportions they are used at the fires they are used for

Training

During the classroom portion of this session, the new employee will read the pages listed above from Chapter 13. The new employee will be introduced to the equipment carried on KFD apparatus to flow foam. The new employee will be instructed in the specific use and limitations of foam vs. Scottie Jug. Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

In this session, the new employee shall demonstrate the set-up of foam or Scottie Jug operations. The new employee will be required to wear full protective bunker gear to simulate an actual fire incident. If foam concentrate is available from the training bureau, the evolution can proceed with actually flowing of the product. If the solution is not available, the new employee(s) will simply flow water through the setup to understand the process and skills involved. When completed, stress the importance of properly flushing and cleaning all equipment used during foam operations. Ask the new employee if there are any questions regarding the session.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 38: Brush Fire Operations

Objective

The objective of this session is to teach the new employee the procedures and methods used during brush fire operations.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Determine if *Target Solutions* has relevant information for this session.
- Have the location of all brush truck apparatus identified.
- Have a brush truck apparatus available for the practical evolution.
- Have bunker gear available for the new employee.
- Consider inviting a Forestry Tractor for this session.
- Consider having an Officer with considerable experience in fighting brush fires conduct this session.

Training

In this session, the new employee should be taught the procedures and operations involved during brush fire operations. This session will be informal and based on the experience of the instructor. Allow the new employee to ask questions during the session. When the instructor has finished teaching this portion of the class, prepare for the practical evolution.

Practical Evolution

In this portion, the new employee should be given detailed instruction of the features and operation of the Brush truck apparatus and its pump. Once the new employee has been introduced to the operating features, have the new employee don his protective bunker gear and take the firefighting position on the truck. Have the new employee spray water from the hose to understand how the driver and firefighter will be required to work as a team during an actual fire.

It is not recommended that the new employee be taught how to drive the brush truck apparatus at this point. The opportunity to learn driving techniques and tactical considerations will be given once the new employee is assigned to a station with a brush truck apparatus.

The new employee will be instructed in the special features of the vehicle to include foam system.

Evaluation

Ask the new employee if they have any questions related to this session. Give the new employee feedback on his or her performance. Sign off the orientation manual if the new employee completed this session satisfactorily.

Probationary Firefighter Orientation Program

Session 39: Heavy Rescue Company Operations

Objective

The objective of this training session is to teach the new employee the responsibilities associated with being assigned to the Heavy Rescue Company the Kissimmee Fire Department.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Consider Senior Firefighter to instruct the Heavy Rescue Company session.
- Have the Heavy Rescue Company available to assist if not already instructing with this session.

Training

In this session, the new employees should be taught the concept and major job functions of the Heavy Rescue Company. Have the instructor explain how the role of the Heavy Rescue Company is different from other Companies on the KFD. Explain the role of the Heavy Rescue Company for the following assignments:

- Commercial Structure Fire
- Residential Structure Fire
- Medical Alarm
- Major Accident/Entrapment
- Public Service
- Power Lines Down
- HazMat
- Technical Rescue

Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

Go through the Heavy Rescue Equipment and discuss and describe the different equipment carried. The new employee should be shown how each specific piece of equipment works or is deployed on the Heavy Rescue Company. Ask the new employee if he or she has any questions regarding the function of the Heavy Rescue Company. Ask the new employee to repeat some of the functions the Heavy Rescue Company may be required to perform.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 40: Truck Company Operations

Objective

The objective of this session is to teach the new employee the operations and job functions of a firefighter assigned to a Truck Company on the KFD.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Have the Truck Company available to assist with this session.
- Consider showing a video on Truck Company operations.
- Determine if *Target Solutions* has relevant information for this session.
- Research articles related to Truck Company operations.
- Have a suitable location to conduct the practical evolution.
- Have a helmet and gloves available for the new employee.
- Have a list of the alarm types that Truck Companies are dispatched on.

Training

In this session, the new employees should be taught the concept and major job functions of a Truck Company. Have the new employee read over related articles that discuss Truck Company operations. The main emphasis of Truck Company operations is to make the job of an Engine Company easier. If a video is available, consider showing it at this time. Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

In this portion of the session, show the new employee the location of the Truck Company in the city. Explain the role of the Truck Company for the following assignments:

- Offensive Fire Attack Circumstances
- Search & Rescue
- Forcible Entry
- Ventilation
- Elevated Rescue
- Elevated Water supply
- Defensive Fire Attack
- Hydrant Supply
- Level – 1 Staging & 2 Staging
- Defensive Operations
- Exposure Protection
- Selection of location for Aerial operations

The new employee will discuss the different Alarms that the Truck Company is dispatched on. The new employee does not need to use ground ladders during this session; other more specific training sessions will cover this topic. Ask the new employee if he or she has any questions regarding the function of the Truck Company.

The new employee shall assist in the stabilization process of the aerial device with the apparatus operator overseeing the operation. The new employee shall demonstrate the proper order of operation of the aerial device:

1. Elevate
2. Rotate
3. Extend
4. Lower into the target.

The new employee shall wear the proper safety equipment and demonstrate climbing the aerial device at the proper climbing angle. Have the new employee climb down the device once he or she reaches the top. Ask the new employee to repeat some of the functions the Truck Company may be required to perform.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 41: Structure Fire Search & Rescue

Objective

The objective of this session is to teach the new employee the proper method and techniques required to effectively search a structure during fire suppression operations.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Determine if *Target Solutions* has relevant information for this session.
- Have the realistic training manikin available.
- Have an infant and child manikin (CPR) available.
- Place the manikin(s) in realistic locations in the living area for search operations.
- Have full bunker gear available for the new employee.
- Have a breathing apparatus with spare cylinders available for the new employee.
- Have a facemask available for the new employee.
- Consider using the smoke-generating machine.
- Consider using Press & Seal or newspaper and masking tape to cover the facemask of the new employee.
- Consider showing a video on this subject.

Training

In this session, the new employee will be taught the proper technique of search and rescue. Explain to the new employee that any entry into the structure will require teams of two. Review the proper method of using a right or left wall entry. Explain the importance of constantly calling out to potential victims and partner. Explain the proper voice commands over the radio when performing interior search operations.

- Command from interior search: We have a victim!
- Command from interior search: All Clear!
- Command from interior search: PAR Okay!
- Etc.

Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

In this portion of the session, the new employee will be teamed up with a partner. The new employee shall simulate a reported occupant(s) missing in a simulated fire. Explain that a line has been pulled and they have been assigned Search & Rescue operations. Explain that it is not known how many occupants live in the structure. Have the facemask covered to prevent vision on the new employee's mask. Instruct the new employee and his partner to perform a search of the interior using proper voice communication and proper radio traffic when necessary. Full turnout gear will be worn during this evolution. No tool will be used to assist in the search, only the hands of the new employee. Explain to the new employee they would want to use a tool on a real fire search.

Use the following scenarios as ideas for this evolution:

- No occupants inside.
- Place realistic manikin on bed.
- Place multiple victims in one room.
- Place victim collapsed against door.
- Activate a PASS ALARM for the new employee to find during search operations.

The purpose of this evolution is to have the new employee practice searching, finding, and removing a victim during search operations. At no point should the new employee be harassed or disrupted by other employees. The officer or instructor in-charge will strictly enforce this policy! If the new employee misses a victim during the search, do not stop the training; let them continue with the remainder of the search. When finished, explain to the new employee the location of the missed victim during the search. Give observed reasons as to why the victim was missed due to the actions taken during the search attempt. Give encouragement and make the session a learning opportunity for the new employee. Have the new employee make at least two entries by being the lead searcher in one, and the follow searcher in the next.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 42: Ground Ladder Raises using 1 & 2 Firefighters

Objective

The objective of this session is to teach the new employee the skills and standards of the Kissimmee Fire Department using small ground ladders on the fire scene.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this session.
- Identify what length of ladders will be available to use for the practical evolution.
- Make sure the ladders are in good working order.
- New employee should have helmet & gloves available for practical evolution.
- Identify a suitable training location to raise the ground ladders.
- Make sure the training site is free of hazards (overhead obstructions, uneven soil, landscaping blocking access, poor structural conditions, etc.).
- Review IFSTA *Essentials of Firefighting* 4th Edition; Chapter 9 (page 281 – 307).
- Consider video on topic before practical evolution or determine if *Target Solutions* has relevant information for this session.

Training

To begin this training session, find a suitable location to sit down and review Chapter 8 in IFTSA textbook. Cover the following topics in the classroom session:

- Parts of a ladder
- Types of ladders
- Metal Ladder construction
- Inspecting ladders
- Ladder testing
- Methods of mounting and removing from the fire apparatus.
- Lifting techniques
- Ladder carries
- Placement of the “fly” out when placing against building.
- Tying the halyard.
- Climbing technique.
- Placing a roof ladder (page 286).
- Working from ladder.

If a video is available, consider showing it at this time as well. Discuss the systematic procedures of using the following raises for 1 & 2 firefighters. Ask if there are any questions and prepare to conduct Practical Evolution.

Practical Evolution

The new employee shall demonstrate the ability to handle ground ladders. Have the new employee(s) assemble in the training site designated for the ladder raises. The new employee shall wear minimum safety equipment of helmet and gloves at this time. The new employee shall explain what safety hazards to be aware of when conducting ground ladder use. The new employee shall identify if there are any safety hazards present at the training site. The new employee shall perform **each** of the following raises and carries.

1. Proper lifting techniques (legs used, not back).
2. One-firefighter low shoulder carry. (From ground & apparatus).
3. Two-firefighter low shoulder carry. (From ground & apparatus).
4. One-firefighter high shoulder carry. (From ground and apparatus).
5. Properly place and carry a roof ladder up an existing placed ladder for placement on a roof.
6. Have new employee place ladder for roof access.
7. Have new employee place ladder for Rescue from a window.
8. Have new employee place ladder for ventilating a window.
9. Have the new employee place the ladder for directing a fire stream into a window opening.
10. One-firefighter single ladder raise.
11. One-fire fighter Extension ladder raise (either high or low shoulder method)
12. Two-firefighter Extension ladder flat raise.
13. Two-firefighter Extension ladder beam raise.
14. Proper leg-lock to work from ladder.
15. Proper heeling of the ladder.
16. Continue with same routine until performed without mistakes.
17. Ask new employee if there are any questions regarding the session.
18. Return all ladders to the proper location on the apparatus and properly secure.

Probationary Firefighter Orientation Program

Continued next page

Session 42: continued

The designated evaluator will ensure the following practices are being performed by the new employee:

- Proper ladder placement.
- Tip in the proper location for the intended target.
- Proper climbing angle set.
- New employee states “dogs” are set or locked.
- Halyard tied properly on extension ladder.
- New employee has the ladder under control at all times.
- New employee is looking for overhead obstructions before raising ladder.
- Fly is being placed out.
- New employee is using proper hand and foot placement on ladder.
- New employee is communicating verbal commands to partner when appropriate.

Evaluation

Critique and discuss the training session. Get input from the new employee on problems encountered and lessons learned. Review safety considerations with the new employees. Ask if there are any questions from the new employee(s). Give the new employee feedback on his or her performance. Sign the new employee orientation manual if completed satisfactorily.

Probationary Firefighter Orientation Program

Session 43: Ground Ladder Raises using 3 & 4 Firefighters

Objective

The objective of this session is to teach the new employee the skills and standards of the Kissimmee Fire Department using large extension ground ladders on the fire scene. In addition, the new employee learns the teamwork skills necessary for handling large extension ladders.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the Truck Company and personnel that will be assisting with this session.
- Identify what length ladders are available to use for the practical evolution.
- Make sure the ladders are in good working order.
- New employee should have helmet, gloves & coat available for practical evolution.
- Identify a suitable training location to raise the ground ladders.
- Make sure the training site is free of hazards (overhead obstructions, uneven soil, landscaping blocking access, poor structural conditions, etc.).
- Review IFSTA *Essentials of Firefighting* 4th Edition; Chapter 9 (page 281 – 307).
- Consider video on topic before practical evolution or determine if *Target Solutions* has relevant information for this session.

Training

To begin this training session, find a suitable location to sit down and review Chapter 8 in IFTSA textbook. Cover the following topics in the classroom session:

- Page 294, Three-firefighter flat shoulder carry of a ladder (from ground and apparatus).
- Three-firefighter flat arm's length carry (from ground and apparatus).
- Four-firefighter carries (page 294).
- Three & four firefighter raises (page 302 – 303).
- Lifting techniques
- Placement of the "fly" out when placing against building.
- Proper leg-lock to work from ladder.
- Proper heeling of the ladder.
- Ask if there are any questions and prepare for the practical evolution.

Practical Evolution

In this session, the new employee will learn the importance of working as a team with other firefighters. The new employee will practice the items covered in the classroom setting. The new employee shall demonstrate the ability to perform the following raises and carries with other personnel.

- Three-firefighter low shoulder carry (from ground and apparatus).
- Three-firefighter arm's length carry (from ground and apparatus).
- Four-firefighter carries
 1. Flat shoulder method
 2. Flat arm's length
 3. Low shoulder method
 4. Arm's length on beam method.

The designated evaluator will ensure the new employee is performing the following practices:

- Proper ladder placement.
- Tip in the proper location for the intended target.
- Proper climbing angle set.
- New employee states "dogs" are set or locked.
- Halyard tied properly on extension ladder.
- New employee has the ladder under control at all times.
- New employee is looking for overhead obstructions before raising ladder.
- Fly is being placed out.
- New employee is using proper hand and foot placement on ladder.
- New employee is communicating verbal commands to partner when appropriate.

Evaluation

Critique and discuss the training session. Get input from the new employee on problems encountered and lessons learned. Review safety considerations with the new employees. Ask if there are any questions from the new employee(s). Give the new employee feedback on his or her performance. Sign the new employee orientation manual if completed satisfactorily.

Probationary Firefighter Orientation Program

Session 44: Ground Ladder Victim Rescue

Objective

The objective of this session is to teach the new employee the basics of ladder safety and bringing victims of various states of consciousness down a ladder. The new employee will also begin to gain confidence in his or her abilities working with ground ladders and aerial ladders.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance all personnel that will be assisting with this training session.
- Obtain a training manikin from the training bureau.
- Have the new employee furnished with a set of complete bunker gear.
- Select a training site that will be suitable for this training session.
- Identify which apparatus will assist with this session.
- Check the training site location for obstructions and hazards.
- Select a Safety Officer for the practical evolution.
- Review Chapter 9 in IFSTA's *Essentials of Firefighting* 4th Edition (Page 305 & 306).
- Determine if *Target Solutions* has relevant information for this session.

Training

During this session, the new employee will be presented with the safety issues and consideration of bringing victims down ground ladders and aerial ladders. In this session, cover the following topics before the practical evolution:

- Read page 305 from IFSTA manual.
- Emphasize the following safety considerations:
 - Check proper climbing angle
 - Make sure ladder is secured at the tip and base.
 - Be sure extension ladder "dogs" are locked.
 - Smooth climbing techniques.
 - Securing self to ladder by leg-lock or belt.
 - How to coach victims and reassure them.
 - Be conscious of ladder load limits.
 - Wear full protective gear.
 - Make sure there are enough firefighters to perform the rescue.
 - Use legs, not the back.
 - Use ladders only as last resort for rescue.
 - What to do with multiple victims.
 - Ladder placement for rescue.
 - Use proper technique bringing victims down the ladder.
 - Ask the new employee(s) if there are any questions and prepare for the practical evolution.

Practical Evolution

In this session, the new employee shall demonstrate the skill and ability covered in the classroom portion. The new employee shall don full protective bunker gear. Have additional personnel don protective gear that will be assisting in this practical evolution. Appoint a Safety Officer and make all participants aware of the designation of this individual. Stress the safety considerations before beginning. The new employee shall demonstrate the following Practical Evolution:

1. Carry tool up the ladder and secure self to the ladder using proper method for conducting work from the ladder.
2. New employee uses proper technique bringing a conscious victim down the aerial ladder.
3. New employee uses proper technique bringing a conscious victim down a ground ladder.
4. New employee uses proper technique bringing an unconscious training dummy down a ground ladder.
5. New employee uses proper technique bringing an infant down a ground ladder.

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Probationary Firefighter Orientation Program

Session 44: continued

The designated evaluator will ensure the following practices are being performed by the new employee:

- Proper ladder placement.
- Tip in the proper location for the intended target.
- Proper climbing angle set.
- New employee states “dogs” are set or locked.
- Halyard tied properly on extension ladder.
- New employee has the ladder under control at all times.
- New employee is looking for overhead obstructions before raising ladder.
- Fly is being placed out.
- New employee is using proper hand and foot placement on ladder.
- New employee is communicating verbal assurance to victim when appropriate.
- New employee is using proper technique performing the assigned tasks.

Evaluation

Critique and discuss the training session. Get input from the new employee on problems encountered and lessons learned. Review safety considerations with the new employees. Ask if there are any questions from the new employee(s). Give the new employee feedback on his or her performance. Sign the new employee orientation manual if completed satisfactorily.

Probationary Firefighter Orientation Program

Session 45: Ground Ladder with Hose Evolution

Objective

This objective of this session is for the new employee to learn the skills associated with using a charged hoseline from a ground ladder. In addition, this allows the new employee to gain confidence working from ground ladders.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance any personnel that will be required to assist in this training session.
- Determine if *Target Solutions* has relevant information for this session.
- Select an apparatus that can be used during this session.
- Select a training site location that is appropriate and available for this evolution.
- Have full bunker gear protection available to the new employee.

Training

In this session, review the previous sessions and important safety considerations when working with ground ladders. Review the techniques and safety procedures to be used when operating hoselines from ground ladders. Review safety considerations:

- Emphasize safety considerations
 - Check proper climbing angle
 - Make sure ladder is secured at the tip and base.
 - Be sure extension ladder “dogs” are locked.
 - Smooth climbing techniques.
 - Securing self to ladder by leg-lock or belt.
 - Secure the hoseline to the ladder.
 - Be conscious of ladder load limits.
 - Wear full protective gear.
 - Make sure there are enough personnel available to perform the task.
 - Use legs, not the back.
 - Use ground ladders only as a last resort for elevated streams and rescue.
 - Discuss ground ladder placement for directing stream into window opening.
 - Consider showing video on the topic.
 - Ask the new employee(s) if there are any questions and prepare for the practical evolution.

Practical Evolution

During this portion of the session the new employee shall don full-protective bunker gear. Select the site that the ladder will be placed against the building. Stress the importance of applying safety considerations when conducting this evolution. The new employee shall demonstrate the following Practical Evolution:

- Have new employee select the appropriate ground ladder for the assignment.
- Have the new employee place a ground ladder for a simulated hoseline through a window opening.
- Have personnel heel the ground ladder as the new employee advances the hoseline up the ladder.
- Have the new employee secure self to the ladder using proper technique.
- Have the new employee secure the hoseline to the ladder.
- Have the new employee call for “water” to charge to hoseline.
- Have the new employee spray water from the ground ladder without endangering self, other personnel or property.
- Have the new employee return the items used in the training session to the proper location on the apparatus.
- Ask the new employee if he or she has any questions regarding the session.

Evaluation

Review with the new employee the importance of safety when working from ground ladders. Ask the new employee if he or she has any questions regarding the training session. Give the new employee feedback on his or her performance regarding the practical evolution. Sign off the orientation manual if the new employee has performed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 46: Ventilation Techniques

Objective

The objective of this session is to teach the new employee the proper procedures and safety precautions regarding ventilation techniques on the fire scene.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- The new employee(s) should have full bunker available.
- Have a Truck Company available to assist with this session.
- Have a Positive Pressure Ventilation fan available.
- Have IFSTA's *Essentials of Firefighting* 4th Edition, Chapter 10 (page 345 – 372).
- Consider showing a video or determine if *Target Solutions* has relevant information for this session.
- Have a suitable location to conduct the practical evolution (consider existing city structures with proper permission).

Training

In this session, the new employee will be introduced with the theory of ventilation on the KFD. To verify that the new employee(s) are current with ventilation practices, Chapter 7 should be read and reviewed. The new employee should be told what pieces of KFD apparatus have P.P.V. fans. Explain the tactics associated with P.P.V. procedures during offensive fire attacks. The topics covered in this Chapter should be explained on how they related to KFD operations. If a video is available, show during the classroom session. The instructor should discuss important safety considerations when conducting ventilation operations. Some of these considerations are listed below:

- Fire conditions (is there enough time to ventilate before serious deterioration?).
- Location of the fire in the structure?
- Hoseline
- SCBA's worn.
- Working from roof ladder
- Second means of escape from the roof.
- Roof construction type.
- Get off immediately when ordered off.
- Radio available
- Emergency radio procedures if problems occur
- Wind direction and severity
- Do not cut roof supports
- Electrical lines
- Full protective gear when on roof (breathing air).
- Start power saws on ground before climbing ladder.
- Three ladder rungs above roof line.
- Do not let ventilation opening or fire get between the ladder and you.
- Roof making strange sounds (GET OFF)!
- Use pike pole to test roof surface when stepping onto roof or walking forward.
- Use structural supports for travel on roof surface.
- Melting shingles can slide out of their hold (dangerous surface).
- Work in groups of at least two.
- Limit weight and personnel working on roof.
- Use pole or axe to feel surface in smoked out vision conditions.
- Make sure roof ladder hooks are deployed and secured when boarding ladder.
- If one must step off roof ladder when working, straddle the roof ladder.
- Have partner guide and stabilize the firefighter making the cut.
- Do not use tool end (use handle end) when knocking ceilings out through ventilation openings.
- Work from aerial device if possible.
- Be aware of what is below during ventilation openings (especially when breaking glass).
- Instructor may add more.
- Ask new employee if he or she can think of any additional concerns.

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Probationary Firefighter Orientation Program

Session 46: continued

- Danger signals:
 - Smoking seams
 - Fire visible
 - Sunken roof surface
 - Sunken AC units
 - Tar bubbles
 - Smoking tar on roof

Ask the new employee if he or she has any questions and prepare for practical evolution.

Practical Evolution

During the practical evolution, the new employee shall demonstrate simulated ventilation operations by working with a Truck Company. The new employee shall be required to simulate two different ventilation techniques.

1. Have the new employee deploy and simulate ventilating a residential structure fire using the P.P.V. fan in an Offensive fire attack. The new employee selects the proper location and distance from the structure for setup of the fan. The new employee makes sure an opening is made for the pressure to properly exit the building. The fan is started as the fire attack crew begins entry.
2. The new employee is required to simulate vertical ventilation opening on a structure fire. The new employee assists with placing a ladder to the structure following the directions from the officer or instructor. The new employee selects the proper tools called for by the officer/instructor. The new employee starts the power saw on the ground before climbing. The new employee or partner has identified the need for a second means of escape. The new employee or partner has pulled a charged hoseline. The new employee is in full bunker gear with SCOTT worn. Before making an attempt to step onto the roof surface the new employee dons his or her facemask, tests the surface condition of the roof, and places a roof ladder if appropriate for the roof type. The new employee finds the roof support by correctly sounding with a tool to locate them. The new employee explains how the roof opening would be made using the tool selected. The new employee explains the procedure that would be used for removing the ceiling below with the pike pole. Once the ventilation is completed, the new employee uses the proper radio message to notify Command (ventilation complete). New employee exits the roof when finished with the ventilation.

The instructor or officer may need to explain some of the procedures to the new employee based on their previous experience or lack thereof. Keep in mind that this training session is provided for the new employee to learn (not tested) on the techniques used during ventilation on the KFD. Make sure that the new employee assists in returning all tools and equipment to the proper location. Ask the new employee if there are any questions regarding this session.

Evaluation

Have the new employee ask questions related to this session. Give the new employee feedback on his or her performance. Sign off the orientation manual if the new employee completed this session satisfactorily.

Probationary Firefighter Orientation Program

Session 47: Forcible Entry

Objective

The objective of this session is to introduce the new employee with the knowledge and skills necessary to conduct effective Forcible Entry operations on the fire ground.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have a Truck Company available for the practical evolution.
- Have IFSTA's *Essential of Firefighting* 4th Edition, Chapter 8 (page 223 – 268).
- Determine if *Target Solutions* has relevant information for this session.
- Have a suitable location to conduct the classroom portion of this session.
- Consider showing a video on this topic.

Training

In this session, the new employee will read Chapter 6 and discuss. Explain to the new employee the type and location of forcible entry tools that are carried on the KFD apparatus. Explain to the new employee that the primary provider (if available) of forcible entry on the fire ground is the Truck Company. Ask if there are any questions concerning the topic and prepare for the practical evolution.

Practical Evolution

In this session, the new employee shall handle the forcible entry tools on simulated entry to various structures. The new employee(s) will accompany the Truck Company to a row of commercial occupancies that have various security features on the front and rear of the structure. The instructor or officer will discuss the various considerations involved in forcing entry on the structure. The new employee shall demonstrate the method of how they one attempt to force entry at several locations (simulated only). Attempt to locate a commercial occupancy that has reinforcement bolts through the rear door. Explain to the new employee recognition of such reinforcements and methods of dealing with such devices. Attempt to show the new employee what these devices look like from the interior of the structure with owner permission obtained. In the practical evolution, the new employee shall explain the proper procedure and instances to use the following forcible entry tools:

- Flat head axe & Haligan tool
- K-tool
- Sledge Hammer (breaching doors, concrete walls, etc.).
- Pry bar
- Hydraulic tool
- Power saw (cutting locks, aluminum rollup doors/walls, metal doors, hinges, etc.)

Ask the new employee if there are any questions regarding this session.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Skill No. 47-001 Forcing Entry into an Inward-Opening Door.

Evaluator Instructions: The candidate shall be provided with an inward-opening door, Halligan tool, flathead axe, and a partner. Ensure the candidate is wearing proper PPE, boots, pants, coat, hood, gloves, helmet, and eye protection.

Firefighter Directive: "Force entry into an inward-opening door using the equipment provided."

No.	Task Steps	First Test	
		P	F
1.	Inspects the door for location and number of locks and mechanisms as well as safety hazards.		
2.	Try before you pry.		
3.	Places forked end of Halligan tool into the door frame between door jamb and door stop. Inserts tool near lock, with beveled end of tool against door.		
4.	Once Halligan tool is in position, the candidate has the partner drive tool further into door jamb on your command. The candidate makes sure tool is in gap between rabbeted jamb or stop and the door and not the door jamb itself.		
5.	Once tool is past the stop and between door and jamb, the candidate pushes Halligan toward door to force it open. If more leverage is needed, the partner can slide axe head between bevel of Halligan bar and door. It may be necessary to push on door.		
6.	Secures door to prevent closure after entry.		

Probationary Firefighter Orientation Program

Skill No. 47-002 Forcing Entry into an Outward-Opening Door.

Evaluator Instructions: The candidate shall be provided with an outward-opening door, Halligan tool, flathead axe, and a partner. Ensure the candidate is wearing proper PPE, boots, pants, coat, hood, gloves, helmet, and eye protection.

Firefighter Directive: "Force entry into an outward-opening door using the equipment provided."

No.	Task Steps	First Test		Re-Test	
		P	F	P	F
1.	Inspects the door for location and number of locks and mechanisms as well as safety hazards.				
2.	Try before you pry.				
3.	Places adz end of Halligan tool between door and frame. Inserts tool in the area of mechanism or between mechanism and secondary lock.				
4.	Once Halligan tool is in position, the candidate has the partner strike the Halligan on command and drive the adz further into the gap.				
5.	Pries in a downward direction with fork end of tool and then forces door outward.				
6.	Secures door to prevent closure after entry.				

Probationary Firefighter Orientation Program

Session 48: Truck Company Ride Time

Objective

The objective of this training session is for the new employee to observe the Truck Company in operation. The new employee is to observe and not participate in fire suppression operations. This ride time gives the new employee the opportunity to observe what occurs on calls prior to being required to actively assist the Truck Company. The environment of this ride time should be educational for the new employee. Openly discuss what is occurring and what the new employee should be thinking when responding to and from alarms if possible. The new employee can be utilized for assisting; however, the new employee will not be considered part of the suppression force.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- The new employee(s) should have full bunker available for response.
- Explain the requirements of safety on the fire scene.
- Explain the requirements of seatbelt use.
- Have the expectations and precautions listed for both the new employee and the Officer the new employee is assigned.
- Schedule the new employee to a Truck Company that has room available for seating during the ride time.
- Allow the Officer responsible to leave the new employee behind if safety of the new employee is a concern.

Training

Have the new employee visit the station that he or she will be assigned to and introduce themselves to the Officer in charge. Have the Officer sit down with the new employee and discuss rules and responsibilities of what he or she expects during the ride time. The new employee is to conduct all other job duties related to being assigned to a Truck Company (cleaning, training, shopping, etc.). Allow the new employee to ask questions regarding the session. If the new employee does not have any questions prepare the new employee for the practical evolution.

Practical Evolution

During this portion of the training event, the new employee shall ride as an observer on a Truck Company. The new employee will be shown the riding location on the apparatus. The new employee will be told the instructions of when to don protective gear and when to simply board the apparatus. Explain safety precautions and instructions with the new employee regarding riding the apparatus. Have the new employee respond to all alarms the Truck Company is dispatched on. Ask the new employee if there are any questions regarding what is expected of him or her.

Evaluation

Have the new employee discuss the alarms that he or she responded to and what they observed. Give the new employee feedback on his or her performance. Sign off the orientation manual if the new employee completed this session satisfactorily.

Probationary Firefighter Orientation Program

Session 49: Engine Company Ride Time

Objective

The objective of this training session is for the new employee to observe the Engine Company in operation. The new employee is to observe and not participate in fire suppression operations. This ride time gives the new employee the opportunity to observe what occurs on calls prior to being required to actively assist the Engine Company. The environment of this ride time should be educational for the new employee. Openly discuss what is occurring and what the new employee should be thinking when responding to and from alarms if possible. The new employee can be utilized for assisting; however, the new employee will not be considered part of the suppression force.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- The new employee(s) should have full bunker available for response.
- Explain the requirements of safety on the fire scene.
- Explain the requirements of seatbelt use.
- Have the expectations and precautions listed for both the new employee and the Officer the new employee is assigned to.
- Schedule the new employee to an Engine Company that has room available for seating during the ride time.
- Allow the Officer responsible to leave the new employee behind if safety of the new employee is a concern.

Training

Have the new employee visit the station that he or she will be assigned to and introduce themselves to the Officer in charge. Have the Officer sit down with the new employee and discuss rules and responsibilities of what he or she expects during the ride time. The new employee is to conduct all other job duties related to being assigned to an Engine Company (cleaning, training, shopping, etc.). Allow the new employee to ask questions regarding the session. If the new employee does not have any questions prepare the new employee for the practical evolution.

Practical Evolution

During this portion of the training event, the new employee shall be allowed to ride as an observer on an Engine Company. The new employee will be shown the riding location on the apparatus. The new employee will be told the instructions of when to don protective gear and when to simply board the apparatus. Explain safety precautions and instructions with the new employee regarding riding the apparatus. Have the new employee respond to all alarms the Engine Company is dispatched on. Ask the new employee if there are any questions regarding what is expected of him or her.

Evaluation

Have the new employee discuss the alarms that he or she responded to and what they observed. Give the new employee feedback on his or her performance. Sign off the orientation manual if the new employee completed this session satisfactorily.

Probationary Firefighter Orientation Program

Session 50: Heavy Rescue Company Ride Time

Objective

The objective of this training session is for the new employee to observe the Heavy Rescue Company in operation. The new employee is to observe and assist to their level of training and qualification. This ride time gives the new employee the opportunity to observe what occurs on calls prior to being required to actively participate on the Heavy Rescue Company. The environment of this ride time should be educational for the new employee. Openly discuss what is occurring and what the new employee should be thinking when responding to and from during alarms if possible. The new employee can be utilized for assisting; however, the new employee will not be considered part of the minimum Heavy Rescue Company staffing.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- The new employee(s) should have full bunker available for response.
- Explain the requirements of safety on the scene.
- Explain the requirements of seatbelt use.
- Have the expectations and precautions listed for both the new employee and the personnel of the Heavy Rescue Company regarding ride time.
- Schedule the new employee to a Rescue Company that has room available for seating during the ride time.
- Allow the Heavy Rescue Company personnel to leave the new employee behind if safety of the new employee is a concern.

Training

Have the new employee visit the station that he or she will be assigned to and introduce themselves to the Officer in charge. Have the Officer sit down with the new employee and discuss rules and responsibilities of what he or she expects during the ride time. Have the Officer decide which personnel will be assigned to the Heavy Rescue Company during the ride time. Have the Officer introduce the new employee to the personnel of the new employee and explain the ride time responsibilities. The new employee is to conduct all other job duties related to being assigned to the Heavy Rescue Company (cleaning, training, equipment checks etc.). Allow the new employee to ask questions regarding the session. If the new employee does not have any questions prepare the new employee for the practical evolution.

Practical Evolution

During this portion of the training event, the new employee shall be allowed to ride as an observer on a Heavy Rescue Company. The new employee will be shown the riding location on the apparatus. The new employee will be told the instructions of when to don protective gear and when to simply board the apparatus. Explain safety precautions and instructions with the new employee regarding riding the apparatus. Have the new employee respond to all alarms the Heavy Rescue Company is dispatched on. Ask the new employee if there are any questions regarding what is expected of him or her.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Session 51: Rescue Driver Training

Objective

The objective of this training session is for the new employee to learn how to start, drive, stop, and shut down each of the Rescue and Brush truck apparatus (not Brush Tanker) of the KFD.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Identify which fire apparatus will be used for each session and ensure it is mechanically ready for use through a proper and complete apparatus check.
- Explain the seatbelt pledge to each new employee.
- Explain the tactics involved in defensive driving and where most accidents occur.
- Discuss the requirements of proper backing procedures and which apparatus require additional staff before driving.
- Explain the proper procedures for what to do if involved in a vehicle crash with an apparatus.
- Determine if *Target Solutions* has relevant information for this session.

Training

Have the new employee complete an apparatus check and drive/operate the following vehicles. The Instructor shall ensure that proper safety is observed at all times. The instructor will determine if the new employee is allowed to drive the apparatus to an emergency incident. Instruct the new employee(s) on the following topics before driving the fire apparatus.

- Driver training log documentation.
- Instruction and orientation on daily Apparatus Check-off procedure.
- Location of maintenance items (oil, etc.), maintenance request forms and procedures for routine maintenance.
- Locate major truck components within engine compartments for daily inspection (belts, hoses, electrical connections, filter indicators, dip-stick, etc.)
- Locate access panels to view pump components and plumbing for daily inspections and cleaning.
- Locate, identify and inventory all tools in compartments of each apparatus. Recruit will be familiar with the location and demonstrate the safe use of each tool.
- Inventory and inspect hose bed, nozzles, hand lights, ladders and exterior equipment. Identify each type.
- Identify and inspect all ground ladders and mounting hardware. Loosen and re-tie hitch on extension ladder halyard. Locate fly section and discuss the merits of having the fly section on top or bottom.
- Inspect and identify each hose type on each apparatus. Identify the various hose lays and review how to re-pack hose in hose beds. Instructor will explain straight lay, reverse lay, pre-connect, master streams, etc.
- Ensure the Apparatus Check-off sheet is completed correctly.

Practical Evolution

During the practical portion of the training event, each apparatus listed below shall be operated safely and correctly perform the following tasks to be signed off.

- Straight Line Backing
- 3-Point turn
- Driveway Back-in, Passenger Side
- Driveway Back-in, Driver Side
- 30 mph to 0 mph Braking @ Safe Location
- Minimum of 20 left turns
- Minimum of 20 right turns
- Parallel Parking (using cones)
- Engage Parking Brake & deploy Wheel Chocks
- Engage 4-wheel drive on Brush Truck (as applicable)

Each apparatus listed below must be driven a minimum of 2-hours each with an evaluator/instructor to be signed off in the manual. The Instructor shall discuss the dangers involved with large apparatus concerning weight transfer, turns, longer braking distance, and parking at emergency incidents. The instructor shall be present and coach and mentor the new employee during the driver training. At any point the instructor may stop the training due to the new employee not being able to safely accomplish this session. The following apparatus shall be driven by the new employee(s) within the first year orientation period.

- Brush Truck
- Rescue

Probationary Firefighter Orientation Program

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off satisfactory completion for the fire apparatus driven during this session the new employee orientation manual.

Probationary Firefighter Orientation Program

Session 52: Body Substance Isolation & Infection Control

Objective

The objective of this training session is for the new employee to learn how to take Body Substance Isolation to protect them from biohazard contaminants.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Identify the protective equipment needed for demonstration during this session.
- Consider having the Infection Control Officer to conduct this training session.
- Consider having new employee(s) fit-tested for HEPA mask during this session.
- Discuss the availability for Hep-B vaccine.
- Explain the process if a significant exposure occurs with the employee.
- Have a copy of the KFD's Infection Control Plan for the new employee(s)
- Determine if *Target Solutions* has relevant information for this session.
- Consider available video or website produced by the FL DOH on Biohazard Waste Handling and Disposal

Training

Have the new employee read the Infection Control Plan and ask question related to the document. Identify the location of where the biohazard PPE is kept on the fire apparatus vehicles. Discuss the importance of hand washing as soon as possible after patient contact. Go over each item off PPE protection and discuss the items that are disposable and method; and what requires cleaning and method.

Practical Evolution

During this portion of the training event, the new employee shall:

- Demonstrate the proper method for donning biohazard PPE.
- The instructor can use drops of water or light water spray to demonstrate the effectiveness that the PPE equipment provides.
- Explain the various levels of biohazard PPE available and where it is located on the various apparatus.
- Have the employee demonstrate taking off contaminated PPE equipment and how to properly dispose of it without contaminating themselves using the skill set sheet contained in their Probation Manual (sample sheet provided below).

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off satisfactory completion for the fire apparatus driven during this session the new employee orientation manual.

Probationary Firefighter Orientation Program

Skill No. 52-001 Body Substance Isolation (BSI)

Evaluator Instructions: The firefighter shall be provided with the following BSI items: gloves, surgical mask, N95 respirator, gowns, eye protection, and sleeves.

Firefighter Directive: "Identify the following BSI items, state when they are used, and demonstrate how they should be used and properly removed."

No.	Task Steps	First Test	
		P	F
1.	Locate and identify the following items and state when they are to be used.		
	Protective gloves		
	Surgical masks and N95 respirators		
	Gowns		
	Goggles/eye protection		
	Sleeves		
2.	Demonstrate the proper application of BSI equipment.		
3.	Demonstrate the proper removal of BSI equipment to prevent exposure.		

Probationary Firefighter Orientation Program

Session 53: Basic Pump Operation

Objective

The objective of this training session is for the new employee to learn how to engage, operate, and disengage the fire pump on each department apparatus.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Identify which fire apparatus will be used for each session and ensure it is mechanically ready for use through a proper and complete apparatus check.
- Ensure the apparatus has water available in the tank.
- Locate a suitable location for this session.
- Determine if *Target Solutions* has relevant information for this session.
- Consider hearing protection during the practical session.

Training

Instruct the employee on the correct sequence to engage, operate, and disengage the fire pump on each apparatus listed below.

- Instruct the employee of what an intake is and where it is located on the fire apparatus.
- Instruct the employee on what and where the discharges are on each apparatus.
- Explain how to build pressure in the fire pump with the throttle being advanced.
- Explain the basic pressure gauge operation and purpose.
- Explain how to prevent water hammer to the pump and fire hose when opening and closing valves.
- Explain the purpose and function of the primer.

Practical Evolution

During this portion of the training event, each apparatus listed below shall have the fire pump engaged, operated, and disengaged. Instruct the employee to locate and open the correct discharge valves. Have the employee demonstrate how they would connect 3 and 5 inch supply hose to receive water from a hydrant or other fire apparatus on each apparatus listed below.

- Engine-11
- Engine-12
- Ladder-13
- Engine-14
- Brush Truck Pump

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off satisfactory completion for the fire apparatus driven during this session the new employee orientation manual.

Probationary Firefighter Orientation Program

Session 54: Rapid Intervention Team (RIT)

Objective

The objective of this training session is for the new employee to learn how to prepare, standby, immediately deployable, and accept the responsibilities and deployment of the RIT during incidents.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance the personnel that will be assisting with this training session.
- Identify which fire apparatus will be used and the location of the RIT equipment carried on the specific apparatus.
- Locate a suitable location for this session.
- Determine if *Target Solutions* has relevant information for this session.
- Seek previous incidents or articles on RIT successful RIT deployments.

Training

Instruct the employee on the procedures and methods related to the Rapid Intervention Team on the KFD.

- Instruct the employee of where the location of the RIT equipment is carried on the different apparatus.
- Instruct the employee on how to prepare the equipment and stage for possible deployment when their Company is assigned the role of RIT.
- Instruct the employee on what is considered "immediately deployable" if assigned additional duties on the fire ground.
- Instruct the employee on any SOG's related to RIT.
- Instruct the employee on the different roles of the Lieutenant, Engineer, and Firefighter assigned to RIT.
- Explain to the employee what level of PPE should be worn during RIT assignment and where they should be located.
- Instruct the employee on the different tools and equipment carried and their purpose for RIT.
- Make sure the employee realizes the significance and importance of being assigned the responsibility of RIT.

Practical Evolution

During this portion of the training event, have the employee locate on their assigned apparatus where the RIT equipment is carried. Utilize Skill Set check off (55-001) for the practical evaluation before signing of the employee on this session.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off satisfactory completion for the fire apparatus driven during this session the new employee orientation manual.

Probationary Firefighter Orientation Program

Skill No. 54-001 Rapid Intervention Teams (RIT Teams)

Evaluator Instructions: The firefighter shall be provided an Engine or a Truck.			
Firefighter Directive: “Demonstrate a working knowledge of the different functions of RIT, roles of each member of RIT, and an understanding of the equipment to be staged for possible RIT deployment.”			
No.	Task Steps	Skill Test	
		P	F
1.	Demonstrate and understand the roles & responsibilities of the RIT.		
2.	Demonstrate an understanding of the firefighter’s responsibility on scene as a member of the RIT		
3.	Describe the role the Lieutenant and engineer as members of RIT		
4.	Identify equipment to be staged for possible RIT deployment:		
	Forcible entry tools		
	Saws		
	RIT Kit		
	Pike pole		
	Thermal Imaging Camera		
	A dedicated charged hose line		
	Any other needed equipment		
	RIT tarp – give the placement		
5.	Demonstrate an understanding of the 2 In/2 Out SOG.		

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Session 55: Emergency Medical Care & Equipment

Objective

The objective of this training session is to introduce and familiarize the new employee with the vast amount of medical equipment carried on the various KFD apparatus'. This session is not intended to replace the EMT/Paramedic course. It should be understood that due to the volume of specialized equipment, the new employee will not become proficient in just one introductory session. The new employee should be able to identify each type of specialized equipment and its very basic function should they be called upon to retrieve or setup any needed equipment in the performance of their duties. The emphasis of this session will deal specifically with the medical equipment used in the treatment of sick and injured patients on the KFD.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify in advance any personnel that will be required to assist with this session.
- KFD paramedic or HSO would be idea for this session.
- Verify if the new employee(s) are certified EMT or Paramedic.
- Obtain medical equipment used on apparatus.
- Backboard, KED, Defibrillator/AED, Airways, Oxygen Kit, Trauma Kit, Ladder splints, Suction unit, Disposable Ambu, extrication collars, Capnography, etc.).
- Obtain the Adult defibrillation manikin.
- Consider available videos on topic or Determine if *Target Solutions* has relevant information for this session.
- Find a suitable location where the new employee(s) can sit and the medical equipment can be displayed and used.

Training

Start the classroom briefly by determining if the new employee(s) have any prior medical experience. Find out how long since the new employee(s) have been through an EMT or Paramedic class. Next go through each medical item and explain its uses, proper method of use and indications and contraindications. Explain the procedure for charging batteries of specialized equipment. Discuss the proper procedures for contaminated equipment and cleaning of such equipment. Explain the proper disposal procedure for medical waste generated from an incident. Ask questions regarding the medical equipment as conducting the class. Make sure that each piece of medical equipment is covered to allow the new employee exposure to all the equipment carried on the apparatus. Ask the new employee if there are any questions and prepare for the practical evolution.

Practical Evolution

In this session the new employee will demonstrate the knowledge of each specialized piece of equipment and the basic skills required to use the medical equipment carried on KFD apparatus. The following items below should be covered and signed off one-by-one in the Probationary Manual when the instructor feels confident the new employee can readily identify the specialized equipment and the basic setup or operation of the device. Be creative in the scenarios given to the new employee on using the equipment properly. Keep in mind that the session is not to baffle the new employee, simply a chance to gain valuable hands-on skills with the medical equipment. This session should not be signed off as complete until the new employee has had each specialized piece of equipment or skill initialed next to the item identified on the skill sheets.

SKILL SET Sign Off Topics:

- Vital Sign Assessment (Skill Sheet 55-001)
- Stretcher Operation (Skill Sheet 55-002)
- Lifepak 15 (Skill Sheet 55-003)
- Lifepak 12 (Skill Sheet 55-004)
- Defibrillation Pads & Electrodes (Skill Sheet 55-005)
- C-Collar/Cervical Immobilization Device (Skill Sheet 55-006)
- Backboard and Spider Strap (Skill Sheet 55-007)
- EMS Equipment Familiarization (Skill Sheet 55-008)
- Simple Splints (Long Bone Fracture) (Skill Sheet 55-009)
- Traction Splint (Long Bone Fracture) (Skill Sheet 55-010)
- Oxygen Administration (Skill Sheet 55-011)
- Airway Adjuncts (Skill Sheet 55-012)
- Patient Removal (Skill Sheet 55-013)
- Stair Chair (Skill Sheet 55-014)
- Scoop Stretcher (Skill Sheet 55-015)

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- Pediatric Immobilizer (Skill Sheet 55-016)
- Pediatric Bag (Skill Sheet 55-017)
- IV Fluids and Setups (Skill Sheet 55-018)
- Suction Unit (Skill Sheet 55-019)
- Alert Criteria (Skill Sheet 55-020)
 - Stroke
 - Cardiac
 - Trauma
- Cardiac Arrest Procedures (Skill Sheet 55-021)

Evaluation

Ask the new employee if he or she has questions regarding the session. Give the new employee feedback on his or her performance during the training session. Sign the new employee off in the orientation manual if the new employee completed the session satisfactorily.

Skill No. 55-001 Vital Signs Assessment

Evaluator Instructions: The firefighter shall be provided with a blood pressure cuff, stethoscope, thermometer, and glucometer.			
Firefighter Directive: “Obtain a glucose level and a full set of vital signs including temperature.”			
No.	Task Steps	Skill Test	
1.	Obtain a manual set of vital signs to include:	P	F
	Blood pressure		
	Pulse		
	Respirations		
	Temperature		
2.	Obtain a glucose level.		

Probationary Firefighter Orientation Program

Skill No. 55-002 Stretcher Operation

Evaluator Instructions: The firefighter will be provided with a Rescue and a stretcher.			
Firefighter Directive: “Remove the stretcher from the back of a Rescue (with assistance), inspect stretcher for damage and cleanliness, demonstrate all stretcher functions, secure patient to stretcher, load stretcher (with assistance), decontaminate stretcher, and remove and decontaminate the rail.”			
No.	Task Steps	Skill Test	
1.	Remove stretcher from the back of a Rescue	P	F
2.	Properly inspect the stretcher for damage and cleanliness.		
3.	Demonstrate all functions of the stretcher (with assistance)		
4.	Secure a patient to the stretcher.		
5.	Load stretcher into Rescue (with assistance).		
6.	Properly decontaminate the stretcher.		
7.	Properly remove and decontaminate the rail.		

Skill No. 55-003 Lifepak 15 Inspection and Operation

Evaluator Instructions: The candidate shall be provided access to a Rescue equipped with a Lifepak 15.			
Firefighter Directive: “Locate, inspect, and demonstrate a working knowledge of all aspects of the Lifepak 15.”			
No.	Task Steps	Skill Test	
1.	Locate the Lifepak 15 on the Rescue.	P	F
2.	Properly inspect the Lifepak 15 for damage.		
3.	Properly inspect the therapy cables for cracks or other damage.		
4.	Test Load the Lifepak 15 with the testing device.		
5.	Check battery life and replace as necessary.		
6.	Run an inspection strip.		
7.	Locate the BP cuff in the Lifepak 15.		
8.	Place the BP cuff on a patient and record the BP		
9.	Locate the Pulse Oximetry sensor and place on a patient.		
10.	Locate the End Tidal Carbon Dioxide Sensor and place on a patient.		

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Skill No. 55-004 Lifepak 12 Inspection and Operation

Evaluator Instructions: The candidate shall be provided access to an Engine or Ladder equipped with a Lifepak 12.			
Firefighter Directive: “Locate, inspect, and demonstrate a working knowledge of all aspects of the Lifepak 12.”			
No.	Task Steps	Skill Test	
1.	Locate the Lifepak 12 on the Engine or Ladder.	P	F
2.	Properly inspect the Lifepak 12 for damage.		
3.	Properly inspect the therapy cables for cracks or other damage.		
4.	Test Load the Lifepak 12 with the testing device.		
5.	Check battery life and replace as necessary.		
6.	Run an inspection strip.		
7.	Locate the BP cuff in the Lifepak 12.		
8.	Place the BP cuff on a patient and record the BP		
9.	Locate the Pulse Oximetry sensor and place on a patient.		
10.	Locate the End Tidal Carbon Dioxide Sensor and place on a patient.		

Skill No. 55-005 Defibrillation Pads and Electrode Placement

Evaluator Instructions: The firefighter shall be provided access to a Rescue and a patient.			
Firefighter Directive: “Given a Rescue, the firefighter shall locate the adult and pediatric electrodes, defibrillation pads, and EKG leads, identify the necessary anatomical landmarks, and correctly apply electrodes for 4-lead and 12-lead EKG monitoring on a patient.”			
No.	Task Steps	Skill Test	
		P	F
1.	Locate the adult and pediatric defibrillation pads.		
2.	Identify the anatomical landmarks for placing the defibrillation pads on patients.		
3.	Locate the 4-lead monitoring cables.		
4.	Identify the anatomical landmarks and proper electrode placement for 4-lead monitoring.		
5.	Identify the 12-lead diagnostic harness.		
6.	Identify the anatomical landmarks for 12-lead diagnostics.		
7.	Follow proper procedure and inter-costal spacing for 12-lead electrode application.		

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Skill No. 55-006 Cervical Collar and Cervical Immobilization Device (CID)

Evaluator Instructions: The firefighter shall locate on apparatus inspect, properly size and adjust, and apply an extrication collar and a CID to a “patient”.			
Firefighter Directive: “The firefighter shall locate on a Rescue, inspect, properly size and adjust, and apply both an extrication collar and a CID to a patient.”			
No.	Task Steps	Skill Test	
		P	F
1.	Locate a C-collar on the engine and rescue.		
2.	Properly inspect a C-collar for damage and cleanliness.		
3.	Properly measure and adjust for the correct size.		
4.	Properly apply a C-collar on a patient.		
5.	Locate a CID on the engine and rescue.		
6.	Properly secure a patient to a backboard using a CID.		

Skill No. 55-007 Backboard and Spider Straps

Evaluator Instructions: The firefighter shall be allowed access to a Rescue, Engine or Ladder, and a patient”.			
Firefighter Directive: “Locate, inspect, apply to a patient, and demonstrate the proper decontamination of a backboard and Spider Straps.”			
No.	Task Steps	Skill Test	
		P	F
1.	Locate a backboard on the engine and rescue.		
2.	Properly inspect a backboard for damages and cleanliness.		
3.	Properly secure a patient to a backboard using Spider Straps.		
4.	Demonstrate proper decontamination procedures to a backboard and Spider Straps.		

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Skill No. 55-008 EMS Equipment Familiarization

Evaluator Instructions: The firefighter shall be provided with an airway bag, trauma box, IV tray, and drug box.			
Firefighter Directive: “Identify the components of the airway bag, trauma box, IV tray, and drug box.”			
No.	Task Steps	Skill Test	
		P	F
1.	Identify the following components of the airway bag:		
	Oxygen delivery adjuncts		
	Airway adjuncts (OPA, NPA)		
	Drugs that are assigned to the airway bag		
	IV set up		
	BVM		
	Glucometer		
	ET tubes		
	Intubation equipment		
	BP cuff and stethoscope		
2.	Identify the components of the trauma box.		
3.	Identify the following components of the IV tray:		
	Catheters		
	Drip sets		
	Lock set		
	Syringes (various sizes)		
	Glucometer		
	Thermometer		
	Lancets		
	Filtered needles		
4.	Identify components of the drug box.		

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Skill No. 55-009 Long Bone Fracture – Simple Splint

Evaluator Instructions: The firefighter shall be provided with a mannequin, card board splint, and necessary wrapping equipment.			
Firefighter Directive: “Demonstrate the proper technique for applying a simple splint.”			
No.	Task Steps	Skill Test	
		P	F
1.	Verbalize BSI precautions		
2.	Directs application of manual immobilization		
3.	Assesses motor, sensory and distal circulation		
4.	Measure Splint		
5.	Applies Splint		
6.	Immobilizes Joint above and below injury site		
7.	Secures entire injured extremity		
8.	Immobilizes hand/foot in position of function		
9.	Reassesses motor, sensory, and distal circulation		

Skill No. 55-010 Long Bone Fracture – Traction Splint

Evaluator Instructions: The firefighter shall be provided with a manikin and traction splint.			
Firefighter Directive: “Demonstrate the proper technique for applying a traction splint.”			
No.	Task Steps	Skill Test	
		P	F
1.	Verbalize BSI precautions		
2.	Directs application of manual immobilization of injured leg		
3.	Directs the application of manual traction		
4.	Assesses motor, sensory and distal circulation		
5.	Prepares/Adjusts splint to proper length		
6.	Positions splint on the injured leg		
7.	Applies proximal securing device (e.g. ischial strap)		
8.	Applies distal securing device (e.g. ankle hitch)		
9.	Applies mechanical traction		
10.	Positions/secures the support straps		
11.	Re-evaluates proximal/distal securing devices		
12.	Reassesses motor, sensory, and distal circulation		
13.	Verbalizes securing torso to long backboard to immobilize the hip		
14.	Verbalizes securing splint to backboard to prevent movement of the splint		

Probationary Firefighter Orientation Program

Skill No. 55-011 Oxygen Administration

Evaluator Instructions: The firefighter shall be provided with a NRB, Nasal Cannula, CPAP, and a Nebulizer.			
Firefighter Directive: "Demonstrate the proper techniques for Oxygen administration."			
No.	Task Steps	Skill Test	
		P	F
1.	Identifies need for oxygen administration		
2.	Determines appropriate adjunct for administration		
3.	Turns on oxygen tank		
4.	Non-rebreather		
	Attaches NRB to oxygen supply		
	Fills Reservoir		
	Adjusts oxygen flow to 10 to 15 LPM		
	Applies and adjusts mask to patient's face		
5.	Nasal cannula		
	Attaches nasal cannula to oxygen supply		
	Adjusts flow to 6 LPM or less		
	Applies nasal cannula to patient		
6.	Shut down		
	Removes the oxygen adjunct		
	Shuts off regulator		
	Relieves pressure from regulator		
7.	CPAP		
	Indications / Contraindications		
	Adjust flow rate		
	Proper application		
	Ensures receiving hospital is aware		
	Continuation of treatment at hospital		
8.	Nebulizer		
	Indications / Contraindications		
	Proper set up / Attach to NRB		
	Medication doses		

Probationary Firefighter Orientation Program

Skill No. 55-012 Airway Adjuncts

Evaluator Instructions: The firefighter shall be provided with all necessary airway adjunct equipment.			
Firefighter Directive: “Identify, describe, state the indications and contraindications of airway adjuncts, and demonstrate the sizing of the BVM, OPA, NPA, Combi-tube, and ET tubes”			
No.	Task Steps	Skill Test	
		P	F
1.	Identify and describe each BLS airway adjunct carried in airway bag and on the Rescues.		
2.	State the indications / contraindications for each of the adjuncts.		
3.	Demonstrate how to size the following:		
	BVM		
	OPA		
	NPA		
	Combi-tube		
4.	Identify the different size ET tubes that are carried on the apparatus.		
5.	Locate the ET tubes in the Rescue and the Airway Bag.		
6.	Identify the differences between a cuffed and uncuffed ET tube.		

Skill No. 55-013 Patient Removal (Lifts, Drags, and Carries)

Evaluator Instructions: The firefighter shall be provided with a chair, a blanket, and a partner.			
Firefighter Directive: “Demonstrate the proper techniques for lifts, drags, and carries.”			
No.	Task Steps	Skill Test	
		P	F
1.	Blanket Drag		
2.	Chair Lift		
3.	Seat Lift and Carry		

Probationary Firefighter Orientation Program

Skill No. 55-014 Stair Chair

Evaluator Instructions: The firefighter shall be provided with a Rescue and a stair chair.			
Firefighter Directive: “Demonstrate all aspects of operation and maintenance of the stair chair.”			
No.	Task Steps	Skill Test	
		P	F
1.	Identify the stair chair and it’s location on the Rescue		
2.	Demonstrate proper inspection, care, and maintenance of the stair chair		
3.	Demonstrate proper set up of the stair chair		
4.	Secure patient in the stair chair and demonstrate removal of patient from area		

Skill No. 55-015 Scoop Stretcher

Evaluator Instructions: The firefighter shall be provided with a scoop stretcher.			
Firefighter Directive: “Locate, demonstrate proper inspection, set up, and use of the scoop stretcher.”			
No.	Task Steps	First Test	
		P	F
1.	Identify the scoop stretcher and it’s location on the Rescue.		
2.	Demonstrate proper inspection, care and maintenance.		
3.	Demonstrate proper set up and sizing of stretcher.		
4.	Secure the patient in a scoop Stretcher and demonstrate removal of a patient from an area.		

Probationary Firefighter Orientation Program

Skill No. 55016 Pediatric Immobilizer

Evaluator Instructions: The firefighter shall be provided with a pedi-immobilizer and proper PPE/BSI.			
Firefighter Directive: “Provide the location and demonstrate the proper application/uses, and decontamination of the pediatric immobilizer and stretcher using proper PPE/BSI.”			
No.	Task Steps	Skill Test	
		P	F
1.	Identify the Pedi-Immobilizer and it’s location on the Rescue.		
2.	Describe the following:		
	How the immobilizer is applied		
	The restraints are secured		
	Use of Cervical blocks and Straps		
	Use of Occipital padding		
3.	Demonstrate proper decontamination of immobilizer board and stretcher.		

Skill No. 55-017 Pediatric Bag

Evaluator Instructions: The firefighter shall be provided with a pedi-bag.			
Firefighter Directive: “Demonstrate knowledge of the different components of the pedi-bag.”			
No.	Task Steps	Skill Test	
		P	F
1.	Identify the different components of the pediatric bag:		
	Sizes of BVMs		
	Different colored pouches & contents		
	The location of airway adjuncts		
	Broslow tape		
2.	Demonstrate the use of the Broslow tape.		

Probationary Firefighter Orientation Program

Skill No. 55-018 IV Set-Ups

Evaluator Instructions: The firefighter shall be given 1000 mL saline bag, 150 mL bag, 10 drop set, 60 drop set, veni-guard, IV lock, and Kling.

Firefighter Directive: “Demonstrate the proper knowledge of IV set ups and their components using proper PPE/BSI.”

No.	Task Steps	Skill Test	
		P	F
1.	Demonstrate the proper inspection of a drug solution:		
	The proper solution (confirmation)		
	Intact outer seal		
	Clarity in the solution		
	No sediments in the solution		
	Within the expiration date		
2.	Demonstrate the setup of an IV fluid set using		
	Proper components		
	Aseptic technique		
	Without introducing air into the tubing		
3.	Proper drip set		
	10 drop set (Maxi Drip)		
	Most commonly used with 1000 mL of saline		
	60 drop set (Mini Drip)		
	Most commonly used with infusions(piggybacks) and pediatrics		
4.	Identify the components needed to set up an IV extension (piggyback) set.		
5.	Demonstrate the setup of an IV saline lock using:		
	The proper solution		
	Aseptic technique		
	Proper components		
	Within the expiration date		
	Without introducing air into the tubing		
6.	Demonstrate the proper securing of an IV		
	Veni-guard		
	Kling		

Probationary Firefighter Orientation Program

Skill No. 55-019 Suction Unit

Evaluator Instructions: The firefighter shall be provided with a Rescue, Engine/Quint, and Squad which are equipped with portable suction units.			
Firefighter Directive: “Locate mounted and portable suction units on all apparatus and demonstrate use and proper technique.”			
No.	Task Steps	Skill Test	
		P	F
1.	Locate the portable airway suction device on the Rescue.		
2.	Locate mounted suction unit on Rescue.		
3.	Provide the location of a portable suction unit on Quint, Engine, and Squad.		
4.	Operate the portable suction unit.		
5.	Locate the suction adjuncts and their uses.		
6.	Demonstrate operation and proper technique for suctioning:		
7.	Suction on the way out		
8.	Max. of 15 seconds		
9.	Demonstrate proper disinfecting procedures.		

Skill No. 55-020 Alert Criteria (Trauma, Cardiac, and Stroke)

Evaluator Instructions: The firefighter shall be given access to an Osceola County Emergency Medical Services Protocols book and shall be able to demonstrate their knowledge of the Osceola County Alert Criteria for Trauma, Cardiac, and Stroke patients.			
Firefighter Directive: “Demonstrate your knowledge of the Osceola County Alert Criteria for Trauma, Cardiac, and Stroke patients.”			
No.	Task Steps	Skill Test	
		P	F
1.	Review the Kissimmee Fire Department protocol pertaining to the Trauma Alert Protocol		
2.	Explain different criteria		
	Red Criteria (2 points)		
	Blue Criteria (1 point)		
3.	Trauma Alert with 1 red or 2 blue		
4.	Transport – when and what to use		
	Helicopter		
	Ground		
5.	Review the Kissimmee Fire Department protocol pertaining to the Cardiac Alert Protocol		
	Locate and explain the Cardiac Alert Checklist		
6.	Review the Kissimmee Fire Department protocol pertaining to the Stroke Alert Protocol		
	Locate and explain the Stroke Alert Checklist		

Probationary Firefighter Orientation Program

Skill No. 55-021 Cardiac Arrest Procedures (Working a CODE)

Evaluator Instructions: The firefighter shall be provided with a Rescue and a manikin or firefighter to be used as a patient.			
Firefighter Directive: “Demonstrate a basic knowledge of cardiac arrest procedures.”			
No.	Task Steps	Skill Test	
		P	F
1.	Demonstrate the following procedures:		
	Call “working a code” to dispatch		
	Check ABC’s		
	Backboard		
	Airway		
	BVM use		
	C-Collar		
	CPR		
	IV/IO Set up		
	1 st Line Code Drugs		
	Carbon Dioxide Monitoring (ETCO ₂ , Capnography)		
	Monitor / AED Pad placement		

Probationary Firefighter Orientation Program

Session 56: Power Tools & Equipment

Objective

The objective of this session is to introduce the new employee to the different pieces of power tools and equipment.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have all power equipment available for this session.
- Have Owner's Manual available if possible.
- Determine if *Target Solutions* has relevant information for this session.
- Have a suitable location outdoors to conduct this session.
- Hearing protection must be provided and utilized for this session.
- New employee should have all of their PPE available and worn where required.

Training

In this session, the new employee will be introduced to the equipment listed below. Ask if the new employee if he/she has any previous experience with power tools and what that might be? Explain to the new employee where the equipment is carried and the proper storage and fuel levels for each piece of equipment. Identify the different types of materials and related blades to cut certain materials. Explain and demonstrate the method(s) involved in changing the blades on the saws. Explain all of the safety precautions associated with each power tool. Explain the purpose of 2-stroke oil and the method for mixing the appropriate amount of fuel-to-oil ratios. Ask if there are any questions concerning the topic and prepare for the practical evolution.

Practical Evolution

In this session, the new employee shall handle the power tools and conduct a morning routine check on each power tool.

- Chain Saw
- Cutters Edge Vent Saw
- K-12 Saw
- Electrical Generator
- PPV Fan
- Reciprocating Saw
- Lighting Equipment
- Holmatro Hydraulic Power Unit

Ask the new employee if there are any questions regarding this session.

Evaluation

Ask the new employee if there are any questions regarding this training session. Give the new employee feedback on his or her performance in this training session. Sign off the orientation manual if the new employee has completed the session satisfactorily.

Probationary Firefighter Orientation Program

Skill No. 56-001 Power Tools

Evaluator Instructions: The firefighter shall be provided access to an Engine or Ladder which contain all of the power tools used by the KFD.			
Firefighter Directive: "Identify all power tools on an Engine or Quint and describe their inspection procedure."			
No.	Task Steps	Skill Test	
1.	Identify all power tools on an Engine or Truck.	P	F
2.	Identify the inspection procedure for each of the following tools:		
	Generator		
	Oil		
	Fuel		
	Starting procedures (fuel on, choke, Switch to On position)		
	Chain Saw		
	Bar oil		
	Fuel/oil mixture		
	Inspect chain for tightness		
	Starting procedure		
	Check chain stopping device		
	Replace the chain		
	K-12 Saw		
	Fuel/oil mixture		
	Starting procedure		
	Inspect blade for tightness/serviceability		
	Change the blade		

Probationary Firefighter Orientation Program

Session 57: Thermal Imaging Camera

Objective

The objective of this session is to introduce the new employee to the specific operation and technology surrounding the Thermal Imaging Camera used by the KFD.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have a fully charged and operational TIC available for this session.
- Determine if *Target Solutions* has relevant information for this session.
- Obtain a copy of the operating manual or locate a PDF file on the internet for the employee to read regarding our specific model TIC.
- Have a suitable location indoors to conduct this training session.

Training

In this session, the new employee will be introduced to the care, use, and limitations of the TIC. The employee should have read or now be assigned the operating manual for the camera so that they are fully aware of the basic functions and features associated with the TIC used by the KFD. Explain how the TIC can be used in a variety of situations other than just firefighting (lost persons, darkness conditions, heat sources, hidden fires, overhaul, searching for possible ejected patients at auto accidents in total darkness, R.I.T. team, etc.). There are many instructional videos available that will enhance this training session. Once the training session is complete, prepare to transition into the practical evolution. Explain the heat signature technology and how items are displayed based on this temperature variation.

Practical Evolution

In this session, the new employee shall handle and operate the TIC. Attempt to locate or create an environment of complete darkness to simulate obscured vision for the employee. Be creative in challenging the employee to find other employees using nothing but the TIC. Consider the employee wearing an SCBA or face piece to simulate a more realistic use of the TIC.

Ask the new employee if there are any questions regarding this session.

Evaluation

Have the employee discuss the TIC evolution and provide how a smoke & heat filled environment will be different. Give the new employee feedback on his or her performance. Sign off the orientation manual if the new employee completed this session satisfactorily.

Probationary Firefighter Orientation Program

Session 58: Gas Monitoring Equipment

Objective

The objective of this session is to introduce the new employee to the gas monitors and meters utilized by the KFD.

Preparation

The following actions must be taken to ensure that you are ready to proceed with this session.

- Notify all personnel in advance that will be required to assist in this session.
- Have all of the different type gas monitoring equipment available and fully charged and operational for this session.
- Determine if *Target Solutions* has relevant information for this session.
- Consider having the employee review the IDLH atmosphere and related terminology associated with gas monitoring.
- Obtain a copy of the operating manuals or locate the appropriate PDF file(s) on the internet for the employee to read regarding our specific gas monitoring model(s).

Training

In this session, the new employee will be introduced to the various gas monitors on the KFD and when such equipment should and will be utilized on incident scenes. The employee should be show the basic operation of the device and understand the situations that would dictate that these monitors be deployed for atmospheric monitoring and alerting. This session is not to make the employee a subject expert on gas monitoring, rather, this session is designed to make the employee aware of the need for proper scene safety and actions to take in certain situations that might present atmosphere gas hazards to patients and responders. Make sure the employee understands the fragile sensors associated with gas monitoring equipment and how they are correctly calibrated. The monitoring devices should NEVER be held at the exhaust pipe of a vehicle or apparatus to demonstrate or test the device as this will destroy the gas detector sensors. The employee should understand what the "alarm" mode of each detector sounds like and at what concentrations of the specific gas will cause the alarm. Brief instruction or review of IDLH atmospheres will be necessary so the employee will have an understanding of the terminology that will be utilized in this session. Make sure the employee understands the dangers of each gas and the limitations of the human body to detect certain gases without gas detection equipment. Instruct the employee about key identifiers regarding patients and incidents that would be an indication of a possible contaminated/oxygen deficient atmosphere and what steps to take should they suspect such an incident scene and scene safety skills. Show the employee where the monitor should be worn or carried for proper use and where NOT to have a monitoring device worn or stored in possible deficient atmospheres.

Practical Evolution

In this session, the new employee shall be asked to demonstrate the basic function of the device and recite specific situations that would require the monitoring of the atmosphere and the specific gases that each monitor will detect. Ask the employee how they would react and steps they would take if they suspected certain incident scenes with a contaminated or oxygen deficient atmosphere.

Ask the new employee if there are any questions regarding this session.

Evaluation

Give the new employee feedback on his or her performance and knowledge regarding the gas monitoring equipment. Sign off the orientation manual if the new employee completed this session satisfactorily.