

# WASHINGTON TWP. FIRE DEPT. TRAINING DIVISION

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## PROBATIONARY FIREFIGHTER

This Book Belongs To:

**B-shift probie**

## TASK BOOK



*Our Mission is to Train You!*



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Probationary Firefighter Orientation & Training Program

*Washington Township Fire Department Training Division*

### TASK BOOK ASSIGNED TO PROBATIONARY FIREFIGHTER:

\_\_\_\_\_

Signature of Probationary Firefighter

**You Have 12 Months To Complete This**

### TASK BOOK INITIATED BY:

\_\_\_\_\_

Training Officer Lt. Barn Chandler

### DATE INITIATED and DATE THIS BOOK IS DUE:

\_\_\_\_\_

Date Initiated Date This Book is Due



**WASHINGTON TOWNSHIP FIRE DEPARTMENT  
PROBATIONARY FIREFIGHTER TASK**



## Signature Page and Verification of Program Completion

*Washington Township Fire Department Training Division*

### Current Supervisor Verification of Completion:

By signing this document, I hereby verify that all individual skills listed in this document have been appropriately supervised and signed off by qualified staff. I attest that this document is true, accurate, and I hereby recommend that this Probationary Firefighter be promoted to the full rank of Firefighter without further supervised probationary training.

Rank/Title of Supervisor

Full Name Probationary Firefighter's Current Supervisor

Date of Verification and Completion

By signing this document, I hereby verify that all individual skills listed in this document have been appropriately supervised and signed off by qualified staff. I attest that this document is true, accurate, and I hereby recommend that this Probationary Firefighter be recommended for an extension of task book completion, a performance improvement plan or terminated.

**Please include a letter of explanation from the Probationary Firefighter's supervisor/s supporting this action.**

Rank/Title of Supervisor

Full Name Probationary Firefighter's Current Supervisor

Date of Recommended Extension, Performance Improvement Plan or Termination

Verification by the Training Officer Lt. Barn Chandler that this information has been received and filed.



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



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# Probationary Firefighters' Task Book

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**Welcome to the Washington Township Fire Department.** You are about to become part of a proud, newer service to the community that began in 1955. Though fire protection and EMS services were staffed by association and volunteer efforts, this new Department is up and coming, and since 1989, has grown exponentially. Shortly after successful completion of the Probationary phase, you will receive your first station assignment.

During your first year with the fire department, you will be evaluated on a number of criteria. Your evaluation, however, is not limited to your Company Officer. Your interaction with each member of the fire department that you meet and work with gives you an important asset: A REPUTATION! During your probationary period, allow your positive PERSONALITY to prevail, but adhere closely to the advice, “BE A HUMBLE PROBATIONARY FIREFIGHTER.”

This informal guide has been prepared to assist you with the probationary period. It includes a collection of suggestions and ideas submitted by fellow firefighters and officers from our fire department and surrounding departments. It also includes information on daily activities, studying, and other items that you might otherwise have to find out about “THE HARD WAY.”

This task book is not intended to direct or control how you conduct yourself, nor is it a statement of department policy. Your success during your time as a probationary firefighter depends essentially on you! However, keeping an open mind and CONSIDERING each item in this task book will assist you in beginning a long and productive career with the fire department.

This task book is organized in an informal manner and is meant to give you some structure during your probationary year. In it, a wide variety of topics are covered. Take time to read through each category, and consider EACH item in your daily job performance.

A final reminder—Not all situations can be addressed in this task book, and the best resolution to any problem is to bring it to the attention of your company officer. Be sure to **USE YOUR CHAIN OF COMMAND**.

**Congratulations on being selected to work with the members of this fire department in providing excellent public service. It is hoped that you will keep in mind the topics included in this task book not only during your probationary period, but throughout your career. If you have any questions or concerns, please consult with your company officer—It is the department’s goal to help you succeed in this position. We wish you all the best, and again, welcome to the Washington Township Fire Department.**



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Orientation Checklist

Please Ensure That You Track and Complete the Following

Task	Assigned To	Date Completed
Swearing In	_____	_____
Meet the Chiefs	_____	_____
Meet the Supervisor	_____	_____
Meet With H.R.	_____	_____
Tour in Dispatch	_____	_____
Intro. To Shift (s)	_____	_____
Uniform Measure	_____	_____
Bunker Gear Measure	_____	_____
SCBA Mask Fit Testing	_____	_____
Station Tours	_____	_____
EMS Division Orient.	_____	_____
Fire Prevention Orient.	_____	_____
Training Div. Orient.	_____	_____
Comtech Orientation	_____	_____
Door Entry fob/code	_____	_____
Pickup Uniforms/Gear	_____	_____



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Washington Township Probationary Firefighter Performance Expectations

### Work Ethic

- Actively seeks academic and technical knowledge for self-improvement
- Completes tasks assigned without shortcuts and without repeating of tasks
- Work is completed, thorough, and done in a professional manner
- Actively seeks out additional works as it improves the teams ability to thrive
- Accomplishes tasks or goals with a safety first attitude
- Keeps commitments and meets deadlines
- Can be trusted with confidential information
- Can be trusted with the property of others

### Judgement & Problem Solving

- Makes reasonable and safe decisions when attempting to accomplish a task or solve a problem
- Approaches problems in a safe, logical and well thought-out fashion
- Seeks pro-active solutions to problems
- Applies critical thinking skills to complex and varied situations

### Time Management

- Consistently punctual and completes assignments on time
- Manages works so that quality of work is satisfactory and not hurried, incomplete or overwhelming to self and team

### Practical Competence/Physical Ability

- Demonstrates a desire to develop skills that are above minimal performance levels
- Can accomplish multiple tasks in succession
- Can retain and recall previously mastered skills
- Strives to improve practical abilities
- Knows all applicable safety behaviors and actions related to practical skills
- Maintains a high level of physical fitness, dexterity, flexibility and strength through on-going fitness program participation

### Communication

- Uses appropriate tone of voice
- Articulates in a clear, logical and understandable manner
- Displays confidence in message
- Is persuasive and makes a positive impression
- Demonstrates appropriate non-verbal communication techniques
- Avoids letting stress control a communication process or method
- Writes legibly using correct grammar and punctuation
- Listens actively

### Initiative/Motivation/Decisiveness

- Accomplishes tasks or goals without being ordered, coerced or motivated by others
- Demonstrates desire for personal and professional development, decisive, and consistent



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



### More Performance Expectations

#### Teamwork/Interpersonal Skills

- Places the success of the team above self-interest
- Effectively works with others in order to accomplish tasks or solve problems
- Offers to help other company members
- Understands and follows chain-of-command
- Is courteous and respectful of peers and supervisors
- Does not undermine team
- Helps and supports other team members

#### Adaptability/Stress Management

- Remains calm in stressful situations
- Adapts behavior in order to deal with changing situations in a safe manner
- Adapts behavior in order to accomplish individual and department goals
- Recognizes symptoms of stress in self and others and seeks to deal with stress appropriately
- Communicates with others to resolve problems
- Remains flexible and open to change

#### Empathy

- Shows compassion for others and responds appropriately to heightened emotional responses
- Demonstrates a calm, compassionate and helpful demeanor towards those in need
- Mindful of the impact of their demeanor on those in need, family, bystanders, and other members of the public

#### Community Awareness

- Exercises compassion and willingness to help persons in varied situations with varied backgrounds
- Is sensitive to individual and cultural differences
- Know the role a member of WTFD represents to the community

#### Appearance and Personal Hygiene

- Always clean, neat, well-groomed, and in good personal hygiene
- Always wears appropriate uniforms in excellent condition



## **WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK**



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### **Attitude**

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1. Always do more than what is asked of you—show initiative in each task.
2. Learn to do things without being told.
3. When someone offers advice—take it.
4. Do not argue with anyone about anything.
5. Do not criticize the department in front of the public.
6. What you see and hear—stays here!
7. Don't be a complainer, but instead be a problem-solver. You can be part of the problem or part of the solution.
8. If you have nothing good to say—say nothing at all.
9. Respect on the Washington Township Fire Department comes the old fashioned way—you EARN it!
10. It often happens that the less a person really knows someone, the more they talk about that person—Don't fall into that trap.
11. Don't judge people until you work with them. Form your own opinions.
12. Keep an open mind to other fire departments and how they operate.
13. Don't bad mouth where you came from (other fire departments).
14. Concentrate on those things you can control, not those things you cannot.
15. Probationary—95% LISTENING + 5% TALKING.





## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



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# General Information You Should Know

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## Titles and Ranks

The fire service is organized in a para-military fashion. One aspect of this includes the use of titles and ranks to identify various members of the department. The following points should be remembered in regard to this:

1. In general, at the station and off duty, and in other non-emergency situations that do not involve the public, Captains may be addressed using their first names.
2. Chiefs are always addressed using their rank and last name.  
Example: Chief Sims
3. On the incident scene or in public, all officers are to be addressed using their rank.

## Uniforms

1. Become familiar with the uniform policy concerning department uniforms and procedures.
2. Remember, the public judges both you and the Washington Township Fire Department on your appearance. Keep your uniform clean and neat, and your shoes polished.

## Prior Fire & EMS Experience

The Washington Township Fire Department has a strong reputation among other area fire departments. Because several members have prior experience with other departments, there are a few important points to keep in mind:

1. Probation will be the time when you prove yourself to your fellow firefighters. Regardless of what you have done before, what matters now is what you do for the Washington Township Fire Department.
2. During your time as a probationary, be discreet about your past experience. Realize that, although you may have considerable knowledge or experience somewhere else, all new Washington Township Fire Department firefighters begin at ground level and work their way up.
3. While it is quite possible that you may know different ways of doing things, realize that you will learn the Washington Township Fire Department's methods and procedures.



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



# Your First Day On Shift

Refer to the firefighter's personal equipment list found in this task book. It will provide a list of items you will need to bring with you to the station. Lockers or clothing cabinets are available at each station for your use. Your company officer will discuss expectations of your probationary period with you, including general station duties and fire ground procedures. Bunker gear will be stowed at your assigned station. If you do not understand any of your duties or responsibilities, be sure to ask your company officer for clarification.

## Station Duties

1. Station duties may include:
  - Daily, morning equipment checks and documentation
  - Cleaning bathrooms/showers, and mopping all floors
  - Kitchen cleanup
  - Vehicle maintenance and washing and/or waxing
  - Dusting furniture, vacuuming carpets, and cleaning offices
  - Laundry of towels, uniforms, and bunker gear
  - Other duties assigned by your company officer
  - Appropriate pass-a-long information to the on-coming crew
2. Be the first person up from the kitchen table in the morning to begin work. Be the last to sit down after working.
3. Place a priority on work. Station work is carried out after apparatus and equipment check-outs are completed.
4. Keep the station clean throughout the day. Pick up papers, take care of dishes, etc. You live here for 24 hours.
5. Regardless of who is assigned kitchen clean-up, offer to help.
6. Report any injuries—or any physical damage to vehicles, equipment, or the station—to your company officer.
7. Do one extra thing beyond what is required every chance you can. This shows initiative and positive attitude.
8. You are expected to answer the phone! When answering the phone, identify the department, the station number, and yourself.



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



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# What Time Should You Be There For Shift?

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## Daily Change of Shift Procedures

1. Duty begins at 0800 hours. It is a good idea to plan to arrive early so that, if you get delayed in transit, you still won't be late. This also gives the opportunity for you to provide early relief to the person you are relieving should there be a call before the official shift change. This will also present a positive image of you.
2. Upon arriving at the station, check to make sure that there have been no early morning changes (persons calling in sick, special assignments, etc.) that may have changed your assignment for the day.
3. Once you determine where you will be stationed, place your gear on or near the appropriate vehicle, prepared for response.
4. Check to make sure you have all your equipment, including gloves, Nomex hood and facepiece.
5. Check your SCBA and Pass device. Completely check your SCBA according to how you were taught by Washington Township Fire Department instructors. Your life, and the life of your fellow firefighters may depend on it! Do not take anything for granted. Although everyone checks the equipment, there may be something that may have been overlooked the previous day.
6. Find the person you are relieving and verbally tell them they are relieved. Check to see if they have any "pass-on" information. This includes missing, misplaced, or broken; special duties; apparatus problems; or any unusual occurrences, etc.
7. Immediately after change of shift, you will meet with the company in the apparatus floor area and discuss any items of importance and receive a daily briefing from officers in charge. A daily quick drill (if time permits) will take place given by selected members of the shift.



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



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# What if You Get Sent To Another Station for the Shift?

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## Detailed to Other Stations

Being the person with the least amount of seniority means you will frequently be the first one sent to other stations to fill-in. This is called, "DETAILED". This occurs due to vacations, illnesses, special programs, and many other reasons. You may be told the shift before, called at home, or find out after you arrive at your normal duty station. The key thing to remember is to expect and accept these situations. At one time or another, everyone, including officers, find themselves in these positions.

Being sent to another station should be considered an opportunity. It will allow you to work and prove yourself to other firefighters and officers. It will also give you experience with other apparatus and equipment. Keep the following suggestions in mind when working at other stations:

1. Ensure that you have all of your turnout gear and bedding. Uniform shirts should also be taken with you, so that you are prepared for all public details or other functions.
2. Use your time wisely and review each piece of equipment in that station.
3. Each station has certain routines and traditions particular to it. Use your time to become familiar with these. This may include participation in meals and down-time routine.
4. Make sure your family knows where you are and the phone number at that station in case they need to reach you.

## Physical Fitness

Being in the best physical condition you can be is another of your basic job responsibilities. Each station is equipped with an excellent compliment of state of the art equipment. The department has trained physical fitness experts who will work with you to develop a personal exercise prescription and to educate you on the proper ways to exercise and maintain your physical health. Each member is required to participate in a daily workout using the facilities provided to them. Proper workout attire includes but not limited to WTFD workout shorts/sweat pants, and WTFD t-shirt, cotton or poly. You will be responsible for:

1. Meeting with your company officer and/or shift physical fitness expert to be trained on the use, care, and maintenance of all workout equipment in each station.
2. Setting up an evaluation with your company officer and/or shift physical fitness expert to develop your individual exercise prescription and to ask/answer any questions you may have.
3. Participate in the program as part of your work assignment and know that each workout will help you be prepared to respond to emergencies and keep you healthy.



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Physical Fitness Plan

It is important that you stay fit for duty. Get in contact with your shift physical fitness coordinator and come up with a plan that fits you. Healthy living, healthy job, happy life!

Physical Fitness Plan—Set Your “Activity Goals” First					
Day	Area of Fitness	Activity	Time	Activity Goals	Did You Complete Y/N
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
SMART Goals—A Guide of Suggestions Below:					
Area of Fitness	Activities	Goals			
Cardio	Running	60 Laps			
	Cycling	30 Miles			
	Swimming	15 Laps of down and back			
	Rowing	5,000 Meters			
Strength	Firefighter Functional Fitness	Utilize gear, gear, equip., hose			
	Circuit Training	3 rounds, keeping target heart rate			
	Upper Body	Max then percentage increase monitoring			
	Lower Body	Max then percentage increase monitoring			
	Plyometrics/Cross-fit	Sensible exercises to increase strength			
Make a weekly plan that suits your time schedule, yet accomplishes your goals!					
Meal Plan—Use this form as a guide only. Remember that Intermittent Fasting can do a body good!					
<b>Saturday</b>	Breakfast	Lunch	Dinner		
<b>Sunday</b>	Breakfast	Lunch	Dinner		
<b>Monday</b>	Breakfast	Lunch	Dinner		
<b>Tuesday</b>	Breakfast	Lunch	Dinner		
<b>Wednesday</b>	Breakfast	Lunch	Dinner		
<b>Thursday</b>	Breakfast	Lunch	Dinner		
<b>Friday</b>	Breakfast	Lunch	Dinner		



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



# Firefighter's Personal Equipment List

The following is a list of items assigned to you, and items you should have at your station in your locker or cabinet. A spare set of protective equipment/clothing (if available) may be assigned and kept in an approved storage location in your locker or cabinet.

### Standard Personal Protective Equipment Issue

Complete set of turnout gear, consisting of:

- Bunker coat
- Bunker pants
- Bunker boots
- Protective hood
- Helmet
- Eye protection & carry case
- Structural firefighting gloves
- SCBA Facepiece and protective bag
- 20' section of webbing and carabiner

### Standard Personal Uniform Equipment Issue

Complete set of station gear, consisting of:

- 1 Belt/1 Name Plate
- 3 Uniform T-shirts Cotton,
- 2 SS Uniform Shirts Poly, 2 LS Uniform Shirts Poly
- 3 Pair Uniform Pants
- 1 Baseball Hat
- 1 Job Shirt (pullover)
- 1 Jacket/Pullover (On Duty Gear)
- 2 Class B Short Sleeve Uniform Shirt, 2 Class B Long-Sleeve Uniform Shirt

Protective clothing shall be maintained according to S.O.P. and kept in ready state in your assigned station locker or cabinet. All uniforms should be kept in personal locker or cabinet at your station.



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



### Education/Training/Study Time

#### Managing Your Time

1. Keep in mind that each member of the fire department has something to offer. Many members have extensive training and experience in specialty areas. Use them as a resource. Most people, when asked, are willing to help you in any area you need.
2. Initiate requests for company training. Work together with other firefighters in your station and review different topics. Make sure you respect the chain of command at all times.
3. Work to complete any training-related assignments, task books or sign-offs ahead of schedule and work to understand and perform the skills through repetition.
4. Visit the fire department training website often and use independent study time as an opportunity to further the base of your academy training. Utilize the training materials or other texts located in each station.
5. Whenever any extra study time presents itself, street and city familiarization is always a great way to increase your knowledge. Use prepared map study guides to learn response areas, locations of frequent flyer and target hazards.
6. Discuss and critique fire and EMS calls within your company. A great deal of your education comes from watching and listening. Don't be afraid to ask questions when you return to the station.
7. Plan your daily study time. The fire academy helped you get into the learning habit—Don't lose it!

#### Important Phone Numbers

##### Station Phone Numbers

- **Station 1** 586-781-6161
- **Station 2** 586-752-4511
- **Station 3** 586-786-0020

##### Training Officer

- Station 1 586-781-6161

##### EMS Coordinator

- Station 1 586-781-6161



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK

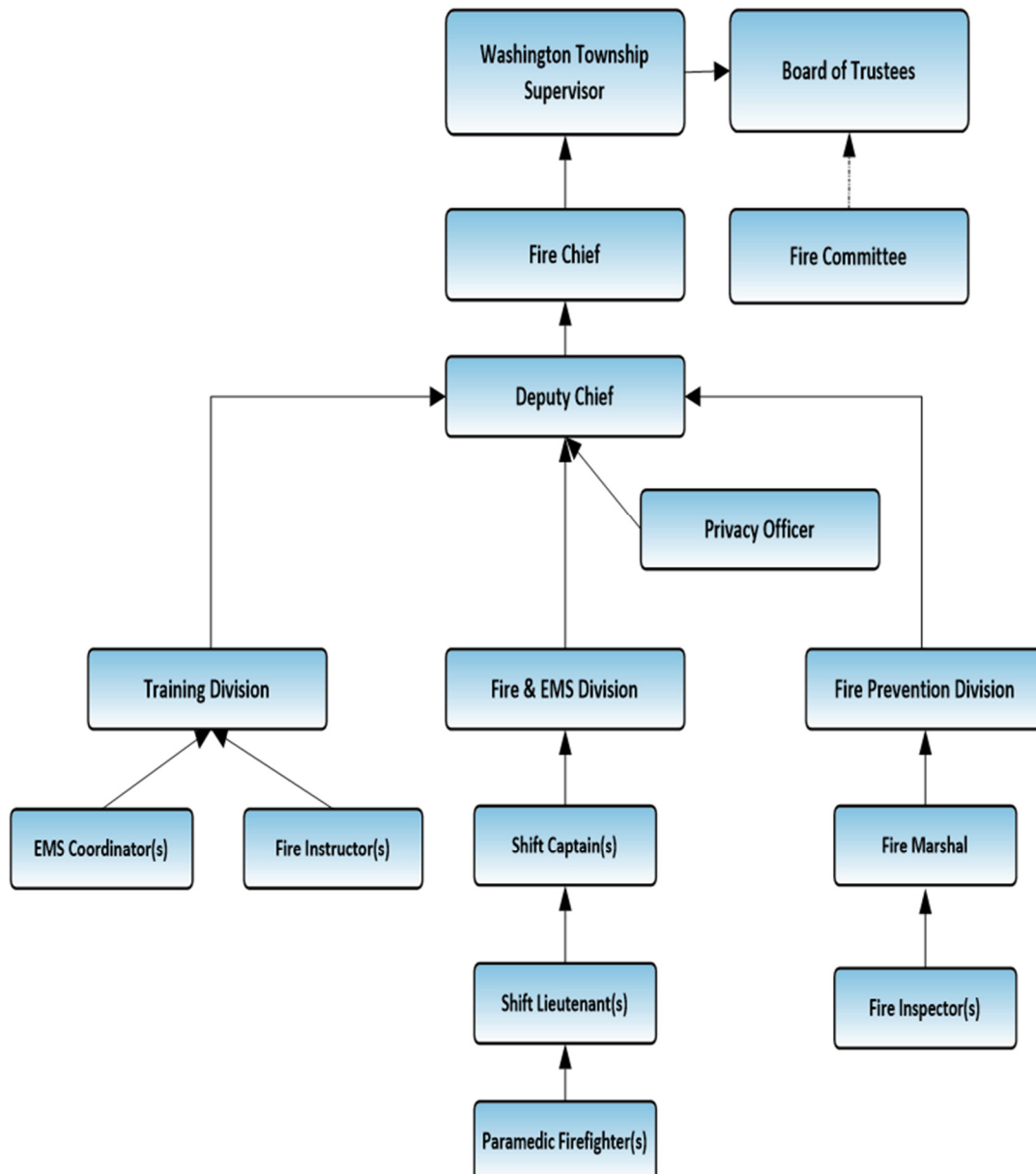


## Organizational Structure

### Washington Township Fire Department Organizational Chart

Here is the organizational structure and is subject to change as the department grows and new positions and personnel are added. Org chart

Charter Township of Washington  
Fire Department







# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Station Orientations

### Familiarize Yourself with All Stations

Station Feature or Procedure or Location	Station 1	Station 2	Station 3
<i>Complete this entire form.</i>	<i>C.O. Initials</i>	<i>C.O. Initials</i>	<i>C.O. Initials</i>
Location of cleaning supplies and daily duty duties list			
Laundry facilities and use			
Location and use of vehicle check books			
Flashlight storage and charging location			
Dayroom location			
Bunkroom			
Storage room location and access			
Tool room location, including gear rooms			
Hose storage location			
Computer system location and use, printers, and copier use			
Time cards, electronic access and procedure for coding time			
Form locations			
Training website, training materials, manuals, textbooks, and videos			
Exercise room and/or equipment and workout policy			
District map location, review target hazards and main response routes			
Station auxiliary power, generator system use			
General station policies, location of S.O.P.'s			
Phone locations, usage, answering procedure			
Station notification systems			
Exhaust removal (Nederman) system operation, shutdown			
Portable radio bank and storage			
Fire reporting guidelines and policies			
EMS reporting guidelines and policies			
Inspections/Preplanning entry/P.R. Event expectations			
Emergency Response Area and Agencies near this station			



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Administration & General Orientation

Please complete the following sections. A Company Officer must sign off on all sections for verification of completion. You may be asked to demonstrate or be tested at any time based on this knowledge.

General Orientation		
Description	Date	C.O. Signature
Review of dispatch center operations		
Review of fire prevention activities		
Township administrative offices and meet personnel		
MCSO deputies and meet personnel		
Township Water Department and meet personnel		
Fuel Pumps and Training by Streets		
Review Social Media Guides.		
Inventory Controls		
Description	Date	C.O. Signature
Daily Truck Check Sheets		
Station Duties Check Sheets & Supplies		
Weekly Checks		
SCBA		
SCBA Face piece		
Spare Cylinders		
Uniforms		
Bunker Gear		
Rope Logs and Rope Equipment		
EMS Stock/Supplies		
EMS Narcotics Handling, Policies and Procedures		
Manuals and Books		
Description	Date	C.O. Signature
Washington Township Employee Handbook		
Washington Township Fire Department Standard Operating Procedures		
Patient Care Guidelines and Protocols		



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Memory Work

Please complete the following sections. It is important that you study this information to gain knowledge, perspective, and a sense of the established culture within the Washington Township Fire Department.

Memory Work—Township Supervisor, Clerk, and Trustee's	
Elected Officials and Their Respective Positions	What is Their Name
Township Supervisor	
Township Clerk	
Township Finance Director	
Township Trustee	
Township Trustee	
Township Trustee	
Township Trustee	
Township Attorney	
Memory Work—Fire Department Administration and Officer Staff & Front Line	
Administration, Staff Officers, and Front-Line Officers	What is Their Name
Fire Chief	
Administrative Assistant to the Fire Chief	
Deputy Chief	
Training Officer	
A Shift Captain	
B Shift Captain	
C Shift Captain	
A Shift Lieutenant	
B Shift Lieutenant	
C Shift Lieutenant	
A Shift EMS Coordinator	
B Shift EMS Coordinator	
C Shift EMS Coordinator	

Study every day!



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Memory Work

Please complete the following sections. It is important that you study this information to gain knowledge, perspective, and a sense of the established culture within the Washington Township Fire Department.

Memory Work—Learn the Names of Your Captains	
Elected Officials and Their Respective Positions	What is Their Name
A Shift Station 1 Lieutenant	
A Shift Station 2 Captain	
A Shift Station 3 Lieutenant (May not always have an assigned Captain)	
B Shift Station 1 Captain	
B Shift Station 2 Lieutenant	
B Shift Station 3 Lieutenant (May not always have an assigned Captain)	
C Shift Station 1 Lieutenant	
C Shift Station 2 Lieutenant	
C Shift Station 3 Captain (May not always have an assigned Captain)	
Memory Work—Names of Committee Members	
Leaders Throughout the Township of Washington Township	What is Their Name
RIT	
Tech Rescue	
Water	
SCBA	
Turnout Gear	
Fitness	
UAS	

Study every day!



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Memory Work

Please complete the following sections. It is important that you study this information to gain knowledge, perspective, and a sense of the established culture within the Washington Township Fire Department.

Memory Work—Station Addresses & Phone Numbers	
Location	Information to Memorize
Station 1 Address	
Station 1 Phone Number	
Station 2 Address	
Station 2 Phone Number	
Station 3 Address	
Station 3 Phone Number	
Memory Work— Communication Channels and Radio Procedures	
Description	Information to Memorize
What Type of Handheld Radio Do You Have?	
What Channel/Zone is Used for WTFD?	
What Channel/Zone is Used for Mutual Aid?	
Which Channel/Zone Used as a direct Portable to Portable?	
Which Channel/Zone is “Medical” on?	
How do you hold the mic and speak into the mic?	
How do you speak into the mic with SCBA face piece donned?	
What is the Emergency Traffic Procedure?	
What is the Evacuation Procedure?	
What is the Mayday Procedure?	

Study every day!



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Memory Work

Please complete the following sections. It is important that you study this information to gain knowledge, perspective, and a sense of the established culture within the Washington Township Fire Department.

Memory Work—Apparatus, Pumps, and Hose Information	
Apparatus	What is their rated pump capacity?
Truck 1	
Engine 1	
Engine 2	
Engine 3	
Engine 4	
Memory Work— Water Capacity	
Apparatus	How much tank water?
Truck 1	
Engine 1	
Engine 2	
Engine 3	
Engine 4	
Grass 1	
Memory Work—Ladder Type and Length	
Ladder Types	List all the types and lengths of ladders carried.
Truck 1	
Engine 1	
Engine 2	
Engine 3	
Engine 4	



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Memory Work

Please complete the following sections. It is important that you study this information to gain knowledge, perspective, and a sense of the established culture within the Washington Township Fire Department.

Memory Work—Length and Size of Hose Carried	
Apparatus	How many feet of hose is carried of each size and type?
Truck 1 Supply Line—5 inch	
Truck 1 Attack Line One 1.75 inch	
Truck Attack Line Two 1.75 inch	
Ladder 1 Attack Line 2.5 inch	
<i>Additional (Pony Sections, Etc.)</i>	
Engine 1 Supply Line—5 inch	
Engine 1 Attack Line One 1.75 inch	
Engine 1 Attack Line Two 1.75 inch	
Engine 1 Attack Line 2.5 inch	
Engine 1 Bundle	
Engine 2 Supply Line—5 inch	
Engine 2 Attack Line One 1.75 inch	
Engine 2 Attack Line Two 1.75 inch	
Engine 2 Attack Line 2.5 inch	
Engine 2 Bundle	
Engine 3 Supply Line—5 inch	
Engine 3 Attack Line One 1.75 inch	
Engine 3 Attack Line Two 1.75 inch	
Engine 3 Attack Line 2.5 inch	
Engine 3 Bundle	
Reserve Apparatus	
Apparatus	How many feet of hose is carried of each size and type?
Engine 4 Supply Line—5 inch	
Engine 4 Attack Line One 1.75 inch	
Engine 4 Attack Line Two 1.75 inch	
Engine 4 Attack Line 2.5 inch	
Engine 4 Bundle	



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Demonstration of Fire Equipment & Maintenance

Please complete the following sections. A confirmation of basic skill performance of the following equipment is necessary to show knowledge of the use of everyday equipment use at WTFD. Practice every day!

Demonstration			
Equipment Demonstration	Describe Maintenance of Equipment	Date	C.O. Signature
Chainsaw			
K-12 Saw if present			
Hydraulic Spreaders and/or cutters			
Electric/Battery Operated Spreaders			
Hydraulic Extension Rams			
Generator (s)			
Exterior Scene Lighting			
On-Board Apparatus Generator			
PPV Fan (electric/gas)			
Thermal Imaging Camera Operation			
Leaf Blower			
SCBA pack, PASS, Tank			
SCBA Filling Station Procedure			
Donning of SCBA under <b>90 seconds</b>			
Bunker Gear Washer & Dryer Equip.			
Taking Gear apart/Putting together			
Donning Gear under <b>60 seconds</b>			
Portable Ground Monitor Setup			
Use of the deck gun			
Use of Accountability System (Tags)			
Bundle Setup & Deployment			
Flat Load Supply Line/Deployment			
Hydrant Operations w/Gate Valve			
Setup supply line for next hydrant			
Rope Rescue Equipment/Pod setup			
Computers to access Email	CHECK EVERY SHIFT— <b>NO EXCEPTIONS</b>		
Software for Fire Reporting	Paint the picture—Be thorough		





## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



### Knowledge and Research

Please complete the following sections. A confirmation of your knowledge is needed in order to provide you with the best means of success and safety. Study the “ART” of Firefighting here at WTFD!

#### Questions

Please be thorough in your description and responses to these questions.

Explain the concept and importance of “chain of command”:

List some basic responsibilities of a probationary Firefighter at Washington Township:

What are your responsibilities upon returning from a call?

How many and what type of units are generally dispatch for a residential fire alarm?

How many and what type of units are generally dispatch for a commercial fire alarm?

Write an example below of how you should answer the phone if you are located at station 3:

What is the procedure for calling in sick?

What is the procedure for scheduling vacation time?

What is the procedure for an injury on duty?



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Demonstration/Knowledge of Advanced Skills

Please complete the following sections. A confirmation of basic skills performance and knowledge of the following equipment is necessary of the use of everyday equipment use at WTFD. Practice every day!

Demonstration/Location		
RIT	Date	C.O. Signature
MCFCR RIT Ppt		
RIT equipment (Identification/Location)		
RIT positions (Titles/Tasks)		
MCFCR Mayday Ppt		
How to call Mayday (Partner/Yourself)		
RIT search techniques (4)		
Air Pack conversion		
Doffing down FF/ FF CPR		
Lifts Drags and Carries		
Thermal Imaging Camera Operation		
UAS	Date	C.O. Signature
Location of Drone		
Case Identification		
UAS batteries/charger		
Tactical viewing station		
Water Rescue	Date	C.O. Signature
PFD — Proper Usage and Donning		
Dry Suit — Proper Usage and Donning		
Boat—Operation and Troubleshooting		
Trailer the Boat		
Launching the Boat		
Victim Retrieval from the boat		
Water Rescue Rope and Throw Bags		
Ice Rescue Sled		
Gumby Suit — Proper Usage and Donning		
Horse Collar — Proper Usage and Donning		



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



### Knowledge and Research

Please complete the following sections. A confirmation of your knowledge is needed in order to provide you with the best means of success and safety. Study the “ART” of Firefighting here at WTFD!

#### Questions

Please be thorough in your description and responses to these questions.

What do you do if you are in an accident while driving a department apparatus?

What is the procedure for trade time?

Who do I contact for FMLA requests and where do I get the appropriate forms?

Where and to whom must I make sure that all of my previous training, current training, and all of my certifications and licensures be sent to? (All renewals as well)

Who do I report to when I respond in on “All Calls”?

How do I fill out my time card?

Who schedules all Public Relations Events and Prevention Activities?

If I have a question about social media or a member of the media wishes to speak with me, who do I contact? Who can I refer them to?

What are the designated helicopter landing zones within Washington Township’s response area?



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



### Knowledge and Research

Please complete the following sections. A confirmation of your knowledge is needed in order to provide you with the best means of success and safety. Study the “ART” of Firefighting here at WTFD!

#### Questions

Please be thorough in your description and responses to these questions.

At what pressure are medical Oxygen cylinders changed: Portable and Main?

Where are the spare Oxygen cylinders located?

What is the load capacity of our Stryker electric cots?

What are the names of our closest hospitals, their trauma status, and their distance?

On what radio channel do we contact the hospitals (medical control) for routine patient information? For trauma? For MCI?

What does Emergency mean:

What does Non-Emergency mean:

What are the nearest stroke centers?

What are the nearest STEM/ Cardiac centers?

What is the nearest burn care facility; the nearest children’s hospital?



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



### Knowledge and Research

Please complete the following sections. A confirmation of your knowledge is needed in order to provide you with the best means of success and safety. Study the “ART” of Firefighting here at WTFD!

#### Questions

Please be thorough in your description and responses to these questions.

When performing horizontal ventilation, the firefighter must be careful that their actions do not cause what?

In general, horizontal ventilation should be first initiated closest to what?

Describe how horizontal and vertical ventilation tactics must change when a line is not yet on the fire and no water application is ready?

What is the initial technique for forcing inward opening doors?

When forcing outward opening doors, great care must be taken in order to not \_\_\_\_\_?

In addition to the tools on the main aerial, what additional equipment must be taken when conducting roof operations?

Where should ground ladders be placed for a rescue on floor 2, side alpha window?

Describe the procedure, what equipment you would use and how many personnel would be needed, for performing a V.E.I.S. operation?

What is the maximum weight load for the main aerial when dry and when flowing water?



## WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



### Knowledge and Research

Please complete the following sections. A confirmation of your knowledge is needed in order to provide you with the best means of success and safety. Study the “ART” of Firefighting here at WTFD!

#### Questions

**Please be thorough in your description and responses to these questions.**

When searching in a dark environment, describe several methods a firefighter can use to remain oriented.

Briefly describe the difference between PPV and negative-pressure ventilation:

How is PPV most efficiently carried out?

Prior to cutting holes for vertical ventilation, existing openings should be used. List some openings that can be used:

Describe at least two fire situations that would require roof ventilation:

At what level of carbon monoxide should SCBA be used? Below what level is considered non-hazardous? What would you do if smoke was still present?

Describe the approach and position for the main aerial ladder to a window for access to rescue a victim:

Upon reaching a downed firefighter, what is the most important initial function?

If you wish to further your career as a firefighter and proceed to the next level, which is Driver/Operator; what is your plan of action to reach this goal?

What are the techniques in removing victims and/or downed firefighters from the structure?



# WASHINGTON TOWNSHIP FIRE DEPARTMENT PROBATIONARY FIREFIGHTER TASK



## Demonstration of EMS Equipment & Maintenance

Please complete the following sections. A confirmation of basic skill performance of the following equipment is necessary to show knowledge of the use of everyday equipment use at WTFD. Practice every day!

Demonstration/Practical Skill Sheets			
Equipment Demonstration	Describe Maintenance of Equipment	Date	C.O. Signature
ESO PCR Documenting			
iPad — Use and Navigation			
Zoll X-series—Defibrillation			
Zoll X-series—Daily Test/check			
Zoll X-series—Pacing			
Zoll X-series—Sync Cardioversion			
Zoll X-series—4 lead/12-Lead			
Zoll X-series—Event Logging			
Zoll X-series—Transmission of EKG			
Zoll X-series—Downloading			
Zoll X-series—CO2 & PaO2			
Zoll X-series—B/P and Printer			
Zoll X-series—Auto-Pulse			
Suction Devices (portable/rigid)			
C-Pap			
EZ-I/O drill			
Vector Check-it — Ambulance			
Filling Oxygen Bottles			
Ambulance Siren, Comms, lights			
Directions to Hospitals			
Video Laryngoscopes (King Vision)			
King Airway			
IV Setups (Infusions/Replacement)			
Pediatric Bag			
Medical Bag			
Trauma Bag			
Airway Bag			





# WASHINGTON TOWNSHIP FIRE DEPARTMENT TRAINING DIVISION

## PROBATIONARY FIREFIGHTER

Upon completion of this task book you must contact the Training Division and request an appointment for your Probationary Review. Your review should include your current Fire Officer and the Training Officer. After a successful review, a recommendation for the completion of your probation will be sent to the Fire Chief.

## TASK BOOK COMPLETION



*Thank You for Your Hard Work!*