

Firefighter I and/or II Course Manager's Test Packet

Michigan Fire Fighters Training Council

This packet contains the following materials:
(Quantities appear in parentheses)

- Testing Information (1)
- Equipment & Facilities Planning Information (1)
- Practical Skills Exam Sample Layout (1)
- Station Signs #1-12 (2 signs are included for stations 1, 2, 8, 11 & 12)

IMPORTANT REMINDER

**The Course Manager MUST submit all final paperwork
to the proctor on the day of the test.**

Please Review This Packet Completely
BEFORE YOUR TEST DAY

Course Reminders:

A training application must be submitted electronically in SMOKE prior to the start of class for students or eight (8) weeks prior to the exam for retest and challenge students. The log in page for SMOKE can be found here:

<https://w2.lara.state.mi.us/Smoke/Account/Login>

Testing Information:

The following information will assist the course manager with requesting and conducting a FF I / Haz Mat Operations and/or II test. Section VII, Testing Procedures, in the IGAM, should be reviewed before attempting to schedule or administer a test.

FF I & II / Haz Mat Operations Test Contents:

The FF I & II / Haz Mat Operations tests consist of the following:

- | | | |
|-------------------------------------|-------------------|-----------------|
| • FF I / Haz Mat Operations Exam: | Written: | 150 Questions |
| | Practical: | Stations #1-10 |
| • FF II Exam: | Written: | 50 Questions |
| | Practical: | Stations #11-12 |
| • FF I & II Haz Mat Operation Exam: | Written: | 200 Questions |
| | Practical: | Stations #1-12 |

Challenger Test Application:

For Challenge Exam Candidates, an application form is to be completed and submitted in the SMOKE system 8 weeks prior to the exam. The log in page for SMOKE can be found here: <https://w2.lara.state.mi.us/Smoke/Account/Login>

Exam Failure Notice:

For students who need to retest either the practical, written, or both exams, the details of the failed course is screen printed from the firefighter's training activity in SMOKE. The screen print of the details of the failed course shall be submitted to the training coordinator proctoring the exam on the test day before the student is allowed to retest.

Important Testing Procedures

The following procedures need to be covered with Station Evaluators and/or Test Candidates.

1. If a test candidate is unsuccessful in his/her **first** attempt to pass a practical skills station, the test candidate should not be informed of the specific item(s) that caused the failure. The station evaluator, or testing assistant, should accompany the test candidate back to staging and advise the Staging Officer of the unsuccessful results, unless the Proctor has approved a modified procedure.

- (a) After sufficient time to rest, the test candidate will be allowed to make a second attempt at any failed station when notified.
 - (b) The test team leader will provide a different evaluator for the second attempt.
 - (c) "Upon failure of a **second** attempt, the test candidate should be politely informed of the specific item(s) that caused the failure. At this point, the test candidate should be notified that it is necessary to leave the test site, per Council policy. The test team leader should be contacted to assist and all reasonable steps taken to avoid embarrassment to the candidate."
2. The MFFTC Exam Proctor will supply each evaluator with a copy of the "Station Evaluator Procedures" for his or her individual station. A copy of the equipment list for that station will be on the back of the Procedures sheet.
 3. After the practical test is finished, the Practical Skills Examination sheets should be returned to the exam proctor. The failed exam sheet(s) for each unsuccessful practical test candidate, and all exam sheets for a test candidate injured during the test, will be sent to Lansing with the test candidate's exam answer scan sheet.
 4. When there are multiple tasks to complete in a testing station, allow the test candidate time to complete each task, before reading the next task.
 5. If an equipment malfunction beyond the control of the test candidate causes failure of a station, the test candidate will be allowed to repeat the attempt. This will not count as one of the two allowable attempts per station.
 6. Evaluators may evaluate members of their own fire department. This was changed because of the difficulty in obtaining compliance statewide.

Testing Tips

1. Prepare for the test ahead of time - DO NOT wait until the day of the test. Make arrangements for the equipment needed to conduct the practical exam (Refer to the Equipment and Facilities Planning Information in this packet.)
2. Meet with the exam proctor one to two weeks before the test or at the very least discuss the test process with the proctor by phone.
3. Have an adequate number of evaluators. (Example: if you are operating all ten stations of the FF I exam, you will need a minimum of ten evaluators. The MFFTC suggests that you have three to four spare evaluators. This will allow you to run two of a slow moving station, fill in for an evaluator who needs a break, change an evaluator for a re-test of a station, or provide a different evaluator when the test candidate and the evaluator are related.) Note: Evaluators may evaluate members of their own fire department. Allow 30 to 45 minutes of time for an evaluator briefing before the test and another 30 to 45 minutes for the evaluators to set up their individual stations.

4. Use spare evaluators as test candidate assistants whenever possible. Otherwise each test candidate who passes the station may assist the test candidate following him/her. If necessary, the station evaluator may be used to assist the first test candidate.
5. When stations # 1 & 2 are combined, the Course Manager only needs to provide one "Test Candidate Tracking Sheet" for each combined station.
6. When the Course Manager supplies a copy of the "Test Candidate Tracking Sheet" to each station evaluator, he/she should use a light colored highlighter on the column applicable to that station (i.e. the station # 5 evaluator should receive a tracking sheet with column 5 highlighted). After the test, the individual station Tracking Sheets should be returned to the Course Manager and may be destroyed. The Course Manager should retain the "Test Candidate Tracking Sheet" used in staging for his/her records.
7. The MFFTC strongly recommends the use of portable radios for communication between the staging area and the individual stations. If radios are not available, spare evaluators or other testing assistants may assist in directing test candidates to the stations and relaying information.
8. If you have a large class (20 - 30) and you are conducting the written and practical on separate days, consider scheduling the test candidates by appointment (examples): FF I (Stations #1-10) two groups 90 minutes apart. FF II (Stations #11-12) two groups 30 minutes apart. FF I & II: (Stations #1-12) two groups 120 minutes apart.
9. Stations with more than one option, have option #2 printed on the back of the practical skills exam sheet for option #1. Be sure station evaluators with multiple option stations are clear on what option is being used.
10. The MFFTC recommends that once station options are selected, they should remain the same throughout the test unless, at the discretion of the Proctor, it is necessary to change options during the test.
11. **All test candidates, including challenge and retest candidates, must fill out a scan sheet to receive credit, even if they are only retesting the practical.**

Materials Brought to the Test Site by the Proctor

- Copy of the exam request form that was submitted by the course manager.
- List of supplemental course numbers for use by re-test & challenge test candidates.
- Station Evaluator Procedures for each station
- Exam answer scan sheets
- Written exams requested
- Practical skills exams

Materials Brought to the Test Site by the Instructor/Course Manger

- Student sign in sheets (2 one each for the written and practical exam).
- Completed Test Candidate Tracking Sheet.
- Pens for station evaluators.
- #2 pencils for students completing the written exam.

Practical Skills Examination
Equipment and Facilities Planning Information
FF-I: Stations # 1-10, FF-II: Stations #11-12, FF I & II: Stations # 1-12
Michigan Fire Fighters Training Council / Fire Fighter Training Division

NOTE: The test team leader or course manager must be prepared to conduct all stations and options of the exam.

Station #1 **SCBA Inspection**
ONE TEST CANDIDATE

Facility: Inside Area

Personnel: Station Evaluator

Equipment: SCBA brought by the test candidate

Table on which test candidates will place SCBA unit for operational check

Disinfectant and soft cloth for cleaning face pieces (prepackaged disinfectant pads are acceptable)

Notes: **Test candidate must wear boots, bunker pants, and helmet**

The MFFTC/OFFT recommends that the test facility be set up with two (2) Station #1 and Station #2 combined stations.

Station #2 **SCBA Donning**
ONE TEST CANDIDATE

Facility: Inside or outside location with a flat, clear area for the “donning” exercise

Personnel: Station Evaluator

Equipment: SCBA brought by the test candidate.

Disinfectant and soft cloth for cleaning face pieces (prepackaged disinfectant pads are acceptable)

Notes: **Test candidate must wear Personal Protective Clothing and SCBA with PASS device.**

The MFFTC/FFTD recommends that the test facility be set up with two (2) Station #1 and Station #2 combined stations.

Station #3

Search & Rescue **ONE TEST CANDIDATE**

Facility: #2 Confined building space, separate room area from Station #1 and #2

Personnel: Station Evaluator

Equipment: Minimum room size for the search evolution is to be 12' x 20' (or larger when possible).

Minimum furnishings: two (2) chairs (various types); one (1) sofa, couch, or small bed; one (1) table; one (1) bookcase or wall shelving; other miscellaneous items of furniture, if available.

The test candidate is to use an SCBA with a darkened face piece, (i.e. reverse a hood, wax paper, colored shower cap, blackout covers, etc.).

Life line or hose with nozzle.

Notes: **Test candidate must wear Personal Protective Clothing and SCBA with PASS alarm.**

If a test candidate's air bottle is completely emptied and no other bottle can be secured without delaying the exam, the test candidate may put the end of the breathing tube into his/her coat to finish the exam process. For an SCBA with a face piece mounted regulator, disconnect the regulator but have the test candidate keep the face piece on.

If a test candidate is the final candidate and would be testing alone, another test candidate should act as the partner.

Safety Note: If you are using a plastic bag to darken the face piece, DO NOT block the candidate's ability to breathe.

Station #4

Communications / Emergency Traffic / Mayday/ Escape **ONE TEST CANDIDATE**

Facility: Minimum room size is 12' x 12', or larger if possible. If necessary, a room may be created in an apparatus bay by tipping tables on their sides.

Personnel: Station Evaluator

Equipment: SCBA (face piece to be darkened)

Hose line; lifeline (2 sections of 1½", 1¾", or 2½" hose or 40'-50' of lifeline)

Radio, if available.

Notes: **Test candidate must wear Personal Protective Clothing with SCBA and PASS alarm.**

Station #5

Ladders

ONE TEST CANDIDATE

Facility: Inside or outside area with a building wall suitable for ladder placement against the eaves or wall.

Personnel: Station Evaluator

Assistant

Equipment: 12', 14', or 16' roof/straight ladder

Flat-head or pick-head axe

Ladder belt, if available

Notes: **Test candidate must wear Personal Protective Clothing Properly (all PPE must be worn correctly and the face shield must be down), if applicable.**

If the wall used does not have a window, the test team leader or course manager will mark out a window area with duct tape (to be at least 2' wide x 3' high) .

Station #6

Knot Tying & Tool Hoisting

ONE TEST CANDIDATE

Facility: Separate room or apparatus area.

Personnel: Station Evaluator

Equipment: Two (2) ropes of different sizes; both ropes must be at least 25' to 30' long.

1 Piece of webbing at least 10' long

Pike pole, flat-head axe

1 roof or attic ladder

Notes: **Test candidate must wear Personal Protective Clothing**
(excluding gloves while tying the knots).

Station #7 **Forcible Entry**
ONE TEST CANDIDATE

Facility: Structure with rooms, doors, and windows (may simulate doors and windows)

Personnel: Station Evaluator

Equipment: Must provide a minimum of seven (7) tools listed below:

Battering ram	Hack saw	Plaster hook
Bolt cutters	Halligan (hooligan) tool	Pry-axe
Chisel	Hatchet	Pry bar
Circular saw	Hux bar	Punch
Claw hook	Hydraulic ram	Quick-hook
Clemens hook	Hydraulic spreader	Reciprocating saw
Closet hook	Kelly tool	Sledge hammer
Crow bar	Lock puller (rabbit or K tool)	Spanner wrench
Cutting torch	Multi-hook	Ziamatic quick-bar
Detroit door opener	Pick-head axe	
Flat-head axe	Pike pole	

Notes: **Test candidate must wear Personal Protective Clothing.**

Station #8 **Hoses, Nozzles, and Fire Streams**
ONE TEST CANDIDATE

Facility: Flat, paved area inside or outside. (*Minimum of 50' x 150' clear area*)

Personnel: Station Evaluator
Engineer Operator/Engineer

Equipment: One (1) engine (pumper)
100' of either 1 1/2" or 1 3/4" or 2 1/2" hose

1 ½" or 2½" fog nozzle

Supply of salt for temperatures below freezing

Notes: **Test candidate must wear Personal Protective Clothing**

Engine Operator and Station Evaluator must wear helmets

If two station evaluators are available, a second station may be set up using the other side of the engine.

Station #9

Ventilation

ONE TEST CANDIDATE

Facility: Inside or outside facility with doors and windows

Personnel: Station Evaluator

Engine operator/Engineer (*if using flowing water*)

Assistant (*if using flowing water*)

Equipment:

- One (1) engine (pumper) (*if using flowing water*)
- 1 ½ or 1 ¾ hose and nozzle (*if using flowing water*)
- Smoke filled room or structure (*if available*)
- Smoke generating machine with smoke fluid (*if available*)
- One (1) or two (2) smoke ejectors
- Hooks or hangers for the ejector and ejector door bar (*if available*)
- Salvage tarp
- Straight ladder or other type of support for ejectors
- One (1) or two (2) positive pressure fans
- Forcible entry tools, as applicable
- Supply of salt for temperatures below freezing (*if using flowing water*)

Notes: **Test candidate must wear Personal Protective Clothing**

SCBA is not needed if not using smoke

Engine Operator and Station Evaluator must wear helmets

Use of water is recommended when the proper facilities are available; otherwise, simulate evolution A with a dry line.

Station #10-1

Water Supply

Option #1 Hydrant

ONE TEST CANDIDATE

- Facility:** Outside area with a fire hydrant or acceptable simulator
- Personnel:** Station Evaluator
Engine Operator/Engineer
Assistant
- Equipment:** One (1) engine (pumper) or one (1) tanker/tender with a volume pump
50' of 2½" or larger supply hose
One (1) hydrant wrench
Two (2) spanner wrenches
One (1) rubber mallet
One (1) 20' or longer length of rope (*½" diameter minimum*)
Supply of salt for temperatures below freezing

- Notes:** **Test candidate must wear Personal Protective Clothing**
Engine Operator and Station Evaluator must wear helmets

Station #10-2

Water Supply

Option #2 Drafting

ONE TEST CANDIDATE

- Facility:** Outside area with a fire hydrant
- Personnel:** Station Evaluator
Engine Operator/Engineer
Assistant
- Equipment:** One (1) engine (pumper) or one (1) tanker/tender with a volume pump
One (1) section of hard suction hose rated to match the supply capacity of the volume pump on the engine and appliances needed to attach the hose to the engine.

One (1) appropriate drafting appliance for the suction hose

Two (2) suction hose spanner wrenches (*if available*)

One (1) rubber mallet

One (1) 20' or longer length of rope or webbing (*1/2" diameter minimum*)

Supply of salt for temperatures below freezing

Notes: **Test candidate must wear Personal Protective Clothing**

Engine Operator and Station Evaluator must wear helmet

Station #11 **Coordinate Interior Attack of a Structure Fire**
ONE TEST CANDIDATE

Facility: Inside area of room

Personnel: Station Evaluator

Equipment: Table, chairs, pictures of incident scene (pictures provided by the Exam Proctor)

Notes: **Test candidate must wear Personal Protective Clothing**

Station #12 **Set up an In-line Foam Eductor**
ONE TEST CANDIDATE

Facility: Outside area or inside area with room to stretch out 100' of hose

Personnel: Station Evaluator

Equipment: Two (2) 50' sections of 1½" or 1¾" hose

One (1) In-Line foam eductor

One (1) Foam nozzle

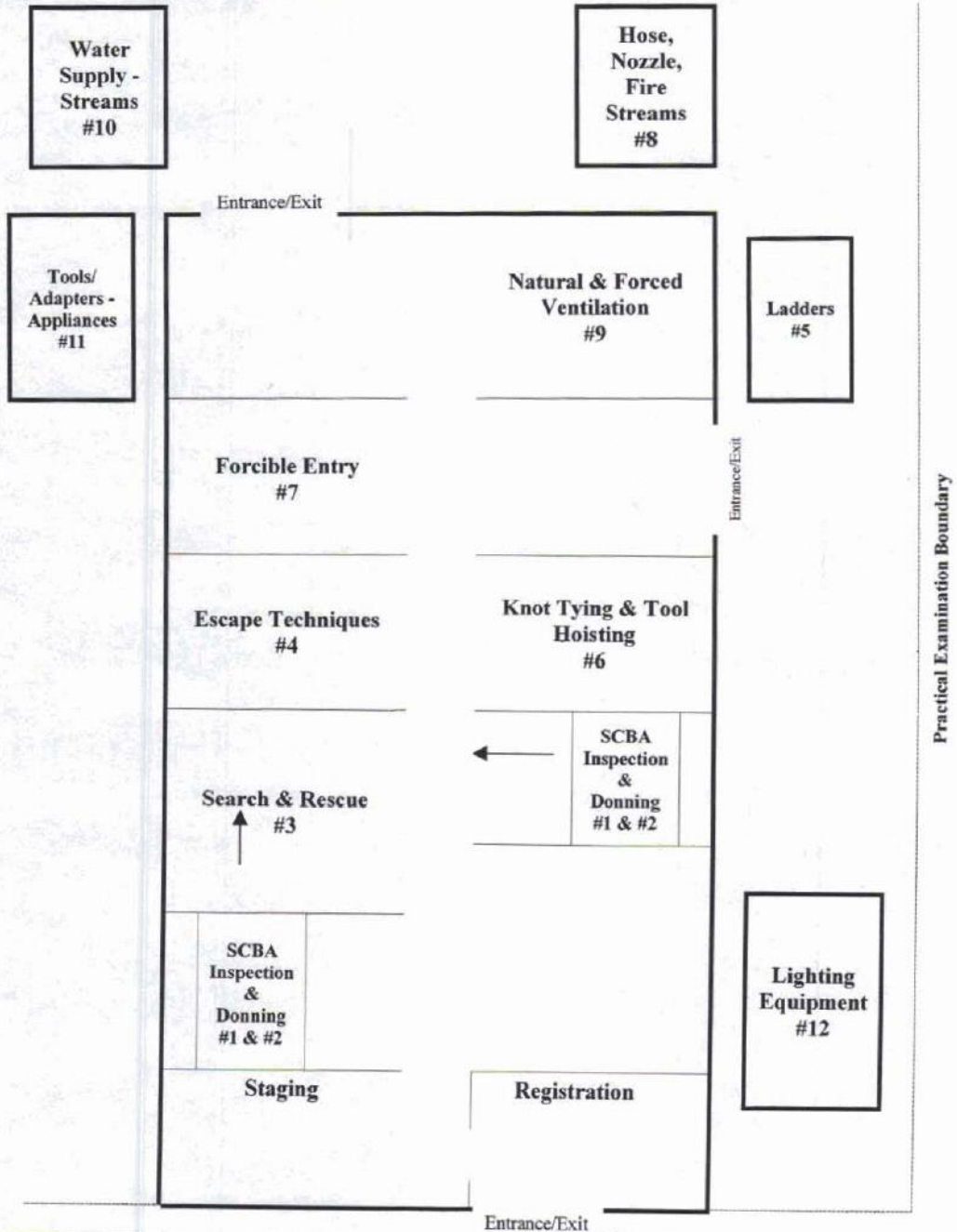
One (1) Class-B used foam bucket with foam type and percentages printed on the bucket (with water for simulated use)

***A standard 5-gallon bucket may be substituted for use if a label is affixed to the bucket listing the foam type and percentage(s)*

Supply of salt for temperatures below freezing

Notes: Test candidate must wear Personal Protective Clothing

**Exhibit VII-1
Sample Layout**



Examination Request
Michigan Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Fire Fighter Training Division
LARA-BFS-SMOKE@michigan.gov
P.O. Box 30700
Lansing, MI 48909
Telephone: 517-241-8847 Fax: 517-332-1427

Before submitting this form, you *must* schedule the written and practical examination dates with your Training Coordinator. This form must be received in the Lansing office at least six (6) weeks prior to the examination date.

Important - The number of test candidates cannot be changed after submittal of your Examination Request. To minimize problems, we strongly recommend you wait until approximately 8 weeks prior to the examination date to submit.

If you have questions, please call the Region Coordinator for your region. Region 1 - Dan Hammerberg Region 2 - TJ Richardson

Mail, email, or fax this form to the address listed above.

Training Coordinator Proctoring Examination		Course Number
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
Instructor of Record		Daytime Telephone Number (Include area code)
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
Course Manager		Daytime Telephone Number (Include area code)
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
Written Examination Date	Time	Name of Facility
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Practical Examination Date	Time	Name of Facility
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

FF I	Student	Student Re-Test	Challenge	Challenge Re-Test	Total	# of Readers
Written Exam	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Practical Exam	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

FF II	Student	Student Re-Test	Challenge	Challenge Re-Test	Total	# of Readers
Written Exam	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Practical Exam	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

FF I & II	Student	Student Re-Test	Challenge	Challenge Re-Test	Total	# of Readers
Written Exam	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Practical Exam	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Instructor I	Student	Student Re-Test	
Written Exam	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	

Signature of Instructor of Record

DO NOT WRITE BELOW THIS LINE - FOR FFTD USE ONLY

Copy emailed to Regional Coordinator	Copy emailed to Training coordinator	Exams shipped to Training Coordinator
Date <input style="width: 50px;" type="text"/> Initials <input style="width: 50px;" type="text"/>	Date <input style="width: 50px;" type="text"/> Initials <input style="width: 50px;" type="text"/>	Date <input style="width: 50px;" type="text"/> Initials <input style="width: 50px;" type="text"/>

Test Candidate Tracking Sheet
Practical Skills Examination
Michigan Department of Labor & Economic Growth
Bureau of Fire Services
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-241-8847
Authority: 1989 PA 291

No.	Name (Last Name, First Name)	FF I	FF II	FF I & II	FF I										FF II			
					"X" - Pass					"F" - Failure on first attempt					"O" - Failure on both attempts			
					1	2	3	4	5	6	7	8	9	10	11	12		
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Completed By _____ Course Number _____

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.
BFS-280 (5/07) (Formerly BCCFS-280)

Station

#1

SCBA

***Inspection &
Operational Check***

Station

#2

SCBA

Donning

Station

#3

Search and Rescue

Station

#4

**Communications /
Emergency Traffic /
Mayday / Escape**

Station

#5

Ladders

Station #6

Knot Tying and Tool Hoisting

Station

#7

Forcible Entry

Station

#8

Hoses, Nozzles, and Fire Streams

Station

#9

Ventilation

Station

#10

Water Supply

Station

#11

Coordinate an Interior Fire Attack

Station #12

**Place a Foam
Line into
Service**