



Michigan Fire Fighters Training Council

Fire Fighter I & II

MFFTC Instructor Orientation

INTRODUCTION

The Michigan Fire Fighters Training Council (MFFTC) first adopted the NFPA (National Fire Protection Association) 1001 - Standard For Firefighter Professional Qualifications in 1984. The MFFTC adopted the complete IFSTA (International Fire Service Training Association) Firefighter I & II curriculum package, effective September 16, 1994.

The IFSTA curriculum contains an in-depth menu of information and exercises that address most of the objectives of the NFPA-1001 standard. The MFFTC developed the “Firefighter I & II Instructor Guide and Administrative Manual” to address the remaining objectives, insure training consistency and economize the use of instructor and student time. We are confident that this manual will assist instructors in presenting successful FF I and FF II training programs throughout the State.

Changes to text since the 4th printing of this manual (10/98) are identified with a vertical broken line in the right margin.

The Michigan Fire Fighters Training Council would like to thank the Maryland Fire and Rescue Institute, our instructors, County Training Committees, Regional Training Centers, fire service organizations, other professional organizations, government officials, and the many other individuals for enthusiastically contributing their ideas which continue to improve Michigan’s Fire Fighter I & II training curriculum.

The Michigan Fire Fighters Training Council remains committed to providing the highest degree of excellence in programs and services to meet the training needs of Michigan’s fire service.

I

INSTRUCTOR INFORMATION

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Instructor Information

Instructor Caution

Instructors unfamiliar with the IFSTA based Michigan Firefighter I & II curriculum should READ sections I - V of this manual and review the IFSTA “Implementation Guide” before attempting to plan and conduct a training course.

Instructor Qualifications

1. Qualifications to Instruct FF I & FF II Courses

- a) Must be a certified or probationary level instructor.

Probationary level instructors may only instruct under the on-site supervision of an instructor certified at the level being instructed. The certified instructor must be present and observing the instruction at all times.

If the Probationary Instructor is not ready to teach, struggling with teaching techniques and/or improperly presenting the course material, the certified instructor must be prepared to take over the class.

Note: In cases of hardship, the requirement of on-site supervision may be waived in writing by the MFFTC Region Supervisor upon written request of the course manager.)

- b) Must possess FF I certification (or *Phases I & II*) to instruct FF I courses and FF II certification (or *Phases I-IV, 240 hour*) to instruct FF II courses.

- c) Must be competent within subject area being taught.

- d) Instructors teaching HazMat Awareness and/or Operations to firefighters **MUST BE MFFTC INSTRUCTORS** and must also be FRA and /or FRO certified instructors. Note: In addition to FF I and/or II certificates, separate certificates are issued to students for HazMat Awareness and Operations.

Instructors teaching Emergency Medical Care are exempt from the requirements in “a” & “b” above but must possess the specific instructor qualifications listed at the beginning of the Emergency Medical Care Module.

- e) Subject matter experts may be used by the Course Manager or instructor to augment the curriculum. An attorney to speak on Laws, Administrative Rules and Standards or a Fire Inspector to assist with Fire Prevention and Public Fire Education would be examples of subject matter experts. The course instructor must be present while the subject expert is instructing.

Instructor Information (Continued)

Instructor Qualifications (Continued)

Note: Subject matter experts are also exempted from the requirements in "a" & "b" above.

2. Instructor Assistants

Instructor Assistants are individuals selected by the Course Manager or instructor who meet the requirements of "b" & "c" in Section 1 above, and assist only under the direct on-site supervision of the certified instructor in charge. Instructor Assistants are restricted to the following functions:

- a) May assist instructor with classroom duties other than lecture.
 - b) May assist instructor with conducting practical skills exercises which includes completion of IFSTA Job Sheets and MFFTC Handouts 12, 13, & 14.
-

FF I & II General Requirements

1. Class Size

- a) Minimum class size to qualify for MFFTC funding is 15 fire department members from at least two departments. The Director of Training may grant exceptions when special circumstances exist.
- b) MAXIMUM CLASS SIZE IS 30. Region Supervisors may approve larger classes if special circumstances exist.

2. Required Fire Department Membership

- a) A student must be a member of an organized Michigan fire department to be counted for funding and minimum enrollment purposes.
- b) A member of an organized fire department is defined as:

A person who has been hired and/or appointed as a member of a fire department and is covered by the department's workers compensation and other appropriate insurance policies.

- c) Exceptions: The following individuals are allowed to participate in FF I and/or FF II programs including FRA, FRO, as well as ICS:
 - 1) Eligible pre-service college students enrolled in an MFFTC sanctioned FF I, FF II, or FF I/II course at a college or university based Regional Training Center.
 - 2) Department cadets and explorer scouts as defined under "Minimum Age Requirement."
-

Instructor Information (Continued)

FF I & II General Requirements (Continued)

3. Minimum Age Requirement (*Explorer & Cadet Exceptions*)

- a) Students must be 18 years or older on the first scheduled date of training.
- b) Exception:
 - 1) Individuals sponsored by a fire department cadet program or fire department Boy Scouts of America Explorer program.
 - (a) Department cadets and explorer scouts must be 16 to 17 years of age (*no exceptions*).
 - (b) 18 years of age or over do not qualify for cadet or explorer status.
 - 2) All requests for an exception must be on letterhead from the chief of the sponsoring department, and include the following:
 - (a) A dated copy of the charter or resolution of the local unit of government authorizing an explorer or cadet program within the fire department.
 - 3) All requests for exception must be directed to the MFFTC Region Supervisor for review and approval.
 - 4) Department cadets and explorers are not allowed to challenge the FF I, FF II or FF I/II written or practical skills examination.

4. Prerequisite Courses/Exams

- a) FF IB students must provide proof of their FF IA completion prior to enrollment.
- b) FF II students must provide proof of their FF I certification prior to enrollment.

5. Student & Test Candidate Identification Required

- a) Valid Michigan operator's license with photo -or-
- b) Picture I. D. and certified copy of birth certificate
- c) Students will be required to provide identification at time of enrollment, during practical skills training and at both stages of testing (written and practical skills).

Instructor Information (Continued)

FF I & II General Requirements (Continued)

6. Physical Condition

- a) The FF I & FF II practical skills training and testing program requires significant physical exertion and stamina.
- b) The MFFTC recommends applicants consult their personal or department physician before participating in practical skills training or testing.
- c) Test candidates who are pregnant must present written approval from their physician to participate in practical skills training or testing.
- d) Americans with Disabilities Act. Refer to MFFTC Policy 2-3.

7. Student Attendance & Participation Requirements

- a) All students should report to class on time.
- b) Students must attend a minimum of 90% of classroom training, 100% of practical skills training (*or practical skills evaluation sessions*) and submit no less than 90% of homework assignments.
- c) These requirements must be met for the student to continue in the training course and participate in testing. To meet these requirements the instructor will establish all make-up policies and procedures; however, frivolous excuses shall not be tolerated because of disruption to the class and the negative effect on morale.
- d) If a student is not making a valid effort and more than 5% of any requirement in item "b" is missed, the student's fire chief should be notified in writing with a copy to the student and the MFFTC Region Supervisor (*Refer to form letter in Section IV - Forms*).
- e) If after notification in item "d", a student is still not making a valid effort and more than 10% of any requirement in item "b" is missed, the student should be terminated from the course. The student's fire chief should be notified in writing with a copy to the student and the MFFTC Region Supervisor (*Refer to form letter in Section IV - Forms*).
- f) The MFFTC recommends the use of lesson tests or study sheets for makeup of classroom training sessions.
- g) All practical training sessions must be made-up. The instructor may work out practical makeup on an individual basis.

Instructor Information (Continued)

FF I & II General Requirements (Continued)

- h) Students terminated from a course will not be allowed to challenge the examination with students who complete the course.

8. Training Fees

- a) The Course Manager or sponsor sets student fees based on the cost of conducting the course. If student fees are charged, all students must be charged pro rata.
- b) If MFFTC funding doesn't cover all course expenses additional fees may be charged.
- c) The fee is non-refundable unless the applicant is not accepted into the course.
- d) Use of MFFTC funds may not exceed the following amounts:

FF IA	FF IB	FF I	FF II	FF I & FF II
\$1675.00	\$2125.00	\$3800.00	\$1875.00	\$5675.00

9. Challenger Test Candidates

Qualified test candidates **MUST BE ACCEPTED** when they apply to test with MFFTC registered funded courses of less than 30 students.

Exception: Students who are terminated from a FF I and/or II class for non-compliance with MFFTC requirements may not challenge the certification exam with the same class of students.

10. Challenger & Re-test Fee - When Applicable

A reasonable prorated fee **MAY** be charged to recover the cost of a certification exam IF:

- a) Students or test candidates in a funded course are assessed a supplemental fee to cover costs in excess of MFFTC funding.
- b) The course or challenge exam is MFFTC funded and there are 30 or more students and test candidates. (*Note: The course manager or sponsor is not required to accept more than 30 students or test candidates even though the option to charge a fee is available.*)
- c) The course or scheduled exam is not MFFTC funded.

11. Student Furnished Classroom Materials

Students must have the required classroom materials beginning with the first class. The instructor is responsible for providing each student with

Instructor Information (Continued)

FF I & II General Requirements (Continued)

a list of course materials that they are expected to provide at least one week prior to the 1st class. These are outlined in Student Handout #1. Distributors for the IFSTA student materials are listed in Section VIII - Resource Materials.

- a) IFSTA, Essentials of Fire Fighting, Fourth Edition
- b) IFSTA, Student Applications Workbook for Fourth Edition
- c) Pen or pencil and paper for note taking
- d) Two (#2) pencils for completion of exam and evaluation scan forms.
- e) A CPR pocket mask is required for each student prior to the 1st Emergency Medical class.

12. Student Dress & Equipment

- a) Students must wear clothing appropriate to the class activity being conducted.
- b) Complete protective clothing will be required when necessary for practical skills training activities.
- c) Instructors will specify and announce required dress and protective clothing in advance of each training session.
- d) Students not wearing acceptable required personal protective clothing and/or equipment shall NOT be allowed to participate in practical skills training.

13. Conduct & Ethics

- a) Students are expected to pay attention and actively participate in all training sessions.
- b) Horseplay, profanity, showing disrespect for an instructor or MFFTC representative or any other type of disruptive behavior may result in immediate student expulsion or other disciplinary action.
- c) Discrimination or harassment involving race, religion, color, sex, national origin, age, handicap, social or economic status are strictly prohibited and will not be tolerated from instructors, students or anyone else involved in MFFTC sanctioned training and testing. Any violation must be promptly reported to the MFFTC Training Coordinator or Region Supervisor for investigation.

Instructor Information (Continued)

FF I & II General Requirements (Continued)

- d) Cheating on any examination is grounds for immediate expulsion.
- e) A student under the influence of Alcohol or a Controlled Substance is grounds for immediate expulsion.
- f) Students are not allowed to bring guests to class without advance instructor approval. This includes, but is not limited to friends, relatives and other fire department members.
- g) The student's fire chief should be notified in writing of any discipline problems and a copy provided to the student and the MFFTC Region Supervisor. Refer to Item #17 - Student Disciplinary Procedures, for specific instructions.

14. Weapons Prohibited

- a) To ensure the safety of all individuals in MFFTC programs, weapons may not be worn or carried during training or testing.

Exception: Individuals required to carry a firearm as a job requirement will be allowed to wear the weapon per their department policy, when attending classroom training, while on duty.

- b) Weapons should be stored in a safe place. By definition, a safe place is a locked vehicle, safe, or secured storage locker. A brief case, duffel bag or equipment bag is not adequate for weapons storage.

15. Facial Hair Restricted

- a) To insure a proper facepiece-to-face seal, MFFTC instructors, FF I and/or II students, test candidates and exam evaluators shall be completely free of facial hair that comes between the sealing surface of the facepiece and face or that interferes with valve function or any condition that interferes with face-to-facepiece seal or valve function.
- b) Failure to comply with the requirements of "a" above shall result in the following action:
 - 1) MFFTC probationary and certified instructors shall be decertified.

Instructor Information (Continued)

FF I & II General Requirements (Continued)

- 2) The instructor shall not allow FF I and/or II students to participate in ANY FF I or FF II class.
- 3) The test proctor shall not allow FF I and/or II test candidates or test team members to participate in a certification examination.
- c) This policy is based on Department of Consumer and Industry Services (CIS: Occupational Health Standards – Part 451. Respirator, Protection: 1910.134.(g)(1)(i)(A) & (B) and will be strictly enforced as explained above.
- d) If a student comes to class in violation of the facial hair policy, the instructor or Training Coordinator will ask the student to shave or leave. A written notice of this disciplinary action should be issued per Item #16 – Student Disciplinary Procedures.

A second violation shall result in expulsion from the course.

16. Student Furnished Equipment For Testing

- a) Only positive pressure SCBA may be used in MFFTC practical skills training and testing. *(Please refer to CIS: General Industry Safety Standards – Part 74.Fire Fighting. Rule 7436, subsections (2) & (3) for further clarification – see copy in Chapter VIII, Resource Materials, Page VIII-28).*

Note: If the test team leader is not familiar with the operation of a student's brand of SCBA, the test candidate should bring the manufacturer's procedures to the test site.

- b) For certification testing, personal protective clothing (PPC) must comply with CIS: General Industry Safety Standards – Part 74.Fire Fighting, as listed below:

*** Protective hoods and PASS devices are required for all courses that convene on or after 10/1/02, where the use of structural fire fighting PPC is required.**

- | | |
|---------------------------------|----------------|
| 1) Coat | NFPA 1971;2000 |
| 2) Head, eye, & face Protection | NFPA 1971;2000 |
| 3) Footwear | NFPA 1971;2000 |
| 4) Gloves | NFPA 1971;2000 |
| 5) Bunker Pants | NFPA 1971;2000 |
| 6) * Hood | NFPA 1971;2000 |
| 7) * PASS Device | NFPA 1982;1998 |

17. Student Disciplinary Procedures

There are a number of reasons why it may be necessary to discipline a student. Disciplinary action must be documented in writing using the “Fire Chief Notification of Student Disciplinary Action” form. A copy of the form is in Section IV - Forms, for duplication.

Instructor Information (Continued)

FF I & II General Requirements (Continued)

Upon completion by the Course Manager, the form is distributed as follows:

- a) Original to student's fire chief (*or supervisor if the student is a fire chief*)
- b) Copy to student
- c) Copy to MFFTC Region Supervisor
- d) Copy to instructor

18. Live Fire Training

- a) **Use of structural live fire training in MFFTC sanctioned training programs is not required but may be used at the discretion of the instructor or sponsor.**
- b) If structural live fire training is used in an MFFTC sanctioned training program, it must be conducted in an engineered burn facility designed for repetitive burns and in compliance with MFFTC Policies governing Structural Live Fire Training. (*Policy #2-13, Structural Live Fire Training for Interior Attack. A copy can be found in Chapter VIII, Resource Materials, Page VIII-41*)

19. FF I & II Mandatory Testing Law

- a) The mandatory certification examination is made up of two parts, FF I and FF II.
- b) A person must provide documentation of FF I certification before he or she is eligible to take the FF II exam.

A person may not take a FF I exam and a FF II exam on the same day, because the FF I exam must be scored and the certification issued before the FF II exam can be processed.

- c) A person may take a combination FF I & II exam in lieu of taking a FF I exam and a FF II exam separately.

20. FF I and/or II Re-testing

- a) A fire department member that has failed the FF I and/or II examination may retake it at any registered course or examination that is accepting applications. Applicant must comply with the requirements of Item #9, Challenger and Re-test Fee - When Applicable.
- b) Pre-service candidates may re-test for FF I and/or II at any eligible site, if the original college or university acknowledges in writing, on letterhead signed by a responsible representative that the institution assumes responsibility and liability for the pre-service student while

Instructor Information (Continued)

FF I & II General Requirements (Continued)

re-testing. **This written acknowledgment must be presented to the Course/Exam Manager to gain entry to a re-test.** The written acknowledgment must be submitted to the MFFTC with final paperwork.

- c) A re-test candidate is responsible to locate an exam with an opening, and forward a copy of his/her MFFTC “Notification of Exam Results” to the course manager or sponsor at least eight (8) weeks prior to the exam date.
- d) An individual who has failed the written stage or practical skills stage of the exam may schedule a re-test. **The individual retaking the exam is responsible for making all arrangements a minimum of eight (8) weeks in advance of the re-test date.**
- e) **The course manager may not re-test his/her students on an individual basis.** All re-tests must be scheduled through a registered course or examination per item a) above.

21. FF IA, Verification of Completion

- a) A Verification of FF IA Completion is issued for each successful student by the MFFTC upon receipt of the final course paperwork.
- b) **Students are required to present the Verification of FF IA Completion to gain entry to a FF IB training course.**

22. Issuance of Certificates

- a) FF I, FF II or FF I & II Certificates will be issued to all test candidates who pass the FF I, FF II or FF I & II certification examinations.
- b) FF I, FF II or FF I & II Pre-service, Explorer or Cadet Certificates will be issued to all pre-service, Explorer or Cadet students who complete a MFFTC FF I, FF II or FF I & II training course and pass the FF I, FF II or FF I & II certification examination. (Refer to Student Handout #1, Department Membership)
- c) A HazMat First Responder Awareness or Operations Certificate will be issued to students upon successful completion of each course.

Instructor Information (Continued)

Instructional Environment & Equipment Needs

1. Classroom and furnishings

- a) The classroom should be large enough to comfortably accommodate all students and staff, have appropriate climate and light control, and be free of interruptions caused by unrelated noise, walk through traffic etc.
- b) Each student should have a comfortable chair and a writing surface (table preferred).

2. Audiovisual & Instructional Equipment & Materials

The course manager or the instructor must determine the need for audiovisual and instructional support equipment and materials well in advance of class. Such considerations may include but not be limited to:

- a) Slides, videotapes, overhead transparencies, power point
- b) Flip charts with pads and stand
- c) Supplies, i.e., stapler, tape, 3-hole punch, scissors
- d) Student handouts - in adequate quantity
- e) Overhead projector, slide projector, screen
- f) VHS VCR with monitor

3. Instructor Responsibility

- a) The instructor should insure the classroom is properly arranged and accessible to students PRIOR to the scheduled start time.
- b) Review of additional instructor information and hints appear at the beginning of each IFSTA chapter.

4. Classroom Disruptions

To keep classroom disruptions to a minimum, the MFFTC *recommends* that pagers, radio monitors and hand-held radios be set in the alert position or preferably switched off. The instructor should take additional steps if necessary to deal with such interruptions.

II

COURSE PAPERWORK PROCEDURES

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Course Paperwork Procedures

Set-up Paperwork

Scheduling of FF I and/or II courses should be coordinated with the County Training Committee (CTC). Course Application Forms (FMD-110) for funded courses must be signed by the Course Manager and the CTC representative.

MFFTC forms required for setting up courses are available through the County Training Committee, MFFTC Training Coordinator or Region Supervisor.

Sample copies of the forms referenced below are included in Section IV - Forms.

1. **FMD-110, Course Application form**

Refer to directions on back of form for proper processing.

- a. Complete the FMD-110, and obtain the signature of the County Training Committee representative if MFFTC funded.
- b. **FMD-110 must be received by Region Supervisor a minimum of 6 weeks prior to start date of course.**
- c. Upon MFFTC approval, a copy of the FMD-110 Course Approval is returned to the Course Manager or the alternate shipping address provided.
- d. **HazMat First Responder AWARENESS and OPERATIONS**
 1. Each HazMat course within a FF I and/or II course should be requested on the same FMD-110 Course Application.
 2. All established HazMat instructor procedures must be followed.
 3. Refer to Section VI - Michigan Modules, M-5 and M-6 for additional information on scheduling HazMat courses within FF I and/or II courses.

2. **FMD-103A and FMD-103B, I & II Instructor Schedule** Refer to directions on back of each form for proper processing.

- a. **MUST BE COMPLETED AND SUBMITTED TO MFFTC Region Supervisor with the FMD-110.**
- b. The course manager shall schedule an exam date with the Training Coordinator, ("Exam Proctor") and enter it on the FMD-103B **before** submittal to the Region Supervisor.

Course Paperwork Procedures (Continued)

Set-up Paperwork (Continued)

Note: The written stage and practical skills stage of the exam may be conducted on different days. However, if both are conducted on the same day, the written stage must be administered first. Following the written stage, a rest break and nourishment must be provided before conducting the practical skills stage.

3. FMD-104, Video Schedule

Refer to directions on back of form for proper processing.

a. **MUST BE COMPLETED AND SUBMITTED TO MFFTC Region Supervisor with the FMD-110.**

b. To schedule videos, refer to the Video Catalog in Section VIII - Resource Materials.

1. Priority will be given to requests for videos used with MFFTC registered courses. Other video requests are restricted to MFFTC Registered Fire Department Training Officers and Certified Instructors.
2. To use a video other than for use with a registered course, the Fire Department Training Officer or MFFTC Instructor must submit a FMD-104 Video Schedule and a written request on letterhead indicating the purpose of the request, **six weeks before** the use date.
3. Additional information can be found on the back of the FMD-104 Video Schedule, including the address for submittal.
4. **Because of the volume of requests for videos, telephone or walk-in requests cannot be accepted.**

4. FMD-102, Student Roster

Refer to directions on back of form for proper processing.

- a. All FF IA, IB, I, II and I & II courses require a "Beginning Student Roster".
- b. Submit a copy of the triplicate FMD-102 Roster form to the Region Supervisor after the third class session.

5. FMD-111, Course Change/Cancellation

Refer to directions on back of form for proper processing.

Course Paperwork Procedures (Continued)

Set-up Paperwork (Continued)

- a. **Course cancellations, instructor changes, and date changes must be made in writing using this form.** Please immediately notify the MFFTC of a course cancellation, instructor change, or change in the start date or end date.

Note: *For FF I, II, and FF I & II courses, please notify your Training Coordinator if the date or location of an individual class is changed. If you cannot reach the Training Coordinator, call the Region Supervisor.*

- b. Check the box on line (S) to **cancel** a course.
- c. **Payment of funded courses requires that final paperwork be received at the Lansing Office within 30 days of the end date stated on the FMD-110 Course Application form or payment will be canceled. For this reason, it is critical that date changes be reported immediately.**

Please Note: The FMD-111 course date change procedures cannot be used to circumvent the 6-week lead time requirement.

6. FMD-215 Challenger Test Application

- a. Individuals who choose to challenge the certification exam must submit a completed FMD-215 Challenger Test Application to the course manager or sponsor. The application is to be reviewed for accuracy. It must be received in time to order exams at least eight (8) weeks prior to the scheduled exam date.
- b. Qualified test candidates **MUST BE ACCEPTED** when they apply to test with MFFTC registered funded courses of less than 30 students.

Exception: Students who are terminated from a FF I and/or II course for non-compliance with MFFTC requirements will not be allowed to challenge the certification exam with the same class of students.

- c. When proctoring the written examination, the Proctor will check each test candidate's picture I. D. against his/her challenger test application.
- d. **CHALLENGER TEST APPLICATIONS MUST BE SUBMITTED TO THE MFFTC LANSING OFFICE WITH THE EXAM REQUEST FORM.** The applications will be brought to the exam site by the Proctor.

Course Paperwork Procedures (Continued)

Set-up Paperwork (Continued)

7. FF I, FF II, FF I & II, and the MFRI FO I & II Exam Request

- a. This form, found in the Course Manager Test Packet sent with your course approval, must be received in the Lansing office **at least six (6) weeks but not more than twelve (12) weeks PRIOR** to the examination date. The **exact number** of test candidates must be indicated, including challengers and re-testers.
- b. CHALLENGER TEST APPLICATIONS (for challengers) & NOTIFICATION OF EXAM RESULTS (for retesters) MUST BE SUBMITTED TO THE MFFTC LANSING OFFICE WITH THE EXAM REQUEST FORM.

Note: **The MFRI FO I & II program does not allow exam challenges.**

Final Paperwork

FINAL PAPERWORK MUST BE SUBMITTED IN AN ORGANIZED MANNER AND RECEIVED AT THE MFFTC LANSING OFFICE WITHIN 30 DAYS OF THE END DATE AS STATED ON THE FMD-110, COURSE APPLICATION FORM. OVERDUE PAPERWORK WILL RESULT IN CANCELLATION OF PAYMENT FOR FUNDED COURSES. EXAMS WILL NOT BE GRADED UNTIL ALL FINAL PAPERWORK IS RECEIVED. BE SURE TO INCLUDE THE COURSE NUMBER ON FINAL PAPERWORK.

Note: Upon completion of the final exam for a FF I, II, or FF I & II, the Proctor will take possession of all final paperwork and ship it to the MFFTC in Lansing.

The following is the required final paperwork that must be received by the MFFTC as discussed above:

1. FMD-250 Instructor Activity & Payment

Refer to directions on back of form for proper processing.

- a. Must be completed **FOR ALL COURSES**. Used to track instructor activity and bill for instructor payment.
- b. If the course is taught by more than one instructor, individual information pertaining to each instructor must be completed.
- c. **MUST BE SIGNED BY THE COURSE MANAGER OR INSTRUCTOR OF RECORD.**
- d. For a certified or probationary instructor or exam evaluator to receive payment for a funded course, a W-9 form must be on file with the Management & Budget Department.

Course Paperwork Procedures (Continued)

Final Paperwork (Continued)

2. Final Paperwork Checklist

To assist instructors with identifying all final paperwork, refer to “Course Materials Shipped & Scheduled” included with the course materials. Any item marked with an asterisk (*) indicates required final paperwork.

3. Instructor’s Course Survey

- a. The purpose of the *Instructor’s Course Survey* is to gain feedback for the continual updating and improvement of the curriculum. Please be thorough, direct and objective with your responses.
- b. **Use of this survey is mandatory for the first year (10/1/01 to 9/30/02) of the IFSTA curriculum and shall be submitted with the final paperwork.**

4. Student Activity Record

Refer to directions on back of form for proper processing.

- a. **Submit the completed “original” *Student Activity Record* with final paperwork for retention by the MFFTC.**
- b. It is recommended that the course manager, instructor of record or sponsor retain a “copy” of the *Student Activity Record* for three years.

5. Exam Answer Sheet Scan Form - Instructor Responsibilities

- a. WITHOUT EXECPTION, each student must complete an Exam Answer Scan Sheet.

Note: For FF I, FF II, FF I/II, MFRI FO I and FO II classes:

If a student who attends the course and is unable to attend the written and/or practical exam, the Instructor shall ensure that an exam answer sheet scan form is filled out and returned with the final paperwork. A failure notification letter will be generated and sent to the course manager and/or student’s fire department.

- b. Review each Exam Answer Sheet Scan Form for completeness.
- c. For courses with a Practical Skills exam, darken the practical skills PASS or FAIL oval in the Instructor Box on the back of the scan sheet.

Note: A FF I, FF II, or FF I & II practical retester shall fill out a Exam Answer Scan Form at the practical exam.

Course Paperwork Procedures (Continued)

Final Paperwork (Continued)

- d. The Instructor of Record must initial each Exam Answer Sheet in the Instructor Box on the back of the scan sheet.
- e. FF IB, FF I, FF II, FF I & II, MFRI FO I & II completed Exam Answer Sheets will be submitted with final paperwork by the exam proctor.
- f. All other courses, please return completed Exam Answer Sheets with final paperwork.

6. Test Booklets

- a. Return test booklets for all courses (used and unused).
- b. AN MFFTC INSTRUCTOR WHO RETAINS WITHOUT AUTHORIZATION, COPIES, ALLOWS TO BE COPIED, DIVULGES THE CONTENT OR VIOLATES THE INTEGRITY OF AN MFFTC EXAM IN ANY WAY, WILL BE DECERTIFIED AS AN MFFTC INSTRUCTOR.

7. Notification of I and/or II Examination Results, Re-test

The original or a copy of the Notification of Exam Results for each re-test candidate must be submitted with final paperwork.

8. FMD-102, Student Roster

Refer to directions on back of form for proper processing.

- a. A final Student Roster is required for MFFTC courses.
- b. Line out the student names that did not complete the course and participate in the exam.
- c. Separate students, re-test candidates, and challenger test candidates per directions on back of form.

9. Course Evaluation Scan Form

- a. A Course Evaluation form must be completed by EACH STUDENT who completes a MFFTC registered course. NO EXCEPTIONS. Challenger and re-test candidates DO NOT complete a Course Evaluation Scan Sheet.

Course Paperwork Procedures (Continued)

Final Paperwork (Continued)

- b. FF I, II, FF I & II, and MFRI FO I & II Course Evaluation form will be distributed by the Exam Proctor, prior to the written exam. The instructor will be asked to step out of the room and only students who participated in the entire course may complete an evaluation. The Proctor will collect the completed forms and submit with final paperwork.
- c. All other courses, the Course Manager should return completed Course Evaluation scan forms with final paperwork.

10. HazMat First Responder Awareness & Operations

- a. All established HazMat instructor procedures must be followed.
- b. All HazMat final paperwork should be received in Lansing WITHIN 30 DAYS OF THE END DATE FOR EACH HAZMAT COURSE.

III

CURRICULUM GUIDELINES

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Curriculum Guidelines

Program Planning

Materials to Review: The *Firefighter I & II Instructor Guide and Administrative Manual* was developed to ensure consistency in Michigan's basic firefighter training program while economizing the use of instructor and student time. Instructors should review Sections I through V of this manual and the International Fire Service Training Association (*IFSTA Implementation Guide*) before planning or conducting a FF I or II course.

Curriculum Standard

The Michigan curriculum is based on the Firefighter I & II objectives of the National Fire Protection Association (NFPA) 1001 - Standard For Firefighter Professional Qualifications, 1997 Edition.

Michigan Modules

The Fire Fighters Training Council (MFFTC) adopted the complete IFSTA, FF I & II Curriculum Package for use in Michigan. Due to a lack of standardization in certain subject areas, IFSTA chose not to address subjects that are most appropriately dealt with by the authority having jurisdiction. The Michigan Modules listed below were developed to address the NFPA 1001 objectives that were not covered by IFSTA.

<u>Module</u>	<u>Subject</u>	<u>Level</u>
M-1	Course Introduction	FF I & II
M-2	Laws, Administrative Rules & Standards	FF I
M-3	Emergency Medical Care	FF I
M-4	HazMat First Responder - Awareness	FF I
M-5	HazMat First Responder - Operations	FF II

1. **M-1: Course Introduction**

This module consists of a lecture introducing the student to the FF I & II program.

2. **M-2: Laws, Administrative Rules & Standards**

This 3-hour module includes lecture and a written test that requires a minimum 70% to pass.

3. **M-3: Emergency Medical Care**

This 15-hour module includes 10 hours of lecture, 5 hours of practical skills exercises (*16 exercises*) and a written test that requires a minimum 70% to pass.

4. **M-4: HazMat First Responder - Awareness**

This 4.5 hour Michigan curriculum must be taught by a MFFTC instructor who is also certified as a HazMat Awareness level instructor.

5. **M-5: HazMat First Responder - Operations**

This 24-hour Michigan curriculum must be taught by a MFFTC instructor who is also certified as a HazMat Operations level instructor.

Curriculum Guidelines (Continued)

Michigan Modules (Continued)

6. The Department of Consumer and Industry Services CIS will grant Continuing Education Credits (CEC's) to qualifying individuals licensed by CIS who successfully complete *Emergency Medical Care, HazMat Awareness or HazMat Operations*. Procedures to obtain CEC's are located in the following Michigan Modules under Section VI:

Module 3 – Emergency Medical Care	Page VI-M-3-5
Module 4 – Hazmat Awareness	Page VI-M-4-3
Module 5 – Hazmat Operations	Page VI-M-5-3

IFSTA Curriculum Components

The IFSTA curriculum is comprised of 19 chapters (*subjects*) which are listed on the Course Schedules, Student Handouts #6, #7, and #8, and within the *IFSTA Implementation Guide*.

1. IFSTA Complete Instructor Package

- Implementation Guide
- Lessons
- Lesson Test/Answers
- Performance Test
- Chapter Review Test Answers/Template
- Transparencies
- CD-ROM - PowerPoint

2. IFSTA Complete Student Package

- Essentials of Fire Fighting, Fourth Edition
 - Student Applications Work Book for Fourth Edition
 - Study Objectives
 - Study Sheets
 - Information Sheets
 - Activity Sheets/Answers - Practical Activity Sheets/Evaluations
 - Job Sheets/Evaluations
 - Chapter Review Tests/Answer Sheets
 - Competency Profile
-

Recommended Order for Presentation of Subjects

The recommended order for presentation of subjects is listed in the course schedules. The recommendation is based on extensive research and takes into account safety, prerequisites for certain subjects and the feedback of instructors who have used this curriculum package.

The instructor or sponsor has a choice of three course packages for delivery of the training:

- **Firefighter I**, for complete schedule see *Student Handout #6*
- **Firefighter II**, for complete schedule see *Student Handout #7*
- **Firefighter I & II**, for complete schedule see *Student Handout #8*

Curriculum Guidelines (Continued)

Recommended Order for Presentation of Subjects (Continued)

The course schedules also contain the “average” number of classroom hours and practical skills hours it takes to complete the. The hours do not include the use of videos. **INSTRUCTORS ARE REQUIRED TO ENSURE THAT ALL CURRICULUM OBJECTIVES ARE MET.** *(Note: Although the MFFTC recommends the use of videos, IFSTA designed the curriculum to be taught using only the IFSTA transparencies or CD-ROM PowerPoint if videos are not available.)*

The MFFTC realizes that weather conditions, instructor availability, etc. may cause the recommended schedule to be rearranged.

How to Use Michigan Curriculum

IFSTA provides detailed information on how to use the IFSTA components of the curriculum so there will be no attempt to repeat their effort. In order to better understand how to follow MFFTC procedures while using the combined IFSTA curriculum and Michigan Modules, it is recommended that you read the 20 page IFSTA Firefighter I Implementation Guide before instructing in FF I and the 19 page Firefighter II Implementation Guide before teaching in FF II.

If you are teaching a combined Firefighter I & II course, please review the 20 Page FF I Implementation Guide and pages IG IG –3, 4, & the top half of 5 in the FF II Implementation Guide. In the FF II Implementation Guide, you should also read the first paragraph under the following three (3) titles:

Lessons (page IG IG-6)
Visual Aids (Page IG IG-12)
Student Application Materials (Page IG IG-12)

The IFSTA curriculum has a menu of many training tools the instructor may use to present the material and assist the students. Although the MFFTC recommends use of the full IFSTA package and videos, we realize time may not be available to do so. (Refer to Section VIII, Resource Materials for the MFFTC Video Catalog). Therefore, the MFFTC has identified the minimum requirements that must be met by instructors and students when using this curriculum.

Attendance Roster -

The *Attendance Roster* is used to track student attendance at each class session. To save time, and practice the accountability aspect of the “Incident Command System”, it is recommended that the instructor assign each student a “Student ID #” for the duration of the course. (The “Student’s ID#” should be taken from the line of the beginning Student Roster where the student’s name has been placed. Their name should be placed on the same line number of the Student Activity Record). The instructor should then type or legibly print each student’s name next to their ID # in the space provided on the Attendance Roster and make enough copies for each scheduled class session.

Curriculum Guidelines (Continued)

How to Use Michigan Curriculum (Continued)

- If a Probationary Instructor participates, his/her name, date, subject taught and number of hours must be entered at the bottom of the form.
- At the beginning of each class the instructor must fill in the class information and students are to sign in next to their name.
- Upon completion of class, the instructor must enter the time class ended, and sign the form to certify that all curriculum objectives for the portion of the subject covered that date were taught.
- Each instructor is required to return the original *Attendance Roster* to the course manager for retention. It is recommended that the course manager or sponsor retain the *Attendance Roster* for three years from the course end date.
- The course manager is required to maintain the *Attendance Roster* for all class sessions. The record must be presented for review upon request of an authorized MFFTC representative.
- The *Attendance Roster* is included in Section - IV, Forms for duplication.

Student Activity Record

The *Student Activity Record* is designed to assist course managers with monitoring and recording required student activities ON ONE FORM. Detailed instructions for use are on the back of the form.

- Course Managers are required to use the *Activity Record* to maintain an up to date master record of all required student activities.
- The course manager must have the current *Activity Record* at his/her training sessions.
- The *Activity Record* must be presented for review upon request of an authorized MFFTC representative.
- The course manager should provide other participating instructors with a copy of the page of the *Activity Record* that pertains to their subject for use during class sessions. The completed pages are then returned to the course manager following each class to update the master.
- **The original completed *Student Activity Record* must be submitted with final paperwork for retention by the MFFTC. It is recommended that the course manager, instructor or sponsor retain a copy of the *Student Activity Record* for three years.**

Curriculum Guidelines (Continued)

How to Use Michigan Curriculum (Continued)

There are 3 variations of the *Student Activity Record*. They look similar but are distinctly different and designed specifically for use with the courses listed below:

<u>Program</u>	<u>Form #</u>	<u>Form Capacity</u>	<u># Pages</u>
FF I	FMD-45A (1-20 Students)		14 pages
	FMD-45B (21-40 Students)		14 pages
FF II	FMD-46A (1-20 Students)		4 pages
	FMD-46B (21-40 Students)		4 pages
FF I & II	FMD-47A (1-20 Students)		14 pages
	FMD-47B (21-40 Students)		14 pages

Note: An electronic version of the Student Activity Record is available for use. Refer to Section VIII Resource Materials, page VIII-1.

Student Handouts

14 Student Handouts were developed to assist instructors and students. They are located in Section V - Student Handouts. The handout number and the subject it relates to are listed in the top of each handout.

<u>No</u>	<u>Title</u>	<u>FF I</u>	<u>FF II</u>	<u>FF I/II</u>
#1	FF I & II Student Qualifications/Requirements	x	x	x
#2	FF I, Job Sheets & Practical Skills Exercises	x		
#3	FF II, Job Sheets & Practical Skills Exercises		x	
#4	FF I & II, Job Sheets & Practical Skills Exercises			x
#5	Mandatory Pre-Class Homework Assignments	x	x	x
#6	FF I, Course Schedule (Includes FF IA & FF IB)	x		
#7	FF II, Course Schedule		x	
#8	FF I & II Course Schedule			x
#9	FF I & FF II Exam Performance Expectations	x	x	x
#10	Excerpts From NFPA 1500	x		x
#11	FF I, SCBA Insp. & Operational Check Guidelines	x		x
#12	FF I, SCBA Donning Guidelines	x		x
#13	FF I, Michigan Search & Rescue Exercise	x		x
#14	FF I, Glossary of Fire Apparatus Terms	x		

Note: Please refer to the chart above that identifies (x) which handouts to use with each course.

Curriculum Guidelines (Continued)

How to Use Michigan Curriculum (Continued)

Mandatory Pre-Class Homework Assignments

Mandatory Pre-Class Homework assignments are contained in *Student Handout #5*. Homework assignments are made up of questions selected from the PTS Test Banks and the *IFSTA Chapter Review Tests* at the end of each chapter in the Student Applications Workbook.

Instructor Homework Responsibilities

At the end of each training session, students should be reminded of the Pre-Class homework assignment that will be due at the NEXT class session. The instructor should collect homework at the beginning of each class. Following the lecture, the homework should be randomly distributed to the class. The instructor should advise students: If a wrong answer is marked, the correct answer should be circled when the homework is being checked. The instructor should then read the correct answers while students quickly check each others papers. The homework is then returned to the owner, and the instructor should make time available for follow-up class discussion and review as necessary. Note: The instructor must re-collect the homework at the end of class to record on the *Student Activity Record* and return it to students at the next class session.

Mandatory Job Sheets & Practical Skills Guidelines

The mandatory job sheets and practical skills exercises are listed on the *Student Activity Record Form*, and in Student Handouts #2, 3 and 4 as listed below.

- FF I *Student Handout #2*
- FF II *Student Handout #3*
- FF I & II *Student Handout #4*

“Off Site” Practical Skills Training

A County Training Committee may require that all practical skills training be conducted at the designated “Class Site” -OR- students may be allowed to receive practical skills training “Off Site” at the student’s department or another participating department. The off site option may not be imposed on Regional Training Centers without their approval. The “Off Site” practical skills training option is not available to pre-service students taking their training at RTC facilities.

If the off site option is selected for practical skills training, each student must still be evaluated by a member of the teaching team while completing the objectives of the mandatory job sheets. (The MFFTC does not require the evaluator to evaluate each step/key point, but must ensure the OBJECTIVES of each job sheet are met. The number of attempts do not have to be recorded.) The only record the evaluator must keep is to enter the student’s competency rating (3, 2 or 1) on the “Student Activity Record”. The course manager is responsible to ensure that students unable to receive off site practical skills training are

Curriculum Guidelines (Continued)

How to Use Michigan Curriculum (Continued)

provided the training.

Combining Job Sheets

Instructors are encouraged to combine job sheets within subjects; e.g., “Ladders, or between related subjects; e.g., “Hose”, “Fire Streams” and “Water Supply” into evolutions that are consistent with fire ground operations. When combining job sheets, repetitive tasks need only be demonstrated once.

Job Sheet Simulation

When adequate equipment is not available to complete a job sheet, simulation is permissible providing that it is done in as realistic a manner as possible and is accompanied by a detailed explanation.

Example: Training sites that do not have ladders longer than 30 feet, may simulate (with 3 firefighters), job sheets 8-18, 8-19, and 8-21 using shorter ladders.

Suggestions For Completion of Job Sheets

Note: For practical skills training no less than one instructor for each ten students is required, although a 1:5 ratio is recommended.

- Job sheet 4A-1 (Don and Doff Articles of Protective Clothing and Equipment), may be completed as a group exercise, while the instructor evaluates each student and records their competency rating (3, 2 or 1) on the Student Activity Record.
- The instructor should remind students of the mandatory job sheets at the beginning of each subject and review what is expected of students when completing them.
- When a choice of job sheets is given under the heading, “Do One Of The Following”, the job sheet should be selected **with instructor approval** based on local equipment and practices.
- Instructors may assign additional job sheets at their discretion.

FF I & FF II Level Material

Within the Michigan Modules the separation between the FF I level and FF II level material is clearly indicated. The Schedules (Handouts #6, 7, & 8) as well as each module clearly delineate between the two levels.

The IFSTA curriculum is designed to teach FF I and FF II as two separate programs or one continuous course. The IFSTA FF I and II instructor guides identify the enabling objectives for each lesson in each level. All practical or hands-on objectives are in bold print on the objectives page. The volume of material for the FF II level is considerably less than FF I. The instructor should use the enabling objectives as the guide to presenting all of the material in each I and II lesson

Curriculum Guidelines (Continued)

How to Use Michigan Curriculum (Continued)

Additional MFFTC Courses

The following courses are not required by the NFPA 1001 objectives for FF I & II. Therefore, the MFFTC did not include them as required subjects within the Michigan Firefighter I & II Curriculum. They will continue to be offered as optional stand-alone courses.

Note: When scheduling the Driver Training course, a “separate” FMD-110 Course Application is always required, to ensure the FM-123 Driver Certificate is forwarded to the fire chief.

- **Driver Training** (6 Hr. classroom, plus practical training that may be completed at student’s fire department)
- **Apparatus & Pump Operations - FF I** (3 Hr. course from old FF I curriculum)
- **Apparatus & Pump Operations - FF II** (9 Hr. course from old FF II curriculum)
- **Apparatus & Pump Operations - FF I & II** (12 Hr. course from old FF I & II curriculum)
- **Wildland Fire Training** (6 Hr. course)

If You Need Assistance

Please direct any questions regarding the use of the Michigan Firefighter I & II Curriculum to your MFFTC Training Coordinator or Region Supervisor. We will do everything we can to help ensure you have a successful training experience.

IV

FORMS

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Course Application
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety / Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-373-7981

Page _____ of _____

Regional Supervisor must receive this application 6 weeks prior to start date.
TRACKING NUMBER

Location of Course

Authority: 1966 PA 291

NAME OF FACILITY	RTC (if applicable)	COUNTY
STREET ADDRESS	CITY	

Administrative Information

COURSE MANAGER NAME	SOCIAL SECURITY NUMBER*	CORRESPONDENCE AND MATERIALS WILL BE SENT TO COURSE MANAGER UNLESS CHECKED FOR SHIPMENT TO ALTERNATE ADDRESS - LIST ALTERNATE ADDRESS BELOW		
STREET ADDRESS (No P.O. Box #'s allowed)				
CITY	STATE	ZIP CODE	STREET ADDRESS (No P.O. Box #'s allowed)	
BUSINESS TELEPHONE (Include Area Code)	HOME TELEPHONE (Include Area Code)	CITY		STATE

Certificates will be sent to the student's Fire Department; Pre-Service certificates will be sent to the Regional Training Center.

Course and Funding - Instructions for registering multiple courses are on back of form.

COURSE NAME	INDICATE CLASS SESSION _____ AM _____ PM	# OF STUDENTS	# OF MANUALS	START DATE (MM/DD/YY)	END DATE (MM/DD/YY)																		
FUNDING INFORMATION			IS A VIDEO REQUEST BEING SUBMITTED WITH THIS APPLICATION?																				
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			The Training Coordinator must be contacted before submitting Fire Fighter or Fire Officer applications.																				

Approvals

COURSE MANAGER SIGNATURE	DATE
COUNTY TRAINING COMMITTEE SIGNATURE (Required for Funded Courses only)	TELEPHONE NUMBER (Include Area Code)
	DATE

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.

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

Instructions for Course Application

Completion of this form is voluntary; however, course will not be approved if form is not completed.

Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

General Information

- Illegible or incomplete Course Applications will be returned.
- All applications and related paperwork **MUST BE RECEIVED BY THE OFFICE OF FIRE FIGHTER TRAINING (OFFT) REGION SUPERVISOR (OR BE POSTMARKED) 6 WEEKS PRIOR TO THE START DATE OF THE FIRST SCHEDULED COURSE OR EXAMINATION.**
- Use the Course Change/Cancellation form (BCCFS-111) to make changes to course information after the Course Application (BCCFS-110) is submitted.

Location of Course - Must be completed.

Administrative Information

- Course manager must be an approved instructor or the region training center representative registered with the OFFTC. The course manager is responsible for overseeing the courses and forwarding OFFT correspondence and course materials to the instructor(s).
- Enter the social security number of the course manager.
- Do not complete the course manager's address. The course manager's address registered with the OFFT will be entered automatically.
- Correspondence and materials for all courses that are registered together will be sent to one address only.
- OFFT will complete and forward certificates upon course completion and receipt of final paperwork.

Courses and Funding

- When registering **MULTIPLE COURSES**, the following requirements apply:
 - All courses must start and end in the same fiscal year (October 1 - September 30).
 - An additional BCCFS-110 may be used to register more than three courses by completing "Section 3" and filling in the page numbers.
- When a course is conducted in AM and PM sessions, each session must be registered as a separate course.
- Funded courses require a minimum of 15 students from two or more departments.
- Contact your Training Coordinator or Region Supervisor to verify student manuals currently being supplied.
- Indicate if course is unfunded or if funded, identify funding source(s).
- If course is funded, enter the county number for each funding source.
- Enter instructor fee for funded courses. Do not exceed the maximum OFFT instructor fee set for a course.
- Check "Yes" to indicate if videos are being scheduled for this course or "No" if no videos are scheduled.
- Enter the social security number of the instructor.

Approvals

- The course manager must sign and date the completed form.
- Funded courses must be approved by the designated County Training Committee representative.

Required Paperwork That Must Submitted With This Application

- FFI or II courses require the Fire Fighter I & II Schedule (BCCFS-103).
- The Video Schedule application (BCCFS-104) must be used to schedule OFFT videos.
- The HazMat Awareness course is required with FFI and the HazMat Operations course is required with FFII.

Mail or fax the completed form to your Region Supervisor

Gary Crum Region 1 & 2 Supervisor Office of Fire Fighter Training 2922 Fuller Ave. NE, Ste. 114 Grand Rapids, MI 49505 Telephone: 616-447-2689 Fax: 616-447-2668 email: gdcrum@michigan.gov	Deward Beeler Region 3 Supervisor Office of Fire Fighter Training 411 East Genesee, 4th floor Saginaw, MI 48607 Telephone: 989-758-1912 Fax: 989-758-1616 email: dbbeele@michigan.gov
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Fire Fighter I & II Instructor Schedule
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety / Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-373-7981

Authority: 1966 PA 291

CLASSROOM FACILITY		STREET ADDRESS		CITY	COURSE		FF IA	FF IB	COURSE NUMBER						
PRACTICAL FACILITY		STREET ADDRESS		CITY	FF I	FF II	FF I & II								
Check if Eval Needed	Instructor Last Name, First Name		Subject M = Michigan Module I = IFSTA	Est. Hours (Class & Prac)	Course				Schedule Format Note: Start Time - hh:mm AM/PM Date - MM/DD/YY						
					FF I	FF IB	FF II	FF I & II	Do not complete shaded areas						
									Start Time	Date	Start Time	Date	Start Time	Date	
		M-1	Course Introduction												
		I-1A	Orientation												
		M-2	Laws, Administrative Rules & Standards												
		I-1B	Safety												
		I-1	Implementing IMS												
		I-2	Fire Behavior												
		I-3	Building Construction												
		I-3	Construction Materials & Building Collapse												
		I-4	Protective Clothing												
		I-4	SCBA												
		I-5	Portable Extinguishers												
		I-6	Ropes & Knots												
		I-7	Building Search & Victim Removal												
		I-7A	Rescue and Extrication Tools												
		I-7B	Vehicle Extrication & Special Rescue												
		I-8A	Forcible Entry Tools												
		I-8B	Forcible Entry Construction & Techniques												
		I-9	Ground Ladders												
		I-10	Ventilation												
		I-11	Water Supply												
		I-11	Hydrant Flow & Operability												

Instructions for Fire Fighter I & II Instructor Schedule

Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

General Information

- The Course Manager is responsible for submitting the *BCCFS-103A* and *BCCFS 103B*, *Fire Fighter I & II Instructor Schedule* **with** the *BCCFS-110 Course Application* to the Region Supervisor, **6-weeks prior to the course start date.**
- **Illegible or incomplete schedules will be returned.**

Course Type - Check only one box to indicate Course Type.

Start Date - Enter course start date as listed on the *BCCFS-110 Course Application*.

Classroom Facilities and Practical Facility - Enter name of facility, street address and city for each.

Check if Evaluation Needed - Enter a check mark to indicate if the instructor is probationary and needs an evaluation. It is the responsibility of the Probationary Instructor to contact the Training Coordinator to arrange for an evaluation.

Instructor - Enter instructor name as indicated.

Subject

- The first four subjects listed on the *BCCFS-103A* (M-1 through I-1B) **must be taught in the order listed.**
- The presentation order of the remaining subjects may be varied when entering the scheduled dates.

Course

- The unshaded boxes below each Course Type indicate the subjects included in that course.
- Only schedule the subjects that correspond to the Course Type checked at the top of the form.
- Contact your Training Coordinator to schedule and confirm testing dates for written and practical exams **prior** to submitting the *BCCFS-103A* and *BCCFS-103B*.

Schedule - Each subject has four scheduling date blocks available with the exception of M-5, HazMat Fire Responder Operations. That topic has several additional date blocks available for use. Complete one data block for each class schedule.

Testing

- The written and practical examinations may be scheduled on different dates.
- Each examination must be administered in its entirety on the date scheduled.

Mail or fax the completed form to your Region Supervisor

Gary Crum Region 1 & 2 Supervisor Office of Fire Fighter Training 2922 Fuller Ave. NE, Ste. 114 Grand Rapids, MI 49505 Telephone: 616-447-2689 Fax: 616-447-2668 email: gdcrum@michigan.gov	Deward Beeler Region 3 Supervisor Office of Fire Fighter Training 411 East Genesee, 4th floor Saginaw, MI 48607 Telephone: 989-758-1912 Fax: 989-758-1616 email: dbbeele@michigan.gov
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Fire Fighter I & II Instructor Schedule

Michigan Department of Labor & Economic Growth

Bureau of Construction Codes & Fire Safety / Office of Fire Fighter Training

P.O. Box 30700, Lansing, MI 48909

517-373-7981

Authority: 1966 PA 291

CLASSROOM FACILITY		STREET ADDRESS		CITY		COURSE		FF I A	FF I B	COURSE NUMBER			
PRACTICAL FACILITY		STREET ADDRESS		CITY		FF I		FF II	FF I & II	Schedule			
Check if Eval Needed	Instructor Last Name, First Name		Subject	Est. Hours (Class & Prac)	Course			Do not complete shaded areas					
					FF I A	FF I B	FF I & II	Start Time	Date	Start Time	Date	Start Time	Date
		I-12A	M = Michigan Module Hose Tools & Appliances										
		I-12B	Coupling, Loading & Rolling Hose										
		I-12	Laying, Carrying & Advancing Hose										
		I-13	Water Fire Streams										
		I-13	Foam Fire Streams										
		I-14	Classes A, C, D, Vehicle & Wildland Fire Control										
		I-14	Ign. Liquid & Flammable Gas Fire Control										
		I-15	Sprinkler System Fundamentals										
		I-15	Fire Det, Alarm & Suppression Sys.										
		I-16/17	Salvage, Ovrl & Protecting Evidence of Fire Cause										
		I-17	Fire Cause & Origin										
		I-18	FD Comms Equip & Techniques										
		I-18	Radio Comms & Incident Reports										
		I-19	Fire Prevention & Public Fire Ed.										
		I-19	Pre-Incident Survey										
		M-3	Emergency Medical Care										
		M-4	HazMat First Responder Awareness										
		M-5	HazMat First Responder Operations										
			Testing - Written										
			Testing - Practical										

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Instructions for Fire Fighter I & II Instructor Schedule

Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

General Information

- The Course Manager is responsible for submitting the *BCCFS-103A* and *BCCFS 103B, Fire Fighter I & II Instructor Schedule* **with** the *BCCFS-110 Course Application* to the Region Supervisor, **6-weeks prior to the course start date.**
- **Illegible or incomplete schedules will be returned.**

Course Type - Check only one box to indicate Course Type.

Start Date - Enter course start date as listed on the *BCCFS-110 Course Application*.

Classroom Facilities and Practical Facility - Enter name of facility, street address and city for each.

Check if Evaluation Needed - Enter a check mark to indicate if the instructor is probationary and needs an evaluation. It is the responsibility of the Probationary Instructor to contact the Training Coordinator to arrange for an evaluation.

Instructor - Enter instructor name as indicated.

Subject

- The first four subjects listed on the *BCCFS-103A* (M-1 through I-1B) **must be taught in the order listed.**
- The presentation order of the remaining subjects may be varied when entering the scheduled dates.

Course

- The unshaded boxes below each Course Type indicate the subjects included in that course.
- Only schedule the subjects that correspond to the Course Type checked at the top of the form.
- Contact your Training Coordinator to schedule and confirm testing dates for written and practical exams **prior** to submitting the *BCCFS-103A* and *BCCFS-103B*.

Schedule - Each subject has four scheduling date blocks available with the exception of M-5, HazMat Fire Responder Operations. That topic has several additional date blocks available for use. Complete one data block for each class schedule.

Testing

- The written and practical examinations may be scheduled on different dates.
- Each examination must be administered in its entirety on the date scheduled.

Mail or fax the completed form to your Region Supervisor

Gary Crum Region 1 & 2 Supervisor Office of Fire Fighter Training 2922 Fuller Ave. NE, Ste. 114 Grand Rapids, MI 49505 Telephone: 616-447-2689 Fax: 616-447-2668 email: gdcrum@michigan.gov	Deward Beeler Region 3 Supervisor Office of Fire Fighter Training 411 East Genesee, 4th floor Saginaw, MI 48607 Telephone: 989-758-1912 Fax: 989-758-1616 email: dbbeele@michigan.gov
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Video Schedule
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-373-7981
Authority: 1966 PA 291

LOCATION (CITY)					COURSE NAME			START DATE			COURSE NUMBER				
A - FF I & II BASIC								COURSE MANAGER/REQUESTER				SOCIAL SECURITY NUMBER*			
COURSE		SUBJ.	VIDEO NAME	RUN TIME	VIDEO NO.	USE DATE (mm/dd/yy)					VIDEO NO.	USE DATE (mm/dd/yy)			
FF I	FF II						COURSE	SUBJ.	VIDEO NAME						
FF IA	FF IB														
		M-1	General Qualifications	30:00	A-01		B - APPARATUS								
		M-1	To Hell & Back	30:00	A-02				Prmy Admin & Auto Q 1 Fctns	30:00	B-01				
		I-1	Out of Chaos	15:00	A-03				Fire Pmprs & Pmp Oprtns	36:00	B-02				
		I-1	Fireground Safety	15:30	A-04				Aerial Apprts: Maintenance	30:00	B-03				
		I-1B	Sfty Standards for the Fire Serv	13:00	A-05		B05B		VFIS 3 in 1 Driver Training	20:00	B-10				
		I-2	Fire Behavior	18:33	A-06		Rfrshr		EZ EVOC for Fire	28:00	B-11				
		I-3	Building Construction	23:00	A-07										
		I-4A	Personal Protective Clothing	18:30	A-08		C - ARSON DETECTION / FIRE INVESTIGATION								
		I-4B	SCBA 1: Introduction	21:02	A-09		C04A	DANF	Motor Vehicle Fire & Theft	17:00	C-01				
		I-4B	SCBA 2: Use & Maintenance	20:00	A-10										
		I-5	Portable Extinguishers	18:00	A-11		E - FIRE OFFICER								
		I-6	Ropes & Knots	18:09	A-12		FOI	S-1	Take Charge	22:00	E-01				
		I-8A	Forcible Entry	15:30	A-13		FOI	S-2	Report Writing 3 in 1 Video	36:00	E-02				
		I-9	Ladders 1	18:45	A-14		FOI	S-3	Peacock in the Land of Penguins	11:00	E-03				
		I-9	Ladders 2	17:02	A-15		FOI	S-4	Drugs in the Workplace	20:00	E-04				
		I-10	Horizontal Ventilation	16:04	A-16		FOI	S-4	Workplace Violence	34:00	E-05				
		I-10	Vertical Ventilation	19:16	A-17		FOI	S-5	Firefighter Safety & Survival	68:00	E-06				
		I-10	Advanced Ventilation	16:00	A-18		FOI	S-11	Seattle Fire Department (HTA)	60:00	E-07				
		I-11	Municipal Water Systems	18:40	A-19		FOII	S-4	Managing Diversity	16:00	E-08				
		I-12A	Fire Hose Basics	17:30	A-20		FOII	S-8	Firefighter Safety & Survival	68:00	E-06				
		I-12A	Handling Hose	22:53	A-21		FOII	S-11	2 in 1 Video (Mock Interview)	08:00	E-09				
		I-12B	Advancing Hoselines	17:41	A-22										
		I-13	Fire Streams	16:22	A-23		F - HAZARDOUS MATERIALS								
		I-14	Fire Control I	13:00	A-24		FRA	M-4	HazMat Aware First Responder	22:00	F-02				
		I-15	Sprinkler Systems	22:00	A-25		FRO	M-5	HazMat Ops 9 in 1 Video	116:00	F-03				
		I-16/17	Loss Control: Salvage	19:40	A-26		FRO	M-5	Inside Edition	15:00	F-08				
		I-16/17	Loss Control: Overhaul	17:50	A-27		FRO	M-5	Out of Chaos	15:00	F-09				
		I-18	Fire Detection, Alarms & Comms	20:20	A-28		ICS		In Command	21:00	F-10				
		I-19	Fire Prevention & Public Educ	16:00	A-29		CDLA		Clandestine Drug Labs	60:00	F-11				
		I-7A	Pwr Tools & Lighting Equipment	14:09	A-30										
		I-7B	Rescue Operations	19:22	A-31		K - RESCUE								
		I-12	Fire Hose Appliances	22:46	A-32				Advanced Rescue Techniques	60:00	K-01				
		I-13	Foam Fire Streams	19:03	A-33				Confined Space Rescue	30:00	K-05				
		I-14	Fire Control 2	17:10	A-34				Trench Rescue	45:00	K-10				
		I-17	Fire Origin & Cause	14:59	A-35				Water Rescue	35:00	K-15				
		I-19	Pre-Incident Survey Inspections	18:15	A-36		K01B	VE	Vehicle Safety Systems	40:00	K-20				
							K01B	VE	Near Electrocution	08:00	K-21				
							L - SUPPRESSION								
							L25B		Wildland Fire 6 in 1 Video	94:00	L-01				

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*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

Instructions for Video Schedule

Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

General Information

- To borrow an Office of Fire Fighter Training (OFFT) video for use with a registered course, the Course Manager must submit a completed BCCFS-104 Video Schedule request along WITH the BCCFS-110 Application.
- Videos for registered courses will ALWAYS be sent to the address indicated on the BCCFS-110 Application.
- Illegible or incomplete BCCFS-104 Video Schedule requests will be returned.
- Priority will be given to registered courses. Other video requests are restricted to Fire Department Training Officers and OFFT Instructors. These requests must include the purpose for use on letterhead attached to the BCCFS-104.

Location (City) - Enter City in which course is located.

Course Name - Enter Course Name from the BCCFS-110 Course Application if a registered course.

Start Date - Enter Start Date as listed on the BCCFS-110 Course Application if a registered course.

Course Number - Do not fill in this box. It will be completed by the Region Supervisor.

Course Manager/Requester

- Enter Course Manager's name from BCCFS-110 if a registered course.
- Enter name of Fire Department Training Officer or OFFT Instructor if not a registered course.

Social Security Number

- Enter the social security number of the Course Manager from BCCFS-110 if a registered course.
- Enter the social security of the Fire Department Training Officer or OFFT Instructor if not a registered course.

Fire Fighter I & II Courses

- Unshaded boxes below each course indicate recommended videos.
- Only videos that correspond to the course being administered may be scheduled.

Subject - FFI & FFII subjects are identified with numbers from the course schedules in the OFFT Instructor Guide and Administrative Manual.

Use Date

- Enter the specific "Use Date" for which the video is scheduled.
- The OFFT ships all videos UPS five days prior to the designated use date.

Returning Videos - Videos must be **returned UPS** to the address listed below so they are RECEIVED in the OFFT Lansing Office on or before the seventh day following the scheduled use date. If a UPS office is not readily available, the USPS may be used in its place. This method will require insuring the video for its full value (UPS automatically does this). This requester is responsible for replacement of lost/damage videos.

UPS Delivery

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training
6546 Mercantile Way
Lansing, MI 48911

Mail or fax the completed form to your Region Supervisor

<p>Gary Crum Region Supervisor Office of Fire Fighter Training 2922 Fuller Ave. NE, Ste. 114 Grand Rapids, MI 49505</p> <p>Telephone: 616-447-2689 Fax: 616-447-2668 email: gdcrum@michigan.gov</p>	<p>Deward Beeler Region Supervisor Office of Fire Fighter Training 411 East Genesee, 4th floor Saginaw, MI 48607</p> <p>Telephone: 989-758-1912 Fax: 989-758-1616 email: dbbeele@michigan.gov</p>
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TRAINING APPLICATION

Fire Fighter I, II, and I & II

ELIGIBILITY: Applicant must be a member of an organized Michigan fire department, 18 years of age or older (*if under 18 years, must be a Cadet or Explorer*), to attend Fire Fighter I, FF II, or FF I & II training administered by the MI Fire Fighters Training Council. (*Exception: Pre-service college students may attend this training at an MFFTC approved, college or university based Regional Training Center. This application does not apply to pre-service students.*)

DIRECTIONS: The applicant is to complete Sections I - III. The applicant's fire chief is to complete Section IV. BOTH the applicant and the fire chief must sign and date the application before submitting to the Course Manager. If a fee is being charged, payment must be arranged with the Course Manager. The applicant must bring a valid operators license with photo - OR - a picture ID and a certified copy of his or her birth certificate to the first scheduled class.

APPLICATION DEADLINE: This application must be received by the Course Manager on or before the second scheduled class date.

AMERICANS WITH DISABILITIES ACT: Individuals requesting accommodations under ADA to participate in MFFTC courses/exams should request the application forms from their Region Supervisor or visit the MFFTC web site at www.mfftc.org. The MFFTC is an equal opportunity institution.

I. Applicant Information.

Please print or type

* Soc. Sec. No.	Drivers License No.	Date of Birth	Age
Last Name	First Name	MI	
No. and Street	County of Residence		
City	State	Zip Code	
Business Phone	Home Phone		
Emergency Contact Name	Phone Number		

II. Fire Department Membership

Dept. Name	FDID
Dept. Phone No.	Date Employed by Dept. (Month/year)

III. Training Requested

Please check one: ☐ **FF I** ☐ **FF II *** ☐ **FF I & II**

*FF II Prerequisite: Must attach copy of FF I certificate. Note: The testing law does not permit equivalences in place of FF I certification.

IV. Completed by Fire Chief

The Fire Fighter identified in section I above: (<i>Please check Yes or No for each statement</i>)	Yes	No
a. Is 18 years of age or older, a member of my fire department, and is covered by the department's worker compensation and liability insurance. (<i>if under 18 years is a Cadet or Explorer</i>)		
b. To the best of my knowledge is physically capable of participating in the training and certification test.		
c. Will participate in the training and certification test using personal protective clothing and personal protective equipment including positive pressure SCBA meeting the Department of Consumer and Industry Services, Part 74 Fire Fighting safety standard.		

I understand that providing false information on this application will result in revocation of certification.	I understand that any injuries incurred by the applicant during training and testing are the responsibility of the fire department.
_____ Applicant's Signature	_____ Signature of Fire Chief or Designee
_____ Date	_____ Date

Original: Course Manager
Copy: Applicant

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

1. Location of Course

(b) Name of Facility Berrien Springs Fire Department		(a) Tracking Number 2006-2-0001
(d) Street Address 4411 E. Snow Rd.		(c) County Berrien County
		(e) City Berrien Springs

2. Administrative Information

(a) Course Manager Name Munson Jr, Elwood C			(i) Correspondence and materials will be sent to Course Manager unless you check <input type="checkbox"/> for shipment to alternate address listed below.		
(c) Street Address (No P.O. Box #'s allowed) 2704 Willa Dr			(j) Name		
			(k) Street Address (Sent UPS - No P.O. Box #'s allowed)		
(d) City St Joseph	(e) State MI	(f) ZIP Code 49085			
(g) Daytime Phone 269-465-6351	(h) Evening Phone 269.983.7845		(l) City	(m) State	(n) ZIP Code
(o) Certificates will be sent to the student's Fire Department; Pre-Service certificates will be sent to the Regional Training Center.					

3. Courses and Funding

(a) Course Number 2006-2Z-11-A15B-0001	(b) Course Name (FFI&II) Fire Fighter I & II	Hours 227.00	(c) 7:00 AM PM	(d) # Students 30	(e) # Manuals 0	(f) Start Date 10/04/05
Funding Information						(o) Videos? No
(h) County Name Berrien	(i) Funding Source Unfunded	(j) Instructor Fee	(k) Miles Approved	(l) Meals Approved	(m) Lodging Approved	(n) Total 0.00
						(g) End Date 04/22/06
						(p) Instructor Name Munson Jr Elwood C
						(r) Total Cost \$0.00

(a) Course Number 2006-2Z-11-F01B-0001	(b) Course Name (FRA) HazMat First Responder - Awareness	Hours 4.50	(c) 8:00 AM PM	(d) # Students 30	(e) # Manuals 30	(f) Start Date 01/08/06
Funding Information						(o) Videos? No
(h) County Name Berrien	(i) Funding Source Unfunded	(j) Instructor Fee	(k) Miles Approved	(l) Meals Approved	(m) Lodging Approved	(n) Total 0.00
						(g) End Date 01/08/06
						(p) Instructor Name Munson Jr Elwood C
						(r) Total Cost \$0.00

(a) Course Number 2006-2Z-11-F02B-0001	(b) Course Name (FRO) HazMat First Responder - Operations	Hours 24.00	(c) 8:00 AM PM	(d) # Students 30	(e) # Manuals 30	(f) Start Date 01/21/06
Funding Information						(o) Videos? No
(h) County Name Berrien	(i) Funding Source Unfunded	(j) Instructor Fee	(k) Miles Approved	(l) Meals Approved	(m) Lodging Approved	(n) Total 0.00
						(g) End Date 01/29/06
						(p) Instructor Name Munson Jr Elwood C
						(r) Total Cost \$0.00

Training Coordinator Assigned to Course(s) Lear, Craig J	Telephone 269.683.9440
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4. Approvals

(a) Course Manager Munson Jr, Elwood C	Telephone 269-465-6351	(b) Date 8/8/2005
(c) County Training Committee Burks, Corey V	(d) Telephone 269.983.7111, Ext: 7238	(e) Date 8/8/2005
(f) Region Supervisor Crum, Gary D	(g) Telephone 616-447-2689	(h) Date 8/11/2005
(i) Executive Director Grutza, Joseph A	Telephone 517.335.3496	(j) Date 8/11/2005

Course Materials Shipped & Scheduled
Michigan Fire Fighters Training Council

Questions? Contact FFTC : 517.322.5447	Date 09/17/2002	Start Date 10/01/2002	Students 30	Course Number 2003-2Z-33-A15B- 9999
Instructor Johnson, Fred A		Course Name Fire Fighter I & II		

Attention Course Manager: Enclosed is the approval to conduct the course/exam listed above and the administrative materials the instructor will need as indicated below.

Paperwork Shipped	Quantity
FMD-110 Course Approval	1
FF I & II Student Handout Packet	30
FF I & II Course Manager's Test Packet	1
* FMD-102 Student Roster	1
FMD-104 Video Schedule	1
FMD-111 Course Change/Cancellation	1
FMD-205 Training Application FF I, II, And I & II	30
FMD-215 Challenger Test Application	1
* FMD-250 Instructor Activity & Payment	2
* FF I, II, I & II Instructor Course Survey	1
Fire Dept. Identification No. Key	1
* FMD 47A/47B FF I & II Student Activity Record	1

Videos Scheduled

A01A	10/01/02	A14B	11/05/02	A26B	01/21/03
A02A	10/01/02	A15B	11/09/02	A27B	01/21/03
A04A	10/08/02	A16B	11/12/02	A28B	01/16/03
A05A	10/08/02	A17B	11/12/02	A29B	01/28/03
A06B	10/12/02	A18B	11/14/02	A30A	12/19/02
A07B	10/17/02	A19A	12/03/02	A31A	01/11/03
A08B	10/15/02	A20A	11/19/02	A32A	11/19/02
A09A	10/19/02	A21A	11/21/02	A33B	12/10/02
A10A	10/19/02	A22A	11/21/02	A34A	12/05/02
A11B	10/22/02	A23B	12/05/02	A35B	01/09/03
A12B	10/26/02	A24A	12/05/02	A36A	01/09/03
A13B	10/29/02	A25B	01/14/03		

Student Manuals Shipped	Quantity = 0
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Additional Information

* Indicates required final paperwork that must be submitted within 30 days of course end date. Certificates will not be issued until all final paperwork is received

ATTN: COURSE MANAGERS

Although the instructors generally perform the "hands on" work, the course manager is responsible for distribution of course materials to the instructor, insuring compliance with MFFTC policies and procedures, and insuring submittal of final course paperwork within 30 days of the course end date.

Additional required forms and handouts for FF-I and/or II courses are located in the FF-I & II Instructor Guide and Administrative Manual for duplication. Use of the Instructor Course Survey is optional.

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-373-7981

Addendum Roster

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.

Original: Lansing Office w/Final Paperwork
Copies: Retained by Course Manager
Region Supervisor by 3rd Class Session (for FF IA, IB, I, II, I & II only)

Instructions for Student Roster

Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

General Information

- The Course Manager is responsible for submitting the BCCFS-102 Student Roster(s).
- Illegible or incomplete rosters will be returned.
- Complete the heading block completely (Instructor Name, Social Security Number, Course Name, Start Date, and Course Number).
 - The Course Number is found on the "approved copy" of the BCCFS-110 Course Application that was returned to you.

Fire Fighter IA, IB I, II, and I & II; and Fire Officer I and II Courses

- A copy of the "beginning" student roster is required for FF IA, IB, I, II, I & II and FO I and FO II and is to be **submitted to the Region Supervisor by the third class session**.
- Complete the BCCFS-102 form completely listing all students who are scheduled to participate.
- Forward a copy to the Region Supervisor (see appropriate address below).
- Region Supervisor approval is needed to add students after the "beginning" roster is submitted. To add students, complete the heading block on a new BCCFS-102 form and check the "Addendum Roster" box in the upper right hand corner of the form. Enter the additional names and information then forward a copy to the Region Supervisor for approval.
- A "final" student roster (*the original copy/copies of your BCCFS-102 roster form*) is needed for FF IA, IB, I, II, I & II and FO I and FO II courses and is to be submitted to the Lansing office with your final paperwork.
- Line out the student names who did not complete the course and participate in the examination.
- RETEST CANDIDATES - On the first blank line after the class list, enter the title "RETEST CANDIDATES" and list the individuals who re-tested.
- CHALLENGERS - On the first blank line, enter the title "CHALLENGER CANDIDATES" and list any challengers (applies to FF IB, I, II, and I & II only).
- Final Paperwork - Group Scan Answer Sheets in the order listed on the "final" student roster.

All Other OFFT Courses

- Only a "final" student roster (*the original copy of the BCCFS-102 form*) is needed for all other OFFT courses and is to be submitted to the Lansing office with your final paperwork.
- It is not necessary to provide the Region Supervisor with a copy of the student roster for all other OFFT courses.

Fire Department Identification Number (FDID)

- Enter the FDID number for each fire department member (including Cadets and Explorers)
- Do not enter a FDID number for non-fire service personnel such as police officers in HazMat courses.

Mail or fax the completed form to your Region Supervisor

Gary Crum Region 1 & 2 Supervisor Office of Fire Fighter Training 2922 Fuller Ave. NE, Ste. 114 Grand Rapids, MI 49505 Telephone: 616-447-2689 Fax: 616-447-2668 email: gdcrum@michigan.gov	Deward Beeler Region 3 Supervisor Office of Fire Fighter Training 411 East Genesee, 4th floor Saginaw, MI 48607 Telephone: 989-758-1912 Fax: 989-758-1616 email: dbbeele@michigan.gov
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Attendance Roster
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training
P.O. Box 30700
Lansing, MI 48909
517-373-7981

Authority: 1966 PA 291

COURSE NAME	COURSE NUMBER
SUBJECT	LEVEL

Assigned Student Number	Student Names (Type or Print)	Student Signatures
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

NOTE: Instructor signature required on back of form.

Assigned Student Number	Student Names (Type or Print)	Student Signatures
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		

I (we) certify all of the curriculum objectives for the portion of the subject covered on this date have been taught.

DATE

PROBATIONARY INSTRUCTOR'S NAME (Print)
(If Applicable)

PROBATIONARY INSTRUCTOR'S SIGNATURE

START TIME

CERTIFIED INSTRUCTOR'S NAME (Print)

CERTIFIED INSTRUCTOR'S SIGNATURE

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.

Course Change/Cancellation
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety / Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-373-7981

Authority: 1966 PA 291

Page _____ of _____

Cancel Course
Course Changes
Date Changes
Video Request Change

Location of Course

NAME OF FACILITY	COUNTY	CITY
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Administrative Information

COURSE MANAGER NAME	SOCIAL SECURITY NUMBER*	DAYTIME TELEPHONE NUMBER (Include Area Code)
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Course to be Changed or Canceled

COURSE NUMBER	COURSE NAME
---------------	-------------

Check to cancel	<i>If a course is canceled, please return all student manuals furnished by the OFFT.</i>
-----------------	---

Check to change date(s)	NEW START DATE	NEW END DATE
-------------------------	----------------	--------------

Note: Prior to canceling or rescheduling a Fire Fighter I or II exam or a Fire Officer I or II exam please notify the training coordinator

Check to change Course Manager	NAME OF NEW COURSE MANAGER	SOCIAL SECURITY NUMBER*
--------------------------------	----------------------------	-------------------------

Check to change Lead Instructor	NAME OF NEW LEAD INSTRUCTOR	SOCIAL SECURITY NUMBER*
---------------------------------	-----------------------------	-------------------------

If you are NOT **canceling** a course, **changing the new start and/or new end date(s)**, or **changing the new lead instructor**, list the item(s) to be changed:

Reschedule Videos? Yes No	<i>Rescheduling of videos will require a BCCFS-104 Video Schedule be attached to this form with the new dates for the requested videos</i>
-------------------------------------	---

COURSE NUMBER	COURSE NAME
---------------	-------------

Check to cancel	<i>If a course is canceled, please return all student manuals furnished by the OFFT.</i>
-----------------	---

Check to change date(s)	NEW START DATE	NEW END DATE
-------------------------	----------------	--------------

Note: Prior to canceling or rescheduling a Fire Fighter I or II exam or a Fire Officer I or II exam please notify the training coordinator

Check to change Course Manager	NAME OF NEW COURSE MANAGER	SOCIAL SECURITY NUMBER*
--------------------------------	----------------------------	-------------------------

Check to change Lead Instructor	NAME OF NEW LEAD INSTRUCTOR	SOCIAL SECURITY NUMBER*
---------------------------------	-----------------------------	-------------------------

If you are NOT **canceling** a course, **changing the new start and/or new end date(s)**, or **changing the new lead instructor**, list the item(s) to be changed:

Reschedule Videos? Yes No	<i>Rescheduling of videos will require a BCCFS-104 Video Schedule be attached to this form with the new dates for the requested videos</i>
-------------------------------------	---

COURSE NUMBER	COURSE NAME
---------------	-------------

Check to cancel	<i>If a course is canceled, please return all student manuals furnished by the OFFT.</i>
-----------------	---

Check to change date(s)	NEW START DATE	NEW END DATE
-------------------------	----------------	--------------

Note: Prior to canceling or rescheduling a Fire Fighter I or II exam or a Fire Officer I or II exam please notify the training coordinator

Check to change Course Manager	NAME OF NEW COURSE MANAGER	SOCIAL SECURITY NUMBER*
--------------------------------	----------------------------	-------------------------

Check to change Lead Instructor	NAME OF NEW LEAD INSTRUCTOR	SOCIAL SECURITY NUMBER*
---------------------------------	-----------------------------	-------------------------

If you are NOT **canceling** a course, **changing the new start and/or new end date(s)**, or **changing the new lead instructor**, list the item(s) to be changed:

Reschedule Videos? Yes No	<i>Rescheduling of videos will require a BCCFS-104 Video Schedule be attached to this form with the new dates for the requested videos</i>
-------------------------------------	---

Approval

COURSE MANAGER SIGNATURE	DATE
--------------------------	------

Instructions Course Change/Cancellation

Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

Tracking Number - Enter the Tracking Number from the BCCFS-110 (formerly FMD-110) Course Approval form that contains the Course Number(s) you want to change or cancel.

Location of Course - Must be completed.

Administrative Information - Must be completed.

Courses to be changed or canceled - Complete as appropriate.

Approvals - The Course Manager must sign and date the completed form.

Mail or fax the completed form to your Region Supervisor

Gary Crum Region 1 & 2 Supervisor Office of Fire Fighter Training 2922 Fuller Ave. NE, Ste. 114 Grand Rapids, MI 49505 Telephone: 616-447-2689 Fax: 616-447-2668 email: gdcrum@michigan.gov	Deward Beeler Region 3 Supervisor Office of Fire Fighter Training 411 East Genesee, 4th floor Saginaw, MI 48607 Telephone: 989-758-1912 Fax: 989-758-1616 email: dbbeele@michigan.gov
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Challenger Test Application
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-373-7981

Authority: 1966 PA 291

The Office of Fire Fighter Training has developed FF I, FF II, and FF I & II Certification Examinations as required by Section 9, 1966 PA 291. These written and practical skills examinations are based on the training objectives of the National Fire Protection Association, 1001 - Standard for Fire Fighter Professional Qualifications.

Instructions - The applicant is to complete Sections I - III. The applicant's fire chief is to complete Section IV. **Both** the applicant and fire chief must sign and date the application before submitting to the Course Manager. If a fee is being charged, payment must be arranged with the Course Manager. **The applicant must bring a valid operators license with photo -OR- picture ID and a certified copy of his/her birth certificate to participate in the examination.**

Application Deadline - This application **must** be received by the Course Manager at least 8 weeks prior to the test to allow time for processing.

Americans With Disabilities Act - If you have a disability and may require some accommodation in taking this test, please submit written documentation from a professional (education professional, doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested test accommodation. Forms are available through this office. The ADA application must be received in the OFFT Lansing office at least **28 days PRIOR** to the test.

I. Applicant Information

LAST NAME		FIRST NAME		MIDDLE INITIAL
DATE OF BIRTH	AGE	DRIVER'S LICENSE NUMBER	SOCIAL SECURITY NUMBER*	
HOME ADDRESS			COUNTY OF RESIDENCE	
CITY		STATE	ZIP CODE	
DAYTIME TELEPHONE NO. (Include Area Code)	EVENING TELEPHONE NO. (Include Area Code)	NAME OF EMERGENCY CONTACT	EMERGENCY CONTACT TELEPHONE NO. (Include Area Code)	

II. Fire Department Membership

DEPARTMENT NAME	FDID NUMBER
DEPARTMENT TELEPHONE NUMBER (Include Area Code)	DATE EMPLOYED BY DEPARTMENT (MONTH/YEAR)

III. Examination Requested - Applicant must meet prerequisites for examination requested (Please check ONE)

FF I	Must be a fire department member and 18 years of age or older
FF II	Must be a fire department member, 18 years of age or older, and FF I Certified (<i>Attach Copy of Certification</i>) (<i>Note: The testing law does not permit equivalences in place of FF I Certification</i>)
FF I & II	Must be a fire department member and 18 years of age or older

IV. To Be Completed By Fire Chief

The fire fighter identified in section I above: (<i>Check Yes or No for each statement</i>)	Yes	No
A. Is 18 years of age or older, a member of my fire department, and is covered by the department's workers' compensation and liability insurance.		
B. To the best of my knowledge is physically capable of participating in the certification examination.		
C. Possesses the knowledge and skills necessary to participate in the certification test.		
D. Will participate in the certification test using personal protective clothing and personal protective equipment including positive pressure SCBA meeting the MIOSHA General Industry Safety Standard Part 74 Fire Fighting.		

V. Signatures

I understand that providing false information on this application will result in revocation of certification.	I understand that any injury incurred by the applicant during the certification test is the responsibility of the fire department.
_____ Signature of Applicant	_____ Signature of Fire Chief or Designee
_____ Date	_____ Date

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.

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

Examination Request - FF I, FF II, FF I & II
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training
P.O. Box 30700
Lansing, MI 48909
Telephone: 517-373-7981 Fax: 517-335-4061
Authority: 1966 PA 291

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. **If there are ADA Students, Re-Tests and/or Challengers, the "ADA approval" letter, "Notice of Examination Results" letter and/or BCCFS-215 Challenger Test Application must be attached.**

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 Supervisor for your region. Region 1 & 2, Gary Crum, 616-447-2689. Region 3, Deward Beeler, 989-758-1912.

Mail or fax this form to the address listed above.

TRAINING COORDINATOR PROCTORING EXAMINATION				COURSE NUMBER	
INSTRUCTOR OF RECORD		DAYTIME TELEPHONE NUMBER (Include Area Code)		INSTRUCTOR OF RECORD SOCIAL SECURITY NUMBER*	
COURSE MANAGER		DAYTIME TELEPHONE NUMBER (Include Area Code)			
WRITTEN EXAMINATION DATE	TIME	NAME OF FACILITY			
STREET ADDRESS (Of Written Examination)				CITY	
PRACTICAL EXAMINATION DATE	TIME	NAME OF FACILITY			
STREET ADDRESS (Of Practical Examination)				CITY	

FF I	Student	Student Re-Test	Challenge	Challenge Re-Test	Total	# of Readers
Written Exam						
Practical Exam						

FF II	Student	Student Re-Test	Challenge	Challenge Re-Test	Total	# of Readers
Written Exam						
Practical Exam						

FF I & II	Student	Student Re-Test	Challenge	Challenge Re-Test	Total	# of Readers
Written Exam						
Practical Exam						

Instructor's Signature

SIGNATURE OF INSTRUCTOR OF RECORD	DATE
-----------------------------------	------

Do not write below this line - For OFFT use only

COPY FAXED TO REGION SUPERVISOR	COPY MAILED TO TRAINING COORDINATOR	EXAMS SHIPPED TO TRAINING COORDINATOR
DATE: INITIALS:	DATE: INITIALS:	DATE: INITIALS:

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.

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.



EXAM ANSWER SHEET

Michigan Fire Fighters Training Council

MARKING INSTRUCTIONS

- No. 2 pencil ONLY.
- No stray marks.
- Erase cleanly.
- Darken oval completely.

Example:

T F

☐ ☒ ☐ ☐ ☐

Instructor Name

Course Name

Course Number

NOTE: Complete only for Driver Training courses.

DRIVER'S LICENSE NUMBER

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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SOCIAL SECURITY NUMBER

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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DATE OF BIRTH

MONTH	DAY	YEAR
1	2	3
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3
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1	2	3
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3
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SEX

- ☐ Female
☐ Male

RACE

(Providing this information is Optional)

- ☐ American Indian or Alaskan Native
☐ Asian (Oriental & Pacific Islander)
☐ Black
☐ Hispanic
☐ White
☐ Unknown

FDID No.

1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

FIRE DEPARTMENT

STATUS (Select One Only)

Fire Dept. Member (Includes DNR)

- ☐ Paid Fire Fighter
☐ Part Paid Fire Fighter
☐ Non-paid Fire Fighter
☐ Cadet
☐ Explorer Scout

Non-member (No FDID#)

- ☐ Preservice Student
☐ Gov't Employee
☐ Instructor (Non-Fire Dept.)

LAST NAME

FIRST NAME

MI

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
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TODAY'S DATE		
MONTH	DAY	YEAR
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

EXAMINATION CODE									
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7	7	7	7	7	7	7	7	7	7
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9	9	9	9	9	9	9	9	9	9

ATTENTION: FIRE FIGHTER I and/or II CHALLENGERS
must mark below for the exam to be scored.

☐ Challenger

THIS AREA MUST BE COMPLETED BY INSTRUCTOR

Practical Skills Exam
(If Applicable)

☐ Pass
☐ Fail

Course Graded By Instructor

☐ Pass
☐ Fail

Instructor Must Initial Within Box →

EXAMINATION ANSWERS

1 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	11 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	21 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	31 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	41 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
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Test Candidates Instructions

Introduction

The instructor shall review these instructions with test candidates while they complete each step. Do **NOT** write on the Exam Answer Sheet until instructed.

Instructions

1. **Date and legibly sign test booklet.** This provides verification you participated.
2. **Instructor Name, Course Name, and Course Number** will be provided by the instructor. Legibly print this information in the areas indicated across the top of Exam Answer Sheet.
3. Review “**Marking Instructions**” in the top right corner of exam answer sheet:
 - **Use a No. 2 pencil only.**
 - Make heavy marks that fill the oval completely.
 - Erase unwanted marks cleanly. (*USE CLEAN ERASER*)
 - Make no stray marks on the answer sheet.
4. **Completing Form:** Print information requested and DARKEN CORRESPONDING OVALS.
5. **Driver’s License Number:** Enter license number when taking DRIVER TRAINING COURSE.
Do not enter for other courses.
6. **FDID Number:** Enter your four digit Fire Department I.D. number. All FDID numbers, including those for DNR and US Forest Service regional offices, are available from the test administrator.

NOTE: Pre-service students, government employees, and non-fire department persons should leave FDID blank.
7. **Fire Department:** Legibly print name of participant’s fire department.

NOTE: Pre-service students, government employees, and non-fire department persons should leave Fire Department blank.
8. **Status:** Mark Cadet or Explorer Scout status for participants under the age of 18.
9. **Name:** Enter LEGAL NAME for official MFFTC records and course certificate.

Test Candidates Instructions

Instructions (Continued)

TURN EXAM ANSWER SHEET OVER.

10. **Today's Date:** Enter today's date.
11. **Examination Code:** Enter the Examination Code numbers from the front of your test booklet.
12. **Challengers:** Fire Fighter I and/or II Challenger test candidates must darken the Challenger oval in the upper right corner. All other test candidates leave blank.

If you find a problem with your test booklet, or if you have a question, raise your hand and the proctor will assist you. Do not talk to other candidates.

Instructor Responsibility

Review each scan sheet for errors and initial WITHIN Instructor Box. FF I and/or II courses, darken the Pass or Fail oval in Instructor Area under Practical Skills Exam (if applicable). Ensure the test has been completed with a #2 pencil.

DO NOT TURN THE PAGE UNTIL TOLD TO DO SO



COURSE EVALUATION Michigan Fire Fighters Training Council

- Use No. 2 pencil ONLY.
- Make dark heavy marks that fill the oval completely.

MARKING INSTRUCTIONS

- Erase unwanted marks cleanly.
- Make no stray marks on this answer sheet.

Proper Mark ☐ ☐ ☐
Improper Marks ☒ ☒ ☒

Instructor Name _____

Course Name _____

Course Number _____

Your honest and sincere evaluation of this course is necessary to ensure that FFTC courses are of the highest caliber and meet or exceed your training needs. Thank you for your cooperation.

MARK THE RESPONSE THAT MOST CLOSELY REPRESENTS YOUR OPINION			Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
1. Training Facility:	a. was comfortable	a.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	b. adequately accommodated all students	b.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	c. distractions were kept to a minimum	c.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	d. facility was acceptable overall	d.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Printed materials were:	a. well organized	a.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	b. complete	b.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	c. of good quality	c.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Audio visual materials were:	a. related to the course	a.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	b. of good quality	b.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	c. in appropriate number	c.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Course:	a. contained an adequate number of activities	a.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	b. included useful activities	b.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	c. was of reasonable length	c.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	d. covered an adequate amount of material	d.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	e. contributed to my knowledge and skills	e.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	f. related to my needs	f.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	g. materials and content were current	g.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	h. is worth recommending to others	h.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Instructor:	a. related material to class needs	a.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	b. knew subject thoroughly	b.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	c. encouraged participation	c.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	d. made course objectives & expectations clear	d.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	e. answered questions completely	e.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	f. used course text and materials effectively	f.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	g. tolerated differences of opinion	g.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	h. used instructional time effectively	h.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	i. should be recommended to others	i.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. I would like to be contacted by an FFTC representative.
If yes, complete the following information:

☐ Yes

☐ No

Name _____ Daytime Phone (____) _____

PLEASE COMPLETE REVERSE SIDE

SUGGESTIONS

1. How could the classroom facilities be improved?

2. How could the practical skills training facilities be improved?

3. How could the printed and/or audiovisual materials be improved?

4. How could the course content or structure be improved?

5. How could the instructor(s) improve course delivery?

6. Additional comments:

Instructor Activity and Payment
Required for Funded and Unfunded Courses
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety / Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-373-7981

Page _____ of _____

Funded
Unfunded

COURSE NAME	START DATE	END DATE	COURSE NUMBER
-------------	------------	----------	---------------

Status: **C = Certified** **P = Probationary** **O = Other (Refer to instructions on back)**

Instructor of Record (Last Name, First Name, Middle Initial)	Status	Social Security Number*	Hours	Payment	OFFT Use Only

Additional Instructors / Evaluators (Last Name, First Name, Middle Initial)	Status	Social Security Number*	Hours	Payment	OFFT Use Only
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Total

Payment to Organization

Name of Organization	Federal ID Number	Course Payment

Comments

Signatures

Knowingly reporting false information shall result in decertification of the responsible instructor and/or course manager.

COURSE MANAGER OR INSTRUCTOR OF RECORD NAME (Print)	COURSE MANAGER OR INSTRUCTOR OF RECORD SIGNATURE	DATE

Authority: 1966 PA 291
Completion: Required
Penalty: Payment will not be issued

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.

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

Original: Lansing Office w/ Final Paperwork
Copies: Lansing Office w/ Final Paperwork
Course Manager

Instructions for Instructor Evaluation

Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

General Information

- The BCCFS-250 Instructor Activity and Payment form is used to track instructor activity and to invoice payment.
- The Course Manager is responsible for submitting the BCCFS-250 form with the final course paperwork upon completion of **every course, whether funded or unfunded**.
- Illegible or incomplete forms will be returned and delay processing of final paperwork.

Funding - Indicate if course is funded or unfunded.

Course Name; Start Date; End Date; Course Number - Enter information from the BCCFS-110 Course Approval form. Note: If the start date or end date has changed, enter the revised date from the BCCFS-111 Course Change/Cancellation form.

Instructor of Record - Enter instructor name from the BCCFS-110 Course Approval form. Note: If the instructor of record has changed, enter the instructor name from the BCCFS-111 Course Change/Cancellation form.

Status - Enter status: "C" = Certified; "P" = Probationary; "O" = Other, e.g., a non-instructor who is an evaluator for the practical skills portion of a FF I & II. In the comments section of the form, explain the function of any individual who is given an "O" status.

Social Security Number - Enter social security number for each individual.

Hours - Enter the total number of hours each instructor taught in the course.

Payment - If a funded course, enter the individual payment due from the Office of Fire Fighter Training (OFFT). **Note: Individuals must be registered with the State of Michigan to receive payment. If not registered, individuals should download the W-9 form from the bureau's web site at www.michigan.gov/bccfs (click on Forms, Office of Fire Fighter Training) or call the OFFT at 517-373-7981.**

Additional Instructors/Evaluators - In addition to the instructor of record, list all other instructors/evaluators who participated in the course along with their personal information, whether receiving payment or not.

Total - Total the instructor payment column. Note: The total payments cannot exceed the amount listed on the BCCFS-110 Course Approval.

Payment to Organization - If payment is to be made to an association or business, enter Name of Organization; Federal ID number; and course payment. Note: The total payments cannot exceed the amount listed on the BCCFS-110 Course Approval form.

Comments - Enter additional comments.

Signature - Course Manager or Instructor of Record must sign and date the form.

Note: Depending on work fluctuations during the busy testing seasons, instructors and students should not expect to receive certificates or payments for 4-8 weeks from the date that the OFFT receives the paperwork.

**Fire Chief Notification
Student Disciplinary Action**
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
Telephone: 517-373-7981
Authority: 1966 PA 291

Today's Date: _____ Course Number: _____ Course Name: _____

To: Fire Chief _____

Fire Department: _____

This is to notify you that the following action has been taken concerning the student listed who is participating in the OFFT training course specified. After reviewing this notification, please feel free to contact the instructor for further discussion.

Student's Name: _____

Type of Action: Student Warning Student Termination

Violation:

Conduct Violation	Attendance Violation	Other _____
Facial Hair Policy Violation	Equipment Violation	

Explanation of specific violation:

Instructor Name: _____ Daytime Telephone Number: _____

Instructor's Signature: _____

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.

cc: Student
OFFT Regional Supervisor
Training Coordinator

FF I, FF II, AND FF I & FF II INSTRUCTOR'S COURSE SURVEY

Michigan Fire Fighters Training Council

The purpose of this survey form is to gain feedback to assist in updating and improving the curriculum. Completion is **Mandatory (10-1-01 to 9-30-02)**. Please type or print legibly.

Section I: School Information

A. School Number _____

B. Location _____

C. Lead Instructor _____

D. Course taught (check one): ☐ FF IA ☐ FF IB ☐ FF I ☐ FF II ☐ FF I & II

E. Select the table that corresponds to your course and fill in the hours it took to complete the classroom and _____ practical portions.

FIREFIGHTER I

SUBJECTS LEVEL "A"		CLASS HOURS	PRACT. HOURS	SUBJECTS LEVEL "B"		CLASS HOURS	PRACT. HOURS
M-1	Course Introduction			I-10	Ventilation		
M-2	Laws, Admin, Rules & Standards			I-11	Water Supply		
I-1A	Orientation			I-12A	Coupling, Loading, & Rolling Hose		
I-1B	Safety			I-12B	Laying, Carrying, & Advancing Hose		
I-2	Fire Behavior			I-13	Water Fire Streams		
I-3	Building Construction			I-14	Classes A, C, D, Veh, & Wland Fire Ctrl		
I-4A	Protective Clothing			I-15	Sprinkler System Fundamentals		
I-4B	SCBA			I-16/17	Slvge, Ohaul, & Prot. Evid of Fire Cause		
I-5	Portable Extinguishers			I-18	F D Comms Equipment & Techniques		
I-6	Ropes and Knots			I-19	Fire Prevention & Public Fire Education		
I-7	Building Search & Victim Removal			M-3	EMERGENCY MEDICAL CARE		
I-8A	Forcible Entry Tools			M-4	HAZ MAT AWARENESS		
I-8B	Forcible Entry Construction & Techniques				Written Exam		
I-9	Ground Ladders				Practical Exam		
TOTAL				TOTAL			

FIREFIGHTER II

SUBJECTS		CLASS HOURS	PRACT. HOURS	SUBJECTS		CLASS HOURS	PRACT. HOURS
M-1	Course Introduction			I-15	Fire Detection, Alarm, & Suppression Sys		
I-1	Implementing IMS			I-17	Fire Cause & Origin		
I-3	Const Materials & Building Collapse			I-18	Radio Comms & Incident Reports		
I-7A	Rescue and Extrication Tools			I-19	Pre-Incident Survey		
I-7B	Vehicle Extrication & Special Rescue			M-5	HAZ MAT OPERATIONS		
I-11	Hydrant Flow & Operability				Written Exam		
I-12	Hose Tools & Appliances				Practical Exam		
I-13	Foam Fire Streams						
I-14	Ign Liquid & Flammable Gas Fire Ctrl			TOTAL			

FIREFIGHTER I & II

SUBJECTS		CLASS HOURS	PRACT. HOURS	SUBJECTS		CLASS HOURS	PRACT. HOURS
M-1	Course Introduction			I-12A	Coupling, Loading, & Rolling Hose		
M-2	Laws, Admin, Rules & Standards			I-12B	Laying, Carrying, & Advancing Hose		
I-1A	Orientation			I-12	Hose Tools & Appliances		
I-1B	Safety			I-13	Water Fire Streams		
I-1	Implementing IMS			I-13	Foam Fire Streams		
I-2	Fire Behavior			I-14	Classes A, C, D, Veh, & Wland Fire Ctrl		
I-3	Building Construction			I-14	Ign Liquid & Flammable Gas Fire Ctrl		
I-3	Const Materials & Building Collapse			I-15	Sprinkler System Fundamentals		
I-4A	Protective Clothing			I-15	Fire Detection, Alarm, & Suppression Sys		
I-4B	SCBA			I-16/17	Slvge, Ohaul, & Prot. Evid of Fire Cause		
I-5	Portable Extinguishers			I-17	Fire Cause & Origin		
I-6	Ropes and Knots			I-18	F D Comms Equipment & Techniques		
I-7	Building Search & Victim Removal			I-18	Radio Communications & Incident Reports		
I-7A	Rescue and Extrication Tools			I-19	Fire Prevention & Public Fire Education		
I-7B	Vehicle Extrication & Special Rescue			I-19	Pre-Incident Survey		
I-8A	Forcible Entry Tools			M-3	Emergency Medical Care		
I-8B	Forcible Entry Construction & Techniques			M-4	Hazmat First Responder Awareness		
I-9	Ground Ladders			M-5	Hazmat First Responder Operations		
I-10	Ventilation				Written Exam		
I-11	Water Supply				Practical Exam		
I-11	Hydrant Flow & Operability			TOTAL			

F. How many students completed this class? _____

G. During practical skills training, what was the average ratio of students to instructors? ____:____

Section II: Curriculum

- A. Did students complete all required Job Sheets? ☐ Yes ☐ No

If no, please explain

- B. Were non-required Job Sheets completed by the class? ☐ Yes ☐ No

If yes, please list them

- C. Were recommended video tapes utilized in this course? (check one)

☐ Yes, all tapes used ☐ Yes, selected tapes only ☐ No

- D. Were IFSTA overhead transparencies used in this course? (check one)

☐ Yes, all transparencies used ☐ Yes, selected transparencies only ☐ No

- E. Were the training aids appropriate and of good quality? ☐ Yes ☐ No

If no, please explain

- F. In your opinion was the course material up-to-date? ☐ Yes ☐ No

If no, please explain

- G. Where did students receive the majority of their practical skills training? (check one)

☐ Class site ☐ Students own department ☐ Other Department ☐ Other, please specify _____

Please list any curriculum concerns and suggestions, use additional pages if needed.

Section III: Examination Information

- A. How many evaluators were utilized for the practical skills exam? _____
- B. Did you have a safety officer? ☐ Yes ☐ No
If no, please explain _____
- C. Did you have an isolated staging area away from the testing stations? ☐ Yes ☐ No
If no, please explain _____
- D. Please list any testing concerns and suggestions, use additional pages if needed. _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Section IV: FF I & II Instructor Guide & Administrative Manual

Please list any concerns and suggestions for the FFTC Instructor Guide and Administrative manual, use additional pages if needed. _____

I certify that, to the best of my knowledge, all of the curriculum course objectives were taught either by myself or the other course instructors.

Lead Instructor Signature

Date

Instructor

Name/Address/Phone No. Change

For instructors to receive payments from the State of Michigan and updates from the MFFTC, personal information must be kept current. Instructors should use this form to register Name/Address/Phone No. changes. Changes cannot be accepted over the telephone.

Please print legibly

* **Social Security Number:**

• **Enter OLD Personal Information:**

Last Name:	First Name:	MI:
Address:		County:
City:	State:	Zip:
Home Phone:	Bus. Phone:	
Pager No:	Fax No:	
E-Mail:		
Fire Dept Name:		FDID:

• **Enter CHANGES ONLY in Personal Information:**

Last Name:	First Name:	MI:
Address:		County:
City:	State:	Zip:
Home Phone:	Bus. Phone:	
Pager No:	Fax No:	
E-Mail:		
Fire Dept Name:		FDID:

Instructor Signature: _____

• **Mail, Fax, or EMail completed form to BOTH LOCATIONS below:**

<p style="text-align: center;">MI Fire Fighters Training Council 7150 Harris Drive Lansing, MI 48913 Attention: Michelle Fowler fowlerm@michigan.gov</p> <p style="text-align: center;">Phone 517.322.1922 Fax 517.322.6540</p>	<p style="text-align: center;">Dept. of Management & Budget Office of Financial Management PO Box 30182 Lansing, MI 48909 Attention: Janice Lyon dmb-vendor@michigan.gov</p> <p style="text-align: center;">Phone 517.373.4111 Fax 517.373.6458</p>
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* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY:	1966 PA 291
COMPLIANCE:	Voluntary.

INSTRUCTIONS FOR COMPLETION OF FMD-19

Electronic Completion

- PDF - This version of the form uses Adobe Acrobat Reader and may be completed electronically and printed only. In order to save your completed form, you must have the full version of Adobe Acrobat.
- EXE - This version of the form uses a built in OmniForm engine. It may be completed electronically, saved for future use and/or submitted electronically.

General Information

- The FMD-19 Instructor Evaluation form may only be completed by an MFFTC representative who is authorized to evaluate instructors.
- The FMD-19 is designed to evaluate an instructor while conducting lecture or practical skills training.
- To be evaluated, the individual must be a probationary or certified instructor.
- An instructor may only receive one (1) evaluation (lecture or practical) per site visit by an evaluator.
- The instructor being evaluated is assumed to be in charge of the class for purposes of the evaluation and is required to provide documentation of compliance with MFFTC record keeping requirements (D-6).

Type of Evaluation

In the top right corner of the FMD-19, enter an "X" to indicate the type of evaluation; "Lecture" or "Practical".

Scoring Key

- a. Enter a score of 1, 2, 3, 4 or 5 to rate the instructor on each item within a category.
- b. Each item must be scored in the five applicable categories for the evaluation to be complete.

Evaluation Categories

- a. The following four categories must always be completed in their entirety:

A - Preparation
B - Self Presentation
C - Instructional Techniques
D - Class Management

- b. Depending on the type of evaluation being administered, choose and complete the applicable category:
E - Lecture
F - Practical

Evaluation Results

- a. Each of the following items must have a minimum score of "3" to receive a satisfactory evaluation rating.
 - **A-1 Punctuality**
 - **D-1 Maintains Class Discipline**
 - **D-2 Emphasizes and Practices Safety**
 - **D-5 Achievement of Objectives**
 - **D-6 Complies with MFFTC Policies and Procedures**
 - **E-1 Subject Knowledge**
 - **F-4 Demonstrates Proficiency**
- b. In addition to a minimum score of "3" on each item above, the sum of the scores for the five applicable categories must total a minimum of 84 points, to receive a satisfactory evaluation rating.
- c. Enter an "X" to indicate the evaluation rating; "Satisfactory" or "Unsatisfactory".

Evaluator's Comments

- a. Evaluators are required to complete this section.
- b. When making suggestions for improvement, the category letter and item number should be referenced, e.g., D-1.

Review Evaluation With Instructor & Provide Copy

- a. Review the evaluation in private with the instructor.
- b. Request the instructor sign form to acknowledge the evaluation. If he/she refuses, so indicate in signature block.
- c. Provide the instructor with a completed copy of the FMD-19 before leaving the class site.

INSTRUCTOR EVALUATION

Instructions for Completion on Back

☐ Lecture
☐ Practical

Instructor Name:	Status: <input type="checkbox"/> Probationary <input type="checkbox"/> Certified	* Soc. Sec. No:
Course Name:	Subject:	Course No:
SCORING KEY. 1 = Unacceptable 2 = Needs Improvement 3 = Average 4 = Good 5 = Excellent		

	Score
1. Punctuality	*
2. Learning Environment	
3. Motivational Statement	
4. Overview of Lesson	
5. Reviews Lesson Objectives	
Sub-total	

C - Instructional Techniques:	Score
1. Teaching Method	
2. Use of Instructional Aids	
3. Encourages Student Participation	
4. Response to Questions	
5. Thoroughness	
Sub-total	

Choose "E - Lecture" *OR* "F - Practical" - Do NOT Complete Both

E - Lecture:	Score
1. Subject Knowledge	*
2. Order of Instruction	
3. Pace of Instruction	
4. Maintains Interest	
5. Checks for Understanding	
6. Transitions Smoothly	
7. Summary	
Sub-total	

B - Self Presentation:	Score
1. Personal Grooming	
2. Maintains Eye Contact	
3. Uses Appropriate Language	
4. Varies Voice (Volume, Pitch, Rate)	
5. Free of Distracting Mannerisms	
Sub-total	

D - Class Management.	Score
1. Maintains Class Discipline	*
2. Emphasizes and Practices Safety	*
3. Lesson Plan Quality	
4. Lesson Conformity	
5. Achievement of Objectives	*
6. Complies with MFFTC policies & procedures	*
Sub-total	

F - Practical:	Score
1. Organization	
2. Provides Clear Instructions	
3. Demonstrations are Visible	
4. Demonstrates Proficiency	*
5. Pace of Instruction	
6. Student Participation	
7. Summary	
Sub-total	

EVALUATION RESULTS		TOTAL SCORE
* Denotes items requiring a minimum score of 3 to receive a satisfactory rating	Maximum possible score that can be achieved: 140 Minimum score to receive a satisfactory evaluation: 84.	
Evaluation Rating:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	

Evaluators Comments:	

I have reviewed this evaluation with the instructor and provided him or her with a copy.

Evaluator Signature Date

I have reviewed this evaluation and understand that my signature does not imply agreement or disagreement.

Instructor Signature Date

Evaluator's Recommendation (Check One)
<input type="checkbox"/> Schedule a Lecture Evaluation <input type="checkbox"/> Schedule a Practical Evaluation <input type="checkbox"/> Upgrade to Certified Instructor <input type="checkbox"/> For File Only

Region Supervisor's Recommendation (Check One)
<input type="checkbox"/> Concur with Evaluator's Recommendation <input type="checkbox"/> Other: _____
_____ Signature Date

Original: Lansing Instructor File
Copy: Training Coordinator
Instructor

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

AUTHORITY: 1966 PA 291
COMPLIANCE: Voluntary.

Test Candidate Tracking Sheet - Practical Skills Exam

No.	Name		FF I	FF II	FF I&II	FF I										FF II	
	Last	First				"X" = Pass, "\ " = 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 # _____

STUDENT ACTIVITY RECORD

Michigan Fire Fighters Training Council

Directions For Use

Electronic Completion

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- EXE - This version of the form uses a built in OmniForm engine. It may be completed electronically, saved for future use and/or submitted electronically.

Purpose: The Student Activity Record is designed to assist the instructor with monitoring and recording mandatory student activities.

Required use: Course Managers are required to use this form to maintain an up to date master record of all mandatory student activities. **The Course Manager must have this record at his or her training sessions without exception.** The record must be presented for review upon request from an authorized MFFTC representative. The Course Manager should provide all participating instructors with a copy of this form to be used during their class sessions. These completed forms should be returned to the Course Manager immediately following each class session to update the master Student Activity Record form.

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"C" - CLASSROOM ATTENDANCE: Place an "X" in this column to indicate classroom attendance and enter the date of the classroom session in the vertical space above. Two columns are provided to accommodate subjects that require more than one class session.

"D" - DOCUMENTED EQUIVALENT: Place an "X" in this column to indicate that the student produced acceptable documentation of having received the same or equivalent training and is excused from attendance for the subject indicated.

"E" - PRACTICAL SKILLS EXERCISE: Place an "X" in this column to indicate acceptable completion of each practical skills exercise.

"H" - MANDATORY PRE CLASS HOMEWORK ASSIGNMENT: Record the student homework scores (percentage of correct answers). To determine percentage of correct answers, divide the total number of test questions into 100 and multiply the answer (quotient) by the number of questions answered correctly.

"J" - JOB SHEETS: Enter the student's FINAL competency rating (1, 2 or 3) in each job sheet column as completed. (1 = Unskilled, 2 = Moderately Skilled, 3 = Skilled). If completing this form electronically, select the student's FINAL competency rating from the drop down list display once you have clicked in the box.

"P" - PRACTICAL SKILLS ATTENDANCE: Place an "X" in this column to indicate practical skills attendance, and enter the date of the practical skills session in the vertical space above. Two columns are provided to accommodate subjects that require more than one practical skills session.

"S" - STUDENT HANDOUT: Place an "X" in this column to indicate completion of the student handout.

"T" - TEST SCORE: Record the student test scores (percentage of correct answers) for the Michigan modules that include a test. To determine percentage of correct answers, divide the total number of test questions into 100 and multiply the answer (quotient) by the number of questions answered correctly. (Minimum passing score 70%)

STUDENT ACTIVITY RECORD

Fire Fighter I

(Instructions for completion on back)

Instructor										Course Number													
Student Number	Activity Legend A - Practical Activity Sheet C - Classroom Attendance D - Documented Equivalent E - Practical Skills Exercise H - Homework J - Job Sheets P - Practical Skills Attendance S - Student Handout T - Test Score Last Name First	M-1 Course Intro		M-2 Laws, Admin, Rules, Stds		I-1 Fire Fighter Orientation & Safety						I-2 Fire Behavior		I-3 Building Construction		I-4 Fire Fighter Personal Protective Equipment						Student Number	
						I-1A Orientation		I-1B Safety								I-4A Protective Clothing				I-4B SCBA			
		C		C	T	C	H	C	H	P	J	J	C	H	C	H	C	H	P	J	C		H
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STUDENT ACTIVITY RECORD

Michigan Fire Fighters Training Council

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"T" - TEST SCORE: Record the student test scores (percentage of correct answers) for the Michigan modules that include a test. To determine percentage of correct answers, divide the total number of test questions into 100 and multiply the answer (quotient) by the number of questions answered correctly. (Minimum passing score 70%)

STUDENT ACTIVITY RECORD

(Instructions for completion on back)

Fire Fighter II

Instructor						Course Number																				Student Number	
Student Number	Activity Legend A - Practical Activity Sheet C - Classroom Attendance D - Documented Equivalent E - Practical Skills Exercise H - Homework J - Job Sheets P - Practical Skills Attendance S - Student Handout T - Test Score Last Name First	M-1 Course Intro	I-1 Fire Fighter Orientation & Safety		I-3 Building Construction		I-7 Rescue and Extrication																				
			I-1 Implementing IMS		I-3 Construction Materials & Building Collapse		I-7A Rescue and Extrication Tools																				
		C	C	H	C	H	C	H	P	J	J	J	J	J	J	J	J	J	J	J	J	J					
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STUDENT ACTIVITY RECORD

Michigan Fire Fighters Training Council

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STUDENT ACTIVITY RECORD

(Instructions for completion on back)

Fire Fighter I & II

Instructor										Course Number													
Student Number	Activity Legend A - Practical Activity Sheet C - Classroom Attendance D - Documented Equivalent E - Practical Skills Exercise H - Homework J - Job Sheets P - Practical Skills Attendance S - Student Handout T - Test Score Last Name First	M-1 Course Intro		M-2 Laws, Admin, Rules, Standards		I-1 Fire Fighter Orientation & Safety								I-2 Fire Behavior		I-3 Building Construction							Student Number
						I-1A Orientation		I-1B Safety				I-1 Implementing IMS				I-3 Building Construction		I-3 Construction Materials & Building Collapse					
		C		C	T	C	H	C	H	P	J	J	C	H	C	H	C	H					
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V

**STUDENT
HANDOUTS**

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Student Handout Packet Covers

Introduction

The following pages are provided to assist in the creation of additional Student Handout packets should additional packets be needed.

Instructions

Handout packets are to be built up to contain the following:

Firefighter I Student Handout Packet

(36 double sided pages)

Firefighter I Student Handout Packet Cover

Handout # 1

Handout # 2

Handout # 5

Handout # 6

Handout # 9

Handout # 10

Handout # 11

Handout # 12

Handout # 13

Handout # 14

Firefighter II Student Handout Packet

(9 double sided pages)

Firefighter II Student Handout Packet Cover

Handout # 1

Handout # 3

Handout # 5

Handout # 7

Handout # 9

Firefighter I & II Student Handout Packet

(36 double sided pages)

Firefighter I & II Student Handout Packet Cover

Handout # 1

Handout # 4

Handout # 5

Handout # 8

Handout # 9

Handout # 10

Handout # 11

Handout # 12

Handout # 13

Handout # 14

Firefighter I Student Handout Packet (4th Edition)

Handout #1 - FF I & II, Student Qualifications/Requirements	V-1-1	:
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Handout #5 - Mandatory Pre Class Homework Assignments	V-5-1	:
Handout #6 - FF I, Schedule (Includes FF IA & FF IB)	V-6-1	:
Handout #9 - FF I & II, Examination Performance Expectations	V-9-1	:
Handout #10 - Excerpts from NFPA 1500	V-10-1	:
Handout #11 - FF I, SCBA Inspection & Operational Check Guidelines	V-11-1	:
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Firefighter I & II Student Handout Packet (4th Edition)

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Firefighter I & II

Student Qualifications & Requirements

Handout #1

Introduction

This handout covers Firefighter I & II Student Qualifications & Requirements. Participants in Michigan Fire Fighters Training Council (MFFTC) FF I or FF II courses must meet the conditions set forth in this document:

Conditions

1. Minimum Age Requirement (*Explorer & Cadet Exceptions*)

- a. Students must be 18 years or older on the first scheduled date of training.
- b. Exception:
 - 1) Individuals sponsored by a fire department cadet program or fire department Boy Scouts of America Explorer program.
 - (a) Department cadets and explorer scouts must be 16 to 17 years of age (*no exceptions*).
 - (b) 18 years of age or over do not qualify for cadet or explorer status.

2. Attendance/Participation

- a. All students are required to report to class and complete assignments on time.
- b. Students are required to complete no less than the following **prior** to the class session date:
 - 1) Read the applicable chapter in the IFSTA, Essentials of Fire Fighting, 4th Edition.
 - 2) Complete the Mandatory Pre Class Homework Assignments as required by Handout #5.
 - 3) In the corresponding IFSTA Student Applications workbook:
 - (a) Read any Information Sheets present.
 - (b) Read any assigned Practical Activity Sheets and Job Sheets, as assigned by Handout #2 (for FF I), Handout #3 (for FF II), or Handout #4 (for FF I & II).
- c. Students are required to attend a minimum of 90% of classroom training, 100% of the practical skill training and submit no less than 90% of assigned homework and pre class assignments. The instructor will establish all make-up policies and procedures. These standards must be met in order for the student to continue in the program and participate in final testing.

Firefighter I & II

Student Qualifications & Requirements (Continued)

Handout #1

Conditions (Continued)

- d. If 5% of any above requirement is missed the student's fire chief (or supervisor if the student is the chief) will be notified. If 10% is missed the student will be terminated from the course and will not be allowed to challenge the examination with the remaining students.

3. Student Furnished Materials

- a. Students are required to have the following classroom materials at the first class:

- 1) IFSTA, Essentials of Fire Fighting, Fourth edition
- 2) IFSTA, Student Applications Workbooks:
 - FFI, 21 books
 - FFII, 1 book

NOTE: A "Student Package" that contains both items is available from Michigan IFSTA distributors:

- Michigan State Firemen's Assn. 1-800-445-3844
- Time Emergency Equipment, Mich. 1-800-752-8504

- 3) Pen or pencil and paper for note taking
- 4) Two (#2) lead pencils for completing exam and evaluation scan forms
- 5) At the first session of the Emergency Medical Care class, students are required to have a CPR pocket mask.

4. Conduct & Ethics

- a. Students are expected to pay attention and actively participate at all training sessions. Horseplay, profanities, showing disrespect for another student, an instructor or MFFTC representative, or any other type of disruptive behavior whatsoever will result in immediate student expulsion or other disciplinary action.
- b. To ensure the safety of all individuals in MFFTC courses, no weapons may be worn or carried by students during training or testing.

Exception: Individuals required to carry a firearm as a job requirement will be allowed to wear the weapon per their department policy, when attending classroom training, while on duty.

- c. Discrimination or harassment involving race, religion, color, sex, national origin, age, handicap, social or economic status are strictly prohibited and will not be tolerated while participating in MFFTC sanctioned training or testing.

Firefighter I & II

Student Qualifications & Requirements (Continued)

Handout #1

Conditions (Continued)

- d. Cheating on any examination is grounds for immediate expulsion. Students are not allowed to bring guests to class. This includes but is not limited to friends, relatives and fellow fire department members.
- e. The student's fire chief/supervisor will be notified in writing of any discipline problems.
- f. A student under the influence of Alcohol or a Controlled Substance is grounds for immediate expulsion.

5. Department Membership

- a. A student must be a member of an organized Michigan fire department to be eligible to participate in Firefighter I and Fire Fighter II training and certification testing. A fire department member is defined as a person who has been hired and/or appointed and is covered by the department's workers compensation and other appropriate insurance policies.

Pre-service students:

If a student is enrolled in a Firefighter I or II course but is not a member of an organized fire department, he/she may participate in the program as a pre-service registered college student through a college or university based Regional Training Center. At the successful completion of the final testing, the student will be issued a pre-service certificate. When the student joins an organized fire department, he/she will be issued a regular FF I or FF II certificate upon request and the submittal of a copy of the pre-service certificate and a letter from the Chief verifying the individual is a member of the fire department.

6. Required Dress & Equipment

- a. Students must wear clothing appropriate to the type of class activity. Complete protective clothing (coat, helmet, gloves, bunker pants, boots, * hood, and * PASS device as a minimum) will be required for all classes where firefighter operational training activities are being carried out. Instructors will specify correct dress or protection as required by course content or class procedures. The student or his/her department shall provide the required clothing or equipment. Students not wearing the necessary equipment and those with inadequate or unsafe equipment shall NOT be allowed to participate in the training session.

*** Protective hoods and PASS devices are required for all courses that convene on or after 10/1/02, where the use of structural fire fighting PPC is required.**

7. Student Furnished Equipment For Testing

- a. Only positive pressure SCBA may be used in MFFTC practical skills training and testing.

Firefighter I & II

Student Qualifications & Requirements (Continued)

Handout #1

Conditions (Continued)

*** Protective hoods and PASS devices are required for all courses that convene on or after 10/1/02, where the use of structural fire fighting PPC is required.**

Note: If a student and/or instructor are not familiar with the operation of the student's brand of SCBA, the student should bring the manufacturer's procedures to class. To participate in certification testing, students are required to use CIS: General Industry Safety Standards, Part 74 Fire Fighting approved personal protective clothing:

- | | |
|---------------------------------|----------------|
| 1) Coat | NFPA 1971;2000 |
| 2) Head, eye, & face Protection | NFPA 1971;2000 |
| 3) Footwear | NFPA 1971;2000 |
| 4) Gloves | NFPA 1971;2000 |
| 5) Bunker Pants | NFPA 1971;2000 |
| 6) * Hood | NFPA 1971;2000 |
| 7) * PASS Device | NFPA 1982;1998 |

8. Facial Hair – Restricted

- a. The Michigan Fire Fighters Training Council facial hair policy requires compliance with CIS: Occupational Health Standards – Part 451. Respiratory, Protection: 1910.134.(g)(1)(I)(A) & (B), which for purposes of safety and training, restricts the wearing of facial hair by persons required to wear self-contained breathing apparatus (SCBA). To ensure a proper face-to-facepiece seal, students MUST be completely free of facial hair that comes between the sealing surface of the facepiece and face or that interferes with valve function or any condition that interferes with face-to-facepiece seal or valve function.
- b. Students must comply with this policy during ALL segments of the FF I and/or II program or they will be immediately removed for the remainder of the class session. A second violation shall result in expulsion from the course.

9. Fees

- a. Course fees are set by the course manager or sponsor and are based on the cost of conducting the training. Even MFFTC funded courses sometimes require additional fees when the funding does not cover all course expenses. This fee is NON-REFUNDABLE, except for those applicants who are not accepted into the program.

10. Identification

- a. Students are required to verify their identity by providing a valid driver's license with picture. If the student does not possess a valid driver's license, then a picture I. D. supported by a certified copy of his/her birth certificate will be accepted. Students should be prepared to provide this identification at the time of application, at practical skills training sessions and at both stages (written and practical skills) of the examination.

**Conditions
(Continued)**

11. Physical Condition

- a. Certain areas of MFFTC training and practical skills testing require significant physical exertion and stamina. Persons with heart conditions, respiratory conditions, or other physical conditions that may be adversely affected by this type of exertion, or whose participation may be hindered should NOT participate in FF I or II training or testing. All applicants should consult their personal or department physician before participating in this type of physical activity.

Note: Test candidates who are pregnant must present written approval from their physician to participate in FF I and/or FF II practical skills training and testing.

12. Americans with Disabilities Act

- a. The MFFTC is an equal opportunity institution. The MFFTC will not deny admission to an otherwise qualified candidate solely because of his/her disability. The MFFTC will insure equal and fair treatment for all candidates regardless of disability in the following areas: Application process, training, testing, and discipline.
- b. Candidates with disabilities who are requesting accommodations to participate in Michigan Fire Fighters Training Council courses and/or exams must complete the following forms (*available on the MFFTC web site at www.mfftc.org OR www.michigan.gov/msp - or by contacting the Region Supervisor*):
 - Form FMD-270, "Special Accommodations, Candidate Application". This form must be completed by the candidate.
 - Form FMD-271, "Special Accommodations, Professional Verification". This form must be completed by a licensed or qualified professional.

All forms and original copies of supporting documentation must be packaged together and received by the MFFTC at least 28 calendar days PRIOR to the course start date or challenge exam date.

- c. Questions regarding accommodations for protected individuals under ADA should be directed to the MFFTC Equity Officer at 517.322.3462.

13. Prerequisites

- a. FF IB students must provide proof of their FF IA completion prior to enrollment.

Firefighter I & II

Student Qualifications & Requirements (Continued)

Handout #1

Conditions (Continued)

- b. FF II students must provide proof of their FF I certification prior to enrollment.

Note: Equivalent training (old phases I & II) does not qualify an individual to take FF II.

14. **Punctuality at Test Site**

- a. Test candidates should arrive 15 minutes prior to their scheduled test time. If the candidate does not arrive by their scheduled time, they will not be permitted to participate.

15. **Prohibited Study Materials At Certification Test Site**

- a. While at the test site, test candidates may only possess equipment and materials needed to take the exam. Study material of any type, including rope to practice knots, is strictly prohibited.

16. **Re-testing**

- a. A fire department member that has failed the FF I or FF II examination may retake it at any eligible MFFTC examination site if space is available. The re-test candidate is responsible for any fee that may be charged to cover the cost of a re-test.
- b. Pre-service candidates may re-test for FF I and/or II at any eligible site, if the original college or university acknowledges in writing, on letterhead signed by a responsible representative that the institution assumes responsibility and liability for the pre-service student while re-testing. This written acknowledgment must be presented to the Course Manager to gain entry to re-test. The pre-service re-test candidate is responsible for any fee that may be charged to cover the cost of a re-test.
- c. A test candidate re-testing either the FF I/II written or practical, must retake the same exam he/she took originally (for example: the test candidate passes the FF I/II written but fails the practical exam, he/she must retake the FF I/II practical). The candidate is not permitted to retest for the FF I practical only.

If the candidate wishes to test for the FF I after having failed the FF I/II practical, he/she must challenge the FF I written and practical or retake a FF I course then test with the FF I Class.

Firefighter I

Mandatory Job Sheets & Practical Skills Exercises

Handout #2

Lesson WBook	Level	LESSON SUBJECT	EXERCISE
I-1B	FFI	Safety	Complete all of the following: <ul style="list-style-type: none">- Job Sheet 1B-1- Job Sheet 1B-2
I-4A	FFI	Protective Clothing	Complete Job Sheet 4A-1
I-4B	FFI	SCBA	Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 4B-1- Job Sheet 4B-2- Job Sheet 4B-3 Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 4B-7- Job Sheet 4B-8 Complete all of the following: <ul style="list-style-type: none">- Student Handout #11- Student Handout #12 Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 4B-12- Job Sheet 4B-13 Complete Job Sheet 4B-14
I-5	FFI	Portable Extinguishers	Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 5-1- Job Sheet 5-2 Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 5-5- Job Sheet 5-6

Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-6	FFI	Ropes and Knots	<p>Complete all of the following:</p> <ul style="list-style-type: none">- Practical Activity Sheet 6-2- Practical Activity Sheet 6-3- Practical Activity Sheet 6-4- Practical Activity Sheet 6-5- Practical Activity Sheet 6-8- Practical Activity Sheet 6-9- Practical Activity Sheet 6-10 <p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 6-1- Job Sheet 6-2 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 6-3- Job Sheet 6-4 <p>Complete Job Sheet 6-6</p> <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 6-7- Job Sheet 6-8- Job Sheet 6-9
I-7	FFI	Building Search & Victim Removal	<p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 7-3- Job Sheet 7-5 <p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 7-4- Job Sheet 7-6- Job Sheet 7-8 <p>Complete Student Handout #13</p>
I-8A	FFI	Forcible Entry Tools	Complete Job Sheet 8A-1

Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-8B	FFI	Forcible Entry Construction & Techniques	<p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 8B-1- Job Sheet 8B-2 <p>Complete 3 of the following:</p> <ul style="list-style-type: none">- Job Sheet 8B-3- Job Sheet 8B-4- Job Sheet 8B-5- Job Sheet 8B-6- Job Sheet 8B-7- Job Sheet 8B-8- Job Sheet 8B-9 <p>Complete 3 of the following:</p> <ul style="list-style-type: none">- Job Sheet 8B-10- Job Sheet 8B-11- Job Sheet 8B-12- Job Sheet 8B-13- Job Sheet 8B-14 <p>Complete Job Sheet 8B-16</p>
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Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-9	FFI	Ground Ladders	<p>Complete Job Sheet 9-1</p> <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 9-2- Job Sheet 9-3- Job Sheet 9-5- Job Sheet 9-6 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 9-4- Job Sheet 9-7 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 9-8- Job Sheet 9-9- Job Sheet 9-10- Job Sheet 9-11 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 9-12- Job Sheet 9-13- Job Sheet 9-15- Job Sheet 9-17 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 9-14- Job Sheet 9-16- Job Sheet 9-18 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 9-19- Job Sheet 9-20- Job Sheet 9-21- Job Sheet 9-22 <p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 9-24- Job Sheet 9-25- Job Sheet 9-26 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 9-27- Job Sheet 9-28 <p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 9-29- Job Sheet 9-30- Job Sheet 9-31- Job Sheet 9-32
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Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-10	FFI	Ventilation	Complete all of the following: <ul style="list-style-type: none">- Job Sheet 10-1- Job Sheet 10-2- Job Sheet 10-3- Job Sheet 10-4- Job Sheet 10-5
I-11	FFI	Water Supply	Complete all of the following: <ul style="list-style-type: none">- Job Sheet 11-1- Job Sheet 11-2- Job Sheet 11-4
I-12A	FFI	Coupling, Loading, & Rolling Hose	Complete Job Sheet 12A-1 Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 12A-2- Job Sheet 12A-3 Complete Job Sheet 12A-4 Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 12A-5- Job Sheet 12A-6 Complete 3 of the following: <ul style="list-style-type: none">- Job Sheet 12A-8- Job Sheet 12A-9- Job Sheet 12A-10- Job Sheet 12A-11- Job Sheet 12A-12- Job Sheet 12A-13- Job Sheet 12A-14 Complete 3 of the following: <ul style="list-style-type: none">- Job Sheet 12A-15- Job Sheet 12A-16- Job Sheet 12A-17- Job Sheet 12A-18- Job Sheet 12A-19 Complete Practical Activity Sheet 12A-1

Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-12B	FFI	Laying, Carrying, & Advancing Hose	<p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-1- Job Sheet 12B-2 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-4- Job Sheet 12B-5 <p>Complete Job Sheet 12B-8</p> <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-11- Job Sheet 12B-12 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-14- Job Sheet 12B-15 <p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-16- Job Sheet 12B-18- Job Sheet 12B-21- Job Sheet 12B-22 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-23- Job Sheet 12B-24 <p>Complete Job Sheet 12B-26</p>
I-13	FFI	Water Fire Streams	<p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 13-1- Job Sheet 13-2
I-14	FFI	Classes A, C, D, Vehicle, & Wildland Fire Control	Complete Job Sheet 14-1
I-15	FFI	Sprinkler System Fundamentals	<p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 15-1-wedge- Job Sheet 15-1-clamp- Job Sheet 15-1-swivel <p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 15-2- Job Sheet 15-3

Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-16/17	FFI	Salvage, Overhaul, & Protecting Evidence of Fire Cause	<p>Complete 2 of the following:</p> <ul style="list-style-type: none">-Job Sheet 16-1-Job Sheet 16-2-Job Sheet 16-3-Job Sheet 16-5-Job Sheet 16-7 <p>Complete 2 of the following:</p> <ul style="list-style-type: none">-Job Sheet 16-4-Job Sheet 16-6-Job Sheet 16-8 <p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 16-9- Job Sheet 16-10- Job Sheet 16-12- Job Sheet 16-13- Job Sheet 16-15- Job Sheet 16-16
I-18	FFI	Fire Department Communications Equipment & Techniques	Complete Job Sheet 18-1
I-19	FFI	Fire Prevention & Public Fire Education	Review Job Sheet 19-1
M-3	FFI	Emergency Medical Care	<p>Complete all of the following:</p> <ul style="list-style-type: none">- Exercise M3-A- Exercise M3-B- Exercise M3-C- Exercise M3-D- Exercise M3-E- Exercise M3-F- Exercise M3-G- Exercise M3-H- Exercise M3-I- Exercise M3-J- Exercise M3-K- Exercise M3-L- Exercise M3-M- Exercise M3-N- Exercise M3-O- Exercise M3-P

Firefighter II

Mandatory Job Sheets & Practical Skills Exercises

Handout #3

Lesson WBook	Level	LESSON SUBJECT	EXERCISE
I-7A	FFII	Rescue and Extrication Tools	<p>Complete all of the following:</p> <ul style="list-style-type: none"> - Job Sheet 7A-1 - Job Sheet 7A-2 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 7A-3 - Job Sheet 7A-4 - Job Sheet 7A-5 - Job Sheet 7A-6 <p>Complete Job Sheet 7A-9</p> <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 7A-11 - Job Sheet 7A-12 - Job Sheet 7A-14 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 7A-10 - Job Sheet 7A-13 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 7A-15 - Job Sheet 7A-16 - Job Sheet 7A-17
I-11	FFII	Hydrant Flow & Operability	Complete Job Sheet 11-1
I-12	FFII	Hose Tools & Appliances	<p>Complete all of the following:</p> <ul style="list-style-type: none"> - Job Sheet 12-2 - Job Sheet 12-3 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 12-5 - Job Sheet 12-6 <p>Complete Practical Activity Sheet 12-1</p>
I-13	FFII	Foam Fire Streams	Complete Job Sheet 13-1
I-15	FFII	Fire Detection, Alarm, & Suppression Systems	Complete Job Sheet 15-1

Firefighter I & II

Mandatory Job Sheets & Practical Skills Exercises

Handout #4

Lesson WBook	Level	LESSON SUBJECT	EXERCISE
I-1B	FFI	Safety	Complete all of the following: <ul style="list-style-type: none">- Job Sheet 1B-1- Job Sheet 1B-2
I-4A	FFI	Protective Clothing	Complete Job Sheet 4A-1
I-4B	FFI	SCBA	Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 4B-1- Job Sheet 4B-2- Job Sheet 4B-3 Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 4B-7- Job Sheet 4B-8 Complete all of the following: <ul style="list-style-type: none">- Student Handout #12- Student Handout #13 Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 4B-11- Job Sheet 4B-12 Complete Job Sheet 4B-14
I-5	FFI	Portable Extinguishers	Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 5-1- Job Sheet 5-2 Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 5-5- Job Sheet 5-6

Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-6	FFI	Ropes and Knots	<p>Complete all of the following:</p> <ul style="list-style-type: none">- Practical Activity Sheet 6-2- Practical Activity Sheet 6-3- Practical Activity Sheet 6-4- Practical Activity Sheet 6-5- Practical Activity Sheet 6-8- Practical Activity Sheet 6-9- Practical Activity Sheet 6-10 <p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 6-1- Job Sheet 6-2 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 6-3- Job Sheet 6-4 <p>Complete Job Sheet 6-6</p> <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 6-7- Job Sheet 6-8- Job Sheet 6-9
I-7	FFI	Building Search & Victim Removal	<p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 7-3- Job Sheet 7-5 <p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 7-4- Job Sheet 7-6- Job Sheet 7-8 <p>Complete Student Handout #13</p>

Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-7A	FFII	Rescue and Extrication Tools	<p>Complete all of the following:</p> <ul style="list-style-type: none"> - Job Sheet 7A-1 - Job Sheet 7A-2 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 7A-3 - Job Sheet 7A-4 - Job Sheet 7A-5 - Job Sheet 7A-6 <p>Complete Job Sheet 7A-9</p> <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 7A-11 - Job Sheet 7A-12 - Job Sheet 7A-14 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 7A-10 - Job Sheet 7A-13 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 7A-15 - Job Sheet 7A-16 - Job Sheet 7A-17
I-8A	FFI	Forcible Entry Tools	Complete Job Sheet 8A-1
I-8B	FFI	Forcible Entry Construction & Techniques	<p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 8B-1 - Job Sheet 8B-2 <p>Complete 3 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 8B-3 - Job Sheet 8B-4 - Job Sheet 8B-5 - Job Sheet 8B-6 - Job Sheet 8B-7 - Job Sheet 8B-8 - Job Sheet 8B-9 <p>Complete 3 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 8B-10 - Job Sheet 8B-11 - Job Sheet 8B-12 - Job Sheet 8B-13 - Job Sheet 8B-14 <p>Complete Job Sheet 8B-16</p>

Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-9	FFI	Ground Ladders	<p>Complete Job Sheet 9-1</p> <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 9-2 - Job Sheet 9-3 - Job Sheet 9-5 - Job Sheet 9-6 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 9-4 - Job Sheet 9-7 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 9-8 - Job Sheet 9-9 - Job Sheet 9-10 - Job Sheet 9-11 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 9-12 - Job Sheet 9-13 - Job Sheet 9-15 - Job Sheet 9-17 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 9-14 - Job Sheet 9-16 - Job Sheet 9-18 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 9-19 - Job Sheet 9-20 - Job Sheet 9-21 - Job Sheet 9-22 <p>Complete all of the following:</p> <ul style="list-style-type: none"> - Job Sheet 9-24 - Job Sheet 9-25 - Job Sheet 9-26 <p>Complete 1 of the following:</p> <ul style="list-style-type: none"> - Job Sheet 9-27 - Job Sheet 9-28 <p>Complete all of the following:</p> <ul style="list-style-type: none"> - Job Sheet 9-29 - Job Sheet 9-30 - Job Sheet 9-31 - Job Sheet 9-32
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Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-10	FFI	Ventilation	Complete all of the following: <ul style="list-style-type: none"> - Job Sheet 10-1 - Job Sheet 10-2 - Job Sheet 10-3 - Job Sheet 10-4 - Job Sheet 10-5
I-11	FFI	Water Supply	Complete all of the following: <ul style="list-style-type: none"> - Job Sheet 11-1 - Job Sheet 11-2 - Job Sheet 11-4
I-11	FFII	Hydrant Flow & Operability	Complete Job Sheet 11-1
I-12A	FFI	Coupling, Loading, & Rolling Hose	Complete Job Sheet 12A-1 Complete 1 of the following: <ul style="list-style-type: none"> - Job Sheet 12A-2 - Job Sheet 12A-3 Complete Job Sheet 12A-4 Complete 1 of the following: <ul style="list-style-type: none"> - Job Sheet 12A-5 - Job Sheet 12A-6 Complete 3 of the following: <ul style="list-style-type: none"> - Job Sheet 12A-8 - Job Sheet 12A-9 - Job Sheet 12A-10 - Job Sheet 12A-11 - Job Sheet 12A-12 - Job Sheet 12A-13 - Job Sheet 12A-14 Complete 3 of the following: <ul style="list-style-type: none"> - Job Sheet 12A-15 - Job Sheet 12A-16 - Job Sheet 12A-17 - Job Sheet 12A-18 - Job Sheet 12A-19 Complete Practical Activity Sheet 12A-1

Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-12B	FFI	Laying, Carrying, & Advancing Hose	<p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-1- Job Sheet 12B-2 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-4- Job Sheet 12B-5 <p>Complete Job Sheet 12B-8</p> <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-11- Job Sheet 12B-12 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-14- Job Sheet 12B-15 <p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-16- Job Sheet 12B-18- Job Sheet 12B-21- Job Sheet 12B-22 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12B-23- Job Sheet 12B-24 <p>Complete Job Sheet 12B-26</p>
I-12	FFII	Hose Tools & Appliances	<p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 12-2- Job Sheet 12-3 <p>Complete 1 of the following:</p> <ul style="list-style-type: none">- Job Sheet 12-5- Job Sheet 12-6 <p>Complete Practical Activity Sheet 12-1</p>
I-13	FFI	Water Fire Streams	<p>Complete all of the following:</p> <ul style="list-style-type: none">- Job Sheet 13-1- Job Sheet 13-2
I-13	FFII	Foam Fire Streams	Complete Job Sheet 13-1
I-14	FFI	Classes A, C, D, Vehicle, & Wildland Fire Control	Complete Job Sheet 14-1

Mandatory Job Sheets & Practical Skills Exercises (Continued)

I-15	FFI	Sprinkler System Fundamentals	Complete 1 of the following: <ul style="list-style-type: none">- Job Sheet 15-1-wedge- Job Sheet 15-1-clamp- Job Sheet 15-1-swivel Complete all of the following: <ul style="list-style-type: none">- Job Sheet 15-2- Job Sheet 15-3
I-15	FFII	Fire Detection, Alarm, & Suppression Systems	Complete Job Sheet 15-1
I-16/17	FFI	Salvage, Overhaul, & Protecting Evidence of Fire Cause	Complete 2 of the following: <ul style="list-style-type: none">- Job Sheet 16-1- Job Sheet 16-2- Job Sheet 16-3- Job Sheet 16-5- Job Sheet 16-7 Complete 2 of the following: <ul style="list-style-type: none">- Job Sheet 16-4- Job Sheet 16-6- Job Sheet 16-8 Complete all of the following: <ul style="list-style-type: none">- Job Sheet 16-9- Job Sheet 16-10- Job Sheet 16-12- Job Sheet 16-13- Job Sheet 16-15- Job Sheet 16-16
I-18	FFI	Fire Department Communications Equipment & Techniques	Complete Job Sheet 18-1
I-19	FFI	Fire Prevention & Public Fire Education	Review Job Sheet 19-1

Mandatory Job Sheets & Practical Skills Exercises (Continued)

M-3	FFI	EMERGENCY MEDICAL CARE	<p>Complete all of the following:</p> <ul style="list-style-type: none">- Exercise M3-A- Exercise M3-B- Exercise M3-C- Exercise M3-D- Exercise M3-E- Exercise M3-F- Exercise M3-G- Exercise M3-H- Exercise M3-I- Exercise M3-J- Exercise M3-K- Exercise M3-L- Exercise M3-M- Exercise M3-N- Exercise M3-O- Exercise M3-P
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Subject	FF I	FF II	FF I & II
Chapt. 1 - Firefighter Orientation and Safety			
1A - Orientation	X		X
1B - Safety	X		X
1 - Implementing IMS		X	X
Chapt. 2 - Fire Behavior			
2 - Fire Behavior	X		X
Chapt. 3 - Building Construction			
3 - Building Construction	X		X
3 - Construction Materials & Building Collapse		X	X
Chapt. 4 - Firefighter Personal Protective Equipment			
4A - Protective Clothing	X		X
4B - SCBA	X		X
Chapt. 5 - Portable Extinguishers			
5 - Portable Extinguishers	X		X
Chapt. 6 - Ropes and Knots			
6 - Ropes and Knots	X		X
Chapt. 7 - Rescue and Extrication			
7 - Building Search & Victim Removal	X		X
7A - Rescue and Extrication Tools		X	X
7B - Vehicle Extrication & Special Rescue		X	X
Chapt. 8 - Forcible Entry			
8A - Forcible Entry Tools	X		X
8B - Forcible Entry Construction & Techniques	X		X
Chapt. 9 - Ground Ladders			
9 - Ground Ladders	X		X
Chapt. 10 - Ventilation			
10 - Ventilation	X		X
Chapt. 11 - Water Supply			
11 - Water Supply	X		X
11 - Hydrant Flow & Operability		X	X
Chapt. 12 - Fire Hose			
12A - Coupling, Loading, and Rolling Hose	X		X
12B - Laying, Carrying, & Advancing Hose	X		X
12 - Hose Tools & Appliances		X	X

Mandatory Pre Class Homework Assignments (Continued)

Handout #5

Subject	FF I	FF II	FF I & II
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Chapt. 13 - Fire Streams			
13 - Water Fire Streams	X		X
13 - Foam Fire Streams		X	X

Chapt. 14 - Fire Control			
14 - Classes A, C, D, Vehicle, & Wildland Fire Control	X		X
14 - Ignitable Liquid & Flammable Gas Fire Control		X	X

Chapt. 15 – Fire Detection, Alarm, and Suppression Systems			
15 - Sprinkler System Fundamentals	X		X
15 - Fire Detection, Alarm, & Suppression Systems		X	X

Chapts. 16/17 – Salvage, Overhaul, & Protecting Evidence of Fire Cause			
16 - Loss Control	X		X
17 - Protecting Evidence for Fire Cause Determination	X		X
17 - Fire Cause & Origin		X	X

Chapt. 18 - Fire Department Communications			
18 - Fire Department Communications Equipment & Techniques	X		X
18 - Radio Communications & Incident Reports		X	X

Chapt. 19 - Fire Prevention and Public Fire Education			
19 - Fire Prevention & Public Fire Education	X		X
19 - Pre-Incident Survey		X	X

Firefighter I Course Schedule

Handout #6

LEVEL "A"

SUBJECT			CLASSRM HOURS	PRACT. HOURS	TOTAL HOURS
M-1	FFI/II	Course Introduction	0.5	0.0	0.5
M-2	FFI	Laws, Administrative Rules & Standards	2.5	0.0	2.5
I-1A	FFI	Orientation	3.0	0.0	3.0
I-1B	FFI	Safety	3.0	1.0	4.0
I-2	FFI	Fire Behavior	3.5	0.0	3.5
I-3	FFI	Building Construction	2.5	0.0	2.5
I-4A	FFI	Protective Clothing	3.0	1.0	4.0
I-4B	FFI	SCBA	4.5	3.0	7.5
I-5	FFI	Portable Extinguishers	2.0	2.0	4.0
I-6	FFI	Ropes and Knots	3.0	3.0	6.0
I-7	FFI	Building Search & Victim Removal	3.0	6.0	9.0
I-8A	FFI	Forcible Entry Tools	2.5	0.5	3.0
I-8B	FFI	Forcible Entry Construction & Techniques	4.5	3.0	7.5
I-9	FFI	Ground Ladders	4.5	5.0	9.5
LEVEL "A" SUBTOTAL			42.0	24.5	66.5

LEVEL "B"

I-10	FFI	Ventilation	3.5	3.0	6.5
I-11	FFI	Water Supply	2.5	3.5	6.0
I-12A	FFI	Coupling, Loading, & Rolling Hose	3.0	4.0	7.0
I-12B	FFI	Laying, Carrying, & Advancing Hose	4.0	2.0	6.0
I-13	FFI	Water Fire Streams	3.5	3.0	6.5
I-14	FFI	Classes A, C, D, Vehicle, & Wildland Fire Control	4.5	1.0	5.5
I-15	FFI	Sprinkler System Fundamentals	2.0	2.0	4.0
I-16/17	FFI	Salvage, Overhaul, & Protecting Evidence of Fire Cause	4.5	2.5	7.0
I-18	FFI	Fire Department Communications Equipment & Techniques	4.0	1.5	5.5
I-19	FFI	Fire Prevention & Public Fire Education	3.5	1.5	5.0
M-3	FFI	Emergency Medical Care	10.0	5.0	15.0
M-4	FFI	HazMat First Responder Awareness	4.5	0.0	4.5
		Testing	2.0	5.0	7.0
LEVEL "B" SUBTOTAL			51.5	34.0	85.5
TOTAL HOURS			93.5	58.5	152.0

M=Michigan Module

I=IFSTA

- NOTE:** 1. Subjects are listed in the order recommended for delivery by the MFFTC. Hours are listed to assist instructors with the scheduling of training. The MFFTC has not set minimum hours of training for the FF I program; however, instructors are required to insure all curriculum objectives are taught.
2. The times shown do not include teaching options or use of videos.

Firefighter II Course Schedule

Handout #7

SUBJECT			CLASSRM HOURS	PRACT. HOURS	TOTAL HOURS
M-1	FFI/II	Course Introduction	0.5	0.0	0.5
I-1	FFII	Implementing IMS	2.5	0.0	2.5
I-3	FFII	Construction Materials & Building Collapse	2.0	0.0	2.0
I-7A	FFII	Rescue and Extrication Tools	6.0	3.5	9.5
I-7B	FFII	Vehicle Extrication & Special Rescue	6.0	0.0	6.0
I-11	FFII	Hydrant Flow & Operability	1.0	0.5	1.5
I-12	FFII	Hose Tools & Appliances	2.5	2.0	4.5
I-13	FFII	Foam Fire Streams	5.0	1.0	6.0
I-14	FFII	Ignitable Liquid & Flammable Gas Fire Control	2.5	0.0	2.5
I-15	FFII	Fire Detection, Alarm, & Suppression Systems	2.5	1.0	3.5
I-17	FFII	Fire Cause & Origin	2.0	0.0	2.0
I-18	FFII	Radio Communications & Incident Reports	2.0	0.0	2.0
I-19	FFII	Pre-Incident Survey	2.0	0.0	2.0
M-5	FFII	HazMat First Responder Operations	20.0	4.0	24.0
		Testing	2.0	5.0	7.0
TOTAL HOURS			58.5	17.0	75.5

M=Michigan Module

I=IFSTA

- NOTE:** 1. Subjects are listed in the order recommended for delivery by the MFFTC. Hours are listed to assist instructors with the scheduling of training. The MFFTC has not set minimum hours of training for the FF II program; however, instructors are required to insure all curriculum objectives are taught.
2. The times shown do not include teaching options or use of videos.

Firefighter I & II Course Schedule

Handout #8

SUBJECT			CLASSRM HOURS	PRACT. HOURS	TOTAL HOURS
M-1	FFI/II	Course Introduction	0.5	0.0	0.5
M-2	FFI	Laws, Administrative Rules & Standards	3.0	0.0	3.0
I-1A	FFI	Orientation	2.5	0.0	2.5
I-1B	FFI	Safety	3.0	1.0	4.0
I-1	FFII	Implementing IMS	2.5	0.0	2.5
I-2	FFI	Fire Behavior	3.5	0.0	3.5
I-3	FFI	Building Construction	2.5	0.0	2.5
I-3	FFII	Construction Materials & Building Collapse	2.0	0.0	2.0
I-4A	FFI	Protective Clothing	3.0	1.0	4.0
I-4B	FFI	SCBA	4.5	3.0	7.5
I-5	FFI	Portable Extinguishers	2.0	2.0	4.0
I-6	FFI	Ropes and Knots	3.0	3.0	6.0
I-7	FFI	Building Search & Victim Removal	3.0	6.0	9.0
I-7A	FFII	Rescue and Extrication Tools	6.0	3.5	9.5
I-7B	FFII	Vehicle Extrication & Special Rescue	6.0	0.0	6.0
I-8A	FFI	Forcible Entry Tools	2.5	0.5	3.0
I-8B	FFI	Forcible Entry Construction & Techniques	4.5	3.0	7.5
I-9	FFI	Ground Ladders	4.5	5.0	9.5
I-10	FFI	Ventilation	3.5	3.0	6.5
I-11	FFI	Water Supply	2.5	3.5	6.0
I-11	FFII	Hydrant Flow & Operability	1.0	0.5	1.5
I-12A	FFI	Coupling, Loading, & Rolling Hose	3.0	4.0	7.0
I-12B	FFI	Laying, Carrying, & Advancing Hose	4.0	2.0	6.0
I-12	FFII	Hose Tools & Appliances	2.5	2.0	4.5
I-13	FFI	Water Fire Streams	3.5	3.0	6.5
I-13	FFII	Foam Fire Streams	5.0	1.0	6.0
I-14	FFI	Classes A, C, D, Vehicle, & Wildland Fire Control	4.5	1.0	5.5
I-14	FFII	Ignitable Liquid & Flammable Gas Fire Control	2.5	0.0	2.5
I-15	FFI	Sprinkler System Fundamentals	2.0	2.0	4.0
I-15	FFII	Fire Detection, Alarm, & Suppression Systems	2.5	1.0	3.5
I-16/17	FFI	Salvage, Overhaul, & Protecting Evidence of Fire Cause	4.5	2.5	7.0
I-17	FFII	Fire Cause & Origin	2.0	0.0	2.0
I-18	FFI	Fire Department Communications Equipment & Techniques	4.0	1.5	5.5
I-18	FFII	Radio Communications & Incident Reports	2.0	0.0	2.0
I-19	FFI	Fire Prevention & Public Fire Education	3.5	1.5	5.0
I-19	FFII	Pre-Incident Survey	2.0	0.0	2.0
M-3	FFI	Emergency Medical Care	10.0	5.0	15.0
M-4	FFI	HazMat First Responder Awareness	4.5	0.0	4.5
M-5	FFII	HazMat First Responder Operations	20.0	4.0	24.0
		Testing	4.0	10.0	14.0
TOTAL HOURS			151.50	75.5	227.0

M=Michigan Module

I=IFSTA

- NOTE:** 1. Subjects are listed in the order recommended for delivery by the MFFTC. Hours are listed to assist instructors with the scheduling of training. The MFFTC has not set minimum hours of training for the FF I & II program; however, instructors are required to insure all curriculum objectives are taught.
2. The times shown do not include teaching options or use of videos.

Written and Practical Skills Performance Expectations

Effective October 1, 1988, the mandatory testing law requires the Michigan Fire Fighters Training Council to develop and administer an examination for Firefighter I & II candidates that meets the knowledge and skill requirements set forth in National Fire Protection Association (NFPA) Standard 1001.

The examination consists of 2 parts. Part 1 tests the knowledge and skill requirements set forth in Firefighter I, and part 2 tests the knowledge and skill requirements set forth in Firefighter II.

Each part of the examination is administered in two stages. The written stage of the examination is made up of multiple choice and true and false questions. A minimum score of 70% is required to pass.

The practical skills stage of the examination measures mastery of basic fire fighting skills. These skills should have been developed, practiced and refined prior to testing. The test candidate is given two (2) opportunities at each skill station to demonstrate mastery of the required skills.

The mandatory testing law further requires:

1. Within 12 months after a person's hiring date as a full-time firefighter, the person must pass both part 1 and part 2 of the examination to be eligible for continued or permanent full-time employment as a firefighter.
2. Within 24 months after a person's appointment date as a volunteer or paid-on-call firefighter, a person must pass part 1 of the examination to be eligible for continued volunteer or paid on-call service as a firefighter.

The FF I & II training curriculum is based on NFPA 1001, 1997 edition. The Firefighter I examination was developed from material in the IFSTA Student Applications Work Books, 4th Edition; IFSTA Essentials of Fire Fighting, 4th Edition; and the following Michigan modules: (M-1) Course Introduction; and (M-2) Laws, Administrative Rules and Standards.

The Firefighter II examination was developed from material in the IFSTA Student Applications Workbook, 4th Edition; IFSTA Essentials of Fire Fighting, 4th Edition; and Michigan module M-1.

PERSONAL PROTECTIVE EQUIPMENT THAT MEETS CIS:
General Industry Safety Standards, PART 74 Fire Fighting
REQUIREMENTS SHALL BE WORN DURING PRACTICAL
SKILLS TESTING AS DICTATED BY THE REQUIREMENTS OF
EACH STATION. POSITIVE PRESSURE SCBA IS REQUIRED FOR
ALL TEST CANDIDATES.

Chapter 4 Fire Department Administration

4.1 Fire Department Organizational Statement.

4.1.1* The fire department shall prepare and maintain a written statement or policy that establishes the existence of the fire department, the services the fire department is authorized and expected to perform, and the basic organizational structure.

4.1.2* The fire department shall prepare and maintain written policies and standard operating procedures that document the organization structure, membership, roles and responsibilities, expected functions, and training requirements, including the following:

- (1) The types of standard evolutions that are expected to be performed and the evolutions that must be performed simultaneously or in sequence for different types of situations
- (2) The minimum number of members who are required to perform each function or evolution and the manner in which the function is to be performed
- (3) The number and types of apparatus and the number of personnel that will be dispatched to different types of incidents
- (4) The procedures that will be employed to initiate and manage operations at the scene of an emergency incident

4.1.3 The organizational statement and procedures shall be available for inspection by members or their designated representative.

4.2 Risk Management Plan.

4.2.1* The fire department shall develop and adopt a comprehensive written risk management plan.

4.2.2 The risk management plan shall at least cover the risks associated with the following:

- (1) Administration
- (2) Facilities
- (3) Training
- (4) Vehicle operations, both emergency and non-emergency
- (5) Protective clothing and equipment
- (6) Operations at emergency incidents (*see Annex C*)
- (7) Operations at non-emergency incidents
- (8) Other related activities

4.2.3 The risk management plan shall include at least the following components (*see Annex D*):

- (1) Risk Identification. Actual and potential hazards
- (2) Risk Evaluation. Likelihood of occurrence of a given hazard and severity of its consequences
- (3) Risk Control Techniques. Solutions for elimination or mitigation of potential hazards; implementation of best solution
- (4) Risk Management Monitoring. Evaluation of effectiveness of risk control techniques

4.3 Safety and Health Policy.

4.3.1* The fire department shall adopt an official written departmental occupational safety and health policy that identifies specific goals and objectives for the prevention and elimination of accidents and occupational injuries, exposures to communicable disease, illnesses, and fatalities.

4.3.2 It shall be the policy of the fire department to seek and to provide an occupational safety and health program that complies with this standard for its members.

4.3.3* The fire department shall evaluate the effectiveness of the occupational safety and health program at least once every 3 years.

4.3.3.1 An audit report of the findings shall be submitted to the fire chief and to the members of the occupational safety and health committee.

4.4 Roles and Responsibilities.

4.4.1 It shall be the responsibility of the fire department to research, develop, implement, and enforce an occupational safety and health program that recognizes and reduces the inherent risks involved in the operations of a fire department.

4.4.2 The fire department shall be responsible for compliance with all applicable laws and legal requirements with respect to member safety and health.

4.4.3* The fire department shall establish and enforce rules, regulations, and standard operating procedures to meet the objectives of this standard.

4.4.4 The fire department shall be responsible for developing and implementing an accident investigation procedure.

4.4.5* All accidents, injuries, fatalities, illnesses, and exposures involving members shall be investigated.

4.4.6 All accidents involving fire department vehicles, equipment, or fire department facilities shall be investigated.

4.4.7 The fire department shall take whatever appropriate corrective action necessary to avoid repetitive occurrences of accidents and exposure to communicable diseases.

4.4.8 Records of such investigations shall be kept in accordance with the applicable provisions of **4.6.1** of this chapter.

4.4.9 Each individual member of the fire department shall cooperate, participate, and comply with the provisions of the occupational safety and health program.

4.4.10 It shall be the right of each member to be protected by an effective occupational safety and health program and to participate or be represented in the research, development, implementation, evaluation, and enforcement of the program.

Standard on Fire Department Occupational Safety and Health Program (Continued)

4.4.11 The member organization, where such an organization exists, shall cooperate with the fire department by representing the interests and the welfare of the members in the research, development, implementation, and evaluation of the occupational safety and health program.

4.4.12 The member organization shall have the right to represent the individual and collective rights of its members in the occupational safety and health program.

4.5 Occupational Safety and Health Committee.

4.5.1* An occupational safety and health committee shall be established and shall serve in an advisory capacity to the fire chief.

4.5.1.1 The committee shall include the following members:

- (1) The designated fire department health and safety officer
- (2) Representatives of fire department management
- (3) Individual members or representatives of member organizations

4.5.1.2 The committee shall also be permitted to include other persons.

4.5.1.3 Representatives of member organizations shall be selected by their respective organizations, but other committee members shall be appointed to the committee by the fire chief.

4.5.2 The purpose of this committee shall be to conduct research, develop recommendations, and study and review matters pertaining to occupational safety and health within the fire department.

4.5.3* The committee shall hold regularly scheduled meetings and shall be permitted to hold special meetings whenever necessary.

4.5.3.1 Regular meetings shall be held at least once every 6 months.

4.5.3.2 Written minutes of each meeting shall be retained and shall be made available to all members.

4.6 Records.

4.6.1* The fire department shall establish a data collection system and maintain permanent records of all accidents, injuries, illnesses, exposures to infectious agents and communicable diseases, or deaths that are job related.

4.6.2 The data collection system shall also maintain individual records of any occupational exposure to known or suspected toxic products or infectious or communicable diseases.

4.6.3 The fire department shall assure that a confidential health record for each member and a health data base are maintained.

4.6.4* The fire department shall maintain training records for each member indicating dates, subjects covered, satisfactory completion, and, if any, certifications achieved.

4.6.5 The fire department shall assure that inspection, maintenance, repair, and service records are maintained for all vehicles and equipment used for emergency operations and training.

Standard on Fire Department Occupational Safety and Health Program (Continued)

4.7 Functions of the Health and Safety Officer.

4.7.1 The fire chief shall appoint a designated fire department health and safety officer.

4.7.1.1 This position shall comply with the requirements of **NFPA 1021**, *Standard for Fire Officer Professional Qualifications*.

4.7.2* The health and safety officer shall be involved in the development, implementation, and management of the written risk management plan.

4.7.3 The health and safety officer shall communicate the health and safety aspects of the risk management plan to all members through training and education.

4.7.4 The health and safety officer shall make available the written risk management plan to all fire department members.

4.7.5 The health and safety officer shall monitor the effectiveness of the risk management plan and shall ensure the risk management plan is revised annually as it relates to fire fighter health and safety.

4.7.6 The health and safety officer shall develop an incident risk management plan that is implemented into the fire department's incident management system for incident scene operations as required in **Section 8.2** of this standard.

4.8 Laws, Codes, and Standards.

4.8.1 The health and safety officer shall develop, review, and revise rules, regulations, and standard operating procedures pertaining to the fire department occupational safety and health program.

4.8.1.1 Based upon the directives and requirements of applicable laws, codes, and standards, the health and safety officer shall develop procedures that ensure compliance with these laws, codes, and standards.

4.8.1.2 These recommended or revised rules, regulations, or standard operating procedures shall be submitted to the fire chief or the fire chief's designated representative by the health and safety officer.

4.8.2 The health and safety officer shall periodically report to the fire chief or the fire chief's designated representative on the adequacy of, effectiveness of, and compliance with the rules, regulations, and standard operating procedures specified in **4.8.1** and **4.8.1.1**.

4.8.3 The fire chief shall define the role of the health and safety officer in the enforcement of the rules, regulations, and standard operating procedures.

4.9 Training and Education.

4.9.1* The health and safety officer shall ensure that training in safety procedures relating to all fire department operations and functions is provided to fire department members.

4.9.2 Training shall address recommendations arising from the investigation of accidents, injuries, occupational deaths, illnesses, and exposures and the observation of incident scene activities.

Standard on Fire Department Occupational Safety and Health Program (Continued)

4.9.3 The health and safety officer shall cause safety supervision to be provided for training activities, including all live burn exercises.

4.9.4 All structural live burn exercises shall be conducted in accordance with **NFPA 1403**, *Standard on Live Fire Training Evolutions*.

4.9.5 The health and safety officer or qualified designee shall be personally involved in pre-burn inspections of any acquired structures to be utilized for live fire training.

4.9.6 The health and safety officer shall develop and distribute safety and health information for the education of fire department members.

4.10 Accident Prevention.

4.10.1 The health and safety officer shall manage an accident prevention program that addresses the items specified in Section **4.10**.

4.10.2 The health and safety officer shall be permitted to delegate the development, direct participation, review, or supervision of this program.

4.10.3 The accident prevention program shall provide instruction for all fire department members in safe work practices for emergency and non-emergency operations.

4.10.4 The accident prevention program shall address the training and testing of all fire department drivers, including all fire apparatus driver/operators.

4.10.5 The health and safety officer shall periodically survey operations, procedures, equipment, and fire department facilities with regard to maintaining safe working practices and procedures.

4.10.6 The health and safety officer shall report any recommendations to the fire chief or the fire chief's designated representative.

4.11 Accident Investigation, Procedures, and Review.

4.11.1 The health and safety officer shall develop and implement procedures to ensure that a member(s) suffering a life-threatening occupational injury or illness is provided immediate emergency medical care and transportation to medical facilities.

4.11.1.1 These procedures shall also ensure that all occupational injuries and illnesses are treated at the most appropriate health care facilities.

4.11.2 The health and safety officer shall investigate, or cause to be investigated, all occupational injuries, illnesses, exposures, and fatalities, or other potentially hazardous conditions involving fire department members and all accidents involving fire department vehicles, fire apparatus, equipment, or fire department facilities.

4.11.3 The health and safety officer shall develop corrective recommendations that result from accident investigations.

Standard on Fire Department Occupational Safety and Health Program (Continued)

4.11.4 The health and safety officer shall submit such corrective recommendations to the fire chief or the fire chief's designated representative.

4.11.5 The health and safety officer shall develop accident and injury reporting and investigation procedures and shall periodically review these procedures for revision.

4.11.5.1 These accident and injury reporting procedures shall comply with all local, state, and federal requirements.

4.11.6 The health and safety officer shall review the procedures employed during any unusually hazardous operation. Wherever it is determined that incorrect or questionable procedures were employed, the health and safety officer shall submit corrective recommendations to the fire chief or the fire chief's designated representative.

4.12 Records Management and Data Analysis.

4.12.1* The fire department shall maintain records of all accidents, occupational deaths, injuries, illnesses, and exposures.

4.12.2 The health and safety officer shall manage the collection and analysis of this information.

4.12.3 The health and safety officer shall identify and analyze safety and health hazards and shall develop corrective actions to deal with these hazards.

4.12.4 The health and safety officer shall ensure that records on the following are maintained as specified in Section 4.6:

- (1) Fire department safety and health standard operating procedures
- (2) Periodic inspection and service testing of apparatus and equipment
- (3) Periodic inspection and service testing of personal safety equipment
- (4) Periodic inspection of fire department facilities

4.12.5 The health and safety officer shall maintain records of all recommendations made and actions taken to implement or correct safety and health hazards or unsafe practices.

4.12.6 The health and safety officer shall maintain records of all measures taken to implement safety and health procedures and accident prevention methods.

4.12.7 The health and safety officer shall issue a report to the fire chief, at least annually, on fire department accidents, occupational injuries, illnesses, deaths, and exposures.

4.13 Apparatus and Equipment.

4.13.1 The health and safety officer shall review specifications for new apparatus, equipment, protective clothing, and protective equipment for compliance with the applicable safety standards, including the provisions of Chapters 6 and 7.

4.13.2 The health and safety officer shall assist and make recommendations regarding the evaluation of new equipment and its acceptance or approval by the fire department in accordance with the applicable provisions of Chapter 6.

Standard on Fire Department Occupational Safety and Health Program (Continued)

4.13.3 The health and safety officer shall assist and make recommendations regarding the service testing of apparatus and equipment to determine its suitability for continued service and in accordance with Chapter 6.

4.13.4 The health and safety officer shall develop, implement, and maintain a protective clothing and protective equipment program that will meet the requirements of Chapter 7, and provide for the periodic inspection and evaluation of all protective clothing and equipment to determine its suitability for continued service.

4.14 Facility Inspection.

4.14.1 The health and safety officer shall ensure all fire department facilities are inspected in accordance with Chapter 9.

4.14.2 The health and safety officer shall ensure that any safety or health hazards or code violations are corrected.

4.15 Health Maintenance.

4.15.1 The health and safety officer shall ensure that the fire department complies with the requirements of Chapter 10.

4.15.2 The health and safety officer shall incorporate medical surveillance, wellness programs, physical fitness, nutrition, and injury and illness rehabilitation into the health maintenance program.

4.16 Liaison.

4.16.1 The health and safety officer shall be a member of the fire department occupational safety and health committee.

4.16.2 The health and safety officer shall report the recommendations of the fire department occupational safety and health committee to the fire chief or the fire chief's designated representative.

4.16.3 The health and safety officer shall submit recommendations on occupational safety and health to the fire chief or the fire chief's designated representative.

4.16.4 The health and safety officer shall provide information and assistance to officers and fire fighters for surveying their districts, so they will be able to identify and report safety and health hazards that could have adverse effects on fire department operations.

4.16.5 The health and safety officer shall maintain a liaison with staff officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.

4.16.6 The health and safety officer shall maintain a liaison with equipment manufacturers, standards making organizations, regulatory agencies, and safety specialists outside the fire department regarding changes to equipment and procedures and methods to eliminate unsafe practices and reduce existing hazardous conditions.

Standard on Fire Department Occupational Safety and Health Program (Continued)

4.16.7 The health and safety officer shall maintain a liaison with the fire department physician to ensure that needed medical advice and treatment are available to the members of the fire department.

4.17 Occupational Safety and Health Committee.

The health and safety officer shall ensure that an occupational safety and health committee is established, in conjunction with the fire chief, for the fire department.

4.18 Infection Control.

4.18.1 The health and safety officer shall ensure that the fire department's infection control program meets the requirements of 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens," and **NFPA 1581**, *Standard on Fire Department Infection Control Program*.

4.18.2 The health and safety officer shall maintain a liaison with the person or persons designated as infection control officer to assist in achieving the objectives of the infection control program as specified in **NFPA 1581**, *Standard on Fire Department Infection Control Program*.

4.18.3 The health and safety officer shall function as the fire department infection control officer if an infection control officer position does not exist in the fire department.

4.19 Critical Incident Stress Management.

4.19.1 The health and safety officer shall ensure that the fire department establishes a critical incident stress management (CISM) program.

4.19.2 The health and safety officer shall ensure that the critical incident stress management program is incorporated into the fire department's member assistance program.

4.20 Post-Incident Analysis.

4.20.1 The health and safety officer shall develop procedures to ensure that safety and health issues are addressed during post-incident analysis.

4.20.2 The health and safety officer shall provide a written report that includes pertinent information about the incident relating to safety and health issues.

4.20.3 The health and safety officer shall include information based upon input from the incident safety officer.

4.20.3.1 This information shall include the incident action plan and the incident safety officer's incident safety plan.

4.20.4 The health and safety officer shall include information about issues relating to the use of protective clothing and equipment, personnel accountability system, rehabilitation operations, and other issues affecting the safety and welfare of personnel at the incident scene.

4.20.5 The fire chief shall assign or make available, in accordance with **NFPA 1561**, *Standard on Emergency Services Incident Management System*, such additional assistant safety officers and resources as required to fulfill the requirements of the occupational safety and health program.

Chapter 5 Training and Education

5.1 General Requirements.

5.1.1 The fire department shall establish and maintain a training and education program with a goal of preventing occupational deaths, injuries, and illnesses.

5.1.2 The fire department shall provide training and education for all department members commensurate with the duties and functions that they are expected to perform.

5.1.3 The fire department shall establish training and education programs that provide new members initial training, proficiency opportunities, and a method of skill and knowledge evaluation for duties assigned to the member prior to engaging in emergency operations.

5.1.4* The fire department shall restrict the use of new members during emergency operations until the member has demonstrated the skills and abilities to complete the tasks expected.

5.1.5 The fire department shall provide all members with training and education on the department's risk management plan.

5.1.6 The fire department shall provide all members with training and education on the department's written procedures and guidelines.

5.1.7 The fire department shall provide all members with a training and education program commensurate with the emergency medical services that are provided by the department.

5.1.8 The fire department shall provide all members with a training and education program that covers the operation, limitation, maintenance, and retirement criteria for all assigned personal protective equipment expected to be utilized by members.

5.1.9 As a duty function, members shall be responsible to maintain proficiency in skills and knowledge provided to the member through department training and education programs.

5.1.10 Training programs for all members engaged in emergency operations shall include procedures for the safe exit and accountability of members during rapid evacuation, equipment failure, or other dangerous situations and events.

5.1.11 All members who are likely to be involved in emergency operations shall be trained in the incident management and accountability system used by the fire department.

5.2 Training Curriculums and Requirements.

5.2.1 All members who engage in structural fire fighting shall meet the requirements of **NFPA 1001**, *Standard for Fire Fighter Professional Qualifications*.

5.2.2 All driver/operators shall meet the requirements of **NFPA 1002**, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.

Standard on Fire Department Occupational Safety and Health Program (Continued)

5.2.3 All aircraft rescue fire fighters (ARFF) shall meet the requirements of **NFPA 1003**, *Standard for Airport Fire Fighter Professional Qualifications*.

5.2.4 All members who are required to perform technical rescue tasks shall meet the requirements of **NFPA 1006**, *Standard for Rescue Technician Professional Qualifications*.

5.2.5 All fire officers shall meet the requirements of **NFPA 1021**, *Standard for Fire Officer Professional Qualifications*.

5.2.6 All members operating as wildland fire fighters shall meet the requirements of **NFPA 1051**, *Standard for Wildland Fire Fighter Professional Qualifications*. (See Annex E.)

5.2.7* All members responding to hazardous materials incidents shall meet the operations level as required in **NFPA 472**, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*.

5.2.8 All members shall meet training requirements as outlined in **NFPA 1581**, *Standard on Fire Department Infection Control Program*.

5.2.9* The fire department shall adopt or develop training and education curriculums that meet the minimum requirements outlined in professional qualification standards covering a member's assigned function.

5.2.10* All live fire training and exercises shall be conducted in accordance with **NFPA 1403**, *Standard on Live Fire Training Evolutions*.

5.2.11* All training and exercises shall be conducted under the direct supervision of a qualified instructor who meets the equivalency requirements of **1.4.1**.

5.2.12* All members who are likely to be involved in emergency medical services shall meet the training requirements of the authority having jurisdiction.

5.2.13* Members shall be fully trained in the care, use, inspection, maintenance, and limitations of the protective clothing and protective equipment assigned to them or available for their use.

5.3 Training Frequency and Proficiency.

5.3.1 Training shall be provided for all members as often as necessary to meet applicable requirements of this chapter.

5.3.2 The fire department shall develop a reoccurring proficiency cycle with the goal of preventing skill degradation and potential for injury and death of members.

5.3.3 The fire department shall develop and maintain a system to monitor and measure training progress and activities of its members.

5.3.4* The fire department shall provide an annual skills check to verify minimum professional qualifications of its members.

Standard on Fire Department Occupational Safety and Health Program (Continued)

5.3.5 The fire department shall provide training and education events as required to support minimum qualifications and certifications expected of its members.

5.3.6 Members shall practice assigned skill sets on a regular basis but not less than annually.

5.3.7 The fire department shall provide specific training to members when written policies, practices, procedures, or guidelines are changed and/or updated.

5.3.8* The respiratory protection training program shall meet the requirements of **NFPA 1404**, *Standard for Fire Service Respiratory Protection Training*.

5.3.9 Members who perform wildland fire fighting shall be trained at least annually in the proper deployment of an approved fire shelter.

5.4 Special Operations Training.

5.4.1 The fire department shall provide specific and advanced training to members who engage in special operations as a technician.

5.4.2 The fire department shall provide specific training to members who are likely to respond to special operations incidents in a support role to special operations technicians.

5.4.3 Members expected to perform hazardous materials mitigation activities shall meet the training requirements of a technician as outlined in **NFPA 472**, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*.

5.4.4 Members expected to perform technical operations as defined in **NFPA 1670**, *Standard on Operations and Training for Technical Rescue Incidents*, shall meet the training requirements specified in **NFPA 1006**, *Standard for Rescue Technician Professional Qualifications*.

Chapter 6 Fire Apparatus, Equipment, and Driver/Operators

6.1 Fire Department Apparatus.

6.1.1 The fire department shall consider safety and health as primary concerns in the specification, design, construction, acquisition, operation, maintenance, inspection, and repair of all fire department apparatus.

6.1.1.1* The fire department shall specify restraint devices or fire apparatus, including those restraint devices for emergency medical service (EMS) members operating in the patient compartment of the ambulance.

6.1.2 All new fire apparatus shall be specified and ordered to meet the applicable requirements of **NFPA 1901**, *Standard for Automotive Fire Apparatus*.

6.1.3 All new wildland fire apparatus shall be specified and ordered to meet the requirements of **NFPA 1906**, *Standard for Wildland Fire Apparatus*.

6.1.4 All fire marine fire-fighting vessels shall be specified and ordered to meet the requirements of **NFPA 1925**, *Standard on Marine Fire-Fighting Vessels*.

6.1.5* Where tools, equipment, or respiratory protection are carried within enclosed seating areas of fire apparatus or patient compartment of an ambulance, such items shall be secured by either a positive mechanical means of holding the item in its stowed position or in a compartment with a positive latching door.

6.1.6 When fire apparatus is refurbished, it shall be specified and ordered to meet the applicable requirements of **NFPA 1912**, *Standard for Fire Apparatus Refurbishing*.

6.1.7 Fire departments that operate their own fixed wing or rotary aircraft for fire department operations shall provide four-point restraints for all pilots and passengers, not including any EMS patients.

6.1.8 Members performing hoist rescue in the passenger area of the aircraft shall be secured by a safety harness or seat belt system.

6.2 Drivers/Operators of Fire Department Apparatus.

6.2.1* Fire apparatus shall be operated only by members who have successfully completed an approved driver training program or by trainee drivers who are under the supervision of a qualified driver.

6.2.2* Drivers of fire apparatus shall have valid driver's licenses.

6.2.2.1 Vehicles shall be operated in compliance with all traffic laws, including sections pertaining to emergency vehicles, and any requirements of the authority having jurisdiction.

6.2.3 The fire department shall enact specific rules and regulations pertaining to the use of private vehicles for emergency response.

Standard on Fire Department Occupational Safety and Health Program (Continued)

6.2.3.1 These rules and regulations shall be at least equal to the provisions regulating the operation of fire department vehicles.

6.2.4* Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the vehicles under all conditions.

6.2.4.1 When the driver is under the direct supervision of an officer, that officer shall also assume responsibility for the driver's actions.

6.2.5 Drivers shall not move fire apparatus until all persons on the vehicle are seated and secured with seat belts in approved riding positions, other than as specifically allowed in this chapter.

6.2.6 Drivers of fire apparatus shall obey all traffic control signals and signs and all laws and rules of the road of the jurisdiction for the operation of motor vehicles.

6.2.7* The fire department shall develop standard operating procedures for safely driving fire apparatus during non-emergency travel and emergency response and shall include specific criteria for vehicle speed, crossing intersections, traversing railroad grade crossings, and the use of emergency warning devices.

6.2.7.1 Procedures for emergency response shall emphasize that the safe arrival of fire apparatus at the emergency scene is the first priority.

6.2.8* During emergency response, drivers of fire apparatus shall bring the vehicle to a complete stop under any of the following circumstances:

- (1) When directed by a law enforcement officer
- (2) Red traffic lights
- (3) Stop signs
- (4) Negative right-of-way intersections
- (5) Blind intersections
- (6) When the driver cannot account for all lanes of traffic in an intersection
- (7) When other intersection hazards are present
- (8) When encountering a stopped school bus with flashing warning lights

6.2.9 Drivers shall proceed through intersections only when the driver can account for all lanes of traffic in the intersection.

6.2.10* During emergency response or non-emergency travel, drivers of fire apparatus shall come to a complete stop at all unguarded railroad grade crossings. Drivers shall ensure that it is safe to proceed before crossing the railroad track(s).

6.2.11 Drivers shall use caution when approaching and crossing any guarded railroad grade crossing.

6.2.12 The fire department shall include information on the potential hazards of retarders, such as engine, transmission, and driveline retarders, in the driver training program and shall develop written procedures pertaining to the use of such retarders.

Standard on Fire Department Occupational Safety and Health Program (Continued)

6.2.13 The fire department shall develop written procedures requiring drivers to discontinue the use of manual brake limiting valves, frequently labeled as a “wet road/dry road” switch, and requiring that the valve/switch remains in the “dry road” position.

6.3 Riding in Fire Apparatus.

6.3.1* All persons riding in fire apparatus shall be seated and belted securely by seat belts in approved riding positions and at any time the vehicle is in motion other than as allowed in **6.3.4** and **6.3.5**. Standing or riding on tail steps, sidesteps, running boards, or in any other exposed position shall be specifically prohibited.

6.3.2 Seat belts shall not be released or loosened for any purpose while the vehicle is in motion, including the donning of respiratory protection equipment or protective clothing.

6.3.3* Members actively performing necessary emergency medical care while the vehicle is in motion shall be secured to the vehicle by a seat belt, or by a safety harness designed for occupant restraint, to the extent consistent with the effective provision of such emergency medical care.

6.3.3.1 All other persons in the vehicle shall be seated and belted in approved riding positions while the vehicle is in motion.

6.3.4* Fire departments permitting hose loading operations while the vehicle is in motion shall develop written standard operating procedures addressing all safety aspects.

6.3.5* Fire departments permitting tiller training, where both the instructor and the trainee are at the tiller position, shall develop written standard operating procedures addressing all safety aspects.

6.3.6* Helmets shall be provided for and used by persons riding in open cab apparatus or open tiller seats.

6.3.7* Eye protection shall be provided for members riding in open cab apparatus or open tiller seats.

6.3.8* On existing fire apparatus where there is an insufficient number of seats available for the number of members assigned to or expected to ride on that piece of apparatus, alternate means of transportation that provide seated and belted positions shall be used.

6.4 Inspection, Maintenance, and Repair of Fire Apparatus.

6.4.1* All fire apparatus shall be inspected at least weekly, within 24 hours after any use or repair, and prior to being placed in service or used for emergency purposes to identify and correct unsafe conditions.

6.4.2 A preventive maintenance program shall be established, and records shall be maintained as specified in Chapter 4 of this standard.

6.4.3 Inspection, maintenance, and repair of fire apparatus shall be conducted in accordance with **NFPA 1915**, *Standard for Fire Apparatus Preventive Maintenance Program*.

6.4.4* The fire department shall establish a list of major defects to be utilized to evaluate when a vehicle shall be declared unsafe.

Standard on Fire Department Occupational Safety and Health Program (Continued)

6.4.4.1 Any fire department vehicle found to be unsafe shall be placed out of service until repaired.

6.4.5 All repairs to fire department apparatus shall be performed by personnel meeting the requirements of **NFPA 1071**, *Standard for Emergency Vehicle Technician Professional Qualifications*, or personnel trained to meet the requirements identified by the manufacturers in their specifications and procedures for fire department vehicles and protective equipment.

6.4.6 Fire pumps on apparatus shall be service tested in accordance with the applicable requirements of **NFPA 1911**, *Standard for Service Tests of Fire Pump Systems on Fire Apparatus*.

6.4.7 All aerial devices shall be inspected and service tested in accordance with the applicable requirements of **NFPA 1914**, *Standard for Testing Fire Department Aerial Devices*.

6.4.8 All fire apparatus shall be cleaned and disinfected in accordance with **NFPA 1581**, *Standard on Fire Department Infection Control Program*.

6.5 Tools and Equipment.

6.5.1 The fire department shall consider safety and health as primary concerns in the specification, design, construction, acquisition, operation, maintenance, inspection, and repair of all tools and equipment.

6.5.2 The hearing conservation objectives of this standard shall be taken into account in the acquisition of new power tools and power equipment.

6.5.3 All new fire department ground ladders shall be specified and ordered to meet the applicable requirements of **NFPA 1931**, *Standard on Design of and Design Verification Tests for Fire Department Ground Ladders*.

6.5.4 All new fire hose shall be specified and ordered to meet the applicable requirements of **NFPA 1961**, *Standard on Fire Hose*.

6.5.5 All new fire department spray nozzles shall be specified and ordered to meet the applicable requirements of **NFPA 1964**, *Standard for Spray Nozzles (Shutoff and Tip)*.

6.5.6* All equipment carried on fire apparatus or designated for training shall be inspected at least weekly and within 24 hours after any use.

6.5.7 Inventory records shall be maintained for the equipment carried on each vehicle and for equipment designated for training.

6.5.8 All equipment carried on fire apparatus or designated for training shall be tested at least annually in accordance with manufacturers' instructions and applicable standards.

6.5.9 Fire-fighting equipment found to be defective or in unserviceable condition shall be removed from service and repaired or replaced.

6.5.10 All fire department equipment and tools shall be cleaned and disinfected in accordance with **NFPA 1581**, *Standard on Fire Department Infection Control Program*.

6.5.11 All ground ladders shall be inspected and service tested in accordance with the applicable requirements of **NFPA 1932**, *Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders*.

6.5.12 All fire hose shall be inspected and service tested in accordance with the applicable requirements of **NFPA 1962**, *Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles*.

6.5.13 All fire extinguishers shall be inspected and tested in accordance with the applicable requirements of **NFPA 10**, *Standard for Portable Fire Extinguishers*.

6.5.14 All fire department hydraulic rescue tools shall meet the requirements of **NFPA 1936**, *Standard on Powered Rescue Tool Systems*.

Chapter 7 Protective Clothing and Protective Equipment

7.1 General.

7.1.1* The fire department shall provide each member with the appropriate protective clothing and protective equipment to provide protection from the hazards to which the member is or is likely to be exposed. Such protective clothing and protective equipment shall be suitable for the tasks that the member is expected to perform.

7.1.2* Protective clothing and protective equipment shall be used whenever the member is exposed or potentially exposed to the hazards for which it is provided.

7.1.3* Structural fire-fighting protective clothing shall be cleaned at least every 6 months as specified in **NFPA 1851**, *Standard on Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensembles*.

7.1.4* Cleaning processes for protective clothing ensembles shall be appropriate for the types of contaminants and for the materials that are to be cleaned.

7.1.5* Where station/work uniforms are worn by members, such station/work uniforms shall meet the requirements of **NFPA 1975**, *Standard on Station/Work Uniforms for Fire and Emergency Services*.

7.1.6 While on duty, members shall not wear any clothing that is unsafe due to poor thermal stability.

7.1.7* The fire department shall provide for the cleaning of protective clothing and station/work uniforms.

7.1.7.1 Such cleaning shall be performed either by a cleaning service that is familiar with the proper procedures and equipped to handle contaminated clothing or by a fire department facility that is equipped to handle contaminated clothing.

7.1.7.2 Where such cleaning is conducted in fire stations, the fire department shall provide at least one washing machine for this purpose in the designated cleaning area specified in **NFPA 1581**, *Standard on Fire Department Infection Control Program*.

7.2 Protective Clothing for Structural Fire Fighting.

7.2.1* Members who engage in or are exposed to the hazards of structural fire fighting shall be provided with and shall use a protective ensemble that shall meet the applicable requirements of **NFPA 1971**, *Standard on Protective Ensemble for Structural Fire Fighting*.

7.2.2* The protective coat and the protective trousers shall have at least a 5.08-cm (2-in.) overlap of all layers so there is no gaping of the total thermal protection when the protective garments are worn.

7.2.2.1 The minimum overlap shall be determined by measuring the garments on the wearer, without SCBA, in both of the following positions:

- (1) Position A. Standing, hands together reaching overhead as high as possible
- (2) Position B. Standing, hands together reaching overhead, with body bent forward at a 90 degree angle, to the side (either left or right), and to the back

Standard on Fire Department Occupational Safety and Health Program (Continued)

7.2.3 Single-piece protective coveralls shall not be required to have an overlap of all layers provided there is continuous composite protection.

7.2.4 Fire departments that provide protective coats with protective resilient wristlets secured through a thumb opening shall be permitted to provide gloves of the gauntlet type for use with these protective coats. Fire departments that do not provide such wristlets attached to all protective coats shall provide gloves of the wristlet type for use with these protective coats.

7.2.5 Protective clothing and protective equipment shall be used and maintained in accordance with manufacturers' instructions.

7.2.5.1 The fire department shall establish a maintenance and inspection program for protective clothing and protective equipment.

7.2.5.2 Specific responsibilities shall be assigned for inspection and maintenance.

7.2.6 The fire department shall require all members to wear all the protective ensemble specific to the operation as required in Chapter 8.

7.3 Protective Clothing for Proximity Fire-Fighting Operations.

7.3.1* Members whose primary responsibility is proximity fire fighting and members who participate in proximity fire-fighting training shall be provided with and shall use both proximity protective coats and proximity protective trousers, or a proximity protective coverall, for limb/torso protection.

7.3.1.1 The proximity protective coat and proximity protective trousers, or the proximity protective coverall, shall meet the applicable requirements of **NFPA 1976**, *Standard on Protective Ensemble for Proximity Fire Fighting*.

7.3.2 The proximity protective coat and proximity protective trousers shall have at least a 5.08-cm (2-in.) overlap of all layers so there is no gaping of the total thermal and radiant heat protection when the protective garments are worn.

7.3.2.1 The minimum overlap shall be determined by measuring the garments on the wearer, without SCBA, in both of the following positions:

- (1) Position A. Standing, hands together reaching overhead as high as possible
- (2) Position B. Standing, hands together reaching overhead, with body bent forward at a 90 degree angle, to the side (either left or right), and to the back.

7.3.3 Single-piece proximity protective coveralls shall not be required to have an overlap of all layers, provided there is continuous full thermal and radiant heat protection.

7.3.4 Where SCBA is worn over or outside the proximity protective garment, the fire department shall inform the member of the potential high levels of radiant heat that can result in the failure of the SCBA.

7.3.4.1 The fire department shall require additional approved radiant reflective criteria, including but not limited to a protective cover, for the expected proximity fire-fighting exposures when the SCBA is worn over or outside the proximity protective garment.

7.4* Protective Clothing for Emergency Medical Operations.

7.4.1 Members who perform emergency medical care or are otherwise likely to be exposed to blood or other body fluids shall be provided with emergency medical garments, emergency medical face protection devices, and emergency medical gloves that meet the applicable requirements of **NFPA 1999**, *Standard on Protective Clothing for Emergency Medical Operations*.

7.4.2* Members shall wear emergency medical gloves when providing emergency medical care.

7.4.2.1 Patient care shall not be initiated before the gloves are in place.

7.4.3* The fire department shall provide all fire fighters who perform emergency medical care or are likely to be exposed to airborne infectious disease with NIOSH-approved Type C respirators certified to meet 42 CFR 84.

7.4.4 Each member shall use emergency medical garments and emergency medical face protection devices prior to any patient care during which large splashes of body fluids can occur, such as situations involving spurting blood or childbirth.

7.4.5 Contaminated emergency medical garments, emergency medical face protection devices, and emergency medical gloves shall be cleaned and disinfected or disposed of in accordance with **NFPA 1581**, *Standard on Fire Department Infection Control Program*.

7.5 Chemical-Protective Clothing for Hazardous Materials Emergency Operations. (See Annex F.)**7.5.1* Vapor-Protective Garments.**

7.5.1.1 Members who engage in operations during hazardous materials emergencies that will expose them to known chemicals in vapor form or to unknown chemicals shall be provided with and shall use vapor-protective suits.

7.5.1.2 Vapor-protective suits shall meet the applicable requirements of **NFPA 1991**, *Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies*.

7.5.1.3 Prior to use, the incident commander shall consult the technical data package, manufacturers' instructions, and manufacturers' recommendations as provided and required by Chapters 2 and 3 of **NFPA 1991**, *Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies*, to assure that the garment is appropriate for the specific hazardous materials emergency.

7.5.1.4 All members who engage in operations during hazardous materials emergencies that will expose them to known chemicals in vapor form or to unknown chemicals shall be provided with and shall use SCBA that meet the applicable requirements of Section **7.10**.

7.5.1.4.1 Additional outside air supplies shall be permitted to be utilized in conjunction with SCBA, provided such systems are positive pressure and have been certified by NIOSH under 42 CFR 84.

7.5.1.5* Vapor-protective suits shall not be used alone for any fire-fighting applications or for protection from radiological, biological, or cryogenic agents, or in flammable or explosive atmospheres.

7.5.1.6 Vapor-protective suits shall be permitted to be used for protection from liquid splashes or solid chemicals and particulates.

7.5.2* Liquid Splash-Protective Garments.

7.5.2.1 Members who engage in operations during hazardous chemical emergencies that will expose them to known chemicals in liquid-splash form shall be provided with and shall use liquid splash protective suits.

7.5.2.2 Liquid splash-protective suits shall meet the applicable requirements of **NFPA 1992**, *Standard on Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies*.

7.5.2.3 Prior to use of the garment, the incident commander shall consult the technical data package, manufacturers' instructions, and manufacturers' recommendations as provided and required by Chapters 2 and 3 of **NFPA 1992**, *Standard on Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies*, to assure that the garment is appropriate for the specific hazardous chemical emergency.

7.5.2.4 All members who engage in operations during hazardous chemical emergencies that will expose them to known chemicals in liquid-splash form shall be provided with and shall use either SCBA that meet the applicable requirements of **7.10.1** or respiratory protective devices that are certified by NIOSH under 42 CFR 84 as suitable for the specific chemical environment.

7.5.2.4.1 Additional outside air supplies shall be permitted to be utilized in conjunction with SCBA, provided such systems are positive pressure and have been certified by NIOSH under 42 CFR 84.

7.5.2.5 Liquid splash-protective suits shall not be used for protection from chemicals in vapor form, or from unknown liquid chemicals or chemical mixtures.

7.5.2.5.1 Only vapor-protective suits specified in **7.5.1** and SCBA specified in **7.10.1** shall be considered for use.

7.5.2.6 Liquid splash-protective suits shall not be used for protection from chemicals or specific chemical mixtures with known or suspected carcinogenicity as indicated by any one of the following documents:

- (1) N. Irving Sax, *Dangerous Properties of Industrial Chemicals*
- (2) NIOSH *Pocket Guide to Chemical Hazards*
- (3) U.S. Coast Guard *Chemical Hazard Response Information System (CHRIS)*, Volumes 1–3, "Hazardous Chemical Data"

7.5.2.7 Liquid splash-protective suits shall not be used for protection from chemicals or specific chemical mixtures with skin toxicity notations as indicated by the American Conference of Governmental Industrial Hygienists, *Threshold Limit Values and Biological Exposure Indices for 1996–1997*.

7.5.2.8* Liquid splash-protective suits shall not be used alone for any fire-fighting applications or for protection from radiological, biological, or cryogenic agents; from flammable or explosive atmospheres; or from hazardous chemical vapor atmospheres.

7.5.2.9 Liquid splash-protective suits shall be permitted to be used for protection from solid chemicals and particulates.

7.6 Inspection, Maintenance, and Disposal of Chemical-Protective Clothing.

7.6.1 All chemical-protective clothing shall be inspected and maintained as required by the technical data package, manufacturers' instructions, and manufacturers' recommendations.

7.6.2 All chemical-protective clothing that receives a significant exposure to a chemical or chemical mixture shall be disposed of if decontamination will not stop the chemical assault on the garment and the protective qualities will be diminished or nullified.

7.6.2.1 Disposal shall be in accordance with applicable state or federal regulations.

7.7 Protective Clothing and Equipment for Wildland Fire Fighting.

7.7.1* The fire department shall establish standard operating procedures for the use of wildland protective clothing and equipment.

7.7.2 Members who engage in or are exposed to the hazards of wildland fire-fighting operations shall be provided with and use protective garments that meet the requirements of **NFPA 1977**, *Standard on Protective Clothing and Equipment for Wildland Fire Fighting*.

7.7.3* Members who engage in or are exposed to the hazards of wildland fire-fighting operations shall use a protective helmet that meets the requirements of **NFPA 1977**, *Standard on Protective Clothing and Equipment for Wildland Fire Fighting*.

7.7.4 Members who engage in or are exposed to the hazards of wildland fire-fighting operations shall use protective gloves that meet the requirements of **NFPA 1977**.

7.7.5 Members who engage in or are exposed to the hazards of wildland fire-fighting operations shall use protective footwear that meets the requirements of **NFPA 1977**.

7.7.6 Members who engage in or are exposed to the hazards of wildland fire-fighting operations shall be provided with an approved fire shelter, in a crush-resistive case, and wear it in such a way as to allow for rapid deployment.

7.8 Respiratory Protection Program.

7.8.1 The fire department shall adopt and maintain a respiratory protection program that addresses the selection, care, maintenance, and safe use of respiratory protection equipment, training in its use, and the assurance of air quality.

7.8.2* The fire department shall develop and maintain standard operating procedures that are compliant with this standard and that address the safe use of respiratory protection.

7.8.3 Members shall be tested and certified at least annually in the safe and proper use of respiratory protection equipment that they are authorized to use.

Standard on Fire Department Occupational Safety and Health Program (Continued)

7.8.4* Reserve SCBA shall be provided to maintain the required number in service when maintenance or repairs are being conducted.

7.8.5 An adequate reserve air supply shall be provided by use of reserve cylinders or by an on-scene refill capability, or both.

7.8.6 Respiratory protection equipment shall be stored in a ready-for-use condition and shall be protected from damage or exposure to rough handling, excessive heat or cold, moisture, or other elements.

7.8.7* When engaged in any operation where they could encounter atmospheres that are immediately dangerous to life or health (IDLH) or potentially IDLH or where the atmosphere is unknown, the fire department shall provide and require all members to use SCBA that has been certified as being compliant with **NFPA 1981**, *Standard on Open-Circuit Self-Contained Breathing Apparatus for the Fire Service*.

7.8.8* Members using SCBA shall not compromise the protective integrity of the SCBA for any reason when operating in IDLH, potentially IDLH, or unknown atmospheres by removing the facepiece or disconnecting any portion of the SCBA that would allow the ambient atmosphere to be breathed.

7.9 Breathing Air.

7.9.1 Breathing air used to fill SCBA cylinders shall comply with the requirements of ANSI/CGA G7.1, *Commodity Specification for Air*, with a minimum air quality of Grade D, a moisture content of no more than 24 parts per million, and a maximum particulate level of 5 mg/m³ air.

7.9.2 When a fire department purchases compressed breathing air in a vendor-supplied SCBA cylinder, the fire department shall require the vendor to provide documentation that a sample of the breathing air obtained directly at the point of transfer from the vendor's filling system to the SCBA cylinder has been tested at least quarterly and that the air is compliant with the requirements of **7.9.1**.

7.9.3 When a fire department compresses its own breathing air, the fire department shall be required to provide documentation that a sample of the breathing air obtained directly from the point of transfer from the filling system to the SCBA cylinder has been tested at least quarterly and that it is compliant with the requirements of **7.9.1**.

7.9.4 When a fire department obtains compressed breathing air from a supplier and transfers it to other storage cylinders, cascade system cylinders, storage receivers, and other such storage equipment used for filling SCBA, the supplier shall be required to provide documentation that a sample of the breathing air obtained directly at the point of transfer from the filling system to the storage cylinders, cascade system cylinders, storage receivers, and other such storage equipment has been tested at least quarterly and that it is compliant with the requirements of **7.9.1**.

7.9.5 The fire department shall obtain documentation that a sample of the breathing air obtained directly from the point of transfer from the storage cylinders, cascade system cylinders, storage receivers, and other such storage equipment to the SCBA cylinder has been tested at least quarterly and that it is compliant with the requirements of **7.9.1**.

7.10 Respiratory Protection Equipment.**7.10.1 SCBA.**

7.10.1.1* Fire service SCBA shall meet the 1987 edition or later of **NFPA 1981**, *Standard on Open Circuit Self-Contained Breathing Apparatus for the Fire Service*.

7.10.1.2* Closed-circuit SCBA shall be permitted when long-duration SCBA is required.

7.10.1.3 Closed-circuit SCBA shall be NIOSH certified with a minimum rated service life of at least 2 hours and shall operate in the positive-pressure mode only.

7.10.2 Supplied-Air Respirators.

7.10.2.1 Supplied-air respirator units used shall be of the type and manufacture employed by the authority having jurisdiction.

7.10.2.2 Supplied-air respirators shall not be used in IDLH atmospheres unless equipped with a NIOSH-certified emergency escape air cylinder and a pressure-demand facepiece.

7.10.2.3 Supplied-air respirators, Type C Pressure-Demand Class, shall not be used in IDLH atmospheres unless they meet manufacturers' specifications for that purpose.

7.10.3 Full Facepiece Air-Purifying Respirators.

7.10.3.1 Full facepiece air-purifying respirators shall be used only in non-IDLH atmospheres for those contaminants that NIOSH certifies them against.

7.10.3.2 The authority having jurisdiction shall provide NIOSH-certified respirators that protect the user and ensure compliance with all other OSHA requirements.

7.10.3.3* The authority having jurisdiction shall establish a policy to ensure canisters and cartridges are changed before the end of their service life.

7.11 Fit Testing.

7.11.1* The facepiece seal capability of each member qualified to use respiratory protection equipment shall be verified by qualitative or quantitative fit testing on an annual basis and whenever new types of respiratory protection equipment or facepieces are issued.

7.11.2 The fit of the respiratory protection equipment of each new member shall be tested before the members are permitted to use respiratory protection equipment in a hazardous atmosphere. Only members with a properly fitting facepiece shall be permitted by the fire department to function in a hazardous atmosphere with respiratory protection equipment.

7.11.3 Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered airpurifying respirators shall be accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation (negative or positive pressure) that is used for respiratory protection.

7.11.4* Qualitative or quantitative test protocols shall be conducted as required by the authority having jurisdiction.

7.11.5 Records of facepiece fitting tests shall include at least the following information:

- (1) Name of the member tested
- (2) Type of fitting test performed
- (3) Specific make and model of facepieces tested
- (4) Pass/fail results of the tests

7.11.6* For departments that perform quantitative fitting tests, the protection factor produced shall be at least 500 for negative-pressure facepieces for the person to pass the fitting test with that make of full facepiece.

7.11.7 Nothing shall be allowed to enter or pass through the area where the respiratory protection facepiece is designed to seal with the face, regardless of the specific fitting test measurement that can be obtained.

7.11.8* Members who have a beard or facial hair at any point where the facepiece is designed to seal with the face or whose hair could interfere with the operation of the unit shall not be permitted to use respiratory protection at emergency incidents or in hazardous or potentially hazardous atmospheres.

7.11.8.1 These restrictions shall apply regardless of the specific fitting test measurement that can be obtained under test conditions.

7.11.9 When a member must wear spectacles while using a full facepiece respiratory protection, the facepiece shall be fitted with spectacles in such a manner that it shall not interfere with the facepiece to-face seal.

7.11.10 Spectacles with any strap or temple bars that pass through the facepiece-to-face seal area shall be prohibited.

7.11.11* Use of contact lenses shall be permitted during full facepiece respiratory protection use, provided that the member has previously demonstrated successful long-term contact lens use.

7.11.12 Any head covering that passes between the sealing surface of the respiratory protection facepiece and the member's face shall be prohibited.

7.11.13 The respiratory protection facepiece and head harness with straps shall be worn under the protective hoods.

7.11.14 The respiratory protection facepiece and head harness with straps shall be worn under the head protection of any hazardous chemical-protective clothing.

7.11.15 Helmets shall not interfere with the respiratory protection facepiece-to-face seal.

7.12 SCBA Cylinders.

7.12.1* SCBA cylinders made of aluminum alloy 6351-T6 shall be inspected annually, both externally and internally, by a qualified person.

7.12.2 SCBA cylinders shall be hydrostatically tested as required by the manufacturers and applicable governmental agencies.

7.12.3 In-service SCBA cylinders shall be stored fully charged.

7.12.4 In-service SCBA cylinders shall be inspected weekly, monthly, and prior to filling according to NIOSH requirements, CGA standards, and manufacturers' recommendations.

7.12.5* During filling of SCBA cylinders, all personnel and operators shall be protected from catastrophic failure of the cylinder.

7.12.6* Fire departments utilizing rapid filling of SCBA cylinders shall identify those unique emergency situations where rapid filling shall be permitted to occur.

7.12.7 The fire department risk assessment process shall incorporate standard operating procedures to identify those situations in **7.12.6**.

7.12.8 Rapid refilling of SCBA while being worn by the user shall only be used under the following conditions:

- (1) NIOSH approved fill options are used.
- (2) The risk assessment process has identified procedures for limiting personnel exposure during the refill process, and provides for adequate equipment inspection, and member safety.
- (3) An imminent life-threatening situation requiring immediate action to prevent the loss of life or serious injury.

7.12.9 In an emergency situation where an individual becomes disoriented, running low on air, is trapped or injured and cannot be moved to a safe atmosphere, and danger of serious injury or death is likely, rapid fill (in accordance with **7.12.6**), air transfer, or a supplied-air source shall be an approved method to provide a source of breathing air and shall be used in accordance with the manufacturers' instructions.

7.12.10 If a supplied source is not immediately available, transfilling of cylinders shall be done in accordance with the manufacturers' instructions.

7.13 Personal Alert Safety System (PASS).

7.13.1* PASS devices shall meet the requirements of **NFPA 1982**, *Standard on Personal Alert Safety Systems (PASS)*.

7.13.2 Each member shall be provided with, use, and activate his or her PASS devices in all emergency situations that could jeopardize that person's safety due to atmospheres that could be IDLH, incidents that could result in entrapment, structural collapse of any type, or as directed by the incident commander or incident safety officer.

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7.13.3 Each PASS device shall be tested at least weekly and prior to each use, and shall be maintained in accordance with the manufacturers' instructions.

7.14 Life Safety Rope and System Components.

7.14.1 All life safety ropes, harnesses, and hardware used by fire departments shall meet the applicable requirements of **NFPA 1983**, *Standard on Fire Service Life Safety Rope and System Components*.

7.14.2 Rope used to support the weight of members or other persons during rescue, fire fighting, other emergency operations, or during training evolutions shall be life safety rope and shall meet the requirements of **NFPA 1983**, *Standard on Fire Service Life Safety Rope and System Components*.

7.14.2.1 Life safety rope used for any other purpose shall be removed from service and destroyed.

7.14.3* Life safety rope used for rescue at fires or other emergency incidents or for training shall be permitted to be reused if inspected before and after each such use in accordance with the manufacturers' instructions and provided that the following criteria are met:

- (1) The rope has not been visually damaged by exposure to heat, direct flame impingement, chemical exposure, or abrasion.
- (2) The rope has not been subjected to any impact load.
- (3) The rope has not been exposed to chemical liquids, solids, gases, mists, or vapors of any material known to deteriorate rope.

7.14.3.1 If the rope used for rescue at fires or other emergency incidents or for training does not meet the criteria set forth in **7.14.3(1)**, **7.14.3(2)**, or **7.14.3(3)** or fails the visual inspection, it shall be destroyed after such use.

7.14.3.2 If there is any question regarding the serviceability of the rope after consideration of the list in **7.14.3**, the safe course of action shall be taken and the rope shall be placed out of service.

7.14.4 Life safety rope used for any other purpose shall be removed from service and destroyed.

7.14.5 Rope inspection shall be conducted by qualified inspectors in accordance with rope inspection procedures established and recommended as adequate by the rope manufacturer to assure rope is suitable for reuse.

7.14.6 Records shall be maintained to document the use of each life safety rope used at fires and other emergency incidents or for training.

7.15 Face and Eye Protection.

7.15.1 Primary face and eye protection appropriate for a given specific hazard shall be provided for and used by members exposed to that specific hazard.

7.15.1.1 Such primary face and eye protection shall meet the requirements of ANSI Z87.1, *Practice for Occupational and Educational Eye and Face Protection*.

7.15.2 The full facepiece of SCBA shall constitute face and eye protection when worn.

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7.15.2.1 SCBA that has a facepiece-mounted regulator that, when disconnected, provides a direct path for flying objects to strike the face or eyes shall have the regulator attached in order to be considered face and eye protection.

7.15.3 When operating in the hazardous area at an emergency scene without the full facepiece of respiratory protection being worn, members shall deploy the helmet goggles for eye protection.

7.16 Hearing Protection.

7.16.1* Hearing protection shall be provided for and used by all members operating or riding on fire apparatus when subject to noise in excess of 90 dBA.

7.16.2* Hearing protection shall be provided for and used by all members when exposed to noise in excess of 90 dBA caused by power tools or equipment, other than in situations where the use of such protective equipment would create an additional hazard to the user.

7.16.3* The fire department shall engage in a hearing conservation program to identify and reduce or eliminate potentially harmful sources of noise in the work environment.

7.17 New and Existing Protective Clothing and Protective Equipment.

7.17.1 All new protective clothing and protective equipment shall meet the requirements of the current edition, as specified in Chapter 7.

7.17.2 Existing protective clothing and protective equipment shall have been in compliance with the edition of the respective NFPA standard that was current when the protective clothing or protective equipment was manufactured.

7.17.3 Members' personal protective ensembles manufactured prior to the 1986 edition of **NFPA 1971**, *Standard on Protective Ensemble for Structural Fire Fighting*, shall be removed from service, regardless of testing or inspection procedures.

Chapter 8 Emergency Operations

8.1 Incident Management.

8.1.1 Emergency operations and other situations that pose similar hazards, including but not limited to training exercises, shall be conducted in a manner that recognizes hazards and prevents accidents and injuries.

8.1.2 An incident management system that meets the requirements of **NFPA 1561**, *Standard on Emergency Services Incident Management System*, shall be established with written standard operating procedures applying to all members involved in emergency operations.

8.1.3 The incident management system shall be utilized at all emergency incidents.

8.1.4 The incident management system shall be applied to drills, exercises, and other situations that involve hazards similar to those encountered at actual emergency incidents and to simulated incidents that are conducted for training and familiarization purposes.

8.1.5* At an emergency incident, the incident commander shall be responsible for the overall management of the incident and the safety of all members involved at the scene.

8.1.6 As incidents escalate in size and complexity, the incident commander shall divide the incident into tactical-level management components and assign an incident safety officer to assess the incident scene for hazards or potential hazards.

8.1.7 At an emergency incident, the incident commander shall establish an organization with sufficient supervisory personnel to control the position and function of all members operating at the scene and to ensure that safety requirements are satisfied.

8.1.8* At an emergency incident, the incident commander shall have the responsibility for the following:

- (1) Arrive on-scene before assuming command.
- (2) Assume and confirm command of an incident and take an effective command position.
- (3) Perform situation evaluation that includes risk assessment.
- (4) Initiate, maintain, and control incident communications.
- (5) Develop an overall strategy and an incident action plan and assign companies and members consistent with the standard operating procedures.
- (6) Initiate an accountability and inventory worksheet.
- (7) Develop an effective incident organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident, and designate supervisors in charge of specific areas or functions.
- (8) Review, evaluate, and revise the incident action plan as required.
- (9) Continue, transfer, and terminate command.
- (10) On incidents under the command authority of the fire department, provide for liaison and coordination with all other cooperating agencies.
- (11) On incidents where other agencies have jurisdiction, implement a plan that designates one incident commander or that provides for unified command

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- (12) Interagency coordination shall meet the requirements of **NFPA 1561**, *Standard on Emergency Services Incident Management System*.

8.1.9 The fire department shall establish and ensure the maintenance of a fire dispatch and incident communications system that meets the requirements of **NFPA 1561**, *Standard on Emergency Services Incident Management System*, and **NFPA 1221**, *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*.

8.1.10* The fire department standard operating procedures shall provide direction in the use of clear text radio messages for emergency incidents.

8.1.10.1 The standard operating procedures shall use “emergency traffic” as designator to clear the radio traffic.

8.1.10.2 This “emergency traffic” shall be permitted to be declared by the incident commander, tactical level management component supervisor, or member in trouble or subjected to emergency conditions.

8.1.11* When a member has declared “emergency traffic,” that person shall use clear text to identify the type of emergency, change in conditions, or tactical operations.

8.1.11.1 The member who has declared the “emergency traffic” shall conclude the “emergency traffic” message by transmitting “all clear, resume radio traffic” to end the emergency situation or to re-open the radio channels to communication after announcing the emergency message.

8.1.12* The fire department communications center shall start an incident clock when the first arriving unit is on-scene of a working structure fire, hazardous materials incident, or when other conditions appear to be time sensitive or dangerous.

8.1.12.1 The dispatch center shall notify the incident commander at every 10-minute increment with the time that resources have been on the incident (e.g., incident clock is 10, 20, or 30 minutes), until the fire is knocked down or the incident becomes static.

8.1.12.2 The incident commander shall be permitted to cancel the incident clock notification through the fire department communications center based on the incident conditions.

8.2 Risk Management During Emergency Operations.

8.2.1* The incident commander shall integrate risk management into the regular functions of incident command.

8.2.2* The concept of risk management shall be utilized on the basis of the following principles:

- (1) Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives.
- (2) Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
- (3) No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.

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8.2.3* The incident commander shall evaluate the risk to members with respect to the purpose and potential results of their actions in each situation.

8.2.3.1 In situations where the risk to fire department members is excessive, as defined by **8.2.2**, activities shall be limited to defensive operations.

8.2.4 Risk management principles shall be routinely employed by supervisory personnel at all levels of the incident management system to define the limits of acceptable and unacceptable positions and functions for all members at the incident scene.

8.2.5* At significant incidents and special operations incidents, the incident commander shall assign an incident safety officer that has the expertise to evaluate hazards and provide direction with respect to the overall safety of personnel.

8.2.6 At civil disturbances or incidents involving the risk for physical violence, the incident commander shall ensure that appropriate protective equipment (e.g., body armor) is available and used before members are allowed to enter the hazard area.

8.2.7 At terrorist incidents or other incidents involving potential nuclear, biological, and chemical exposure, the incident commander shall exercise risk management practice and ensure that appropriate protective equipment is available for and used by members at risk.

8.2.8* Because of the possibility of members being exposed to nerve agents during terrorist activities, fire departments shall consider providing atropine auto-injectors for members.

8.3 Personnel Accountability During Emergency Operations.

8.3.1* The fire department shall establish written standard operating procedures for a personnel accountability system that is in accordance with **NFPA 1561**, *Standard on Emergency Services Incident Management System*.

8.3.2 The fire department shall consider local conditions and characteristics in establishing the requirements of the personnel accountability system.

8.3.3 It shall be the responsibility of all members operating at an emergency incident to actively participate in the personnel accountability system.

8.3.4 The incident commander shall maintain an awareness of the location and function of all companies or crews at the scene of the incident.

8.3.5 Officers assigned the responsibility for a specific tactical level management component at an incident shall directly supervise and account for the companies and/or crews operating in their specific area of responsibility.

8.3.6 Company officers shall maintain an ongoing awareness of the location and condition of all company members.

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8.3.7 Where assigned as a company, members shall be responsible to remain under the supervision of their assigned company officer.

8.3.8 Members shall be responsible for following personnel accountability system procedures.

8.3.9 The personnel accountability system shall be used at all incidents.

8.3.10* The fire department shall develop the system components required to make the personnel accountability system effective.

8.3.11* The standard operating procedures shall provide the use of additional accountability officers based on the size, complexity, or needs of the incident.

8.3.12 The incident commander and members who are assigned a supervisory responsibility for a tactical level management component that involves multiple companies or crews under their command shall have assigned a member(s) to facilitate the ongoing tracking and accountability of assigned companies and crews.

8.4 Members Operating at Emergency Incidents.

8.4.1 The fire department shall provide an adequate number of personnel to safely conduct emergency scene operations.

8.4.1.1* Operations shall be limited to those that can be safely performed by the personnel available at the scene.

8.4.2 No member or members shall commence or perform any fire-fighting function or evolution that is not within the established safety criteria of the organizational statement as specified in **4.1.1**.

8.4.3 When inexperienced members are working at an incident, direct supervision shall be provided by more experienced officers or members.

8.4.3.1 The requirement of **8.4.3** shall not reduce the training requirements contained in **5.1.3** and **5.1.4**.

8.4.4* Members operating in hazardous areas at emergency incidents shall operate in crews of two or more.

8.4.5 Crew members operating in hazardous areas shall be in communication with each other through visual, audible, or physical means or safety guide rope, in order to coordinate their activities.

8.4.6 Crew members shall be in proximity to each other to provide assistance in case of emergency.

8.4.7* In the initial stages of an incident where only one crew is operating in the hazardous area at a working structural fire, a minimum of four individuals shall be required, consisting of two individuals working as a crew in the hazard area and two individuals present outside this hazard area available for assistance or rescue at emergency operations where entry into the danger area is required.

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8.4.8 The standby members shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazard area, their location and function, and time of entry.

8.4.9 The standby members shall remain in radio, visual, voice, or signal line communication with the crew.

8.4.10 The “initial stages” of an incident shall encompass the tasks undertaken by the first arriving company with only one crew assigned or operating in the hazard area.

8.4.11* One standby member shall be permitted to perform other duties outside of the hazard area, such as apparatus operator, incident commander, or technician or aide, provided constant communication is maintained between the standby member and the members of the crew.

8.4.12 The assignment of any personnel, including the incident commander, the safety officer, or operators of fire apparatus, shall not be permitted as standby personnel if by abandoning their critical task(s) to assist or, if necessary, perform rescue, they clearly jeopardize the safety and health of any fire fighter working at the incident.

8.4.12.1 No one shall be permitted to serve as a standby member of the fire-fighting crew when the other activities in which the fire fighter is engaged inhibit the fire fighter's ability to assist in or perform rescue, if necessary, or are of such importance that they cannot be abandoned without placing other fire fighters in danger.

8.4.13 The standby member shall be provided with at least the appropriate full protective clothing, protective equipment, and SCBA.

8.4.13.1 The full protective clothing, protective equipment, and SCBA shall be immediately accessible for use by the outside crew if the need for rescue activities inside the hazard area occurs.

8.4.14 The standby members shall don full protective clothing, protective equipment, and SCBA prior to entering the hazard area.

8.4.15 When only a single crew is operating in the hazard area in the initial stages of the incident, this standby member shall be permitted to assist with, or if necessary perform, rescue for members of his/her crew, provided that abandoning his/her task does not jeopardize the safety or health of the crew.

8.4.16 Once a second crew is assigned or operating in the hazard area, the incident shall no longer be considered in the “initial stage,” and at least one rapid intervention crew shall comply with the requirements of **8.5.4**.

8.4.17 Initial attack operations shall be organized to ensure that, if on arrival at the emergency scene, initial attack personnel find an imminent life-threatening situation where immediate action could prevent the loss of life or serious injury, such action shall be permitted with less than four personnel when conducted in accordance with **8.5.5**.

8.4.17.1 No exception to **8.4.17** shall be permitted when there is no possibility to save lives.

Standard on Fire Department Occupational Safety and Health Program (Continued)

8.4.17.2 Any such actions taken in accordance with this section shall be thoroughly investigated by the fire department with a written report submitted to the fire chief.

8.4.18* At aircraft rescue fire-fighting incidents, the initial IDLH shall be identified as the area within 23 m (75 ft) of the skin of the aircraft.

8.4.19 After size-up, the incident commander shall adjust the IDLH designation as the situation dictates to meet operational needs.

8.4.20 Aircraft rescue fire-fighting operations inside the area identified as the IDLH shall be in accordance with **8.4.4**.

8.4.21* When members are performing special operations, the highest available level of emergency medical care shall be standing by at the scene with medical equipment and transportation capabilities. Basic life support shall be the minimum level of emergency medical care.

8.4.22 Emergency medical care and medical monitoring at hazardous materials incidents shall be provided by or supervised by personnel who meet the minimum requirements of **NFPA 473**, *Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents*.

8.4.23 At all other emergency operations, the incident commander shall evaluate the risk to the members operating at the scene and, if necessary, request that at least basic life support personnel and patient transportation be available.

8.4.24 When members are operating from aerial devices, they shall be secured to the aerial device with a system in compliance with **NFPA 1983**, *Standard on Fire Service Life Safety Rope and System Components*.

8.4.25 When members are operating at an emergency incident and their assignment places them in potential conflict with motor vehicle traffic, they shall wear a garment with fluorescent and retroreflective material.

8.4.26 Apparatus shall be utilized as a shield from oncoming traffic wherever possible.

8.4.27* When acting as a shield, apparatus warning lights shall remain on, if appropriate. Fluorescent and retro-reflective warning devices such as traffic cones (with DOT-approved retro-reflective collars) and DOT-approved retro-reflective signs stating "Emergency Scene" (with adjustable directional arrows) and illuminated warning devices such as highway flares and/or other appropriate warning devices shall be used to warn oncoming traffic of the emergency operations and the hazards to members operating at the incident.

8.4.28 The incident commander shall ensure arson investigators or other members that enter an IDLH atmosphere or hazardous area use the appropriate personal protective equipment and/or SCBA.

8.4.29* Members involved in water rescue shall be issued and wear personal flotation devices that meet U.S. Coast Guard requirements.

8.5 Rapid Intervention for Rescue of Members.

8.5.1 The fire department shall provide personnel for the rescue of members operating at emergency incidents.

8.5.2 A rapid intervention crew/company shall consist of at least two members and shall be available for rescue of a member or a crew.

8.5.2.1 A rapid intervention crew/company shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA, and any specialized rescue equipment that could be needed given the specifics of the operation under way.

8.5.3 The composition and structure of a rapid intervention crew/company shall be permitted to be flexible based on the type of incident and the size and complexity of operations.

8.5.4 The incident commander shall evaluate the situation and the risks to operating crews and shall provide one or more rapid intervention crew/company commensurate with the needs of the situation.

8.5.5 In the early stages of an incident, which includes the deployment of a fire department's initial attack assignment, the rapid intervention crew/company shall be in compliance with 8.4.11 and 8.4.12 and be either one of the following:

- (1) On-scene members designated and dedicated as rapid intervention crew/company
- (2) On-scene members performing other functions but ready to re-deploy to perform rapid intervention crew/company functions

8.5.5.1 The assignment of any personnel shall not be permitted as members of the rapid intervention crew/company if abandoning their critical task(s) to perform rescue clearly jeopardizes the safety and health of any member operating at the incident.

8.5.6 As the incident expands in size or complexity, which includes an incident commander's requests for additional resources beyond a fire department's initial attack assignment, the dedicated rapid intervention crew/company shall on arrival of these additional resources be either one of the following:

- (1) On-scene members designated and dedicated as rapid intervention crew/company
- (2) On-scene crew/company or crews/companies located for rapid deployment and dedicated as rapid intervention crews

8.5.6.1 During fire fighter rescue operations each crew/company shall remain intact.

8.5.7 At least one dedicated rapid intervention crew/company shall be standing by with equipment to provide for the rescue of members that are performing special operations or for members that are in positions that present an immediate danger of injury in the event of equipment failure or collapse.

8.6 Rehabilitation During Emergency Operations.

8.6.1* The fire department shall develop standard operating procedures that outline a systematic approach for the rehabilitation of members operating at incidents.

Standard on Fire Department Occupational Safety and Health Program (Continued)

8.6.2* The incident commander shall consider the circumstances of each incident and initiate rest and rehabilitation in accordance with the standard operating procedures and with **NFPA 1561**, *Standard on Emergency Services Incident Management System*.

8.6.3* Such on-scene rehabilitation shall include at least basic life support care.

8.6.4 Each member operating at an incident shall be responsible to communicate rehabilitation and rest needs to their supervisor.

8.6.5* Each member who engages in wildland fire-fighting operations shall be provided with 2 L (2 qt) of water.

8.6.5.1 A process shall be established for the rapid replenishment of water supplies.

8.7 Civil Unrest/Terrorism.

8.7.1 Fire department members shall not become involved in crowd control or crowd dispersal activities that would include the use of fire department appliances against the public.

8.7.2 The fire department shall develop and maintain written standard operating procedures that establish a standardized approach to the safety of members at incidents that involve violence, unrest, or civil disturbance.

8.7.2.1 Such situations shall include but not be limited to civil disturbances, fights, violent crimes, drug-related situations, family disturbances, deranged individuals, and people interfering with fire department operations.

8.7.3 The fire department shall be responsible for developing an interagency agreement with its law enforcement agency counterpart to provide protection for fire department members at situations that involve violence.

8.7.4* The fire department shall develop a standard communication method that indicates that an incident crew is faced with a life and death situation requiring immediate law enforcement intervention.

8.7.5 Such violent situations shall be considered essentially a law enforcement event, and the fire department shall coordinate with the law enforcement incident commander throughout the incident.

8.7.6 The fire department incident commander shall identify and react to situations that do involve or are likely to involve violence.

8.7.7 In such violent situations, the fire department incident commander shall communicate directly with the law enforcement incident commander to ensure the safety of fire department members.

8.7.8 In such violent situations, the fire department incident commander shall stage all fire department resources in a safe area until the law enforcement agency has secured the scene.

Standard on Fire Department Occupational Safety and Health Program (Continued)

8.7.9 When violence occurs after emergency operations have been initiated, the fire department incident commander shall either secure immediate law enforcement agency protection or shall withdraw all fire department members to a safe staging area.

8.7.10 Fire department companies or crews that provide support to law enforcement agency special weapons and tactics (SWAT) operations shall receive special training.

8.7.11 Special standard operating procedures shall be developed that describe the training and safety of these fire department crews for such operations.

8.7.11.1 These activities shall be considered as special operations for the purpose of this standard.

8.8 Post-Incident Analysis.

8.8.1 The fire department shall establish requirements and standard operating procedures for a standardized post-incident analysis of significant incidents or those that involve serious injury or death to a fire fighter.

8.8.2 The fire department incident safety officer shall be involved in the post-incident analysis as defined in **NFPA 1561**, *Standard on Emergency Services Incident Management System*.

8.8.3 The analysis shall conduct a basic review of the conditions present, the actions taken, and the effect of the conditions and actions on the safety and health of members.

8.8.4 The analysis shall identify any action necessary to change or update any safety and health program elements to improve the welfare of members.

8.8.5 The analysis process shall include a standardized action plan for such necessary changes.

8.8.5.1 The action plan shall include the change needed and the responsibilities, dates, and details of such actions.

Firefighter I

SCBA Inspection & Operational Check Guidelines

Handout #11

Inspection & Operational Check Guidelines

BACKPACK AND HARNESS ASSEMBLY:

1. Check backpack frame for wear, damage, or missing parts.
2. Check straps for wear, damage, tangles.
3. Check straps for full extension.

CYLINDER ASSEMBLY (remove from backpack for inspection):

1. Cylinder pressure (should be at least 90% full).
2. Hydrostatic test date
 - a. Steel and aluminum cylinders tested every 5 years.
 - b. Composite cylinders every 3 years unless an exemption has been issued by the Department of Transportation.

NOTE: Do not refill a cylinder that is damaged or beyond the limits of the hydrostatic test date.

FACEPIECE ASSEMBLY:

1. Check for cracks, tears, and broken straps or net.
2. Check all connections for damage.
3. Look for excessive lens scratches.
4. Does the exhalation valve operate properly and is the facepiece clean?
5. Are the straps fully extended?

REGULATOR ASSEMBLY:

1. Check for any obvious defects or damage.
2. Check the "O" ring at the cylinder end of high pressure hose. Open cylinder valve to charge the unit (don facepiece if necessary). Check low and/or high-pressure hose and connections (tight, no leaks).
3. Check regulator pressure gauge (within 100 PSI of the cylinder gauge).
4. If so equipped, open and close the mainline/bypass/purge valves to check for proper operation.
5. Demonstrate the emergency escape function of your unit in the event of a regulator failure.

Note: If this function is automatic, you must be able to explain how it operates.

6. Don facepiece if not already on: Check seal and exhalation valve; operate donning mode or pressure flow switch if so equipped.
7. Test for positive pressure flow (2 fingers between mask & face).
8. Shutoff cylinder: breathe down the unit-check low-pressure alarm for proper operation.

SCBA Inspection & Operational Check Guidelines (Continued)

**Inspection &
Operational Check
Guidelines
(Continued)**

**NOTE: THE ENTIRE SCBA UNIT SHOULD BE CLEAN AND
RETURNED TO THE STORAGE MODE; ALWAYS
WORK SAFELY.**

Donning Guidelines

PREPARATION:

1. The firefighter candidate will begin properly attired in turnout coat, pants, and boots (hood must be on and can be pulled down around the neck); gloves and helmet may be placed nearby in a readily accessible location.

Note: Protective hoods and PASS devices are required for all courses that convene on or after 10/1/02, where the use of structural fire fighting PPC is required.

2. The firefighter's SCBA is to be positioned in front of the candidate and laid on a table or on the floor (firefighter's choice). If available, the candidate may choose to use an apparatus-mounting bracket.
3. Donning time will be 75 seconds; the evaluator will tell the firefighter when to start the donning tasks.

Note: If the test candidate exceeds the 75-second time limit due to an equipment failure beyond their control, the test candidate will be allowed to repeat that attempt.

DONNING TASKS (to be completed within the 75 second time frame):

1. Check the cylinder pressure (should be at least 90% full).
2. Open the cylinder valve completely; check the regulator and cylinder gauge to be certain they read within 100 PSI of each other.
3. Verify the operation of the low air supply warning alarm

NOTE: If your SCBA has a low pressure alarm that does not activate when the cylinder valve is turned on and only functions when the cylinder pressure reaches a certain low point, you must be able to explain the alarms operation to your instructor or test station evaluator; you will also be asked to document this with the manufacturer's operating manual.

4. Don the SCBA
 - a. Secure all straps, properly position the facepiece
 - b. Check the exhalation valve
 - c. Check facepiece seal
 - d. Attach low pressure tube to the regulator or attach the regulator and air line to the facepiece-depending on the style of SCBA
 - e. Check donning mode switch, if present, and activate for air flow

Note: does not necessarily have to follow this order.

Firefighter I

SCBA Donning Guidelines (Continued)

Handout #12

Donning Guidelines (Continued)

5. Place hood and helmet in proper position for fire ground attack and activate the PASS Device.

Note: Protective hoods and PASS devices are required for all courses that convene on or after 10/1/02, where the use of structural fire fighting PPC is required.

6. Pick up your gloves; raise both hands and the clock stops

Michigan Search & Rescue Exercise (M-S&R), Victim Rescue

You have arrived on the scene of a working house fire with a report of victims trapped inside.

Given the above situation, prepare to make entry for search and rescue wearing full protective clothing and breathing apparatus. **ATTEMPT TO LOCATE MORE THAN ONE MEANS OF EGRESS BEFORE ENTRY.** Work in pairs to simulate actual search & rescue techniques; practice left and right hand search patterns.

Both team members will be graded on all tasks. Students are expected to perform the following steps with 100% accuracy (see Essentials, 4th Edition, Chapter 7, Rescue and Extrication).

Victim Rescue

	PASS	FAIL
1. Prepare to enter building		
a. Team equipped with attached lifeline or a fire hose Note: The lifeline shall be anchored outside door	<input type="checkbox"/>	<input type="checkbox"/>
b. Feel door with gloved hand.....	<input type="checkbox"/>	<input type="checkbox"/>
c. Pound on the door 3 times.....	<input type="checkbox"/>	<input type="checkbox"/>
d. Announce loudly, "Fire Department...Anyone Here?" <u>SAFETY NOTE:</u> The Essentials manual and the MFFTC stress the use of full protective clothing keeping your gloves on (individual fire departments may establish their own fire ground procedures for checking doors).	<input type="checkbox"/>	<input type="checkbox"/>
e. Position all team members to one side of the entrance	<input type="checkbox"/>	<input type="checkbox"/>
2. Enter building		
a. Open door slowly - staying low, enter room crawling..... (Watch for backdraft and/or flashover condition)	<input type="checkbox"/>	<input type="checkbox"/>
b. Maintain wall contact following left or right search pattern.....	<input type="checkbox"/>	<input type="checkbox"/>
c. Probe area with arms, legs, or rescue tools		
d. Maintain constant communication with partner. (Running dialogue).....	<input type="checkbox"/>	<input type="checkbox"/>
e. Search through and behind all furniture, in closets, under beds, etc.	<input type="checkbox"/>	<input type="checkbox"/>
f. Mark the entrance to a searched room (or state how it is accomplished)	<input type="checkbox"/>	<input type="checkbox"/>
g. Pause occasionally during search to listen for victims..... (Before pause, shout loudly: "Fire Department...Anyone Here?").	<input type="checkbox"/>	<input type="checkbox"/>
3. Victim found		
a. Advise partner	<input type="checkbox"/>	<input type="checkbox"/>
b. Use an appropriate carry or drag to remove the victim from building.....	<input type="checkbox"/>	<input type="checkbox"/>
4. Emergency escape		
a. Activate the emergency escape function of his/her SCBA	<input type="checkbox"/>	<input type="checkbox"/>
b. Escape from a room or building using this procedure.		
5. Safety		
a. Maneuvers completed safely?	<input type="checkbox"/>	<input type="checkbox"/>

Michigan Search & Rescue Exercise (M-S&R), Disoriented Firefighter

While conducting a search for reported trapped victims inside a working house fire, you become disoriented.

Given the above situation and wearing full protective clothing and breathing apparatus, use correct procedures to notify exterior personnel, then **demonstrate** and **explain** a proper escape technique. Other team members shall remain outside the training area.

Each team member will be graded on all tasks. Students are expected to perform the following steps with 100% accuracy (see Essentials, 4th Edition, Chapter 7, Rescue and Extrication).

Disoriented Firefighter

	PASS	FAIL
1. Firefighter Disoriented		
a. Remain Calm.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Stop all movement	<input type="checkbox"/>	<input type="checkbox"/>
c. Breathe normally	<input type="checkbox"/>	<input type="checkbox"/>
d. Think	<input type="checkbox"/>	<input type="checkbox"/>
2. Try to retrace steps		
a. Find hoseline	<input type="checkbox"/>	<input type="checkbox"/>
b. Following direction of male coupling toward exit.....	<input type="checkbox"/>	<input type="checkbox"/>
c. Remain low	<input type="checkbox"/>	<input type="checkbox"/>
d. Descend stairs face towards top	<input type="checkbox"/>	<input type="checkbox"/>
3. If retracing steps proves ineffective		
a. Make radio contact.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Describe location as accurately as possible	<input type="checkbox"/>	<input type="checkbox"/>
4. If unable to make radio contact or locate hoseline		
a. Shout for help or bang on something to attract attention	<input type="checkbox"/>	<input type="checkbox"/>
b. Shout loudly	<input type="checkbox"/>	<input type="checkbox"/>
c. Move in the direction of response	<input type="checkbox"/>	<input type="checkbox"/>
d. Facepiece shall not be removed	<input type="checkbox"/>	<input type="checkbox"/>
5. If unable to escape the building		
a. Find a place of relative safety	<input type="checkbox"/>	<input type="checkbox"/>
b. Activate PASS device	<input type="checkbox"/>	<input type="checkbox"/>

Firefighter I **Handout #13**
Michigan Search & Rescue Exercise (M-S&R), Disoriented Firefighter
Instructor Notes

Michigan Search & Rescue Exercise (M-S&R), Trapped Firefighter

While conducting a search for reported trapped victims inside a working house fire, you become trapped.

Given the above situation and wearing full protective clothing and breathing apparatus, use correct procedures to notify exterior personnel, then **demonstrate** and **explain** a proper escape technique. Other team members shall remain outside the training area.

Each team member will be graded on all tasks. Students are expected to perform the following steps with 100% accuracy (see Essentials, 4th Edition, Chapter 7, Rescue and Extrication).

Trapped Firefighter

	PASS	FAIL
1. Firefighter Trapped		
a. Remain Calm.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Stop all movement	<input type="checkbox"/>	<input type="checkbox"/>
c. Breathe normally	<input type="checkbox"/>	<input type="checkbox"/>
d. Think	<input type="checkbox"/>	<input type="checkbox"/>
2. Activate PASS device		
a. Depress manual switch.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Make radio contact		
a. Describe location as accurately as possible	<input type="checkbox"/>	<input type="checkbox"/>
4. If unable to make radio contact or PASS device is ineffective		
a. Shout for help or bang on something to attract attention	<input type="checkbox"/>	<input type="checkbox"/>
b. Shout loudly	<input type="checkbox"/>	<input type="checkbox"/>
c. Facepiece shall not be removed	<input type="checkbox"/>	<input type="checkbox"/>

Firefighter I **Handout #13**
Michigan Search & Rescue Exercise (M-S&R), Trapped Firefighter
Instructor Notes

Firefighter I

Glossary of Fire Apparatus Terms

(Informational Handout)

Handout #14

Apparatus	The term apparatus is used when referring to a fire department vehicle, or group of vehicles of any variety used in the fire service.
Pumping Apparatus	The main purpose of a fire department pumper is to provide adequate pressure for fire streams.
Class “A”/ Triple Combination Pumper	A fire department pumper that has a pump rated at 750 GPM to 2000 GPM at 150 psi., has a hose bed, and a water tank.
Mini Pumper	A small fire apparatus usually mounted on a pick-up sized chassis, with a pump having a rated capacity less than 500 GPM, (may go up to 1000 GPM); that is used for rapid attack and light rescue.
Midi Pumper	A fire apparatus sized between a minipumper and a full sized pumper, usually with a gross vehicle weight of 12,000 pounds or greater; pump size is usually rated at 1000 GPM or less.
Brush Fire Apparatus	A vehicle designed specifically for control of wild land fires (normally very maneuverable, lightweight, with 4-wheel-drive); small water tank with small pump and hose.
Aerial Apparatus	Fire Department vehicles equipped with a hydraulically operated extension ladder or elevating platform used for rescue, ventilation, elevated master streams, and gaining access to upper levels; carry ground ladder, tools, and other equipment.
Aerial Ladders	Fire Department vehicles with power operated (usually hydraulic) ladder, mounted on a special truck chassis.
Ladder Tower	A Fire Department vehicle with a power operated ladder with a passenger-carrying device (a bucket or basket) attached to the end of the ladder.
Telescoping Aerial Platform	A Fire Department apparatus equipped with an elevating platform on a telescoping boom; also equipped with piping and nozzles for elevated master stream operation; not meant to be climbed, it is equipped with a small ladder for crew escape.

Firefighter I

Glossary of Fire Apparatus Terms (Continued)

(Informational Handout)

Handout #14

Articulating Aerial Platform	An aerial device that consists of two or more booms that are attached with hinges (like elbows) and operate in a folding manner; a basket or bucket for a work platform is attached at the end.
Quad	A triple combination pumper that also carries a full compliment of ground ladders. (Four features in one piece of apparatus).
Quint	A triple combination pumper, with an aerial ladder or elevating platform, that also carries a full compliment of ground ladders. (Five features in one piece of apparatus).
Water Tanker / Tender	<p>A vehicle that is designed to carry water for fire fighting in locations outside the public water system; tankers are used as support vehicles for pumpers; upon arrival at a rural fire scene the tanker/tender will usually empty its water load into a portable reservoir (dump tank) which becomes the pumper's supplemental water source.</p> <p>NOTE: The Incident Command System recognizes the term TANKER to mean a water transporting fixed wing aircraft, while the term water TENDER refers to a mobile water supply apparatus.</p>
Rescue Apparatus	<p>Can vary from uniquely designed pumpers to custom-built heavy rescue units with cranes, winches and other specialized equipment. A large carrying capacity is required to accommodate the tools, appliances and equipment necessary for heavy-duty rescue. These trucks are not usually adaptable for victim transportation.</p> <p>A light rescue apparatus generally has a panel or utility body on a chassis that has a load rating of one-half to one ton. Such a truck carries more common rescue tools and extrication equipment, and sometimes there is space to transport victims or firefighters. Many fire departments use the minipumper as a combination fire attack and rescue vehicle.</p>

Firefighter I

Glossary of Fire Apparatus Terms (Continued)

(Informational Handout)

Handout #14

Specialized Apparatus The fire service is so diversified in the types of emergencies it is expected to respond that the innovative mind of the firefighter never seems to run out of ideas to create specialized apparatus and tools to address these challenges. Everything from mobile command posts, hazardous material response vehicles for specialized equipment, large capacity generators to power electric tools and lights, air compressor units and cascade systems, and of course aircraft apparatus for airports and fire boats for waterways are just a few examples of specialized apparatus designed and used by the fire service.

VIII

Resource Materials

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Supplemental Materials

IFSTA ORDERING INFORMATION

IFSTA materials may be ordered through the following agencies:

Michigan State Firemen's Assoc.
9001 Miller Road
Suite #10
P.O. Box 405
Swartz Creek, MI 48473-0405
1-800-445-3844

Time Emergency Equipment
2341 Avon Industrial Drive
Rochester Hills, MI 48309
(810) 852-0379
1-800-752-8504

IFSTA TECHNICAL MANUALS

Instructors seeking additional technical information on FF-I and FF-II subject areas may want to reference the specific IFSTA (International Fire Service Training Association) manual for that subject. Listed below are the individual subject areas covered by IFSTA manuals.

Aerial Apparatus
Aircraft
Building Construction
Essential of Fire Fighting ((3rd Ed)
Extrication
Fire Cause Determination
First Responder (Medical)
Forcible Entry
Ground Cover
Hose
Inspection and Code Enforcement

Instructor
Ladders
Orientation and Indoctrination
Pumping Apparatus
Rescue
Safety Salvage and Overhaul
Self-Contained Breathing Apparatus
Streams
Ventilation
Water Supply

IFSTA also publishes manuals on leadership, management, and additional technical subjects for the fire service that are not part of the FF-I and FF-II curriculum.

MFFTC ELECTRONIC FORMS

A commercial electronic version of the Student Activity Record (SAR) form is available. Contact: Andrew Grile, Berrien County Training Committee, 3396 Pleasant Street, Berrien Springs, MI 49103 Phone 616.471.2743; E-mail, andygrile@qtm.net

ADDITIONAL INSTRUCTOR RESOURCES

Additional resource catalogs for fire fighter training manuals, and other materials relating to training can be ordered from:

**Fire Engineering
Books & Videos**
P.O. Box 21288
Tulsa, OK 74121-9971
1-800-752-9768

Supplemental Materials (Continued)

International Society of Fire Service Instructors The Resource Center

PO Box 2320
Stafford, VA 22555
540-657-9375 or 800-435-0005, fax 540-657-0154

The National Fire Protection Association

1 Batterymarch Park
P.O. Box 9101
Quincy, MA 02269-9101
1-800-344-3555

If you are looking for information on a specific fire service topic, contact the Learning Resource Center at the National Fire Academy. This service is FREE.

The National Fire Academy Learning Resource Center

16825 S. Seton Avenue
Emmitsburg, MD 21727-8998
1-800-638-1821
netclrc@fema.gov

HAZARDOUS MATERIALS SLIDES

Awareness slides,
Operations slides
Incident Command Systems

Phone Dale Hansen for price quote

Hansens Photo
220 Iris
Lansing, Michigan 48917
(517) 323-2260

NATIONAL TECHNICAL INFORMATION SERVICE

800.553.6847

(Source for Fire Officer and Specialty Textbooks)

	Course Name	Book Number (for set of 10)
Fire Officer I	Fire Fighter Safety: Company Officer	AVA17309BB00CFV
	Incident Safety Officer	MFFTC Supplied
	Building Construction for Fire Suppression: Principles, Wood and Ordinary Construction	AVA15978BB00CFV
	Managing Company Tactical Operations: Preparation	AVA18867BB00CFV
	Managing Company Tactical Operations: Decision Making	AVA18868BB00CFV
	Incident Command System	MFFTC Supplied
	Records and Reports	MFFTC Supplied
	Educational Methodology	MFFTC Supplied
	Instructional Techniques for Company Officers	AVA09555BB00CFV
Fire Officer II	Managing Company Tactical Operations: Tactics	AVA19297BB00CFV
	Introduction to Fire Inspection Principles and Practices	AVA19928BB00CFV
	Detection of Arson and Suspicious Fires	MFFTC Supplied
	Building Construction for Fire Suppression Forces: Noncombustible and Fire Resistive Construction	AVA15976BB00CFV
	Fire Service Supervision: Increasing Personal Effectiveness	AVA13015BB00CFV
	Fire Service Supervision: Increasing Team Effectiveness	AVA13017BB00CFV
Fire Officer III	Fire Fighter Health and Safety: Program Implementation and Management	AVA17308BB00CFV
	Leadership I	AVA19398BB00CFV
	Leadership II	AVA19400BB00CFV
	Leadership III	AVA19396BB00CFV

Excerpts from PA 207, “Michigan Public Prevention Code”

M.C.L.29.1 Sec.1. (Lists the 'Definitions' as used in this Act.)

M.C.L.29.2 Sec.2. (Enforcement of this Act.)

Explains the administration of this Act is primarily the responsibility of the Department of State Police (Fire Marshal), unless otherwise provided..

Note: On September 30, 1997 the Governor issued Executive Order No. 1997-02 transferring the State Fire Safety Board and code enforcement responsibilities to the Department of Consumer and Industry Services, and storage tank responsibilities to the Department of Environmental Quality.

It can be assumed that enforcement authority was transferred with the responsibilities. The Act is expected to be revised.

M.C.L.29.2a Sec.2a. (Promulgation of Rules.)

This section provides for promulgation of rules by appointment of Ad-Hoc committees and lists their responsibilities.

M.C.L.29.2b Sec.2b. (Inspection Authority Granted to Local Inspectors.)

The State Fire Safety Board has the responsibility to establish qualifications for the certification of local full time certified fire inspectors for city, village, or townships. The Office of Fire Safety shall certify those employees who meet those qualifications.

The authority to enforce rules under this Act and the certification and subsequent delegation of authority will be for a two (2) year period and is subject to review and/or revocation.

This statute in no way affects the authority of local fire inspectors acting under local ordinances or from adopting fire safety ordinances.

M.C.L.29.3b Sec.3b. (This Section Creates a Sixteen (16) Member Fire Safety Board.) Each member of the Fire Safety Board is appointed for a three (3) year term. There are four (4) members representing the fire service; three from the lower peninsula and one from the upper peninsula. The other twelve members represent various industries.

This section also outlines the functions and responsibilities of the Board.

M.C.L.29.3c Sec.3c. (Authority to Fire Safety Board to Promulgate Rules.)

This section gives authority to the Board to promulgate rules pertaining to fire safety requirements for the construction, operation, or maintenance of the following: (1) Schools and Dormitories, (2) State Owned Buildings, (3) Health Care Facilities, (4) Places of Public Assemblage, (5) Penal Institutions, (6) Dry Cleaning Establishments, and (7) Movie Theaters.

This section gives the Board authority to promulgate rules for the storage, transportation and handling of hazardous materials.

This section also gives a person the right to request a variation pertaining to the application of promulgated rules.

Excerpts from PA 207, “Michigan Public Prevention Code” (Continued)

M.C.L.29.3e Sec.3e. (Fire Safety Board - Fire Prevention Rules.)

This section deals with the Board promulgating state wide fire prevention rules pertaining to uniform fire safety requirements for the operation and maintenance (but not the construction) of commercial, industrial, and residential buildings, excluding 1 and 2 family dwellings and mobile homes.

M.C.L.29.4 Sec.4. (Michigan Fire Incident Reports must be completed and sent to the State Fire Marshall.)

This first part specifies that the Chief of each organized fire department, or the clerk of each city, village, or township not having an organized fire department, immediately after the occurrence of fire or incident or loss of life, within the official's jurisdiction shall make and file (with forms supplied) with the State Fire Marshal complete fire incident report.

M.C.L.29.5 Sec.5. (Hazardous Materials.)

Pertains to the methods of manufacturing, storing, selling, transporting of all hazardous type materials as to not constituting fire hazards or menacing the peace, health, or safety of the public.

M.C.L.29.5a Sec.5a. (Authority to Inspect and/or Impound Vehicles.)

Part I gives the authority to "inspect" and "impound" vehicles transporting hazardous materials to the State Fire Marshal, or a chief of an organized fire department or police department, a peace officer, or a firefighter in uniform acting under orders of a local fire chief. If upon said inspection, a vehicle is found to be in violation of rules, such as safety and/or maintenance repair, or if found in a condition such that it should not be operated without undue risk, provisions are explained that those vehicles can be impounded and/or other actions to be taken.

M.C.L.29.5g Sec.5g. (Notification of Fire Marshal Following a Fire, Explosion, Spill of Hazardous Materials.)

Fire Department must notify the Fire Marshal following any incident involving hazardous materials and do so immediately!

M.C.L.29.5h Sec.5h. (Explains and Outlines the Duties of the Fire Marshal After Notification is Made Pursuant to Section 5g.)

M.C.L.29.6 Sec.6. (Fire Marshal May Investigate Cause of Fire.)

This section provides the Fire Marshal may investigate and inquire into the cause or origin of a fire resulting in loss of life or damage to property; to enter and inspect building or contents without restraint or liability for trespass.

M.C.L.29.7 Sec.7. (Fire Marshal Inquiry.)

Further explains a Fire Marshal conducting an inquiry with relation to a fire; also explains the issue of subpoenas, the producing of evidence and testifying procedures.

M.C.L.29.7a Sec.7a. (If Fire Chief Finds Dangerous Conditions.)

The entire section explains that a chief does have authority to investigate causes and effects related to dangerous conditions to persons or property.

Excerpts from PA 207, “Michigan Public Prevention Code” (Continued)

Part 1. If the State Fire Marshal or the commanding officer of the fire department of a city, village, township, or county, or a firefighter in uniform, acting under the orders and directions of the commanding officer, determines a dangerous condition exists, he/she, acting under the orders and direction of the commanding officer, upon finding an emergency condition dangerous to persons or property, may take all necessary steps and prescribe all necessary restrictions and requirements to protect persons and property until the dangerous condition is abated.

Part 2. Says that as a commanding officer, responding to a fire or emergency call, who, upon arriving at the scene of a fire or emergency, finds a condition dangerous to persons or property, may take all necessary steps and requirements to protect persons and property until the dangerous condition is abated.

Note: For a dangerous condition such as a serious leak in an underground gasoline storage tank, the local fire department should work with the Fire Marshal and DEQ. For a condition such as blocked exit routes in a school, the local fire department should work with the OFS.

M.C.L.29.8 Sec.8. (Chief or Firefighter May Make Inspections.)

Explains that a fire department officer (chief or firefighter in uniform) may make inspections (with or without complaint) in a building or premises or property and at any reasonable hour under circumstances involved. He may enter into and examine the building or the premises for the discovery of fire hazards.

M.C.L.29.19 Sec.19. (Chief May Cause Fire Drills in Schools.)

The State Fire Marshal or fire department chief or chief officers may cause fire drills in schools, colleges, and dormitories.

A minimum of eight (8) fire drills are required by law for each school year. Representatives of each facility shall keep a record of the drills.

A minimum of two (2) tornado safety drills are required for each school year.

M.C.L.29.21a Sec.21a. (Certain Fire Extinguishers Prohibited.)

Covers certain fire extinguishers and fire extinguishing agents that are prohibited for sale or use in Michigan.

M.C.L.29.21b Sec.21b. (Allows Use of Halon 1301 in Fire Extinguishing Systems.)

Halon portables are generally not allowed. Exceptions include aircraft and marine use.

M.C.L.29.22 Sec. 22(1) (Violation; penalties.)

A person who violates this act, or a rule promulgated pursuant to this act is guilty of a misdemeanor.

M.C.L.29.24 Sec. 24 (Annual Report to governor.)

The State Fire Marshal is required to make a detailed annual report to the governor.

VIDEO LIBRARY



CATALOG

AUTHORITY:	1966 PA 291
COMPLIANCE:	Voluntary.

INSTRUCTIONS FOR COMPLETION OF FMD-104

Electronic Completion

- PDF - This version of the form uses Adobe Acrobat Reader and may be completed electronically and printed only. In order to save your completed form, you must have the full version of Adobe Acrobat.
- EXE - This version of the form uses a built in OmniForm engine. It may be completed electronically, saved for future use and/or submitted electronically.

General Information

- To borrow an MFFTC video for use with a registered course, the Course Manager must submit a completed FMD-104 Video Schedule request along WITH the FMD-110 Application.
- Videos for registered courses will ALWAYS be sent to the address indicated on the FMD-110 Application.
- Do not mark in shaded areas.
- Illegible or incomplete FMD-104 Video Schedule requests will be returned.
- Priority will be given to registered courses. Other video requests are restricted to Fire Department Training Officers and MFFTC Instructors. These requests must include the purpose for use on letterhead attached to the FMD-104.

1. **Location (City):** Enter City in which course is located.
2. **Course Name:** Enter Course Name from the FMD-110 Course Application if a registered course.
3. **Start Date:** Enter Start Date as listed on the FMD-110 Course Application if a registered course.
4. **Course Number:** Do not mark in this shaded area - It will be completed by the Region Supervisor
5. **Course Manager/Requester:**
 - (a) Enter Course Manager's name from FMD-110 if a registered course.
 - (b) Enter name of Fire Department Training Officer or MFFTC Instructor if not for a registered course.
6. **Social Security Number:**
 - (a) Enter Soc. Sec. # of Course Manager from FMD-110 if a registered course.
 - (b) Enter Soc. Sec. # of Fire Department Training Officer or MFFTC Instructor if not a registered course.
7. **Fire Fighter I & II Courses:**
 - (a) Unshaded boxes below each course (FF IA, FF IB, FF I, FF II, FF I & II) indicate recommended videos.
 - (b) Only videos that correspond to the course being administered may be scheduled.
8. **Subject:** FF I & II subjects are identified with numbers from the course schedules in the MFFTC Instructor Guide & Administrative Manual.
9. **Use Date:**
 - (a) Enter the specific "Use Date" for which the video is scheduled.
 - (b) The MFFTC ships all videos UPS five days prior to the designated use date.
 - (c) Videos must be returned UPS so they are RECEIVED in the MFFTC Lansing Office on or before the seventh day following the scheduled use date.

Please MAIL completed form to your Region Supervisor
(FAX Copies Not Accepted)

REGION I

Region Supervisor
MI Fire Fighters Training Council
1504 W. Washington St., Suite A
Marquette, MI 49855

Phone 888.879.6459
Fax 906.225.0834

REGION II

Region Supervisor
MI Fire Fighters Training Council
588 3 Mile Rd. NW
Grand Rapids, MI 49544

Phone 877.475.0844
Fax 616.784.4498

REGION III

Region Supervisor
MI Fire Fighters Training Council
411-B East Genesee
Saginaw, MI 48607

Phone 888.879.6458
Fax 989.758.1980

MFFTC Video Loan Policy

Purpose

The Michigan Fire Fighters Training Council video library was established to enhance the delivery of fire training courses.

Registered Training Courses

Priority will be given to requests for videotapes used with MFFTC registered training courses.

To borrow a video for use with a registered course, the Course Manager must submit a completed ***FMD-104 Video Schedule*** along with an FMD-110 Course Application form.

Additional information can be found on the back of the *FMD-104 Video Schedule*, including the address for submittal.

Other Video Requests

Other video requests are restricted to Fire Department Training Officers registered with the MFFTC and certified instructors.

To borrow a video other than for use with a registered course, the Fire Department Training Officer or MFFTC certified instructor must submit (at least **6 weeks prior** to use date) a completed *FMD-104 Video Schedule* along with a written request on letterhead indicating the purpose of the request.

Additional information can be found on the back of the *FMD-104 Video Schedule*, including the address for submittal.

Because of the volume of requests for videos, telephone or walk-in requests cannot be accepted.

Returning Videos

Videos must be received back WITHIN 7 DAYS after scheduled use date.

Exception: The HazMat Ops 9 in 1 Video (F-03) must be received back WITHIN 21 DAYS after scheduled use date.

Videos MUST be returned United Parcel Service (UPS) for tracking purposes.

Exception: If you are unable to use UPS, you may return the videos using the US Mail (USPS). You must return the videos using Priority Mail with a Signature Confirmation (Note: A signature confirmation is not a tracking system; it only confirms receipt of the package). Please check the USPS web site at www.usps.gov for additional information.

Returning Videos

MFFTC Video Loan Policy (Continued)

(Continued)

Please be sure to return videos in the correctly numbered shipping case. (*i.e. video number must match number on shipping case and bar code label*)

For return address, simply peel off your address label to expose the MFFTC address. Do not tape over or cover the MFFTC return label or the video bar code on the shipping case.

Loss of Video Privileges

Ship each video **SEPARATELY** or ship multiple videos in a box. **DO NOT TAPE VIDEO'S TOGETHER.**

We have experienced problems with missing and late returns of videos. Anyone found to be responsible for a missing video through neglect, or who is routinely late in returning videos, will lose his or her video library privileges.

If you have questions or suggestions on how the MFFTC can improve our video loan service, please call 517.322-5447.

A – FF-I & II Basic Videos

Video Number	Run Time	Video Name
A-01	30 Min.	GENERAL QUALIFICATIONS - Outlines the Fire fighter's responsibilities to the profession and the public; to describe importance of department rules and regulations; demonstrate the organization and scope of operation for small and large department; emphasize need for positive attitude and teamwork.
A-02	30 Min.	TO HELL AND BACK - A graphic video explaining the events of a training exercise in Mesa, Arizona and the extensive burns to a firefighter because he did not take the time to properly don his protective equipment.
A-03	15 Min.	OUT OF CHAOS - Program describes and illustrates how Incident Command System (ICS) is a management tool; no matter how big or small the situation may be. It's the professional approach to emergency management that maximizes the use of available resources and enhances scene safety. ICS provides fire fighter's with a system to become familiar with and have faith in. It also protects fire fighters at emergencies by implementing a personnel accountability system.
A-04	16 Min.	Fireground Safety - Presents systems and methods for improving fireground safety including standard operating procedures, an incident management system, and a personnel accountability system. Demonstrates how to safely shut off utilities, and safety procedures to use at electrical emergencies.
A-05	13 Min.	Safety Standards for the Fire Service – Presents an overview of a firefighter's safety responsibilities required by NFPA 1500. Demonstrates universally accepted safety procedures and equipment used in the line of duty.
A-06	19 Min.	Fire Behavior - Describes fire and the burning process and presents the three methods of heat transfer. Identifies the stages of compartment fire development and the factors that affect fire development. Shows fire conditions that can occur during fire growth and development such as backdraft.
A-07	23 Min.	Building Construction – Describes basic structural characteristics of several types of building construction. Identifies dangerous building conditions created by fire and fire suppression activities. Explains the indicators to look for in a potential building collapse.
A-08	19 Min.	Personal Protective Clothing - Presents the identification and function of protective clothing used in fireground operations and hazardous materials incidents. Demonstrates correct methods for using and caring for protective clothing, as well as the limits of protection.
A-09	21 Min.	SCBA 1: Introduction - Presents the components, function and safety features of various types of SCBA. Limitations of the equipment are also presented as well as an overview of the hazardous environments that require SCBA use.

A – FF-I & II Basic Videos

Video Number	Run Time	Video Name
A-10	20 Min.	SCBA 2: Use & Maintenance - Demonstrates correct procedures for donning and doffing SCBA and shows how to change cylinders at an emergency scene. Presents inspection and maintenance tasks as well as safety precautions for using SCBA in emergency situations.
A-11	18 Min.	Portable Extinguishers - Designed to be used in public education programs as well as in fire service training. Defines the rating system, administers inspection techniques and shows how to select and use the correct type of portable extinguisher for the type of fire.
A-12	18 Min.	Ropes & Knots - Presents different types of rope, how to identify rope types, and correct procedures for maintaining, inspecting, and storing rope. Demonstrates how to tie the six knots required by NFPA 1001.
A-13	16 Min.	Forcible Entry - Identifies forcible entry tools and how they should be used and maintained. Presents how to do "through the lock" entry on different types of doors. Demonstrates various methods of forced entry through three types of doors and three types of windows.
A-14	19 Min.	Ladders 1 - Identifies ladder parts and terms. Basic ladder types and use defined. Demonstrates basic ladder handling methods.
A-15	17 Min.	Ladders 2 - Shows correct ladder placement. Demonstrates general procedures for raising and climbing ladders. Presents safety procedures when working with ladders.
A-16	16 Min.	Horizontal Ventilation - Presents the principles and advantages of horizontal, mechanical, and hydraulic ventilation. Shows the signs, causes, effects, and prevention of backdraft. Demonstrates how to safely and properly set up horizontal ventilation equipment.
A-17	19 Min.	Vertical Ventilation - Presents various types of common roof construction. Demonstrates the techniques and safety precautions for venting flat and pitched roofs using hand and power tools. Shows how to determine the integrity of a roof system including the basic indicators of potential collapse. Presents the advantages and disadvantages of vertical and trench/strip ventilation.
A-18	16 Min.	Advanced Ventilation - Presents the considerations that must be made when determining the location and size of a ventilation opening. Demonstrates how to properly ventilate a basement, and it shows the special ventilation problems encountered when performing ventilation in high-rise buildings.
A-19	19 Min.	Municipal Water Systems - Explains the components of a modern water system, operation of different types of hydrants and presents how certain conditions can reduce the effectiveness of a hydrant. Defines terms relating to water supply pressure.

A – FF-I & II Basic Videos

Video Number	Run Time	Video Name
A-20	18 Min.	Fire Hose Basics - Shows fire hose construction, size, uses, general care, maintenance, and how to prevent damage. Identifies hose couplings, hose appliances and tools. Demonstrates hose roll methods.
A-21	23 Min.	Handling Hose - Shows various types of hose loads and finishes. Presents three basic hose lays. Demonstrates methods of coupling and uncoupling hose.
A-22	18 Min.	Advancing Hoselines - Demonstrates how to pull and carry hose from a pumper to the fire location, advance hoselines into final position for applying water, how to extend a section of hose and how to retrieve a loose hoseline. Shows methods for operating and controlling medium and large diameter hoselines.
A-23	16 Min.	Fire Streams - Presents different types of fire streams and the pros and cons. Shows use and maintenance of various types of fire hose nozzles. Defines "water hammer" and shows how to prevent it.
A-24	13 Min.	Fire Control 1 - Demonstrates correct initial attack operations in single-story occupancies. Presents operations in various types of fires including: Class A combustibles (exterior and interior), Class B exterior, vehicle fires, and Class A storage container fires.
A-25	22 Min.	Sprinkler Systems - Describes various types of sprinkler systems and how they operate. Presents several sources of water supply for sprinkler systems. Identifies the location and appearance of controls and operating valves for a sprinkler system.
A-26	20 Min.	Loss Control: Salvage - Presents the benefits of salvage to the public and the fire department. Demonstrates use of salvage covers in salvage operations. Shows care and maintenance of salvage equipment.
A-27	18 Min.	Loss Control: Overhaul - Identifies procedures and safety precautions to follow during overhaul. Describes several indicators of structural instability. Demonstrates procedures for restoring premises after a fire.
A-28	20 Min.	Fire Detection, Alarms & Communications - Presents several methods of receiving alarms from the public. Identifies methods of alerting fire department personnel of an emergency and how to use communication equipment at the station and on the fireground. Presents the operation of several types of alarm-initiating devices, including smoke detectors.
A-29	16 Min.	Fire Prevention & Public Education - Presents the importance of fire safety and public education programs to fire department public relations. Demonstrates how to perform a fire safety survey in a private dwelling. Presents a school fire prevention program. Identifies standard types of chimneys and flues and presents common fire hazards associated with each.

A – FF-I & II Basic Videos

Video Number	Run Time	Video Name
A-30	14 Min.	Power Tools & Lighting Equipment - Presents safety guidelines for operating power tools used in forcible entry, rescue, and ventilation. Demonstrates safety principles and practices for operating various types of portable power supply. Shows how to correctly set up electrical equipment to illuminate an emergency scene.
A-31	19 Min.	Rescue Operations - Describes techniques and safety procedures for rescue activities, especially motor vehicle accidents. Demonstrates the use of several rescue tools. Presents dangers associated with vehicle components and systems. Shows methods of extricating an entrapped victim from a motor vehicle.
A-32	23 Min.	Fire Hose Appliances - Shows how to select the proper nozzle and hose for various fire attack situations. Identifies the correct adapters and appliances to be used in specific fire ground situations. Describes and demonstrates the operation of fog and solid stream nozzles.
A-33	19 Min.	Foam Fire Streams - Identifies the four ways that foam extinguishes or prevents fire. Defines how foam is produced and characteristics of several common types of foam. Demonstrates how to assemble a foam fire stream system.
A-34	17 Min.	Fire Control 2 - Presents information and demonstrations of extinguishing and controlling live fires, including an ignitable liquid fire, and fires in upper levels or below grade. Demonstrates fire control methods for energized electrical components. Presents control tactics for a fire involving a flammable gas cylinder.
A-35	15 Min.	Fire Origin & Cause - Presents the firefighter's role in fire cause determination. Shows how to secure the scene pending an investigation. Describes the legal considerations of fire cause determination in the United States.
A-36	18 Min.	Pre-Incident Survey Inspections - Demonstrates how to conduct pre-incident fire inspections and fire safety surveys and shows how to prepare written documentation for each. Identifies common fire hazards found in occupancies subject to fire company inspection. Shows how to inspect fire protection systems for readiness.

B – Apparatus Videos

Video Number	Run Time	Video Name
B-01	30 Min.	PRIMARY ADMINISTRATIVE AND AUTOMOTIVE QUALIFICATIONS - Presents methods and ideas typically used for qualifying apparatus operators.
B-02	36 Min.	FIRE PUMPERS AND PUMP OPERATION - Identifies the pump gauges and controls and demonstrates their usage, demonstrates the positioning of a pumper.
B-03	30 Min.	AERIAL APPARATUS: MAINTENANCE AND OPERATION – Identifies the types of aerial apparatus, describes effective use of aerial device gauges and controls, demonstrates safe operation and positioning of the aerial apparatus and device, and describes and demonstrates proper preventive device maintenance.
B-05	30 Min.	FIRE PUMPS OPERATING PRINCIPLES & MAINTENANCE - This program demonstrates the operating principles and maintenance of fire pumps as part of the professional competence required to qualify as a fire pumper driver/operator.
B-10	20 Min.	VFIS 3 IN 1 DRIVER TRAINING - Part 1) Interview/Montecalvo - A paramedic involved in double fatal traffic crash while responding to an emergency is convicted of involuntary manslaughter and sentenced to 10 years in prison. Part 2) ABS Brakes - How the anti-lock braking system works and a demonstration of the effectiveness on fire apparatus. Part 3) Engine 37 - Four Phoenix fire fighters are involved in a head-on traffic crash while responding to an emergency.
B-11	28 Min.	EZ EVOC FOR FIRE – This video is intended to be presented as part of the two (2) hour MFFTC Driver Training Refresher course which is under development. It is based on the VFIS Emergency Vehicle Driver Training Course and addresses the following issues pertaining to emergency vehicle operations: 1) The need for driver training; 2) Attributes of a safe driver; 3) Legal aspects of emergency vehicle operations; 4) Safe driving practices; and 5) Preventative Maintenance.

C – Arson Detection / Fire Investigation

Video Number	Run Time	Video Name
C-01	17 Min.	MOTOR VEHICLE FIRE AND THEFT INVESTIGATION – Examples of vehicle theft. Fire sets made on interior and exterior of vehicles. Examples of accidental vs intentionally set fires, monitoring burn times and temperatures. Scenes of fire sets with ordinary combustibles, flammable accelerates, and electrical fires. Key points of vehicle fire investigation.

E – Fire Officer Videos

Video Number	Run Time	Video Name
E-01	22 Min.	TAKE CHARGE - General H. Norman Schwarzkopf (Retired) Interview and presentation of management principles, leadership, and command. Covers his goals and rules which contributed to his success as a General in a command function.
E-02	36 Min.	REPORT WRITING 3 IN 1 VIDEO – The video series Report Writing presents writing standards to use when writing a narrative section of a report. These standards are professional, current, and usable. A) THE WRITE STUFF: (7 min.) B) POWERFUL LITTLE WORDS: (14 min.) C) STRUCTURE OF IDEAS: (15 min.)
E-03	11 Min.	PEACOCK IN THE LAND OF PENGUINS – A modern-day fable about the perils and possibilities of being different in organizations. How to manage the increasing diversity of the work force and capture the talent, energy, and commitment of all employees.
E-04	20 Min.	AMERICA IN JEOPARDY: DRUGS IN THE WORKPLACE – Comments from several individuals regarding drug and alcohol usage while on the job. Drug and alcohol use and abuse in the workplace is a major threat to the health and safety of the American worker. Drug and alcohol abuse causes physical damage to several body organs. It causes adverse effects on job performance, which puts you and coworkers in danger. The video helps to identify signs of employees who abuse drugs and alcohol.
E-05	34 Min.	WORKPLACE VIOLENCE: ASSESSMENT AND PREVENTION – Recent statistics show that violence is the 2 nd leading cause of death on the job. No type of business, government or private, nor small town compared to metropolitan areas are immune to this threat. The video discusses the growing problem of threats and violence in the workplace, including: 1. Robbery & Commercial Crime 2. Terrorism & Hate Crimes 3. Domestic Violence & Misdirected Affection 4. Work Related Situations
E-06	68 Min.	FIRE FIGHTER SAFETY AND SURVIVAL: The Company Officer's Responsibility – Views real life experiences in Fire Fighter safety injuries and deaths when proper procedures and standards are not followed and enforced. (some scenes have a graphic nature)
E-07	60 Min.	SEATTLE FIRE DEPARTMENT “HIGH TEMP ACCELERANT ARSON” (HTA) – Actual cases of arson with the Seattle Fire Department and their investigation in the use of High Temperature Accelerant.
E-08	16 Min.	MANAGING DIVERSITY IN THE FIRE SERVICE - Discussions by a diverse group of different racial and gender fire fighters comparing questions such as “Why They Joined The Fire & Rescue Service?” Video shows differences between management and employee situations.

E – Fire Officer Videos

Video Number	Run Time	Video Name
E-09	8 Min.	2 IN 1 VIDEO: A) “THREE TYPES OF PUBLIC INFORMATION RELEASES” – Actual news interviews with the Tualatin Valley Fire & Rescue. 1. Emergency Incidents 2. Department Actions 3. Human Interest (4 min.) B) “WHAT’S WRONG WITH THIS PICTURE” - Staged mock event/interview (4 min.)

F – Hazardous Materials Videos

Video Number	Run Time	Video Name
F-02	22 Min.	HAZARDOUS MATERIALS AWARENESS FOR THE FIRST RESPONDER - On-camera instruction and advice from actual Police, Fire, and EMS field people, this video is the initial step in preparing personnel to react properly and stay healthy in the event of a HazMat incident. Packed with critical, fast-moving information that communicates the pervasive nature of HazMats today, and emphasizes critical actions: 1)proper incident approach 2)hazardous materials identification 3)support notification 4)protective actions. Also covered in detail: 1)container shapes, motor carriers, railroads, fixed structures, 2)markings, colors, placards and labels, 3)using the DOT Emergency Response Guidebook. This video is specially designed for HazMat Awareness introduction courses and OSHA-required yearly refresher training.
F-03	116 Min.	HAZARDOUS MATERIALS AWARENESS FOR OPERATIONS LEVEL FIRST RESPONDER – Released in April 2001 and meeting the Federal Regulations 29CFR1910.120, this video training series is ideal for both municipal and industrial first responders, and is a perfect training aide to supplement your HazMat training or refresher classes. The titles contained on this video are: 1. Terrorism (11 min.), 2. Chemical Radiation Hazards and Pesticide Recognition (10 min.), 3. Toxicology (15 min.), 4. Medical Surveillance (10 min.), 5. Personal Protection Equipment (PPE) (14 min.), 6. Monitoring (15 min.), 7. Decon (16 min.), 8. Confinement and Containment (14 min.), 9. Incident Command (11 min.).
F-08	15 Min.	INSIDE EDITION - Two-part segment set five (5) years apart. The first segment shows Fort Lauderdale Fire Fighters battling a chemical blaze that took place in 1969 at the Everglades Fertilizer plant in Fort Lauderdale Florida. The second segment produced by Connie Chung's "Eye On America" reveals shocking news on the fire fighters who fought that chemical blaze in 1969 at the Everglades Fertilizer Plant. These fire fighters are now dying of cancer. Coincidental? Probably not.
F-09	15 Min.	OUT OF CHAOS - Program describes and illustrates how Incident Command System (ICS) is a management tool; no matter how big or small the situation may be. It's the professional approach to emergency management that maximizes the use of available resources and enhances scene safety. ICS provides fire fighter's with a system to become familiar with and have faith in. It also protects fire fighters at emergencies by implementing a personnel accountability system.

F – Hazardous Materials Videos

Video Number	Run Time	Video Name
F-10	21 Min.	IN COMMAND - Program describes and illustrates the updated version of the Incident Management System. No matter how big or small the situation may be, it's the professional approach to emergency management that maximizes the use of available resources and enhances scene safety. It shows how all available resources can work in a unified command. ICS provides fire fighter's with a system to become familiar with and have faith in. It also protects fire fighters at emergencies by implementing a personnel accountability system.
F-11	60 Min.	CLANDESTINE DRUG LABS - “Part 1: Multi-Agency Awareness” Defines clandestine drug labs, explains how to identify drug lab operations. Explains major dangers associated with drug labs and ways to avoid dangers. (30 Min.) “Part 2: Multi-Agency Operations Explains the importance of inter-agency cooperation when responding to clandestine drug labs. Explains the responsibilities of Law Enforcement, Fire Fighters and Emergency Medical Personnel when drug labs are encountered in known and unknown situations and describes the responsibilities of these agencies. (30 min.)

K – Rescue Videos

Video Number	Run Time	Video Name
K-01	60 Min.	ADVANCED RESCUE TECHNIQUES - Program identifies the eight steps of the rescue process; demonstrates rescue techniques involving motor vehicle accidents, differences in elevation, structural collapse, elevators and escalators, industrial accidents and energized electrical lines.
K-05	45 Min.	CONFINED SPACE RESCUE – Program defines confined space, shows how to prepare a pre-incident plan, identifies different types of atmospheric monitoring equipment, shows how to perform a proper size-up, demonstrates hazard control procedures and detail preparation required for safe entry.
K-10	35 Min.	TRENCH RESCUE - Shows how to properly spot apparatus; describes traffic and crowd control consideration; demonstrates how to perform an accurate size-up; shows how to control rescue area hazards; demonstrates how to make a trench safe for rescue; demonstrates proper access.
K-15	35 Min.	WATER RESCUE - Identifies the special hazards encountered during water rescue, identifies and demonstrates the equipment used for water rescue, explains how to make a proper assessment at the scene, demonstrate proper water rescue techniques and procedures.
K-20	40 Min.	NEW VEHICLE SAFETY – Designed to give you a working knowledge of new vehicle safety systems. New designs and materials used today have changed extrication. The video reviews each of the following systems and provides basic guidelines: 1. Battery Technology 2. Glass Management 3. Vehicle Structure/Frame Materials 4. Supplemental Restraint Systems 5. Vehicle Fires, Extrication Techniques.
K-21	8 Min.	NEAR ELECTROCUTION/LIVE LINES AND PUBLIC SAFETY – This video provides a graphic example of what can happen when emergency responders come into contact with live wires at the scene of a vehicle accident. The actual news camera footage is an excellent reminder of potential dangers present and the need for rescue personnel to be aware of their surrounding.

L – Wildland Videos

Video Number	Run Time	Video Name
L-01	68 Min.	INTRODUCTION to WILDLAND FIRE SUPPRESSION – This video program is 6 videos in 1. First portion titled “Intro to Fire Behavior” demonstrates how the fire triangle, heat transfer, weathers and topography plays its part in fire behavior. Second portion titled “Wildfire Hand Tools” demonstrates the different types of hand tools used by wildland fire fighters. Third portion titled “Intro to ICS” gives a brief orientation about ICS and its use during wildland fire fighting. Fourth portion titled “Kelly York’s Story” is a first persons narration of what happened during a wildland fire fighting incident. Fifth portion titled “Fire Fighter Safety”, an NFPA presentation on wildland fire and the 18-point safety checklist. Sixth portion titled “Wildland Fire Control” explains the need for safety during vehicle response, and fire ground operations. Explains the knowledge needed for wildland fire suppression.

N - Terrorism Videos

Video Number	Run Time	Video Name
N-01	52 Min.	TERRORISM 3 IN 1 – This video program is 3 videos in 1 and is to be shown during the Emergency Response to Terrorism: Strategic Considerations for Command Officers course. First portion titled “ New Faces of Terrorism: Willpower Defeats Firepower” (25 min.). February 28, 1997, Los Angeles CA. Bank of America armed robbery demonstrates Terrorist Ideology by breaking it down into three different criteria. 1. Cause – Terrorists feel they know the “One Truth.” 2. Character – Those who hold other beliefs not only are considered the enemy, but also are deemed worthless. 3. Crime – Involves actually taking, or planning to take violent action. Second portion titled “Surviving the Secondary Device: The Rules have Changed (11 min.). Demonstrates the anticipation of a secondary device, managing the scene effectively, rapid evacuation and recovering the evidence. Third portion titled “FBI WMD: ‘Threat Analysis.” (16 min.). Demonstrates how the FBI breaks down the threat into four groups: State-Sponsored Terrorist, Identified Terrorist Groups, Non-Aligned Terrorist Groups and Lone Individuals intent on conducting a criminal act. Also demonstrated are threat credibility: behavioral resolve, technical feasibility and operational practicality.



Michigan Fire Fighters Training Council

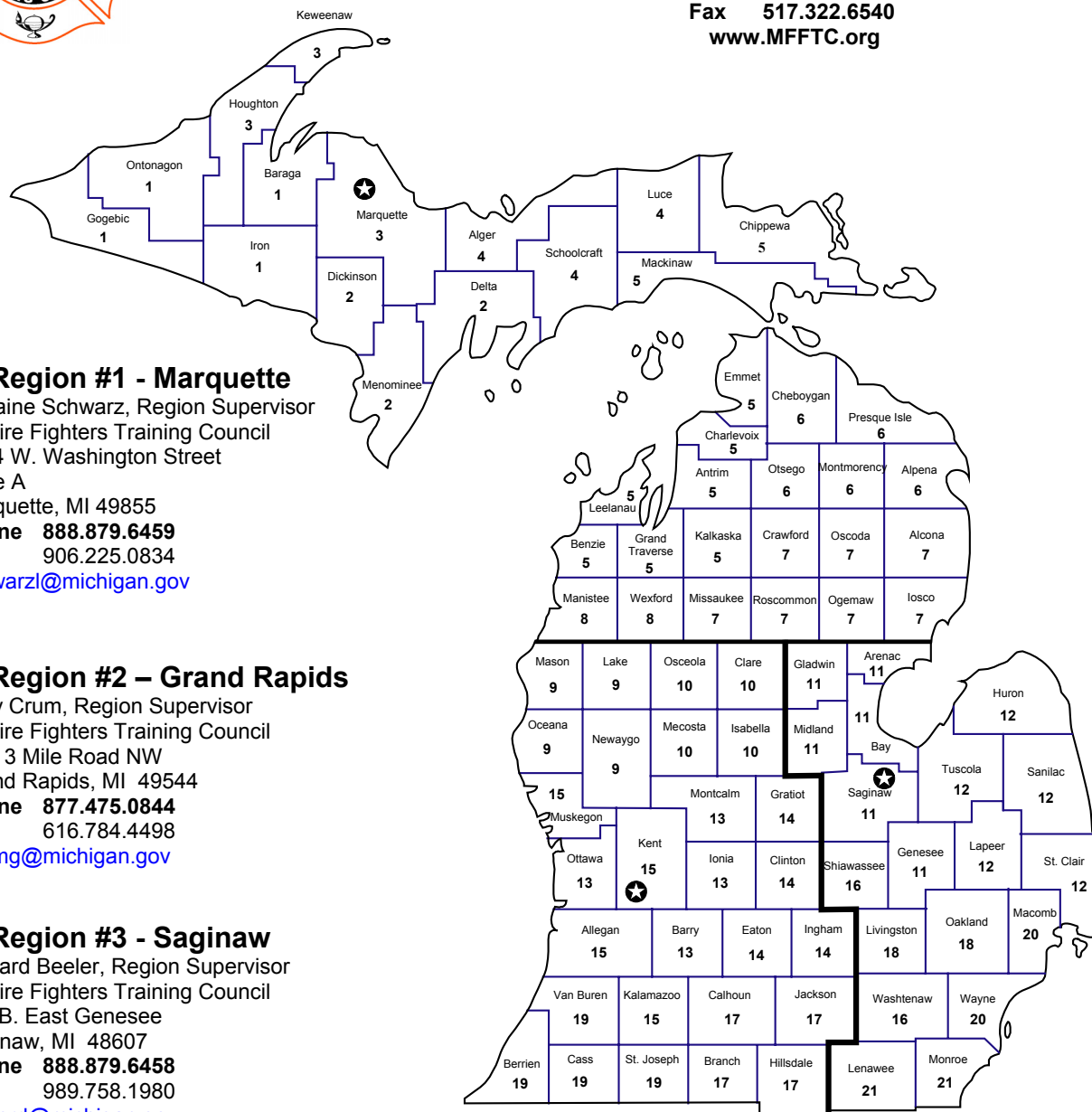
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★ Region #3 - Saginaw

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Michigan Fire Fighters Training Council Directory of Services

SUBJECT	CONTACT	PHONE	EMAIL
General Information	Mary Egner	517.322.5444	egnerm1@michigan.gov
Americans with Disabilities Act	Equity Officer	517.322.3462	lutzg@michigan.gov
Applications (<i>course, instructor, fire officer, terrorism command specialist</i>)	Region Supervisor	See Reverse	See Reverse
Council Meetings	Mary Egner	517.322.5444	egnerm1@michigan.gov
County Training Committees	Training Coordinator	See Reverse	See Reverse
County Training Funds	Region Supervisor	See Reverse	See Reverse
Courses (<i>registration, changes, cancellations</i>)	Region Supervisor	See Reverse	See Reverse
Course/Exam Materials	Region Supervisor	See Reverse	See Reverse
Curriculum	Region Supervisor	See Reverse	See Reverse
Exam Request-FF I and/or II; FO I or II	Region Supervisor	See Reverse	See Reverse
Fax – FFTC Lansing 517.322.6540	Jodi Jones	517.322.6340	jonesjodi@michigan.gov
Fire Department Training Reports	Region Supervisor	See Reverse	See Reverse
Fire Officer Applications (old series)	Region Supervisor	See Reverse	See Reverse
Forms	Region Supervisor	See Reverse	See Reverse
Instructor Evaluations	Training Coordinator	See Reverse	See Reverse
Instructor Guide & Administrative Manual	Region Supervisor	See Reverse	See Reverse
Instructor Payments	Region Supervisor	See Reverse	See Reverse
Instructor Records	Region Supervisor	See Reverse	See Reverse
National Fire Academy Applications	Jodi Jones	517.322.6340	jonesjodi@michigan.gov
Regional Training Centers	Region Supervisor	See Reverse	See Reverse
Training Coordinators	See Reverse	See Reverse	See Reverse
Training Records	Region Supervisor	See Reverse	See Reverse
Video Scheduling (<i>with registered courses</i>)	Region Supervisor	See Reverse	See Reverse
Video Scheduling (<i>without courses</i>)	BreeAnn Barnhill	517.322.5447	barnhilb@michigan.gov
Volunteer Incentive Program - VIP	Region Supervisor	See Reverse	See Reverse
W-9 Instructor Payment Information	Region Supervisor	See Reverse	See Reverse

MFFTC Members

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Part 74. Fire Fighting

DEPARTMENT OF CONSUMER & INDUSTRY SERVICES

DIRECTOR'S OFFICE

GENERAL INDUSTRY SAFETY STANDARDS

Filed with the Secretary of State on November 3, 1977, (as amended January 11, 1988) (as amended August 2, 1993)
(as amended December 20, 1999) (as amended November 27, 2001)

These rules take effect 7 days after filing with the Secretary of State

(By authority conferred on the director of the department of consumer and industry services by sections 16 and 21 of 1974 PA 154 and Executive Reorganization Order No. 1996-2, MCL 408.1016, 408.1021, and 445.2001)

R 408.17401, R 408.17403, R 408.17404, R 408.17411, R 408.17415, R 408.17421, R 408.17422, R 408.17423, R 408.17424, R 408.17426, R 408.17431, R 408.17432, R 408.17433, R 408.17434, R 408.17435, R 408.17436, R 408.17442, R 408.17451, and R 408.17463 of the Michigan Administrative Code are amended; R 408.17425, R 408.17452, and R 408.17464 of the Michigan Administrative Code are rescinded; and R 408.17405, R 408.17437, and R 408.17440 are added to the Code as follows:

Bureau of Safety and Regulation Standards Division Web-Site: www.cis.state.mi.us/bsr/divisions/std

PART 74. FIRE FIGHTING

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R 408.17401. Scope.

Rule 7401. This part prescribes rules for training; for the construction, care, and use of equipment; and for the safeguards to be furnished and maintained as it relates to municipal fire service personnel and equipment. The occupation can be full-time or part-time; for pay or volunteer status.

R 408.17402. Applicability.

Rule 7402. A person who is functioning as a municipal fire fighter and who is exposed to the hazards of an emergency operation shall comply with this part.

R 408.17403 Definitions; A to M.

Rule 7403. (1) **"Approved label"** means a label or other identifying mark of a nationally recognized testing laboratory, such as underwriters laboratory, inc., or factory mutual research corporation, that maintains a periodic inspection of production of labeled equipment or materials and by whose labeling compliance with nationally recognized standards or tests to determine suitable usage in a specified manner is indicated.

(2) **"Aerial apparatus"** means a fire department vehicle which is equipped with a hydraulically operated extension ladder or elevating platform used for rescue, ventilation, elevated master streams, and gaining access to upper levels

and which carries ground ladders, tools, and other equipment.

(3) **"Control"** means the limitation of worker exposure to exhaust emissions to levels not exceeding applicable MIOSHA exposure limits.

(4) **"Controlled process"** means an arrangement of equipment to control exhaust emissions by means of any of the following:

(a) A point of source capture of exhaust emissions by a mechanical tailpipe exhaust ventilation system.

(b) A general mechanical exhaust ventilation system in a fire apparatus building bay or bays.

(c) A device that is permanently installed directly on the fire apparatus exhaust system.

(5) **"Emergency operations"** means a fire or nonfire incident, including, but not limited to, rescues, extrications, hazardous material release, and natural disasters, where fire department response can be anticipated and which subject fire personnel to personal injury or hazards. Vegetative cover fires are not included in this definition.

(6) **"Exhaust emissions"** means exhaust by-products of combustion, from internal combustion engines, capable of causing occupational illness or disease to a person.

(7) **"Fire apparatus"** means mobile fire fighting equipment such as, but not limited to, a pumper/engine, aerial apparatus, a tanker/tender, or any other similar equipment

that has fire suppression or rescue as its primary use. A vehicle not designed, equipped, or utilized for emergency fire fighting is not fire apparatus.

(8) **"Fire station"** means a structure in which fire service equipment is housed and employees may be quartered.

(9) **"Fire service personnel"** means all employees who are engaged in fire suppression, fire inspection, or fire investigation or who are subjected to the hazards of emergency operations.

(10) **"Head protection"** means a fire fighter's helmet and hood.

(11) **"Ladder pipe"** means a large capacity water delivery device attached to an aerial ladder.

(12) **"Lower control station"** means a work station where the operator of apparatus that has an elevating platform is stationed.

(13) **"Municipal"** means any public entity.

R 408.17404 Definitions; O to V.

Rule 7404. (1) **"Operator's control station"** means a work station where the operator of apparatus, such as an aerial ladder or pumper, is stationed.

(2) **"Personal alert safety systems (PASS)"** means a device that is certified as being in compliance with these rules, that senses movement or lack of movement, and that automatically activates an audible alarm signal (which can also be manually activated to alert and to assist others in locating a fire fighter or emergency services person who is in danger).

(3) **"Platform control station"** means a work station where the rider of an elevating platform is stationed.

(4) **"Positive-pressure breathing apparatus"** means a self-contained breathing apparatus in which the pressure in the breathing zone is positive in relation to the immediate environment during inhalation and exhalation.

(5) **"Protective ensemble"** means multiple elements of clothing and equipment designed to provide a degree of protection for fire fighters from adverse exposures to the inherent risks of structural fire fighting operations and certain other emergency operations. The elements of the protective ensemble are coats, trousers, coveralls, head protection, gloves, footwear, and interface components.

(6) **"Roof ladder"** means a ladder equipped with folding hooks. The hooks provide a means of anchoring the ladder to the roof ridge or other roof part.

(7) **"Stay poles"** some times called tormenters; means poles attached to the rails of the long extension ladders to aid in the raising and supporting of the ladder.

(8) **"Structural fire fighting"** means activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, aircraft, vehicles, vessels, or like properties that are involved in a fire or emergency situation.

(9) **"Training"** means the process of making fire fighters proficient through instruction and hands-on practice in the operation and care of equipment that is expected to be used and in the performance of assigned duties.

(10) **"Volunteer"** means a person who is permitted to work as and who is trained as a member of an organized fire department.

R 408.17405 Adoption by reference of standards.

Rule 7405. (1) The following National Fire Protection Association standards are adopted by reference in these rules and are available from the National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, Massachusetts, 02269-9101, or via the Internet at web-site: WWW.NFPA.ORG, at a cost as of the time of adoption of these amendments, as stated in subdivisions (a) to (e) of this subrule, or for review and purchase at the Michigan

Department of Consumer and Industry Services, MIOSHA Standards Division, 7150 Harris Drive, P.O. Box 30643, Lansing, Michigan, 48909:

(a) NFPA 1901: standard for "Automotive Fire Apparatus," 1999 edition. Cost: \$32.00.

(b) NFPA 1983: standard on "Fire Service Life Safety Rope and System Components," 1995 edition. Cost: \$24.25.

(c) NFPA 1971: standard on "Protective Ensemble for Structural Fire Fighting," 2000 edition. Cost: \$27.00.

(d) NFPA 1981: standard on "Open Circuit Self-contained Breathing Apparatus for Fire Fighter," 1997 edition. Cost: \$24.25.

(e) NFPA 1982: standard on "Personal Alert Safety System (PASS) for Fire Fighters," 1998 edition. Cost: \$24.25.

(2) The following Occupational Safety and Health Administrative standards as referenced in these rules are available for inspection or distribution to the public at the offices of the Michigan Department of Consumer and Industry Services, MIOSHA Standards Division, 7150 Harris Drive, P.O. Box 30643, Lansing, Michigan, 48909, or via the Internet at web-site: WWW.CIS.STATE.MI.US/BSR/DIVISIONS/STD:

(a) General industry safety standard Part 72. "Automotive Service Operations," being R 408.17201 et seq. of the Michigan Administrative Code.

(b) General industry safety standard Part 4. "Portable Ladders," being R 408.10401 et seq. of the Michigan Administrative Code.

(c) General industry safety standard Part 33. "Personal Protective Equipment," being R 408.13301 et seq. of the Michigan Administrative Code.

(d) Occupational health standard Part 451. "Respiratory Protection" being R 325.60051, et seq. of the Michigan Administrative Code.

(e) Occupational health standard Part 380. "Noise Exposure and Hearing Conservation" being R 325.60101 et seq. of the Michigan Administrative Code.

R 408.17411 Duties of employer.

Rule 7411. (1) An employer shall comply with all of the following requirements:

(a) Provide training to an employee commensurate with the duties and functions that the employee is expected to perform. The training shall be provided before the employee is permitted to perform emergency operations.

(b) Assure that prospective fire service personnel are physically fit and have the ability to perform assigned emergency operations.

(c) Assure that job-required equipment and tools are maintained free of recognized defects that could cause an injury.

(d) Develop a basic procedure that covers the treatment and transport of injured employees from the emergency scene to a medical facility.

(e) Provide in the workplace first aid supplies/kits appropriate for the hazard history, to minimally meet recommendations as prescribed in the provisions of the occupational health standard Part 472. "Medical Services and First Aid." This standard is available at the Michigan Department of Consumer and Industry Services, MIOSHA Standards Division, 7150 Harris Drive, P.O. Box 30643, Lansing, Michigan, 48909, or web-site: WWW.CIS.STATE.MI.US/BSR/DIVISIONS/STD.

(f) Comply with the requirements of this part.

(2) An employer shall prepare and maintain a statement or written policy which establishes its basic organizational structure and which establishes the type, amount, and frequency of training to be provided to fire service personnel. The organizational statement shall be available for inspection by the director of the department of consumer and industry services or his or her authorized representative and by an employee or his or her authorized representative.

R 408.17412. Duties of employee.**Rule 7412.** An employee shall:

- (a) Use personal protective equipment as prescribed by this part.
- (b) Report defective equipment, tools, and hazardous conditions to a supervisor.
- (c) Not remove safeguards from equipment except when necessary to service. The safeguard or equivalent shall be replaced before returning the equipment to operation.
- (d) Not use equipment and tools unless trained in their use and authorized to do so.

R 408.17415 Fire station safety.**Rule 7415.** (1) The area within 3 feet of the slide pole on all sides shall be maintained free of any obstruction. A floor-to-ceiling wall shall not be construed to be an obstruction.

(2) A cushioned mat, not less than 3 feet in diameter, should be located around the base of the slide pole at all times.

(3) A dormitory and any means of egress from the dormitory, apparatus bay, and aiseways shall be equipped with an emergency lighting system which shall be automatically activated in case of power failure. The system may be operated by battery or generator.

(4) Switches and electrical equipment located in the shower or other areas subject to hazards created by moisture shall be approved for the location or removed to a nonhazardous area.

(5) All sleeping quarters shall be equipped with a smoke detection device and a carbon monoxide detection device.

(6) All new construction or significantly remodeled facilities (50% or more area) that house fire apparatus shall install a controlled process exhaust ventilation system that will effectively control exhaust emissions created by the fire apparatus and will assure that employee exposures to the exhaust emissions do not exceed applicable MIOSHA exposure limits. If a general mechanical exhaust ventilation system is utilized, then a mechanical air supply system shall be provided if its absence will result in building negative pressures sufficient to cause back drafting of vents from fuel-fired equipment.

(7) This rule is effective for all new or remodeled facility construction 18 months after the effective date of these rules.

(8) All equipment used for the control of exhaust emissions from fire apparatus shall be used, inspected, and maintained in accordance with the manufacturer's recommendations.

CONSTRUCTION AND USE OF EQUIPMENT

R 408.17421 Fire apparatus generally.**Rule 7421.** (1) Fire apparatus shall be able to stop within 30 feet after application of the brakes at 20 miles per hour.

(2) Fire apparatus shall be equipped with all of the following items:

- (a) Windshield wipers.
- (b) Head, tail, stop, and backup lights and a backup alarm.
- (c) Horn and siren.
- (d) Slip-resistant steps, tallboard, and work platforms.
- (e) Seat belts for all seated employees. Seat belts shall be used while the apparatus is in motion.
- (f) If an employee is allowed by the employer to ride the apparatus in an unseated position while the apparatus is in motion, then the employer shall provide for, and enforce the use of, a safety harness.

(3) New fire apparatus that is manufactured and purchased after the effective date of these amendatory rules shall meet the applicable requirements of the national fire protection association standard NFPA 1901: standard for "Automotive

Fire Apparatus," 1999 edition, which is adopted by reference in R 408.17405.

(4) Fire apparatus using a tillerman or other employees riding on the apparatus remote from the cab shall be equipped with a voice communication system or audible signal system at each location of an operating employee. When the audible system is used, all of the following signals shall be in effect:

- (a) One long blast means stop.
- (b) Two short blasts mean forward.
- (c) Three short blasts mean reverse.

(5) An operator of fire apparatus shall not move the equipment when his or her vision is obstructed, except on instructions of a designated signalperson.

(6) A minimum distance of 10 feet from energized equipment or high-voltage transmission lines, as distinguished from low-voltage secondary lines and series streetlight construction, shall be maintained when using fire apparatus equipped with elevating platforms, aerial ladders, or snorkels. The training of fire service personnel shall include development of the ability to recognize and identify primary, high-voltage transmission lines and series street lighting construction.

R 408.17422. Fire apparatus tires and rims.**Rule 7422.** (1) A thorough visual inspection of the tread and sidewall areas of fire apparatus tires for cuts, cracks, splits, or bruises, including a tread depth measurement, shall be made at least annually. A record of this inspection shall be maintained for a minimum of 10 years.

(2) A tire shall be replaced if 1 of the following occurs:

- (a) The average tread depth is worn to 5/32 of an inch or less.
- (b) The tread depth at any 1 location is 2/32 of an inch, or less.
- (c) A cut or crack exposes the cord fabric.
- (3) A replacement tire shall meet or exceed the standards of the original tire furnished with the apparatus.
- (4) Fire apparatus tires and rims shall be inspected inside at least once every 10 years.

(5) All breakdown of fire apparatus tires shall comply with the provisions of the general industry safety standard, Part 72. Automotive Service Operations, being R 408.17201 et seq. of the Michigan Administrative Code.

R 408.17423 Fire apparatus with elevating platforms.**Rule 7423.** (1) When an aerial apparatus is used, parking brakes shall be set and stabilizing jacks or outriggers and safety locks shall be used. When needed, ground plates shall be used under the jack or outriggers.

(2) An instructional information plate, which is clearly visible to the operator, shall be located at the operator's control station. If the aerial is equipped with a platform, then a plate shall also be located at the platform control station. The plate shall contain all of the following information:

- (a) Rated capacity of the aerial tip or platform.
- (b) Operating controls identified for motion.
- (c) Cautions or restrictions of operation.

(3) An operator shall comply with all of the following provisions:

- (a) Remain at the primary control station when the aerial ladder or platform is occupied.
- (b) Not move the apparatus unless the ladder or platform is in the bed of the apparatus.
- (c) Maintain a minimum distance of 10 feet from energized equipment or high-voltage lines as prescribed in R 408.17421(6).

R 408.17424 Aerial apparatus.**Rule 7424.** (1) An aerial apparatus that is equipped with a ladder shall not have the ladder extended or retracted when an employee is positioned on the ladder.

(2) While working from an aerial apparatus, an employee shall be secured with a safety belt system as referenced in the national fire protection association standard NFPA 1983: standard on "Fire Service Life Safety Rope and System Components," 1995 edition which is adopted by reference in R 408.17405.

(3) The tip of the aerial ladder shall not be forcefully extended against a solid object or used to support the ladder.

(4) The steps and rungs of an aerial apparatus shall have a slip-resistant surface.

(5) Jacks, outriggers, and safety locks shall be used as prescribed in R 408.17423(1).

(6) The rated capacity for an aerial apparatus shall not be exceeded.

(7) The operator of an aerial ladder shall comply with all of the following provisions:

(a) Remain at the turntable when the ladder is occupied.

(b) Not move the apparatus unless the ladder is in the bed.

(8) The operator of an aerial ladder shall maintain a minimum distance of 10 feet from energized equipment or high-voltage lines, as prescribed in R 408.17421(6).

(9) The controls for the operation of an aerial apparatus shall be of a type that returns to a neutral position when released.

(10) Tools or equipment shall not be mounted or installed on the turntable.

(11) A 2-way voice communication system shall be provided between the employee on the raised portion of the equipment and the operator control station.

(12) Only the operator shall manually rotate the ladder when it is occupied by an employee.

(13) Detachable ladder pipes shall be operated in the direction the ladder is facing.

(14) Ladder pipes shall be secured to the ladder so that the pipe cannot be accidentally dislodged while in operation.

(15) An employer shall follow the manufacturer's instructions and recommendations for the use, testing, and maintenance of aerial apparatus.

R 408.17425 Rescinded

R 408.17426 Portable ladders.

Rule 7426. (1) Except as otherwise prescribed by these rules, a portable ladder shall be constructed, used, and maintained as prescribed in the general industry safety standard, Part 4, Portable Ladders, being R 408.10401 et seq. of the Michigan Administrative Code.

(2) The rung spacing shall be not less than 12 inches nor more than 16 inches.

(3) The rungs of a metal ladder shall have a slip-resistant surface.

(4) A roof ladder assembly shall be capable of supporting a direct load of not less than 500 pounds.

(5) Stay poles or tormentors shall be furnished on any wood ladder that extends more than 36 feet. The spikes on stay poles shall not project beyond the end of the ladder when nested. The locking pins on stay poles shall be securely attached to the ladders.

(6) Portable ladders which are more than 4 feet in height and less than 7 feet in height, which are mounted to the side of a fire apparatus, and which have ends that extend beyond the ladder's mounting surface or compartment shall be protected from contact.

R 408.17427 Line throwing guns.

Rule 7427. (1) A line throwing gun shall:

(a) Be loaded just prior to firing time.

(b) Not be pointed, loaded or unloaded, at any person.

(c) Not be left unattended or stored while loaded.

(d) Be stored in a box with the cleaning kit and breakdown tools.

(2) The storage box shall have the words, "Explosive Tool", conspicuously printed on the top of the box.

R 408.17428. Storage of equipment.

Rule 7428. All equipment shall be stored in or on the fire apparatus in a safe manner.

PROTECTIVE EQUIPMENT

R 408.17431 Personal protective equipment.

Rule 7431. (1) An employer shall assure that all emergency service personnel use personal protective equipment appropriate for the exposure involved when performing emergency operations.

(2) Personal protective equipment shall be provided by the employer at no cost to the employee and shall comply with the requirements of this part.

(3) Equipment that is ordered or purchased after the effective date of this amendatory rule shall be in compliance with the requirements of this part.

(4) An employer shall assure that personal protective equipment protects the head, body, and extremities and consists of at least all of the following components:

(a) Foot and leg protection.

(b) Hand protection.

(c) Body protection.

(d) Face, eye, and head protection.

(5) Personal protective equipment that is required by these rules to comply with the requirements of a nationally recognized standard shall either bear an approved label of, or be certified in writing by, the manufacturer as being in compliance with the applicable standard.

(6) Head protection and eye protection shall be provided for, and used by, persons who ride in cabs or tiller seats that are not enclosed.

(7) Personal protective equipment that is used by more than 1 employee shall be cleaned or sanitized before reassignment.

(8) Personal protective equipment shall be inspected by the user after each use.

(9) An employer shall implement procedures for inspecting and servicing personal protective equipment, particularly following fires or other emergency usage. The procedures employed for such servicing, such as product washing or other cleaning, shall comply with the manufacturer's recommendations.

(10) An employer shall implement a procedure for determining whether personal protective equipment shall be repaired or replaced. All repairs shall be made in compliance with the manufacturer's recommendations.

(11) Respiratory equipment devices shall be inspected by the user after each use. Malfunctioning or damaged components or units shall be repaired by the manufacturer or a person who is certified by the manufacturer or shall be replaced.

R 408.17432 Protective clothing for emergency operations.

Rule 7432. (1) An employer shall provide both protective coats and protective trousers, or a protective coverall to all employees who engage in or are exposed to fire hazards of emergency operations. The protective coat, trouser, and coverall shall meet the applicable requirements of the national fire protection association standard NFPA 1971: standard on "Protective Ensemble for Structural Fire Fighting," 2000 edition which is adopted by reference in R 408.17405.

R 408.17433 Head, eye, and face protection.

Rule 7433. (1) An employer shall do all of the following:

(a) Provide primary head, face, and eye protection appropriate for a given specific hazard to all employees

exposed, or potentially exposed, to the specific hazard. An employer shall assess potential emergency operation scenes to determine what hazards requiring head, face, and eye protection are present, or likely to be present, and match the protective device to the particular hazard. An employer shall have and implement written operational procedures specific to the type of hazard to which an employee may be exposed.

(b) Maintain head, face, and eye protection in a location of readiness for immediate response to structural fires or other emergency operations.

(c) Ensure that protective eye and face devices that comply with the provisions of the general industry safety standard Part 33. "Personal Protective Equipment," being R 408.13301 et seq. of the Michigan Administrative Code, are used by emergency service personnel when performing operations where the hazards of flying or falling materials that might cause eye and face injuries are present.

(2) An employee who is engaged in structural fire fighting shall utilize the face protection provided by the helmet face shield, or the breathing apparatus face piece with helmet, while engaged in structural fire fighting operations. An employer shall provide helmets to all employees who engage in or are exposed to the hazards of structural fire fighting. The helmets shall meet the requirements of the national fire protection standard NFPA 1971: standard on "Protective Ensemble for Structural Fire Fighting," 2000 edition, which is adopted by reference in R 408.17405.

(3) An employer shall provide protective hoods to all employees who engage in or are exposed to fire hazards of emergency operations. The protective hoods shall meet the applicable requirements of the national fire protection association standard NFPA 1971: standard on "Protective Ensemble for Structural Fire Fighting," 2000 edition, which is adopted by reference in R 408.17405.

R 408.17434 Foot and leg protection.

Rule 7434. An employer shall provide foot and leg protection to all employees who engage in or are exposed to the hazards of emergency operations. The foot and leg protection shall meet the applicable requirements of the national fire protection association standard NFPA 1971: standard on "Protective Ensemble for Structural Fire Fighting," 2000 edition, which is adopted by reference in R 408.17405.

R 408.17435 Hand protection.

Rule 7435. An employer shall provide hand protection to all employees who engage in or are exposed to the hazards of emergency operations. The hand protection shall meet the applicable requirements of the national fire protection association standard NFPA 1971: standard on "Protective Ensemble for Structural Fire Fighting," 2000 edition, which is adopted by reference in R 408.17405.

R 408.17436 Respirator protection devices.

Rule 7436. (1) An employer shall have a written respiratory protection program to address the safe use of respirators in dangerous atmospheres that may be encountered in emergency operations, in accordance with the provisions by the occupational health standard Part 451. "Respiratory Protection" being R 325.60051 et seq. of the Michigan Administrative Code.

(2) An employer shall assure that self-contained breathing apparatus for use by fire service personnel is of the positive-pressure type. All breathing apparatus that is purchased after the effective date of these amendatory rules shall be in compliance with the national fire protection association standard NFPA 1981: standard on "Open Circuit Self-contained Breathing Apparatus for Fire Fighters," 1997 edition, which is adopted by reference in R 408.17405.

(3) Subrule (2) of this rule does not prohibit the use of a self-contained breathing apparatus where the apparatus can be switched from a demand mode to a positive-pressure mode when an employee is performing emergency operations.

R 408.17437 Hearing protection.

Rule 7437. An employer shall comply with the provisions of the occupational health standard Part 380. "Noise Exposure and Hearing Conservation" being R 325.60101 et seq. of the Michigan Administrative Code.

R 408.17440 Personal alert safety system (PASS).

Rule 7440. An employer shall provide and enforce the use of a Personal Alert Safety System (PASS) device to each employee utilizing a self-contained breathing apparatus while engaged in structural fire fighting operations. "PASS" devices shall meet the requirements of the national fire protection association standard NFPA 1982: standard on "Personal Alert Safety System (PASS) for Fire Fighters," 1998 edition, which is adopted by reference in R 408.17405.

TOOLS

R 408.17441. Explosive devices.

Rule 7441. (1) An explosive device shall not be used in an explosive or flammable atmosphere.

(2) A fire service which uses an explosive device shall develop a procedure for protecting the employees and general public.

R 408.17442 Using, covering, or protecting tools.

Rule 7442. (1) Chain saws that are specifically designed for firefighting operations to cut holes in roofs, floors, and walls shall be used where cutting operations are performed. If a chain saw is not in use, then the cutting teeth of the chain saw shall be covered to prevent inadvertent contact.

(2) An axe or other sharp-edged or pointed tool shall be protected when stored or carried on the apparatus. A rounded tipped pike pole is excluded from the requirements of this subrule.

R 408.17443. Air moving equipment.

Rule 7443. Air moving equipment exposed to flammable or explosive fumes, dust, or vapors shall be powered by an explosion proof motor and labeled as such.

OPERATIONS

R 408.17451 Supervision of emergency operations.

Rule 7451. (1) Each fire department shall establish and implement written procedures for emergency operations. The written procedures shall include all of the following:

(a) A requirement that a nationally recognized incident management system be implemented at each emergency.

(b) A requirement that a personnel accountability system be implemented at each emergency.

(c) A statement that the procedures apply to all employees who are operating at the emergency.

(d) A requirement for initial training and annual refresher training in emergency operations and the incident management system.

(e) A requirement that the procedures shall be in accordance with the "two in/two out" rules as found in the provisions of 1910.134(g)(4), which was adopted by reference in the occupational health standard Part 451. "Respiratory Protection" being R 325.60051 et seq. of the Michigan Administrative Code.

(2) A trained employee shall function as the incident commander at each emergency.

R 408.17452 Rescinded

INSPECTIONS

R 408.17461. Inspection of fire apparatus and equipment; record of repair or replacement; lifeline guns and explosive devices; apparatus and equipment involved in accident; equipment testing.

Rule 7461. (1) All of the following items of the fire apparatus, if so equipped, shall be inspected for proper operation and for defects at least once a month:

- (a) Windshield washers and wipers.
- (b) Defroster and heater.
- (c) Head, tail, stop, backup, and flasher lights.
- (d) Backup alarm.
- (e) Horn and siren.
- (f) Slip-resistant steps and platforms.
- (g) Tires, rims, and suspension system.
- (h) Steering mechanism.
- (i) Braking system.
- (j) Operational controls.

Inspection records shall be maintained for the apparatus.

(2) Records of repair or replacement shall be maintained for the life of the apparatus.

(3) Lifeline guns and explosive devices shall be cleaned and made ready for operation after each use.

(4) Apparatus and equipment involved in an accident shall be inspected by a licensed mechanic and tested before subsequent use.

(5) All portable equipment that is carried on a fire apparatus shall be inspected for operation and for defects at least monthly and within 24 hours after any use. Inspection records shall be maintained for portable equipment.

(6) All equipment which is carried on fire apparatus or which is designated for training shall be tested at least annually in accordance with manufacturers' instructions and applicable standards.

(7) Fire fighting apparatus and equipment that is found to be defective or in unserviceable condition shall be removed from service or repaired or replaced.

R 408.17462 Rescinded.

R 408.17463 Life safety ropes, harnesses, and hardware.

Rule 7463. (1) All life safety ropes, harnesses, and hardware used by employees shall meet the requirements of the national fire protection association standard NFPA 1983: standard on "Fire Service Life Safety Rope and System Components," 1995 edition, which is adopted by reference in R 408.17405.

(2) During fall arrest or repelling operations, an employee shall ensure that life safety harnesses are used as specified in the national fire protection association standard NFPA 1983: standard on "Fire Service Life Safety Rope and System Components," 1995 edition, which is adopted by reference in R 408.17405.

(3) Fiber ropes shall be inspected visually after each use for all the following conditions:

(a) Externally for abrasions, cut or broken fibers, decay, burns, lack of strength, softness, variation in size or roundness of the strands, and for mildew or mold.

(b) Internally annually, by separating the strands at 3-foot intervals, for broken fibers, presence of grit, mildew or mold, color change of the fibers, or powdering and short, loose fibers.

(4) A fiber rope that has any of the conditions described in subrule (2)(a) and (b) of this rule shall be replaced or repaired.

(5) Synthetic rope shall be inspected visually after each use for all of the following conditions:

- (a) Abrasions.
- (b) Cut or broken fibers.
- (c) Burns.
- (d) Melted fibers.
- (e) Variations in the size or roundness of the strands.

(6) A synthetic rope that has any of the conditions specified in subrule (5) of this rule shall be replaced or returned to the manufacturer for repair.

R 408.17464 Rescinded

Policy 2-1

Professional Qualifications for Fire Service Instructors

FIRE FIGHTERS TRAINING COUNCIL
DEPARTMENT OF STATE POLICE
FIRE MARSHAL DIVISION

Section: Instruction
Policy: Instructor
Certification
Orig. Date: 03-05-86
Rev. Date: 02-09-00

PROFESSIONAL QUALIFICATIONS FOR FIRE SERVICE INSTRUCTORS

Administrative: This printing of Policy 2-1, Professional Qualifications for Michigan Fire Service Instructors, effective February 9, 2000, supercedes all previous printings.

Scope: This policy outlines; 1) Each fire department's responsibility to designate a training officer, and; 2) The minimum qualifications for the professional level of competence required of fire service instructors in Michigan.

Purpose: The purpose of this policy is to provide fire departments with procedures to register their designated training officer with the Fire Fighters Training Council, and to establish minimum qualifications for probationary and certified fire service instructors. It is not the intent of this policy to restrict any jurisdiction from exceeding these requirements. This policy shall cover the minimum entrance and other requirements for the following instructor levels:

1. Fire Department Training Officer
2. Probationary Fire Service Instructor
3. Certified Fire Service Instructor

General: The professional qualifications for fire service instructors are based upon selected objectives of the National Fire Protection Association's (NFPA) Standard 1041. Each designated level of instructor classification is related to a specific identified chapter found in NFPA 1041. Exception: Designation of a fire department training officer is required by Act No. 291 of P.A. of 1966 as amended.

The standards for each level of fire service instructor shall be met with competence and in their entirety. Performance standards shall be evaluated by individuals approved by the Director of Training of the Michigan Fire Fighters Training Council.

FFTC Action Required: The Michigan Fire Fighters Training Council must give final approval before applicants for probationary or certified fire service instructor are granted status.

FIRE DEPARTMENT TRAINING OFFICER

Act No. 291 of P.A. of 1966 as amended requires each fire department to file a statement with the FFTC designating at least (1) one training officer or training coordinator for the fire department. If a training officer or training coordinator is changed, the fire department, within (7) seven days of the change, shall file a statement notifying the FFTC of the change.

Note: For purposes of clarity, the position of fire department training officer or training coordinator identified in the statute will be referred to simply as "Training Officer" within this policy.

A. Minimum Requirements:

1. Statements filed with the FFTC regarding appointment or a change of the fire department's training officer must be made on letterhead or forms provided by the FFTC, and signed by the chief of the department or his/her designee, and sent to:

Michigan Fire Fighters Training Council
Training Officer Appointment
7150 Harris Drive
Lansing, MI 48913

FAX 517.322.6540

2. The following training officer information must be filed with the FFTC:
 - a. Name
 - b. Social Security Number
 - c. Complete Fire Department Name and FDID Number
 - d. Effective Date of Appointment
 - e. Status: SO - Senior Training Officer (limit of 1 per dept), or
TO - Training Officer (no limit)
3. Qualifications of the fire department training officer are at the discretion of the chief of the department.

B. Responsibilities:

Responsibilities assigned to the fire department training officer are at the discretion of the chief of the department.

C. Authorization:

Authority granted to the fire department training officer is at the discretion of the chief of the department.

PROBATIONARY FIRE SERVICE INSTRUCTOR

This is the entry level fire service instructor position. A Probationary Fire Service Instructor is an instructor who is learning and developing instructional skills and abilities while working under the close supervision of an FFTC certified instructor.

A. Minimum Requirements:

1. Must possess Fire Fighter I certification or have successfully completed old Phases I & II to instruct subjects within the Fire Fighter I course.
2. Must possess Fire Fighter II certification or have successfully completed the old 240 hour training course to instruct subjects within the Fire Fighter I & II courses.
3. Must have three (3) years fire suppression experience; or meet the special instructor requirements approved by Council. *(Such requirements include but are not limited to training, experience and education relating to the course under consideration. Individuals qualifying under such special instructor requirements are limited to instructing the specific course(s) for which Council approves them.)*
4. Must have successfully completed the 16 hour FFTC Educational Methodology course; or the FFTC Educational Methodology I & II courses or an FFTC recognized equivalent; or possess a baccalaureate degree or current certificate in education. ***(Note: The NFA course, Instructional Techniques for Company Officer is no longer considered equivalent to the FFTC Educational Methodology course.)***
5. Must have successfully completed the FFTC/IFSTA Instructor Orientation course if an equivalent to FFTC Educational Methodology I & II is being recognized; or applicant took the old 16 hour FFTC Educational Methodology course.
6. Must complete and submit a Probationary Instructor Application to the FFTC Region Supervisor.
7. Application must be approved and signed by applicant's fire chief; or the county training committee representative; or the area FFTC Training Coordinator.

B. Responsibilities:

1. Must comply with FFTC policies and procedures governing fire training; failure to do so may result in revocation of probationary instructor status.
2. Must contact an authorized FFTC representative and arrange to be evaluated while instructing. A probationary instructor must receive two (2) consecutive satisfactory evaluations within 24 months of being granted probationary status or probationary status will be automatically revoked. One evaluation must be in a classroom setting and the other in a practical skills setting.

C. Authorization:

1. Probationary instructors who are Fire Fighter I certified or have successfully completed the old Phases I & II may instruct subjects in Fire Fighter I in which they have demonstrated competency.
2. Probationary instructors who are Fire Fighter II certified or have successfully completed the old 240 hour training course may instruct subjects in Fire Fighter I & II in which they have demonstrated competency.
3. Individuals qualifying under special instructor requirements are limited to instructing the specific course(s) for which Council approves them.
4. Probationary instructors may only instruct under the on-site supervision of an instructor certified at the level being instructed. The certified instructor must be present and observing the instruction at all times. *(Note: In cases of undue hardship, the requirement of on-site supervision may be waived in writing by the FFTC Regional Supervisor upon written request of the course manager.)*

CERTIFIED FIRE SERVICE INSTRUCTOR

A Certified Fire Service Instructor is defined as an instructor who, in addition to meeting Probationary Fire Service Instructor qualifications, has demonstrated the knowledge and ability to coordinate other instructors, and who is capable of using a variety of teaching strategies to develop lesson plans and instructional aids based on a task analysis.

A. Minimum Requirements:

1. Must satisfy all requirements of Probationary Fire Service Instructor to be eligible for Certified Fire Service Instructor status.
2. Must possess Fire Fighter I certification or have successfully completed old Phases I & II to instruct subjects within the Fire Fighter I course.
3. Must possess Fire Fighter II certification or have successfully completed the old 240 hour training course to instruct subjects within the Fire Fighter I & II courses.

4. Must have five (5) years fire suppression experience; or meet the special instructor requirements approved by Council.
5. Must have received two (2) consecutive satisfactory evaluations while a probationary instructor. One evaluation must have been in a classroom setting and the other in a practical skills setting. *(Note: In the event a course being considered for special instructor requirements has no practical skills training, two (2) consecutive satisfactory classroom evaluations will be required.)*

B. Responsibilities:

1. Must comply with FFTC policies and procedures governing fire training; failure to do so may result in suspension or revocation of certified instructor status.

C. Authorization:

1. Certified instructors who are Fire Fighter I certified or have successfully completed the old Phases I & II may instruct subjects in Fire Fighter I in which they have demonstrated competency.
2. Certified instructors who are Fire Fighter II certified or have successfully completed the old 240 hour training course may instruct subjects in Fire Fighter I & II in which they have demonstrated competency.
3. Individuals qualifying under special instructor requirements are limited to instructing the specific course(s) for which Council approves them.

RECOGNITION OF TRAINING RECEIVED OUTSIDE OF MICHIGAN

A. For purposes of instructor certification only, the FFTC will recognize the following training:

1. National Fire Academy (NFA) Courses delivered by approved NFA instructors.

2. Fire Fighter I and Fire Fighter I & II training that complies with the objectives of NFPA Standard 1001, Fire Fighter Professional Qualifications and is certified by the International Fire Service Accreditation Congress (IFSAC) or the National Professional Qualifications Board (NQP).
3. Fire Fighter I and Fire Fighter I & II training that complies with the objectives of NFPA Standard 1001, Fire Fighter Professional Qualifications and upon request, the issuing entity from outside of Michigan provides written attestation as to program compliance and authenticity of the certificate.

SAVING CLAUSE:

- A. All FFTC recognized instructors shall continue to hold their current status unless they choose to advance to the next level, at which time they will be required to meet all existing requirements of the next level under this policy.
- B. Exception: Probationary level instructors in place prior to this policy will have 24 months from the effective date of this policy revision (September 14, 1995) to meet the requirements of certified fire service instructor and receive two (2) consecutive satisfactory evaluations.

REQUIREMENTS TO MAINTAIN CERTIFIED INSTRUCTOR STATUS:

- A. A certified instructor must teach in an FFTC registered course or serve as a FF-I &/or II test evaluator within the previous three (3) year period or he/she shall be placed on probationary status and notified in writing.
- B. Exception: A certified instructor who teaches only within his/her department; or a certified instructor in a large department who may no longer instruct but is the officer in charge of training, may be exempted from the requirements in item "A" of this section upon compliance with the following:

For a fire department member to maintain certified instructor status, the chief of the department or his/her designee must notify the FFTC of the member's training activity and assignment in writing, on department letterhead. The notification is due triennially during the month December, beginning in the year 2000.

RETURN TO CERTIFIED INSTRUCTOR STATUS:

A probationary instructor who wants to return to certified instructor status must receive two (2) consecutive satisfactory evaluations within two (2) years of being placed on probationary status.

REMOVAL FROM FFTC INSTRUCTOR SYSTEM:

- A.** A probationary instructor who fails to receive two (2) consecutive satisfactory evaluations within two (2) years of being placed on probationary status, will be removed from the probationary instructor list and notified in writing.
- B.** Once an individual has been removed from the probationary instructor list, it is necessary to reapply for probationary instructor status to instruct again.

SUSPENSION, REVOCATION OR DENIAL:

The FFTC may suspend, revoke or deny instructor status for any individual who:

- A.** Knowingly commits, encourages, allows or participates in the misrepresentation of information required to apply for training, testing or certification.
- B.** Knowingly, commits, encourages, allows or participates in any act of falsifying documents, deception, fraud, or cheating, involving training, testing, certification or the issuance of official FFTC documents related to same.
- C.** Receives three (3) unsatisfactory evaluations within a two (2) year period. A certified instructor who receives an unsatisfactory evaluation must be re-evaluated by a different evaluator, assigned by the FFTC, within a six (6) month period or as soon as practicable. A certified instructor may appeal an unsatisfactory evaluation in writing to the FFTC regional supervisor. If the instructor believes there has been a manifest injustice at the region level of appeal, he/she may appeal in writing to the FFTC Director of Training for final resolution.
- D.** Knowingly makes a misrepresentation of any FFTC procedure, policy or paperwork.
- E.** Fails to comply with FFTC policies and procedures governing fire training, testing or certification.
- F.** Without authorization, retains, copies, divulges the content, or in any way violates the integrity of an FFTC examination.
- G.** Knowingly commits, encourages or allows the commission of harassment or any form of illegal discrimination, including but not limited to: Gender, sexual orientation, age, religious belief, national origin, or handicap.
- H.** Knowingly commits, encourages or allows the commission of any illegal, immoral or unethical act during the conduct of FFTC training, testing, certification or related activities.

Policy 2-3

Americans with Disabilities Act (ADA)

Reasonable Accommodations for Protected Individuals

MICHIGAN FIRE FIGHTERS TRAINING COUNCIL
DEPARTMENT OF STATE POLICE
FIRE MARSHAL DIVISION

Section: Instruction
Policy: Americans with
Disabilities Act
Orig. Date: 04-10-02
Rev. Date:

AMERICANS WITH DISABILITIES ACT (ADA)
REASONABLE ACCOMMODATIONS FOR PROTECTED INDIVIDUALS

Administrative: Policy 2-3, Americans with Disabilities Act, Reasonable Accommodations for Protected Individuals, establishes guidelines for compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Scope: The Michigan Fire Fighters Training Council (MFFTC) is an equal opportunity institution. The MFFTC will not deny admission to an otherwise qualified candidate solely because of his/her disability. This policy will guarantee equal and fair treatment for all candidates regardless of disability in the following areas: Application process, training, testing, and discipline.

Purpose: The purpose of this policy is to insure compliance with the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1993.

Authority:

- A. The Rehabilitation Act of 1973: Prohibits discrimination on the basis of disability by the federal government, federal contractors, and by recipients of federal financial assistance.
- B. The Americans with Disabilities Act of 1990: Prohibits discrimination against a qualified individual with a disability on the basis of the disability.
 - 1. The Americans with Disabilities Act covers virtually all aspects of employment including: Job application procedures, hiring, advancement, discharge, compensation, job training, and all other terms and conditions and privileges of employment.
 - 2. A public entity may not, directly or through contractual or other arrangements, utilize criteria or methods of administrative procedures that have the effect of subjecting qualified individuals with disabilities to discrimination on the basis of disability; that have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of the public entity's program with respect to individuals with disabilities; or that perpetuate the discrimination of another

public entity if both public entities are subject to common administrative control or are agencies of the same state.

3. A public entity shall not impose or apply eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from full and equally enjoying service, program, or activity, unless such criteria can be shown to be necessary for the provision of the service, program, or activity being offered.

Definitions:

- A. Disability: With respect to an individual; a physical or mental impairment that substantially limits one or more of major life activities of such individual; or has a record of such an impairment; or regarded as having such an impairment. Individuals currently engaging in the illegal use of drugs are not covered by this policy.
- B. Direct Threat: A significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation. The determination that an individual poses a “direct threat” shall be based on an individual assessment of the individual’s present ability to perform the essential functions of the job. This assessment shall be based on a reasonable medical judgement that relies on most current medical knowledge and/or on the best available objective evidence. In determining whether an individual would pose a direct threat, the factors to be considered includes the duration of the risk; the nature and severity of the potential harm; the likelihood that the potential harm will occur; and the imminence of potential harm.
- C. Equity Officer: Appointed by the Director of the MFFTC. The Equity Officer reviews candidate applications and professional verifications of diagnoses; consults with candidate’s clinician or physician and the Michigan Commission on Disability Concerns; reviews course/exam objectives; and makes recommendations to the Director of the MFFTC regarding requests for accommodations under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- D. Essential Functions: The fundamental course objectives of the class the individual wishes to attend. The term “essential functions” does not include the marginal functions of the course. A course objective may be considered essential for any of several reasons, including but not limited to the following: the function may be essential because the reason the objective exists is to perform that function; the function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and/or the function may be highly specialized so that the incumbent in the position is hired for his/her expertise or ability to perform the particular function. Evidence of whether a particular objective is essential includes, but is not limited to, the MFFTC’s judgment as to which functions are essential; and the consequences of not requiring the incumbent to perform the function.

- E. Major Life Activities: Functions such as caring for oneself, performing manual tasks, walking, speaking, breathing, learning, and working.
- F. Physical or Mental Impairment: Any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting body systems; neurological, musculoskeletal, special sense organs, respiratory (*including speech organs*), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin or endocrine. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- G. Qualified Individual with a Disability: Individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the course/exam such individual desires to attend, and who, with or without reasonable accommodation, can perform the essential objectives of the course/exam.
- H. Reasonable Accommodations: Reasonable accommodations may include but are not limited to, appropriate adjustment or modifications of examinations, training equipment/materials, or policies; the provision of qualified readers or interpreters; and other similar accommodations for individuals with disabilities.
- I. Retaliation or Coercion: No private or public entity shall discriminate against any individual because that individual has opposed any act or practice made unlawful by this policy, or because that individual made a charge, or testified, assisted, or participated in any manner in an investigation, administrative inquiry, proceeding, or hearing under this policy.

No private or public entity shall coerce, intimidate, threaten or interfere with any individual in the exercise or enjoyment of, or on account of his/her having exercised or enjoyed, or on account of his/her having aided or encouraged any other individual in the exercise or enjoyment of any right granted or protected by this policy.

- J. Undue Hardship: Undue hardship means with respect to the provision of an accommodation, causes significant difficulty or expense to be incurred by a covered entity.

Confidentiality Statement:

- A. The Michigan Fire Fighters Training Council views all materials pertaining to a candidate's disability as confidential and it does not become part of the candidate's permanent record. Any written material obtained by the MFFTC shall be used to verify the disability, determine if appropriate accommodations can be made, and document accommodations and contacts with the office.

- B. The Equity Officer shall securely house disability documentation provided to the MFFTC in the MFFTC office. The MFFTC does not provide confidentiality for documentation given to another department or agency.
- C. A candidate may request a copy of his/her disability documentation; however, the MFFTC will not forward documentation, which originated with another institution or professional.
- D. Affected staff and contractors shall be notified on a need to know basis when reasonable accommodations have been granted to a candidate. They do not have the right to view a candidate's disability-related information or discuss it with others.
- E. A candidate may request to review the contents of his/her own file. This must be done with the Equity Officer present. All information in the file is the property of the MFFTC.
- F. Candidate applications and related documentation for courses and/or exams will be kept on file for the current year plus 3 additional years from the date of final decision by the director or the MFFTC in the event of an appeal, and then destroyed.

Candidate Procedures:

- A. The candidate may request a specific accommodation but the candidate is not guaranteed to receive the accommodation of his/her choice. He/she is entitled to a reasonable accommodation, if one is available, and if the accommodation would not cause an undue hardship for the MFFTC or its programs.
- B. Candidates with disabilities who are requesting accommodations to participate in Michigan Fire Fighters Training Council courses and/or exams must complete the following forms:
 - 1. Form FMD-270, "Special Accommodations, Candidate Application"
 - a. This form must be completed by the candidate.
 - 2. Form FMD-271, "Special Accommodations, Professional Verification"
 - a. This form must be completed by a licensed or qualified professional whose credentials are appropriate to diagnose and evaluate the candidate's physical or learning disability and make recommendations for appropriate accommodations.
 - b. The professional must have treated, diagnosed, or had some other professional relationship with the candidate within the previous three (3) years of the date of application and have knowledge of the candidate's current level of function.
 - c. The professional must enclose with this form, a copy of documentation (*e.g., educational assessment, psychological report*) which provides

diagnostic/clinical data (*e.g., scores from educational testing*) confirming the diagnosis and the need for accommodation.

- C. All forms and original copies of supporting documentation must be packaged together and received by the MFFTC at least 28 calendar days prior to the course start date or challenge exam date.

1. The envelope must be marked CONFIDENTIAL and mailed to:

Michigan Fire Fighters Training Council
Equity Officer
7150 Harris Drive
Lansing, Michigan 48913

Equity Officer Procedures:

- A. The Equity Officer will review the candidate's disability and accommodation request on a case-by-case basis and will then make a recommendation to the Director of the MFFTC for action.
- B. The Equity Officer will review the documentation received for the following:
1. Form FMD-270, Special Accommodations, Candidate Application
 - a. Date Received
 - b. Candidate's personal information
 - c. Course and/or exam information
 - d. Candidate's signature
 2. Form FMD-271, Special Accommodations, Professional Verification
 - a. Licensed/qualified professional information
 - b. Candidate's disability status
 - c. Diagnosis and treatment information
 - d. Professional's signature
 - e. Candidate's signature
- C. The Equity Officer may consult with the candidate's clinician or physician for further information, documentation, or clarification.
- D. The Equity Officer may consult with the Michigan Commission on Disability Concerns.
- E. The Equity Officer will review the course/exam objectives to determine if the requested accommodation can be allowed.
- F. The Equity Officer will forward a written recommendation for action to the Director of the MFFTC, to include, but not limited to:
1. The essential functions/objectives of the course

2. The appropriateness of the accommodation request
3. Accommodations
4. Facility requirements

MFFTC Director Procedures:

- A. The Director of the MFFTC will review the recommendations submitted by the Equity Officer and make a final determination.
- B. The Director will notify the candidate and appropriate MFFTC Region Supervisor in writing of the determination within 21 calendar days of receipt of the candidate application.
- C. If an accommodation will be provided, the Director will ensure that the following individuals are notified, as appropriate, of the accommodations and necessary facility requirements.
 1. Region Supervisor
 2. Training Coordinator
 3. Instructor of Record
 4. Course Manager
 5. Test Proctor

Appeal Procedures:

- A. To appeal the Director's decision, the candidate must file his/her appeal in writing with Council, within 180 calendar days of the decision.
- B. Requests for appeal must be received a minimum of 14 calendar days prior to the date of a regularly scheduled Council meeting. If there is room available on the agenda the appeal will be scheduled for the next meeting.
- C. If the appellant has materials he/she would like Council to consider, they should be received 14 calendar days before the appeal hearing for distribution to Council members.

Policy 2-13

Structural Live Fire Training for Interior Attack

FIRE FIGHTERS TRAINING COUNCIL
DEPARTMENT OF STATE POLICE
FIRE MARSHAL DIVISION

Section: Instruction
Policy: Live Fire Training

Orig. Date: 11-07-90

Rev. Date: 09-13-95

STRUCTURAL LIVE FIRE TRAINING FOR INTERIOR ATTACK

Administrative: This policy replaces policy 2-13, Structural Live Burn Training, dated November 7, 1990. Use of structural live fire training in Fire Fighters Training Council (FFTC) sanctioned training programs is not required. Use of structural live fire training may be used at the discretion of the course instructor or sponsor. If structural live fire training is used in a FFTC sanctioned training program it must be conducted within the parameters of this policy.

Purpose: This policy delineates requirements for the training of structural fire fighters under live fire conditions and focuses on training for coordinated interior fire suppression operation and shall be managed by means of a documented incident command system.

Scope: This policy applies to live fire training in a training center burn building utilizing class A combustible materials or gas fired burn buildings

Note: All live fire training exercises conducted in structures by the Authority Having Jurisdiction (AHJ) shall be conducted within a structure specifically designed to conduct live fire training exercises on a repetitive basis (ref. NFPA 1402). The “authority having jurisdiction” is the organization, office or individual responsible for “approving” equipment, an installation or a procedure. The FFTC shall not sponsor live fire training in structures which have not been specifically designed for this purpose (i.e. acquired buildings).

General: Live fire training in a training center burn building can be an excellent means of training fire fighters. Live fire training can provide high levels of realism, it obviously carries most of the hazards of interior fire fighting. Live fire training evolution’s must be planned and participants supervised by instructional personnel to ensure adequate levels of safety.

SECTION A - STUDENT PREREQUISITES

1. The Instructor-in-Charge of a FFTC approved course shall ensure that all participating students shall have achieved a minimum level of basic training.
2. Students shall have received training prior to participating in live fire training evolution’s which meet the performance objectives for Fire Fighter I as outlined in

Chapter 2, 2-1.2 of NFPA 1001, Standard for Fire Fighter Professional Qualifications:

- 3-1 General
- 3-4 Fire Behavior
- 3-6 Self-Contained Breathing Apparatus
- 3-7 Forcible Entry
- 3-8 Ventilation
- 3-10 Rescue
- 3-11 Safety
- 3-12 Ladders
- 3-13 Fire hose, nozzles, appliances
- 3-14 Fire streams

3. Students from other than the AHJ who received the required minimum basic training shall not participate in live fire training evolution's without presenting proper documentation from the AHJ documenting successful completion of the prescribed minimum training to the levels specified in Chapter 2, 2-1.2 of NFPA 1403, Standard for Live Fire Training.

SECTION B - BURN BUILDING

1. Structural live fire training evolution's will be conducted in a building specifically designed for repetitive live fire training by the AHJ.
2. Exposures.
 - a. Burn buildings shall be placed in an area so as not to pose a threat of fire spread to buildings, trees, brush, and surrounding vegetation.
 - b. Burn buildings shall be placed so that the spread of smoke will not hinder streets or highways, pedestrian traffic or property adjacent to the burn building.
3. Preparation of Burn Building.
 - a. Prior to a live fire training evolution, the burn building shall be visually inspected by the lead instructor and safety officer for damages and documented.
Structural integrity of the building shall be evaluated and documented periodically, but at least annually by the AHJ.
 - b. Prior to every live fire training evolution all doors, windows, window shutters, roof scuttles, automatic ventilators, mechanical equipment, lighting, manual or automatic sprinklers, and standpipes shall be checked and operated to ensure they operate correctly. All safety devices, such as thermometers, oxygen, toxic gas monitors, evacuation alarms, and emergency shut-down switches shall be

- checked prior to every live fire training evolution's to ensure they operate correctly.
- c. Upon completion of a live fire evolution and before continuing further operations the burn building shall be cleared of debris which hinder the access or egress and safety of fire fighters. Structural integrity of the building shall be evaluated and documented periodically, but at least annually by the AHJ.
4. Water supply.
- a. Water supply for the live fire evolution shall be based on the extent of the evolution.
 - b. Water supply and delivery for the live fire training evolution shall meet the criteria identified in NFPA 1231, Standard on Water Supplies for Suburban and Rural Fire Fighting.
 - c. Two water sources shall be utilized for supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time (i.e. drop tank, second pumping apparatus, hydrant or portable pump).
5. Vehicle parking/staging.
- a. Fire apparatus utilized in fire ground operation will be parked so as not to interfere with fire ground operations.
 - b. Additional fire apparatus, Emergency Medical Services vehicles and extra vehicles standing by during fire ground operations will be staged in an area so as not to interfere with fire ground operations.
6. Pre-burn briefing session.
- a. A pre-burn briefing session for staff and students shall be conducted before conducting live fire evolution's.
 - b. Crew assignments will be made and all tasks to be performed during the evolution shall be discussed.
 - c. The pre-burn briefing shall include a diagram of interior rooms, hallway and exterior openings.
 - d. A walk-through of the structure shall be made to familiarize students, instructors and safety officer(s) with the layout of the building and the evacuation plan of the building.

SECTION C - FUEL MATERIALS

1. Only Class A materials, natural gas and or propane gas may be used.
2. Pressure-treated wood, rubber, plastic materials and flammable liquids shall not be used.
3. When utilizing a propane or natural gas fueled fire system, the AHJ shall incorporate emergency shutdown switches and other electronic devices to monitor burn evolution's to provide an increased level of safety.

SECTION D - SAFETY

1. A safety officer shall be appointed for all live fire training evolution's in accordance with NFPA 1403 - Safety Officer. An individual qualified by the AHJ to maintain a safe working environment at all live fire training evolution's.
2. Responsibilities of the safety officer shall include but not be limited to:
 - a. Prevention and elimination of unsafe acts.
 - b. Prevention and elimination of unsafe conditions.
 - c. Provide for the safety of all personnel on site, including students, instructors, visitors, and spectators.
3. The safety officer for the live fire evolution shall have the authority, regardless of rank, to intervene and terminate the operation when, in his or her judgment, a potential or real danger, accident, or unsafe condition exists.
4. Safety officers shall not be assigned other duties.
5. Safety requirements;
 - a. Prior to each evolution, the instructor-in-charge of the live fire training evolution shall determine how many training attack lines and backup lines will be necessary.
 - b. Each fire attack crew will have a student to instructor ratio of not more than 6:1.
 - c. One instructor will be assigned to each "backup line."
 - d. One instructor will be assigned to each functional assignment (i.e. ventilation, ladders, etc.).

- e. Additional safety personnel may be assigned by the safety officer to monitor operations within the structure to prevent any unplanned or threatening situation or condition.
- f. Fireground communications shall be established to allow coordination among the incident commander, the interior and exterior functional assignments, the safety officer, and external requests for assistance.
- g. An evacuation plan for the building shall be established and an evacuation signal shall be demonstrated to all participants prior to the live fire training evolution.
- h. Instructor-in-Charge shall provide a person certified in CPR and first aid and or licensed by Michigan Department of Public Health as a Medical First Responder, E.M.T., E.M.T.-S or Paramedic.
- i. One instructor shall be designated as the “ignition officer” to control the materials being burned. The ignition officer shall wear personal protective equipment in accordance with MIOSHA Part #74, and a charged hoseline shall accompany the ignition officer at all times when performing this function.

Exception: When using a gas fired system, if the ignition officer is using a remote igniter from an enclosed protected room designed for such purpose, it is not required that a charged hose line accompany the ignition officer.

- j. The instructor-in-charge in coordination with the safety officer shall give the order to ignite the training fire. The ignition officer shall ignite the training fire under the direct supervision of the safety officer.
 - k. Prior to ignition, the ignition officer and safety officer shall make a walk through of the training center burn building to ensure that no unauthorized persons, animals, or objects that could injure fire fighters are in the building.
 - l. No person(s) shall play the role of a victim during live fire training evolution.
- 6. All instructors, safety personnel and students shall wear protective clothing and equipment that meet the requirement of MIOSHA Part #74. Prior to entry into a live fire training evolution, the safety officer shall inspect all personnel to make sure that protective clothing and equipment is being worn properly and are in serviceable condition.
 - 7. Instructors, safety personnel and students participating in a live fire evolution shall breathe from an SCBA air supply whenever one or more of the following conditions exist:
 - a. Operating in an atmosphere that is suspected of being or may become oxygen deficient or contaminated by products of combustion or both.

- b. Operating below ground level.

SECTION E - INSTRUCTORS

1. Instructors shall be FFTC certified fire service instructors. FFTC provisional level instructors may assist under the direct on-site supervision of a certified instructor.
2. Burn building manufacturer representatives who are qualified and authorized by the manufacturer to instruct others in the use and operation of the burn building, may function as instructors within the parameters of this policy.
3. Instructor responsibilities.
 - a. The instructor-in-charge shall be responsible for full compliance with this policy and adheres to the safety and incident command procedures found in NFPA 1500, NFPA 1403, NFPA 1561. MDOL fire fighting PART 74, and facial hair MIOSHA RULE 3502, (5) (e) (i).
 - b. Instructor(s) shall adhere to policy and procedures of AHJ.

SECTION F - REPORT and RECORDS

1. The AHJ shall maintain records of all live fire training evolution's in accordance with AHJ requirements and may be audited upon request by FFTC Director-of-Training or designee.
2. Recommended documentation may include:
 - a. An accounting of the activities conducted;
 - b. A listing of instructors present and their assignments;
 - c. A listing of all other participants and their assignments;
 - d. Documentation of unusual conditions encountered;
 - e. Any injuries incurred and treatment rendered;
 - f. Any changes or deterioration of the structure;
 - g. Documentation of the condition of the premises and adjacent area at the conclusion of the training exercise.

- h. Any other documentation as required by law.
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- 3. After completing a live fire training evolution a post-training critique session, complete with documentation, shall be conducted to evaluate student performance and to reinforce the learning experience of all participants.

