



# Sponsors Guide

This document is a part of the Evaluation and Certification Guide published by the Saskatchewan Office of the Fire Commissioner.



# Evaluation and Certification Guide

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## Introduction

The evaluation of Saskatchewan fire fighters to internationally recognized standards is a partnership involving fire departments, training institutions and the Office of the Fire Commissioner (OFC). Although the OFC is the body accredited to evaluate and issue International Fire Service Accreditation Congress (IFSAC) certification, without the essential involvement of our partners it would be difficult to provide certification programs.

This partnership functions through a system of sponsors. Sponsors undertake to organize the certification programs. This guide is designed to help individuals and organizations that want to sponsor a certification program to organize and prepare for a certification program.

## Applying for a Certification Program

Each year, by April 1<sup>st</sup>, the OFC develops a schedule for certification programs that will take place in the next 12 months. This schedule gives fire fighters who want to challenge certification enough advanced notice so they can plan their training and study schedule. Individuals and organizations wanting to sponsor a certification program must identify their interest in sponsoring a certification program to the OFC, in writing, by December 31<sup>st</sup> of the year preceding the intended certification program.

Once a certification program request is confirmed, a member of the OFC staff will be assigned as a liaison to the Sponsor. The OFC liaison will identify basic needs to the Sponsor. Regular communication between the Sponsor and the OFC is an essential part of preparing the certification program. The OFC Liaison will also identify the Lead Evaluator, who is responsible to supervise the certification program, to the Sponsor.

This document identifies the minimum number of participants required to conduct a certification program. The numbers are specified because they provide for sufficient personnel to conduct a certification program that realistically measures participants performance. Where a Sponsor is unable to register the minimum number of participants, this should be identified to the OFC liaison as each request is considered on its merits.

Sponsors are advised that all practical evaluations are conducted in conformance with provincial Occupational Health and Safety regulations and NFPA 1403 for live fire exercises.

## Costs Associated with Certification Programs

Sponsors are responsible for all costs associated with the certification program. Sponsors are also responsible for all risk management issues associated with the certification program. The OFC is not responsible for, nor will it assume responsibility or liability for associated costs, loss of or damage to equipment, or any other cost associated with a certification program.

## Certification Program Duration

Depending on the standard being challenged, the number of participants and other factors, evaluation programs are usually conducted within the time frames identified below. It is key that the sponsor is prepared before the certification program is scheduled to begin. The Sponsor and Lead Evaluator must develop a schedule of events for the certification program to determine actual time frames.

NFPA 472 Haz-Mat Operations	8 hours (1 day)	2 Evaluators
NFPA 1001 Fire Fighter	24 hours (3 days)	2 Evaluators
NFPA 1002 Apparatus Driver/Operator	16 hours (2 days)	2 Evaluators
NFPA 1041 Fire Service Instructor	8 hours (1 day)	1 Evaluator

It should be noted that:

- a) The time frames and evaluators needed are based upon the minimum number of participants identified for each standard. A larger number of participants may require additional evaluators.
- b) There must be a deadline set for registering participants for evaluation venues. This will allow sponsors the time to prepare for certification.
- c) NFPA 472 Awareness consists of a written evaluation only. The OFC does not schedule certification programs for NFPA 472 Awareness Level and all evaluations must be proctored.
- d) NFPA 1041, 1031, 1033 and 1035 are conducted regionally by the OFC in conjunction with other training programs. Evaluation locations, date and times will be identified on the web site - <http://www.cps.gov.sk.ca/Safety/fire/certification.shtml>. **Individual evaluations in these Standards are not conducted.**

### **General Requirements**

The Sponsor is responsible to:

- ◆ Advertise the certification program and to register all persons participating. **Certification programs must be open to all eligible fire fighters to attend without restriction.** The participants list (example included in this guide) must be fully completed. The list must be provided to the Lead Evaluator before the certification program starts. The Lead Evaluator is responsible to determine who is eligible and who is not. Where a question of eligibility arises, contact the OFC liaison.
- ◆ Gather all required prerequisite and other documentation as identified in the Evaluation and Certification Guide (prerequisite table is in this and the ECG Main document) from all participants. Documentation must be retained in a secure location until it is provided to the Lead Evaluator (before the certification program starts) assigned to the certification program for examination. Only eligible persons may participate in the certification program.
- ◆ Arrange for evaluators, as required. The need for evaluators will be identified by the OFC liaison when the certification program is confirmed.
- ◆ Arrange for adequate safety, command and control personnel. Evaluators evaluate only. The Sponsor must arrange to have personnel on site to ensure practical exercises are set up and initiated under the evaluators instructions (example; the evaluator will not be able to set up water, diesel and then ignite a fire in a pan for fire extinguisher evaluations under 1001). Participants may be used to “reset” an exercise area (disconnect and replace hose on vehicles, etc.) but the Sponsor must have personnel on site to set up exercises and to assist the evaluator on safety. The Sponsor and Lead Evaluator must determine personnel needs for each certification program and activity.
- ◆ Arrange a suitable location for the written evaluation(s). Persons will require a quiet room with a suitable table and chair to write the evaluation. The room must be large enough for the expected attendance to ensure each participant has adequate space to comfortably write the evaluation. If the written evaluation is to be held at a different time and location than the practical evaluation exercise, persons who are unable to attend the scheduled written evaluation should be advised to arrange for a proctored written evaluation. Information on proctored evaluations is contained within the Evaluation and Certification Guide.

## **Safety Plan**

During a certification program involving a practical evaluation (NFPA 472, 1001, 1002, 1033 and potentially under 1041), evaluators will be evaluating participants and not able to perform command and control functions or specifically monitor overall safety. The sponsor is responsible to ensure that sufficient personnel (not participants) are available to serve as command and control for practical exercises and that sufficient safety personnel are available on site during practical evaluation exercises.

**Practical evaluations will not proceed unless the safety plan is fully completed.**

The safety plan must be submitted to the Lead Evaluator **not less than 24 hours** prior to a certification Program. Sponsors should communicate with the Lead Evaluator to ensure the safety plan is developed to meet all needs and issues.

### **Information that must be included in the Safety Plan:**

- Department or Sponsoring Organization Name
- Safety Personnel identified and assigned to the program
- Command and Control Personnel identified and assigned to the program
- Contact Person(s)
- Phone Numbers (work, cell) for Contact Person(s)

### **Site Plan**

Diagram of the evaluation site(s), including information on critical features such as, entry/exit routes, water supply, exercise areas/equipment and apparatus staging positions.

### **Considerations to be identified (as appropriate to the Evaluation Exercise)**

- Area for persons waiting to be evaluated (away from traffic and exposure)
- Site vehicle access, vehicle maneuvering space and adequate support of weight of vehicles
- Drainage for water used during exercises
- Exposures minimal or steps to reduce exposures
- How control of access during exercises is achieved (ie: public is limited on entry)
- Live fire building suitably prepared for live burns?
- Pre-burn Briefing
- Buildings suitable for use?
- Sufficient water supply available?
- Fire Extinguisher evaluation area suitable?
- Foam application area suitable?
- Burn and extrication prop vehicles have batteries removed and fuel tanks removed or emptied.

### **Procedures in the event of an emergency**

The safety plan must specify procedures should one of the following situations occur;

- Injury during the evaluation.
- Fire or other emergency call during the evaluation.  
How will back-up protection be provided if the sponsoring department is called away
- Equipment failure (Pumping Apparatus) or loss of fire control (Live Fire) during the evaluation.
- How will back-up protection be provided.

### **Site Clean Up Plan**

The safety plan must include information on how the evaluation site will be made “safe” after the certification program is completed. Information should include procedures for removal or demolition of;

- Buildings
- Vehicles
- Combustible Materials
- Props
- Spills and Waste Materials
- Other

### **Accountability System**

The sponsor must ensure that there is an accountability system in place and used for:

- Identification of fire fighters.
- Identification of fire fighters entering and leaving hazardous areas.
- Tracking of fire fighters and other personnel by both location and function.

### **Documents for Live Fire Exercises**

The contracts for release and risk management documents that are included in this Guide must be completed and available to the Lead Evaluator prior to the certification program.

### **Required Materials Equipment and Facilities**

The materials and equipment identified for written and practical evaluation exercises must be available. Sponsors are responsible to either supply or to ensure participants bring appropriate equipment to the certification program.

- Records for all inspection, testing and maintenance for equipment to be used during the certification program must be up to date with records available for the Lead Evaluator upon request.
- A safe area for persons waiting to be evaluated that prevents them from observing evaluation exercises underway must be available at the evaluation site.

### **Program Specific Equipment and Facilities**

The following materials, equipment and facilities are typically required for certification programs covering specific NFPA Standards. Depending on evaluation exercises to be conducted, less or additional equipment or facilities may be required. Specific equipment or materials will be identified by the Lead Evaluator prior to the certification program.

### **472 Professional Competence of Responders to Hazardous Materials Incidents**

Awareness Level: (Requires a written evaluation only)

- A suitable classroom to write the evaluation.
- Latest addition of the North American Emergency Response Guidebook for each participant.

Operations Level:

- A minimum of 12 persons.
- A suitable classroom to write the evaluation.
- Latest addition of the North American Emergency Response Guidebook for each participant.
- One set of field glasses or binoculars.
- Telephones, two-way radios and manual or automated dispatch system.
- Full set of structural firefighter’s personal protective clothing for each participant (helmet, balaclava, coat, pants, boots, and gloves).



- PASS device for each participant.
- A minimum of 2 NIOSH certified open-circuit SCBA units operating in positive pressure mode for each 4 participants plus 2 dedicated units for use by rescue team, plus spare cylinders or filling station.
- Examples of shipping documents, MSDS and placards.
- Equipment and supplies to set up a decontamination area appropriate to the criteria of the authority having jurisdiction.
- Suitable evaluation site, including access to bulk shipping facility such as a bulk fuel plant, rail yard or transport truck facility.
- Protective clothing, apparatus, equipment, tools and supplies for absorbing, damming, diking, dilution, diversion, retention, vapour dispersal and vapour suppression of hazardous materials, appropriate to the response criteria of the authority having jurisdiction.
- Pumping apparatus and Class B foam concentrate with appropriate eductors and nozzles.
- Water resistant tarps to contain contaminants.
- Traffic and scene control devices, (safety signs, pylons and fire line tape to cordon off safe work area for emergency workers).

**Note:** all PPE, SCBA's, Fire Apparatus must meet appropriate standards.

### **1001 Fire Fighting Professional Qualifications**

- A minimum of 12 persons.
- A suitable classroom to write the evaluation.
- Traffic and scene control devices, (safety signs, pylons and fire line tape to cordon off safe work area for emergency workers).
- Full set of structural firefighter's personal protective clothing for each person (helmet, balaclava, coat, pants, boots, and gloves).
- PASS device for each participant entering a hazardous area.
- A minimum of 2 NIOSH certified open-circuit SCBA units operating in positive pressure mode for each 4 participants plus 2 dedicated units for use by rescue team, plus spare cylinders or filling station.
- Telephones, two-way radios and manual or automated dispatch system (PA system or loud speaker).
- A selection of Class A, B & C type fire extinguishers. At least one extinguisher should be available for each candidate.
- Sufficient quantities of combustible liquids (gas & diesel) for fire extinguisher fires.
- Pans to ignite combustible liquids.
- Suitable structure(s) and training ground for practical skills exercises and live fire exercises.
- Suitable furnishing to burn in structure (furnishings or fire loading materials, straw, etc...).
- Sufficient quantities of class A combustible material must be readily available ( straw, wood, pallets).
- Mock gas and electrical connections at the live fire building. These connections must be inspected and made safe.
- Suitable evaluation site for auto extrication and vehicle fires.
- Suitable auto-extrication tools and equipment (Hydraulic, Hand or Power tools). There must be a minimum of 1 vehicle for each 4 participants for extrication and vehicle fire suppression. Vehicles must have doors, windows, interior furnishings and tires intact.
- Fully equipped and operational fire department pump apparatus (min.500 gpm imperial, 1892 liters per-minute). Truck(s) must be equipped for structural fire attack, forcible entry, ventilation, salvage and overhaul operations (see appendix C).

- Apparatus, equipment, tools and supplies for demonstrating foam attack of Class B combustible liquid fires.
- At least two operating hydrants at the site. This requirement may be waived if a suitable tanker relay or on-site drafting arrangement can be made.

NOTE: Separate sources shall be utilized for the supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time at all evaluations requiring live burns.

- A propane cylinder purged of all combustible vapors.
- An occupied dwelling available for a fire prevention inspection by participants.
- A commercial occupancy with standpipe, sprinklers and alarm systems available for inspection by participants.

**NOTE:** all PPE, SCBA's, Fire Apparatus must meet appropriate standards.

### **1002 Fire Apparatus Driver/Operator Professional Qualifications**

- A minimum of 4 persons.
- A suitable classroom to write the evaluation.
- Traffic and scene control devices, (safety signs, pylons and fire line tape to cordon off safe work area for emergency workers).
- A set of Department SOG's/SOP's for maintenance, pump staging and operations.
- Apparatus inspection check sheet appropriate to the apparatus and the authority having jurisdiction.
- A suitable exercise area, with 20 traffic cones, for apparatus driving requirements.
- Full set of structural firefighter's personal protective clothing for each person (helmet, balaclava, coat, pants, boots, and gloves).
- A minimum of 2 fire service pumpers (min.500 gpm imperial, 1892 liters per-minute).

**NOTE:** Participants will only be tested on those types of apparatus they will be expected to operate.

- The following types of water source must be available:
  - Internal (booster) tank on apparatus,
  - Pressurized supply (hydrant or second pumper),
  - Static supply (drop tank or natural).
- On board or portable foam eductor, appropriate nozzles and suitable foam concentrate.

### **1041 Fire Service Instructor Professional Qualifications**

#### Level I

- Teaching areas including, classrooms, apparatus bays or training grounds as required.
- A suitable classroom to write the evaluation.
- Participants are required to instruct a prepared lesson plan of a minimum 2-hour duration (ie: an Essentials module). The Sponsor and participant must communicate so appropriate equipment and facilities for instructing the lesson are available.

#### Level II

- Teaching areas including, classrooms, apparatus bays or training grounds as required.
- A suitable classroom to write the evaluation.
- Participants are required to instruct a lesson plan they have prepared of a minimum 4-hour duration. The Sponsor and participant must communicate so appropriate equipment and facilities for instructing the lesson are available.

Certification programs for the following NFPA standards are conducted by the OFC at regional or specific times. Sponsors may be contacted to assist in organizing these programs.

**1031 Professional Qualifications for Fire Inspector (level 1)**

- Copies of the current National Fire of Canada and National Building Code of Canada for each person.
- A suitable classroom to write the evaluation.
- Unlimited access to a variety of structures containing a sprinkler system, fire alarm system, fire extinguisher system and a place of public assembly.
- Tools and equipment essential to carry out an inspection ( ie: paper, pencil, tape measure)

**1033 Professional Qualifications for Fire Investigator**

- Unlimited access to fire scene.
- A suitable classroom to write the evaluation.
- Suitable protective clothing and equipment including SCBA, respiratory protection and PASS device (helmet, balaclava, coat, pants, boots, gloves)
- Tools and equipment (including camera and film, paper, pencil, tape measure, gas monitor) for fire scene examination.
- Assistance, equipment and materials, when required, to make fire scenes safe for entry.

**1035 Professional Qualifications for Public Fire and Life Safety Educator**

Level I & II

- Teaching areas including, classrooms, apparatus bays or training grounds as required.
- A suitable classroom to write the evaluation.



Fire Fighter Evaluation & Certification Program

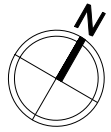
# Example Certification Site Plan

Department Name:

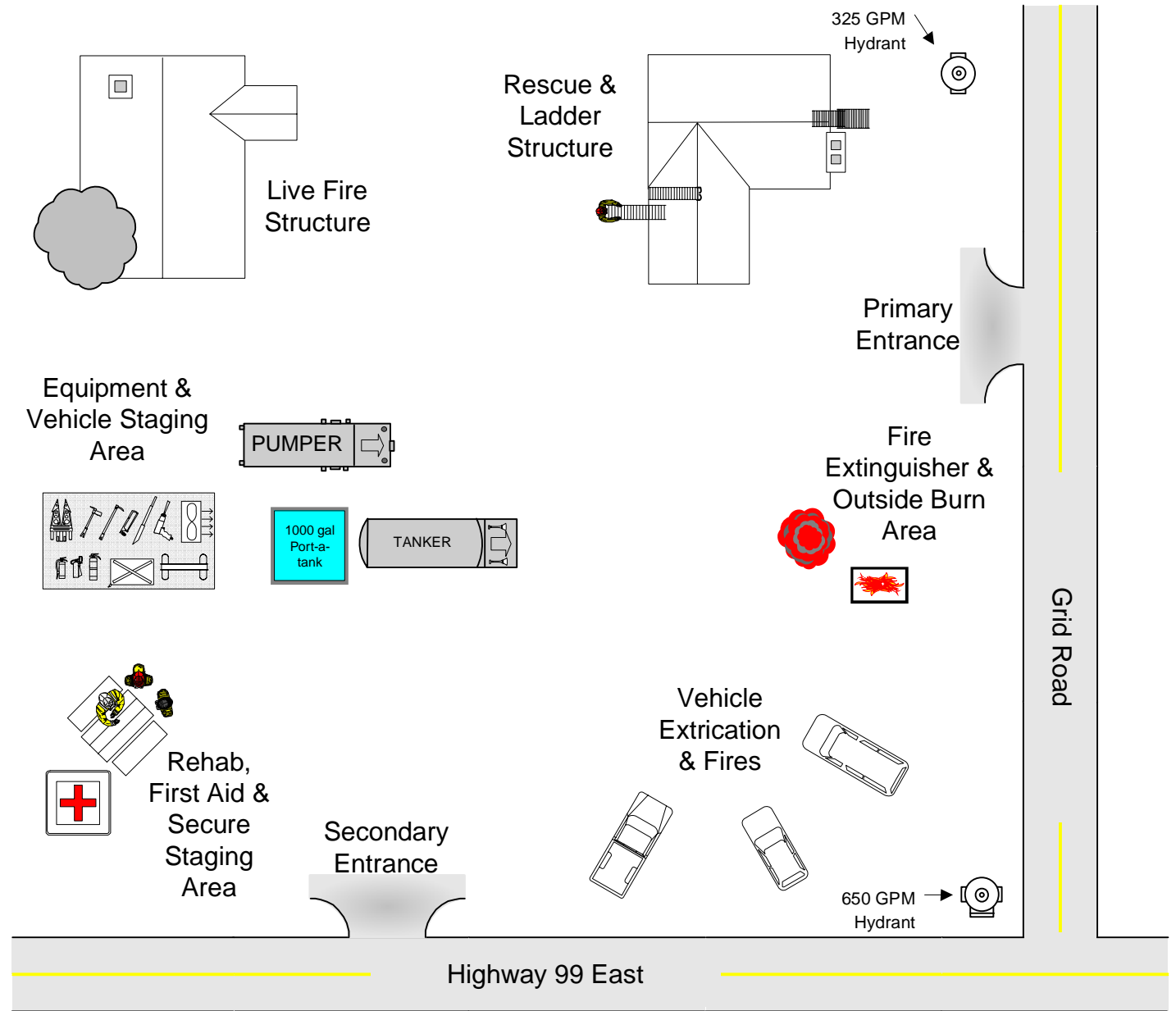
Contact Name:

Phone: (306)

Fax: (306)



Indicate North



Exercise Date:

Safety Officer:

Location:

EMS Contact:

Special Instructions:

Mutual Aid Department:



Fire Fighter Evaluation &  
Certification Program

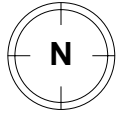
## Certification Site Plan

Department Name:

Contact Name:

Phone: (306)

Fax: (306)



Indicate North

Large empty rectangular area for drawing the site plan.

Exercise Date:

Safety Officer:

Location:

EMS Contact:

Special Instructions:

Mutual Aid Department:

**Application Information for a Certification Program**



Send to:

Office of the Fire Commissioner  
Suite 310-1855 Victoria Avenue  
Regina, Saskatchewan  
S4P 3V7

Or Email to: [FIRS@cps.gov.sk.ca](mailto:FIRS@cps.gov.sk.ca)

**Sponsors must notify the OFC prior to Dec 31<sup>st</sup> of their intent to sponsor a certification program in the coming fiscal year. (Apr 1 – Mar 31)**

Department Name: \_\_\_\_\_

NFPA Standard(s) to be attempted: \_\_\_\_\_

Date of Certification Program: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Mailing address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person Telephone numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Minimum Equipment

This is a recommended list for live fire exercises, for certification programs involving fires or exercises requiring apparatus. Sponsors should consult with the OFC if they do not have this equipment.

- 1 - 4m, fire department type metal ladder with folding roof hooks (roof ladder)
- 1 - fire department type metal extension ladder to extend at least 7 m (24 foot extension)
- 1 - 3m folding ladder (attic ladder 10 feet)
- Hard suction hoses (diameter and minimum 4.6m (15 ft) length for pump)
- 1 - strainer of adequate capacity for pump suction hose
- 1 - gated swivel adapter with suction hose threads on one end and local large hydrant thread on the other end
- At least 120 m (400 ft) of 38 mm, 44mm or 51mm (1-1/2", 1-3/4" or 2") attack hose
- At least 360 m (1200 ft) of 65 mm (2-1/2") or larger supply/master stream hose
- If apparatus is equipped with hose reel, 60 m of 25 mm booster hose with shut-off nozzle of combination solid stream and variable cone spray type, capable of delivering at least 360L/min (95gpm)
- 1 - 65 mm shut-off play-pipes (master stream nozzle) of at least 757L/min (200gpm) with 25mm, 29mm, and 32mm (1", 1-1/8" and 1-1/4") tips
- 2 - combination nozzles capable of at least 757L/min (200gpm) for 65 mm play-pipes or master streams
- 2 - shut-off combination nozzles capable at least 400L/min (100gpm) for attack lines
- 1 - 3 kg pick-head axe
- 1 - 3 kg flat head axe
- 2 - pike-pole or plaster hook, minimum 2m (6 ft) and 2.4m (8 ft)
- 2 - electric hand lights, 6 V dry cell or 4 V wet cell minimum
- 2 - approved hand portable fire extinguishers such that Class A, B and C fires may be handled Minimum sizes shall be 20BC rating for dry chemicals (vehicle should have 80BC total), and 2A rating for water types
- 1 - first aid kit
- 2 - hydrant wrenches
- 4 - hose spanners for use on hose
- 2 - 65 mm double female coupling
- 2 - 65 mm double male coupling
- 1 - rubber mallet
- 2 - salvage covers, 350 by 550 cm
- 2 - wheel chocks
- 2 - hose straps or belts
- 1 - hose clamp
- 1 - pair bolt cutters
- 1 - 125 cm crowbar
- 1 - gated wye 65 to 2- 38 mm
- 1 - 65 mm Siamese
- 1 - 38 m of 16 mm rope
- 2 - self-contained breathing apparatus
- 1 - spare air cylinders per SCBA

- Additional self-contained breathing apparatus sufficient that each fire fighter fighting interior fires may be equipped, with one spare bottle per SCBA

Additional Equipment (may be required)

- 1 - portable pump with gasoline-driven engine (c/w minimum 3m (10 ft) hard suction hose and strainer/float dock)
- 6 - back-pack type pump tank extinguishers
- 2 - hay forks, 3-tine
- 3 - sprinkler stoppers or wedges
- 2 - brooms
- 1 - scoop shovel
- 1 - pail
- 4 - fire brooms
- 2 - metal rakes
- 2 - long handle, pointed shovels (spade)
- Additional 38 mm hose and nozzles for wild land fire fighting service
- Additional longer extension ladder (10.7m or 35ft) in lieu of ladder truck support where buildings of 3 stories are protected)

Where Water Tank Trucks are used for water supply

- 61 m of 65 mm (2-1/2") or larger hose
- 1 - 3 kg pick-head or flat head axe
- 1 - pike-pole or plaster hook, minimum 2.4m (8 ft)
- 2 - electric hand lights, 6 V dry cell or 4 V wet cell minimum.
- 2 - approved hand portable fire extinguishers such that Class A, B and C fires may be handled. Minimum sizes shall be 20BC rating for dry chemicals (minimum capability 80BC), and 2A rating for water types.
- 2 - self-contained breathing apparatus
- 1 - spare air cylinders per SCBA
- 1 - first aid kit (24 unit fire department assortment)
- 1 - hydrant wrenches
- 2 - hose spanners for use on hose
- 2 - 65 mm double female coupling
- 2 - 65 mm double male coupling
- 2 - wheel chocks
- portable collapsible water tank of at least 3600L (700gal) capacity
- 1 - portable pump with gasoline-driven engine
- If equipped with a pump, additional equipment includes;
- 4.6m (15 ft) of soft suction and/or 6m (20ft) hard suction hose of size appropriate to the pump or pumps carried and with strainer/float dock
- 61m of 38 mm, 44mm or 51mm (1-1/2", 1-3/4" or 2") attack hose
- 2 - shut-off combination nozzles capable at least 400L/min (100gpm) for attack lines
- 61 m of 65 mm (2-1/2") or larger hose
- rubber mallet
- 1 - gated swivel adapter with suction hose threads on one end and local large hydrant thread on the other end



## Permits, Documents, Notifications, Insurance

1. Written documentation received from owner:
  - permission to burn structure
  - proof of clear title
  - declaration of insurance cancellation
  - acknowledgement of post burn property condition
2. Local burn permit received
3. Permission obtained to utilize fire hydrants
4. Notification made to appropriate dispatch office of date
5. Notification made to all affected police agencies
  - received authority to block off roads
  - received assistance in traffic control
6. Notification made to owners and users of adjacent property of date, time, and location of burn
7. Liability insurance or release obtained covering damage to other property

## Suggested Release Form Wording

For property located at: \_\_\_\_\_ Full legal address/description \_\_\_\_\_

I, \_\_\_\_\_ owners complete name \_\_\_\_\_ having agreed with the municipality of \_\_\_\_\_ that a structure owned by me and located at the above address may be demolished. In order that demolition may be accomplished, I give my consent to demolish, by burning or other means, the said structure. I certify that I am the legal owner of the property and recognize that I remain responsible for any claims/liens that may be held against the property. I also certify that any insurance held on the property, buildings and building contents has been cancelled. I further release the municipality from any claim for loss resulting from such demolition.

The Fire Department agrees to demolish the named structure to provide the following services: (identify items such as site clean-up or other responsibilities)

The owner of the property shall be held responsible to ensure the property is maintained in a safe and acceptable condition after the building is demolished. The owner shall be responsible to: (identify specific responsibilities, such as fill in/remove foundation).

Document should have a place for the owners name, address (complete) and telephone number and signature blocks for the owner, the municipal representative and witnesses.

## **Building Preparation**

(prior to certification program)

- Building inspected to determine structural integrity
- All utilities disconnected
- Highly combustible interior wall and ceiling coverings removed
- All holes in walls, floors and ceilings patched or areas blocked/sealed from access
- Materials of exceptional weight removed from above training area
- Ventilation openings of adequate size precut for each separate roof area
- Windows checked and operated, openings closed
- Doors checked and operated, opened and closed as needed
- Building components checked and operated:
  - roof scuttles
  - automatic ventilators
  - mechanical equipment
  - lighting equipment
  - manual or automatic sprinklers
  - standpipes
- Stairways made safe with railings in place
- Chimney checked for stability
- Fuel tanks and closed vessels removed or adequately purged and vented
- Unnecessary inside and outside debris removed
- Porches and outside steps made safe
- Cisterns, wells, cesspools, and other ground openings fenced or filled
- Hazards from toxic weeds, hives, and vermin eliminated
- Hazardous trees, brush, and surrounding vegetation removed from exposures
- Exposures such as buildings, trees, and utilities removed or protected
- All extraordinary exterior and interior hazards remedied
- Fire "sets" prepared:
  - Class A materials only (furniture, straw, pallets)
  - no flammable or combustible liquids
  - no contaminated materials

## Pre-burn Planning

(must be available for Lead Evaluator )

Preburn plans made, showing the following:

- site plan drawing, including all exposures
- building plan, including overall dimensions
- floor plan detailing all rooms, hallways and exterior openings
- location of command post
- position of all apparatus
- position of all hoses, including backup lines
- location of emergency escape routes
- location of emergency evacuation assembly area
- location of rehab area
- location of ingress and egress routes for emergency vehicles
  
- Available water supply determined \_\_\_\_\_ L/min (gpm)
- Required fire flow determined for the burn building and exposure buildings  
\_\_\_\_\_ L/min (gpm)
- Required reserve flow determined (50 percent of fire flow)
- Apparatus pumps obtained that meet or exceed the required fire flow for the building and exposures
- Separate water sources established for attack and backup hoselines
- Periodic weather reports obtained

Parking areas designated and marked (as required):

- apparatus staging
- ambulances
- police vehicles
- press vehicles
- private vehicles
  
- Operations area established and perimeter marked
- Communications frequencies established, equipment obtained

## Program Prerequisites and Required Documentation

NFPA STANDARD	PREREQUISITE QUALIFICATION	REQUIRED DOCUMENTATION
<b>HazMat Responder</b>		Letter of recommendation from Fire Chief
472 Awareness		Completed JPR forms (from appendix)
472 Operational	Certification NFPA 472 Awareness	Certificate NFPA 472 Awareness
		Completed JPR forms (from appendix)
<b>Fire Fighter</b>		Letter of recommendation from Fire Chief
1001	Certification NFPA 472 Awareness	Certificate NFPA 472 Awareness Level
	Certification NFPA 472 Operational	Certificate NFPA 472 Operations Level
	First Aid and CPR	Current First Aid/CPR (C Level) Certificate
		Completed JPR forms (from appendix)
<b>Driver/Operator</b>		Letter of recommendation from Fire Chief
1002 Apparatus Equipped with Pump	Certification NFPA 1001	Certificate NFPA 1001 Level 1
		Completed JPR forms (from appendix)
1002 Apparatus Equipped with Aerial Device.		Letter of recommendation from Fire Chief
	Certification NFPA 1002 Apparatus Equipped with Fire Pump	Certificate NFPA 1002 Apparatus Equipped with Fire Pump
		Completed JPR forms (from appendix)
<b>Fire Inspector</b>		Letter of recommendation from Fire Chief
1031	Certification NFPA 472 Awareness	Certificate NFPA 472 Awareness
	Fire Fighter skills (basic)	Certificate NFPA 1001 Level 1*
		Completed JPR forms (from appendix)
<b>Investigator</b>		Letter of application
1033		Letter of recommendation from Fire Chief
		2 letters of reference
	Certification NFPA 472 Awareness	Certificate NFPA 472 Awareness
	Fire fighting knowledge	Certificate NFPA 1001 Level 2*
	Extensive fire prevention knowledge	Certificate NFPA 1031 Level 1*
	Fire safety skills (advanced)	Certificate NFPA 1035 Level 2*
	Instructional skills (advanced)	Certificate NFPA 1041 Level 2*
		Completed JPR forms (from appendix)
<b>Life Safety Educator</b>		
1035 Level 1		Letter of recommendation from Fire Chief
	Fire Fighter skills (basic)	Certificate NFPA 1001 Level 1*
	Instructional skills (basic)	Certificate NFPA 1041 Level 1*
		Completed JPR forms (from appendix)
1035 Level 2	Certification NFPA 1035 Level 1	Certificate NFPA 1035 Level 1
	Instructional skills (advanced)	Certificate for NFPA 1041 Level 2*
		Completed JPR forms (from appendix)
	Media relation skills	Public Information Officer Qualification*
<b>Instructor</b>		Letter of recommendation from Fire Chief
1041 Level 1		Completed JPR forms (from appendix)
1041 Level 2	Certification NFPA 1041 Level 1	Certificate NFPA 1041 Level 1
		Completed JPR forms (from appendix)

\* other qualifications may be accepted. Refer to the Evaluation and Certification Guide appendices for additional details or contact the Office of the Fire Commissioner.

**Certification Program Participant List**

Sponsor: \_\_\_\_\_  
Name, address, postal code, telephone #s

Date: \_\_\_\_\_

NFPA Standard \_\_\_\_\_  
use separate sheet(s) per standard

#	Name (first - last) PRINT NEATLY FOR CERTIFICATE	Address <u>COMPLETE WITH POSTAL CODE</u>	Last 3 Numbers from SIN	Phone #	Prereqs Provided Yes/No	PassFail
1						
2						
3						
4						
5						
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