

INTRODUCTION
BOOKLET

FIRE FIGHTER

**We acknowledge the input of the
Standard Review Advisory Committee**



Office of the Fire Marshal

January, 2002

Introduction

The purpose of this booklet is to give an over view of the role of a firefighter in the province of New Brunswick. It is to be used as a guide for the orientation and the indoctrination of a new candidate to the fire service, and to the particular fire department to which he/she may become a member of. This booklet does not depict the full scope of the fire service. It is basic and can be adapted as needed by a fire department wishing to inform candidates of other concerns.

After the subjects of this booklet have been presented and explained to you, remove the last page. You and the person designated to introduce you to the fire department must sign the page and it will later be placed in your personnel file.



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The New Brunswick Fire Service and the Office of the Fire Marshal

The Office of the Fire Marshal provides effective leadership for 222 permanent, volunteer, and industrial fire departments in the Province of New Brunswick including:

- 2 paid fire departments that do not use volunteers (Fredericton and Saint John);
- 14 composite departments (career and non-career firefighters)
- 48 industrial fire departments
- 158 fully volunteer fire departments (68 are Local Service Districts and are funded and operated by the Department of the Environment and Local Government).

These departments are linked through nine regional Fire Fighter Associations, the New Brunswick Association of Fire Chiefs and the New Brunswick Association of Fire Prevention Officers. The Office of the Fire Marshal is the primary linkage between the Province and the municipal and provincial fire service and their associations. The Office of the Fire Marshal is accountable for carrying out the provisions of the *Fire Prevention Act*. It is responsible to deliver provincial fire prevention and protection programs that are dedicated to the reduction of fire related losses in lives, injury, and property. It meets this responsibility by providing the following services:

-Developing fire protection policy and programs, providing advice and assistance to municipalities, and local service districts for the delivery of effective fire services.

-Setting and enforcing standards for fire fighting performance, equipment, facilities and training.

-Developing and delivering fire prevention information, and education programs in collaboration with the fire services and other provincial and national agencies.

-Compiling, analysing and reacting to provincial fire statistics.

-Implementing and managing fire inspection and plan review systems, to ensure compliance with national building and fire codes and provincial regulations.

- Conducting fire investigations and coordinating training for fire, police and other investigators through the support of NFPA 1033 fire investigator training.

-Establishing and supporting stakeholder advisory and committees to provide essential input for developing effective fire protection policies and practices.



The full scope of what is expected

OBJECTIVE- To have the candidates understand the commitment and obligation expected of a fire fighter.

The *Apprenticeship and Occupation Certification Act 97/125 section 28(1)*, lays out the scope of a fire fighter in the province of New Brunswick. Some of the key elements are as follows:

1. Attending training courses and reading and studying the assigned materials related to fire fighting, fire investigation and fire prevention;
2. Responding to fire alarms and emergency situations, operating pumps;
3. Removing persons from danger, administering first aid to injured person;
4. Laying and connecting hose, holding nozzles, directing water streams;
5. Raising and climbing ladders, using extinguishers, bars, hooks, and ropes;
6. Ventilating burning buildings, performing salvage operations using salvage covers, removing water and debris;
7. Performing general maintenance work in the upkeep of fire department equipment; and
8. Relaying of instructions, orders and information, performing assigned inspections etc.



How things work in the fire service

OBJECTIVE- To have the candidate understand the structure of the fire service and its goals to prevent fires, save lives and reduce property loss.

The fire service is a respected part of community life. It is a service initiated by volunteers that has become a profession designated to save lives, protect property from fire, disaster, and conserve environment. The commitment required in becoming a firefighter is challenging both physically and mentally.

The fire service members are highly qualified personnel that can be rapidly mobilized in order to achieve the required tasks. It is a service that prides itself on successfully meeting the ever-changing challenges of protecting the citizens from fire, disaster, and conserving the environment.



How things progress

OBJECTIVE – To give the candidate an understanding of in regards to education, training, time and knowledge.

The learning process never ends

When you begin in the fire service you are at the novice level. The more time you train at the skills used in the fire service, the more your ability increases. Both practice and education play a major roll in your advancement within your respective department. Whether you strive to be a proficient firefighter, officer or chief depends on the commitment you are willing to put towards these goals.



Harassment policies

OBJECTIVE – To have each candidate informed of the harassment and discrimination policies of their department.

Fire Departments are mandated to provide a harassment-free work environment. Management, supervisors, or unit commanders, through education and increased awareness, must carry out this mandate.

Harassment in a fire department is a type of discrimination that is unwelcome, unwanted and should not be tolerated. It can be an expression of abuse of power or authority and is coercive in nature. It is offensive degrading and threatening. It affects not only an individual's ability to work and learn but also the self-esteem and sense of well being. The *Human Rights Act* of the Province of N.B. and the *Canadian Human Rights Act* make the employer liable for work place harassment.



How motor vehicle act pertains, also Emergency response vehicles

OBJECTIVE – To have the candidate understand the rules of the road when responding to emergencies in private vehicles and emergency vehicles.

- (a) When responding to a fire call in a private vehicle, you must obey to the rules and regulations of the *Motor Vehicle Act*.
- (b) The *Motor Vehicle Act Chap. M-17* states that when **responding** to a fire call in an authorized emergency vehicle, the driver
 - Must ensure the use of flashing red lights and siren;
 - May park notwithstanding with the provisions of the *Motor Vehicle Act*;
 - May proceed past a red stop signal or sign after slowing for safe operations;
 - May exceed the speed limits, as long as life and property are not endangered and that regulations governing direction of movement or turning in specified directions are not disregarded.

These elements do not relieve the driver from the responsibility to drive with safety or to comply with their department's policies.



Social aspects of being a firefighter

OBJECTIVE - To have the candidate understand that being involved in the fire service implies a special commitment inside and outside the department. (*Public Relations etc.*)

Being involved with the fire service means commitment and responsibility. By associating yourself with activities that help support your community and your department, you become a representative of the fire service. By linking yourself in local fundraisers you may be expected to support projects that invest into the community.

You represent your fire department as an association. Citizens, who see you and know you, associate you with the fire department. Therefore, your actions reflect on the department both positively and negatively. It is important that your relationship with your fellow fire fighters and peers are healthy during and outside departmental activities.



Introduction to the Essentials of Fire Fighting Chapters for Fire Fighter 1

OBJECTIVE – Have the candidate acquainted with Fire Fighters 1 of the Essentials by way of a brief introduction to each chapter.

This section of the booklet will introduce you to the more formal aspect of your future training as a skilled firefighter.

Many years ago, senior firefighters both in the United States and in Canada recognized the need for some standard of competence and training for professional firefighters, whether volunteer or career types. As a result of their work, the National Fire Protection Association (NFPA) was formed. Since then, the Association has become the major organization to develop all sorts of standards relating to the Fire Service in Canada and in the U.S.

One of the early standards was the development of a training program for individuals like you, the new firefighter. This standard is NFPA-1001, and became the basis of a formal training curriculum, which was developed by the International Fire Service Training Association. The text is entitled "Essentials of Firefighting", and is now in its fourth edition. This booklet is introduced to you to give you an outline of the subject matters that will be covered during your training. A resume follows each subject covered in the courses to be taken. Please note that direct quotations from NFPA material may be encountered. A committee in New Brunswick, sponsored by the Office of the Fire Marshal, has examined the NFPA-1001 in order to ensure that it conforms to the laws in New Brunswick.

There are usually three categories of firefighters, career (full time), paid when called, and volunteer. Firefighting is one of the most honoured but hazardous occupations. It is the duty of every fire department to practice life safety, incident stabilization, and property conservation. Since firefighters are exposed to a high level of stress and danger, firefighting requires a high sense of dedication, a desire to help people and a high level of skill.



When there is an emergency, the fire department is usually the first organisation called. Emergencies involve fires, cave-ins, building collapses, motor vehicle accidents, aircraft accidents, hazardous material spills, rescue, explosions, water accidents, and medical problems.

You will learn about the organisational structure of fire departments, interaction with various other related organisations, firefighter safety in the station, in training, on the apparatus and at emergency scenes.

Fire Behavior (IFSTA Essentials IV Edition Chapter 2)

Firefighters, responding to a fire call, may have to cope with a variety of conditions, such as the following:

- The fire may be threatening another building or group of buildings, as in wildland/interface fires;
- Smoke and flames may be creating a hazard to people nearby;
- The room in a fire origin may be close to a flashover; and
- If a building is not ventilated, there may be a backdraft (fire explosion) potential.

This section deals primarily with the types of fire a structural firefighter encounters. Many of the concepts apply for wildland fires as well, but a number of additional factors must be addressed in those incidents. Wildland fires are dealt with in a separate manual.

Fire has been a great help and comfort to mankind over thousands of years. At the same time, it has been a terrible scourge when it gets out of control. Technically, fire is a chemical reaction that combines fuel, oxygen and heat to occur. Over the last three decades, scientists and engineers have learned a great deal about fire and its behaviour.

This chapter presents several basic concepts of fire behaviour that affect its ignition and development. Firefighters can use this knowledge to interpret what they may see at the scene of a fire, and to develop methods to prevent, extinguish and investigate fires. An understanding of fire behaviour and the stages a fire goes through as it progresses will assist firefighters in selecting the proper tactics to attack and extinguish fires. This knowledge will help firefighters in recognizing potential hazards to themselves and others while "battling" a fire.

Building Construction (IFSTA Essentials IV Edition Chapter 3)

Firefighters should have a basic understanding of building construction. Knowledge of the various types of building construction and how fire reacts within each type gives firefighters an edge in planning a safe and effective fire attack. History has shown that



failure to recognize the potential dangers in a particular type of construction, and the effects of a fire on it, can lead to deadly results.

Since new technologies and designs are frequently developed, it is difficult to highlight every conceivable situation. The purpose of this chapter is to introduce the firefighter to some of the most basic types of building construction and their fire protection characteristics. Common building construction terms and components, and some of the indicators that signify danger during fire fighting, will also be presented.

Personal Protective Equipment (IFSTA Essentials IV Edition Chapter 4)

Firefighters must have the best possible personal protection available because of the hostile environment in which they perform their duties. You will learn about the protective equipment you will be using, those who meet the requirements of the New Brunswick Workplace Health Safety Compensation Commission (NBWHSCC). The use of approved quality protective equipment does not guarantee your safety, but injuries can be reduced or prevented if protective clothing and breathing apparatus are used properly. All protective equipment has inherent limitations that must be recognized so that a firefighter does not overextend the item's range of protection. Extensive training will be given in the use and maintenance of protective equipment to be sure that it is correctly used and provides proper protection.

The first part of this chapter discusses overall protective clothing, including eye protection, hearing protection, work uniforms, standard protective gear, and wildland fire fighting gear. The second part of the chapter gives an extensive overview of protective breathing equipment. The last portion of the chapter covers safety precautions and using self-contained breathing apparatus during emergency situations.

Portable Extinguishers (IFSTA Essentials IV Edition Chapter 5)

The portable extinguisher is one of the most common fire protection tools in use today, and it is found in fixed facilities, as well as on fire apparatus. A portable extinguisher is excellent to use on fires that are just beginning. In many cases, a portable fire extinguisher can put out a small fire taking less time than it would take to deploy a hoseline.

This chapter covers the various types of portable fire extinguishers that firefighters are likely to encounter. Information of their rating, selection, and inspection is also presented. Although New Brunswick has regulations concerning portable fire extinguishers, NFPA 10, *Standard for Portable Fire Extinguishers*, can provide additional information on their rating, placement and use.



Ropes and Knots. (IFSTA Essentials IV Edition Chapter 6)

Rope is one of the oldest tools used by firefighters. It is very valuable for applications such as hauling tools, accomplishing rescues from areas of different elevations, stabilizing vehicles, and cordoning off areas. Firefighters must be knowledgeable of the different types of rope so that the correct one is chosen for the required job. The knots discussed in this chapter are limited to the basic knots that NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, requires firefighters to know. However, local departments may want firefighters to know additional knots or to use different methods than the ones shown in this chapter.

This chapter covers the different types of rope and their usage along with rope construction and materials. The proper care, inspection, record keeping, and storage of fire service ropes are also discussed. Finally, the methods for hoisting tools and equipment are reviewed.

Rescue and Extrication (IFSTA Essentials IV Edition Chapter 7)

Extrication is defined as the removal and treatment of victims who are trapped by some type of man made machinery or equipment. A car wreck is an example of a situation in which a victim can be removed by extrication.

Rescue, on the other hand, is defined as the removal and treatment of victims from situations involving natural elements, structural collapse, elevation differences, or other situation not considered to be extrication.

In this chapter, you will learn about: the basic rescue and extrication techniques required by NFPA 1001; building searches, primary and secondary; victim removal; tools for rescue and extrication, including powered hydraulic tools; power plants; lighting equipment hydraulics; special rescue situations; building collapse; trench cave-ins; and, ice rescues.

Forcible Entry (IFSTA Essentials IV Edition Chapter 8)

Most individuals are security conscious and keep things locked up. Firefighters must be able to get past security measures during fires, rescues, and sometimes even during odour investigations or alarm malfunctions. Forcible entry may be necessary to accomplish this task.

Forcible entry is the term given to the technique of entering when the normal means of access is locked, blocked or non-existent. Forcible entry techniques, when properly used, do a minimal amount of damage and provide quick access for firefighters. Forcible entry should not be used when normal means of access are available.



This chapter highlights the many tools that can be used for forcible entry operations. Their proper use, care and maintenance are crucial to the success of the procedure. Characteristics of the various types of barriers that may have to be forced open, such as doors, floors, walls, fences, and windows, are also covered.

Ground Ladders (IFSTA Essentials IV Edition Chapter 9)

It is important that firefighters gain knowledge of the characteristics and proper uses of ground ladders. Fire service ladders are much the same as any other ladder in shape and design, but they are much more ruggedly built and can withstand heavier loads. Their use under adverse conditions requires that they provide a margin of safety not found in commercial ladders. NFPA 1931, *Standard on Design of and Design Verification Tests for Fire Department Ground Ladders*, contains the requirements for the design and testing of ground ladders.

In this chapter, you will be introduced to the basic ladder parts and terms that are common to most ladders. You will also learn the various types of ladders in use by the fire service, the proper care, carrying, deployment and use.

Note: IFSTA Fire Service Ground Ladders manual gives full information on ladders.

Ventilation (IFSTA Essentials IV Edition Chapter 10)

When a structure fire is so smoky and so hot, an operation called "ventilation" is performed. This ventilation is the systematic removal and replacement of heated air, smoke, and gases from a structure with cooler air. Cold air facilitates entry by firefighters and improves life safety for rescue and other fire fighting operations. It also increases visibility for a more rapid location of the seat of the fire. It decreases the danger to occupants by channelling away hot toxic gases, and reduces the chance of flashover or backdraft.

As a result of the increased use of plastics and other synthetic materials, such as in carpets or furniture, the fuel load of occupancies has increased. The products of combustion in fires are more lethal than before and come in much larger quantities. Prompt ventilation for the saving of lives, suppression of fires and reduction of damage becomes more important.

In this chapter, you will learn the basics of ventilation, the advantages of proper ventilation, and considerations for deciding if and where to ventilate. Also, vertical, horizontal and forced ventilation procedures are covered. Finally, you will learn the effects of building ventilation systems in fire situations.



Water Supply (IFSTA Essentials IV Edition Chapter 11)

New and improved methods of extinguishing fires are developed on a regular basis. However, water is still the main extinguishing agent due to its universal abundance and ability to absorb heat. Two other advantages are that it can be conveyed long distances and be easily stored.

Because of the importance of water as a primary extinguishing material, it is essential that firefighters have a good working knowledge of water supply methods and systems. This chapter deals with the principals of municipal water supply systems and the methods of moving water through the system. Descriptions of the components of the water distribution and the various pressures found within the system will be presented. You will learn about fire hydrants, how they work, how they are maintained and where they are located. Then, alternate water supply will be discussed such as getting water from lakes, brooks, rivers, ponds. Finally, methods of moving the water from the source to the fire by water shuttles and relay pumping.

Fire Hose (IFSTA Essentials IV Edition Chapter 12)

A fire hose is a type of flexible tube that is used by firefighters specifically to carry water under pressure from the source of supply to a point where it is discharged. In order to be reliable, a fire hose must be made of high quality materials, and it should not be used for other purposes. It must be flexible, watertight, have a smooth lining and a durable covering (jacket). Hoses come in different configurations, such as single-jacket, double-jacket, rubber single-jacket, and hard-rubber noncollapsing types.

In this section, the following aspects will be discussed:

- hose sizes;
- hose damage and its prevention;
- hose care and maintenance;
- hose couplings, their care and use;
- different appliances and tools used;
- Rolling hose in different ways;
- loading hose on apparatus;
- preparing finishes
- loading preconnected attack hoselines ;
- Hose-lay procedures;
- Hose handling techniques, advancing and operating hose; and
- Service testing a fire hose.

Fire Streams (IFSTA Essentials IV Edition Chapter 13)

A fire stream is the water and/or other extinguishing material that comes out of the hose and nozzle until it reaches the desired point. There is no longer a perfect fire stream since there are many variables involved such as its velocity, shape (solid, fog),



wind effect, plain water or with foam additives. Pressures, nozzle design and adjustment and condition of the nozzle also have an influence on the fire stream.

The fire stream is intended to reduce high temperatures of a fire and to provide protection to firefighters by:

- Applying water or foam directly to the fire to cool it;
- Applying water or foam over an open fire to reduce the temperature so firefighters can get closer;
- Reducing high air temperature;
- Dispersing hot smoke and fire gases;
- Creating a water curtain to protect firefighters from the heat; and
- Creating a barrier between a fuel and a fire by covering with a foam blanket.

This chapter will focus on several aspects of water and foam fire streams. The first section includes the elements of what is required for the production of water fire streams, the different types of streams, and the different types of nozzles used to produce them. The second part covers the basic principles of fire fighting foams, how and why foam works, types of foam concentrate, the general characteristics of foam, how foam is mixed with water, application equipment, and foam application techniques.

Fire Control (IFSTA Essentials IV Edition Chapter 14)

The success or failure of a fire fighting team depends on the skills of the people involved in the initial battle against the fire. A well-trained group, with a good attack plan, an adequate water supply with or without foam properly applied early in the incident, can contain most fires. On the other hand, failure to deliver prompt and efficient attacks may permit a fire to gain headway and get out of control. Loss of control can increase damage, and endanger firefighters and other citizens.

It is important that all personnel be trained in tactics and equipment used by their department. Quick and efficient use of tools and equipment is enhanced when departments who work together (mutual aid) train together.

Various matters relating to fire control will be discussed, such as:

- Suppression of class A fires;
- Stream Selection;
- Direct, Indirect and Combination Attacks;
- Suppressing Class B Fires in their many forms;
- Suppressing Class C Fires; and
- As well as the many variations of fires and their control.



This chapter looks at some of the common techniques for fighting different types of fires that firefighters face. Hazards peculiar to certain situations as well as basic tactics for commonly encountered fire scenarios are covered.

Fire Detection, Alarm, and Suppression Systems (IFSTA Essentials IV Edition Chapter 15)

There are a number of reasons for installing fire detection and alarm systems. Each system is designed for specific purposes, and some of the functions are:

- To notify occupants of a place to take necessary evasive action to escape the dangers of a hostile fire;
- To summon organized assistance or to assist in fire control activities;
- To initiate automatic fire control and suppression systems and to sound an alarm;
- To supervise fire control and suppression systems to assure that operational status is maintained; and
- To initiate a wide variety of auxiliary functions involving environmental, utility, and process controls.

Systems may have one or all of these features, and may operate mechanically, hydraulically, pneumatically, or electrically. Most modern state-of-the-art systems now operate electrically.

Automatic sprinklers remain the most reliable form of protection for commercial, industrial, institutional, residential, and other occupancies. It is proven that fires controlled by sprinklers result in less damage and less business interruption, than those controlled by traditional methods.

The first part of this chapter discusses the most common types of fire detection and alarm systems and devices used in North America. The second part describes the automatic sprinkler systems and factors to consider during fires at protected properties.

Loss Control (IFSTA Essentials IV Edition Chapter 16)

The philosophy of loss control is to minimize damage and provide customer service through effective mitigation and recovery efforts before, during and after an incident.

This section explains the philosophy of loss control and gives details of two of the most effective means of loss control: performing proper salvage and overhaul. Planning, procedures and equipment are also discussed.



Protecting Evidence for Fire Cause Determination (IFSTA Essentials IV Edition Chapter 16)

Fire Departments, in cooperation with Police and other authorities, should always investigate fires to attempt to find the cause. Causes are usually a combination of three factors:

- Fuel that has ignited;
- Form and source of the heat of ignition;
- Act or omission that helped to bring these two factors together.

In order to properly analyze the cause of a fire, it is necessary to protect the evidence at the scene. A fire officer, a fire investigator, or a firefighter trained in collecting and preserving evidence collects and analyzes the evidence to determine the exact cause of the fire.

Knowing the cause of a fire helps fire prevention in the future. Reduced fire loss means the public is getting the protection expected, and that the fire department is fulfilling its obligation to provide protection.

The firefighter on the scene has the best opportunity to observe the evidence of the cause, and to assist in the investigation. The firefighter is an important link in the process of determining how the fire started and how it spread.

Information gathered at a scene is critical to the fire investigators, as they are not often on the scene. On the other hand, firefighters are the ones who fight the fire, do overhaul, and interview occupants and witnesses. Legal proceedings concerning a particular fire may depend on firefighter's evidence.

This chapter covers the responsibilities of the firefighter in the successful conclusion of fire cause determination. Observations that the firefighter can make on the way to the fire, upon arrival, and during and after the fire that could assist in a subsequent fire investigation are also covered. The chapter also discusses the firefighter's conduct at the scene and protecting evidence. Finally, the chapter covers the firefighter's conduct at the scene and legal considerations.

Fire Department Communications (IFSTA Essentials IV Edition Chapter 18)

The speedy and accurate answering of fire alarms or other calls for help are significant factors in the successful outcome of any incident. It has been demonstrated many times that failure to communicate quickly can result in larger and tragic results.

The initial call for help via 9-1-1 (in New Brunswick) through to the fire fighting forces, and the methods by which information is exchanged at the scene of trouble are significant in an emergency response. Firefighters must also know how to handle



routine communications, including non-emergency calls for business purposes or public enquiries made directly to the fire station.

In this section you will learn the basics of fire department communication, the role of a tele-communicator, the system used in your fire area, as well as the equipment available to your department. Procedures for receiving non-emergency calls, emergency calls, and for notifying fire department personnel will be discussed as well as the filing and use of the Incident Report forms.

Fire Prevention and Public Fire Education (IFSTA Essentials IV Edition Chapter 19)

Without a doubt, live media coverage of events has raised public awareness of potential hazards, dangerous practices and safe environment. Increased demands placed on firefighters and other emergency responders require a clear understanding and active participation in all aspects of public education and fire prevention.

Every action taken by the fire service in public can have a lasting effect on both. Firefighters respond to fires and other emergencies that could have been prevented had the person causing the situation been fully aware of the consequences of his actions.

The basis of every successful fire prevention program is a clear understanding of past problems and current needs. Before you can institute corrective action, you must be able to recognize and properly understand the potential risk, need or condition being encountered.

Firefighters, as a group, must direct their efforts in reducing hazardous conditions and preventing dangerous acts before tragedy happens. This may be accomplished in many ways, such as conducting presentations, distributing safety literature, providing news articles, writing public safety announcements, or establishing meaningful displays in well-visited areas.

In this section, information to aid the firefighter in fire prevention and public fire education will be presented. It will begin with an overview of fire prevention and the various types of hazards. Then, two types of fire safety surveys will be discussed, the pre-incident survey, and the residential fire safety survey. Finally, public fire and life safety education will be presented. It provides information on fire safety topics that a firefighter may be asked to provide to the public during presentations or as part of a fire station tour.

Good luck and best wishes for a great and satisfying career serving your area as a firefighter, career or volunteer. Stay safe!



Physical fitness and well being of fire fighters

OBJECTIVE – To have the candidate understand the importance of being physically fit and in good health in order to perform safely the duties required in the fire service.

Fire fighting is one of the most physically demanding professions. Firefighters must be in good health and good physical condition to perform their tasks. A firefighter should maintain a regular exercise program, a diet that reduces cholesterol, fat and sodium intake and have regular physical and medical check ups.

Your safety and your co-workers' safety depends on your good health and physical condition. As a firefighter your job always requires your full potential. You will need to complete a provincial medical exam and a physical fitness requirement to enter the fire service.



About SOPs (Standing Operating Procedures), SOGs (Standing Operating Guidelines), and Management policies

OBJECTIVE – To introduce the candidate to the SOPs, SOGs, and management policies pertaining to his/her department.

Each individual fire department usually operates under some kind of policy/ rules and/or guidelines, to insure that everyone understands the way the department operates. SOPs are written series of actions, conducted in an approved manner and sequence designed to achieve an intended outcome. SOGs are written series of suggested actions conducted in a manner designed to achieve an intended outcome. Administrative policy are a series of documented actions adopted by management. They vary considerably in different locations but the principle is usually the same.

The SOPs & SOGs of a fire department do not have to be limited to the emergency scene. Many departments prefer to carry out their administrative and personal functions through SOPs. These may include regulations on dress, conduct, vacation and sick leave, station life and duties and other departmental policies.

As a member of a Fire Department especially as a new member, you must be familiar with the policies and guidelines of your department so that you will be able to function as a team player. Adhering to SOPs reduces chaos and confusion especially at a fire scene.



History of Individual Department

OBJECTIVE - To familiarize the individual about the history of the Fire Department, (Community Status, rank structure etc.)

Every fire department has a history. In fact, the starting point of a department is usually the need to protect life and property from the destruction of fire, mainly due to a catastrophe that has struck a community.

Histories include, but are not limited, to the following:

- The departments history from past to present relating to (membership numbers, past members, number of call outs, etc.);
- The relationship between the fire department and the community and the citizens it serves;
- Past major incidents, special events and experiences;
- The rank structure of a department. (career/ volunteer);
- Past apparatus and equipment, leading up to present;
- Training, scheduling and traditions; and
- A projection of the future for the department.



INTRODUCTION BOOKLET

To be inserted into Candidates personal file

I have reviewed and have been introduced to the contents of the *Fire fighters Introduction Booklet* by a member of the local fire department. Any questions I may have had have been answered and I'm aware of the commitment needed to become a fire fighter.

Signed _____ Date _____

Fire Department Inductor _____

