



Haughton Fire Department

Standard Operating Guideline

Entry Level Firefighter – Task Book

Name	_____
Department	_____
Date Initiated	_____
Date Completed	_____
Chief/Training Officer	_____

This Task Book is an evaluation tool that is to be completed during the training and In-House evaluation process. Certification final practical exams will be conducted only after this Task Book has been completed and signed off by a qualified Instructor II. For additional information or questions contact:

Haughton Fire Department
224 W. McKinley
Haughton, LA 71037

This Task Book serves as a qualification book for entry level firefighters and members of the Haughton Fire Department. This Task Book lists skills based on the NFPA 1001, Professional Qualifications for Firefighters standard for Firefighter I and lists the skills that demonstrate competency for the Job Performance Requirements for that certification level.



Haughton Fire Department Standard Operating Guideline

The process for using this Task Book has two steps;

First, a firefighter is given the Task Book by the Chief or Training officer of the department. The firefighter that is assigned the Task Book is expected to safe guard and is responsible for its use.

Second, as a firefighter progresses through the training process and completes training, a qualified Mentor/Training Officer/Chief signs off the Task Book.

The In-House Examination is completed when the firefighter demonstrates mastery of the skill under an examination process, which is conducted by a qualified evaluator.

Mastered is define to mean that the person can demonstrate the skill in a safe and timely manner as would be expected during an emergency situation.

For example:

MANIPULATIVE SKILL-DEMONSTRATE	IN	HOUSE	EXAM
	Date	Initials	P/F
Demonstrate donning an SCBA			

Appropriate information is to be signed off in the correct boxes for In-House examination.

The last page of the Task Book has an area for documentation of the person that has be conducting the Training and In-House examination process for this Task Book.

A firefighter should not be allowed to take the manipulative skills examination until this Task Book has been completed and the chief and training officer feel comfortable in the skills of the firefighter completing this Task Book.



Haughton Fire Department Standard Operating Guideline

Volunteer Firefighter - TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM

NAME: _____ Dept. ID#: _____

DEPARTMENT: _____

MANIPULATIVE SKILL-DEMONSTRATE	IN	HOUSE	EXAM
	Date	Initials	P/F
Initial 60-day Probationary Period			
Fire Dept. Organization			
Fire Department Organizational Structure			
Fire Department/Service History			
ICS (NIMS 100, 200, 700, & 800)			
Station/Department SOG's			
Station tour			
Chores			
Alarm responses			
Training Computer			
Volunteer/Career responsibilities			
Training/Run credit system			
State Ethics training			
Safety			
Accountability SOG			
Firefighter Rehab			
Extinguishers			
Fire Behavior			
Use portable fire extinguisher on Class A, B, & C fires			
Fire Department Support Functions			
Communications			
Department Radio SOG's			
Department Telephone SOG's			



Haughton Fire Department

Standard Operating Guideline

Communicating with 9-1-1			
Demonstrate the use of portable radio equipment			
Demonstrate the use of mobile radio equipment			
Apparatus Familiarization			
Engine 1 Equipment/Inspection/Responsibilities			
Engine 2 Equipment/Inspection/Responsibilities			
Engine 3 Equipment/Inspection/Responsibilities			
Rescue 1 Equipment/Inspection/Responsibilities			
Rescue 2 Equipment/Inspection/Responsibilities			
Brush 1 Equipment/Inspection/Responsibilities			
Sprint 1 Equipment/Inspection/Responsibilities			
Fire ground Support Operations			
Demonstrate use of lighting equipment			
Assist with Cylinder change			
Demonstrate shutting off propane or natural gas valve			
Secure power to structure by shutting off main power breaker			
Refill SCBA cylinders			
Medical			
CPR Certification			
Fire Department Driver/Operator Functions			
Apparatus Response			
Engine 1 Driving			
Engine 2 Driving			
Engine 3 Driving			
Rescue 1 Driving			
Rescue 2 Driving			
Brush 1 Driving			
Sprint 1 Driving			
Defensive Driving			
Positioning Apparatus			
Water Supply			
Hydrant-to pumper connection-Forward hose lay			
Hydrant-to pumper connection-Reverse hose lay			



Houghton Fire Department

Standard Operating Guideline

Demonstrate hand lay of 300 ft. 2 1/2" hose, pumper to water			
Assemble equipment for drafting operation			
Couple/uncouple hose			
Connect hose to FDC			
Demonstrate cleaning, inspecting, maintaining fire hose			
Drain and straight roll a section of hose			
Load supply hose			
Load attack hose			
Pump Operations			
Fire ground Hydraulics			
Supply pre connect from apparatus water tank			
Supply pre connect from hydrant			
Supply pre connect from draft			
MEDICAL			
First Aid Training (EMR/EMT)			
Fire Department Operations Functions			
PPE			
Care/inspection/maintenance of protective clothing			
Don and doff structural firefighter protective clothing			
Identify/describe components of SCBA			
Demonstrate donning an SCBA			
Conservation of air, skip breathing			
Doff/perform a check of an in-service SCBA, cylinder change			
Hose/Nozzles/Appliances			
Demonstrate set-up a Master stream device			
Demonstrate proper method for extending a charged line			
Demonstrate proper method for replacing burst section			
Advance attack line			
Roll Hose (straight and donut)			



Haughton Fire Department

Standard Operating Guideline

Demonstrate nozzle use (fog, brush, piercing and smoothbore)			
Set up foam operation			
Ladders			
Demonstrate carry, use of roof ladder			
Demonstrate carry/position/raise/lower ladders/24ft			
Demonstrate climbing, working on and descending ladder			
Inspect, maintain, and clean ground ladder			
Demonstrate bringing a victim down a ladder			
Ropes			
Hoist tools/equipment			
Bowline around waist or object			
Clove hitch, running or loop method			
Figure eight on a bight (with overhand safety)			
Figure 8 follow through/follow through loop			
Becket or sheet bend			
Inspect/clean/store rope			
Forcible Entry			
Proper care, maintenance of forcible entry tools / equip			
Force entry on door			
Force entry on window			
Search and Rescue			
Search for victim in structure and remove			
Demonstrate exiting using a hose line			
Move victim 40' using carries and drags			
Demonstrate search with TIC			
Ventilation			
Open ventilation on a Pitched/Flat roof			
Set-up smoke ejector using "negative" pressure			
Set-up blower fan for "positive" pressure			
Break glass while working from ground			
Salvage			
Fold/roll salvage cover for one-firefighter spread			
Fold / roll salvage cover for two-firefighter spread			
Construct catchall and water chute			
One-firefighter deployment			
Two-firefighter deployment (balloon throw)			



Haughton Fire Department

Standard Operating Guideline

Stop flow from discharging sprinkler head			
Overhaul			
Expose hidden fires in walls, ceilings, and floors.			
Separate charred from un-charred material			
Fire ground Evolutions			
Demonstrate offensive attack on a Vehicle fire			
Demonstrate offensive attack on a Exterior class A fire			
Demonstrate offensive attack on Interior Structure fire			
Demonstrate offensive attack on a Ground cover fire			
Demonstrate Horizontal ventilation			
Demonstrate Vertical ventilation			

Training and Master Verification

Trainee Information:

Printed Name: _____

Department: _____

ATTEST: By my signature I confirm that I have completed all of the training and testing requirements as outline in the Policies and Procedures of this Task Book and the Certification System.

Signature of Trainee _____



Haughton Fire Department

Standard Operating Guideline

Mentor Approval:

Printed Name: _____

Department: _____

ATTEST: By my signature I confirm that I have evaluated the skills performed by the Trainee as identified for this Task Book following the Policies and Procedures of this Task Book and the Certification System.

Signature of Evaluator _____

Training Officer Approval:

Printed Name: _____

Department: _____

ATTEST: By my signature I confirm that I have evaluated the skills performed by the Trainee as identified for this Task Book following the Policies and Procedures of this Task Book and the Certification System.

Signature of Evaluator _____

Fire Chief's / Department Approval:

Printed Name: _____

Department: _____

ATTEST: By my signature I confirm that the Trainee, as identified for this Task Book, has completed the In-House Examination following the Policies and Procedures of this Task Book and the Certification System and is now eligible to participate in a Certification practical skills examination.

Signature of Fire Chief _____