



State Firefighters' and Fire Marshals' Association of Texas

Texas Volunteer Firefighters' and Fire Marshals' Certification Board

PO Box 1409 ♦ Manchaca, Texas 78652-1409 ♦ 512.453.1876 (fax)

www.sffma.org ♦ 512.454.3473 (phone)

FIREFIGHTER II: FIRE DEPARTMENT COMMUNICATIONS

COMMUNICATIONS: SKILL SHEET #2

Define and Demonstrate Fire Department Radio Procedure

NFPA 1001: 6.2.2

OBJECTIVE

Trainee shall define and demonstrate prescribed fire department radio procedure, including routine radio traffic, emergency radio traffic, and emergency evacuation signals.

INSTRUCTIONS - procedures for achieving the objective

Given a mobile or portable radio, you will **verbalize** to the examiner proper radio procedures and demonstrate transmitting radio messages for: 1) a routine radio message (such as radio check), 2) calling for emergency traffic, and 3) emergency evacuation signals. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINER NOTE

Examiners shall not allow trainees to review the performance steps at the time of testing. The trainee must demonstrate and/or verbally explain each of the evaluation steps in order to pass.

PREPARATION & EQUIPMENT

Mobile or portable radio



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COMMUNICATIONS: SKILL SHEET #2

Define and Demonstrate Fire Department Radio Procedure

Trainee: _____

Notes: _____

Examiner: _____

School: _____

Test Site: _____

NFPA 1001: 6.2.2

Trainee shall define and demonstrate prescribed fire department radio procedure, including routine radio traffic, emergency radio traffic, and emergency evacuation signals.

The Candidate:	POSSIBLE POINTS	TEST	RETEST
Routine traffic			
a. Verbally states transmissions should be brief, accurate, and to the point.	1		
b. Verbally states air must be clear before transmitting	1		
c. Verbally states profane or obscene language should not be used on the air.	1		
d. Verbally states only official business should be transmitted	1		
e. Verbally states radio frequency burns may occur if antenna is touched during transmission	1		
f. Determines the air is clear before transmitting	1		
g. Holds the microphone within 1" to 2" of the mouth when transmitting and speaks calmly, clearly, and distinctly	1		
h. Speaks in a natural, conversational rhythm at medium speed	1		
i. Returns microphone to cradle or holder	1		
TOTAL POINTS:	9		

Points needed to pass: 7

Emergency traffic			
a. Verbally states emergency radio traffic should be asked for by the officer in charge of fire scene	1		
b. Advises dispatcher to clear the radio for emergency radio traffic	1		
c. After receipt and/or tones from dispatcher, verbally transmits the emergency radio traffic	1		
d. Verbally states department's emergency evacuation signal(s) and states action taken after signal	1		
TOTAL POINTS:	4		

Points needed to pass: 3



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Arrival and progress reports			
a. <i>Verbally reports correct address</i>	1		
b. <i>Verbally reports building and occupant description</i>	1		
c. <i>Verbally reports nature and extent of fire conditions</i>	1		
d. <i>Verbally reports attack mode</i>	1		
e. <i>Verbally reports rescue and exposures</i>	1		
f. <i>Verbally gives instructions to arriving units</i>	1		
g. <i>Verbally gives location of command post</i>	1		
h. <i>Verbally reports condition of fire or when under control</i>	1		
TOTAL POINTS:	8		

Points needed to pass: 6

Evaluator/Trainee Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>



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FIREFIGHTER I: FIRE DEPARTMENT COMMUNICATIONS

COMMUNICATIONS: SKILL SHEET #3

Receiving an Alarm

NFPA 1001: 5.2.2

OBJECTIVE

Trainee shall explain the procedures for receiving an alarm from the fire department dispatcher or a report of an emergency from the public and demonstrate appropriate action.

INSTRUCTIONS - procedures for achieving the objective

Given a call from a dispatcher, or an emergency from the public, you will explain the procedures for receiving an alarm from the dispatcher by verbalizing how the alarm is received. Then, when given a simulated alarm, you will verbally explain the appropriate actions for recording and acknowledging the alarm. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINER NOTE

Examiners shall not allow trainees to review the performance steps at the time of testing.

PREPARATION & EQUIPMENT dispatched call (may be simulated) paper and pencil



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FIREFIGHTER I: FIRE DEPARTMENT COMMUNICATIONS

COMMUNICATIONS: SKILL SHEET #3

Receiving an Alarm

Trainee: _____ Notes: _____

Examiner: _____

School: _____

Test Site: _____

NFPA 1001: 5.2.2

Trainee shall explain the procedures for receiving an alarm from the fire department dispatcher or a report of an emergency from the public and demonstrate appropriate action.

The Candidate:	POSSIBLE POINTS	TEST	RETEST
a. <i>Verbalizes how the alarm is received</i>	1		
b. Records the type of incident	1		
c. Records the incident address	1		
d. Acknowledges the alarm	1		
e. Records the responding equipment	1		
TOTAL POINTS:	5		

Points needed to pass: 4

Evaluator/Trainee Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>



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FIREFIGHTER I: FIRE DEPARTMENT COMMUNICATIONS

COMMUNICATIONS: SKILL SHEET #4

Receiving a Business or Personal Telephone Call

NFPA 1002: 5.2.2

OBJECTIVE

Trainee, given a fire department phone, shall receive a telephone call so that he/she uses the procedures for answering the phone and relays the caller's information.

INSTRUCTIONS - procedures for achieving the objective

Given a fire department business phone and equipment for recording information, you will verbally explain the procedures for receiving a business telephone call on the fire department phone. Then, you will demonstrate the procedures by receiving a simulated telephone call. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINER NOTE

Examiners shall not allow trainees to review the performance steps at the time of testing.

PREPARATION & EQUIPMENT

Dispatched call (may be simulated)

Non-testing personnel to place the simulated call

Equipment used for recording this information as determined by the authority having jurisdiction, (examples: paper and pencil, dry erase board, etc.)



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FIREFIGHTER I: FIRE DEPARTMENT COMMUNICATIONS

COMMUNICATIONS: SKILL SHEET #4

Receiving a Business or Personal Telephone Call

Trainee: _____

Notes: _____

Examiner: _____

School: _____

Test Site: _____

<p>NFPA 1001: 5.2.2 Trainee shall verbally explain the procedures for receiving a business telephone call on the fire department phone. Then, trainee shall demonstrate the procedure by receiving a simulated telephone call.</p>			
	POSSIBLE POINTS	TEST	RETEST
The Candidate:			
a. Verbalizes a correct explanation of the procedures	1		
b. Answers the call promptly and courteously	1		
c. Demonstrates good verbal skills for telephone communications (pleasant, correct volume and tone)	1		
d. Has no "open line" or extended time on hold for caller	1		
e. Posts or delivers message promptly to intended recipient	1		
f. Terminates the call courteously	1		
g. Message is accurate and complete	1		
h. Followed correct procedures	1		
TOTAL POINTS:	8		

Points needed to pass: 6

Evaluator/Trainee Comments:

 Certifying Examiner

 Date

 Re-Test Certifying Examiner

 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>