



WEST SACRAMENTO FIRE DEPARTMENT

TASK BOOK FOR THE POSITION

STUDENT INTERN

TASK BOOK ASSIGNED TO:

Print Name

TASK BOOK INITIATED BY:

Intern Supervisor

Date Task Book Initiated

The material in this Task Book defines the performance expected of the position for which it is developed. This Task Book is approved for the Student Intern is to be completed in the time period as outlined in the instructions.

Updated: August 2016

WEST SACRAMENTO FIRE DEPARTMENT TASK BOOK INSTRUCTIONS

STUDENT INTERN

PERFORMANCE BASED SYSTEM

The Task Book has been created primarily as an employee development tool for evaluating performance using approved standards. The Task Book provides a guideline for the Student Intern to develop the knowledge, skills, and abilities required to perform the job specific functions required within the West Sacramento Fire Department. The Task Book lists the required tasks in a format that allows the Student Intern to be evaluated against performance based standards and written guidelines.

Evaluation of the Student Intern to successfully fulfill the performance requirements described in the Task Book may involve several evaluators. The requirements may be demonstrated in a variety of circumstances: classroom setting, training evolutions, or emergency incidents. Often, some of the tasks will be repeated as required by recurrent training or daily operations. It is important that all evolutions be critically evaluated and accurately documented.

USE OF THE TASK BOOK

The Student Intern Task Book should be used in conjunction with the policies, operational guidelines, and training plans approved by the West Sacramento Fire Department. The Task Book should be used as a tool to guide and evaluate a comprehensive training program.

RESPONSIBILITIES

The training and evaluation of the Student Intern requires a significant commitment from the personnel of the West Sacramento Fire Department. The participation and responsibilities of these individuals includes, but is not limited to the following:

Training Officer

- Assigns and initiates the Student Intern Task Book upon selection of candidate
- Explains the purpose and process of the Task Book as well as the responsibilities of the Student Intern
- Coordinate and facilitate training opportunities for the Student Intern as assigned by the Training Division
- Provide direction, resources, and references to the Company Officer and Student Intern for training purposes
- Serves as the primary contact for both the Student Intern and Company Officers involved in facilitating program needs
- Confirm Task Book completion

Student Intern

- Review and understand the instructions provided in the Task Book
- Review and understand the identified training objectives
- Demonstrate initiative to assure training tasks are performed
- Demonstrate the satisfactory completion of all tasks assigned for the position within the Internship Period
- Ensure that documentation is complete, and that training evolutions are accurately recorded in the Task Book

Company Officer

- Review and understand the purpose and process of the Task Book
- Provide sufficient opportunities for completion of the required training
- Identify training opportunities and develop exercises to be performed during the evaluation period
- Accurately evaluate and document performance of the assigned tasks
- Serves as the Evaluator to verify that assigned tasks are successfully completed

TASK COMPLETION AND EVALUATION

The Student Intern must successfully complete all of the requirements identified in the Task Book during the 8 week Internship Period. The Company Officer, or Evaluator must sign and date in the appropriate section to indicate successful completion of each task. The gray highlighted sections are optional task book sign-offs, dependent on the interns' level of knowledge/ability.

At the conclusion of each week, the Task Book will be subject to review to monitor progress and identify deficiencies.

Finally, a cumulative evaluation will be conducted at the end of the Internship Period. This evaluation may encompass all aspects of the Student Internship Program, and will be used to generate program modifications or recommendations to improve the program structure and delivery.

REFERENCE MATERIAL

During the internship period, a number of references will be available to the Student Intern. These documents may include, but are not limited to:

- City of West Sacramento Administrative Policies
- West Sacramento Fire Department Standard Operating Guidelines
- Fire Bulletins
- Training Bulletins and Training Plans
- Manuals, Publications, Textbooks, and Articles

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PURPOSE

The history, organization, and administration of the Fire Department provide the structure for the delivery of emergency services to the citizens of West Sacramento.

The Student Intern shall demonstrate an understanding of the policies and procedures that guide the operations of the West Sacramento Fire Department.

OBJECTIVES

1. Demonstrate an understanding of the history that influenced the development of the West Sacramento Fire Department.
2. Demonstrate knowledge of the mission of the West Sacramento Fire Department and the services provided to the citizens.
3. Demonstrate an ability to locate, understand, and follow the policies and procedures of the West Sacramento Fire Department.
4. Discuss and demonstrate the importance of accurate documentation and records management for the various programs administered by the Fire Department.

3. What agencies are involved in automatic or mutual aid agreements with the West Sacramento Fire Department?

4. What special services or community outreach programs are supported by the members of the West Sacramento Fire Department?

POLICIES AND PROCEDURES

1. Locate the City of West Sacramento Administrative Policies and describe their impact on Fire Department personnel.

<http://intranet/documents/apm/>

2. Locate and understand the following Administrative Policies:

<u>ADMIN. POLICY</u>	<u>TITLE</u>
II – C – 1	Drug Free Workplace
II – C – 2	Injury-Illness Prevention Program
II – C – 5	Drug & Alcohol Policy (DOT)
II – E – 3	Sexual Harassment Policy

3. Locate the Manual of Operating Procedures (MOPs) for the West Sacramento Fire Department.

4. Identify and read the following Operating Procedures (MOPs):

<u>MOP #</u>	<u>TITLE</u>
200.24	Standard for Personal Grooming
400.05	General Rules For All Members
400.06	Disciplinary Procedures

PERFORMANCE TASK SHEET

STUDENT INTERN: _____

FIRE DEPARTMENT HISTORY			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate an appropriate understanding and appreciation of the history of the West Sacramento Fire Department.			
FIRE DEPARTMENT ORGANIZATION & ADMINISTRATION			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate knowledge of the West Sacramento Fire Department's Organizational Chart.			
2. Understand the Core values of the West Sacramento Fire Department.			
POLICIES & PROCEDURES			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate knowledge of the City Administrative Policies, and how they relate to all city employees. Locate the following Administrative Policies: <ul style="list-style-type: none"> ▪ Injury-Illness Prevention Policy ▪ Drug & Alcohol Policy ▪ Sexual Harassment Policy 			
2. Demonstrate knowledge of the West Sacramento Fire Department Manual of Operating Procedures. Locate and discuss the following MOPs: <ul style="list-style-type: none"> ▪ General Rules For All Members ▪ Discipline Procedures 			

PURPOSE

Firefighting is an inherently dangerous profession. Training and methods to reduce risks may prevent, but can never eliminate a potential firefighter emergency.

The Student Intern must display an appropriate knowledge of safety while operating at an emergency incident. The Probationary Firefighter will also demonstrate the skills and abilities to identify, communicate, and successfully resolve fireground emergencies.

OBJECTIVES

1. Demonstrate an understanding and awareness of scene safety.
2. Demonstrate an understanding of the use of personal protective equipment (PPE).
3. Demonstrate an understanding of the use of the self-contained breathing apparatus (SCBA).

SCENE SAFETY

1. Identify potential hazards while operating on emergency incidents:
 - Vehicle Accidents
 - Railroad Incidents
 - Utilities / Gas Incidents
 - Structure Fires
 - Wildland Fires

2. Discuss what measures may be implemented to increase safety while operating in traffic or on a roadside incident.

3. What are the effects of environmental conditions (weather) on incident safety?

PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. List the components of the Structural Firefighting ensemble.

2. What is the procedure for inspection, cleaning, and maintenance of PPE?

3. What other PPE is provided by the West Sacramento Fire Department?

SELF-CONTAINED BREATHING APPARATUS (SCBA)

1. List the required steps for performing a daily check of the SCBA.

PERFORMANCE TASK SHEET

STUDENT INTERN: _____

SCENE SAFETY			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Describe the general considerations for scene safety and situational awareness.			
2. Identify potential hazards while operating at emergency incidents: <ul style="list-style-type: none"> ▪ Structure Fires ▪ Wildland Fires ▪ Vehicle Accidents / Fires ▪ Railroad Incidents ▪ Utility Incidents ▪ Hazardous Materials Incidents 			
3. Demonstrate appropriate emergency scene control: <ul style="list-style-type: none"> ▪ Hazard Identification & Mitigation ▪ Notification ▪ Perimeter Control (Public) 			
PERSONAL PROTECTIVE EQUIPMENT			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate the ability to don Structural Firefighting PPE (Turnouts) within 1 minute			
2. Demonstrate the procedure for inspection, care, and maintenance Structural Firefighting PPE.			
SCBA			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate the ability to don the SCBA within 1 minute.			
2. Demonstrate the required SCBA operational checks.			
3. Demonstrate the ability to replace and fill an SCBA cylinder from a compressor or cascade system <ul style="list-style-type: none"> ▪ Station 41 ▪ Station 45 			

PURPOSE

Engine Companies provide the foundation for Fire Department suppression operations. Essential functions are conducted in a dynamic environment and must be completed with safety and efficiency.

The Student Intern will be required to understand the role of the Engine Company.

OBJECTIVES

1. Demonstrate an understanding of the assignments and responsibilities of the Engine Company Firefighter
2. Demonstrate knowledge of the nozzles, hose, tools and equipment carried on the Engine Companies and Auxiliary Equipment.
3. Demonstrate knowledge of the Engine Company Firefighters' role in various types of water supply operations.

ASSIGNMENTS AND RESPONSIBILITIES

1. What is the staffing level for Engine Companies Operating in the City of West Sacramento?
2. What are the expectations and responsibilities of the Engine Company Firefighter when responding to structure fires?
3. What are the expectations and responsibilities of the Engine Company Firefighter on Medical Aid Calls?
4. What are the expectations and responsibilities of the Engine Company Firefighter when responding to Vehicle Accidents?
5. Describe the daily duties of the Firefighter assigned to an Engine Company and provide a copy of the daily duties for the Station you are assigned.

TOOLS AND EQUIPMENT

1. Locate a copy of the Equipment Inventory and Spec. Sheet for the Engine which you are assigned. Update and provide a current copy of the Equipment Inventory.

PERFORMANCE TASK SHEET

STUDENT INTERN: _____

ASSIGNMENTS AND RESPONSIBILITIES			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate knowledge of the FF's responsibilities when responding to Structure Fires. <ul style="list-style-type: none"> ▪ 1st Due Engine ▪ 2nd Due Engine ▪ Later Arriving Engine(s) 			
2. Demonstrate knowledge of the FF's responsibilities when responding to Medical Aids.			
3. Demonstrate knowledge of the FF's responsibilities when responding to Vehicle Accidents			
TOOLS AND EQUIPMENT			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate the ability to locate and describe the use of the various tools and equipment carried on the Fire Engine.			
WATER SUPPLY			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate the ability to secure a water supply from a hydrant.			
2. Demonstrate the ability to properly inspect and maintain a fire hydrant			
HOSE AND NOZZLES			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate the ability to stretch and operate the 150' 1 3/4" Crosslay			
2. Demonstrate the ability to stretch 2 1/2" hoseline from the "Denver Load" and prepare for entry.			
3. Demonstrate the proper procedures for conducting fire hose service testing.			

PURPOSE

The primary role of the Truck Company is to provide the support functions necessary to enhance the Engine Company's ability to locate, confine, and extinguish fires.

With the tools and equipment to perform the tasks of forcible entry, ladder operations, ventilation, search and rescue, the Truck Company reduces the burden placed upon the Engine Companies.

In addition, the Truck Company for the West Sacramento Fire Department provides technical rescue and vehicle extrication services as part of their routine response.

The Student Intern will be required to understand the role of the Truck Company within the West Sacramento Fire Department.

OBJECTIVES

1. Demonstrate an understanding of the assignments and responsibilities of the Truck Company Firefighter
2. Demonstrate knowledge of the tools and equipment carried on the Ladder Truck.
3. Demonstrate the knowledge and ability to perform laddering operations.
4. Demonstrate the knowledge and ability to perform vehicle extrication.

ASSIGNMENTS & RESPONSIBILITIES

1. Discuss and describe the “Split-Truck” concept for addressing operational demands on the fireground.
2. Describe the responsibilities of the Inside Firefighter and Tiller Firefighter when responding to Structure Fires:
3. Describe the role and responsibilities of the Truck Company Firefighters when responding to vehicle accidents or technical rescue incidents.

TOOLS & EQUIPMENT

1. Locate a copy of the Equipment Inventory and Spec. Sheet for the Ladder Truck. Update and provide a current copy of the Equipment Inventory.

PERFORMANCE TASK SHEET

STUDENT INTERN: _____

ASSIGNMENTS & RESPONSIBILITIES			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate knowledge of the FF's responsibilities when responding to Structure Fires: <ul style="list-style-type: none"> ▪ Truck "Splits" ▪ "All – In" ▪ "All – Out" 			
TOOLS & EQUIPMENT			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate the ability to locate and describe the use of various tools and equipment carried on the Ladder Truck.			
FORCIBLE ENTRY			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate the ability to use Conventional Forcible Entry methods to gain access through: <ul style="list-style-type: none"> ▪ Inward Swinging Door ▪ Outward Swinging Door 			
LADDERS			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. List and locate the total Ground Ladder inventory on the Ladder Truck.			
2. Demonstrate the ability to remove and throw the 24' Extension Ladder (two person) (one person)			
VEHICLE EXTRICATION			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Discuss and demonstrate the safety measures that should be considered when operating at roadside incidents.			
2. Demonstrate the ability to perform the following vehicle extrication techniques: <ul style="list-style-type: none"> ▪ Vehicle Stabilization ▪ Spread a Door ▪ Cut a Door 			

PURPOSE

In addition to Fire Suppression, the West Sacramento Fire Department performs a number of Special Operations routinely during emergency response.

OBJECTIVES

1. Demonstrate an understanding of Wildland / Urban Interface Operations
2. Demonstrate an understanding of Water Rescue and Boat operations.
3. Demonstrate an understanding of Technical Rescue Operations.
4. Demonstrate an understanding of Hazardous Materials operations.

WILDLAND FIREFIGHTING

1. What are the 10 Standard fire orders, L.C.E.S. and 18 Shout Watch-out Situations?

WATER RESCUE/ BOAT OPERATIONS

1. What does the expression “Reach, Row, Throw, Go” mean?

TECHNICAL RESCUE

1. What types of Technical Rescue Services are provided by the West Sacramento Fire Department?
2. What specialty training or certifications are required for firefighters providing these types of services?

HAZARDOUS MATERIALS

1. Describe the Hazardous Materials response levels.
2. List the gases and alarm ranges for our 4-gas detectors

PERFORMANCE TASK SHEET

STUDENT INTERN: _____

WILDLAND FIREFIGHTING			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. List and discuss LCES and the 10 standard firefighting orders			
2. Demonstrate the ability to deploy a fire shelter in 60 seconds or less.			
WATER RESCUE / BOAT OPERATIONS			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate ability to ready and launch a boat.			
TECHNICAL RESCUE			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Discuss the Technical Rescue Services provided by the West Sacramento Fire Department.			
2. Identify and discuss the specialty training and certifications available for Firefighters.			
Hazardous Material			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate the knowledge of the different zones established at a Haz Mat Incident			

PURPOSE

The delivery of Emergency Medical Services (EMS) is one of the essential public safety functions provided by the West Sacramento Fire Department.

OBJECTIVES

1. Demonstrate an understanding of Infectious Control Policy, and the application to emergency response personnel.
2. Demonstrate an understanding of the equipment used to provide patient care.
3. Demonstrate an understanding of the policies, procedures, and protocols used for effective treatment of patients in the pre-hospital setting.

INFECTION CONTROL AND EXPOSURES

1. Read and understand the following Standard Operating Guidelines (SOGs):

<u>SOG #</u>	<u>TITLE</u>
303.01	Post Exposure Management
303.02	Decontamination
303.03	Sharps Disposal
303.04	Aerosolized Transmissible Diseases

2. Identify the West Sacramento Fire Department's Designated Officer.
3. List the actions required for wound care/decontamination.
4. List the appropriate P.P.E. that shall be worn to limit infectious exposure to emergency personnel

EMS EQUIPMENT

1. Identify and list the contents of the EMS Equipment Bag.
2. What additional EMS Equipment should be located in the Engine's EMS compartment?

PERFORMANCE TASK SHEET

STUDENT INTERN: _____

INFECTIOUS CONTROL & EXPOSURES			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate an understanding of the Infectious Control Policy and post exposure management.			
2. Demonstrate the ability to locate and properly don the appropriate BSI / PPE to limit exposure: <ul style="list-style-type: none"> ▪ Blood Borne Pathogens ▪ Aerosol Transmissible Diseases (ATD) 			
3. Demonstrate knowledge of the procedure to decontaminate after exposure.			
4. Demonstrate knowledge of sharps disposal procedure.			
EMS EQUIPMENT			
PERFORMANCE STANDARD	DATE	EVALUATOR	INITIAL
1. Demonstrate knowledge and proper use of the contents of the EMS Equipment Bag.			
2. Demonstrate the ability to refill the oxygen cylinder.			
3. Demonstrate knowledge and proper use of the contents of the Multi-Casualty Incident (MCI) Bag.			



VERIFICATION OF COMPLETION

FOR THE TASK BOOK

STUDENT INTERN

STUDENT INTERN NAME

Has satisfactorily completed the tasks assigned to the performance standards and should therefore be considered for certification in the position.

EVALUATOR VERIFICATION

COMPANY OFFICER ENGINE CO. SIGNATURE DATE

COMPANY OFFICER TRUCK CO. SIGNATURE DATE

AGENCY CERTIFICATION

The West Sacramento Fire Department certifies that the employee has met all requirements for qualification in this position.

INTERN SUPERVISOR SIGNATURE DATE