



Missouri Division of Fire Safety  
**FIRE FIGHTER I & II**



**FIRE SERVICE  
ORIENTATION**





### UNIT OBJECTIVES

Upon completion of this unit of study, the student should be able to:

1. Identify the organization of the fire department.
2. Explain the fire fighter's role as a member of the organization.
3. Describe the characteristics of a successful fire fighter.
4. Identify the mission of the fire service.
5. Identify the types of fire service agencies in Missouri.
6. Explain the organizational principles within the structure of a fire department.
7. Describe the duties and functions of various fire service personnel within a department.
8. List the functions of standard operating procedures.
9. Explain the basic components of the National Incident Management System and the fire fighter's role within an incident command system.



### NFPA STANDARDS

*Successful completion of the information in this section is necessary to fulfill the requirements of the following sections of NFPA 1001-2008:*

#### **Fire Fighter I Standard**

**5.1.1 General Knowledge Requirements.** The organization of the fire department; the role of the Fire Fighter I in the organization; the mission of fire service; the fire department's standard operating procedures (SOPs) and rules and regulations as they apply to the Fire Fighter I; the role of other agencies as they relate to the fire department; aspects of the fire department's member assistance program; the importance of physical fitness and a healthy lifestyle to the performance of the duties of a fire fighter; the critical aspects of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, as they apply to the Fire Fighter I; knot types and usage; the difference between life safety and utility rope; reasons for placing rope out of service; the types of knots to use for given tools, ropes, or situations; hoisting methods for tools and equipment; and using rope to support response activities.

#### **Fire Fighter II Standard**

**6.1.1 General Knowledge Requirements.** Responsibilities of the Fire Fighter II in assuming and transferring command within an incident management system, performing assigned duties in conformance with applicable NFPA and other safety regulations and AHJ procedures, and the role of a Fire Fighter II within the organization.

**6.1.2 General Skill Requirements.** The ability to determine the need for command, organize and coordinate an incident management system until command is transferred, and function within an assigned role in an incident management system.



**FIRE FIGHTING** is an extremely interesting and very rewarding profession, which many seek and few are privileged to enter. The fire service is a time-honored profession steeped in tradition and yet continuously changing to meet the demands of the modern world. As part of the solution, the fire service has turned its attention to training and education.



Fire fighting has for years ranked at or near the top as the most hazardous profession in the United States. Constant training will help make you and your fellow firefighters safer.

We hope you will become enthused about the fire service and your opportunity to contribute in a meaningful and unique way to the safety and well-being of the people in your community.

Finally, a word of caution - you should be aware that not everyone in the fire service believes in training. Some of you will be confronted by an officer who will tell you, "Forget what they taught you at that school. Here, we do it my way." You will also encounter senior fire fighters who are resentful of your education, because they do not feel it necessary or because they have not had your opportunities. Be patient, and remember that the things you learn here are progressive, fundamental, and are based on a broad background of fire service experience.

Fire Fighter I and II training and certification is intended to be the basis of all future fire service certification programs. No fire fighter shall attain higher fire service state certification without first completing an approved Fire Fighter I and II course and certification according to NFPA Standard 1001-2008.



NOTES	STUDENT GUIDE
	<p><b>I. Outline of the Course</b></p> <ul style="list-style-type: none"><li>A. The Missouri Division of Fire Safety Fire Fighter I and II program is based on the Job Performance Requirements of NFPA 1001-2008</li><li>B. 21 required subject areas</li><li>C. Records to be kept by the lead instructor:<ul style="list-style-type: none"><li>1. Attendance</li><li>2. Subjects covered</li><li>3. Quiz scores</li><li>4. Practical skills and exam</li><li>5. Written final exam</li></ul></li></ul> <p><b>II. Student Duties and Responsibilities</b></p> <ul style="list-style-type: none"><li>A. Excused absences must be approved by the Lead Instructor</li><li>B. Students must be on time for each class</li><li>C. Have required equipment ready when needed</li><li>D. Students must maintain a professional attitude when participating in classroom and skill exercises</li><li>E. Safety must be the first priority for all students, instructors, and support staff</li></ul>



NOTES	STUDENT GUIDE
	<p>F. Necessary resources</p> <ol style="list-style-type: none"><li>1. Student Manual<ol style="list-style-type: none"><li>a. Designed as a structured notetaking guide for the students</li><li>b. Students have the same basic outline as the instructor with information omitted for student notetaking</li></ol></li><li>2. Practical Skills Book<ol style="list-style-type: none"><li>a. It is mandatory that each student have a Fire Fighter I and II Practical Skills Book</li><li>b. Each student must have successfully completed <u>every</u> skill contained in his or her book before being eligible to take the state skills certification exam</li><li>c. Completed "Verification of Successful Completion of Practical Skills" and "Verification of Successful Completion of Alternative Compliance Method Practical Skills" forms for each student must be submitted by the Lead Instructor to the Division of Fire Safety for review before any student is allowed to test</li></ol></li><li>3. IFSTA's <i>Essentials of Fire Fighting and Fire Department Operations</i>, 5th Edition<ol style="list-style-type: none"><li>a. Serves as the text for the entire course</li><li>b. References to this text are noted through the Student Manual where further information can be obtained on a particular subject</li></ol></li></ol>



NOTES	STUDENT GUIDE
	<p data-bbox="716 411 1349 478">c. Certification test questions are referenced to both the curriculum and this text</p> <p data-bbox="573 569 889 600"><b>III. Testing Procedures</b></p> <p data-bbox="621 648 1365 716">A. Written quizzes will be conducted on each section or subject</p> <ol data-bbox="670 764 1365 831" style="list-style-type: none"><li>1. Each quiz must be passed with 70% minimum for state certification eligibility</li></ol> <p data-bbox="621 879 1013 911">B. State Certification Testing</p> <ol data-bbox="670 959 1333 1104" style="list-style-type: none"><li>1. 70% required to pass the written exam</li><li>2. All practical skills tested on state certification exam must be passed</li></ol> <p data-bbox="573 1199 1122 1230"><b>III. Fire Service History</b> (<i>Essentials p. 10</i>)</p> <p data-bbox="621 1278 1292 1310">A. The Fire Service is rich in history and tradition</p> <ol data-bbox="670 1358 1382 1457" style="list-style-type: none"><li>1. Fire fighters need to understand the roots from which today's fire service has developed to appreciate where it is today</li></ol> <p data-bbox="621 1505 1360 1604">B. Organized fire protection can be traced to Ancient Rome when first slaves and then freemen were organized as fire fighters</p> <p data-bbox="621 1652 1344 1684">C. The first fire organization in America dates to 1647</p> <ol data-bbox="670 1732 1393 1831" style="list-style-type: none"><li>1. Governor Peter Stuyvesant of New Amsterdam (later New York) established fire prevention guidelines</li></ol>

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	<ul style="list-style-type: none"><li>2. Stuyvesant also appointed a group of men as fire wardens<ul style="list-style-type: none"><li>a. This group carried wooden noise makers, called rattlers, to alert people in case of fire</li><li>b. They also performed fire prevention work and imposed fines on violators</li></ul></li><li>D. In U.S., fire companies organized independently, but often were under contract to insurance companies<ul style="list-style-type: none"><li>1. Fire marks were posted on buildings by insurance companies to indicate the company would pay for a fire to be fought in their insured buildings</li><li>2. Fire companies fought to get "first water" on a fire for both payment and pride</li><li>3. Fights would develop between rival fire companies to get "first water"</li><li>4. Fire companies became both social and political organizations with many famous Americans belonging</li></ul></li><li>E. Fire equipment<ul style="list-style-type: none"><li>1. Following the use of bucket brigades, the first fire apparatus were hand pumpers</li><li>2. In 1829, the first steam-driven fire engine was developed in England</li><li>3. With steamers came paid fire departments<ul style="list-style-type: none"><li>a. Cincinnati - 1853</li></ul></li></ul></li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"> <li>b. New York - 1867</li> <li>c. Steam engines allowed cities to reduce the number of fire fighters needed: New York reduced 4,000 volunteers to 583 paid personnel</li> </ul> <p>4. Motorized apparatus</p> <ul style="list-style-type: none"> <li>a. Gasoline-powered tractors were added to steamers but did not power the fire pump</li> <li>b. First motorized fire engine: LaRue Ohio, 1905</li> <li>c. Engineering continued to improve and manufacturers developed fire pumps that could be driven by the same motor used to power the vehicle</li> </ul> <p>F. Much of the history of America's Fire Service is documented through historic fires</p> <ul style="list-style-type: none"> <li>1. Three square miles of St. Louis were destroyed by fire in 1849             <ul style="list-style-type: none"> <li>a. This was the first fire in United States history in which it is known that a fire fighter was killed in the line of duty</li> <li>b. Captain Thomas B. Targee of Missouri Company No. 5 died while he was spreading powder into Phillips Music store, the last store chosen to be blown up to blast a fire break</li> </ul> </li> <li>2. In 1871, the Great Chicago Fire occurred and leveled one third of the city and killed over 300 people</li> </ul>

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NOTES	STUDENT GUIDE
	<p>Each year, National Fire Prevention Week is held during the anniversary of the Chicago Fire</p> <ol style="list-style-type: none"><li>3. The same day as the Chicago fire, over 1,200 people were killed in a massive forest fire near Peshtigo, Wisconsin</li><li>4. On Dec. 30, 1903, 602 people, mostly women and children died in a fire at the Iroquois Theater in Chicago</li><li>5. More than 1,000 people were killed when fire destroyed the General Slocum excursion boat in New York</li><li>6. In 1911, 146 workers died as a result of a fire in the Triangle Shirtwaist Factory in New York as a result of locked exit doors to prevent theft</li><li>7. Trapped by blocked and locked exits, 492 people perished in a fire at the Coconut Grove nightclub in Boston on Nov. 28, 1942</li><li>8. In 1958, 92 children and three nuns died in a fire at Our Lady of Angels Elementary School in Chicago</li></ol> <p>Some 16,500 older school buildings in the United States were brought up to code within one year of the disaster</p> <ol style="list-style-type: none"><li>9. Southgate, Kentucky, May 28, 1977: 165 individuals perished at the Beverly Hills Supper Club</li></ol> <p>The majority of the deaths would be blamed on poorly marked exits, flammable carpeting, and seat cushions that emitted toxic fumes when burned</p>



NOTES	STUDENT GUIDE
	<p>10. November 21, 1980: 85 people died and more than 700 were injured as a result of a fire at the MGM Grand Hotel in, Las Vegas</p> <p>11. March 25 1990: 87 people died in an unlicensed social club called "Happy Land" in New York City</p> <p>Julio Gonzalez, an immigrant from Cuba, left the club drunk and walked to a nearby gas station where he bought a gallon of gas and returned to the club and splashed the staircase and lit the gas to kill his girlfriend in the fire</p> <p>12. April 19, 1995: Oklahoma City became the site of one of the deadliest terrorist attacks on American soil when a truck bomb destroyed part of the Alfred P. Murrah Federal Building in the downtown area, killing 168 people and injuring more than 500</p> <p>13. September 11, 2001: 19 terrorists hijacked four commercial passenger jet airliners, crashed two of the airliners into World Trade Center in New York City, crashed a third airliner into the Pentagon, and the fourth plane crashed into a field near Shanksville, Pennsylvania</p> <p>2,976 victims died in the attacks, including 343 members of the New York City Fire Department</p> <p>14. February 20, 2003, West Warwick, Rhode Island: The Station nightclub fire is considered to be the fourth deadliest nightclub fire in American history, killing 100 people</p> <p>The fire was caused when pyrotechnic sparks ignited flammable sound insulation foam in the walls and ceilings around the stage, creating a flash fire that engulfed the club in 5 1/2 minutes</p>



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	<p><b>IV. Fire Service Culture and Attitude</b> (<i>Essentials p. 12</i>)</p> <p>A. Many times, fire fighters are held to a higher standard than average citizens</p> <ol style="list-style-type: none"><li>1. People trust fire fighters to enter their homes in times of emergency and have the expertise to care for their family members</li><li>2. People know that when they need help in times of disaster, fire fighters will be available and risk their own lives to help others</li></ol> <p>B. Characteristics important to a fire fighter's success</p> <ol style="list-style-type: none"><li>1. Integrity<ol style="list-style-type: none"><li>a.</li><li>b. Includes the self-discipline to do what is right without being reminded</li><li>c. The public trusts fire fighters to protect them and their property to the fullest extent possible</li></ol></li><li>2. Moral character<ol style="list-style-type: none"><li>a. Truthfulness and honesty</li><li>b. Others must trust a fire fighter and what he or she says without question</li></ol></li><li>3. Work ethic<ol style="list-style-type: none"><li>a. Fire fighters must be able to do what needs to be done without being told - there is not always enough time in an emergency for detailed instructions</li></ol></li></ol>

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	<ul style="list-style-type: none"><li>b.</li><li>c. A dependable work ethic includes promptness, reliability, and initiative</li></ul> <p>4. Pride</p> <ul style="list-style-type: none"><li>a. Pride in one's self and the fire service are important to a fire fighter's success</li><li>b. When a fire fighter looks like a professional, the public will expect him or her to behave as a professional and represent the fire service with dignity and honor</li></ul> <p>5. Courage</p> <ul style="list-style-type: none"><li>a. As a fire fighter, courage means going into frightening or dangerous situations with the knowledge obtained from training and experience to examine the risks involved and take the safest and most appropriate actions</li></ul> <p><b>V. The Mission of the Fire Service</b> (<i>Essentials p. 14</i>)</p> <ul style="list-style-type: none"><li>A.<ul style="list-style-type: none"><li>1. This mission not only includes protecting the public but also protecting the lives of all fire fighters involved in any incident</li></ul></li><li>B. Part of the mission can be accomplished by preventing fires from starting</li></ul>

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NOTES	STUDENT GUIDE
	<ol style="list-style-type: none"><li>1. Fire prevention and code enforcement<ol style="list-style-type: none"><li>a. Fire safety inspections by both trained inspectors and line fire fighters will uncover potential hazards and help citizens be more safe both in their homes and businesses</li><li>b. Thorough code enforcement helps ensure fire-safe occupancies exist to minimize the hazards from fire to the occupants and the public</li></ol></li><li>2. Public fire education teaches citizens about fire hazards and aids them in preventing dangerous situations for their own protection</li></ol> <p>C. Tactical priorities are used by fire fighters to protect lives and property when an emergency occurs</p> <ol style="list-style-type: none"><li>1.<ol style="list-style-type: none"><li>a. Property can be replaced but a human life cannot</li><li>b. Includes the lives of fire fighters, those in danger, other emergency responders, and spectators</li></ol></li><li>2.<ol style="list-style-type: none"><li>a. Performing rescues</li><li>b. Extinguishing a fire</li><li>c. Treating the injured</li></ol></li></ol>



NOTES	STUDENT GUIDE
	<p>3. The third tactical priority is property conservation</p> <ul style="list-style-type: none"><li>a. The fire service is committed to saving as much property as possible</li><li>b. Life safety must still be the first priority before property</li><li>c. Property conservation involves:<ul style="list-style-type: none"><li>(1) Minimizing further damage created during fire suppression</li><li>(2) Using salvage operations to protect property</li><li>(3) Preventing a fire from reigniting after extinguishment</li></ul></li></ul> <p><b>VI. Fire Service Organization and Structure</b></p> <p>A. Missouri fire service organizations</p> <ul style="list-style-type: none"><li>1. There are approximately 25,000 fire fighters serving with about 850 fire departments in Missouri</li><li>2. Missouri Division of Fire Safety, Office of the State Fire Marshal<ul style="list-style-type: none"><li>a. Established in 1973 to provide fire investigation assistance to local agencies</li></ul></li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>b. With statutory changes over the years, duties now include:<ul style="list-style-type: none"><li>(1) Training and certification<ul style="list-style-type: none"><li>(a) The Division has issued over 50,000 fire service certifications since 1986</li><li>(b) Division of Fire Safety certification is internationally accredited by the International Fire Service Accreditation Congress for:<ul style="list-style-type: none"><li>(i) Hazardous Materials Awareness and Operations</li><li>(ii) Fire Fighter I and II</li><li>(iii) Fire Officer I and II</li><li>(iv) Fire Service Instructor I and II</li><li>(v) Fire Inspector I</li><li>(vi) Fire Investigator</li></ul></li></ul></li><li>(2) Fire safety inspections for state-licensed facilities</li><li>(3) Boiler and pressure vessel inspections and licensing</li><li>(4) Elevator inspections and licensing</li><li>(5) Amusement ride inspections and licensing</li><li>(6) Fireworks inspections and licensing</li></ul></li></ul>



NOTES	STUDENT GUIDE
	<p>(7) Explosive user and blaster licensing and investigations</p> <p>3. Municipal fire departments</p> <ul style="list-style-type: none"><li>a. Incorporated cities can pass ordinances to establish fire departments</li><li>b. Funding is part of the municipal budget and is usually obtained through the collection of taxes</li><li>c. Department size depends on the population and size of the municipality served<ul style="list-style-type: none"><li>(1) St. Louis: 900 personnel</li><li>(2) Kansas City: 950 personnel</li><li>(3) Springfield: 214</li><li>(4) St. Joseph: 131 personnel</li><li>(5) Jefferson City: 73 personnel</li></ul></li></ul> <p>4. Public safety departments</p> <ul style="list-style-type: none"><li>a.</li><li>b. Train and equip the police officers to function as fire fighters under the supervision of fire department company officers and command officers</li><li>c. Some departments have personnel who are assigned solely to fire or law enforcement functions</li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>d. Public safety departments in Missouri<ul style="list-style-type: none"><li>(1) Sikeston</li><li>(2) Riverside</li><li>(3) DesPeres</li><li>(4) Mexico</li><li>(5) Maryville</li></ul></li><li>5. Fire protection districts<ul style="list-style-type: none"><li>a. Missouri Revised Statutes Chapter 321 governs fire protection districts</li><li>b. Formed as a portion of a county or may overlap county lines established by a public election</li><li>c.</li></ul></li><li>6. Volunteer fire protection associations<ul style="list-style-type: none"><li>a. Missouri statute 320.300 defines a “volunteer fire protection association” as any fire department which is staffed by volunteers and organized for the purpose of combating fires in a specified area</li><li>b. Typically charge an annual fee to members or subscribers for fire protection</li><li>c. In responding to emergencies of nonmembers or nonsubscribers, the volunteer fire protection association may charge fees</li></ul></li></ul>



NOTES	STUDENT GUIDE
	<p>7. Military fire departments</p> <ul style="list-style-type: none"><li>a. The Department of Defense operates over 300 fire departments on military installations in the U.S.</li><li>b. Military fire departments provide structural fire protection and airport crash/rescue services</li><li>c. Provide fire protection off base under mutual aid agreements with local civilian fire departments</li><li>d. Military fire departments in Missouri:<ul style="list-style-type: none"><li>(1) Fort Leonard Wood</li><li>(2) Whiteman Air Force Base</li><li>(3) Rosecrans Air National Guard Base</li></ul></li></ul> <p>B. The Chain of Command or organizational structure of fire departments will vary depending on the locale and department size (<i>Essentials p. 18</i>)</p> <p>C. Organizational principles</p> <ul style="list-style-type: none"><li>1. Unity of command:</li><li>2. Span of control: one person can effectively manage only a certain number of fire fighters, normally an officer can directly supervise up to seven fire fighters</li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>3. Division of labor:<ul style="list-style-type: none"><li>a. Assign responsibility</li><li>b. Prevent duplication of effort</li><li>c. Make specific assignments</li></ul></li><li>4. Discipline: setting the limits for what is expected of personnel and enforcing these limits<ul style="list-style-type: none"><li>a.</li><li>b. Discipline can be:<ul style="list-style-type: none"><li>(1) Negative or positive</li><li>(2) Preventive or corrective</li><li>(3) Self-imposed or imposed by a superior</li></ul></li><li>c. Discipline is intended to:<ul style="list-style-type: none"><li>(1) Educate and train</li><li>(2) Correct inappropriate behavior</li><li>(3) Provide direction</li><li>(4) Achieve compliance with rules and regulations</li></ul></li></ul></li></ul> <p>D. Most fire departments divide duties into fire companies</p> <ul style="list-style-type: none"><li>1. Fire companies are typically a group of fire fighters assigned to a fire apparatus or station</li></ul>

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	<ul style="list-style-type: none"><li>2. Fire companies are organized, equipped, and trained for certain functions and duties<ul style="list-style-type: none"><li>a. Functions and duties depend on the organization of the particular fire department</li><li>b. Engine company:</li><li>c. Truck (ladder) company: performs search and rescue, forcible entry, ventilation, salvage and overhaul, and provides access to upper levels</li><li>d. Rescue squad/company: searches for and removes victims, performs technical rescues, such as vehicle extrication, and provides emergency medical care</li><li>e. Brush company: extinguishes natural cover fires</li><li>f. Hazardous materials company: responds to and mitigates hazardous materials incidents</li><li>g. Some fire departments operate ambulances and special rescue companies, such as trench, collapse, and high-rise rescue</li></ul></li><li>E. Fire service personnel duties and functions<ul style="list-style-type: none"><li>1. Fire fighter I and II duties and responsibilities<ul style="list-style-type: none"><li>a. Understand the department's organization, operation, chain of command, and operating procedures</li><li>b. Meet minimum health and physical fitness standards</li><li>c. Meet educational and training requirements</li></ul></li></ul></li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>d. Respond to medical emergencies and provide emergency care</li><li>e.<ul style="list-style-type: none"><li>(1) Operate firefighting equipment</li><li>(2) Operate nozzles and direct fire streams</li><li>(3) Raise and climb ladders</li><li>(4) Use portable extinguishers and hand tools</li><li>(5) Wear self-contained breathing apparatus and operate in dangerous atmospheres</li><li>(6) Ventilate burning buildings</li><li>(7) Remove people from dangerous locations</li><li>(8) Operate communications equipment</li><li>(9) Perform salvage operations</li><li>(10) Conduct overhaul operations</li></ul></li><li>f.</li><li>g. Perform fire safety inspections</li><li>h. Deliver fire safety presentations to the public</li><li>2. Fire apparatus driver/operator duties<ul style="list-style-type: none"><li>a. Drive fire apparatus to and from emergencies under all types of weather conditions</li><li>b. Operate pumps, aerial devices and other mechanical equipment</li></ul></li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>3. Fire officer duties<ul style="list-style-type: none"><li>a.</li><li>b. Conduct training of personnel</li><li>c. Handle personnel issues</li><li>d. Deliver fire safety presentations to the public</li><li>e. Effectively utilize fire department resources</li></ul></li><li>4. Fire department safety officer duties<ul style="list-style-type: none"><li>a. Oversee department's occupational safety and health program</li><li>b. Monitors safety during emergency incidents</li></ul></li><li>5. Telecommunication personnel duties<ul style="list-style-type: none"><li>a. Receive emergency and nonemergency phone calls</li><li>b. Dispatch units and maintain on-going communications with units and personnel</li></ul></li><li>6. Training officer duties<ul style="list-style-type: none"><li>a. Administer fire department training activities</li><li>b. Deliver training to fire personnel</li></ul></li><li>7. Special operations personnel<ul style="list-style-type: none"><li>a. Airport fire fighter: protects life and property involving aircraft crash and fire situations</li></ul></li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>b. Hazardous materials technician: responds and mitigates hazardous materials emergencies</li><li>c. Technical rescue personnel: handles special rescue situations such as high-angle, collapse, confined space, and/or extrication operations</li><li>d. Wildland fire fighter: responds to and controls fires involving wildland and natural cover fires</li></ul> <p>8. Fire prevention personnel</p> <ul style="list-style-type: none"><li>a. Fire inspector: inspects occupancies for code compliance, interprets code requirements, conducts plan reviews for code compliance</li><li>b. Fire investigator: investigates fire and explosions to determine origin and cause, documents scenes through photography, sketches, and notes, and collects evidence</li><li>c. Public fire educator: delivers fire and life safety presentations to the public</li></ul> <p>9. Emergency medical personnel</p> <ul style="list-style-type: none"><li>a. First responder: stabilizes patients until more advanced medical personnel can arrive</li><li>b. Emergency medical technician:</li><li>c. Paramedic:</li></ul>



NOTES	STUDENT GUIDE
	<p data-bbox="573 411 1247 443"><b>VII. Polices, Procedures, Orders, and Directives</b></p> <p data-bbox="651 453 850 485"><i>(Essentials p. 33)</i></p> <p data-bbox="621 531 1390 674">A. Policies and procedures are designed to ensure that all personnel are working together toward meeting objectives of a fire department and are working together effectively</p> <ol data-bbox="667 722 1390 1325" style="list-style-type: none"><li data-bbox="667 722 691 753">1.</li><li data-bbox="667 835 1390 905">2. Procedures describe in writing how policies are to be carried out in specific situations</li><li data-bbox="667 951 1390 1094">3. Orders and directives are used to implement policies and procedures<ol data-bbox="716 1066 1325 1325" style="list-style-type: none"><li data-bbox="716 1066 1094 1098">a. May be verbal or written</li><li data-bbox="716 1144 740 1176">b.</li><li data-bbox="716 1255 1325 1325">c. Directives are not based on policy and are requests and suggestions</li></ol></li></ol> <p data-bbox="621 1371 1239 1402">B. Functions of standard operating procedures</p> <ol data-bbox="667 1451 1390 1822" style="list-style-type: none"><li data-bbox="667 1451 1390 1598">1. Whether called "standard operating procedures" (SOPs) or "standard operating guidelines" (SOGs), they carry the same weight both within the department's structure and in legal settings</li><li data-bbox="667 1644 1317 1713">2. Serve as a point of reference for personnel to perform to a measurable standard</li><li data-bbox="667 1759 1390 1822">3. Help to reduce misunderstandings about techniques, responsibilities, and procedures</li></ol>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>4. SOP's may cover issues such as fireground tactics, apparatus assignments, hazardous materials, etc.</li><li>5.<ul style="list-style-type: none"><li>a. Safety of personnel and the public must be the first priority when designing SOP's<ul style="list-style-type: none"><li>(1) Must be applied to all situations, whether emergency or routine</li><li>(2) Reduce confusion and chaos</li></ul></li><li>b. Provide for quality maintenance of equipment</li><li>c.<ul style="list-style-type: none"><li>(1) The SOP is a means to start an emergency operation</li><li>(2) Does not replace decisions based on professional judgment and experience</li><li>(3) Must follow the order of tactical priorities:<ul style="list-style-type: none"><li>(a) Life Safety</li><li>(b) Incident stabilization</li><li>(c) Property conservation</li></ul></li></ul></li></ul></li></ul>



NOTES	STUDENT GUIDE
	<p data-bbox="573 411 1195 443"><b>VIII. National Incident Management System</b></p> <p data-bbox="662 453 857 485"><i>(Essentials p. 35)</i></p> <p data-bbox="621 531 1279 562">A. National Incident Management System (NIMS)</p> <ol data-bbox="670 606 1398 1896" style="list-style-type: none"><li data-bbox="670 606 1398 905">1. The NIMS was created by the Department of Homeland Security in response to the 2001 terrorist attacks<ol data-bbox="719 758 1382 1094" style="list-style-type: none"><li data-bbox="719 758 1382 905">a. All Federal departments and agencies must use it in their individual domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation programs</li><li data-bbox="719 947 1382 1094">b. Federal departments and agencies require the adoption of the NIMS by state and local organizations as a condition for federal preparedness assistance and grants</li></ol></li><li data-bbox="670 1136 1398 1251">2. NIMS is designed as a nationwide system to enable all government, private, and nongovernmental agencies to work together during domestic incidents</li><li data-bbox="670 1293 1398 1398">3. NIMS is designed to put existing processes and methods into a unified national framework for incident management</li><li data-bbox="670 1440 1398 1514">4. The NIMS is based on a combination of flexibility and standardization</li><li data-bbox="670 1556 1398 1896">5. Major components of the NIMS<ol data-bbox="719 1640 1382 1896" style="list-style-type: none"><li data-bbox="719 1640 1382 1745">a. Command and management: NIMS standard incident command structures are based on three key organizational systems:<ol data-bbox="768 1787 1279 1896" style="list-style-type: none"><li data-bbox="768 1787 1279 1818">(1) The Incident Command System</li><li data-bbox="768 1860 1279 1896">(2) Multi-agency coordination systems</li></ol></li></ol></li></ol>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"> <li>(3) Public information systems</li> <li>b. Preparedness                             <ul style="list-style-type: none"> <li>(1) Planning</li> <li>(2) Training and exercises</li> <li>(3) Personnel qualification and certification</li> <li>(4) Equipment acquisition and certification</li> <li>(5) Mutual aid</li> </ul> </li> <li>c. Resource management</li> <li>d. Communications and information management</li> <li>e. Supporting technologies including communications systems, information systems, and specialized technologies</li> </ul> <p>B. The Incident Command System (ICS)</p> <ul style="list-style-type: none"> <li>1. Under the National Response Plan, all fire departments in the U.S. are required to use a NIMS-compliant Incident Command System</li> <li>2.</li> <li>3. Components of ICS which help with effective communications and operations:                             <ul style="list-style-type: none"> <li>a. Common terminology:</li> <li>b. Modular organization: the command organization develops based on the scope of the incident</li> </ul> </li> </ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>c. Integrated communications: essential so that all units can communicate at one incident</li><li>d. Unified command structure:</li><li>e. Consolidated action plans: provides for all involved to be working toward the same outcome</li><li>f. Manageable span of control: personnel know who their supervisor is and report to that individual instead of overwhelming one specific person in charge</li><li>g. Comprehensive resource management: allows for effective use of available resources and the accountability of those resources</li></ul> <p>4. ICS terms</p> <ul style="list-style-type: none"><li>a. Command:</li><li>b. Division: a geographic area designation assigning responsibilities for all operations in that area</li><li>c. Groups:</li><li>d. Branch: organizational level between divisions/groups and command to reduce span of control problems (Fire Branch, EMS Branch, Haz-Mat Branch, etc.)</li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>e. Incident Action Plan (IAP):<ul style="list-style-type: none"><li>(1) A written or unwritten plan for managing an incident</li><li>(2)</li></ul></li><li>f. Incident Commander (IC): the officer at the top of the chain of command in overall charge of an incident</li><li>g. Supervisor: someone in command of a division or group</li><li>h. Resources:</li><li>i. Single resource: individual personnel and their assigned equipment</li><li>j. Strike team: resources or apparatus of the same kind</li><li>k. Task force: a combination of resources or apparatus assembled for a specific operational need</li></ul> <p>5. ICS major functions</p> <ul style="list-style-type: none"><li>a. Command: includes the Incident Commander (IC) and the Command Staff<ul style="list-style-type: none"><li>(1)</li><li>(2) Responsible for the safety of all individuals involved in the incident</li></ul></li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>(3) Responsible for development and implementation of strategic action plans</li><li>(4) Command staff<ul style="list-style-type: none"><li>(a) Safety Officer:<ul style="list-style-type: none"><li>(b) Liaison Officer: serves as the point of contact for other agencies involved in the incident</li><li>(c) Public Information Officer: responsible for providing information to the public and media</li></ul></li><li>b. Operations<ul style="list-style-type: none"><li>(1)</li><li>(2) Reports directly to the IC</li></ul></li><li>c. Logistics<ul style="list-style-type: none"><li>(1) Responsible for all support requirements needed for the incident</li><li>(2) Support Branch within Logistics: provides supplies, facilities, and ground support vehicles</li><li>(3) Services Branch within Logistics: provides medical, communications, and food services</li></ul></li></ul></li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>d. Planning<ul style="list-style-type: none"><li>(1) Responsible for the collection, evaluation and use of information concerning the incident and the tracking of resources</li><li>(2) May be expanded to include the Resource Unit, Situation Unit, and Demobilization Unit</li></ul></li><li>e. Finance<ul style="list-style-type: none"><li>(1)</li><li>(2) Responsible for tracking and documenting costs for the incident</li><li>(3) Usually activated on large-scale, long-term incidents</li></ul></li><li>C. Implementing ICS<ul style="list-style-type: none"><li>1.</li><li>2. Whenever ICS is implemented, there should always be only one Incident Commander</li><li>3. With the advice of the Operations Officer, the Incident Commander will gather the resources needed to handle the incident and organize the needed information</li><li>4. Transferring Command<ul style="list-style-type: none"><li>a. Command of an incident should be transferred to the next arriving person with more experience or in higher authority</li></ul></li></ul></li></ul>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>b. Command can only be transferred to someone who is on scene but may not necessarily be transferred face-to-face</li><li>c. Before anyone assumes command from another individual, a situation status report must be given by the individual relinquishing command</li><li>d. When command has been transferred, the former Incident Commander should announce over the radio the change in command</li></ul> <p>D. The fire fighter's responsibility in ICS</p> <ul style="list-style-type: none"><li>1. A fire fighter's first responsibility at an incident is to identify his or her immediate supervisor for that incident and the job or sector to which he or she has been assigned</li><li>2.</li><li>3. Those in charge are depending on the fire fighter to accomplish the task assigned and must be kept informed of the status of that task</li></ul> <p><b>IX. Interacting With Other Organizations</b> (<i>Essentials p. 40</i>)</p> <ul style="list-style-type: none"><li>A. Fire fighters will interact with personnel from other organizations frequently during both emergency and routine duties</li></ul>



NOTES	STUDENT GUIDE
	<p data-bbox="618 411 1040 443">B. Emergency medical services</p> <ol data-bbox="667 489 1398 1014" style="list-style-type: none"><li data-bbox="667 489 1398 636">1. If a fire department does not provide emergency medical services or ambulance services, fire personnel will frequently work with EMS personnel from other services</li><li data-bbox="667 678 1398 825">2. First responding fire fighters may stabilize patients and provide life support at emergencies until higher trained medical personnel arrive and take over treatment</li><li data-bbox="667 867 1398 1014">3. At motor vehicle accidents, fire personnel may be performing extrication to free entrapped victims while medical personnel are providing treatment simultaneously</li></ol> <p data-bbox="618 1062 1013 1094">C. Law enforcement agencies</p> <ol data-bbox="667 1140 1398 1665" style="list-style-type: none"><li data-bbox="667 1140 1398 1203">1. Fire personnel and law enforcement officers will work together in numerous situations</li><li data-bbox="667 1245 1398 1350">2. Law enforcement may need to stabilize a volatile situation and make a scene safe before fire personnel can enter</li><li data-bbox="667 1392 1398 1476">3. Officers will work closely with fire fighters at vehicle accidents and emergency medical scenes</li><li data-bbox="667 1518 1398 1665">4. Fire fighters may be called to assist law enforcement agencies to force entry, provide access to elevated areas, provide lighting at a crime scene, or recover a body</li></ol> <p data-bbox="618 1713 753 1745">D. Media</p> <ol data-bbox="667 1791 1398 1896" style="list-style-type: none"><li data-bbox="667 1791 1398 1896">1. News media representatives will show up at numerous incidents where fire personnel are present and working</li></ol>



NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>2. Fire fighters should not make comments or express opinions to the media unless authorized by their superiors</li><li>3.</li><li>E. Fire personnel will deal with representatives of other agencies depending on the situation involved<ul style="list-style-type: none"><li>1. Health departments</li><li>2. Coroner/medical examiner offices</li><li>3. Environmental agencies such as the Environmental Protection Agency (EPA) and Missouri Department of Natural Resources (DNR)</li><li>4. Office of Emergency Management personnel</li><li>5. Missouri Department of Conservation</li><li>6. U.S. Forest Service</li></ul></li><li><b>X. Fire Service Orientation Summary</b><ul style="list-style-type: none"><li>A. Fire fighters must always remember that they represent their department, fellow fire fighters, and the entire fire service both in their professional and personal lives</li><li>B. A successful fire fighter must possess:<ul style="list-style-type: none"><li>1. Integrity</li><li>2. Good moral character</li><li>3. An outstanding work ethic</li></ul></li></ul></li></ul>

# FIRE SERVICE ORIENTATION



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## MISSOURI DIVISION OF FIRE SAFETY FIRE FIGHTER I & II

NOTES	STUDENT GUIDE
	<ul style="list-style-type: none"><li>4. Pride in one's self and the fire service</li><li>5. Courage</li><li>C. The overall mission of the fire service is to save lives and property and also protect the lives of all fire fighters involved in any incident</li></ul>