

Candidate: _____

Date: _____

ID#: _____

Skill Drill 4-1

Fire Fighter I, 4.2.1, 4.2.2

Receiving a Call and Initiating a Response to an Emergency					
Evaluator Instructions: The candidate shall be provided with the following: report of a simulated emergency, fire department standard operating procedures, and communications equipment.					
Task: Initiating a response to a simulated reported emergency.					
Performance Outcome: The candidate shall be able to obtain all necessary information, properly operate communications equipment, and promptly and accurately relay the information to the dispatch center.					
Candidate Directive: "Properly initiate the response to a simulated reported emergency."					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Answer promptly and professionally. Identify yourself, your agency, and your location. Determine immediately whether there is an emergency. If the call involves an emergency, follow your department SOPs. Organize your questions to get the following information: <ul style="list-style-type: none"> • Incident location (including cross streets and identifying landmarks) • Type of incident/situation • Scene safety information • When the incident occurred • Caller's name • Location of the caller, if different from the incident location • Caller's callback number Always terminate the call in a courteous manner, and let the caller hang up first.				
2.	Record the information needed, including the date and time of the call. Initiate a response following the protocols of your communications center. The protocols in your department may vary from the steps listed here. Follow the protocols of the agency having jurisdiction for your department's communications.				
Retest Approved By: _____			Retest Evaluator: _____		

Evaluator Comments: _____

Candidate Comments: _____

Evaluator: _____ Date: _____ Candidate Date: _____

Retest Evaluator: _____ Date: _____ Retest Candidate Date: _____

Skill Drill 4-2 has been deleted.

Candidate: _____

Date: _____

ID#: _____

Skill Drill 4-3
 Fire Fighter I, 4.2.3

Using a Radio					
Evaluator Instructions: The candidate shall be provided with a radio.					
Task: Using a radio.					
Performance Outcome: The candidate shall be able to properly use a radio.					
Candidate Directive: "Properly use a radio."					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Listen to determine that the channel is clear of any other traffic. Depress the "push-to-talk" (PTT) button, and wait at least 2 seconds before speaking. This delay enables the system to capture the channel without cutting off the first part of the message. Some systems sound a distinctive tone when the channel is ready.				
2.	Speak across the microphone at a 45-degree angle, and hold the microphone 1 to 2 inches (2.5 to 5 centimetres) from your mouth. Never speak on the radio if you have something in your mouth.				
3.	Know what you are going to say before you start talking. Speak clearly, and keep the message brief and to the point.				
4.	Release the PTT button only after you have finished speaking.				
Retest Approved By: _____				Retest Evaluator: _____	

Evaluator Comments: _____

Candidate Comments: _____

Evaluator: _____ Date: _____ Candidate Date: _____

Retest Evaluator: _____ Date: _____ Retest Candidate Date: _____