PENNSYLVANIA FIRE SERVICE
VOLUNTARY CERTIFICATION PROGRAM

CERTIFICATION
OFFICE OF THE STATE FIRE COMMISSIONER
EMERGENCY SERVICES
SAFETY THROUGH EDUCATION
PROGRAM

FIREFIGHTER II

CANDIDATE HANDBOOK

OFFICE OF THE STATE FIRE COMMISSIONER
PENNSYLVANIA STATE FIRE ACADEMY

January 2019
Dear Certification Candidate,

Welcome to the Pennsylvania Fire Service Voluntary Certification Program. The purpose of this manual is to provide you with information to successfully participate in certification testing. This manual outlines the pre-requisites, testing and application process, and provides you with a study guide reference list. Tests are conducted under the sanction and approval of the Pennsylvania Office of the State Fire Commissioner with accreditation granted by the National Board on Fire Service Professional Qualifications (National Pro-Board) and the International Fire Service Accreditation Congress (IFSAC).

In accordance with Act 61 of 1995, The State Fire Commissioner Act, the Office of the State Fire Commissioner is the certifying agency within the Commonwealth of Pennsylvania, and the Pennsylvania State Fire Academy is the administering agency. Any United States Citizen eighteen (18) years of age or older who resides in Pennsylvania may apply for consideration as a test candidate.

Good luck and thank you for participating in the Pennsylvania Voluntary Fire Service Certification Program.
Application Process

Obtain an application from either the Office of the State Fire Commissioner (OSFC) website www.osfc.pa.gov or an approved test site. You must fill out the form, in full, and provide all required documentation. The completed application and accompanying documents are to be submitted to an approved test site or PA State Fire Academy (PSFA). Your application is then reviewed and either accepted or rejected based on compliance and deficiencies (i.e., lacks pre-requisites, no signatures, etc.).

The general test process is as follows:
1. A candidate must submit a complete application including all supporting documents;
2. After the application is approved, the candidate takes the written and subsequently the skills tests (NOTE: the skills test cannot be taken before the written test);
3. Upon successful completion of the written and skills tests and a review of the application for completeness by the test site and PSFA or Delegated Authority, the candidate can be certified for the level tested. If a candidate should not pass any part of the testing process, a retest can be administered and must be completed within one (1) year of the original test date.

Application Pointers

1. Make sure the application is legible and complete. Applications MUST be typed.
2. Social Security Number: you have the option to provide the full nine (9) or just the last four (4) digits.
3. Provide your complete name including suffix (Jr, Sr, III, etc.) NO nicknames please.
4. Make sure your mailing address includes street, apartment number, city, state and zip.
5. Make sure all appropriate signatures are obtained and are signed in BLUE or BLACK ink.
   a. Chief Officers CANNOT sign for themselves where a Chief Officer’s signature is required;
   b. For this requirement, another Chief Officer MUST sign this section of the application.
6. Legible copies of all prerequisites must be attached and signed were applicable. NOTE: Copies must include both the front and back of the document where applicable. (i.e. CPR & Medical cards).
7. Make sure your Prerequisite Verification Form (found in the back of the application) is appropriately marked off and signed in BLUE or BLACK ink.

Prerequisites

1. Incident Command System Course: Successfully completed one of the following courses:
   a. NFA Incident Command System Course;
   b. NFA NIMS ICS for the Fire Service
   c. Incident Command System and Resource Management for the Fire Service
   d. NFA NIMS ICS for EMS
   e. NFA IS-100 AND IS-200 (Independent Study or Facilitated Courses)

2. Fire Fighter I Certification: The candidate MUST be certified at the Firefighter I level.

3. Hazardous Materials Training and/or Certification:

A copy of one of the following recognized certificates (training or national certification) MUST be included in the application packet. ALL training certificates MUST be the PSFA approved Jones & Bartlett curriculum.

- Hazardous Materials Operations Level training OR
- Hazardous Materials Operations Level Annual Refresher training OR
- Hazardous Materials Operations Level Responder National Certification (ProBoard or IFSAC)

*The training or certification certificate must be dated within one year of the date of this application.* Any training or certification certificate greater than one year from the date of this application will NOT be accepted in respect to fulfilling this prerequisite. To meet this prerequisite, you must show proof of completion of a current training, refresher training course or certification certificate.

4. **Vehicle Rescue Operations** – Candidate must have completed one of the following:

   a. Pennsylvania Joint Vehicle Rescue Program – NVRA and NVRO courses OR
   b. Pennsylvania Joint Vehicle Rescue Program – State-issued Technician Certification OR
   c. National Certification (ProBoard or IFSAC) NFPA 1006 Vehicle Tech Level I or Vehicle/Machinery

A copy of a course completion certificates or a certification certificate for MUST be submitted.

5. **Fire Department Communications:** The candidate MUST attach a copy of a properly completed fire department's incident ("run") report for an actual incident. The report may be one used by their respective department incident report; however local use reports MUST be equivalent to the information contained in Guide 1 of this document. National Fire Incident Reporting System (NFIRS) and/or Pennsylvania Fire Incident Reporting System (PENN-FIRS) reports are acceptable.

6. **Fire Prevention, Preparedness, and Maintenance**

   a. Residential: Conduct a fire safety review and draw/diagram a plan for a private dwelling to include:
      
      i. a detailed sketch of each floor level to include all doors and windows;
      ii. the layout of each room on every floor to include large items/obstacles;
      iii. indicators for escape routes (primary & secondary) and placement of smoke detectors;
      iv. an indicator of and the distance to the established meeting place outside the resident;
      v. an index key denoting the relevant routes, detectors, and the requested data noted above;
      vi. the procedure for calling the fire department in your community; this procedure MUST be done as if you are educating the general public on how to call and what information is needed.

      Additional information for this section can be referenced in the following text:
      - Jones & Bartlett Fundamentals of Fire Fighting Skills 1st Edition page 651

      Computer generated / CAD floor plans are acceptable; however, the following details MUST be drawn in by hand: escape routes (primary and secondary), detectors, large items in rooms, and the meeting place.

   b. Commercial: Conduct a pre-incident survey and fire safety inspection of a commercial building in your area. The completed report shall include the following:

      i. the fire safety inspection form (See Guide 2 in this handbook for the form);
      ii. diagrams/sketches of the building floor plan to include each floor of the building;
      iii. report must contain all applicable pre-plan information;
iv. pre-plan (building) and plot plan **MUST** include an index key;

v. plot plan (area) of the target building;

vi. incident apparatus response assignments – this is unit assignments on the incident **NOT** just a list of apparatus.

Additional information for this section can be referenced in the following text:

- Jones & Bartlett Fundamentals of Fire Fighting Skills, Chapter 2, pages 651-653, 658

**NOTE**: The use of existing maps, architectural floor plans, site plans and/or Graphic Information System (GIS) mapping programs will be accepted, however the following required details **MUST** be included on these plans and **MUST** be drawn by hand by the candidate (i.e. utilities, hazards, fire suppression/smoke detectors, hydrants, water supply distances, large obstacles [furniture, office desk/equipment, machinery], orientation directional symbol, fire department connections [FDC], and fire alarm control panels).

In addition, the facility **MUST** be an occupied commercial structure (in use) with a form of fire protection infrastructure (i.e., detectors, suppression system, fire walls, rated doors, etc.). Furthermore, the facility selected **CANNOT** be a fire, EMS, or other first responder station/facility nor any facility designated as secure designated by a governing authority (i.e., Federally or Commonwealth Secured Facility).

A Chief Officer’s signature is required for this section of the application. Please note a Chief Officer **CANNOT** sign for themselves; another Chief Officer **MUST** sign.
Firefighter II Certification Pathway

- **Firefighter I National Certification**
  - ProBoard and/or IFSAC

- **Incident Command Systems Course**
  - NFA ICS Course
  - ICS for the Fire Service
  - ICS and Resource Management for the Fire Service
  - NIMS ICS for EMS
  - NFA IS-100 AND IS-200

- **Vehicle Rescue Training Course**
  - PA Joint Vehicle Rescue Program
  - National Certification Vehicle/Machinery

- **Hazardous Materials Operations**
  - NFPA 472 (or NFPA 1072) Jones & Bartlett or Delmar initial or annual refresher course and/or National Certification (ProBoard and/or IFSAC) dated within one year of the date of application.

- **Firefighter II Certification**
  - Review/Prep Course
  - (Not Required)

- **Firefighter II Completed Application, Written and Practical Exam**

- **National Firefighter II Certification**
  - ProBoard and IFSAC

Please refer to the Firefighter II application OR the previous section of this document titled “Prerequisites” for a complete listing of approved courses.
Test Policy

Written Test: The written test consists of one hundred (100) questions and is randomly generated. Candidates have a maximum of two (2) hours to complete the test. Passing score for the written test is seventy percent (70%).

Skills Test: Candidates must pass one hundred percent (100%) of the skill stations offered.

NOTE: Skill Station C Fire Safety Presentation: You will be asked to present a prepared program 3 to 5 minutes in length. Possible topics: stop, drop and roll; crawl low in smoke; escape planning; alerting others; calling the fire department; residential smoke detector placement and maintenance. The candidate should be prepared to present any of these topics. Presentation information will be distributed by the test site coordinator to the candidate on the evening of the written test.

Re-test Policy

Written Test: If you are unsuccessful, you have a total of two (2) retest attempts and have one (1) year to complete the retest. You will need to contact the fire academy or a test site of your choice to schedule a retest.

Skills Test: You must pass 100% of the skill stations offered.

- If you are unsuccessful on three (3) or less skill stations, you may retest the same day (only one retest per skill station);
- If you are unsuccessful on four (4) or more skill stations, you may NOT retest the same day. Skill retests must be scheduled for a later date and time.
- A total of eight (8) retest attempts are permitted and must be completed in one (1) year to successfully complete the testing process.

Appeals

A candidate may request a review of his/her performance records by the State Fire Academy within thirty (30) days of receipt of a failure notice. Appeals MUST be in writing and in accordance with the policies and procedures of the Certification Program.

Send to: Pennsylvania State Fire Academy
         Attn: Certification Program Manager
         1150 Riverside Drive
         Lewistown, PA 17044
Accommodations

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodations for the written certification exams for individuals with documented disabilities. Only written requests for accommodations for certification examinations are reviewed and each request is reviewed on a case-by-case basis. Requests must be submitted on the Accommodation Request form. The Pennsylvania Fire Service Voluntary Certification Program provides written notification of its decision to the candidate upon completion of its review and the review by legal counsel of the request for accommodation.

The Accommodation Request form is located on Page 8 of this manual or is available from the Pennsylvania State Fire Academy and test site coordinators. Please contact the Certification Program Manager for further information. The candidate who is requesting an accommodation must complete the request form at the time of application submission or as soon as the need for an accommodation is recognized. All requests must be made prior to the scheduled date of the examination. Any request for accommodation not submitted at least twenty (20) working days prior to the scheduled examination will result in a delay in the candidate’s date of examination.

Documentation of a specific disability which would impact a candidate’s performance on the written examination must be current (within five (5) years of the date of application). Such documentation should include a signed explanation on letterhead stationary from a professional who is familiar with the applicant’s disability or a copy of an Individual Education Plan (IEP) from an educational institution. See below comment.

The statement must confirm and describe the disability for which the accommodation is requested. The professional must have expertise in the specific disability for which the accommodation is being requested.
Request for Accommodation Form

Name of Candidate: _____________________________________________________________

Last Name                          First Name                            Middle

Address of Candidate: ___________________________________________________________

Telephone Number (area code): ____________________________

(please list a number you can be reached during daylight hours 8am – 4pm)

County of Residence: _________________   Email Address: ___________________________

Certification Level Requesting Accommodation for: ____________ Date of Test: ________

Test Site to which you have submitted your application: ______________________________

I reviewed the NFPA job performance requirements for the level of certification I am seeking; and I am requesting the following accommodation(s) due to my disability related needs:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

I have attached a statement on letterhead stationary from a professional who is familiar with my disability. I understand that the professional must have expertise in the specific disability for which I am seeking an accommodation for and the statement must confirm and describe the disability for which the accommodation is requested. Statement is signed by the professional.

I am submitting a copy of an IEP (Individual Education Plan) which I have obtained from my educational institution.

Signature of individual completing this form  Date

Printed or type name of the individual completing this form

Return this form to: Pennsylvania State Fire Academy

Attn: Certification Program Manager

1150 Riverside Drive

Lewistown, PA 17044

(717) 247-3743
**Safety Policy**
A candidate should meet the requirements of NFPA 1582 *Standard on Medical Requirements for Firefighters and information for Fire Department Physicians* prior to physical testing to ensure his/her ability to safely perform the required tasks.

For the safety and protection of all participants, all equipment and Personal Protective Equipment (PPE) used for testing **MUST** meet the NFPA standard at the time of manufacturing. PPE will be inspected prior to use in testing.

The facial hair policy directs that a candidate with facial hair which interferes with the operation or use of a Self-Contained Breathing Apparatus (SCBA) will not be permitted to participate in the test process that requires the use of a SCBA.

**Test Results/Release of Results**
The Office of the State Fire Commissioner/PA State Fire Academy notifies candidates of their results in writing via US Mail. Only pass/fail grades are given.

In accordance with the Federal Education Records and Privacy Act (FERPA) of 1974 which is a federal law that established a minimum standard for the protection of records requires prior consent of a person before any records or other personally identifiable information can be released. In the event a third party request test results of a candidate a Consent to Release Information form will need to be completed and signed by the candidate that the third party is requesting results for.

**No show policy**
If a candidate is accepted for testing and fails to show up without an acceptable reason, the test site has the right to enforce their no-show policy that could include but is not limited to suspension from testing for an identified period of time and/or financial penalties.

**Professional Testing Integrity and Dishonesty**
Dishonesty in the professional test environment includes but is not limited to: cheating, plagiarizing, facilitating acts of testing dishonesty by others, having unauthorized possession of examinations, or submitting work of another person. Any instance(s) of testing dishonesty constitutes the need for disciplinary and/or legal actions. All certification candidates shall act with personal integrity, respect others rights and property, and help maintain a professional environment in which all can be successful.

Test Site Coordinators, Assistant Coordinators, Test Proctors, Evaluators and Instructors should take reasonable steps to anticipate and deter acts of dishonesty, reinforce integrity, and support appropriate behavior to protect the rights and trust of honest candidates. At the beginning of each test process, it is the responsibility of those to provide candidates with the “Testing Integrity and Dishonesty” policy and clarify questions that may arise.

**Falsification of Documents**
Any individual found to have forged, altered, or falsified documentation for the purpose of certification testing will be indefinitely suspended from participating in any certification exam within the Commonwealth of Pennsylvania. Further action may be taken in accordance with the Pennsylvania Crimes Code 18 Pa C.S. 4904, relating to unsworn falsifications.
**Cheating on Test**
All candidates are expected to work entirely on his/her own while taking any exam. Violations of test integrity consist of any attempt to receive assistance from written or printed aids unless provided by the test proctor for the purpose of a specific test, or any persons, papers or electronic devices, or of any attempt to give assistance.

**Document Integrity**
Certification candidates are expected to complete all work individually. For any material obtained from other sources such as plot plans, web maps, etc., a source reference must be given.

**Study Reference List**
The following is a list of text that may be reference in preparation for testing.

1. IFSTA, Essentials of Fire Fighting, 6th edition, 1st printing;
2. Jones and Bartlett, Fundamentals of Fire Fighter Skills, 3rd edition, 1st printing;
5. Fire Fighter II Skill Sheets on the OSFC website [www.osfc.pa.gov](http://www.osfc.pa.gov)

**Additional Information:**
1. Applications shall be submitted to the test site by their established deadline or no later than 3 weeks prior to the test date.
2. Please contact the test site of your choice to receive information about fees for testing.
3. Photo ID is required at the time of the written and skills tests.
4. Bring all appropriate PPE and SCBA needed to complete all possible skill stations.
5. Dress appropriately; bring extra dry clothes.
6. Bring food and water or a similar beverage to stay hydrated.

Certification applications and skill sheets, in addition to the test schedule and test site contact information, can be found at [www.osfc.pa.gov](http://www.osfc.pa.gov) under <State Fire Academy> link, then the <Certification> sub-link at the top of the webpage. A page will open with information about the certification program and process. Scroll through the page to find the links for certification applications, skill sheets, test schedule, and test site contact information.

If you have additional questions or concerns about the test process, please contact the test site coordinator at the site in which you applied to be tested at or contact the PA State Fire Academy Certification Program Staff.
GUIDE 1

FIRE DEPARTMENT COMMUNICATIONS
(JPR 6.2.1)
A candidate may submit his/her fire department's incident (i.e., run) report, however it must contain content found within the NFIRS reporting system (listed below). Please note the incident report must be completed by the candidate.

Provide a complete report of all relevant information for the incident; content listed below are general items sought under the PennFIRS / NFIRS reporting process. Indicate n/a for those items not applicable for the reported incident.

- Date
- Times: Alarm / Arrival / Control / Cleared / In Quarters
- Incident Number
- Exposure(s)
- Location
- Name, Address, Municipality, Contact information
- Incident Type
- Mutual Aid
- Actions Taken
- Resource Used / On Assignment
- Dollar Value and Dollar Loss
- Casualties / Fatalities
- Detectors / Fire Protection Systems
- Property Use / Type
- HAZMATS
- Narrative: a written account of actions taken (i.e., who, what, assignments, etc.) and outcomes
- IC / Report Writer
- Property Details (e.g., occupancy, occupancy use, structural type, etc.)
- Ignition / Fire Propagation
- Human Factors
- Equipment Involved
- Structure Type / Status / Description
**NFIRS Incident Field Notes**

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<tr>
<th>DATE</th>
<th>ALARM TIME</th>
<th>ARRIVAL TIME</th>
<th>CONTROL TIME</th>
<th>LAST UNIT CLEARED</th>
<th>INCIDENT #</th>
<th>EXPOSURE #</th>
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**LOCATION**
- Exact Location
- Intersection
- Front of
- Rear of
- Adjacent to

**INCIDENT TYPE**
- Mutual Aid Received
- Automatic Aid Received
- Mutual Aid Given
- Automatic Aid Given
- Other Aid Given
- None

**AID GIVEN OR RECEIVED**
- Resources
  - Apparatus
  - Personnel

**ACTIONS TAKEN**
- Primary Action Taken
  - Suppression
  - EMS
  - Other

**ADDITIONAL ACTION TAKEN**
- (1)
- (2)

**ESTIMATED DOLLAR LOSS**
- Property $ [ ]
- Contents $ [ ]

**LOSES**
- Property $ [ ]
- Contents $ [ ]

**PRE-INCIDENT VALUE**
- Property $ [ ]
- Contents $ [ ]

**HAZARDOUS MATERIALS RELEASE**
- None
- Diesel Fuel/Fuel Oil: vehicle tank or portable storage
- Natural Gas: slow leak, no evacuation or HazMat action
- Household Solvents: home/office spill, cleanup only
- Propane Gas: <21 LB. (as in home BBQ grill)
- Motor Oil: from engine or portable container
- Gasoline: vehicle fuel tank or portable container
- Paint: from paints cans totaling <55 gallons
- Kerosene: fuel burning equipment or portable storage
- Other: Special HazMat actions required or spill > 55 gallons

**PROPERTY USE**
- Mixed Use Property
  - Not Mixed
  - Industrial Use
  - Assembly Use
  - Military Use
  - Medical Use
  - Farm Use
  - Educational Use
  - Other Mixed Use
  - Residential Use
  - Row of Stores
  - Enclosed Mall
  - Business & Residential
  - Office Use

**OCCUPANT/PARTY INVOLVED NAME (LAST, FIRST, MIDDLE)**

**ADDRESS/CITY/ZIP CODE**

**TELEPHONE**

**NOTES:**

**AUTHORIZATION**
- Officer in Charge
- Member Making Report

**DATE:** January 2019
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**FFII:**
### Cause of Ignition

- **Intentional**
- **Unintentional**
- **Failure of Equipment or Heat Source**
- **Act of Nature**
- **Cause Under Investigation**
- **Cause Undetermined after Investigation**

### Factors Contributing to Ignition

- **None**
- **Factor #1**
- **Factor #2**

### Human Factors Contributing to Ignition

- **Asleep**
- **Possibly impaired by alcohol/drugs**
- **Unattended person**
- **Possibly mentally disabled**
- **Physically disabled**
- **Multiple persons involved**
- **Age was a factor**

### Equipment Involved in Ignition

- **None**

### Fire Suppression Factors

- **Fire Suppression Factor (1)**
- **Fire Suppression Factor (2)**
- **Fire Suppression Factor (3)**

### Building Status

- **Occupied & operating**
- **Idle, not routinely used**
- **Vacant & unsecured**
- **Vacant & secured**
- **Under major renovation**
- **Being demolished**
- **Undetermined**
- **Other**

### Fire Origin

- **Story of origin**

### Structure Type

- **Enclosed building**
- **Fixed portable/mobile structure**
- **Open structure**
- **Air supported structure**
- **Tent**
- **Open platform (e.g. piers)**
- **Underground structure (work areas)**
- **Connective structure (e.g. fences)**
- **Other type of structure**

### Building Height

- **Total # of stories at or above grade**
- **Total # of stories below grade**

### Fire Spread

- **Confined to object of origin**
- **Confined to room of origin**
- **Confined to floor of origin**
- **Confined to building of origin**
- **Beyond building of origin**

### Structure Details

- **Main Floor Size (Complete One)**
  - **Length in Feet**
  - **Width in Feet**

### On-Site Materials

- **None**

### Ignition

- **Area of Fire Origin**
- **Heat Source**
- **Item First Ignited**
- **Fire spread confined to object of origin**

### Factor #2

- **Below Grade**
- **Confined to object of origin**
- **Confined to room of origin**
- **Confined to floor of origin**
- **Confined to building of origin**
- **Beyond building of origin**

### Human Factors

- **None**

### Property Details

- **Not Residential**
- **Buildings not involved**
- **Number of buildings involved**
- **None**
- **Less than 1 acre**

### Estimated # of residential living units in the building of origin whether or not all units became involved

### On-Site Material (1)

- **Bulk storage or warehousing**
- **Processing or manufacturing**
- **Packaged goods for sale**
- **Repairs or service**

### On-Site Material (2)

- **Bulk storage or warehousing**
- **Processing or manufacturing**
- **Packaged goods for sale**
- **Repairs or service**

### On-Site Material (3)

- **Bulk storage or warehousing**
- **Processing or manufacturing**
- **Packaged goods for sale**
- **Repairs or service**

### Material Contributing Most to Flame Spread

- **Type of material contributing most to flame spread**

### Type of Material Contributing Most to Flame Spread

- **None**

### Insurance Company Information

- **Company Name**
- **Policy Number**
- **Agent's Name**
- **Phone Number**

### Insurance Company

- **None**

### Mobile Property Involved

- **None**

### Mobile Property Make

- **None**

### Mobile Property Model

- **None**

### Mobile Property Year

- **None**

### Mobile Property Type

- **None**

### Mobile Property Power Source

- **Portable**
- **Stationary**

### Mobile Property License Plate Number

### Mobile Property VIN Number

### Number of Stories Damaged by Flame

- **Number of stories w/ minor damage**
  - **(1 to 24% Flame Damage)**
  - **Number of stories w/ significant damage**
  - **(25 to 49% Flame Damage)**
  - **Number of stories w/ heavy damage**
  - **(50 to 74% Flame Damage)**
  - **Number of stories w/ extreme damage**
  - **(75 to 100% Flame Damage)**

### Number of Heads Operating

- **None Present**
- **Present**

### Detector Type

- **Smoke**
- **Heat**
- **Combination-smoke & heat**
- **Sprinkler, water flow detection**
- **More than 1 type present**

### Detector Operation

- **Fire too small to activate**
- **Operated**
- **Failed to Operate**
- **Undetermined**

### Detector Failure Reason

- **Alerted occupants-they responded**
- **Occupants failed to respond**
- **There were no occupants**
- **Failed to alert occupants**

### Detector Effectiveness

- **Operated & effective**
- **Operated & not effective**
- **Fire too small to activate**
- **Failed to operate**
- **Other**

### System Operation

- **None Present**
- **Present**

### Type of System

- **None**
- **Present**
- **Operated & effective**
- **Operated & not effective**
- **Fire too small to activate**
- **Failed to operate**
- **Other**

### System Failure Reason

- **Created 11/2002**

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January 2019

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FFII
GUIDE 2

FIRE PREVENTION, PREPAREDNESS, and MAINTENANCE
(JPRs 6.5.1, 6.5.3)
As a Firefighter II candidate, you need to complete a survey (i.e., exit plan) for a private dwelling (i.e., your residence) and a safety survey for a commercial structure.

**RESIDENTIAL STRUCTURE**

a. Conduct a fire safety plan (i.e., exit plan) of a private dwelling.

b. Procedure to call the fire department in your community (please approach this as you are educating someone from the general public on how to call 911 and what information is needed).

For the residence, please diagram each level of the structure, indicate the locations of doors and windows, the primary and secondary exits, the layout of each room with a minimum one large item (i.e., couch, table, TV, bed, etc.) indicated, any fire prevention/protection system (e.g., smoke detectors), and the location of and distance to the outside meeting location. The diagram shall include an index indicating the content you have drawn.

*NOTE: A computer generated floor plan is acceptable, however the criteria noted above must be drawn in hand by the candidate, especially the ESCAPE ROUTES and MEETING PLACE.*

**COMMERCIAL STRUCTURE**

Using the pre-plan form provided, prepare a preplan and conduct a survey of a commercial building. Be sure to include both a building (i.e., floor) plot plan and a plot (i.e., area), and any other significant information.

a. Complete a fire safety inspection for a commercial building in your area.

b. Conduct a pre-incident plan on a commercial building in your area.

c. List the apparatus normally sent for an incident AND make sure you describe the assignment given to each apparatus on the response.

*NOTE: A computer generated, existing maps, architectural floor plans, site plans and/or Graphic Information System (GIS) mapping programs will be accepted; however, all content specific criteria (i.e., utilities, water supply, FDCs, etc.) on the plan MUST be hand drawn.*

*NOTE: Please check your work against Skill Sheet H to ensure you have completed all tasks.*

**ALSO:** The facility selected MUST be a commercial structure occupied and in use with some form of fire protection infrastructure (i.e., detectors, suppression system, fire walls or doors, etc.). Furthermore, the facility selected CANNOT be a fire, EMS, or other first responder station/facility nor any facility designated as secure designated by a governing authority (i.e., Federally or Commonwealth Secured Facility).

**The preplan MUST be complete, accurate, and legible; the evaluator must be able to read and interpret the content.**
Candidate Name: ____________________________ Social Security No. (last four #s): ______________________

PREPLAN AND FIRE SAFETY INSPECTION OF TARGET BUILDING, Page 1 of 3

Building Name: ____________________________ Occupant: ____________________________

Address: _____________________________ City, State, Zip: ____________________________

Owner Name: ____________________________ Emergency Contact: ____________________________

Owner Phone # ____________________________ Emergency Contact #: ____________________________

Primary Entrance/Side: ____________________________ Forcible Entry Points: ____________________________

Secondary Entrance/Side: ____________________________ Key Box Location: ____________________________

BUILDING INFORMATION (DATA)

Type of Occupancy

- Assembly
- Business
- Education
- Factory
- High-Hazard
- Institution
- Mercantile
- Residential
- Storage
- Multi-Occupancy

Processes: ____________________________

Population During Business Hours: ____________________________ Population After Hours: ____________________________

Special Population Targets and Locations: ____________________________

Salvage Targets & Locations: ____________________________

Occupancy Hazards: ____________________________

HAZARDOUS MATERIALS

Hazardous Materials: ☐Yes ☐No ☐N/A MSDS Location: ____________________________

SARA (Tier II) Facility: ☐Yes ☐No ☐N/A Chemical Inventory List Provided: ☐Yes ☐No If No, Location: ____________________________

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<thead>
<tr>
<th>CHEMICAL NAME (List 3 of the Highest Hazard Potentials)</th>
<th>UN# ID</th>
<th>QUANTITY (lbs. / gals)</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

BUILDING CONSTRUCTION

Type of Construction

- Type I
- Type II
- Type III
- Type IV
- Type V

Dimensions

- Length __________ ft.
- Width __________ ft.
- Total Sq. Ft. __________

Number of stories

- Above Ground
- Below Ground
- Approximate Height: __________ ft.

Construction Details:

- Wall Construction
  - Wood
  - Metal
  - Concrete
  - Masonry (Brick / Block)
  - Other: __________

- Floor Construction
  - Truss (Yes/No)
  - Lightweight Construction
  - Wood
  - Metal
  - Concrete
  - Other: __________

- Roof Construction
  - Truss (Yes/No)
  - Lightweight Construction
  - Wood
  - Metal
  - Concrete
  - Other: __________

- Roof Type
  - Pitched
  - Shed
  - Sheetrock (Drywall)
  - Other: __________

- Wall Covering
  - Wood
  - Concrete
  - Ceramic Tile
  - Masonry
  - Other: __________

- Floor Decking
  - Wood
  - Concrete
  - Metal
  - Other: __________

- Roof Covering
  - Wood Shingles
  - Tile (clay, slate, cement)
  - Composite Shingles (asphalt)
  - Metal
  - Build Up (rubber)
  - Other: __________

Basement: ☐Full dimensions of building ☐Partial If partial, Side __________ ☐N/A

Basement Access: ☐Interior: Side __________ ☐Exterior: Side __________ ☐N/A

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**FIREGROUND EXPOSURES**

<table>
<thead>
<tr>
<th>Side-A (address)</th>
<th>Distance (ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Side-B (left)</td>
<td>Distance (ft.)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Side-C (rear)</td>
<td>Distance (ft.)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Side-D (right)</td>
<td>Distance (ft.)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUILDING UTILITIES**

<table>
<thead>
<tr>
<th>Utility</th>
<th>Utility Main Shut-Offs Locations</th>
<th>Supplier</th>
<th>Contact Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric</td>
<td>Division # ___ Side ___ N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Generator</td>
<td>Division # ___ Side ___ N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>Division # ___ Side ___ N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas/LPG/Oil</td>
<td>Division # ___ Side ___ N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternative Energy</td>
<td>Division # ___ Side ___ N/A Type:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WATER SUPPLY**

<table>
<thead>
<tr>
<th>Hydrant(s)</th>
<th>Primary Location:</th>
<th>Capacity (GPM):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary Location:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rural Area</th>
<th>Main drafting water supply:</th>
<th>Capacity (GPM):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lake _ Pond _ River _ Pool _ Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Private</th>
<th>Type:</th>
<th>Location:</th>
<th>Travel Distance:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUILDING FIRE PROTECTION SYSTEM**

<table>
<thead>
<tr>
<th>Fire Alarm System:</th>
<th>System Operational:</th>
<th>Monitored System:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Detector Types:</td>
<td>None</td>
<td>Smoke</td>
</tr>
<tr>
<td>Thermal</td>
<td>Carbon Monoxide</td>
<td>Pull Stations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Alarm System (FAS) Panel Location:</th>
<th>Division # ___ Side ___ N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote FAS Panel Location:</td>
<td>Division # ___ Side ___ N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FDC Connections:</th>
<th>Sprinkler (SPKR)</th>
<th>Standpipe (STDP)</th>
<th>Combination (SPKR/STDP)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sprinkler (SPKR)</td>
<td>Standpipe (STDP)</td>
<td>Combination (SPKR/STDP)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FDC Location(s):</th>
<th>Side-A</th>
<th>Side-B</th>
<th>Side-C</th>
<th>Side-D</th>
<th>Connection Type &amp; Size:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Pump(s):</th>
<th>Location:</th>
<th>GPM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**January 2019**
Sprinkler System:  [ ] Wet  [ ] Dry  [ ] Deluge  [ ] Pre-Action  [ ] Limited Area (20 SPKR Heads)  [ ] N/A
[ ] Full Building  [ ] Partial Building  If Partial, Location ______________________________

System Pressure: ______ PSI  Water Pressure: ______ PSI  Air Pressure: ______ PSI
Sprinkler Room Location: __________________________  Division # ______  Side _____
Sprinkler System Tested:  [ ] Yes  [ ] No  Date: __________________

Standpipe (STDP) & Hose System:  [ ] Class I  [ ] Class II  [ ] Class III  [ ] N/A

Standpipe Riser & Hose Connections:  Locations: ____________________________________________

OS&Y Valves:  [ ] Side-A  [ ] Side-B  [ ] Side-C  [ ] Side-D  [ ] N/A

Chemical Ext. System  [ ] Clean Agent  [ ] CO2  [ ] Dry Chemical  [ ] Halon  [ ] Wet Chemical  [ ] N/A

Location: __________________________  Side _____  Division # ______

System Inspected:  [ ] Yes  [ ] No  Date: __________________

FIRE SAFETY INSPECTION

Sprinklers Clear of Obstructions:  [ ] Yes  [ ] No  Adequate Emergency Exits:  [ ] Yes  [ ] No
Sprinkler Room Clear of Obstructions:  [ ] Yes  [ ] No  Exit doors not blocked and open easily:  [ ] Yes  [ ] No
Fire Dept. Connection Accessible:  [ ] Yes  [ ] No  Door Panic Hardware in working condition:  [ ] Yes  [ ] No
Hose Cabinets/Area Clear of Obstructions:  [ ] Yes  [ ] No  Fire / Self-Closing Doors kept closed:  [ ] Yes  [ ] No
Fire Extinguisher Pin & Anti-Tamper Seal Intact:  [ ] Yes  [ ] No  Access/Egress routes clear of obstructions:  [ ] Yes  [ ] No
Fire Extinguishers Properly Charged:  [ ] Yes  [ ] No  Emergency Exit Lights Working:  [ ] Yes  [ ] No
Fire Extinguishers Inspected:  [ ] Yes  [ ] No  Emergency Lighting Present/Working:  [ ] Yes  [ ] No
Fire Extinguishers Visible and Accessible:  [ ] Yes  [ ] No  Any excess trash/garbage present:  [ ] Yes  [ ] No
Pull Stations Visible and Accessible:  [ ] Yes  [ ] No  Multiple extensions cords being used:  [ ] Yes  [ ] No
Evacuation Plans Properly Posted:  [ ] Yes  [ ] No  Smoking in unauthorized areas:  [ ] Yes  [ ] No

Conditions found on inspection: ____________________________________________________________

______________________________

Known Occupancy Hazards: ________________________________________________________________

______________________________

Inspector’s Name  Inspector’s Signature  Date

Permission to conduct this inspection was granted by:

______________________________  __________________________  __________________________
Name (please print)  Title  Phone  Date

The information requested is for training and validation purposes only. All information is confidential.

______________________________  __________________________
Floor/Plot Plan:  Candidate Name ____________________________  SSN# ___________ (last 4-digits)
Candidate Signature ____________________________  Date of Inspection: ___________

Candidate Name_________________________________  SSN#____________ (last 4-digits)
Candidate Signature________________________________  Date of Inspection: ___________

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Candidate Name ____________________________  SSN# _____________ (Last 4-digits)  _____ Residential  _____ Commercial


**Firefighter Code of Ethics**

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following…

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member’s safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicle and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors of gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

*Developed by the National Society of Executive Fire Officers*