

# Live Fire Training Evolution – Fixed Facility Instructor (LFTE-FFI)

## Task Book

### CANDIDATE TASK BOOK ASSIGNED TO:

(Printed or Typed: Candidate's Name, Location, Phone Number, And Date)

### TASK BOOK INITIATED BY TRAINING CHIEF

(Printed or Typed: Agency or Fixed Facility Training Chief, Name, Phone Number)

TASK BOOK MUST BE COMPLETED WITHIN 1 YEAR OF INITIATION

*The material contained in this book accurately defines the performance expected of the position for which it was developed to qualify personnel for the intended position.*

Verification/Certification Of Completed Task Book  
For The Position Of Live Fire Training Evolution - Instructor

#### CANDIDATE'S VERIFICATION

I verify that all information that I have provided is true and accurate to the best of my ability.

\_\_\_\_\_  
Candidate's Signature And Date

#### TRAINING CHIEF or TRAINING CENTER DIRECTOR VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

Name: \_\_\_\_\_ has performed  
all of the functions necessary to be considered for certification in this position.

\_\_\_\_\_  
Training Chiefs Signature And Date

#### CDFPC PROCTOR, RECOMMENDATION FOR CERTIFICATION

I certify that \_\_\_\_\_ has met all requirements for  
qualification in this position and that such qualification has been issued.

\_\_\_\_\_  
CDFPC Proctor Signature And Date

# Live Fire Training Evolution – Fixed Facility Instructor

Position Task Books (PTB) were developed for designated positions within the National Incident Management System (NIMS). PTB's have been accepted by agencies nationwide to document experience and verify competencies. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a candidate to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a CDFPC Live Fire Instructor - Fixed Facility (LFI-FF) Proctor, will result in a recommendation to the agency and CDFPC that the candidate be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur during Live Fire Instructor – Fixed Facility (LFI-FF) classes, Firefighter I or II courses, or in service training involving live fires. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All statements within a task which require an action (contain an action verb) must be demonstrated before that task can be documented as "complete".

## **DIRECTIONS:**

Task Book "tasks" are under the direct supervision of the CDFPC Proctor. The intent is to verify capabilities and quality of instruction. All LFI-FF candidates must be State of Colorado certified Firefighter II, Instructor I (minimum), and Practical Proctor. With the approval of the Certified Fire Training Center's Training Chief or his/her designee, evaluations can include evolutions under the auspices of other training centers.

Qualifications must indicate ability and preparedness to train and safely operate in a live fire environment in permanent interior and exterior, fixed or mobile, burn props fueled by LPG/CNG or class "A" combustibles. The intent of this certification is for FIXED FACILITIES only.

It is important to emphasize training centers and fire departments still need additional "prop specific" qualifications for their live fire training props.

Unsatisfactory performance must be noted on the designated forms, and the task repeated until satisfactory performance is demonstrated.

## **RESPONSIBILITIES:**

### **1. The Sponsoring Organization is responsible for:**

- Ensuring that the candidate meets the training, certification and experience requirements included in this document.
- Initiating the PTB to document task performance.
- Explaining to the candidate the purpose and processes of the PTB as well as the candidate's responsibilities.
- Providing opportunities for evaluation and/or making the candidate available for evaluation.
- Providing an evaluator for assignments.
- Tracking progress of the candidate.
- Confirming PTB completion and submitting a copy to CDFPC for review by the CFTOA 1403 Committee.

**2. The individual is responsible for:**

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within **12 months**.
- Assuring the Evaluation Record is complete.
- Notify supervisor when the PTB is completed and providing them a copy.
- Keeping the original PTB in personal records.

**3. The CDFPC Proctor is responsible for:**

- Being qualified and proficient in the position being evaluated.
- Meeting with the candidate and determining past experience, current qualifications, and desired objectives/goals.
- Explaining to the candidate the evaluation procedures.
- Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task in the Evaluation Record. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of each PTB.
- Signing the verification statement on the front cover of the PTB when all tasks have been initialed and completion of necessary paperwork to the Training Center Director.

**4. The Training Chief or Training Center Director is responsible for:**

- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the candidate, and make an accurate and honest appraisal of the candidate's performance.
- Conducting progress reviews.
- Conducting a close-out interview with the candidate and evaluator and assuring that documentation is proper and complete.
- Signing the verification statement on the front cover of the PTB when all tasks have been initialed and completed. The entire PTB is then copied and forwarded to the Division of Fire Prevention and Control and the original is maintained in the candidate's training file.

**5. The Division of Fire Prevention and Control is responsible for:**

- Retaining all candidate PTBs and assembling the CFTOA 1403 Committee to review submissions at the regularly scheduled CFTOA meetings.

## Live Fire Training Evolution – Fixed Facility Instructor

I. PREREQUISITES	Evaluator: Initial & date upon completion of task
Current State of Colorado Instructor I and Firefighter II, at a minimum.	(Instructor's Signature)
II. ENTRIES AS INSTRUCTOR	
1. Multiple rotations (3 entries minimum includes interior and exterior props) with crews as instructor accompanied by a credentialed LFI-FF proctor	(Instructor's Signature/Date)
2. Specific Objectives Observed	(Instructor's Signature/Date circle "y" for yes, "n" for not observed)
a. Emergency procedures to remove a student/firefighter encountering SCBA problems and/or panicked. (By actual emergency or simulated conditions. Should not be with live fire in an acquired structure.)	a. _____ Y N
b. Fire behavior aspects to observe, learning points for students/firefighters, proper positioning of crews for attack and safety	b. _____ Y N
c. Danger conditions – identification of conditions or problems with training props, or dangerous conditions in an acquired structure indicating insufficient/improper venting, impending flashover/backdraft, etc.	c. _____ Y N
d. Accountability/crew integrity inside the prop/structure	d. _____ Y N

<b>III. FUNCTIONAL ASSIGNMENTS</b>	
<p>Serve in following capacities for multiple rotations (3 minimum entries):</p> <ul style="list-style-type: none"> <li>a. Functional Assignments (Ventilation, Rehab, Accountability, etc.)</li> <li>b. Back-up Team</li> <li>c. Fire Control Team (Ignition Officer)</li> <li>d. Fire Control Team (Ignition Officer Observer/Watchout)</li> </ul>	<p>_____</p> <p>(Instructor's Signature/Date circle "y" for yes, "n" for not observed)</p> <p>a. _____ Y N</p> <p>b. _____ Y N</p> <p>c. _____ Y N</p> <p>d. _____ Y N</p>
<b>IV. SAFETY OFFICER (Primary)</b>	
<p>During planning, preparation and during multiple crew rotations on interior and exterior props (2 minimum entries)</p>	<p>_____</p> <p>(Instructor's Signature/Date circle "y" for yes, "n" for not observed)</p> <p>a. _____ Y N</p> <p>b. _____ Y N</p>
<b>V. INSTRUCTOR – IN – CHARGE (I.I.C.)</b>	
<p>Serve as the I.I.C. during the planning, preparation and entire live fire training exercise under the supervision of the Training Chief / Training Center Director.(2 minimum entries)</p>	<p>_____</p> <p>(Instructor's Signature/Date circle "y" for yes, "n" for not observed)</p> <p>a. _____ Y N</p> <p>b. _____ Y N</p>
<b>VI. Verification of <u>Class A OR Gas Fired</u> Fixed Facility Burns</b>	
<p>Candidates must participate in a minimum of three (3) training events under live fire conditions.</p> <p>A minimum of one (1) training evolution in <b>Class A</b> facility <b>OR</b> A minimum of one (1) training evolution in <b>Gas Fired</b> facility</p>	<p>_____</p> <p>(Instructor's Signature/Date)</p> <p>a. _____ Y N</p> <p>b. _____ Y N</p>

## EVALUATION RECORD

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### INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional evaluation blocks are needed, a page can be copied from a blank task book and attached.

**Evaluator's name and agency:** List the name of the evaluator and agency.

**Evaluator's home unit address and phone:** Self explanatory

**Number:** The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

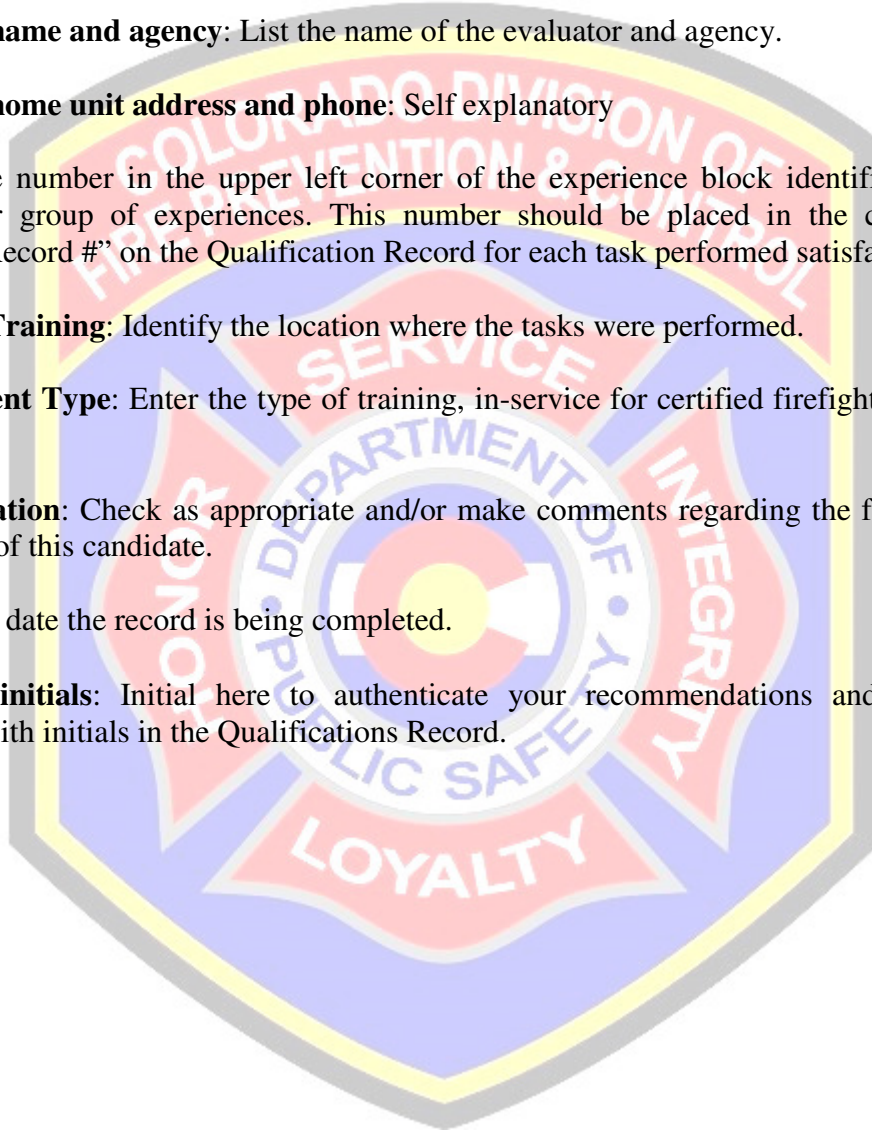
**Location of Training:** Identify the location where the tasks were performed.

**Training Event Type:** Enter the type of training, in-service for certified firefighters, Firefighter 1 or 2, etc.

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for development of this candidate.

**Date:** List the date the record is being completed.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.



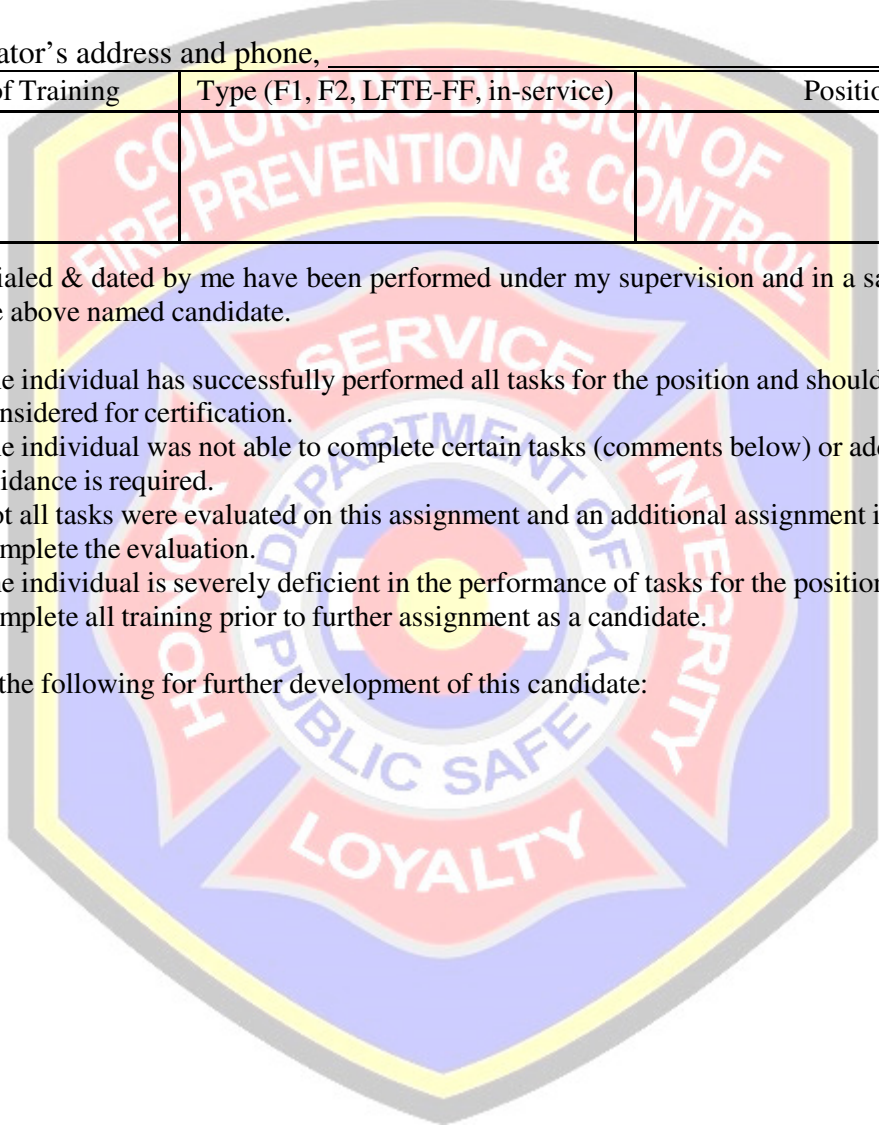
# EVALUATION RECORD

Page 6 of 12    version 1    5/23/2015

Candidate Name \_\_\_\_\_

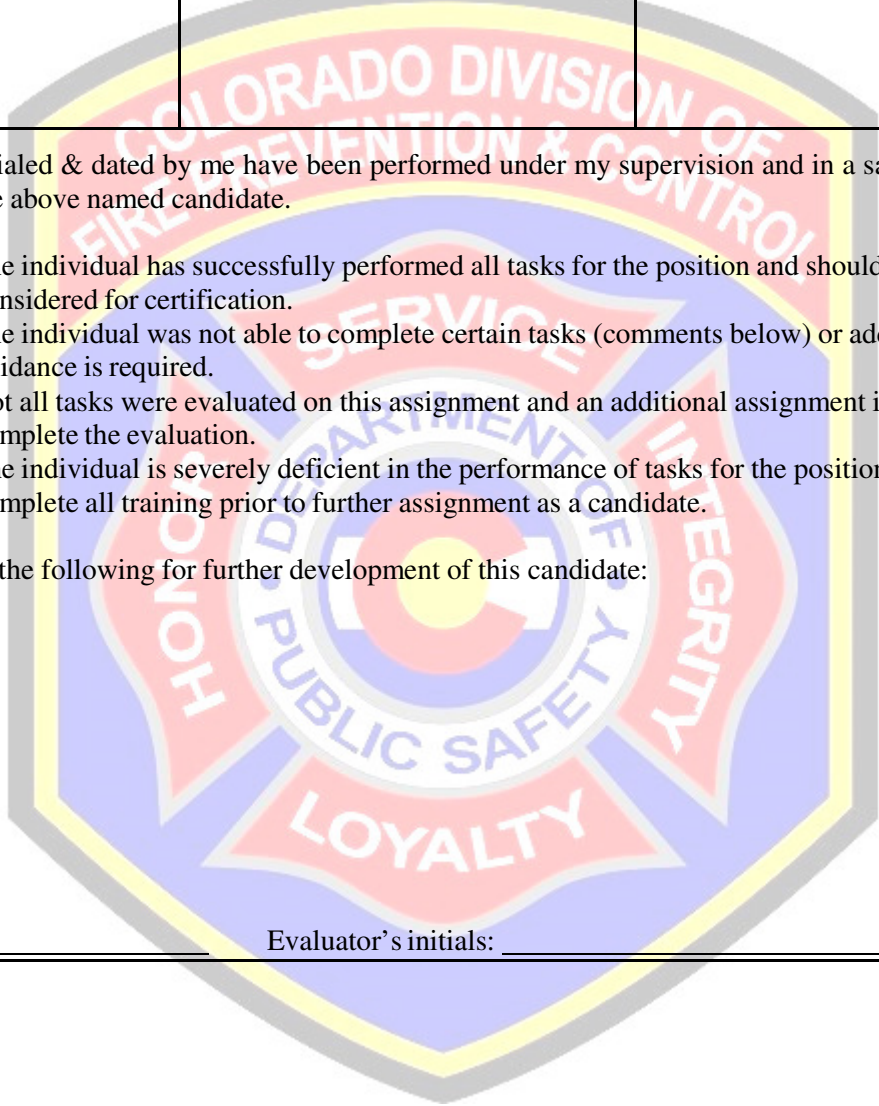
Evaluator Position \_\_\_\_\_

<b>#1</b>	Evaluator's name & agency, _____ Evaluator's address and phone, _____	
Location of Training	Type (F1, F2, LFTE-FF, in-service)	Position
<p>The tasks initialed &amp; dated by me have been performed under my supervision and in a satisfactory manner by the above named candidate.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training prior to further assignment as a candidate.</p> <p>I recommend the following for further development of this candidate:</p>   <p>Date: _____                      Evaluator's initials: _____</p>		



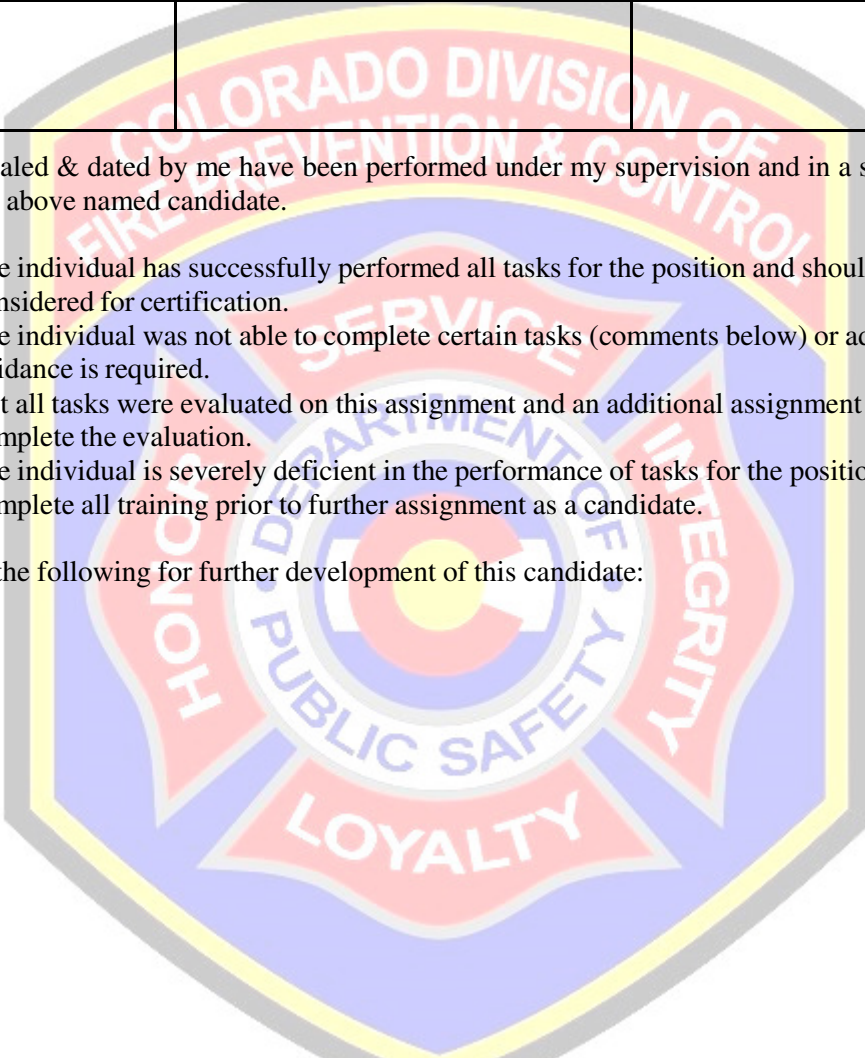
## EVALUATION RECORD

	Candidate Name	Evaluator Position
#1	Evaluator's name & agency, _____ Evaluator's address and phone _____	
	Location of Training	Type (F1, F2, LFTE-FF, in-service)
		Position
<p>The tasks initialed &amp; dated by me have been performed under my supervision and in a satisfactory manner by the above named candidate.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training prior to further assignment as a candidate.</p> <p>I recommend the following for further development of this candidate:</p>   <p>Date: _____ Evaluator's initials: _____</p>		



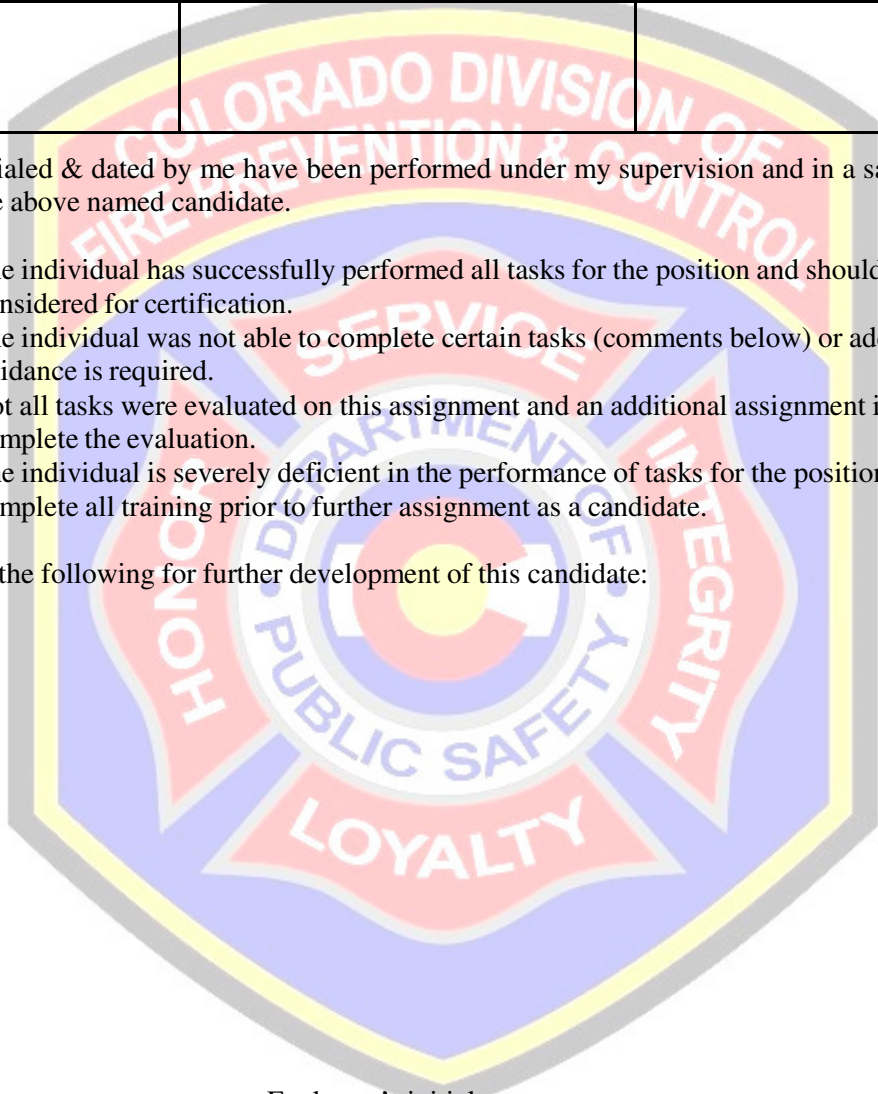


## EVALUATION RECORD

	Candidate Name	Evaluator Position
#1	Evaluator's name & agency, _____  Evaluator's address and phone _____	
	Location of Training	Type (F1, F2, LFTE-FF, in-service)
		Position
<p>The tasks initialed &amp; dated by me have been performed under my supervision and in a satisfactory manner by the above named candidate.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training prior to further assignment as a candidate.</p> <p>I recommend the following for further development of this candidate:</p>		
		
Date: _____ Evaluator's initials: _____		

## EVALUATION RECORD

	Candidate Name	Evaluator Position
#1	Evaluator's name & agency, _____  Evaluator's address and phone _____	
	Location of Training	Type (F1, F2, LFTE-FF, in-service)
		Position
<p>The tasks initialed &amp; dated by me have been performed under my supervision and in a satisfactory manner by the above named candidate.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training prior to further assignment as a candidate.</p> <p>I recommend the following for further development of this candidate:</p>          <p>Date: _____ Evaluator's initials: _____</p>		



## Roles of Engagement for Firefighter Survival

1. Size up your tactical area of operation.
2. Determine the occupant survival profile.
3. DO NOT risk your life for lives or property that cannot be saved.
4. Extend LIMITED risk to protect SAVABLE property.
5. Extend VIGILANT and MEASURED risk to protect and rescue SAVABLE lives.
6. Go in together, stay together, come out together.
7. Maintain continuous awareness of your air supply, situation, location and fire conditions.
8. Constantly monitor fireground communications for critical radio reports.
9. You are required to report unsafe practices or conditions that can harm you. Stop, evaluate and decide.
10. You are required to abandon your position and retreat before deteriorating conditions can harm you.
- 11.
12. Declare a Mayday as soon as you THINK you are in danger.

### **The Incident Commander's Rules of Engagement for Firefighter Safety**

1. Rapidly conduct, or obtain, a 360-degree situational size-up of the incident.
2. Determine the occupant survival profile.
3. Conduct an initial risk assessment and implement a SAFE ACTION PLAN.
4. If you do not have the resources to safely support and protect firefighters, seriously consider a defensive strategy.
5. DO NOT risk firefighter lives for lives or property that cannot be saved. Seriously consider a defensive strategy.
6. Extend LIMITED risk to protect SAVABLE property.
7. Extend VIGILANT and MEASURED risk to protect and rescue SAVABLE lives.
8. Act upon reported unsafe practices and conditions that can harm firefighters. Stop, evaluate and decide.
9. Maintain frequent two-way communications, and keep interior crews informed of changing conditions.
10. Obtain frequent progress reports and revise the action plan.
11. Ensure accurate accountability of every firefighter's location and status.
12. If after completing the primary search, little or no progress toward fire control has been achieved, seriously consider a defensive strategy.
13. Always have a rapid intervention team in place at all working fires.
14. Always have firefighter rehab services in place at all working fires.

## 16 Firefighter Life Safety Initiatives

1. Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility.
2. Enhance the personal and organizational accountability for health and safety throughout the fire service.
3. Focus greater attention on the integration of risk management with incident management at all levels, including strategic, tactical, and planning responsibilities.
4. All firefighters must be empowered to stop unsafe practices.
5. Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform.
6. Develop and implement national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform.
7. Create a national research agenda and data collection system that relates to the initiatives.
8. Utilize available technology wherever it can produce higher levels of health and safety.
9. Thoroughly investigate all firefighter fatalities, injuries, and near misses.
10. Grant programs should support the implementation of safe practices and/or mandate safe practices as an eligibility requirement.
11. National standards for emergency response policies and procedures should be developed and championed.
12. National protocols for response to violent incidents should be developed and championed.
13. Firefighters and their families must have access to counseling and psychological support.
14. Public education must receive more resources and be championed as a critical fire and life safety program.
15. Advocacy must be strengthened for the enforcement of codes and the installation of home fire sprinklers.
16. Safety must be a primary consideration in the design of apparatus and equipment.