

# North Dakota Firefighter's Association Certification System

## Hazardous Materials/Weapons of Mass Destruction Incidents



### CERTIFICATION STANDARD

For the following specialties:

- ❖ Hazardous Materials Awareness
- ❖ Hazardous Materials Operations
- ❖ Hazardous Materials Mission Specific
  - PPE
  - Product Control

Based on: National Fire Protection Association (NFPA) 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications, 2017 Standard



## 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.



## 16 Firefighter Life Safety Initiatives

The 16 initiatives, listed on the preceding page, address the 6 root causes of firefighter injuries, close calls, and Line of Duty Death.

1. Ineffective policies and procedures.
2. Ineffective decision making.
3. Lack of preparedness.
4. Ineffective leadership.
5. Lack of personal responsibility.
6. Extraordinary and unpredictable circumstances.

For more information on the  
Courage to be safe .... So everyone goes home program  
Contact NDFA  
At: 701-222-2799

## **NDFA Firefighters Certification Committee**

The NDFA Certification Committee is a 12-member committee, which consists of 9- members from the North Dakota fire service; the committee members function as liaison between the fire service and the North Dakota Firefighters Association Executive Board. Members of the committee are:

- NDFA 1st Vice President
- State Fire Marshal
- (1) A member from the North Dakota Fire Chief's Association that will serve a 2-year term.
- (1) A member from the North Dakota Fire Prevention Association that will serve a 2-year term.
- (1) A member from the North Dakota Instructor Society that will serve a 2-year term.
- (4) Four NDFA members at large, one member elected from each of the 4 training regions: NW, SW, NE, and SE: (their terms will mirror the Trustee from their region).
- (1) A member of the Fargo Fire Department (Delegated Authority).
- The NDFA Training Director will serve as compliance officer and serve the Certification Committee as a non-voting member of the committee.

### **North Dakota Firefighter's Association**

Please direct North Dakota Firefighter certification questions and comments to:

Robert Knuth, NDFA Training Director  
1502 Grumman Lane, Suite 2  
Bismarck, North Dakota 58504

**PH: (701) 222-2799 CP: (701) 516-4457 FAX: (701) 222-2899**

Please visit our Web site at: [www.ndfa.net](http://www.ndfa.net)

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## INTRODUCTION

The world we live in is changing so fast, and the many phases of the fire service are becoming so technical and complex that fire service training must be utilized to its maximum potential. Any overlap, fragmentation, and lack of basic structure must be eliminated. Standardization is the natural complement and necessity.

The fire service in North Dakota, through a state certification program, can meet the needs of future growth and establish uniformity through certification. We will then have more effective and efficient utilization of resources so as to provide the best possible fire protection service for all the citizens throughout the state of North Dakota.

The following certification requirements are based on the objectives listed in the National Fire Protection Association (NFPA) 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications, as verified and adopted by the Certification Advisory Committee.

The following Hazardous Materials standard covers two levels of certification:

**Hazardous Materials First Responder Awareness Level-** NFPA 1072, Chapter 4. The focus and purpose of the Awareness Level First Responder is to give the front-line firefighter the ability to:

- Recognize the presence of a hazardous material.
- Collect information from the DOT Emergency Response Guidebook.
- Take protective actions by isolating the area and denying entry.
- Make proper notifications to local/state/national organizations.

**Hazardous Materials First Responder Operations Level** – NFPA 1072, Chapter 5 and Sections 6.2 and 6.6. The Operations Level First Responder shall be that person who responds to hazardous materials/weapons of mass destruction (WMD) incidents for the purpose of protecting people, the environment, or property from the effects of the release. Operations level responders shall be able to:

- Analyze a hazardous materials/WMD incident.
- Plan an initial response to a hazardous materials/WMD incident.
- Implement the planned response for a hazardous materials/WMD.
- Perform Emergency Decontamination
- Evaluate the progress of the actions taken at a hazardous materials/WMD incident.

With successful completion of this standard, which is based on the NFPA 1072, Chapter 4, 5, Section 6.2, & 6.6 a candidate will have satisfied all requirements for the Hazardous Materials Awareness and Operations. Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities and knowledge. The NDFA Firefighters Certification Advisory Committee believes by participating in this certification program, firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

## **CERTIFICATION REQUIREMENTS**

### **Entrance Requirements:**

To certify within the NDFA Hazardous Materials Awareness/Operations program, firefighters must fulfill the following requirements:

- 1) Complete fire department or Authority Having Jurisdiction (AHJ) entrance requirements.
- 2) Maintain records of training.
- 3) Train on the required written and/or manipulative objectives.
- 4) Meet any other training requirements/prerequisites as defined by the NDFA Certification Advisory Committee.
- 5) Pass written, and/or manipulative examinations administered by the NDFA Certified Testers.

The NDFA acknowledges the importance of and need for entrance requirements as listed in the NFPA 1001, *Standard on Fire Fighter Professional Qualifications*. Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of entrance requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the NDFA. The NDFA will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of entrance requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, the **NDFA strongly recommends careful evaluation before altering or doing away with any existing entrance requirements.**

### **Physical Fitness Requirements:**

The requirements listed in NFPA 1001, Chapter 4 are:

1. Meet the minimum educational requirements established by the authority having jurisdiction.
2. Meet the medical requirements of NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*.
3. Physical fitness requirements for entry-level personnel shall be developed and validated by the authority having jurisdiction. Physical fitness requirements shall follow applicable Equal Employment Opportunity regulations and other legal requirements.

## DEPARTMENT TRAINING

### Hazardous Materials Awareness

Training that meets the requirements as outlined in NFPA 1072, Chapter 4 for Hazardous Materials Awareness is conducted at the department level or from outside sources.

#### **Written Objectives:**

Written objectives for First Responder - Awareness level is covered in the following text:

- 1) Jones and Bartlett Hazardous Materials: Awareness and Operations, 3rd ed.
- 2) DOT Emergency Response Guidebook

### Hazardous Materials Operations

Hazardous Material Operations is the second level of training referenced in the NFPA 1072 standard which firefighters should master. The hazardous materials operations personnel shall be trained to meet all competencies of the awareness level (Chapter 4), core competencies at the Operations level (Chapter 5), and the Mission Specific competencies in Chapter 6.2 and 6.6.

Training that meets the requirements as outlined in NFPA 1072, Chapter 5, 6.2, 6.6 for hazardous materials operations is conducted at the department level or from outside sources.

#### **Written Objectives:**

Written objectives for Hazardous Materials Operations Level are covered in the following text:

- 1) Jones and Bartlett Hazardous Materials: Awareness and Operations, 3rd ed.
- 2) DOT Emergency Response Guidebook.

### Manipulative Objectives (Awareness and Operations)

Each participant **must** be trained and evaluated in the performance of **all** manipulative skill objectives. Each of the manipulative skill objectives shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** -Each manipulative skill objective must be completed within a reasonable time frame.
- **Safely** -Each manipulative skill objective must be completed safely. Conduct that could injure individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** - Each manipulative skill objective is performed in accordance with the Fargo Fire Department Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the Fargo Fire Department manipulative skill objectives.

#### **Department Training Officers:**

For departments to enroll in the certification process, it is necessary for the department to assign training officers. It is recommended the department assign **at least two** personnel as training officers to coordinate and provide certification training.

Department training officers should be State Certified at the level they are teaching. In addition, the NDFA strongly recommends training officers be state certified at the Instructor I level.



Department training officers will be responsible for certification training. Their primary responsibility will be to teach, evaluate, and “In-House” test department personnel on the manipulative skill and evolution requirements for each level of certification training.

Departments who do not have certified personnel to act as training officers for certification training should contact the NDFA-Training Director at (701) 222-2799 for assistance in setting up and monitoring certification training.

### **Department Training Records:**

Each candidate shall have a training record on file with the department, which indicates whether he/she has trained on all manipulative skill objectives. This record shall be signed off or initialed by a department training officer. Training records must indicate the date, instructor, and total number of hours trained for each manipulative skill objective. Departments shall use the one provided in Appendix A.

### **Department "In-House" Comprehensive Examination:**

At the completion of the department’s manipulative skills training, the department is **required** to hold an “in-house” comprehensive examination for the level being trained. This is a comprehensive “In-House” test conducted by the department training officers or course instructors. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination. Training officers may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are “In-House” testing.

In-House testers shall follow the Tester Instruction sheet to provide for uniformity and fairness during the exam. It is recommended candidates be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If manipulative skill weaknesses are evident, the department shall conduct additional training and hold a new department “In-House” comprehensive examination. Only those candidates who successfully pass the department’s skills and fire ground evolutions “In-House” test will be allowed to participate in the state certification exam. Department training records must show all candidates have successfully passed the “In-House” examination.

## **CERTIFICATION EXAMINATIONS**

After completion of the training process, the Fire Chief/Head of Department can request testing for the department. Using the "Request Examination" form in Appendix B. The Fire Chief/Head of Department may request a written examination and manipulative test for certification. A testing fee *may* be charged at the time of certification. A separate application must be sent to the NDFA for each attempt. Request forms must reach the NDFA no later than **30 days prior** to the examination date. The entire examination process must be completed within **1 year** of the **first** written exam date.

### **Written Examinations:**

The written examinations are randomly generated, **30 question (Awareness) and 50 question (Operations)**, tests covering the written objectives of NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications in Chapters 4 & 5 & Section 6.2 & 6.6. A minimum score of **70%** is required to pass the certification exam. Candidates failing the first attempt of the written exam will be permitted to retest no sooner than **24 hours** from the date of the last exam. Three attempts are given to pass the exam. If a participant fails the written examination three times, he/she has failed the certification process and must wait **6 months** from the date of the last failed exam before re-entering the testing process. Exam results are forwarded to the Chief/Administrator within **30 days** following the receipt of the completed Exam.

### **Manipulative Skills "Spot Check" Examination**

This is a two-step examination. The first step is a department records check, and the second step is the manipulative skills examination. Certification testers certified by NDFA will conduct the examination.

Training records are checked. If records are inadequate, corrective action must be taken before proceeding to the next step. The records must meet minimum requirements and are checked for the following:

- 1) Candidate has been trained in each manipulative skill for the level being evaluated.
- 2) A department training officer has signed off each manipulative skill.
- 3) The total number of hours trained on each manipulative skill is listed.

The manipulative skills examination is graded on a 100% pass/fail basis. The test is graded in the following three areas:

- **Swiftly** -Each manipulative skills objective must be completed within a reasonable time frame.
- **Safely** -Each manipulative skills objective must be completed safely. Conduct that could injure individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** - Each manipulative skill objective is performed in accordance with the Fargo Fire Department standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the Fargo Fire Department manipulative skill objectives.

Participants are tested on **FOUR (4)** manipulative skills. No prior notification of the skills being tested will be given. Participants are given two attempts if necessary to perform each skill. If they fail on the second attempt, they have failed the skills portion of the examination and will be required to complete further training on those areas that they were not successful in during the testing. Candidates taking a third and final attempt will retest on the skill they failed. **No training, teaching, or coaching is allowed during the testing.**

## **Certification Prerequisites**

There are no prerequisites for certification to the Awareness Level

Applicants for certification at the Operations level must be certified through the NDFR at the Hazardous Materials First Responder Awareness Level. Hazardous Materials Operations Level certification will not be issued until participants have fulfilled this requirement

Those candidates who have met the requirements are issued a certificate and patch. These are sent to the Fire Chief/Head of the Department for disbursement.

**HAZARDOUS MATERIALS– FIRST RESPONDER**

**AWARENESS/OPERATIONS LEVEL**

**JOB PERFORMANCE REQUIREMENTS**

# North Dakota Firefighter's Association

## Awareness Level Responder

### SKILL SHEET #1: Recognizing and Identifying Hazardous Materials/WMD and Initiate protective actions at the scene of a Hazardous Materials/WMD incident.

**Competency:** NFPA 1072-2017, Chapter 4, Sections 4.2.1, 4.3.1, and 4.4.1.

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* - 4th Ed.  
- Skill Drill 30-1  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** Personal Protective Clothing.

**Required Instructor Equipment:** Binoculars, ERG or SDS or shipping papers, pictures of placards, labels, or NFPA 704 markings, container identification charts, or other transportation markings.

**Read to Candidate:**

At this station, given a Hazardous Materials or WMD simulated incident you shall identify indicators of the problem and provide a scene size up and make the appropriate notifications. You will be required to initiate the Incident Command System (ICS); transfer Command as needed; and after transferring command, initiate protective actions as determined by Command. I will serve as the Battalion Chief. You are required to wear personal protective equipment, but do not need to wear RESPIRATORY PROTECTION. You are required to recognize precautions for protecting responders and the public; identifying isolation areas, denying entry, and avoid minimizing hazards. You must communicate status of your actions to Command. You should not enter the "Hot Zone" when performing your assigned tasks. Entry into the "Hot Zone" will constitute failure of this skill event.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps

**P-Pass / F-Fail**

1 <sup>st</sup> Att.	2 <sup>nd</sup> Att.	
_____	_____	<b>1 Acknowledge the task assignment to Evaluator.</b>
_____	_____	<b>2 State the required equipment needed (Full PPE, ERG, Binoculars, etc.).</b>
_____	_____	<b>3 Ensure uphill/upwind in a safe location.</b>
_____	_____	<b>4 Obtain information from bystanders or those involved, if available.</b>
_____	_____	<b>5 Provide an on scene size up.</b>
_____	_____	<b>6 Verbalize indicators of a HM/WMD incident.</b>
_____	_____	<b>7 Utilizing an ERG, SDS, or shipping papers, determine initial protective actions and isolation distances.</b>
_____	_____	<b>8 Isolate the area and deny entry.</b>
_____	_____	<b>9 Notify appropriate state/local agencies per AHJ sop's.</b>
_____	_____	<b>10 Give a status update via a mobile or handheld radio.</b>

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Evaluator's Signature:** \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### SKILL SHEET #2: IDENTIFY POTENTIAL HAZARDS

**Competency:** NFPA 1072-2017, Chapter 5, Section 5.2.1.

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Chapter 30  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** N/A

**Required Instructor Equipment:** Pictures of 4 various containers, a placard, a pipeline warning sign or shipping papers and an ERG.

#### Read to Candidate:

At this station, you will be given a picture of a hazardous materials placard, pipeline warning sign or container and current weather conditions. Your task is to identify the container and material and describe the behavior, hazards and possible outcomes associated with that behavior and current conditions.

To pass this station, you must successfully complete 100% of the critical steps.

#### P-Pass / F-Fail

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Acknowledge the task assignment to Evaluator.  |
| _____ | _____ | 2. State the required equipment needed (Full PPE, ERG, Binoculars).   |
| _____ | _____ | 3. Identify from pictures provided 4 container types.   |
| _____ | _____ | 4. (Show Candidate the 4 pictures provided and have the candidate identify all 4 types. Then evaluator selects one from this list to complete skill sheet). |
| _____ | _____ | A.  |
| _____ | _____ | B.  |
| _____ | _____ | C.  |
| _____ | _____ | D.  |
| _____ | _____ | 5. Utilizing an ERG, SDS, or shipping papers, identify the materials involved in the incident and potential hazards.  |
| _____ | _____ | 6. Describe the likely behavior of the Hazardous Material / WMD.  |
| _____ | _____ | 7. Describe the likely harm and outcomes associated with that behavior and current conditions.  |
| _____ | _____ | 8. Communicate with carriers, or pipeline operators the hazards and status of the incident.   |
| _____ | _____ | 9. Notify evaluator task is complete.   |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### SKILL SHEET #3: IDENTIFY ACTION OPTIONS

**Competency:** NFPA 1072-2017, Chapter 5, Section 5.3.1.

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Chapter 33  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** N/A

**Required Instructor Equipment:** Pictures of 4 various containers, a placard, a pipeline warning sign or shipping papers and an ERG.

#### Read to Candidate:

At this station, you will Identify the action options for a hazardous materials/WMD incident, given a hazardous materials/WMD incident scenario, an assignment, policies and procedures, approved reference sources, and the scope of the problem, so that response objectives, action options, safety precautions, suitability of approved personal protective equipment (PPE) available, and emergency decontamination needs are identified.

To pass this station, you must successfully complete 100% of the critical steps.

#### P-Pass / F-Fail

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Acknowledge the task assignment to Evaluator.  |
| _____ | _____ | 2. <b>Identified response objectives.</b>   |
| _____ | _____ | 3. <b>Identified action options based on scope of incident and available resources</b>  |
| _____ | _____ | 4. <b>Identified whether approved PPE is suitable for the incident conditions</b>       |
| _____ | _____ | 5. <b>identified emergency decontamination needs based on the scope of the problem.</b> |
| _____ | _____ | 6. Notify evaluator task is complete.   |

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

**Evaluator's Signature:** \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### SKILL SHEET #4: IMPLEMENT THE ACTION PLAN

**Competency:** NFPA 1072-2017, Chapter 5, Section 5.4.1 and 5.6.1.

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Chapter 34  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** N/A

**Required Instructor Equipment:** a hazardous materials/WMD incident scenario; policies and procedures, approved tools, and equipment.

#### Read to Candidate:

At this station, you will Perform assigned tasks at a hazardous materials/WMD incident, given a hazardous materials/WMD incident; an assignment with limited potential of contact with hazardous materials/WMD, policies and procedures, the scope of the problem, approved tools, equipment, and PPE, so that protective actions and scene control are established and maintained, on-scene incident command is described, evidence is preserved, approved PPE is selected and used in the proper manner; exposures and personnel are protected; safety procedures are followed; hazards are avoided or minimized; assignments are completed; and gross decontamination of personnel, tools, equipment, and PPE is conducted in the field. You will evaluate and report the progress of the assigned tasks to the supervisor, who can adjust the IAP as needed.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in BOLD) and a majority of the non- critical steps (steps in italics).

#### P-Pass / F-Fail

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

- |       |       |  |
|-------|-------|--|
| _____ | _____ | <b>1. Initiated an ICS.</b>  |
| _____ | _____ | <i>2. Transferred command.</i>   |
| _____ | _____ | <i>3. Confirmed order to establish scene control procedures and protective actions based on IAP.</i>                     |
| _____ | _____ | <b>4. Established scene control procedures.</b>  |
| _____ | _____ | <b>5. Established protective actions.</b>  |
| _____ | _____ | <b>6. Enforced scene control procedures.</b>   |
| _____ | _____ | <i>7. Established gross decontamination area.</i>  |
| _____ | _____ | <b>8. Remained outside Hot Zone.</b>   |
| _____ | _____ | <i>9. Notified Command when scene control procedures and gross decontamination area have been established.</i>           |
| _____ | _____ | <b>10. Established means of evidence preservation</b> (if suspected criminal or terrorist act).                          |
| _____ | _____ | <b>11. Performed assigned tasks as identified in IAP.</b>  |
| _____ | _____ | <b>12. Evaluated the status of the assigned tasks.</b>   |
| _____ | _____ | <b>13. Communicated the progress of the assigned tasks to Command using approved communications tools and equipment.</b> |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_



# North Dakota Firefighter's Association

## Operations Level Responder

### SKILL SHEET #5: EMERGENCY DECONTAMINATION

**Competency:** NFPA 1072-2017, Chapter 5, Section 5.5.1.

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drill 33-1  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** Structural PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Victim, Water, Hose Line.

**Read to Candidate:**

At this station, you will be given a simulated victim who has been exposed to a hazardous material and requires emergency decontamination. You will be required to direct the victim from the contaminated area to the emergency decontamination area and perform emergency decontamination actions. During this test, you will not be responsible for containing run-off from the emergency decontamination area. However, if the run-off runs into the area where you or other responders are located, you will fail this assessment. You will be responsible to isolate and deny entry to the decontamination run-off area during and after you complete decontamination of the victim.

Removal of the victim's clothing will be simulated. If the simulated victim is a fire service responder, you must flush with water and then direct the person to remove their PPE and respiratory protection. After completing emergency decontamination, the simulated victim must be transferred to medical personnel for follow-up. Your assignment will be completed when you communicate appropriate information to medical personnel and the Incident Commander. I will serve as both the medical personnel and Incident Commander for the scenario.

To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*).

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. <i>Confirmed order to establish emergency decon.</i>  |
| _____ | _____ | 2. <i>Determined PPE requirement and donned PPE.</i>   |
| _____ | _____ | 3. <b>Removed victim from contaminated area without becoming cross-contaminated or coming in contact with the contaminant.</b> |
| _____ | _____ | 4. <b>Positioned hose line up-hill and up-wind.</b> (run-off must not run into area with responders)                           |
| _____ | _____ | 5. <b>Flushed victim with copious quantities of water.</b>   |
| _____ | _____ | 6. <b>Had victim remove clothing and/or PPE.</b>   |
| _____ | _____ | 7. <b>Flushed victim again with copious quantities of water.</b>   |
| _____ | _____ | 8. <b>Transferred victim to medical personnel.</b>   |
| _____ | _____ | 9. <i>Emergency decon personnel were flushed with copious quantities of water.</i>   |
| _____ | _____ | 10. <i>Emergency decon personnel removed PPE and respiratory protection.</i>   |
| _____ | _____ | 11. <i>Isolated and denied entry to emergency decon area and decon water run-off area.</i>                                     |
| _____ | _____ | 12. <i>Reported completion of assignment.</i>  |

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Evaluator's Signature:** \_\_\_\_\_

**North Dakota Firefighter's  
Association**

**Operations Level Responder – Mission Specific**

**SKILL SHEET #6: DON, DOFF, & WORK IN PPE**

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.2.1.

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drills 36-1 through 36-7  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** Structural Firefighters Protective Clothing and self-contained breathing apparatus (PPE) OR Chemical Protective Clothing (CPC) and respiratory protection (SCBA or air-purifying respirator) if used by candidate's organization.

**Required Instructor Equipment:** Barrier Tape, Safety Cones.

**Read to Candidate:**

There **are three parts** for this skill event. Each part will be evaluated. In **Part I**, you will be required to demonstrate donning personal protective equipment (PPE) provided by your organization, including respiratory protection. There are two PPE donning **Options**. The PPE **Option** you are required to demonstrate will be determined based on your organization's requirements, e.g., your organization requires members to use chemical protective clothing including respiratory protection or your organization only uses structural firefighter protective clothing including SCBA. The exact sequence of donning your PPE and respiratory protection will not be evaluated. However, once donned, all components of the PPE (and respiratory protection) must be correctly worn. Once you advise me you have completed donning your PPE, you **ARE NOT** permitted to touch it until I complete the evaluation. **NOTE:** the donning portion is not timed but should be accomplished within a reasonable time.

In **Part II**, you will be required to demonstrate the ability to work in PPE. I will assign you a mission-specific task to perform. **NOTE:** Only the ability to work in PPE is assessed on this skill sheet. The mission-specific task is assessed using one of the *PRODUCT CONTROL techniques listed on page 19*).

In **Part III**, you will be required to demonstrate the ability to doff PPE. You will demonstrate doffing your PPE after performing the mission-specific task I assigned. The exact sequence of doffing your PPE and respiratory protection will not be evaluated. However, once doffed; it must be properly handled, e.g., prevent exposure and/or cross contamination. **NOTE:** the doffing portion is not timed but should be accomplished within a reasonable time.

The skills demonstrated during this assessment **are not timed** but should be accomplished within a reasonable time. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*) in **ALL THREE PARTS**.

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

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**Skill Demonstration: Part I**

**OPTION A: Donning structural firefighters' protective clothing**

1. **Donned boots, turnout pants, and suspenders.** (Check to Ensure: All fasteners secured)
2. **Donned protective hood.** (Check to Ensure: Hood is around neck and under coat)
3. **Donned turnout coat.** (Check to Ensure: All fasteners (including collar) are secured)
4. **Donned SCBA.** (Check to Ensure: Cylinder valve fully opened and gauges checked) m
5. **All SCBA straps secured and tightened.** (Check to Ensure: facepiece regulator hose is not caught in straps)
6. **Donned and checked facepiece for seal.**
7. **Pulled hood over facepiece straps.**
8. **Replaced helmet & fastened chinstrap.**
9. **Connected regulator correctly to facepiece.**
10. **Breathed air from the SCBA.**
11. **Donned gloves.**
12. *Team member visually inspected PPE.*

**OPTION B: Donning chemical protective clothing**

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1. **Performed a visual inspection of CPC for damage or defects.**
2. **Donned CPC.** (Including helmet if required by AHJ)
3. **All CPC closures secured.**
4. **Donned work boots.**
5. **Donned respiratory protection.**
6. **Respiratory protection secured and tightened.**
7. **Breathed through respiratory protection.**
8. **Donned inner gloves.**
9. **Donned outer gloves.**
10. *Team member visually inspected CPC.*

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

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**Skill Demonstration: Part II**

**Worked in PPE** (assessed while performing operations level mission-specific task)

1. *Confirmed work assignment with officer.*
2. **Checked PPE to ensure it is donned properly prior to entering work area.**
3. **Performed Product Control:**  
*Evaluator chooses one of the listed methods. Skill sheets 7-16*
  - a. Use hazard suppressing foam.
  - b. Apply absorbent pads, booms, or other absorbent material.
  - c. Construct an overflow/underflow dam.
  - d. Construct a dike.
  - e. Demonstrate appropriate dilution procedure.
  - f. Demonstrate diversion.
  - g. Demonstrate retention
  - h. Describe operating a remote shutoff valve
  - i. Perform vapor dispersion
  - j. Perform vapor suppression
4. **Performed product control as set-out in the IAP.**
5. **Performed product control as a defensive confinement action from a safe location.**  
(Performed from an uphill position, with wind at their back and outside the hot zone)
6. **Performed work without compromising the integrity of PPE.**
7. **Exited work area and processed through decontamination prior to removing PPE.**
8. *Reported completion of work assignment.*

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Skill Demonstration: Part III**

**DoFFing Personal Protective Equipment**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | <b>18. DoFFed PPE</b> (structural firefighters' protective clothing or CPC – took precautions to prevent exposure and/or cross contamination while doFFing PPE)                    |
| _____ | _____ | <b>19. DoFFed SCBA/Respiratory Protection.</b>   |
| _____ | _____ | 20. <i>Closed cylinder valve</i> (if applicable).  |
| _____ | _____ | 21. <i>Bled air from system</i> (if applicable).   |
| _____ | _____ | 22. <i>Disarmed PASS device</i> (if applicable).   |
| _____ | _____ | 23. <i>Replaced or disposed of CPC according to procedures.</i>  |
| _____ | _____ | 24. <i>Prepares structural firefighters' protective clothing for reuse if not contaminated.</i> (NOTE: after candidate checks SCBA, advise the SCBA <b>does not</b> require decon) |
| _____ | _____ | 25. <i>Checked SCBA/respiratory protection for damage and need for decontamination.</i> (NOTE: after candidate checks SCBA, advise the SCBA <b>does not</b> require decon)         |
| _____ | _____ | <b>26. Replaced SCBA air cylinder or replaced APR filter.</b>  |
| _____ | _____ | 27. <i>Returned respiratory protection to ready state.</i><br>(NOTE: atmosphere supplying respirators may be used in place of SCBA and APRs for testing.)                          |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

**North Dakota Firefighter's  
Association  
Operations Level Responder**

**SKILL SHEET #7: PRODUCT CONTROL: *USE HAZARD  
SUPPRESSING FOAMS OR AGENTS***

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.6.1.

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drills 37-10 through 37-12  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** Structural PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Pumper, Handline, Water Source, Foam, Foam Application Equipment.

**Read to Candidate:**

At this station, you are required to demonstrate the use of hazard suppressing foams to control a simulated hazardous materials ignitable liquid spill or fire. You will operate as a member of a team to demonstrate proper application of foam. I will indicate the type spill or fire you are required to control. You must select the proper type of foam concentrate, assemble the foam stream components, and then apply the foam stream on the simulated ignitable liquid to control the release. Once the vapor has been suppressed and/or fire extinguished, your team must maintain a foam stream for protection and continue facing the hazard while retreating to a safe haven.

This is **not** a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*).

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

- |              |              |   |
|--------------|--------------|---|
| _____        | _____        | 1. <i>Selected proper type of foam concentrate for ignitable liquid.</i>          |
| _____        | _____        | 2. <i>Assembled foam stream components.</i>                                       |
| _____        | _____        | 3. <i>Safely approached the spill/fire as a member of a team.</i>                 |
| <b>_____</b> | <b>_____</b> | <b>4. Applied foam stream to surface using appropriate application technique.</b> |
| _____        | _____        | 5. <i>Maintained foam blanket.</i>  |
| _____        | _____        | 6. <i>Team retreated while facing hazard, reaching a safe haven.</i>              |

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

**Evaluator's Signature:** \_\_\_\_\_

**North Dakota Firefighter's  
Association  
Operations Level Responder**

**SKILL SHEET #8: PRODUCT CONTROL: *ABSORPTION/ADSORPTION***

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.6.1

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drill 37-1  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Absorbent material and Simulated incident.

**Read To Student:**

At this station, you will demonstrate how to perform product control activities. You will operate as a member of a team. There are two **Parts** for this skill event. You are required to demonstrate both **Parts**.

In **Part I**, you are required to demonstrate basic product control functions. You are required to determine where the assigned confinement/spill control action will be performed, including determining wind direction, terrain, and hot zone (you are required to operate outside the hot zone). You must verbalize your thoughts regarding these items. **NOTE:** *Skill Demonstration Item #4*, in the list below, will be determined by completing **Part II** of this skill sheet.

In **Part II**, you are required to demonstrate the confinement/spill control action, I assign, using defensive tactics. There is more than one way to accomplish a confinement/spill control action. You will not be assessed on the specific way you perform the confinement/spill control action, but rather on your ability to accomplish the specific assigned confinement/action using defensive tactics to control the product. You are required to demonstrate the confinement/spill control action while wearing the PPE you donned in *Part II* of *Skill Sheet #3*. **NOTE:** The confinement/spill control action assigned must be performed within the limits of an “operations level responder” and your training.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*) in both **Part I** and **Part II**.

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Skill Demonstration: Part I**

**Product Control Functions**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. <i>Confirmed order with IC to perform product control.</i>  |
| _____ | _____ | 2. <b>Determined where product control functions will be performed as set-out in the IAP.</b> ( <u>Ensure</u> : the candidate determined wind direction, terrain slope, and where the hot zone is located) |
| _____ | _____ | 3. <b>Planned response within capabilities of personal protective equipment (PPE).</b>   |
| _____ | _____ | 4. <b>Performed product control function.</b>  |
| _____ | _____ | 5. <b>Implemented planned response consistent with site safety plan while working in PPE.</b>  |
| _____ | _____ | 6. <i>Operated as a member of a team.</i>  |
| _____ | _____ | 7. <i>Kept IC updated as to status of product control.</i>   |
| _____ | _____ | 8. <i>Advised IC when product control has been completed.</i>  |

**Skill Demonstration: Part II**

**Absorption**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 9. <i>Gathered absorbent material necessary to perform absorption.</i>  |
| _____ | _____ | <b>10. Performed absorption as set-out in the IAP.</b>  |
| _____ | _____ | 11. <i>Performed absorption as a defensive action from a safe location.</i> (Performed from an uphill position, with wind at their back and outside the hot zone) |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### SKILL SHEET #9: PRODUCT CONTROL: *DAMMING*

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.6.1

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drills 37-2 and 37-3  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Dirt, Overflow Tube, Shovels, Simulated Incident.

#### **Read To Student:**

At this station, you will demonstrate how to perform product control activities. You will operate as a member of a team. There are two **Parts** for this skill event. You are required to demonstrate both **Parts**.

In **Part I**, you are required to demonstrate basic product control functions. You are required to determine where the assigned confinement/spill control action will be performed, including determining wind direction, terrain, and hot zone (you are required to operate outside the hot zone). You must verbalize your thoughts regarding these items. **NOTE:** *Skill Demonstration Item #4*, in the list below, will be determined by completing **Part II** of this skill sheet.

In **Part II**, you are required to demonstrate the confinement/spill control action, I assign, using defensive tactics. There is more than one way to accomplish a confinement/spill control action. You will not be assessed on the specific way you perform the confinement/spill control action, but rather on your ability to accomplish the specific assigned confinement/action using defensive tactics to control the product. You are required to demonstrate the confinement/spill control action while wearing the PPE you donned in *Part II* of *Skill Sheet #3*. **NOTE:** The confinement/spill control action assigned must be performed within the limits of an “operations level responder” and your training.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*) in both **Part I** and **Part II**.



**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

**Skill Demonstration: Part I**

1. *Confirmed order with IC to perform product control.*
2. **Determined where product control functions will be performed as set-out in the IAP.** (Ensure: the candidate determined wind direction, terrain slope, and where the hot zone is located)
3. **Planned response within capabilities of personal protective equipment (PPE).**
4. **Performed product control function.**
5. **Implemented planned response consistent with site safety plan while working in PPE.**
6. *Operated as a member of a team.*
7. *Kept IC updated as to status of product control.*
8. *Advised IC when product control has been completed.*

**Skill Demonstration: Part II  
Damming**

_____	_____
_____	_____
_____	_____

9. *Gathered equipment necessary to perform damming.*
10. **Performed damming as set-out in the IAP.**
11. *Performed damming as a defensive confinement action from a safe location.*  
(Performed from an uphill position, with wind at their back and outside the hot zone)

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### SKILL SHEET #10: PRODUCT CONTROL: *DIKING*

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.6.1

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drill 37-4  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Dirt, Shovels, Simulated Incident.

#### **Read To Student:**

At this station, you will demonstrate how to perform product control activities. You will operate as a member of a team. There are two **Parts** for this skill event. You are required to demonstrate both **Parts**.

In **Part I**, you are required to demonstrate basic product control functions. You are required to determine where the assigned confinement/spill control action will be performed, including determining wind direction, terrain, and hot zone (you are required to operate outside the hot zone). You must verbalize your thoughts regarding these items. **NOTE:** *Skill Demonstration Item #4*, in the list below, will be determined by completing **Part II** of this skill sheet.

In **Part II**, you are required to demonstrate the confinement/spill control action, I assign, using defensive tactics. There is more than one way to accomplish a confinement/spill control action. You will not be assessed on the specific way you perform the confinement/spill control action, but rather on your ability to accomplish the specific assigned confinement/action using defensive tactics to control the product. You are required to demonstrate the confinement/spill control action while wearing the PPE you donned in *Part II* of *Skill Sheet #3*. **NOTE:** The confinement/spill control action assigned must be performed within the limits of an “operations level responder” and your training.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*) in both **Part I** and **Part II**.

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Skill Demonstration: Part I**

**Product Control Functions**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. <i>Confirmed order with IC to perform product control.</i>  |
| _____ | _____ | 2. <b>Determined where product control functions will be performed as set-out in the IAP.</b> ( <u>Ensure</u> : the candidate determined wind direction, terrain slope, and where the hot zone is located) |
| _____ | _____ | 3. <b>Planned response within capabilities of personal protective equipment (PPE).</b>   |
| _____ | _____ | 4. <b>Performed product control function.</b>  |
| _____ | _____ | 5. <b>Implemented planned response consistent with site safety plan while working in PPE.</b>  |
| _____ | _____ | 6. <i>Operated as a member of a team.</i>  |
| _____ | _____ | 7. <i>Kept IC updated as to status of product control.</i>   |
| _____ | _____ | 8. <i>Advised IC when product control has been completed.</i>  |

**Skill Demonstration: Part II**

**Diking**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 9. <i>Gathered equipment necessary to perform diking.</i>   |
| _____ | _____ | <b>10. Performed diking as set-out in the IAP.</b>  |
| _____ | _____ | 11. <i>Performed diking as a defensive confinement action from a safe location.</i> (Performed from an uphill position, with wind at their back and outside the hot zone) |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### SKILL SHEET #11: PRODUCT CONTROL: *DILUTION*

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.6.1

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drill 37-5  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Pumper, Handline, Water Source, Simulated Incident.

#### **Read To Student:**

At this station, you will demonstrate how to perform product control activities. You will operate as a member of a team. There are two **Parts** for this skill event. You are required to demonstrate both **Parts**.

In **Part I**, you are required to demonstrate basic product control functions. You are required to determine where the assigned confinement/spill control action will be performed, including determining wind direction, terrain, and hot zone (you are required to operate outside the hot zone). You must verbalize your thoughts regarding these items. **NOTE:** *Skill Demonstration Item #4*, in the list below, will be determined by completing **Part II** of this skill sheet.

In **Part II**, you are required to demonstrate the confinement/spill control action, I assign, using defensive tactics. There is more than one way to accomplish a confinement/spill control action. You will not be assessed on the specific way you perform the confinement/spill control action, but rather on your ability to accomplish the specific assigned confinement/action using defensive tactics to control the product. You are required to demonstrate the confinement/spill control action while wearing the PPE you donned in *Part II* of *Skill Sheet #3*. **NOTE:** The confinement/spill control action assigned must be performed within the limits of an “operations level responder” and your training.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*) in both **Part I** and **Part II**.

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Skill Demonstration: Part I**

**Product Control Functions**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. <i>Confirmed order with IC to perform product control.</i>  |
| _____ | _____ | 2. <b>Determined where product control functions will be performed as set-out in the IAP.</b> ( <u>Ensure</u> : the candidate determined wind direction, terrain slope, and where the hot zone is located) |
| _____ | _____ | 3. <b>Planned response within capabilities of personal protective equipment (PPE).</b>   |
| _____ | _____ | 4. <b>Performed product control function.</b>  |
| _____ | _____ | 5. <b>Implemented planned response consistent with site safety plan while working in PPE.</b>  |
| _____ | _____ | 6. <i>Operated as a member of a team.</i>  |
| _____ | _____ | 7. <i>Kept IC updated as to status of product control.</i>   |
| _____ | _____ | 8. <i>Advised IC when product control has been completed.</i>  |

**Skill Demonstration: Part II**

**Dilution**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 9. <i>Set-up for the application of water to perform dilution.</i>  |
| _____ | _____ | 10. <i>Ensured the hazardous material was water-soluble and, in a quantity small enough to dilute.</i>  |
| _____ | _____ | 11. <b>Performed dilution as set-out in the IAP.</b>  |
| _____ | _____ | 12. <i>Performed dilution as a defensive action from a safe location. (Performed from an uphill position, with wind at their back and outside the hot zone)</i> |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### SKILL SHEET #12: PRODUCT CONTROL: *DIVERSION*

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.6.1

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drill 37-6  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Dirt, Shovels, Simulated Incident.

#### **Read To Student:**

At this station, you will demonstrate how to perform product control activities. You will operate as a member of a team. There are two **Parts** for this skill event. You are required to demonstrate both **Parts**.

In **Part I**, you are required to demonstrate basic product control functions. You are required to determine where the assigned confinement/spill control action will be performed, including determining wind direction, terrain, and hot zone (you are required to operate outside the hot zone). You must verbalize your thoughts regarding these items. **NOTE:** *Skill Demonstration Item #4*, in the list below, will be determined by completing **Part II** of this skill sheet.

In **Part II**, you are required to demonstrate the confinement/spill control action, I assign, using defensive tactics. There is more than one way to accomplish a confinement/spill control action. You will not be assessed on the specific way you perform the confinement/spill control action, but rather on your ability to accomplish the specific assigned confinement/action using defensive tactics to control the product. You are required to demonstrate the confinement/spill control action while wearing the PPE you donned in *Part II* of *Skill Sheet #3*. **NOTE:** The confinement/spill control action assigned must be performed within the limits of an “operations level responder” and your training.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*) in both **Part I** and **Part II**.

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Skill Demonstration: Part I**

**Product Control Functions**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. <i>Confirmed order with IC to perform product control.</i>  |
| _____ | _____ | 2. <b>Determined where product control functions will be performed as set-out in the IAP.</b> ( <u>Ensure</u> : the candidate determined wind direction, terrain slope, and where the hot zone is located) |
| _____ | _____ | 3. <b>Planned response within capabilities of personal protective equipment (PPE).</b>   |
| _____ | _____ | 4. <b>Performed product control function.</b>  |
| _____ | _____ | 5. <b>Implemented planned response consistent with site safety plan while working in PPE.</b>  |
| _____ | _____ | 6. <i>Operated as a member of a team.</i>  |
| _____ | _____ | 7. <i>Kept IC updated as to status of product control.</i>   |
| _____ | _____ | 8. <i>Advised IC when product control has been completed.</i>  |

**Skill Demonstration: Part II**

**Diversion**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 9. <i>Gathered equipment necessary to perform diversion.</i>  |
| _____ | _____ | <b>10. Performed diversion as set-out in the IAP.</b>   |
| _____ | _____ | 11. <i>Performed diversion as a defensive confinement action from a safe location.</i><br>(Performed from an uphill position, with wind at their back and outside the hot zone) |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### SKILL SHEET #13: PRODUCT CONTROL: *RETENTION*

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.6.1

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drill 37-7  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Ladders, Salvage Covers, Dirt, Shovels, Simulated Incident.

#### **Read To Student:**

At this station, you will demonstrate how to perform product control activities. You will operate as a member of a team. There are two **Parts** for this skill event. You are required to demonstrate both **Parts**.

In **Part I**, you are required to demonstrate basic product control functions. You are required to determine where the assigned confinement/spill control action will be performed, including determining wind direction, terrain, and hot zone (you are required to operate outside the hot zone). You must verbalize your thoughts regarding these items. **NOTE:** *Skill Demonstration Item #4*, in the list below, will be determined by completing **Part II** of this skill sheet.

In **Part II**, you are required to demonstrate the confinement/spill control action, I assign, using defensive tactics. There is more than one way to accomplish a confinement/spill control action. You will not be assessed on the specific way you perform the confinement/spill control action, but rather on your ability to accomplish the specific assigned confinement/action using defensive tactics to control the product. You are required to demonstrate the confinement/spill control action while wearing the PPE you donned in *Part II* of *Skill Sheet #3*. **NOTE:** The confinement/spill control action assigned must be performed within the limits of an “operations level responder” and your training.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*) in both **Part I** and **Part II**.



**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Skill Demonstration: Part I**

**Product Control Functions**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. <i>Confirmed order with IC to perform product control.</i>  |
| _____ | _____ | 2. <b>Determined where product control functions will be performed as set-out in the IAP.</b> ( <u>Ensure</u> : the candidate determined wind direction, terrain slope, and where the hot zone is located) |
| _____ | _____ | 3. <b>Planned response within capabilities of personal protective equipment (PPE).</b>   |
| _____ | _____ | 4. <b>Performed product control function.</b>  |
| _____ | _____ | 5. <b>Implemented planned response consistent with site safety plan while working in PPE.</b>  |
| _____ | _____ | 6. <i>Operated as a member of a team.</i>  |
| _____ | _____ | 7. <i>Kept IC updated as to status of product control.</i>   |
| _____ | _____ | 8. <i>Advised IC when product control has been completed.</i>  |

**Skill Demonstration: Part II**

**Retention**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 9. <i>Gathered equipment necessary to perform retention.</i>  |
| _____ | _____ | <b>10. Performed retention as set-out in the IAP.</b>   |
| _____ | _____ | 11. <i>Performed retention as a defensive confinement action from a safe location.</i><br>(Performed from an uphill position, with wind at their back and outside the hot zone) |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### SKILLSHEET #14: PRODUCT CONTROL: *REMOTE VALVE SHUTOFF*

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.6.1

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Pages 1281-1282  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Pumper, Handline, Water Source, Remote Shutoff Valve Prop, Simulated Incident.

#### **Read To Student:**

At this station, you will demonstrate how to perform product control activities. You will operate as a member of a team. There are two **Parts** for this skill event. You are required to demonstrate both **Parts**.

In **Part I**, you are required to demonstrate basic product control functions. You are required to determine where the assigned confinement/spill control action will be performed, including determining wind direction, terrain, and hot zone (you are required to operate outside the hot zone). You must verbalize your thoughts regarding these items. **NOTE:** *Skill Demonstration Item #4*, in the list below, will be determined by completing **Part II** of this skill sheet.

In **Part II**, you are required to demonstrate the confinement/spill control action, I assign, using defensive tactics. There is more than one way to accomplish a confinement/spill control action. You will not be assessed on the specific way you perform the confinement/spill control action, but rather on your ability to accomplish the specific assigned confinement/action using defensive tactics to control the product. You are required to demonstrate the confinement/spill control action while wearing the PPE you donned in *Part II* of *Skill Sheet #3*. **NOTE:** The confinement/spill control action assigned must be performed within the limits of an “operations level responder” and your training.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*) in both **Part I** and **Part II**.

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Skill Demonstration: Part I**

**Product Control Functions**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. <i>Confirmed order with IC to perform product control.</i>  |
| _____ | _____ | 2. <b>Determined where product control functions will be performed as set-out in the IAP.</b> ( <u>Ensure</u> : the candidate determined wind direction, terrain slope, and where the hot zone is located) |
| _____ | _____ | 3. <b>Planned response within capabilities of personal protective equipment (PPE).</b>   |
| _____ | _____ | 4. <b>Performed product control function.</b>  |
| _____ | _____ | 5. <b>Implemented planned response consistent with site safety plan while working in PPE.</b>  |
| _____ | _____ | 6. <i>Operated as a member of a team.</i>  |
| _____ | _____ | 7. <i>Kept IC updated as to status of product control.</i>   |
| _____ | _____ | 8. <i>Advised IC when product control has been completed.</i>  |

**Skill Demonstration: Part II**

**Remote Valve Shutoff**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 9. <i>Determined location of remote shut-off.</i>  |
| _____ | _____ | 10. <i>Determined if remote shut-off could be operated safely based on PPE available and training.</i>   |
| _____ | _____ | 11. <b>Performed remote shut-off as set-out in the IAP.</b>  |
| _____ | _____ | 12. <i>Performed remote shut-off as a defensive action from a safe location.</i> (Performed from an uphill position, with wind at their back and outside the hot zone) |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### SKILL SHEET #15: PRODUCT CONTROL: *VAPOR DISPERSION*

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.6.1

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drill 37-8  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Pumper, Handline, Water Source, Positive Pressure Ventilation Fan/Blower, Simulated Incident.

#### **Read To Student:**

At this station, you will demonstrate how to perform product control activities. You will operate as a member of a team. There are two **Parts** for this skill event. You are required to demonstrate both **Parts**.

In **Part I**, you are required to demonstrate basic product control functions. You are required to determine where the assigned confinement/spill control action will be performed, including determining wind direction, terrain, and hot zone (you are required to operate outside the hot zone). You must verbalize your thoughts regarding these items. **NOTE:** *Skill Demonstration Item #4*, in the list below, will be determined by completing **Part II** of this skill sheet.

In **Part II**, you are required to demonstrate the confinement/spill control action, I assign, using defensive tactics. There is more than one way to accomplish a confinement/spill control action. You will not be assessed on the specific way you perform the confinement/spill control action, but rather on your ability to accomplish the specific assigned confinement/action using defensive tactics to control the product. You are required to demonstrate the confinement/spill control action while wearing the PPE you donned in *Part II* of *Skill Sheet #3*. **NOTE:** The confinement/spill control action assigned must be performed within the limits of an “operations level responder” and your training.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*) in both **Part I** and **Part II**.

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Skill Demonstration: Part I**

**Product Control Functions**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. <i>Confirmed order with IC to perform product control.</i>  |
| _____ | _____ | 2. <b>Determined where product control functions will be performed as set-out in the IAP.</b> ( <u>Ensure</u> : the candidate determined wind direction, terrain slope, and where the hot zone is located) |
| _____ | _____ | 3. <b>Planned response within capabilities of personal protective equipment (PPE).</b>   |
| _____ | _____ | 4. <b>Performed product control function.</b>  |
| _____ | _____ | 5. <b>Implemented planned response consistent with site safety plan while working in PPE.</b>  |
| _____ | _____ | 6. <i>Operated as a member of a team.</i>  |
| _____ | _____ | 7. <i>Kept IC updated as to status of product control.</i>   |
| _____ | _____ | 8. <i>Advised IC when product control has been completed.</i>  |

**Skill Demonstration: Part II**

**Vapor Dispersion**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 9. <i>Gathered equipment and/or set-up for the application of a hose stream to perform vapor dispersion. (NOTE – if PPV is chosen, candidate must determine if equipment is compatible with the atmosphere, e.g., is blower intrinsically safe?)</i> |
| _____ | _____ | 10. <i>Determined wind direction and safe location from which to perform vapor dispersion.</i>   |
| _____ | _____ | 11. <i>Determined if vapor dispersion could cause additional problems downwind.</i>  |
| _____ | _____ | 12. <b>Performed vapor dispersion as set-out in the IAP.</b>   |
| _____ | _____ | 13. <i>Performed vapor dispersion as a defensive action and in a safe manner. (Performed from an uphill position, with wind at their back and outside the hot zone)</i>  |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

# North Dakota Firefighter's Association

## Operations Level Responder

### **SKILL SHEET #16: PRODUCT CONTROL: *VAPOR SUPPRESSION***

**Competency:** NFPA 1072-2017, Chapter 6, Section 6.6.1

**Reference:** 2019 Jones and Bartlett's *Fundamentals of Fire Fighter Skills and Hazardous Materials Response* – 4<sup>th</sup> Ed.  
- Skill Drill 37-9  
DOT Emergency Response Guidebook.

**Required Candidate Equipment:** PPE ensemble, respiratory protection.

**Required Instructor Equipment:** Pumper, Handline, Water Source, Foam Equipment and Foam Concentrate, Simulated Incident.

#### **Read To Student:**

At this station, you will demonstrate how to perform product control activities. You will operate as a member of a team. There are two **Parts** for this skill event. You are required to demonstrate both **Parts**.

In **Part I**, you are required to demonstrate basic product control functions. You are required to determine where the assigned confinement/spill control action will be performed, including determining wind direction, terrain, and hot zone (you are required to operate outside the hot zone). You must verbalize your thoughts regarding these items. **NOTE:** *Skill Demonstration Item #4*, in the list below, will be determined by completing **Part II** of this skill sheet.

In **Part II**, you are required to demonstrate the confinement/spill control action, I assign, using defensive tactics. There is more than one way to accomplish a confinement/spill control action. You will not be assessed on the specific way you perform the confinement/spill control action, but rather on your ability to accomplish the specific assigned confinement/action using defensive tactics to control the product. You are required to demonstrate the confinement/spill control action while wearing the PPE you donned in *Part II* of *Skill Sheet #3*. **NOTE:** The confinement/spill control action assigned must be performed within the limits of an “operations level responder” and your training.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*) in both **Part I** and **Part II**.

**P-Pass / F-Fail**

1<sup>st</sup> Attempt 2<sup>nd</sup> attempt

**Skill Demonstration: Part I**

**Product Control Functions**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. <i>Confirmed order with IC to perform product control.</i>  |
| _____ | _____ | 2. <b>Determined where product control functions will be performed as set-out in the IAP.</b> ( <u>Ensure</u> : the candidate determined wind direction, terrain slope, and where the hot zone is located) |
| _____ | _____ | 3. <b>Planned response within capabilities of personal protective equipment (PPE).</b>   |
| _____ | _____ | 4. <b>Performed product control function.</b>  |
| _____ | _____ | 5. <b>Implemented planned response consistent with site safety plan while working in PPE.</b>  |
| _____ | _____ | 6. <i>Operated as a member of a team.</i>  |
| _____ | _____ | 7. <i>Kept IC updated as to status of product control.</i>   |
| _____ | _____ | 8. <i>Advised IC when product control has been completed.</i>  |

**Skill Demonstration: Part II**

**Vapor Suppression**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 9. <i>Set-up for the application of foam to perform vapor suppression.</i>                      |
| _____ | _____ | 10. <i>Selected foam concentrate compatible with the material.</i>                              |
| _____ | _____ | 11. <i>Assembled foam stream components.</i>  |
| _____ | _____ | 12. <i>Determined wind direction and safe location from which to perform vapor suppression.</i> |
| _____ | _____ | 13. <b>Performed vapor suppression as set-out in the IAP.</b>                                   |
| _____ | _____ | 14. <i>Used appropriate technique for application of foam.</i>                                  |
| _____ | _____ | 15. <i>Maintained vapor suppressive foam blanket.</i>   |
| _____ | _____ | 16. <i>Performed vapor suppression as a defensive action and in a safe manner.</i>              |
| _____ | _____ | 17. <i>Team retreated while facing hazard, reaching a safe haven.</i>                           |

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt

P \_\_\_\_\_ F \_\_\_\_\_  
2<sup>nd</sup> attempt

Evaluator's Signature: \_\_\_\_\_

**APPENDIX A – TRAINING  
RECORDS**



**NORTH DAKOTA FIREFIGHTER'S ASSOCIATION**  
**Haz/Materials Operation – TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM (2017 Edition)**

\* Each JPR must be dated and initialed by the instructor (Training Record and In-House Comp Exam).

\* Under total hours – include total number of hours of instruction for each JPR in the Chapter - to include both class room and practical training.

**Name:** \_\_\_\_\_ **Last 4:** \_\_\_\_\_ **Department:** \_\_\_\_\_

CHAPTER	TRAINING RECORD			IN-HOUSE COMP EXAM			MANIPULATIVE SKILL - DEMONSTRATE	Skill Sheet #
	DATE	INST	Total HRS	DATE	EVAL	P/F		
NFPA 1072-2017, Chapter 4, Sections, 4.2.1 (b), 4.3.1 (b), & 4.4.1 (b).							RECOGNIZING AND IDENTIFYING HAZARDOUS MATERIALS AND INITIATE PROTECTIVE ACTIONS	1
NFPA 1072-2017, Chapter 5, Section 5.2.1 (b)							IDENTIFY POTENTIAL HAZARDS	2
NFPA 1072-2017, Chapter 5, Section 5.3.1 (b).							IDENTIFY ACTION OPTIONS	3
NFPA 1072-2017, Chapter 5, Section 5.4.1 (b) and Section 5.6.1 (b)							IMPLEMENT THE ACTION PLAN	4
NFPA 1072-2017, Chapter 5, Section 5.5.1 (b).							EMERGENCY DECONTAMINATION	5
NFPA 1072-2017, Chapter 6, Section 6.2.1(b) <b>PPE</b>							DON, DOFF, & WORK IN PPE	6
<b>PRODUCT CONTROL</b>							USE HAZARD SUPPRESSING FOAMS OR AGENTS	7
							ABSORPTION	8
							DAMMING	9
							DIKING	10
							DILUTION	11
							DIVERSION	12
							RETENTION	13
							REMOTE VALVE SHUTOFF	14
							VAPOR DISPERSION	15
							VAPOR SUPPRESSION	16

**APPENDIX B  
IN-HOUSE PROCTOR  
INSTRUCTIONS**

## **Tester Instructions for “In-House” Comprehensive Examination**

As the training officers for your department, you are authorized by NDFA to conduct the 100% skills test for this level of certification. You must be certified to the level you are testing, i.e., if you’re FF2 you can test FF1 and FF2, Awareness and HM Operations.

### **\*PRIOR TO CONDUCTING TEST, REVIEW TRAINING RECORDS**

It is important that before doing this “In-House” exam that the candidate has completed training in all areas for the level being tested.

### **\*SAFETY OFFICER SELECTED AND BRIEFED**

Select a Safety Officer to assist you during the test. This person, if possible, should not be taking the same test that is being given. The Safety Officer will not assist with the testing process. The Safety Officer is there to protect the CANDIDATES from injury during the testing process. The Safety Officer shall be in a position to observe all students and ensure their safety at all times during the testing procedure. By using the following instructions, you will be able to evaluate the skill being tested and determine the candidate’s readiness for the State “Spot Check” exam.

1. Keep in mind this is a test and there should be no coaching or training during the testing process. If a candidate fails to perform a skill, it will count as a first attempt failure and they will be given a second attempt. If they fail a second time they need to be retrained on that skill and tested again. Only qualified candidates that have passed with 100% should be allowed to take the State SPOT CHECK exam. Before beginning the testing process, meet with all candidates and review the testing process. Explain that this is a test and that the same process being used for the “In-House” will be used during the state exam.
2. Designate a secure location for the candidates to remain in while the “In-House” exam is conducted. This location should be away from the area where the exam is being conducted.
3. If possible, separate your testing stations so candidates cannot observe each other during the test.
4. To evaluate a candidate’s performance, use the following as a guide.
  - a. the skill is completed in the allotted time,
  - b. competence is shown by completing all performance criteria,
  - c. safety is shown while completing the skill.

At each test station the tester will read the SKILL to be demonstrated, the CONDITIONS to be met and the TIME limit to complete each skill. This information is contained in the skill section of each standards packet. Do this with each student as they come to each testing station. Ask for any questions. As each skill is tested and completed sign it off in the section provided on the candidates training record. By conducting the “In-House” test in this manner, you will prepare your candidates to successfully pass the state “spot check” exam. This will also assure training records are current and that only those who are truly prepared take the state certification examination.

**APPENDIX C – EXAMINATION  
REQUEST FORM**



North Dakota Firefighter 's Association  
1502 Grumman Lane, Suite 2

Bismarck, ND 58504

Phone: (701) 222-2799  
Fax: (701) 222-2899

www.ndfa.net

### EXAMINATION REQUEST FORM

Please complete all information on BOTH sides of this form and return to the NDFA at least **30 days prior** to the requested examination date. **A separate request MUST be made for each level of certification exam desired and for each exam date.** Send completed forms to [cdemellorice@nd.gov](mailto:cdemellorice@nd.gov).

Examination Request for Written / Skills – Check the appropriate level		
Discipline	Written Manipulative	Written Manipulative
Hazardous Materials – First Responder	Awareness <input type="checkbox"/> <input type="checkbox"/>	Operations <input type="checkbox"/> <input type="checkbox"/>

Number Taking Written Examination: \_\_\_\_\_      Number Taking Manipulative Exam: \_\_\_\_\_

Requested Test Date(s): \_\_\_\_\_      Requested Test Start Time(s): \_\_\_\_\_

Testing Tablets Needed for Written Examination: \_\_\_\_\_

Examination Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_      Department Name and Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

By the signature below we acknowledge that training records exist to support that everyone who will attend the exam has received a learning experience in each subject area required for testing and has met all other requirements for the level being examined for as specified in the Certification Policy and Procedures Manual. Department requesting the above exam, will have appropriate space and safe accommodations and equipment for all written and manipulative skills.

\_\_\_\_\_  
Fire Chief/Head of Department (Signature)      Training Officer (Signature)

\_\_\_\_\_  
Fire Chief/Head of Department (Typed/Printed)      Training Officer (Typed/Printed)

**Type or print names of candidates taking examination**

	Candidates Printed Name	Last Four of SSN	Candidates Email Address
1.		XXX-XX-_____	
2.		XXX-XX-_____	
3.		XXX-XX-_____	
4.		XXX-XX-_____	
5.		XXX-XX-_____	
6.		XXX-XX-_____	
7.		XXX-XX-_____	
8.		XXX-XX-_____	
9.		XXX-XX-_____	
10.		XXX-XX-_____	
11.		XXX-XX-_____	
12.		XXX-XX-_____	
13.		XXX-XX-_____	
14.		XXX-XX-_____	
15.		XXX-XX-_____	
16.		XXX-XX-_____	
17.		XXX-XX-_____	
18.		XXX-XX-_____	
19.		XXX-XX-_____	
20.		XXX-XX-_____	
21.		XXX-XX-_____	
22.		XXX-XX-_____	
23.		XXX-XX-_____	
24.		XXX-XX-_____	

**Send request form to:**

North Dakota Firefighter's Association  
1502 Grumman Lane, Suite 2, Bismarck, ND 58504  
Fax: (701) 222-2899  
Email: [cdemellorice@nd.gov](mailto:cdemellorice@nd.gov)

**APPENDIX D – CANDIDATE  
ACKNOWLEDGEMENT FORM**



North Dakota Firefighter 's Association  
1502 Grumman Lane, Suite 2

Bismarck, ND 58504

Phone: (701) 222-2799  
Fax: (701) 222-2899

[www.ndfa.net](http://www.ndfa.net)

## Candidate Testing Acknowledgement Form

I (print/type your name)\_\_\_\_\_ acknowledge that I have been scheduled for my certification test. I have read and understood the applicable standard and am fully aware of the prerequisites for the certification for which I am testing. I also understand that I must present a copy of my training record and any proof of prerequisite completion prior to being tested unless it has been documented by NDFA prior to. I further acknowledge that it is my sole responsibility to ensure that this documentation has been met.

Please initial each statement below and sign where indicated:

\_\_\_\_ I acknowledge the required prerequisites for the level for which I am testing on and will ensure I present any to the evaluator prior to testing.

\_\_\_\_ I understand that failure to follow the above requirement will result in my exam being cancelled.

**SIGNATURE:** I indicate by my signature below that I have read the terms and conditions of this protocol and acknowledge that I understand it. My signature below indicates that I have read and freely signed this agreement, which takes effect as a sealed instrument.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date