

101 Drills For The Company Officer

Utah Fire & Rescue Academy
Winter Fire School

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OBJECTIVES

- Identify 101 different drills to use in a variety of situations.
- Define the role a company officer has in training, educating and mentoring their crew.
- Create a training plan to best meet the needs of their personnel.
- Determine training locations to best meet the needs of the subject matter.

**What is the role of the
company officer in
regards to training?**

WHERE TO DRILL

- Fire station / apparatus bay / kitchen table
- First-due area
- Other locations within your jurisdiction
- Outside of your jurisdiction
- Department training center / classroom

WHO WILL INSTRUCT?

- The company officer
- The paramedic or EMT
- The engineer
- The firefighter
- The probationary firefighter
- The resident expert
- Outside instructors

Part 1:

101 DRILLS FOR THE COMPANY OFFICER

APPARATUS FAMILIARIZATION

1. What is in each compartment? Can they name what is inside, location / quantity / use of each item, etc., with the door closed?
2. Pick a seldom used tool, one per shift, and tell everything you know about it.
3. Visit other types of rigs within your department - “show and tell”

APPARATUS OPERATION

4. Perform the daily DMV pre-trip inspection.
5. Review basic hydraulics / pump pressure calculations.
6. Review pump operations – basic and troubleshooting.
7. Practice basic & defensive driving techniques.
8. Spot apparatus for a variety of situations (fires, freeway calls, etc.)

BASIC FIREFIGHTING

9. Review search and rescue techniques, terminology, challenges, and then practice in different types of structures
10. Review forcible entry tools, techniques, and challenges
11. Review operations for unique situations such as basements, parking garages, subways, railroads, trench rescue, confined space, water rescue, etc.

BUILDING CONSTRUCTION

12. Review the basic types (I, II, III, IV, V) of construction, especially common buildings within your jurisdiction.
13. Walk through a building under construction, identifying type of construction, also discussing strategy and tactics.
14. Identify unique hazards relating to buildings within your jurisdiction (window bars, driveway gates, etc).

COMMUNICATIONS

15. Portable & mobile radio usage / capabilities.
16. Department paperwork (ICS form 201, form 214, t-cards, tactical worksheets, commonly used maintenance forms, etc).
17. Radio etiquette / terminology

DEPARTMENT MANUALS

18. Review a Policy / Rule / S.O.P. a day
19. Review the Labor / Management agreement
20. Scavenger hunt to locate different, commonly used Policies (sick leave, shift trades, etc.)

EMS

21. Pick a different diagnosis to discuss (cardiac, respiratory, ALOC, etc.) each day
22. Pick a treatment protocol each day to review with the crew
23. Review Triage procedures
24. Practice a different National Registry Skill (patient assessment, splinting, taking vital signs, airway management, spinal immobilization, childbirth, etc.)
25. Review Mass Casualty Incident procedures

FIRE BEHAVIOR

26. Review fire behavior terms and strategy / tactics to mitigate each.
27. Watch Dave Dodsen's Reading Smoke DVD.

HAZ MAT

28. Review basic Haz Mat awareness & operations level actions (Safety, Isolate & Deny Entry, Notifications)
29. Review the latest Emergency Response Guide (orange DOT book)
30. Practice setting up an emergency decontamination station
31. Show and tell with your local Haz Mat unit

HIGH-RISE FIREFIGHTING

32. Review key ICS positions for High-rise incidents
33. Review High rise operations (including ALS Base)
34. Practice standpipe operations, including troubleshooting, pumping, etc.

HOSE

35. Hose terminology / maintenance, including hose streams, nozzles and foam
36. Deploying small handlines (1 ½", 1 ¾")
37. Deploying large handlines (2 ½")
38. Deploying a portable deck gun / master stream.
39. Determining length of hose needed
40. In a building, make the hose into spaghetti and order personnel out to see if they can find the couplings

ICS

41. Review common components of ICS, including terminology, command staff, general staff, position titles, position duties, etc.

LADDERS

- 42. Ladder terminology / maintenance
- 43. Determining appropriate length for job
- 44. Attic / Folding ladder usage
- 45. Throw each size of ladder carried
- 46. Aerial device operation / placement

MAP READING / AREA FAMILIARIZATION

47. How to read different map books
48. Place street names in a coffee can to pass around to see if your crew knows where the street is.
49. Reviewing log book, previous calls.
50. Target hazard review (FDCs, challenges, etc.)
51. Key address points within the jurisdiction (N/W/S/E, digits, etc.)

MISCELLANEOUS

- 52. Do a fire inspection with a fire inspector
- 53. Have a fire investigator review cause/origin & evidence preservation techniques
- 54. You tube / videos / DVDs
- 55. Fire trade magazine articles / pictures
- 56. Computer usage (reports, email, etc.)
- 57. History of the fire service, and more importantly, history of your department

RIC / RIT / FAST OPERATIONS

58. Review RIC operations, including terminology, tool caches, member assignments, radio communications, deployment issues, etc.
59. Have a mayday scenario to put it all together

ROPES & KNOTS

- 60. How to inspect and maintain your ropes.
- 61. How to tie each type of knot you may have to know
- 62. Use a rope to tie a tool or hoseline for hoisting to an upper floor
- 63. Review mechanical advantage principles
- 64. Set up a basic lowering system
- 65. Change the lowering system to a raising system (z-rig)

SAFETY & SURVIVAL

66. Review vehicle fire safety operations
67. Review Firefighter Fatality reports, and websites such as www.firefighternearmiss.com and www.firefighterclosecalls.com and www.respondersafety.com, and www.fireengineering.com and discuss cases with your crew
68. Don your PPE for time
69. How to inspect and maintain your PPE
70. Review electrical emergency operations

SALVAGE OPERATIONS

71. How to maintain and use various salvage tools (salvage covers, hall runners, visqueen, squeegees, water vacuums, sprinkler shut-offs, etc.)

SCBA

- 72. SCBA terminology & maintenance
- 73. Don your SCBA for time.
- 74. Pass through a narrow opening while wearing an SCBA
- 75. Determine how long it takes to suck down one SCBA bottle.
- 76. Emergency procedures while using an SCBA.
- 77. How to refill / change SCBA cylinders.

SIZE-UP

- 78. Review basic components of size-up.
- 79. Practice doing radio reports on different types of buildings and in different situations.

STRATEGY & TACTICS

80. Review the different strategic modes of firefighting (offensive, defensive, etc.)
81. Review RECEO-VS, REVAS, etc.
82. Review the 3 primary Incident Priorities:
 - Life Safety / Customer service (us and them)
 - Incident Stabilization / Hazard Mitigation
 - Property conservation

TOOLS & EQUIPMENT

- 83. How to inspect and maintain a specific tool or grouping of tools (hand tools, power tools, etc).
- 84. How to inspect, maintain and operate each fire extinguisher.

VEHICLE EXTRICATION

85. Review how to use, inspect, and maintain power tools & hand tools relating to vehicle extrication
86. Review information on “new” vehicles and what challenges you may be faced with
87. Get a used vehicle from your local tow yard to cut up

VENTILATION OPERATIONS

- 88. Review ventilation principles and procedures
- 89. Using actual buildings, discuss where and how to ventilate
- 90. Demonstrate inspecting, maintaining, and using each ventilation tool

WATER SUPPLY

91. Review commonly used water supply systems in your jurisdiction (hydrants, tanks, sprinkler components, etc.)
92. Spot the apparatus for a hydrant connection
93. Practice forward / reverse / split hose lays
94. Practice drafting water from a static water source
95. Practice water shuttle operations
96. Practice relay pumping

WILDLAND FIREFIGHTING

- 97. Deploy wildland tent shelters under simulated fire conditions
- 98. Practice taking the fire weather
- 99. Practice progressive hose lays
- 100. Review the 10 Standard Fire Orders & the 18 Situations That Shout “Watch Out.”
- 101. Apply LCES to various situations

Part 2:

LESSONS LEARNED FROM THE FRONT OF THE CLASS

**Think of all of the
instructors you've ever
sat in front of...**

Question 1:

**What are characteristics
of an effective instructor?**

Question 2:

**What are characteristics
of a not-so-effective
instructor?**

STUDENT INTERACTION

- Rule #1: The student in front of you is the most important person.
- Rule #2: Don't forget rule #1.
- Learn names as soon as possible
- Praise in public, correct in private
- Don't forget breaks
- Don't spoon feed

STUDENT INTERACTION

- Try to engage all students if possible
- Realize each student is motivated in a different manner
- Don't treat all equally, but treat fairly, respectfully
- Each student learns and retains info differently

PROFESSIONALISM

- Respect the allotted time frame
- Know your stuff
- Don't let politics enter the classroom unless you can justify using politics
- Dress the part of the instructor
- Always practice safety, walk the walk, talk the talk

EXPECATIONS

- Establish expectations at the beginning of every session
- Hold students accountable
- Don't settle for mediocrity
- Ensure those with learning disabilities come forth asap (privately)

CLASSROOM PREPARATION

- Know who your point of contact is
- Ensure it is reserved well in advance
- Know the layout of the room well in advance
- Know the layout of the facility well in advance
- Prepare the classroom / training site in advance of student arrival
- Don't assume all students know the layout

LESSON PLAN DEVELOPMENT

- Don't rely on old lesson plans
- Use various sources to create your lesson plan
- Ensure information is consistent, accurate, and up-to-date
- Prepare your lesson with the thought that you may drop dead tomorrow

SUBJECT MATTER

- Make sure you are intimately familiar with the subject matter
- Don't just rely on one textbook or source for your information

HANDOUTS

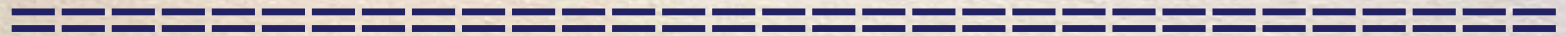
- Three hole punch when possible
- Colored paper when possible
- Double-sided when possible
- Ensure sufficient quantities
- Don't just waste paper, make sure it is worthwhile
- Be careful of copyright violation

AUDIO-VISUAL RELATED

- Learn the audio-visual equipment in advance of class
- Don't rely on one format
- Always have a back-up AV method

QUESTIONING

- Overhead question
- Rhetorical question
- Direct question
- Relay question



- Use all four as much as possible!

FOUR STEP TEACHING METHOD

- Step 1 – Preparation
- Step 2 – Presentation
- Step 3 – Application
- Step 4 – Evaluation
- ALWAYS use it, many forget to.....

TESTING

- Always have some form of test to ensure learning has occurred
- Can create your own or use a canned version
- Regardless of type, make sure you proof it first and have someone else take it to norm it
- Keep copies of tests / final grades
- Eliminate the “trivial pursuit” questions
- Reduce ability to cheat

HANDS-ON PRACTICE

- Set up your work area well in advance
- If someone else set it up, double-check
- Verify condition of equipment before, during and after training session
- Take any damaged equipment out of service
- Ensure appropriate safety gear is worn

HANDS-ON PRACTICE

- Stop unsafe acts or behavior ASAP
- Always demonstrate how to do a skill at least once before having a student do it
- Leave plenty of time for extra practice if needed
- Always have multiple things for people to do, especially if some folks need practice in one area

DOCUMENTATION

- Save certain records indefinitely
- Electronic copies, backed-up electronic copies, and hard copies are the best
- Don't forget student confidentiality
- For every class, save a copy of the:
 - schedule, syllabus, course outline and any testing materials or other items to demonstrate performance or lack thereof

ASSISTANT INSTRUCTORS

- Choose them carefully
- Make sure they are qualified and certified
- Provide them with your expectations
- One of the biggest challenges will be with consistency

COURSE COORDINATION

- If you ever find yourself coordinating a course:
 - Choose instructors carefully
 - Ensure instructors are qualified and certified
 - Provide instructors with expectations
 - Provide instructors with clear direction of what they are being asked to teach, including objectives
 - Have instructors provide you a copy of their entire presentation for your files

QUESTIONS?

- Thank you very much for your time & attention!
 - Be safe out there, and train like your life depends on it – because it does!
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