**GENERAL KNOWLEDGE**

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Station/Shift:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preceptor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Supervisor Signature*** Date

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| --- | --- | --- |
| SKILL | SIGNATURE | DATE |
| Review the entire probationary packet with your supervisor |  |  |
| Review the IPPA process with your supervisor to know what is expected during your probationary period. |  |  |
| Review the engine and ambulance inventories. |  |  |
| Demonstrate the ability to logon and access incident times and information from the CAD to enter data into the station logbook. |  |  |
| Demonstrate the ability to navigate and use the county website and Quicklinks for information retrieval and sign-on to your County email. |  |  |
| Demonstrate the ability to access the functions of the FireApp reporting system to include:  Completing an incident report.  Completing a unit report. |  |  |
| Demonstrate the ability to access and use the functions of the MDC to include:  Log on and off  All the status buttons  Access hospital directions  Access Emergency Response Guidebook |  |  |
| Demonstrate how to fill out the station logbook, to include:  Recording time and attendance of all personnel assigned to the shift  Incident responses  Daily events and other activities  Correcting errors  When and how to end the day and start a new day |  |  |
| Demonstrate what to do if a citizen wants to schedule a public education event for a shift other than yours. |  |  |
| Demonstrate the ability to logon to the ePCR, and fill out a report |  |  |
| Demonstrate the following in telestaff:  Access the calendar, roster, and your personal information |  |  |
| Explain the procedure for the following:  (in telestaff)  How to request sick leave and annual leave  How to enter a work substitution |  |  |
| Demonstrate the ability to locate streets and Points of interest in Montgomery County using an ADC map and or County Red book. These are to be chosen by station officer and not part of the written assignments. |  |  |
| Demonstrate the ability to utilize the following functions of the 800MHz radios:  Utilizing and resetting the EB button  Changing Talkgroups and Zones  The keypad lock.  Changing and conditioning the batteries.  Utilizing the talk-around and VRS system.  Understand the concept of Ruthless Preemption |  |  |
| Demonstrate when and how to declare a  MAYDAY. While wearing SCBA and on air, successfully transmit a MAYDAY with LUNAR information over the 800 MHz radio. |  |  |
| Explain when and how to declare a ‘Signal 3’. Explain the intent and purpose for a silent signal 3, and how to initiate it. |  |  |
| Explain the term ‘Emergency’ and describe scenarios where it may be used. |  |  |
| Demonstrate the following SCBA emergency procedures.  Failure of the first stage reducer.  Failure of the regulator.  Total depletion of air.  Failure of the face-piece. |  |  |
| Demonstrate the manual activation of the PASS device and how to test the battery level without turning on air. |  |  |
| Explain and demonstrate the proper procedure for loading and unloading a patient into an EMS unit |  |  |
| Complete a set of baseline vitals on a patient. |  |  |
| Complete a SAMPLE transfer request to Station 31 using TRMS and Specialty Operations Membership Application. Save a copy to be included in your packet to station officer. |  |  |
| Complete a sample request for smoke detectors and batteries for your GO bag using the proper procedure. |  |  |

Written Assignments

A. Policy and Procedure

1. Describe the scope and intent as well as the importance of the following policies

FCGO: 09-02, 11-04, 12-06 and 15-01

DFRS Policy: 502, 503, 508, 508.2, 512, 514, 519 and 520

MCFRS Policy and Procedure: 06-09, 15-01, 22-03AM, 26-07AM

2. Explain the proper procedure for answering the telephone at your station. Explain what information you need to obtain from a caller when they want to leave a message for our station officer.

3. Explain how to handle a call for emergency service from a civilian on your station telephone. (i.e: someone calls the station and says they have an odor of smoke in their home)

4. According to MCFRS Policy 22-03AM, how do you ensure that a message is received and understood by ECC?

B. Response Area Knowledge

1. List all stations in your Battalion and give directions to each from your station. Include the location of your Battalion Chief’s office and the address and phone number of your station.

2. List the two closest hospitals to your first due response area. Give directions to each from your station.

3. List the address, function, and directions to the following facilities from your station:

SCBA shop

Radio Shop

Central Maintenance Facility (CMF)

Logistics