**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 Individual Performance Planning and Assessment (IPPA) form with your supervisor |  |  |
| Discuss with your supervisor the prerequisites and steps needed to obtain your EMS Driver Unit Certification |  |  |
| 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 Quicklinks, including logging in and out of your county email |  |  |
| Demonstrate the ability to access the functions of the FireApp reporting system including:   * Completing an incident report * Completing a unit report |  |  |
| Demonstrate the ability to access and use the functions of the MDC including:   * Log on and off * All the status buttons * Access hospital directions * Map Functions * Locate ERG |  |  |
| Demonstrate how to fill out the station logbook, including:   * Daily Line Up * Incident entries * Correcting Errors |  |  |
| Demonstrate the ability to log on to the ePCR, and fill out a report |  |  |
| Demonstrate common functions of Telestaff including: accessing the calendar, roster, and your personal information |  |  |
| Explain the process for the following:  (in Telestaff)   * Request sick leave and annual leave * Identify if leave is approved or unapproved * Enter a Career Stand-by (CSB) |  |  |
| Demonstrate the ability to locate streets and points of interest in Montgomery County using an ADC map and the County Red book. |  |  |
| Demonstrate the ability to utilize the following functions of the 800MHz radios:   * Utilizing and resetting the EB button * Change to a Mutual Aid Talk Group * 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 |  |  |
| Demonstrate the following SCBA emergency procedures:   * Pressure Reducer Malfunction * Regulator Malfunction * Total Air Depletion * Face Piece Malfunction |  |  |
| 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 |  |  |
| Obtain baseline vitals on a patient via:   * LIFEPAK * Manually |  |  |
| Demonstrate proper Decon Procedures for the following:   * Ambulance Cot * Lifepak * Spider Straps * Ambulance interior |  |  |

Written Assignments

1. Describe the following Policies and Procedures and explain why they are important

* + FCGO: 09-02 and 15-01
  + DFRS Policy: 502 and 514
  + MCFRS Policy and Procedure: 06-09 Apparel Policy, 22-03AM Communication Manual

2. Describe the differences between Casual Leave, Annual/Vacation Leave, and Administrative Leave.

3. Describe the process for CSB approvals in accordance with the “scheduling practices” page found on the scheduling website.

4. 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 the station officer.

5. 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)

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

7. Explain the reasons PSCC may go on Condition Red. How does that affect radio transmissions and other fire department operations?

8. Explain when each is used and give an example of each

* “Signal 3”
* “Priority” in accordance with the IRP
* Requesting the police Routine