

## **Appendix D: Primary Coordinator Trainee Task Book**

- Qualifications
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- Responsibilities
  - Primary Coordinator Trainee
  - Evaluator
- Instruction for Completing the Task Book
- Student Evaluation Sheets
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# FIRE CONTROL 3A

## Structural Fire Fighting in Acquired Structures



### Appendix D: Primary Coordinator Trainee Task Book

## **Appendix D: Primary Coordinator Trainee Task Book**

The Fire Control 3A Primary Coordinator Trainee Task Book lists every performance requirement (task) in a format that allows the trainee to be evaluated against written guidelines. Successful performance of all tasks must be observed and recorded by **three different Fire Control 3A Primary and/or Senior Coordinators (Evaluator)**. Evaluation and confirmation of the trainee's performance of all the tasks shall involve three separate evaluators on one or more Fire Control 3A training burns. It is essential that a trainee's performance be critically evaluated and accurately recorded by each Evaluator.

After the Primary Coordinator Trainee has demonstrated competency in each area and the task book is complete, he or she may apply to become a registered Fire Control 3A Primary Coordinator with State Fire Training once the educational, course work, and experience criteria have been met.

## **QUALIFICATIONS**

### **Primary Coordinator Trainee**

- Successfully completed a Fire Control 3 or 3A class.
- Successfully completed Instructor Training [one (1) of the following five (5) options]:
  - Have attended and passed the qualifying SFT Instructor courses.
  - Have a valid community college teaching credential.
  - Completed the UC/CSU 60-hour Techniques of Teaching course.
  - Completed the NFA's Fire Service Instructional Methodology course.
  - Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

### **Evaluator**

- Be a registered Fire Control 3A Primary and/or Senior Coordinator in good standing with State Fire Training.

## **RESPONSIBILITIES**

### **Primary Coordinator Trainee**

- Review and understand all site requirements, equipment standards, and the material in the Fire Control 3A Course Guide and the NFPA 1403: Standard on Live Fire Training Evolutions.
- Review and understand the process for completing a Primary Coordinator Trainee Task Book.
- Ensure the Primary Coordinator Trainee Task Book is accurately recorded and maintained.
- Successfully complete the Primary Coordinator Trainee Task Book within three (3) years of beginning the task book process.
- Retain a completed copy of his or her Primary Coordinator Trainee Task Book in their personal and/or career records.



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## Evaluator

- Be qualified and proficient.
- Explain to the Primary Coordinator Trainee the purpose of and process for completing the task book.
- Explain to the Primary Coordinator Trainee his or her responsibilities.
- Meet with the Primary Coordinator Trainee and determine past experiences, current qualifications, and desired objectives/goals.
- Confirm with the Primary Coordinator Trainee, prior to his or her performance, which tasks will be evaluated.
- Accurately evaluate each task being performed by the Primary Coordinator Trainee.
- Document each task completed by the trainee on the Primary Coordinator Trainee Task Book.
  - Performance shall be documented by the evaluator directly on the task book.
    - SFT's assigned class code.
    - Date performance occurred.
    - Evaluator's initials.
- Document your final evaluation of the Primary Coordinator Trainee on the Evaluation Summary page.

## INSTRUCTION FOR COMPLETING THE TASK BOOK

The Fire Control 3A Primary Coordinator Trainee Task Book allows the Evaluator to record a Primary Coordinator Trainee's performance for delivering all aspects of a Fire Control 3A class. These evaluations are made by observing the Primary Coordinator Trainee's administrative skills, presentation abilities, and manipulative performance techniques.

## Task Book Headings

Primary Coordinator Trainee:	Enter the trainee's name.
Tasks:	Lists every component required of a Primary Coordinator in the Fire Control 3A Course Guide.
Code:	Lists when the task needs to be completed or performed.
Grade:	Area to record the Primary Coordinator Trainee's performance.
Section:	Lists the section referenced from the Fire Control 3A Course Guide.
Date Observed:	The Evaluator enters the date the Primary Coordinator Trainee was assessed.
Evaluator's Initials:	The Evaluator enters his or her initials.



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			E#1	E#2	E#3	E#1	E#2	E#3
<b>ADMINISTRATION</b>								
1. Understands all site requirements	1	P						
2. Understands all equipment standards	1	P						
3. Understands the material in the FC 3A Course Guide	1	P						
4. Understands the information in NFPA 1403: Standard on Live Fire Training Evolutions	1	P						
5. Understands the process for becoming a registered Fire Control 3A Primary Coordinator	1	P						
6. FC 3A course approval secured from State Fire Training	2	P						
<b>STAFF ASSIGNMENTS</b>								
1. Staff assignments made based on the needs of the burn	2	P						
<b>QUALIFYING THE ACQUIRED STRUCTURE</b>								
1. Walk around performed	4	P						
2. Asbestos and NESHAP compliant	4	P						
3. Railroad right-of-way cleared	4	P						
4. Adequate water supply determined	4	P						
5. Traffic conditions considered	4	P						
6. Training value determined	4	P						
<b>SURVEYING THE STRUCTURE</b>								
1. Type of building identified	5	P						
2. Number of stories identified	5	P						
3. Floor construction identified	5	P						
4. Wall construction identified	5	P						
5. Roof construction identified	5	P						
6. Stairs and stair wells inspected	5	P						
7. Attic space identified	5	P						
8. Basement identified	5	P						
<b>Hazards Considered</b>								
9. Exposures	5	P						
10. Overhead wires	5	P						



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			E#1	E#2	E#3	E#1	E#2	E#3
11. Trees, shrubs, and other landscaping	5	P						
12. Condition of the structure	5	P						
13. ACMs	5	P						
14. Weather conditions	5	P						
15. Holes in the floor, walls, and roof	5	P						
16. Mineshafts	5	P						
17. HVAC units	5	P						
18. Chimneys	5	P						
19. Septic tanks	5	P						
20. Neighbors and businesses	5	P						
21. Exits	5	P						
22. Hazardous materials on site	5	P						
23. Fuel types	5	P						
<b>DOCUMENTATION</b>								
1. All required documents coordinated with SFT	2	P						
2. Incident Action Plan developed	2,7	P						
3. Incident documentation compiled for archiving	2	P						
<b>Received From the Property Owner</b>								
4. Signed liability release form for the property	7	P						
5. Current property's parcel number from the public tax record	7	P						
6. Demolition permit from the jurisdiction's building department	7	P						
7. Written notarized proof of cancellation of fire insurance	7	P						
8. Submittal of the "Clearance Letter" and "Asbestos NESHAP Notification of Demolition and Renovation" form	7	P						
<b>Received From the Primary Coordinator</b>								
9. Burning permit from the jurisdiction in which the training is taking place (may be obtained by the department hosting the class)	7	P						
10. FSTEP Course Request submitted within six weeks prior to the class date and approval received from SFT	7	P						
11. Written notification to AHJ and participating agencies	7	P						



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			E#1	E#2	E#3	E#1	E#2	E#3
▪ What is going to be burned	7	P						
▪ Where the burn is located	7	P						
▪ When the burn is going to take place	7	P						
▪ Copy of the release from the owner	7	P						
▪ IC's, Senior Coordinator's, Primary Coordinator's, Safety Officer's name and contact information	7	P						
▪ An agenda of the actual burn	7	P						
▪ A list of all the agencies participating	7	P						
<b>Received From the Students' Department</b>								
12. Authorization to attend the training, including statements of insurance ▪ Letter stating student has demonstrated competency up to the SFT Fire Fighter I level in donning SCBA, donning personal protective equipment, and hose handling skills ▪ If coordinated through a college, the college may provide additional insurance for participants and instructional staff	7	P						
13. Current fit test documentation	7	P						
14. Each student's agency has provided the student with a minimum of Cal/OSHA compliant PPE in good repair	7	P						
<b>Received From the Adjunct Instructors' Department</b>								
15. Authorization to attend the training, including a statements of insurance; if coordinated through a college, the college may provide additional insurance for participants and instructional staff	7	P						
16. Current fit test documentation (if required for participation)	7	P						
17. Each Adjunct Instructor's agency has provided the adjunct instructor with a minimum of Cal/OSHA compliant PPE in good repair (if required)	7	P						
<b>Received From the Department Hosting the Class</b>								
18. Coordinates with the AHJ	2	P						
19. Approval from the Federal Environmental Protection Agency (EPA), California Air Resources Board (CARB), and local AQMD	7	P						
20. AQMD confirmation of a training variance in the absence of a "No Burn" day	7	P						
21. A burning permit from the jurisdiction in which the training is taking place (may be obtained by the Primary Coordinator)	7	P						
22. Confirmation that the owner has clear title to the property	7	P						



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			E#1	E#2	E#3	E#1	E#2	E#3
<b>Notifications</b>								
23. AQMD notified using the Notification of Demolition and Renovation form	8	P						
24. CARB notified using the Notification of Demolition and Renovation form	8	P						
25. EPA notified using the Notification of Demolition and Renovation form	8	P						
26. Neighboring properties notified	8	P						
<b>Mapping the Burn Site</b>								
27. Map developed showing all pertinent information	9	P						



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FIRE BEHAVIOR EXERCISE TASKS	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
<b>Planning and Inspection</b>								
1. Fire behavior room accommodated the class size	10	P						
2. Fire behavior room safe for the students	10	P						
<b>Room Set-up</b>								
3. Room had a minimum of two exits	10	P						
4. Hazards that could harm students or damage PPE removed	10	P						
5. Floor coverings, carpet, and tack strips removed	10	P						
6. Window glass removed and openings covered with knockout panels	10	P						
7. Ceiling lights, interior mirrors, and other items that may fall and cause injury during the burn removed	10	P						
8. Abandoned fire extinguishing systems rendered safe	10	P						
9. Swing of any doors that are not removed open outward	10	P						
10. Latching hardware removed	10	P						
11. Holes in the ceiling or walls where fire could extend covered	10	P						
12. Instructional staff assigned to the roof to watch for any extension to the attic space or roof fires	10	P						
13. Floors and exits marked with hi-visibility paint using arrows leading to the exits	10	P						
14. Exits may be marked on both the floor and wall	10	P						
15. Water supplies for both the attack and safety lines come from two different sources	10	P						
16. Required ventilation hole in roof of the fire behavior room; hinged piece of material applied to allow the vent to be opened and closed remotely	10	P						
<b>Required Elements</b>								
17. Adjunct instructor staffed near all exits	10	D						
18. Attack line in place (not be staffed by students)	10	D						
19. Safety line from a separate water source in place (not be staffed by students)	10	D						
20. Fire extinguishers, pressurized water or hand-pump, available	10	D						
21. Ignitions Officer with hook in place	10	D						
22. Rapid Intervention Crew in place <ul style="list-style-type: none"> <li>▪ Dedicated tool cache</li> <li>▪ Dedicated radio frequency on complex burns</li> </ul>	10	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
23. Personal accountability report (PAR)	10	D						
<b>Fuel</b>								
24. Appropriate type and amount of fuel used	10	D						
<b>Fuel Crib</b>								
25. Appropriate type and size built	10	D						
<b>Tools</b>								
26. Necessary tools available for the exercise	10	D						
<b>Safety</b>								
27. Amount of fuel used appropriate for the room size	10	D						
28. Each participant protected with full PPE upon ignition	10	D						
29. Stopped the exercise in the event of a serious injury until proper care is provided	2	D						
30. Conducted a safety briefing for all staff and participants to review procedures and prevent further injuries during the exercise	2	D						
<b>Communications</b>								
31. Reliable communications in place	10	D						
<b>Conducting the Exercise</b>								
32. All speaking points covered	10	D						
▪ Anticipated fire behavior of the specific room based on fuel, construction, and all other variables explained	10	D						
▪ Factors influencing fire behavior explained	10	D						
▪ Time temperature curve	10	D						
▪ Types of fire classes	10	D						
▪ BTU output	10	D						
▪ Stages of fire	10	D						
▪ Heat transfer	10	D						
▪ Smoke	10	D						
▪ Anchor points for water application	10	D						
▪ Barriers and shielding	10	D						
▪ Nozzle patterns	10	D						



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FIRE BEHAVIOR EXERCISE TASKS	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
▪ Steam production	10	D						
▪ Air flow	10	D						
▪ Indicators	10	D						
▪ Horizontal and vertical thermal balance	10	D						
▪ Ember production	10	D						
▪ Ash production	10	D						
▪ Flame lengths	10	D						
▪ Flammable gases	10	D						
▪ Overhead or atmosphere control	10	D						
▪ Roll over	10	D						
▪ Flashover	10	D						
▪ Backdraft	10	D						
33. Key points that did not occur during the exercise discussed outside following the exercise	10	D						



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VENTILATION TECHNIQUES EXERCISE TASKS	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
<b>Planning and Inspection</b>								
1. Exercise planned and designed to facilitate the entire class	11	P						
2. Operations coordinated with the fire behavior and fire attack operations	11	P						
3. Roof inspected for structural integrity	11	P						
4. Structure can support the weight of the students and instructional staff	11	P						
<b>Roof Set-up</b>								
5. Overhead obstructions removed	11	P						
6. Adequate area to store tools	11	P						
<b>Strip Ventilation Cut (optional)</b>								
7. Safety personnel in position at all times	11	P						
8. Strip ventilation cut in place prior to beginning the burn	11	P						
<b>Required Elements</b>								
9. Attack Crew with charged hoseline in place	11	D						
10. Safety Crew with charged hoseline in place	11	D						
11. Two different water sources for the attack and safety lines	11	D						
12. Ventilation Crew in place	11	D						
13. Ignitions Officer with hook in place	11	D						
14. A minimum of one Assistant Safety Officer in place	11	D						
15. Evacuation signal established	11	D						
16. Rapid Intervention Crew in place <ul style="list-style-type: none"> <li>▪ Dedicated tool cache</li> <li>▪ Dedicated radio frequency on complex burns</li> </ul>	11	D						
17. A minimum of two ladders in place to aid in rapid evacuation	11	D						
18. Personal accountability report (PAR)	11	D						
<b>Fuel</b>								
19. Appropriate type and amount of fuel used	11	D						
<b>Tools</b>								
20. Necessary tools available for the exercise	11	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
<b>Safety</b>								
21. Each participant protected with full PPE upon ignition	11	D						
22. Ventilation techniques exercise conducted on a separate roof, or at a time when live fire is not occurring below the students	11	D						
23. Assistant Safety Officer in place if live fire is occurring below the students	11	D						
24. Stopped the exercise in the event of a serious injury until proper care is provided	2	D						
25. Conducted a safety briefing for all staff and participants to review procedures and prevent further injuries during the exercise	2	D						
<b>Communications</b>								
26. Reliable communications in place	11	D						
<b>Conducting the Exercise</b>								
27. All speaking points covered	11	D						
▪ Safety briefing	11	D						
▪ Travel and escape routes on the structure	11	D						
▪ Communication methods that will be used while power tools are in use including the signal to evacuate	11	D						
▪ Hazardous areas	11	D						
▪ Marking paint used show roof areas that have been cut	11	D						
▪ Structure size-up	11	D						
▪ Building construction features	11	D						
▪ Ventilation principles	11	D						
▪ Ventilation terminology	11	D						
▪ Ladder placement	11	D						
▪ Safe power equipment and tool use	11	D						
▪ Photovoltaic (solar panels or PV panels)	11	D						
▪ Vertical ventilation techniques	11	D						
▪ Center rafting	11	D						
▪ Rolling rafters	11	D						
▪ Louvering	11	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
▪ Inspection cuts	11	D						
▪ Kerf/plunge cuts	11	D						
▪ Pullbacks	11	D						
28. Crewmembers rotated so everyone has a chance at the nozzle	11	D						
29. Crew critique of the exercise conducted	11	D						
30. Key points that did not occur during the exercise discussed outside following the exercise	11	D						
<b>After the Exercise</b>								
31. Critique of the exercise conducted with the Exercise Instructor	2	D						
32. Planned vent holes kept in place for later use during the Interior Fire Attack Exercise	11	D						
33. If necessary to cover any holes, a hinged piece of material to the ventilation hole applied; ensure pull-cord will not melt or burn	11	D						



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INTERIOR FIRE ATTACK EXERCISE TASKS	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
<b><i>Planning and Inspection</i></b>								
1. Number of burns accurately determined	12	P						
2. Rooms chosen were of solid construction with ample room to manipulate hoselines	12	P						
3. <i>Rooms had more than one escape route (optional)</i>	12	P						
4. Building safety and integrity was ongoing throughout the exercise	12	D						
<b><i>Room Set-up</i></b>								
5. All hazards that could harm students or damage their PPE removed	12	P						
6. All floor coverings, carpet, and tack strips removed	12	P						
7. All window glass removed	12	P						
8. Windows openings covered with plywood or drywall knockout panel on the outside of the structure and secured in a manner that allows for easy removal	12	P						
9. All ceiling lights, interior mirrors, and other items that may fall and cause injury during the burn removed	12	P						
10. Water heater removed or punctured	12	P						
11. All abandoned fire extinguishing systems rendered safe	12	P						
12. Swing of any doors that are not removed changed to open outward	12	P						
13. All latching hardware removed	12	P						
14. Any holes in the ceiling or walls where fire could extend covered	12	P						
15. Floors and exits marked with hi-visibility paint using arrows leading to the exits	12	P						
16. Required ventilation hole is in the ceiling in place	12	P						
17. <i>Hinged piece of material can be applied to the ventilation hole to allow the vent to be opened and closed remotely by a tether (optional)</i>	12	P						
<b><i>Required Elements</i></b>								
18. Instructional staff assigned to the roof to watch for any extension to the attic space or roof fires	12	D						
19. Attack Crew with charged hoseline in place	12	D						
20. Safety Crew with charged hoseline in place	12	D						
21. Charged safety line in place (not staffed by students)	12	D						
22. Two different water sources for the attack and safety lines	12	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
23. Ignitions Officer with hook in place	12	D						
24. A minimum of one Assistant Safety Officer	12	D						
25. Coordination with the Ventilation Techniques Instructor	12	D						
26. Evacuation signal established	12	D						
27. Rapid Intervention Crew in place <ul style="list-style-type: none"> <li>▪ Dedicated tool cache</li> <li>▪ Dedicated radio frequency on complex burns</li> </ul>	12	D						
28. Personal accountability report (PAR)	12	D						
<b>Fuel</b>								
29. Appropriate type and amount of fuel used	12	D						
<b>Tools</b>								
30. Necessary tools available for the exercise	12	D						
<b>Safety</b>								
31. Each participant protected with full PPE upon ignition	12	D						
32. Orient the students to the structure <ul style="list-style-type: none"> <li>▪ Explain what is going to happen</li> <li>▪ The location of the safety exits</li> <li>▪ Who the Safety Officer is</li> <li>▪ Other safety precautions deemed necessary</li> </ul>	12	D						
33. <i>Identify all burn locations with a large felt tip marker or spray paint prior to beginning the exercise (optional)</i>	12	D						
34. Stopped the exercise in the event of a serious injury until proper care is provided	2	D						
35. Conducted a safety briefing for all staff and participants to review procedures and prevent further injuries during the exercise	2	D						
<b>Communications</b>								
36. Reliable communications in place	12	D						
<b>Conducting the Exercise</b>								
37. All speaking points covered <ul style="list-style-type: none"> <li>▪ Heat shielding and barriers</li> <li>▪ Stages of fire</li> <li>▪ Indicators</li> </ul>	12	D						



# FIRE CONTROL 3A

## Structural Fire Fighting in Acquired Structures



### Appendix D: Primary Coordinator Trainee Task Book

**PRIMARY COORDINATOR TRAINEE:**

**PERFORMANCE STANDARD:** All tasks must be demonstrated by the Primary Coordinator Trainee and evaluated by a Fire Control 3A Primary or Senior Coordinator. Tasks graded "P" must be functional and safe according to the Fire Control 3A Course Guide.

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"F" - Did not meet the performance standard.

INTERIOR FIRE ATTACK EXERCISE TASKS	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
▪ Air flows	12	D						
▪ Heat transfer	12	D						
▪ Horizontal and vertical thermal balance	12	D						
▪ Ember production	12	D						
▪ Ash production	12	D						
▪ Flame lengths	12	D						
▪ Water application	12	D						
▪ Production of gases	12	D						
▪ Anchor points	12	D						
▪ Ventilation	12	D						
▪ Overhead control	12	D						
▪ Roll over	12	D						
▪ Steam production (floor and ceiling)	12	D						
▪ Heat indicators	12	D						
▪ Hose handling techniques	12	D						
▪ Evacuation signal	12	D						
38. Crewmembers rotated so everyone has a chance at the nozzle	12	D						
39. Crew critique of the exercise conducted	12	D						
40. Key points that did not occur during the exercise discussed outside following the exercise	12	D						
<b>After the Exercise</b>								
41. Critique of the exercise conducted with the Exercise Instructor	2	D						



# FIRE CONTROL 3A

## Structural Fire Fighting in Acquired Structures



### Appendix D: Primary Coordinator Trainee Task Book

**PRIMARY COORDINATOR TRAINEE:**

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EXTERIOR FIRE ATTACK EXERCISE TASKS	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
<b><i>Planning and Inspection</i></b>								
1. Exposure protection	13	P						
2. Fire behavior	13	P						
3. Multiple fire attacks from exterior doors and windows	13	P						
4. Stream management	13	P						
5. Smoke management	13	P						
6. High heat tactics (combined fog/straight stream method)	13	P						
<b><i>Fuel Load Size and Placement</i></b>								
7. Anticipated fire behavior specific to the structure considered for placement and size of the fuel load	13	P						
8. Fuel load prepared based upon the final burn plan	13	P						
9. Fuel load placed to accommodate predetermined objectives and predicted visual impact	13	P						
<b><i>Exposure Protection</i></b>								
10. Exposures considered (risk versus gain): Location and type	13	P						
11. Water supply sufficient for the streams needed	13	P						
12. All burnable materials and debris around the structure cleared	13	P						
13. In wildland interface areas, firebreaks positioned	13	P						
<b><i>Exposure Considerations</i></b>								
14. Adjacent structures	13	P						
15. Overhead power and communication lines	13	P						
16. Vegetation (wildland or residential)	13	P						
17. Traffic hazards	13	P						
18. Downwind influences : Hospitals or convalescent homes, schools, airports or air traffic, sensitive commercial occupancies	13	P						
19. Propane tanks	13	P						
<b><i>Weather</i></b>								
20. Wind speed and direction monitored continuously	13	P						
21. Humidity and temperature monitored continuously	13	P						



# FIRE CONTROL 3A

## Structural Fire Fighting in Acquired Structures



### Appendix D: Primary Coordinator Trainee Task Book

**PRIMARY COORDINATOR TRAINEE:**

**PERFORMANCE STANDARD:** All tasks must be demonstrated by the Primary Coordinator Trainee and evaluated by a Fire Control 3A Primary or Senior Coordinator. Tasks graded "P" must be functional and safe according to the Fire Control 3A Course Guide.

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EXTERIOR FIRE ATTACK EXERCISE TASKS	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
<b>Adjunct Instructor Briefing</b>								
22. Location of the fire load	13	P						
23. Line placement	13	P						
24. Assignment of instructors to student crews	13	P						
25. Instructions for the application of water to the final burn and teaching tips specific to the structure	13	P						
26. Site-specific hazards and or exposures	13	P						
27. Communications	13	P						
<b>Structure Set-up</b>								
28. Any masonry chimney, if present, undercut	13	P						
29. Corners of stucco walls broken	13	P						
30. Loading of water tank towers	13	P						
<b>Required Elements</b>								
31. Adequate water resources for the both the exterior attack exercise and to extinguish any possible exposure issues	13	D						
32. Attack Crew with charged hoseline in place	13	D						
33. Safety Crew with charged hoseline in place	13	D						
34. Charged safety line in place (not staffed by students)	13	D						
35. Two different water sources for the attack and safety lines	13	D						
36. All available safety staff in place	13	D						
37. Personal accountability report (PAR)	13	D						
<b>Fuel</b>								
38. Final burn plan explained to the students	13	D						
39. Appropriate type and amount of fuel used	13	D						
40. Students utilized to load the structure	13	D						
<b>Tools</b>								
41. Necessary tools available for the exercise	13	D						
<b>Safety</b>								
42. Each participant protected with full PPE upon ignition	13	D						
43. All personnel, hoselines, and other tools removed from possible collapse zones	13	D						



# FIRE CONTROL 3A

## Structural Fire Fighting in Acquired Structures



### Appendix D: Primary Coordinator Trainee Task Book

**PRIMARY COORDINATOR TRAINEE:**

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EXTERIOR FIRE ATTACK EXERCISE TASKS	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
44. Participants monitored for signs of heat illness	13	D						
45. <i>Eves of the structure cooled to prevent molten tar from running down onto a fire fighter during a window attack (optional)</i>	13	D						
46. Stopped the exercise in the event of a serious injury until proper care is provided	2	D						
47. Conducted a safety briefing for all staff and participants to review procedures and prevent further injuries during the exercise	2	D						
<b>Communications</b>								
48. Reliable communications in place	13	D						
<b>Conducting the Exercise</b>								
49. All speaking points covered	13	D						
▪ Fire spread and behavior	13	D						
▪ Exterior attack for various fire location	13	D						
▪ Straight stream and fog patterns	13	D						
▪ Construction and its influence on fire behavior	13	D						
▪ Flashover	13	D						
▪ Exposure protection	13	D						
▪ Spot fires	13	D						
▪ Various methods of exterior attack	13	D						
▪ Heat shielding	13	D						
▪ Smoke management	13	D						
50. Crewmembers rotated so everyone has a chance at the nozzle	13	D						
51. Crew critique of the exercise conducted	13	D						
52. Key points that did not occur during the exercise discussed outside following the exercise	13	D						
<b>After the Exercise</b>								
53. Critique of the exercise conducted with the Exercise Instructor	2	D						
54. If the class operates for more than one day, fire watch in place with adequate equipment	13	D						
55. All hazards secured or flagged before turning the structure over to the property owner	13	D						



# FIRE CONTROL 3A

## Structural Fire Fighting in Acquired Structures



### Appendix D: Primary Coordinator Trainee Task Book

#### PRIMARY COORDINATOR TRAINEE:

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AFTER THE EXERCISES TASKS	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
1. Verified and documented students' completion of the class	---	D						
2. Signed and distributed SFT course completion certificates to students successfully completing the class	---	D						
3. Performed a final walk around of the entire site	---	D						
4. Directed the class critique	2	D						
5. Completed a final interview/critique with the Senior Coordinator	2	D						
6. Returned class materials required by SFT in the appropriate time frame.	---	D						





# FIRE CONTROL 3A

## Structural Fire Fighting in Acquired Structures



Appendix D: Primary Coordinator Trainee Task Book

### ◆ PRIMARY COORDINATOR TRAINEE ◆ EVALUATOR #2 SUMMARY ◆

Primary Coordinator Trainee: \_\_\_\_\_

Department: \_\_\_\_\_

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

Evaluator \_\_\_\_\_ (Must be a Registered Primary or Senior Coordinator)

Department: \_\_\_\_\_

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

SFT Class Code: \_\_\_\_\_ Class Dates: \_\_\_\_\_

The above named Primary Coordinator Trainee performed Fire Control 3A tasks initialed and dated by me under my supervision. As a result, I verify that this Trainee:

- Successfully performed all tasks and should be considered for advancement.
- Did not successfully complete certain tasks (see below); additional supervision and training is required.

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

Comments:

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