



FIRE CONTROL 3B

Structural Fire Fighting in Live-fire Simulators

Appendix D: Primary Coordinator Trainee Task Book



Appendix D: Primary Coordinator Trainee Task Book

- Qualifications
 - Primary Coordinator Trainee
 - Evaluator
- Responsibilities
 - Primary Coordinator Trainee
 - Evaluator
- Instruction for Completing the Task Book
- Student Evaluation Sheets
- Evaluator Summary Sheets



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The Fire Control 3B 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 3B 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 3B 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 3B 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 3B 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 3B 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 3B 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 3B Primary Coordinator Trainee Task Book allows the Evaluator to record a Primary Coordinator Trainee's performance for delivering all aspects of a Fire Control 3B 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 3B 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 3B 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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Tasks	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
ADMINISTRATION								
1. Understands all site requirements	1	P						
2. Understands all equipment standards	1	P						
3. Understands the material in the FC 3B 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 3B Primary Coordinator	1	P						
6. FC 3B course approval secured from State Fire Training	2	P						
STAFF ASSIGNMENTS								
1. Staff assignments made based on the needs of the burn	2	P						
QUALIFYING THE SIMULATOR								
1. Inspect for damage	3	P						
2. Adequate water supply determined	3	P						
3. Traffic conditions considered	3	P						
4. Training value determined	3	P						
SURVEYING THE SIMULATOR								
1. Exposures	4	P						
2. Overhead wires	4	P						
3. Trees, shrubs, and other landscaping	4	P						
4. Condition of the live-fire simulator	4	P						
5. Weather conditions	4	P						
6. Holes in the floor, walls, and roof	4	P						
7. Septic tanks	4	P						
8. Neighbors and businesses	4	P						
9. Exits	4	P						
10. Fuel types	4	P						
DOCUMENTATION								
1. All required documents coordinated with SFT	2	P						
2. Incident Action Plan developed	2,6	P						



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			E#1	E#2	E#3	E#1	E#2	E#3
3. Incident documentation compiled for archiving	2	P						
<i>Received From the Agency Responsible for the Simulator</i>								
4. Written agreement regarding liability and insurance	6	P						
5. Arrangements made for a Technical Specialist	6	P						
<i>Received From the Primary Coordinator</i>								
6. Burning permit from the jurisdiction in which the training is taking place (may be obtained by the department hosting the class)	6	P						
7. FSTEP Course Request submitted within six weeks prior to the class date and approval received from SFT	6	P						
8. Written notification to AHJ and participating agencies	6	P						
▪ Where the burn is located	6	P						
▪ When the burn is going to take place	6	P						
▪ IC's, Senior Coordinator's, Primary Coordinator's, Safety Officer's name and contact information	6	P						
▪ A short description of the specific burn objectives	6	P						
▪ An agenda of the actual burn	6	P						
▪ A list of all the agencies participating	6	P						
<i>Received From the Students' Department</i>								
9. Authorization to attend the training, including statements of insurance; if coordinated through a college, the college may provide additional insurance for participants and instructional staff	6	P						
10. Current fit test documentation	6	P						
11. Each student's agency has provided the student with a minimum of Cal/OSHA compliant PPE in good repair	6	P						
<i>Received From the Adjunct Instructors' Department</i>								
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	6	P						
13. Current fit test documentation (if required for participation)	6	P						
14. Each Adjunct Instructor's agency has provided the adjunct instructor with a minimum of Cal/OSHA compliant PPE in good repair (if required)	6	P						



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			E#1	E#2	E#3	E#1	E#2	E#3
Received From the Department Hosting the Class								
15. Coordinates with the AHJ	2	P						
16. Approval from the local AQMD	6	P						
17. AQMD confirmation of a training variance in the absence of a "No Burn" day	6	P						
18. A burning permit from the jurisdiction in which the training is taking place (may be obtained by the Primary Coordinator)	6	P						
Notifications								
19. AQMD notified	7	P						
20. Neighboring properties notified	7	P						
Mapping the Burn Site								
21. Map developed showing all pertinent information	8	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
Planning and Inspection								
1. Fire behavior room accommodated the class size	9	P						
2. Fire behavior room safe for the students	9	P						
Room Set-up								
3. Room had a minimum of two exits	9	P						
4. Hazards that could harm students or damage PPE removed	9	P						
5. Exits and egress identified	9	P						
6. Water supplies for both the attack and safety lines come from two different sources	9	P						
7. Shutters, doors, and/or windows used to allow air flow and vertical/horizontal ventilation	9	P						
Required Elements								
8. Adjunct instructor staffed near all exits	9	D						
9. Attack line in place (not be staffed by students)	9	D						
10. Safety line from a separate water source in place (not be staffed by students)	9	D						
11. Fire extinguishers, pressurized water or hand-pump, available	9	D						
12. Ignitions Officer in place	9	D						
13. Rapid Intervention Crew in place <ul style="list-style-type: none"> ▪ Dedicated tool cache ▪ Dedicated radio frequency on complex burns 	9	D						
14. Personal accountability report (PAR)	9	D						
Fuel								
15. Appropriate type and amount of fuel used	9	D						
Fuel Crib								
16. Appropriate type and size built	9	D						
Tools								
17. Necessary tools available for the exercise	9	D						
Safety								
18. Amount of fuel used appropriate for the room size	9	D						
19. Each participant protected with full PPE upon ignition	9	D						
20. Stopped the exercise in the event of a serious injury until proper care is provided	2	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
21. Conducted a safety briefing for all staff and participants to review procedures and prevent further injuries during the exercise	2	D						
Communications								
22. Reliable communications in place	9	D						
Conducting the Exercise								
23. All speaking points covered	9	D						
▪ Anticipated fire behavior of the specific room based on fuel, construction, and all other variables explained	9	D						
▪ Factors influencing fire behavior explained	9	D						
▪ Time temperature curve	9	D						
▪ Types of fire classes	9	D						
▪ BTU output	9	D						
▪ Stages of fire	9	D						
▪ Heat transfer	9	D						
▪ Smoke	9	D						
▪ Anchor points for water application	9	D						
▪ Barriers and shielding	9	D						
▪ Nozzle patterns	9	D						
▪ Steam production	9	D						
▪ Air flow	9	D						
▪ Indicators	9	D						
▪ Horizontal and vertical thermal balance	9	D						
▪ Ember production	9	D						
▪ Ash production	9	D						
▪ Flame lengths	9	D						
▪ Flammable gases	9	D						
▪ Overhead or atmosphere control	9	D						
▪ Roll over	9	D						
▪ Flashover	9	D						
▪ Backdraft	9	D						
24. Key points that did not occur during the exercise discussed outside following the exercise	9	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
Planning and Inspection								
1. Exercise planned and designed to facilitate the entire class	10	P						
2. Operations coordinated with the fire behavior and fire attack operations	10	P						
Roof Set-up								
3. Overhead obstructions removed	10	P						
4. Adequate area to store tools	10	P						
Required Elements								
5. Attack Crew with charged hoseline in place	10	D						
6. Safety Crew with charged hoseline in place	10	D						
7. Two different water sources for the attack and safety lines	10	D						
8. Ventilation Crew in place	10	D						
9. Ignitions Officer in place	10	D						
10. A minimum of one Assistant Safety Officer in place	10	D						
11. Evacuation signal established	10	D						
12. Rapid Intervention Crew in place <ul style="list-style-type: none"> ▪ Dedicated tool cache ▪ Dedicated radio frequency on complex burns 	10	D						
13. A minimum of two ladders in place to aid in rapid evacuation	10	D						
14. Personal accountability report (PAR)	10	D						
Fuel								
15. Appropriate type and amount of fuel used	10	D						
Tools								
16. Necessary tools available for the exercise	10	D						
Safety								
17. Each participant protected with full PPE upon ignition	10	D						
18. Stopped the exercise in the event of a serious injury until proper care is provided	2	D						
19. Conducted a safety briefing for all staff and participants to review procedures and prevent further injuries during the exercise	2	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
Communications								
20. Reliable communications in place	10	D						
Conducting the Exercise								
21. All speaking points covered	10	D						
▪ Safety briefing	10	D						
▪ Travel and escape routes on the structure	10	D						
▪ Communication methods that will be used while power tools are in use including the signal to evacuate	10	D						
▪ Hazardous areas	10	D						
▪ Structure size-up	10	D						
▪ Building construction features	10	D						
▪ Ventilation principles	10	D						
▪ Ventilation terminology	10	D						
▪ Ladder placement	10	D						
▪ Safe power equipment and tool use	10	D						
▪ Photovoltaic (solar panels or PV panels)	10	D						
▪ Vertical ventilation techniques	10	D						
▪ Center rafting	10	D						
▪ Rolling rafters	10	D						
▪ Louvering	10	D						
▪ Inspection cuts	10	D						
▪ Kerf/plunge cuts	10	D						
▪ Pullbacks	10	D						
22. Crewmembers rotated so everyone has a chance at the nozzle	10	D						
23. Crew critique of the exercise conducted	10	D						
24. Key points that did not occur during the exercise discussed outside following the exercise	10	D						
After the Exercise								
25. Critique of the exercise conducted with the Exercise Instructor	2	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
Planning and Inspection								
1. Rooms accommodated the class size	11	P						
2. Building safety/integrity was ongoing throughout the exercise	11	D						
Room Set-up								
3. All hazards removed	11	P						
Required Elements								
4. Attack Crew with charged hoseline in place	11	D						
5. Safety Crew with charged hoseline in place	11	D						
6. Ignitions Officer in place	11	D						
7. A minimum of one Assistant Safety Officer	11	D						
8. Coordination with the Ventilation Techniques Instructor	11	D						
9. Evacuation signal established	11	D						
10. Rapid Intervention Crew in place <ul style="list-style-type: none"> ▪ Dedicated tool cache ▪ Dedicated radio frequency on complex burns 	11	D						
11. Personal accountability report (PAR)	11	D						
Fuel								
12. Appropriate type and amount of fuel used	11	D						
Tools								
13. Necessary tools available for the exercise	11	D						
Safety								
14. Each participant protected with full PPE upon ignition	11	D						
15. Orient the students to the structure	11	D						
▪ Explain what is going to happen	11	D						
▪ The location of the safety exits	11	D						
▪ Who the Safety Officer is	11	D						
▪ Other safety precautions deemed necessary	11	D						
16. Stopped the exercise in the event of a serious injury until proper care is provided	2	D						
17. Conducted a safety briefing for all staff and participants to review procedures and prevent further injuries during the exercise	2	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
Communications								
18. Reliable communications in place	11	D						
Conducting the Exercise								
19. All speaking points covered	11	D						
▪ Heat shielding and barriers	11	D						
▪ Stages of fire	11	D						
▪ Indicators	11	D						
▪ Air flows	11	D						
▪ Heat transfer	11	D						
▪ Horizontal and vertical thermal balance	11	D						
▪ Ember production	11	D						
▪ Ash production	11	D						
▪ Flame lengths	11	D						
▪ Water application	11	D						
▪ Production of gases	11	D						
▪ Anchor points	11	D						
▪ Ventilation	11	D						
▪ Overhead control	11	D						
▪ Roll over	11	D						
▪ Steam production (floor and ceiling)	11	D						
▪ Heat indicators	11	D						
▪ Hose handling techniques	11	D						
▪ Evacuation signal	11	D						
20. Crewmembers rotated so everyone has a chance at the nozzle	11	D						
21. Crew critique of the exercise conducted	11	D						
22. Key points that did not occur during the exercise discussed outside following the exercise	11	D						
After the Exercise								
23. Critique of the exercise conducted with the Exercise Instructor	2	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
Planning and Inspection								
1. Exposure protection	12	P						
2. Fire behavior	12	P						
3. Multiple fire attacks from exterior doors and windows	12	P						
4. Stream management	12	P						
5. Smoke management	12	P						
6. High heat tactics (combined fog/straight stream method)	12	P						
Fuel Load Size and Placement								
7. Anticipated fire behavior specific to the structure considered for placement and size of the fuel load	12	P						
8. Fuel load prepared based upon the final burn plan	12	P						
9. Fuel load placed to accommodate predetermined objectives and predicted visual impact	12	P						
Exposure Protection								
10. Division/group involving discussions of using master stream appliances, medium-size attack (blitz) lines, combination of small and medium attack lines, and strategy/tactics of exposure protection	12	P						
Weather								
11. Wind speed and direction monitored continuously	12	P						
12. Humidity and temperature monitored continuously	12	P						
Smoke Drift								
13. Smoke drift monitored continuously	12	P						
Adjunct Instructor Briefing								
14. Line placement	12	P						
15. Assignment of instructors to student crews	12	P						
16. Instructions for the application of water to the final burn and teaching tips specific to the structure	12	P						
17. Site-specific hazards and or exposures	12	P						
18. Communications	12	P						
Required Elements								
19. Attack Crew with charged hoseline in place	12	D						
20. Master stream appliance prepositioned	12	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
21. Ignitions Officer in place	12	D						
22. A minimum of one Assistant Safety Officer in place	12	D						
23. Personal accountability report (PAR)	12	D						
Fuel								
24. Burn plan explained to the students	12	D						
25. Students utilized to load the structure	12	D						
Tools								
26. Necessary tools available for the exercise	12	D						
Safety								
27. Each participant protected with full PPE upon ignition	12	D						
28. Watched for crossing streams	12	D						
29. Watched for other activity in the area	12	D						
30. Stopped the exercise in the event of a serious injury until proper care is provided	2	D						
31. Conducted a safety briefing for all staff and participants to review procedures and prevent further injuries during the exercise	2	D						
Communications								
32. Reliable communications in place	12	D						
Conducting the Exercise								
33. All speaking points covered	12	D						
▪ Fire spread and behavior	12	D						
▪ Exterior attack for various fire location	12	D						
▪ Straight stream and fog patterns	12	D						
▪ Construction and its influence on fire behavior	12	D						
▪ Flashover	12	D						
▪ Exposure protection	12	D						
▪ Various methods of exterior attack	12	D						
▪ Heat shielding	12	D						
▪ Smoke management	12	D						
▪ Adjacent structures	12	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
▪ Overhead power and communication lines	12	D						
▪ Vegetation (wildland or residential)	12	D						
▪ Traffic hazards (freeways, highways, etc.)	12	D						
▪ Downwind influences	12	D						
▪ Propane tanks	12	D						
34. Crewmembers rotated so everyone has a chance at the nozzle	12	D						
35. Crew critique of the exercise conducted	12	D						
36. Key points that did not occur during the exercise discussed outside following the exercise	12	D						
After the Exercise								
37. Critique of the exercise conducted with the Exercise Instructor	2	D						
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 3B

Structural Fire Fighting in Live-fire Simulators

Appendix D: Primary Coordinator Trainee Task Book



◆ PRIMARY COORDINATOR TRAINEE ◆ EVALUATOR #3 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 3B 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: _____
