

Instructor: Live Fire Training Acquired Structure (NFPA 1403: Standard on Live Fire Training Evolutions)

Instructor Task Book (2018)



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Overview

Authority

This instructor task book takes into consideration the training standards set forth in the NFPA 1403: Standard on Live Fire Training Evolutions (2018).

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Cover photo courtesy of State Fire Training.

Purpose

The State Fire Training instructor task book is a performance-based document that identifies the minimum requirements necessary to teach Fire Control 3: Structural Fire Fighting (2018) using an acquired structure. Completion of an instructor task book verifies that an instructor candidate has demonstrated the job performance requirements to teach this course.

Assumptions

An instructor candidate may begin the task book initiation process on the final day of their Instructor: Live Fire Training – Acquired Structure course.

Each job performance requirement (JPR) shall be evaluated after the candidate initiates the task book.

An evaluator verifies satisfactory execution of a job performance requirement (JPR) through first-hand observation.

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time as long as the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. All State Fire Training issued updates to an initiated task book are required for task book completion.

A candidate must complete a task book within three years its initiation date. Otherwise, a candidate must initiate a new task books using the course's current published version.

Roles and Responsibilities

Candidate

The candidate is the individual pursuing instructor registration.

Initiation

The candidate shall:

1. Complete all **Initiation Requirements**.
 - Please print or type.
2. Complete a block on the **Signature Verification** page with a handwritten signature.

Completion

The candidate shall:

1. Complete all **Job Performance Requirements**.
 - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all **Completion Requirements**.
3. Sign and date the candidate verification statement under **Review and Approval** with a handwritten signature.
4. Obtain their fire chief's handwritten (not stamped) signature on the fire chief verification section.
5. Create and retain a physical or high-resolution digital copy of the completed task book.

Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
 - See Submission and Review below.

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Evaluator

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator verifies satisfactory execution through first-hand observation

A qualified evaluator is a State Fire Training Registered Instructor of Fire Control 3: Structural Fire Fighting (2018).

All evaluators shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
2. Review and understand the candidate's task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through first-hand observation.
 - Do not evaluate any job performance requirement (JPR) until after the candidate initiates the task book.
 - Sign all appropriate lines in the task book with a handwritten signature or approved digital signature (e.g. Docusign or Adobe Sign) to record demonstrated performance of tasks.

Registered Instructor

The registered instructor is the State Fire Training Registered Instructor who taught the candidate's Instructor: Live Fire Training – Acquired Structure course.

The registered instructor shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
2. Review and understand the candidate's task book requirements and responsibilities.

Fire Chief

The fire chief (or fire technology director) is the individual who reviews and confirms the completion of a candidate's instructor task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

Completion

The fire chief shall:

1. Review and understand the candidate's task book requirements and responsibilities.

2. Complete a block on the **Signature Verification** page with a handwritten signature.
3. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
 - Ensure that all job performance requirements were evaluated after the initiation date.
4. Confirm that the candidate meets the **Completion Requirements**.
5. Sign and date the Fire Chief verification statement under **Review and Approval** with a handwritten signature.
 - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Submission and Review

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following items to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation

State Fire Training
Attn: Instructor Registration
PO Box 944246
Sacramento, CA 94244-2460

State Fire Training reviews all submitted task books.

- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's State Fire Training file.
- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this task book is one step in the instructor registration process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for teaching Fire Control 3: Structural Fire Fighting.

Initiation Requirements

The following requirements must be completed prior to initiating this task book.

Candidate Information

Name: _____

SFT ID Number: _____

Fire Agency: _____

Initiation Date: _____

Prerequisites

The candidate meets the following prerequisites.

- Fire Fighter 2 or Company Officer certification
- Completion of SFT's Instructor 2 course or already an SFT Registered Instructor

Include documentation to verify prerequisite requirements when you submit your task book unless verification is already documented in your SFT User Portal.

Education

The candidate has completed the following course(s).

- ICS-300
- Safety Officer (C-404), Safety Officer (S-404), Safety Officer (L-954), or FDSOA Incident Safety Officer
- Fire Control 3B: Structural Fire Fighting in Live-fire Simulators (2009) or Fire Control 3: Structural Fire Fighting (2018)
- Instructor: Live Fire Training – Fixed Facility (2018)
- Instructor: Live Fire Training – Acquired Structure (2018)

Include documentation to verify course completion requirements when you submit your task book unless verification is already documented in your SFT User Portal.

Experience

The candidate meets one of the following experience requirements.

- Have a minimum of three years' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
- Have a minimum of six year's volunteer or part-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
- Have a combination of full-time paid and volunteer or part-time paid experience equal to three years' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties (volunteer or part-time paid to full-time paid ratio is 2:1 – for example, two months' volunteer or part-time paid = one month full-time paid)

Agency	Experience	Start Date	End Date

Registered Instructor Approval

State Fire Training confirms that a Registered Instructor's approval is not required to initiate this task book.

Signature Verification

The following individuals have the authority to verify portions of this task book using the signature recorded below.

Please print, except for the Signature line, where a handwritten signature is required. Add additional signature pages as needed.

Name: _____
Job Title: _____
Organization: _____
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Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All JPRs must be completed within a California fire agency or State Fire Training Accredited Regional Training Program (ARTP).

Each JPR shall be evaluated after the candidate initiates the task book.

The candidate must complete each task twice.

- The two instances must occur during two different courses.
- The same evaluator cannot sign off on the same task twice.

Correct: Task completed during two separate courses and evaluated by two separate individuals.

1. Build a fuel load that is sufficient in material, size, and scale for the prop or facility and meets the objectives of the live fire training evolution.	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify authorized fuel materials per NFPA 1403	AAA123	2/8/18	JAS	BBB123	5/15/18	CWJ

Incorrect: Task completed twice during one course but evaluated by two separate individuals.

1. Build a fuel load that is sufficient in material, size, and scale for the prop or facility and meets the objectives of the live fire training evolution.	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify authorized fuel materials per NFPA 1403	AAA123	2/8/18	JAS	AAA123	2/8/18	CWJ

Incorrect: Task completed during two separate courses but evaluated by the same individual.

1. Build a fuel load that is sufficient in material, size, and scale for the prop or facility and meets the objectives of the live fire training evolution.	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify authorized fuel materials per NFPA 1403	AAA123	2/8/18	JAS	BBB123	5/15/18	JAS

Job Performance Requirements

Review of Fire Control 3: Structural Fire Fighting

1. Identify the goals and objectives for students enrolled in the State Fire Training (SFT) Fire Control 3: Structural Fire Fighting course and the requirements for instructor training and student participation.	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify the key elements and training objectives of the Fire Control 3: Structural Fire Fighting course plan						
b. Identify desirable traits of a live fire training instructor						
c. Identify SFT requirements for Fire Control 3: Structural Fire Fighting instructors						
d. Identify requirements for student participation in Fire Control 3: Structural Fire Fighting						

Introduction to Live Fire Training

2. Implement live fire training in an acquired structure in accordance with NFPA 1403, Cal/OSHA, and authority having jurisdiction (AHJ) requirements.	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify significance of NFPA standards						
b. Describe contents of NFPA 1403						
c. Describe how to apply NFPA 1403 to Fire Control 3: Structural Fire Fighting						
d. Identify legal requirements associated with live fire training						

3. Minimize thermal and cardiovascular strain during live fire training.	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Describe cardiovascular and thermal responses to fire fighting						
b. Describe how different components impact cardiovascular and thermal strain						
c. Describe warning signs for heat illnesses that may occur during live fire activity						
d. Describe how to prevent injuries and heat illness during fire fighting training and activity						
e. Describe the importance of modifiable risk factors for cardiovascular disease and ways to decrease those factors						
f. Describe dangers associated with exposure to smoke and particulate matter						
g. Describe importance of proper on-site decontamination, hygiene, gear cleaning, and showers						
4. Develop and communicate an incident within an incident (IWI) plan for a live fire training evolution in an acquired structure in accordance with NFPA standards and the policies and procedures of the authority having jurisdiction (AHJ).	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify factors that contribute to an IWI, line of duty injury, or death during live fire training						
b. Describe how to mitigate common factors that can lead to line of duty injury and death during live fire training						
c. Describe purpose of IWI plan						
d. Describe how respond to an IWI, serious injury, or line of duty death						

Preburn Planning

5. Evaluate an acquired structure in order to determine if the site fulfills the training objectives with minimal mitigation requirements in accordance with NFPA 1403 and the policies and procedures of the authority having jurisdiction (AHJ).	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify requirements of a viable live fire training site						
b. Describe conditions that could impact site use						
c. Identify site evaluation communication and notification needs						
d. Identify site evaluation documentation needs						
6. Assemble a comprehensive burn plan (often referred to as a “burn book”) that contains all documentation necessary to conduct a live fire training evolution in an acquired structure in accordance with NFPA standards and the policies and procedures of State Fire Training (SFT) and the authority having jurisdiction (AHJ).	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Describe purpose of a live fire burn plan						
b. Identify components of a live fire burn plan (“burn book”)						
c. Identify records-retention requirements for burn plans						
7. Develop a preburn plan and conduct preburn planning requirements in accordance with NFPA 1403 and the policies and procedures of the authority having jurisdiction (AHJ).	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify basic components of a preburn plan						
b. Describe preburn planning requirements						

8. Prepare an acquired structure for live fire training in order to fulfill training objectives in accordance with NFPA standards and the policies and procedures of the authority having jurisdiction (AHJ).	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Describe how to prepare an acquired structure for live fire training						
9. Anticipate how fire will move through an acquired structure in order to plan appropriate safety and suppression tactics and know when a fire has grown beyond the scope of the training evolution.	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Describe how physical states of matter influence fire behavior						
b. Identify products of combustion						
c. Identify methods of heat transfer						
d. Describe the impact of oxygen concentration on life safety and fire growth						
e. Identify the components of the fire triangle and fire tetrahedron						
f. Describe the stages of fire						
g. Identify factors that influence fire behavior						
h. Describe hostile fire events						
i. Describe the composition of smoke						
j. Describe the attributes of smoke						
k. Identify the hazards of smoke						
l. Identify concepts associated with water as an extinguishing agent						
m. Describe how water and steam impact the fire tetrahedron						

n. Describe gas cooling						
o. Describe surface cooling						
p. Describe cooling capacity						
q. Describe gas expansion and contraction						

Set Up and Walk Through

10. Develop and implement an incident action plan (IAP) for a live fire training course in an acquired structure in accordance with the policies and the procedures of the authority having jurisdiction (AHJ).	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Describe how to complete an ICS 201: Incident Briefing form						
b. Describe how to complete an ICS 204: Assignment List form						
c. Describe how to complete an ICS 205: Incident Radio Communications Plan form						
d. Describe how to complete an ICS 206: Medical Plan form						
e. Describe how to complete an ICS 215: Operational Planning Worksheet form						
f. Describe how to complete an ICS 215A: Incident Action Plan Safety Analysis form						
11. Secure a water supply with sufficient rate and duration for control and extinguishment of the training fire, backup lines to protect personnel, and protection of exposed property.	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Describe minimum water supply requirements for live fire training evolutions						
b. Identify hose line placement for live fire training evolutions						

12. Conduct an instructor briefing and a preburn walk through with all instructors and personnel supporting the live fire training evolution in accordance with NFPA 1403 and the policies and procedures of the authority having jurisdiction (AHJ).	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Describe how to identify crew and instructor assignments						
b. Describe how instructor in charge briefs all participating instructors						
c. Describe how safety officer briefs all participating instructors						
d. Describe how to initiate site plan						
e. Describe how to Issue final notifications and approvals						
13. Build a fuel load that is sufficient in material, size, and scale for the structure and meets the objectives of the live fire training evolution.	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify authorized fuel materials per NFPA 1403						
b. Identify unauthorized fuel materials per NFPA 1403						
c. Identify factors (openings, building materials, room size, etc.) that impact fire growth development and spread						
d. Identify appropriate locations for fuel packages						
e. Describe how to build fuel packages that are the appropriate type, orientation, and size to meet live fire training evolution objectives						
14. Conduct a preburn walk through with all students participating the live fire training evolution in accordance with NFPA 1403 and the policies and procedures of the authority having jurisdiction (AHJ).	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials

a. Describe how to brief all participants						
b. Describe how to check all hose lines						
c. Describe how to position necessary tools and equipment						
d. Describe how to check participants						
e. Describe how to conduct a communications check per communications plan						
f. Describe how to check all hose lines						
g. Identify NFPA 1403 standards related to playing the role of a victim during live fire training						

Delivering Live Fire Training Evolutions in an Acquired Structure

15. Operate as the “instructor in charge” of a live fire training course, supervising instructors and maintaining unity of command and span of control.	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Describe qualifications of an instructor in charge						
b. Describe roles and responsibilities of an instructor in charge						
c. Describe roles and responsibilities of an instructor						
16. Operate as the safety officer for a live fire training course so that hazards and associated risks are identified, unsafe acts are prevented, and unsafe conditions are mitigated.	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Describe how to operate as a safety officer during a live fire training evolution						
b. Describe how to plan, communicate, and oversee student rotations						

c. Identify legislation and operations pertaining to “2 in/2 out” requirements						
17. Ignite, maintain, and control a live fire and verbally describe the roles and responsibilities of an ignition officer.	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify members of a fire control team						
b. Describe role and responsibilities of an ignition officer						
c. Describe roles and responsibilities of the other members of a fire control team						
d. Describe required PPE for the fire control team						
e. Describe hose line requirements for the fire control team						
f. Identify who makes the decision to ignite						
g. Identify who ignites the fuel package						
h. Describe how to light fuel packages						
i. Identify safety considerations associated with ignition						
18. Set up and evaluate students completing the required Fire Control 3: Structural Fire Fighting Skills Exercises in an acquired structure in accordance with NFPA 1403 and the policies and procedures of the authority having jurisdiction (AHJ).	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify objectives a student must meet in order to successfully complete Skills Exercise 2: Risk Assessment and Door Entry						
b. Describe how to set up Skills Exercise 2: Risk Assessment and Door Entry						
c. Identify objectives a student must meet in order to successfully complete Skills Exercise 3: Stretching, Flaking, and Advancing an Attack Line						

d. Describe how to set up Skills Exercise 3: Stretching, Flaking, and Advancing an Attack Line						
e. Identify objectives a student must meet in order to successfully complete Skills Exercise 4: Water Application						
f. Describe how to set up Skills Exercise 4: Water Application						
g. Identify objectives a student must meet in order to successfully complete Skills Exercise 5: Fire Attack						
h. Describe how to set up Skills Exercise 5: Fire Attack						
19. Set up and evaluate students completing the optional Fire Control 3: Structural Fire Fighting Skills Exercises in an acquired structure in accordance with NFPA 1403 and the policies and procedures of the authority having jurisdiction (AHJ).	1st Evaluation			2nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Identify objectives a student must meet in order to successfully complete Skills Exercise 6: Transitional Fire Attack						
b. Describe how to set up Skills Exercise 6: Transitional Fire Attack						
c. Identify objectives a student must meet in order to successfully complete Skills Exercise 7: Interior Attic Fire Attack						
d. Describe how to set up Skills Exercise 7: Interior Attic Fire Attack						
e. Identify objectives a student must meet in order to successfully complete Skills Exercise 8: Below Grade (Basement) Fire Attack						
f. Describe how to set up Skills Exercise 8: Below Grade (Basement) Fire Attack						
g. Identify objectives a student must meet in order to successfully complete Skills Exercise 9: VEIS						
h. Describe how to set up Skills Exercise 9: VEIS						

i. Identify objectives a student must meet in order to successfully complete Skills Exercise 10: Ventilation						
j. Describe how to set up Skills Exercise 10: Ventilation						
k. Identify objectives a student must meet in order to successfully complete Skills Exercise 11: Portable Water Extinguisher Attack						
l. Describe how to set up Skills Exercise 11: Portable Water Extinguisher Attack						

Postburn Procedures

20. Conduct postburn procedures in accordance with NFPA 1403 and the policies and procedures of the authority having jurisdiction (AHJ).	1 st Evaluation			2 nd Evaluation		
	Course Code	Date	Initials	Course Code	Date	Initials
a. Describe how to account for all personnel						
b. Describe how to overhaul remaining fires						
c. Describe how to decontaminate, inspect, and rehabilitate						
d. Describe how to inspect training facilities for stability and hazards						
e. Describe how to secure training facilities						
f. Describe how to conduct training critique (after action review/AAR)						
g. Describe how to complete records and reports						
h. Describe how to demobilize resources and personnel						
i. Describe how to complete any other AHJ requirements						
j. Describe how to release property to owner						

k. Describe how to issue close out notifications						
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Completion Requirements

The following requirements must be completed prior to submitting this task book.

Experience

State Fire Training confirms that all experience requirements were required for task book initiation.

Position

State Fire Training confirms that there are no position requirements to teach this course.

Updates

The candidate has completed and enclosed all updates to this instructor task book released by State Fire Training since its initial publication.

Number of enclosed updates: _____

Completion Timeframe

The candidate has completed all requirements documented in this task book within three years of its initiation date.

Initiation Date (see Registered Instructor signature under **Initiation Requirements**): _____

Review and Approval

Candidate

Candidate (please print): _____

I, the undersigned, am the person applying for instructor registration. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documentation may be cause for rejection or revocation.

Signature and Date: _____

Fire Chief (or Fire Technology Director)

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's qualifications for instructor registration. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documentation may be cause for rejection.

Signature and Date: _____