

6.1 Individual Performance Standards



City of Oak Point Department of Public Safety Fire Department

TITLE: Individual Standards

SECTION/TOPIC: General Administration

NUMBER: 6.1

ISSUE DATE: 05.15.2015

No Revisions

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These SOPs/SOGs are based on FEMA guidelines FA-197

Purpose

The purpose of this policy is to define and establish individual performance standards for personnel assigned to field operations. The standards in this procedure are used to evaluate knowledge, skills, and abilities at the individual level. These standards provide the Department with a means for recognizing acceptable to outstanding performance as well as identifying and correcting deficiencies.

Responsibilities

Chief of Operations:

- Responsible for establishing, evaluating, and revising performance standards as needed.

Training Officer:

- Conducts formal evolutions as well as informal evaluations. Evolutions are performed quarterly starting each October.
- Completes all paperwork and places in training files.
- Ensures that their personnel can satisfactorily perform all individual performance standards.
- Ensures that their personnel are capable of performing to Department standards on all apparatus at their assigned station and at a level equivalent to the next higher rank.
- Informally evaluates their personnel in accordance with these standards as often as necessary to ensure proficiency.
- Reviews the evaluation results with their personnel and assists their personnel in correcting any substandard performance
- Documents all evolution training in Fire House

Firefighters:

- It is the ongoing responsibility of all firefighters to prepare for and successfully perform all applicable performance standards.
- All firefighters are capable of performing all standards applicable to their rank, the next higher rank, and the apparatus assigned to their station.

General Guidelines

- The specific standards are evaluated randomly and on dates established by the evaluator (which may or may not be announced).
- Formal evaluations result in personnel receiving the results of their evaluations in written or electronic form and a copy of their results placed in their training file.
- All personnel are encouraged to practice these standards and maintain the level necessary to receive a satisfactory rating each and every time.

Individual Performance Standards

The standards in this section represent basic level tasks that personnel are expected to individually perform at a satisfactory level.

Individual performance standards are measured by observing and/or testing individuals as they perform the tasks and/or evolutions described in this procedure.

All evolutions are conducted in accordance with the conditions and criteria established in this procedure.

Individuals receive a satisfactory or unsatisfactory rating based on the following:

- Satisfactory: The evolution or activity was completed in compliance with this procedure, executed safely, within the established time limits, and all benchmarks were satisfactorily performed in the proper sequence.
- Unsatisfactory: The evolution or activity was not completed in compliance with this procedure, was executed in an unsafe manner, all benchmarks were not satisfactorily completed or the time limit was exceeded.

District Knowledge:

- Objective: Personnel correctly identify all intersections and major hundred blocks of their assigned first alarm district with 90 percent minimum accuracy.
- Conditions: All personnel are responsible for knowing the following information relating to their assigned first alarm district.
- Name and direction to each street from their assigned station.
- Address block splits at intersections of major thoroughfares.
- Name, address and location of the fire department connection on occupancies identified as high hazards.

This standard may be evaluated by written or practical examination.

Written examinations may include drawing and labeling a portion of the district, labeling a provided map of the city and or district, or describing the shortest route to a given location.

Practical examination may include having the individual drive the apparatus (code 1) to a series of randomly selected streets or buildings in the district. Individuals may also be required to point out any fire department connections on high hazard occupancies.

Apparatus Familiarity:

- Objective: When given the name of equipment item on an apparatus, personnel correctly identify the items location in 30 seconds or less. Individuals will also be required to explain or demonstrate the proper use and/or maintenance of equipment.
- Conditions:
 - The evaluation begins with the individual standing beside the apparatus.
 - When given the equipment name, the individual walks directly to the equipment location and identifies the equipment by placing their hands on the item.
 - The term equipment is defined as all tools, appliances or other equipment carried on, or in the apparatus (compartments, cabs, patient compartments, etc.)
 - The evaluator randomly selects equipment items from an apparatus inventory list.
 - The evaluator tests only one person at a time and gives each person only piece of equipment item at a time.
 - Time starts when the evaluator gives the signal to begin.
 - Time stops when the individual hand touches the correct item. At the evaluator's discretion, the individual may then be asked to explain or demonstrate the proper use or maintenance of the item.

An unsatisfactory rating is given if one of the following occurs:

- Personnel initially open wrong compartment door when attempting to locate the equipment.
- Personnel initially place their hand on the wrong piece of equipment.
- Personnel take longer than 30 seconds to correctly locate and identify the equipment item.
- Personnel, when asked by the evaluator, are unable to describe or demonstrate proper use or maintenance.

Tone-out Efficiency:

- Objective: The Department's turnout objective is 90 seconds or less for responses requiring the donning of bunker gear and 60 seconds or less for other code 3 responses. The turnout time objective should be achieved not less than 90 percent of the time.
- Conditions:
 - This objective can be performed by timing a live call or by a simulated tone out predetermined by the training officer or chief and initiated through dispatch.
 - Personnel must have all protective clothing before exiting the station.
 - Apparatus must have all equipment secured before being placed into drive

An unsatisfactory rating is given if one of the following occurs:

- Personnel fail to acknowledge call
- Personnel fail to have all PPE
- Personnel take longer than 90 seconds to exit station
- Personnel fail to secure equipment
- Personnel fail to use seat belts

SCBA Donning:

- Objective: Personnel demonstrate the proper donning of an SCBA in 60 seconds or less.
- Conditions:
 - Personnel can be asked to don the SCBA from the apparatus bracket or ground position.
 - Personnel wear all protective clothing (with the exception of gloves) when donning an SCBA.
- Benchmarks:
 - Cylinder valve is fully opened before shouldering the SCBA.
 - Shoulder straps, chest strap, and waist straps are properly adjusted and fastened.
 - Face piece is in place and properly adjusted.
 - Nomex hood is properly in place, under collar and over face piece straps (no skin showing).
 - The regulator is securely attached to the face and the individual is breathing air from the SCBA cylinder.
 - The helmet is in place, with chinstrap adjusted and seated below the supply line.
 - Gloves are properly positioned on each hand
 - Time starts when personnel is instructed by the evaluator
 - Time stops when all benchmarks have been completed
 - To achieve a satisfactory rating the individual must don the SCBA in 60 seconds or less from the ground or 90 seconds or less from the apparatus bracket and satisfactorily complete all benchmarks

Fire Service Knots and Hitches:

- Objective: Personnel tie each of the knots and hitches listed below in 45 seconds or less using two or less attempts. Individuals may also be required to explain the proper use of knots and hitches.
- Conditions:
 - Given a length of rope, personnel tie the following knots and hitches:
 - Square Knot
 - Figure Eight on a Bight
 - Double loop figure eight
 - Figure Eight Follow Through
 - Clove Hitch with a Half-Hitch Safety
 - Becket/Sheet-bend
 - Butterfly
 - The object or equipment the rope is to be tied around/to is designated by the evaluator
 - Work (leather, extrication, or rope rescue gloves are to be worn for this evolution)
 - The evaluator examines each knot before allowing the individual to proceed to the next one
 - Time starts when the evaluator gives the signal to begin
 - Time stops when the individual indicates completion by releasing the rope

- To achieve a satisfactory rating on this evolution the firefighter must:
 - Correctly tie any knot or hitch in 45 seconds or less
 - Correctly tie any knot in no more than two attempts
 - When asked by the evaluator, are able to describe the proper use of a knot or hitch.