

Massachusetts FD - Hands on Task Analysis

Captain Essential Tasks:

MASSACHUSETTS FIRE DEPARTMENT HANDS-ON TASK LIST
I. EMERGENCY SCENE RESPONSE: HANDS ON
A. INITIAL RESPONSE TO INCIDENTS:
Tasks occurring between the receipt of an alarm and initial fire fighting or emergency scene activities.
Dons protective turnout gear and equipment before and at emergency scenes.
Proceeds to assigned apparatus upon receipt of call for service.
Makes preliminary evaluation of incident based on alarm information received (e.g., alarm type, structure type, etc.).
B. WATCH DUTIES:
Stands watch to receive incoming alarms and information, answers phones, and monitors access to the station house.
Receives notification of multiple alarms, downtown alarms, and other significant emergencies through the Fire Alarm Office.
Answers department and outside phone.
C. DRIVING:
Drives apparatus to and from, and positions apparatus at, emergency scene
Obtains knowledge of most direct and expeditious routes and studies them prior to incident response.
Selects most direct and expeditious route to alarm site.
Plans route and position based on anticipated actions (e.g., arrival routes) of other companies when driving to multiple alarm calls.
Obtains knowledge of traffic laws and street conditions in order to operate the apparatus safely and expeditiously.
D. PUMP OPERATIONS:
Connects or hooks up apparatus to fire hydrant and operates pumps to supply water in appropriate pressure and volume -- using hydrant wrenches, couplings, hoses, spanner wrenches, and other tools.
E. HOSE (AND EXTINGUISHER) OPERATIONS:
Stretches line or uses extinguisher to deliver water, foam and other extinguishing agents to emergency scene.
Locates seat of fire or other hazard (e.g., gas leak) by observing, smelling or listening for smoke, sound, flames, gas, vapors, etc.
Connects to standpipe during high rise incident command.
Determines type (size) and number of lengths of hose needed for operation.
Feeds hose line to other fire personnel.
Operates nozzle at front of hose line and sprays water, foam or other agent onto fire or other hazard, or into involved structure, to extinguish, contain and/or control incident.
Advances or assists in advancing hose to seat of fire or other hazard.
Disconnects hose from bed and attaches to discharge gate.
Connects hose lines to nozzles.
Flakes out or dekinks hose line prior to charging or during extinguishment to ensure proper operations.
Pulls hose off hose bed.
Determines proper nozzle and nozzle setting.
Selects type of extinguisher (e.g., foam, dry-chemical, etc.) needed for incident.
Uses extinguisher to extinguish, contain and/or control incident.
F. MECHANICAL LADDER OPERATIONS:
Stabilizes ladder trucks and elevates and operates aerial ladders and platforms in order to rescue victims, provide access for ventilation, operate master stream devices, etc.

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Climbs mechanical ladders to perform search, rescue and other operations.
G. MANUAL LADDER OPERATIONS:
Carries, raises, extends and climbs manual ladders to perform search, rescue and other operations.
Extends manual (extension) ladders to reach victims.
Raises and positions manual ladder at incident scene.
Determines proper placement of manual ladder at scene.
Climbs manual ladder to perform search, rescue, and other operations.
Determines manual ladder type and size needed at incident scene.
Anchors and secures manual ladder (i.e., tying off) at scene.
Carries manual ladder from apparatus to incident scene.
Returns manual ladder to apparatus.
H. FORCIBLE ENTRY:
Pries open, cuts, or breaks down doors, or otherwise enters structures, vehicles, aircraft and other entrapments in order to search for and rescue victims and provide access to the emergency scene -- using axes, halligan tools, etc.
Cuts through surfaces using power saws and other power tools.
Determines best location for forcible entry.
Breaks holes in wooden, brick and masonry walls using sledge hammers, battering rams, axes and other tools.
Removes locks or hinges from doors using sledgehammers, battering rams, axes or other forcible entry tools.
Gains entry into structures using axes, sledge hammers, battering rams, halligan tool and other forcible entry tools.
Pries open doors in structures using pry bars, halligan tools, bolt cutters and other tools.
I. VENTILATION:
Opens or breaks windows, chops or cuts holes in roofs, breaches walls or doors, and hangs fans in windows or doors to remove heat, smoke and/or gas from structures or entrapments.
Determines best location for venting structure based on location of hazard and fire personnel, roof type, and building construction.
Opens windows and other points of entry manually or by using pry bars, halligan tools, and other tools, to ventilate structure.
Cuts open walls, roof and other structures to ventilate structure.
Uses fans for positive pressure.
Breaks windows and other points of entry using axes, ladders and other tools, to ventilate structure.
Hangs fans from ladders and in doors, windows, and holes in roofs or walls.
J. SEARCH:
Searches assigned area in order to locate victims and to obtain further information about incident, following standard search procedures.
Determines search procedure or strategy needed to accomplish objectives.
Searches structures for seat of fire, or other hazard, and extensions.
Views perimeter of the building to determine if there are victims needing assistance at windows, on ledges, or who have jumped.
Searches floor or area of fire, or other hazard, for conscious and unconscious victims, sweeping assigned search area with arms, legs or tools.
Searches floors above and below fire, or other hazard, including stairwells and bulkheads, for inhabitants who need to be moved or rescued.
Identifies hazardous conditions in course of search and informs others of the problem.
K. RESCUE:

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Assists, hoists, carries or drags victims from emergency area by means of interior access (stairs, hallways, etc.) or, if necessary, by ladders, fire escapes, platforms, or other means of escape -- using rescue harnesses, ropes, etc.
Evacuates persons from incident scene due to risk of fire, explosion, exposure to hazardous chemicals, etc.
Instructs persons on upper floors as to appropriate actions (e.g., staying put, ascending to upper floors, descending to lower floors via fire escapes, etc.).
Moves heavy objects and obstructions in order to free or gain access to trapped victims or bodies, using air bags, chains and hoists, jacks, shoring materials, hurst tools and other hydraulic tools.
Drags or carries victims from emergency scenes.
Conducts water rescues (i.e., river rescue, using boats) in accordance with established guidelines.
Rescues drowning victims using life-saving techniques.
Digs to free victims trapped in tunnels, pipes, excavations, cave-ins or other entrapments using shovels, picks, spades and other equipment.
Places victims onto stretchers, backboards, stokes, etc.
Pries, breaks or cuts structures, vehicles, and/or aircraft to free victims involved in accidents, cave-ins, collapsed buildings or other entrapments -- using door openers, jaws, axes and other manual and mechanical equipment.
L. SALVAGE:
Moves and covers furniture, appliances, merchandise and other property; covers holes in structures; stabilizes damaged structural components; and redirects or cleans up water in order to minimize damage -- using plastic and canvas covers, etc.
Tears down or shores up weak and dangerous structural components (e.g, floors, walls, roofs, overhangs and stairs) using hooks, axes, saws and other tools.
Protects the integrity of the incident scene, while performing salvage operations, in case of suspected arson.
Removes water from floors using brooms, squeegees, mops, water chutes, catchalls and pumps.
M. OVERHAUL:
Opens up walls and ceilings, cuts or pulls up floors and moves or turns over debris, in order to check for hidden fires which could rekindle or spread -- using hooks, axes, saws and pitchforks.
Removes and extinguishes burned or smoldering debris from buildings.
Opens ceilings, walls, etc., to expose hot spots and other hazardous conditions with axes, pike poles, etc.
Searches for and extinguishes any hidden fires by looking, feeling or smelling for fire and smoke.
Removes and neutralizes or disposes of flammable or hazardous materials from buildings.
Checks and searches open areas, walls, open structures for fire extension.
Determines whether a smoke detector was present and functional.
N. CLEAN-UP/PICK UP:
Picks up, cleans and returns equipment to vehicle and rolls or folds hose, so that the company can go back in service.
Controls and cleans up the Fire Department's medical waste products.
O. FIRST AID:
Provides direct medical assistance to persons requiring emergency attention or assists others in providing medical assistance.
Determines priority of emergency medical treatment for victims.
Administers CPR if necessary.
Operates oxygen and other medical equipment.
Administers first aid other than CPR.
Assists EMS personnel in administering medical treatment.
II. STATION DUTIES AND MAINTENANCE

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P. EQUIPMENT MAINTENANCE:
Checks, cleans, and maintains personal gear and equipment to ensure proper and safe operation.
Checks S.C.B.A. for proper operation and adequate air pressure.
Checks medical equipment.
Places turnout gear on or near apparatus.
Checks turnout gear for safety and structural integrity.
Changes over equipment and supplies from one apparatus to another.
Checks extension ladders.
Cleans, reloads, and tests hoses.
Checks hose on apparatus (proper bedding and amount).
Performs annual hose tests.
Q. APPARATUS MAINTENANCE:
Checks, cleans, and maintains apparatus to ensure proper and safe operation.
Checks with Equipment Operator coming off duty regarding condition of apparatus.
R. FACILITY MAINTENANCE:
Checks, cleans, and maintains house facilities. This includes the performance, or assignment, of routine housekeeping chores.
III. FIRE PREVENTION AND INVESTIGATION
S. INSPECTION OF BUILDINGS & FIRE PROTECTION DEVICES:
Inspects buildings for fire prevention/hazardous materials code violations or hazards on a periodic basis or during the course of their activities. Inspects alarms, hydrants, sprinkler systems, etc. Recognizes code violations (e.g., blocked exits, improper storage of chemicals, etc).
Receives notification of possible code violations from civilians or other fire personnel.
Directs building managers to immediately correct life safety code violations.
Conducts inspections of schools.
Inspects buildings for code compliance.
Informs owners and occupants of code violations.
Contacts Code Enforcement Officer for buildings with code violations.
Notifies district inspectors of code violations.
Checks status of alarms, standpipes and sprinklers within district.
Contacts Fire Prevention Bureau for assistance in filing charges against code violators.
Explains codes to owners and managers.
Conducts on-site inspections of fire protection devices (e.g., hydrants, alarms, sprinkler systems, etc.).
Investigates buildings suspected of violating codes.
Writes tickets for various code violations.
Coordinates the activities of subordinate personnel to complete the Hydrant Inspection Program.
Inspects buildings upon request of occupants/owners.
Assigns subordinates to building inspections.
Receives notification about whether building inspections have been carried out.
Answers subordinates' questions concerning building inspections.
T. PRE-FIRE PLANNING:
Reviews or prepares plans in order to provide information regarding hydrant locations, exposures, hazardous materials and other areas or situations of high risk.
Ensures that subordinate personnel have the current Hazardous Materials lists pertinent to their respective response districts.
Meets with other fire personnel to set pre-fire planning priorities depending on the potential and consequences of a major incident.
Familiarizes self with layout of first and second alarm districts.

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Tours a building in order to identify or verify the presence of an unusual fire hazard or situation.
Determines whether an unusual fire hazard or situation warrants the development of a pre-fire plan.
Conducts familiarity inspections in district.
Conducts site surveys in district.
Recognizes a target hazard (e.g., a new high-rise or a building with hazardous materials) that may warrant the development of a pre-fire plan.
U. INVESTIGATIONS:
Examines incident scene, conducts interviews, collects and preserves evidence, and reviews forms and reports to help determine the cause of a fire or other emergency
Responds to incidents of suspicious or undetermined origin.
Observes fireground conditions to detect possible arson.
Requests Massachusetts Fire Department Fire Investigator when circumstances suggest suspicious origin.
Directs the preservation of evidence and scene at incidents with suspicious origins.
Assists fire marshal and investigators at the scene of suspicious incidents.
IV. PUBLIC AND COMMUNITY RELATIONS
V. PUBLIC RELATIONS:
Engages in activities which have an impact on the department's image in the community. Such activities include providing information to the media, providing assistance and support to civilians seeking help or information, etc.
Deals with distressed individuals at emergency scene.
Provides information to civilians on service runs.
Meets civilians in the fire station, conducts tours and provides information.
W. PUBLIC TRAINING & EDUCATION:
Oversees, develops, conducts and/or evaluates fire prevention and other educational programs for members of the public.
X. AUDIO-VISUAL PRODUCTION:
Operates audio-visual equipment and develops and produces audio-visual materials for internal use or for public broadcasting.
V. PROFESSIONAL DEVELOPMENT
Y. PROFESSIONAL DEVELOPMENT:
Participates in training drills and classes to enhance job-related skills and abilities. Reads internal memos and bulletins to keep apprised of new developments in departmental operations and procedures.
Attends "live-incident" training drills.
Attends specialized training sessions (e.g., CPR certification, special schools (e.g., Foam, ICS), etc.).
Receives training in superior's work activities.
Attends routine training drills and sessions.
Maintains knowledge of chemicals and other hazardous materials.
Reads professional journals and publications (e.g., Fire Command) to be aware of current developments in the fire service.
Maintains knowledge of latest firefighting equipment and techniques.
Reviews internal Massachusetts Fire Department bulletins, memos, etc., to remain aware of departmental updates.
Observes training videotapes.
Maintains knowledge of building structures related to fire control.
Acts as superior officer.
Attends external seminars/workshops and college courses to be aware of current developments in the fire service.
Participates in external agencies and societies (e.g., NFPA).

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Z. OTHER DUTIES
Carries hose, tools and other equipment to and from emergency scenes.
Sets up electrical cords and lights.