

# Massachusetts FD –Hands-On Task Analysis

## Lieutenant Essential Tasks:

| MASSACHUSETTS FIRE DEPARTMENT HANDS-ON TASK LIST                                                                                                                                                     |  |
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| <b>I. EMERGENCY SCENE RESPONSE: HANDS ON</b>                                                                                                                                                         |  |
| <b>A. INITIAL RESPONSE TO INCIDENTS:</b>                                                                                                                                                             |  |
| 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>B. WATCH DUTIES:</b>                                                                                                                                                                              |  |
| 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.                                                                          |  |
| Records administrative and general information messages that come in over the computer dispatch.                                                                                                     |  |
| Opens and closes fire house doors to allow apparatus or Chief's car to depart/return to house.                                                                                                       |  |
| Answers department and outside phone.                                                                                                                                                                |  |
| <b>C. DRIVING:</b>                                                                                                                                                                                   |  |
| Drives apparatus to and from, and positions apparatus at, emergency scene.                                                                                                                           |  |
| 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 most direct and expeditious routes and studies them prior to incident response.                                                                                                 |  |
| Obtains knowledge of traffic laws and street conditions in order to operate the apparatus safely and expeditiously.                                                                                  |  |
| <b>D. PUMP OPERATIONS:</b>                                                                                                                                                                           |  |
| 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. |  |
| <b>E. HOSE (AND EXTINGUISHER) OPERATIONS:</b>                                                                                                                                                        |  |
| 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.                                                                |  |
| Advances or assists in advancing hose to seat of fire or other hazard.                                                                                                                               |  |
| Connects to standpipe during high rise incident command.                                                                                                                                             |  |
| 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.                   |  |
| Uses extinguisher to extinguish, contain and/or control incident.                                                                                                                                    |  |
| Feeds hose line to other fire personnel.                                                                                                                                                             |  |
| Disconnects hose from bed and attaches to discharge gate.                                                                                                                                            |  |
| Selects type of extinguisher (e.g., foam, dry-chemical, etc.) needed for incident.                                                                                                                   |  |
| Determines type (size) and number of lengths of hose needed for operation.                                                                                                                           |  |
| Pulls hose off hose bed.                                                                                                                                                                             |  |
| Connects hose lines to nozzles.                                                                                                                                                                      |  |
| Flakes out or dekinks hose line prior to charging or during extinguishment to ensure proper operations.                                                                                              |  |
| Determines proper nozzle and nozzle setting.                                                                                                                                                         |  |
| <b>F. MECHANICAL LADDER OPERATIONS:</b>                                                                                                                                                              |  |

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| Stabilizes ladder trucks and elevates and operates aerial ladders and platforms in order to rescue victims, provides access for ventilation, operates master stream devices, etc.                                                        |
| Climbs mechanical ladders to perform search, rescue and other operations.                                                                                                                                                                |
| Operates and directs ladder pipe to supply water during aerial ladder operations.                                                                                                                                                        |
| <b>G. MANUAL LADDER OPERATIONS:</b>                                                                                                                                                                                                      |
| Carries, raises, extends and climbs manual ladders to perform search, rescue and other operations.                                                                                                                                       |
| Determines manual ladder type and size needed at incident scene.                                                                                                                                                                         |
| Extends manual (extension) ladders to reach victims.                                                                                                                                                                                     |
| Climbs manual ladder to perform search, rescue, and other operations.                                                                                                                                                                    |
| Determines proper placement of manual ladder at scene.                                                                                                                                                                                   |
| Anchors and secures manual ladder (i.e., tying off) at scene.                                                                                                                                                                            |
| Carries manual ladder from apparatus to incident scene.                                                                                                                                                                                  |
| Raises and positions manual ladder at incident scene.                                                                                                                                                                                    |
| Returns manual ladder to apparatus.                                                                                                                                                                                                      |
| <b>H. FORCIBLE ENTRY:</b>                                                                                                                                                                                                                |
| 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.                                                                                                                                                                                             |
| 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.                                                                                                                                             |
| Breaks holes in wooden, brick and masonry walls using sledge hammers, battering rams, axes and other tools.                                                                                                                              |
| <b>I. VENTILATION:</b>                                                                                                                                                                                                                   |
| 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.                                                                                                     |
| Cuts open walls, roof and other structures to ventilate structure.                                                                                                                                                                       |
| Breaks windows and other points of entry using axes, ladders and other tools, to ventilate structure.                                                                                                                                    |
| Opens windows and other points of entry manually or by using pry bars, halligan tools, and other tools, to ventilate structure.                                                                                                          |
| Uses fans for positive pressure.                                                                                                                                                                                                         |
| Hangs fans from ladders and in doors, windows, and holes in roofs or walls.                                                                                                                                                              |
| <b>J. SEARCH:</b>                                                                                                                                                                                                                        |
| Searches assigned area in order to locate victims and to obtain further information about incident, following standard search procedures.                                                                                                |
| Searches floor or area of fire, or other hazard, for conscious and unconscious victims, sweeping assigned search area with arms, legs or tools.                                                                                          |
| Views perimeter of the building to determine if there are victims needing assistance at windows, on ledges, or who have jumped.                                                                                                          |
| Determines search procedure or strategy needed to accomplish objectives.                                                                                                                                                                 |
| Searches structures for seat of fire, or other hazard, and extensions.                                                                                                                                                                   |
| Identifies hazardous conditions in course of search and informs others of the problem.                                                                                                                                                   |

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| Searches floors above and below fire, or other hazard, including stairwells and bulkheads, for inhabitants who need to be moved or rescued.                                                                                                         |
| <b>K. RESCUE:</b>                                                                                                                                                                                                                                   |
| 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.                                                                                                                                         |
| Digs to free victims trapped in tunnels, pipes, excavations, cave-ins or other entrapments using shovels, picks, spades and other equipment.                                                                                                        |
| 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.).                                                                                      |
| Rescues drowning victims using life-saving techniques.                                                                                                                                                                                              |
| Drags or carries victims from emergency scenes.                                                                                                                                                                                                     |
| 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.                  |
| 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.                                              |
| Conducts water rescues (i.e., river rescue, using boats) in accordance with established guidelines.                                                                                                                                                 |
| Hoists or lowers victims or fire personnel using ropes, knots and rescue harnesses.                                                                                                                                                                 |
| Places victims onto stretchers, backboards, stokes, etc.                                                                                                                                                                                            |
| <b>L. SALVAGE:</b>                                                                                                                                                                                                                                  |
| 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.                                                                                                                                                         |
| Spreads salvage covers over property.                                                                                                                                                                                                               |
| Moves furniture and other objects to protect from water or other damage.                                                                                                                                                                            |
| <b>M. OVERHAUL:</b>                                                                                                                                                                                                                                 |
| 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.                                                   |
| Opens ceilings, walls, etc., to expose hot spots and other hazardous conditions with axes, pike poles, etc.                                                                                                                                         |
| Checks and searches open areas, walls, open structures for fire extension.                                                                                                                                                                          |
| Searches for and extinguishes any hidden fires by looking, feeling or smelling for fire and smoke.                                                                                                                                                  |
| Removes and extinguishes burned or smoldering debris from buildings.                                                                                                                                                                                |
| Removes and neutralizes or disposes of flammable or hazardous materials from buildings.                                                                                                                                                             |
| Determines whether a smoke detector was present and functional.                                                                                                                                                                                     |
| <b>N. CLEAN-UP/PICK UP:</b>                                                                                                                                                                                                                         |
| Picks up, cleans and returns equipment to vehicle and rolls or folds hose, so that the company can go back in service.                                                                                                                              |
| Shuts down and drains lines at pumps.                                                                                                                                                                                                               |
| Cleans and returns all tools, equipment, supplies and property in usable condition to appropriate vehicles.                                                                                                                                         |
| Cleans the apparatus.                                                                                                                                                                                                                               |
| <b>O. FIRST AID:</b>                                                                                                                                                                                                                                |
| Provides direct medical assistance to persons requiring emergency attention or assists others in providing                                                                                                                                          |

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| medical assistance.                                                                                                                                                                                    |
| Administers CPR if necessary.                                                                                                                                                                          |
| Administers first aid other than CPR.                                                                                                                                                                  |
| Operates oxygen and other medical equipment.                                                                                                                                                           |
| Determines priority of emergency medical treatment for victims.                                                                                                                                        |
| Assists EMS personnel in administering medical treatment.                                                                                                                                              |
| <b>II. STATION DUTIES AND MAINTENANCE</b>                                                                                                                                                              |
| <b>P. EQUIPMENT MAINTENANCE:</b>                                                                                                                                                                       |
| Checks, cleans, and maintains personal gear and equipment to ensure proper and safe operation.                                                                                                         |
| Checks medical equipment.                                                                                                                                                                              |
| Checks S.C.B.A. for proper operation and adequate air pressure.                                                                                                                                        |
| Places turnout gear on or near apparatus.                                                                                                                                                              |
| Checks extension ladders.                                                                                                                                                                              |
| Checks turnout gear for safety and structural integrity.                                                                                                                                               |
| Checks hose on apparatus (proper bedding and amount).                                                                                                                                                  |
| Checks and maintains power equipment.                                                                                                                                                                  |
| Recommends that officer call for repairs on equipment.                                                                                                                                                 |
| Performs annual hose tests.                                                                                                                                                                            |
| Cleans, reloads, and tests hoses.                                                                                                                                                                      |
| Changes over equipment and supplies from one apparatus to another.                                                                                                                                     |
| Inventories and performs regular maintenance on hand tools (e.g., paints, oils or stencils hand tools).                                                                                                |
| Paints other equipment as needed.                                                                                                                                                                      |
| <b>Q. APPARATUS MAINTENANCE:</b>                                                                                                                                                                       |
| Checks, cleans, and maintains apparatus to ensure proper and safe operation.                                                                                                                           |
| Checks ability of engine to pump water.                                                                                                                                                                |
| Equips apparatus with traction devices (e.g., chains) as necessary.                                                                                                                                    |
| Checks with Equipment Operator coming off duty regarding condition of apparatus.                                                                                                                       |
| <b>R. FACILITY MAINTENANCE:</b>                                                                                                                                                                        |
| Checks, cleans, and maintains house facilities. This includes the performance, or assignment, of routine housekeeping chores.                                                                          |
| Notifies officer of problems in building.                                                                                                                                                              |
| <b>III. FIRE PREVENTION AND INVESTIGATION</b>                                                                                                                                                          |
| <b>S. INSPECTION OF BUILDINGS &amp; FIRE PROTECTION DEVICES:</b>                                                                                                                                       |
| 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. |
| Directs building managers to immediately correct life safety code violations.                                                                                                                          |
| Recognizes code violations (e.g., blocked exits, improper storage of chemicals, etc.).                                                                                                                 |
| Contacts Fire Prevention Bureau for assistance in filing charges against code violators.                                                                                                               |
| Writes tickets for various code violations.                                                                                                                                                            |
| Notifies district inspectors of code violations.                                                                                                                                                       |
| Conducts on-site inspections of fire protection devices (e.g., hydrants, alarms, sprinkler systems, etc.).                                                                                             |
| Inspects buildings for code compliance.                                                                                                                                                                |
| Checks status of alarms, standpipes and sprinklers within district.                                                                                                                                    |
| Informs owners and occupants of code violations.                                                                                                                                                       |
| Assigns subordinates to building inspections.                                                                                                                                                          |
| Inspects buildings upon request of occupants/owners.                                                                                                                                                   |
| Makes notes in Map Book and Log Book about building name changes, street changes, hydrant changes, etc.                                                                                                |

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| Conducts inspections of schools.                                                                                                                                                                                                   |
| Investigates buildings suspected of violating codes.                                                                                                                                                                               |
| Receives notification of possible code violations from civilians or other fire personnel.                                                                                                                                          |
| Contacts Code Enforcement Officer for buildings with code violations.                                                                                                                                                              |
| Explains codes to owners and managers.                                                                                                                                                                                             |
| Coordinates the activities of subordinate personnel to complete the Hydrant Inspection Program.                                                                                                                                    |
| Answers subordinates' questions concerning building inspections.                                                                                                                                                                   |
| Receives notification that building inspections are deficient.                                                                                                                                                                     |
| Receives notification about whether building inspections have been carried out.                                                                                                                                                    |
| <b>T. PRE-FIRE PLANNING:</b>                                                                                                                                                                                                       |
| 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.                                                                                                    |
| Conducts familiarity inspections in district.                                                                                                                                                                                      |
| Familiarizes self with layout of first and second alarm districts.                                                                                                                                                                 |
| 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.                                                                                     |
| Conducts site surveys in district.                                                                                                                                                                                                 |
| 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.                                                                                                                                |
| Receives requests for an inspection or pre-fire plan (e.g., from airlines, hospitals, apartment complexes, etc.).                                                                                                                  |
| <b>U. INVESTIGATIONS:</b>                                                                                                                                                                                                          |
| 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.                                                                                                                                                                        |
| Examines incident scene for signs of burglary or other irregularities.                                                                                                                                                             |
| Observes fireground conditions to detect possible arson.                                                                                                                                                                           |
| Requests Massachusetts Fire Department Fire Investigator when circumstances suggest suspicious origin.                                                                                                                             |
| Secures incident scene.                                                                                                                                                                                                            |
| Examines incident scene to determine origin of incident and contributing factors.                                                                                                                                                  |
| Notes unusual or suspicious trends (e.g., a rash of fires in the same area) on the basis of various sources of information (e.g., fire alarm reports, arson reports, etc.)                                                         |
| <b>IV. PUBLIC AND COMMUNITY RELATIONS</b>                                                                                                                                                                                          |
| <b>V. PUBLIC RELATIONS:</b>                                                                                                                                                                                                        |
| 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. |
| Responds to questions from news media while at emergency scene or over the phone.                                                                                                                                                  |
| Deals with distressed individuals at emergency scene.                                                                                                                                                                              |
| Controls public at emergency scene.                                                                                                                                                                                                |
| Makes public presentations and conducts demonstrations of apparatus and equipment on behalf of the Fire Department.                                                                                                                |
| <b>W. PUBLIC TRAINING &amp; EDUCATION:</b>                                                                                                                                                                                         |
| Oversees, develops, conducts and/or evaluates fire prevention and other educational programs for members of the public.                                                                                                            |
| <b>X. AUDIO-VISUAL PRODUCTION:</b>                                                                                                                                                                                                 |

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| Operates audio-visual equipment and develops and produces audio-visual materials for internal use or for public broadcasting.                                                                               |
| <b>V. PROFESSIONAL DEVELOPMENT</b>                                                                                                                                                                          |
| <b>Y. PROFESSIONAL DEVELOPMENT:</b>                                                                                                                                                                         |
| 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. |
| Maintains knowledge of latest firefighting equipment and techniques.                                                                                                                                        |
| Attends specialized training sessions (e.g., CPR certification, special schools (e.g., Foam, ICS), etc.).                                                                                                   |
| Maintains knowledge of building structures related to fire control.                                                                                                                                         |
| Attends routine training drills and sessions.                                                                                                                                                               |
| Observes training videotapes.                                                                                                                                                                               |
| Attends "live-incident" training drills.                                                                                                                                                                    |
| Maintains knowledge of chemicals and other hazardous materials.                                                                                                                                             |
| Reviews internal Massachusetts Fire Department bulletins, memos, etc., to remain aware of departmental updates.                                                                                             |
| Reads professional journals and publications (e.g., Fire Command) to be aware of current developments in the fire service.                                                                                  |
| Receives training in superior's work activities.                                                                                                                                                            |
| Participates in external agencies and societies (e.g., NFPA).                                                                                                                                               |
| Attends external seminars/workshops and college courses to be aware of current developments in the fire service.                                                                                            |
| Participates in departmental physical fitness sessions.                                                                                                                                                     |
| Acts as superior officer.                                                                                                                                                                                   |
| <b>Z. OTHER DUTIES</b>                                                                                                                                                                                      |
| Carries hose, tools and other equipment to and from emergency scenes.                                                                                                                                       |
| Sets up electrical cords and lights.                                                                                                                                                                        |
| Operates generator to supply electricity to the emergency scene.                                                                                                                                            |
| Serves on special project committees to which he/she is assigned (e.g., Awards Committee, Hydrant Inspection, etc.).                                                                                        |