



**Official Skill Sheets for Practical Skills  
Ontario, Canada**

## **Fire Service Instructor II NFPA 1041, Chapter 5, 2012 Edition**

**National Fire Protection Association Standard  
for Fire Service Instructor II Professional Qualifications**

**Enquiries regarding completion of this booklet  
should be directed to your Instructor, Fire Chief or designate.**

**Upon successful mastery of all practical skills,  
completed and signed pages 4 of this document should be sent to:**

**Manager  
Academic Standards and Evaluation Unit  
Ministry of Community Safety and Correctional Services  
Office of the Fire Marshal and Emergency Management  
25 Morton Shulman Avenue, 2<sup>nd</sup> Floor  
Toronto, Ontario  
M3M 0B1**

**[OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca)**



## Overview

Successful completion of all practical skill sheets contained in this booklet is required for the certification of Fire Instructor II (NFPA 1041 level II –2012 Edition).

Each practical skill sheet has been created based on the Job Performance Requirements (JPRs) stated within the NFPA Standard. JPRs describe the performance required for a specific job. Completion of all practical skill sheets verifies that all Job Performance Requirements have been fulfilled to meet all Certification requirements.

Candidates should be prepared for any of the information contained in the practical skills, in this booklet, to be on a certification test.

The lead instructor will confirm that all skills have been successfully completed by verifying and signing off pages 4 and 5 of the skills booklet. The evaluation for all practical skills is performed through a demonstration during the course and post course work. The post course, Lesson Plan Project, must be returned to the lead instructor within three (3) months of completing the course.

**It is mandatory that the page entitled “Verification of Successful Completion of Practical Skills Course” (page 4 in most skill booklets) be submitted to the OFMEM once completing all the practical skills for this course, this includes post course assignment.** Failure to do so will result in failure of the skills portion of the Fire Service Instructor II Certification requirement. It will also make the candidate ineligible to receive certificate with IFSAC seal and Pro Board application. Candidates should contact their Instructor, Fire Chief or designate in the event of any difficulties in meeting this requirement.

The practical skills sheets, pages 5-36 should remain with the candidate attending external training facilities, and placed in their personnel/training file; to show confirmation that training has been completed and been verified.

It is vital that both the course instructor and the AS&E be able to read and understand all of the candidate's written documentation for each of the skills. Every effort must be taken to write or print legibly. If any documentation cannot be read, that skill will be marked fail.



## Suggested Readings

Information for meeting NFPA 1041, 2012 Edition Job Performance Requirements (JPRs) for FIRE SERVICE INSTRUCTOR II is found in the following suggested readings:

1. NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition
  - Refer to NFPA 1041, 2012 Edition
2. IFSTA, *Fire and Emergency Services Instructor*, 8th Edition
  - Refer to IFSTA, FESI, 8<sup>th</sup> Edition

**OR**

3. Jones and Bartlett, *Fire Service Instructor: Principles and Practice*, 2<sup>nd</sup> Edition
  - Refer to J&B, FSI P&P, 2<sup>nd</sup> Edition

**AND**

4. Government of Ontario, *Freedom of Information and Protection of Privacy Act*, 1990
  - FIPP, 1990



## Verification of Successful Completion of Practical Skills Course

The candidate shall complete all the skill sheets in this booklet.

Once the course and all skills have been completed, the instructor must sign and submit this form to the Academic Standards and Evaluation Unit, within two months of course completion.

To be completed by the **candidate**:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

[Course Name] Location: \_\_\_\_\_

[Course Name] Start Date: \_\_\_\_\_

[Course Name] End Date: \_\_\_\_\_

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To be completed by the Lead or Designated Instructor:

**As Lead or designate Instructor for this course, I verify that the above candidate has been successfully introduced to all of the practical skills required for the level of:**

Fire Service Instructor II

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Verification of Successful Completion of Practical Skills Evaluation for Candidate

The candidate shall complete all the skill sheets in this booklet and be signed off by the candidate's Lead Instructor or designate.

To be completed for each of the practical skills for FIRE SERVICE INSTRUCTOR II:

Student Name: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Course Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Fire Chief Or Designate: \_\_\_\_\_ Date: \_\_\_\_\_

Skill	Pass/Fail
<b>NFPA 1041-2012, 5.2.5, 5.4.3: Supervise Instructors and Document Training Activities</b>  <i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>NFPA 1041-2012, 5.2.6: Evaluate Instructors</b>  <i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>NFPA 1041-2012, 5.3.2: Lesson Plan Project</b>  <i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>NFPA 1041-2012, 5.5.2: Develop a Student Evaluation Instrument</b>  <i>Evaluator signature:</i> _____ <i>Date:</i> _____	



Skill	Pass/Fail
<b>NFPA 1041-2012, 5.5.3: Develop a Class Evaluation Instrument</b> <i>Evaluator signature:</i> _____ <i>Date:</i> _____ _____	
<b>NFPA 1041-2012, 5.3.3, 5.4.2: Modify an Existing Lesson Plan and Conduct a Class</b> <i>Evaluator signature:</i> _____ <i>Date:</i> _____ _____	
<b>NFPA 1041-2012, 5.2.2: Schedule Instructional Sessions</b> <i>Evaluator signature:</i> _____ <i>Date:</i> _____ _____	
<b>NFPA 1041-2012, 5.2.3, 5.2.4: Formulate Budget Needs and Acquire Training Resources</b> <i>Evaluator signature:</i> _____ <i>Date:</i> _____ _____	



## Table of Contents

Supervise Instructors and Document Training Activities .....	8
Evaluate Instructor .....	12
Lesson Plan Project .....	16
Develop a Student Evaluation Instrument .....	20
Develop a Class Evaluation Instrument.....	22
Schedule Instructional Sessions .....	25
Formulate Budget Needs and Acquire Training Resources .....	28



## **First Skill: 5.2.5. & 5.4.3. Supervise Instructors and Document Training Activities**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### **Fire Service Instructor II Standard**

#### **5.2.5.**

Coordinate training record-keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.

#### **5.4.3.**

Supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met.





**Skill Sheet #1**  
**5.2.5. & 5.4.3. Supervise Instructors and Document Training Activities**

FIRE DEPARTMENT TRAINING DRILL RECORD		
Date: _____	Time : _____	To : _____
<b>Description of Drill:</b>		
<b>Names of Personnel Attending</b>	<b>Quiz Score</b>	<b>Skills: Pass/Fail</b>
<b>Remarks or Suggestions:</b>		
<b>Equipment Used:</b>		
<b>Signature of Instructor:</b> _____	<b>Date:</b> _____	



**Skill Procedure:**

The candidate shall supervise other instructors during an increased hazard training scenario so that safety standards and practices are followed. Some examples of high hazard training sessions include live burn training, vehicle extrication, rope rescue, and other increased hazard classes where multiple instructors are necessary. The candidate must thoroughly complete records and documentation for the training session.

**Items to be checked**

#	If the candidate:	Pass/Fail
1.	Supervises a training scenario with increased hazard exposure	
2.	Properly implements the incident management system	
3.	Adheres to safety standards and practices	
4.	Meets instructional goals	
5.	Provides positive safety control over training scenario	
6.	Responds to safety issues and addresses them as they occur	
7.	Properly briefs and assigns other instructors	
8.	Observes actions of other instructors during scenario	
9.	Documents training activity	
10.	Utilizes appropriate record keeping forms	
11.	Adheres to agency record keeping policies	
12.	Adheres to professional record keeping standards	
13.	Thoroughly completes all required training records	
14.	Submits appropriate records and documentation and adheres to record auditing procedures (These training records must include at a minimum the following "Drill Record" or copies of the training records used by the candidate's department, and must be attached and submitted for certification)	



**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:             Pass                             Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Second Skill: 5.2.6. Evaluate Instructors**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### **Fire Service Instructor II Standard**

#### **5.2.6.**

Evaluate instructors, given an evaluation form, department policy, and JPRs, so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.



## Skill Sheet #2: 5.2.6. Evaluate Instructors

### Assignment:

This form is to be completed by the candidate and evaluated by a Chief Officer of the candidate

### Instructor Evaluation

Instructor of Class:

Date:

Class Topic:

### Rate the instruction in the following areas:

1. Promoted teacher-student discussion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Encourage students to participate:  
\_\_\_\_\_  
\_\_\_\_\_
3. Acted enthusiastic about the subject matter:  
\_\_\_\_\_  
\_\_\_\_\_
4. Changed approaches to meet new situations:  
\_\_\_\_\_  
\_\_\_\_\_
5. Demonstrated the importance of safety practices:  
\_\_\_\_\_  
\_\_\_\_\_



6. Clearly stated objectives:

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7. Knew subject thoroughly:

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8. Instructor's strengths:

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9. Instructor's weaknesses:

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10. Recommendations for improvement:

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Evaluated by (Instructor Candidate): \_\_\_\_\_

Date: \_\_\_\_\_



**Skill Procedure:**

The candidate shall complete evaluations for a minimum of two of the other instructors involved with the increased hazard training scenario conducted in the previous skill exercise. A sample evaluation is included or department evaluations may be used.

**Items to be checked**

#	If the candidate:	Pass/Fail
1.	Observes the instructional techniques of the other instructors being evaluated	
2.	Evaluates in a manner so as not to disrupt the learning environment	
3.	Completes necessary evaluation forms for a minimum of two other instructors (These evaluation forms must be attached to this skill for certification.)	
4.	Identifies strengths and weaknesses of other instructors	
5.	Coaches and makes recommendations for changes in style or method	
6.	Allows for feedback from the instructors being evaluated	

**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:             Pass                             Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Third Skill: 5.3.2. Lesson Plan Project

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### Fire Service Instructor II Standard

#### 5.3.2.

Create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so that the JPRs or learning objectives for the topic are addressed, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.





## Skill Sheet #3: 5.3.2. Lesson Plan Project

### Performance Criteria:

1. The candidate must write a comprehensive lesson plan including supportive materials, instructional aids, activities, and both student and course evaluations. The fire service related subject should take a minimum of one to a maximum of two hours to instruct. The lesson plan should be original (not a modified existing lesson plan.) The plan must contain all parts of a lesson plan as identified in the course. An outline produced by PowerPoint based on slides is not acceptable. (NFPA 1041: 5.3.2)
2. The candidate must include at least five written objectives in the lesson plan. The candidate must analyze the subject in order to determine the appropriate objectives. A combination of course and lesson objectives will meet these criteria.
3. The candidate must develop at least two instructional aids for use in teaching the course. Instructional aids include video, handouts, or a computer presentation program. One instructional aid must be a student manual/handout. The student manual/handout must not be only PowerPoint notes. The instructor can approve other forms of instructional aids for use in your lesson.
4. The candidate must utilize at least five different reference sources in preparing the presentation portion of the lesson plan.
5. The candidate must create at least one activity that fulfills the application step requirements. The activity must involve the entire class. The lesson plan should include separate activity instructions for the student and the instructor.
6. The lesson plan must have sufficient content, directions, instructions, and instructional aids so that a person who meets the qualifications of an Instructor I could teach the course from your lesson plan.
7. The candidate must conduct a class using a lesson plan that he or she has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so that the lesson objectives are achieved. The class must be recorded and the video recording or DVD sent for evaluation with the other class materials. (NFPA 1041: 5.4.2)



The following materials must be submitted with this Practical Skills Booklet to the Office of the Fire Marshal and Emergency Management for evaluation and eligibility for Instructor II certification:

1. An original, comprehensive lesson plan including:
  - a) Five objectives
  - b) Supportive materials
  - c) Instructional aids
  - d) Activities
  - e) Both student and course evaluations
2. A video recording or DVD of the candidate presenting the lesson to a minimum of five students.



**Skill Procedure:**

The candidate must write a comprehensive lesson plan including instructor guide, student manual, instructional aids, and activities. The fire service related subject must take at least four hours to instruct. The lesson plan should be original (not a modified existing lesson plan.)

**Items to be checked**

#	If the candidate:	Pass/Fail
1.	Conducted basic research using JPRs and developed behavioural objectives	
2.	Conducted a student needs assessment and met requirements of topic and target audience	
3.	Developed instructional media such as an instructor guide, student manual, instructional aids, and course activities	
4.	Outlined techniques including use of instructional aids and ways of engaging learners utilizing multiple teaching methods	
5.	Outlined evaluation techniques for both knowledge and skills-based testing including formative and summative evaluations	
6.	Conducted a resource needs analysis and provided list of all essential tools, equipment, facilities, and other instructional aids	

**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:             Pass                                     Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Fourth Skill: 5.5.2 - Develop a Student Evaluation Instrument**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### **Fire Service Instructor II Standard**

#### **5.5.2.**

Develop student evaluation instruments, given learning objectives, audience characteristics, and training goals, so that the evaluation instrument determines if the student has achieved the learning objectives; the instrument evaluates relevant performance in an objective, reliable, and verifiable manner; and the evaluation instrument is bias-free to any audience or group.



### Skill Sheet #4: 5.5.2. Develop a Student Evaluation Instrument

**Skill Procedure:**

The candidate must write a test for the lesson plan which he or she created that includes at least four multiple choice questions, two matching question, and four fill-in the blank questions. The questions in the evaluation step must evaluate the student against the objectives which have been submitted for evaluation. The correct answers must be attached to the test.

**Criteria to be Evaluated:**

Student Test (20 points maximum)	Points Possible	Points Scored
<p><b>Assembles a Student Evaluation Instrument:</b></p> <ul style="list-style-type: none"> <li>• 4 multiple choice; 2 matching; 4 fill-in, key, and all objectives measured</li> <li>• 4 multiple choice; 2 matching; 4 fill-in, key, but all objectives not measured</li> <li>• Less than required number of questions</li> <li>• No questions submitted</li> </ul> <p><b>(a minimum of 14 points are required to pass this skill)</b></p> <p style="text-align: right;"><b>Student Test Total</b></p>	<p style="text-align: center;">20</p> <p style="text-align: center;">15</p> <p style="text-align: center;">-2</p> <p style="text-align: center;">0</p>	

**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:            Pass                            Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Fifth Skill: 5.5.3 Develop A Class Evaluation Instrument**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### **Fire Service Instructor II Standard**

#### **5.5.3.**

Develop a class evaluation instrument, given agency policy and evaluation goals, so that students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.



### Skill Sheet #5: 5.5.3 Develop A Class Evaluation Instrument

**Skill Procedure:**

The candidate must develop an evaluation instrument that assesses the course and the instructor that presents it. The evaluation instrument must include an assessment of the appropriateness of the objectives, learning environment, instructional aids, and instructor characteristics. Additional aspects of the course and instructor should be assessed as appropriate.

**Criteria to be Evaluated**

Objective	Points Possible	Points Scored
<b>Course Evaluation (20 points maximum)</b>		
Evaluation submitted for course and instructor (4 dimensions*)	20	
Evaluation submitted for course and instructor (3 dimensions)	15	
Evaluation submitted for course and instructor (2 dimensions)	10	
Evaluation submitted for course and instructor (1 dimensions)	5	
Evaluation submitted for course or instructor only (4 dimensions)	6	
Evaluation submitted for course or instructor only (3 dimensions)	5	
Evaluation submitted for course or instructor only (2 dimensions)	4	
Evaluation submitted for course or instructor only (1 dimensions)	3	
No evaluation submitted	0	
* Components of a lesson plan should include appropriateness of the objectives, learning environment, instructional aids and instructor characteristics		
<b>Course Evaluation Total</b>		
(a Minimum of 14 points are required to pass this skill)		



**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:             Pass                                     Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **Sixth Skill: 5.3.3 & 5.4.2 – Modify an Existing Lesson Plan and Conduct a Class**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### **Fire Service Instructor II Standard**

#### **5.3.3.**

Modify an existing lesson plan, given a topic, audience characteristics, and a lesson plan, so that the JPRs or learning objectives for the topic are addressed and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.

#### **5.4.2.**

Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so that the lesson objectives are achieved.



**Skill Procedure:**

The candidate shall conduct a class using the lesson plan which he/she developed or modified, utilizing multiple teaching methods and techniques. The candidate shall adopt the lesson plan to target audience so the stated objectives are achieved.

**Items to be checked**

#	If the candidate:	Pass/Fail
1.	Conducted basic research using JPRs and developed behavioural objectives	
2.	Conducted a student needs assessment and met modified requirements of topic and target audience	
3.	Modified instructional media such as an instructor guide, student manual, instructional aids, and course activities	
4.	Outlined techniques including use of instructional aids and ways of engaging learners utilizing multiple teaching methods	
5.	Modified evaluation techniques for both knowledge and skills-based testing including formative and summative evaluations	
6.	Conducted a resource needs analysis and provided a modified list of all essential tools, equipment, facilities, and other instructional aids	
7.	Taught from lesson developed and modified by the candidate	
8.	Used appropriate teaching methods, techniques, and instructional aids	
9.	Transitioned smoothly between different teaching methods	
10.	Effectively utilized instructional aids	
11.	Achieved lesson objectives	
12.	Completed instruction in time frame provided	



**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:             Pass                                     Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Seventh Skill: 5.2.2 Schedule Instructional Sessions**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### **Fire Service Instructor II Standard**

#### **5.2.2.**

Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities, and timeline for delivery, so that the specified sessions are delivered according to department policy.



### Skill Sheet #7: 5.2.2 Schedule Instructional Sessions

**Skill Procedure:**

The candidate shall schedule a minimum of 12 training/course sessions with competing delivery timelines and physical facilities and staff. Scheduling will be completed according to department policy and shall meet required delivery timelines.

**The candidate shall thoroughly complete the enclosed training schedule or complete and attach a departmental schedule which the candidate has prepared.**

**Items to be checked**

#	If the candidate:	Pass/Fail
1.	Uses appropriate scheduling form or calendar	
2.	Follows department policy regarding scheduling resources	
3.	Avoids conflicting courses, staff, and other resources	
4.	Provides for course delivery according to given timeline	
5.	Makes effective use of available resources	
6.	Thoroughly completes written schedule for a minimum of 12 classes	

**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:             Pass                                     Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Training Schedule

Training Schedule			
(Schedule must be completed for a minimum of 12 training/course sessions)			
Date	Time	Topic	Instructor



## **Eighth Skill: 5.2.3 & 5.2.4 – Formulate Budget Needs and Acquire Training Resources**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### **Fire Service Instructor II Standard**

#### **5.2.3.**

Formulate budget needs, given training goals, agency budget policy, and current resources, so that the resources required meet training goals are identified and documented.

#### **5.2.4.**

Acquire training resources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to agency policy.



### Skill Sheet #8: 5.2.3 & 5.2.4 – Formulate Budget Needs and Acquire Training Resources

**Skill Procedure:**

The candidate shall analyze budget needs to present a Fire Fighter I and II Course within his or her department, according to training goals and budget policy. The minimum equipment needed for the course is listed on the following page. The candidate shall prepare a memorandum to the department chief explaining the budget needs and explain how to acquire the resources needed so that delivery is attained within established timelines and policies.

**Items to be checked**

#	If the candidate:	Pass/Fail
1.	Analyzes existing resources	
2.	Balances existing resources against training goals	
3.	Identifies resources needed to meet training goals	
4.	Follows agency purchasing policies	
5.	Establishes timelines for implementation of purchases.	
6.	Properly prepares memorandum and completes attached "Request for Training Resources - Budget" form explaining budget needs and acquisition of resources	

**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:             Pass                             Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





During a Fire Fighter I and II Course, all of the practical skills listed in the student's practical skills book must be completed. The following equipment and facilities must be available for those skills.

**Personal Safety:**

**Equipment:** Portable power plant, traffic cones and traffic control devices personal protective equipment

**Alarm and Communications:**

**Equipment:** Radio equipment

**Self-Contained Breathing Apparatus:**

**Equipment:** Two SCBA's and two spare cylinders for each 4 students

**Portable Fire Extinguishers:**

**Equipment:** One Class A and One Class B extinguisher for each 2 students

**Forcible Entry:**

**Equipment:** Minimum of three types of forcible entry tools

**Ladders:**

**Equipment:** One roof ladder and one extension ladder a minimum of 7 metres (24 feet) in length

**Ropes and Knots:**

**Equipment:** 4 lengths of 8 to 15 metre rope (25 to 50 feet), with 1 metre to 1.3 metre (3 to 4 foot) lengths of rope for each student

**Hose, Nozzles, and Appliances:**

**Equipment:** Fog nozzle, solid stream nozzle, gated wye or siamese, hose clamp, sufficient hose to perform hose rolling, loading, and connecting skills, foam nozzle and eductor, foam

**Water Supply:**

**Equipment:** Hose 65 mm or larger (2 ½", hard suction hose, hydrant/spanner wrenches, hydrant, pitot tube and gauge



**Salvage:**

**Equipment:** Minimum of two salvage covers, roof ladder or folding ladder, two pike poles

**Rescue:**

**Equipment:** Rescue mannequin, vehicle extrication equipment, suitable vehicles for extrication skills

**Fire Control:**

**Equipment:** SCBA, 38 mm (1 ½") attack hoses and nozzles or larger, water supply

**Facilities:**

Passenger vehicle suitable for live burn, piles/stacks of class combustible materials (exterior), storage container (dumpster/trash bin), small unattached structure (exterior), structure/burn building for interior fire attack, exterior ignitable liquid live burn area, flammable gas cylinder live burn



**Memorandum**

**Date:**

**To:**

**From:**

**Re:**



### Request for Training Resources - Budget

Training Activity: \_\_\_\_\_ Training Date(s): \_\_\_\_\_

Item	Quantity	Unit Cost	Total Cost
Instructor Fees			
O/T Cost			
Student Manuals			
Hand-outs or Printing Cost			
Purchase Lesson Plan(s)			
A/V Equipment Rental			
Training Room/Site Rental			
Food/Hydration Expenses			
Site Preparation Cost			
Roof Vent cutouts			
Drywall Panels			
Smoke Fluid			
Class "A" Foam			
Class "B" Foam			
Other			
Fire Extinguishers			
Fuel			
Straw			
Pallets			
LP Gas			
Vehicle Cost			
Engine			
Ladder			
Other			
Vehicles for Extraction Training			

Budget Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_