

**SEATTLE FIRE
DEPARTMENT
RECRUIT GUIDEBOOK**



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INTRODUCTION

Seattle Fire Department Firefighter training is divided into two parts. The entire process is one year in length.

- Division 1 is Recruit School, which is the first 15-½ weeks of employment.
- Division 2 is Probation, including:
 - the remainder of the first year of employment
 - any additional time required to successfully pass the Fire Fighter II Certification Exam

Seattle Fire Department Recruit Training is accredited by the State of Washington. You will be tested to state standards (IFSAC certification) for:

- Firefighter I
- Firefighter II (some elements completed during Probation)
- Hazardous Materials – Awareness & Operations

PURPOSE

The purpose of Recruit Training is to train you in the basic skills and knowledge required to safely function as a Seattle Firefighter. After successfully completing Recruit School, your probationary period will begin where you will be assigned to Engine and Ladder Companies in the Operations Division.

Recruit School requires you to learn a great deal of information and obtain a high level of proficiency in many manipulative skills. Recruit School days can be long and physically demanding. At home, you will need to read assigned texts, review drill criteria, and study fire service subjects. This basic training provides the foundation for your career. A good grasp of the necessary knowledge and skills and a proper attitude are critical to becoming a successful firefighter.

During Probation, you will continue your training, both cognitive and manipulative. You will solidify and enhance the skills taught in Recruit Training, learn new skills, and ensure that you understand and meet Seattle Fire Department expectations. You will be required to study Seattle Fire Department Policies, Operating Guidelines, Standard Operating Guidelines, Training Guides, the Seattle Fire Code, and other materials. While responding to real emergencies, you will practice applying the knowledge and utilizing the skills that you have learned.

DEFINITIONS

Recruit: A new employee selected by the Human Resources Division to participate in the 15-½ week Recruit Training program. The purpose of this training is to prepare the recruit to be a Probationary Firefighter. Every effort will be provided to the recruit to ensure their success in the program. However, recruits may be terminated for failure to meet department standards. Recruits may also be offered the chance to resign with the mutual agreement of the Training Division & the Human Resources Division staff.

Recruit Instructors: Firefighters and/or Lieutenants assigned to the Training Division and responsible for the training of recruits in all subjects listed in Division 1 of the SFD Professional Standards training program (primarily FF- I skills).

Recruit Coordinator: Officer of the Civil Service rank of Captain, assigned to Training Division and responsible for ensuring the standardization of and conformance to SFD Professional Standards for the training of recruits. The Recruit Coordinator is also responsible for conducting the weekly Development Conferences and advising the Chief of Training of each recruit's progress.

Development Conference: A formal conference between the recruit, the Recruit Coordinator, and/or the Chief of Training. The purpose of the conference is to review the weekly Recruit Firefighter Evaluation (Form 136), and the recruit's progress toward completion of SFD objectives.

Recruit Firefighter Evaluation Form (F-136): An official critique of a recruit's progress during a week of training. The form utilizes a numerical grading format. The document is retained at the Training Division until the recruit completes his or her probationary year. At the end of the probationary year the F-136 is transferred into permanent records storage under the control of the SFD Human Resources until the end of the member's career.

Modified Duty: A duty status for recruits who have an occupational injury, allowing for observation or participation in training on a limited basis. Training Division and Human Resources shall jointly make a final judgment of a recruit's continuation in the current Recruit School based upon injury status and missed training time.

Continued Employment: An employment status recommendation that indicates performance that is Satisfactory or above.

Conditional Employment: An employment that requires the recruit to improve and maintain a Satisfactory level of performance during the following weeks. If performance is not improved to Satisfactory or above, the Recruit Coordinator may recommend separation to the Chief of Training.

Separation: Separation is an involuntary dismissal from Recruit Training. It can be based on a violation of department rules & regulations, the recruit's inability to perform

specific elements of the job, an inability to retain information and adjust to the daily learning objectives, or a combination of these factors.

Skill Sheet: A prescribed set of steps required to complete a task or set of tasks.

Requisite Skills Task Evaluation (RSTE): Tasks or combinations of tasks evaluated daily or weekly to assess recruit performance and skill retention. RSTE's may combine steps from several skill sheets.

Single-Fail: Failure to successfully complete a Requisite Skills Task Evaluation on the first attempt. This is considered Marginal performance.

Double-Fail: Failure to successfully complete a Requisite Skills Task Evaluation after two attempts. This is considered Unsatisfactory performance.

RECRUIT SCHOOL REQUIREMENTS**1. You are expected to attend each day of Recruit School.**

Daily attendance at Recruit School is critical to successful completion of the training program. Each day of training builds upon the previous day.

2. You are expected to be fully prepared for each day.

In addition to being mentally and physically fit, you must come to class having a basic understanding of the training being presented for the day. You will be expected to demonstrate knowledge of the day's content through quizzes, questioning, and skills demonstration.

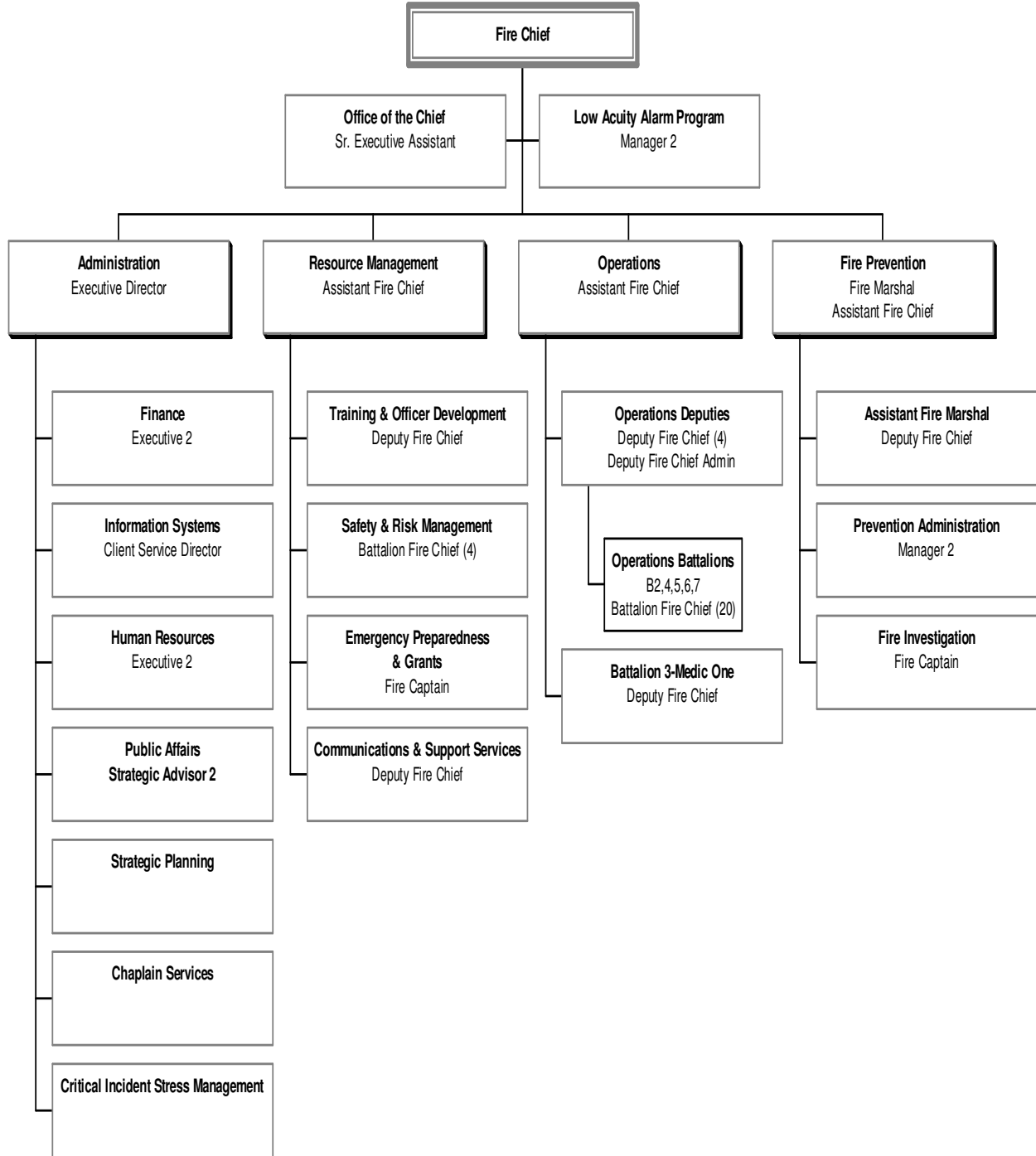
Typical progression of drilling/skill(s) for a week will include:

1. Material read by the recruit prior to the start of the drill(s)/skill(s) introduction
2. Auditory, visual, and kinesthetic introduction and practice of the drill(s)/skill(s) at an introductory pace
3. $\frac{3}{4}$ speed and full speed practice of the drill(s)/skill(s)
4. Timed evaluation of the drill(s)/skill(s)

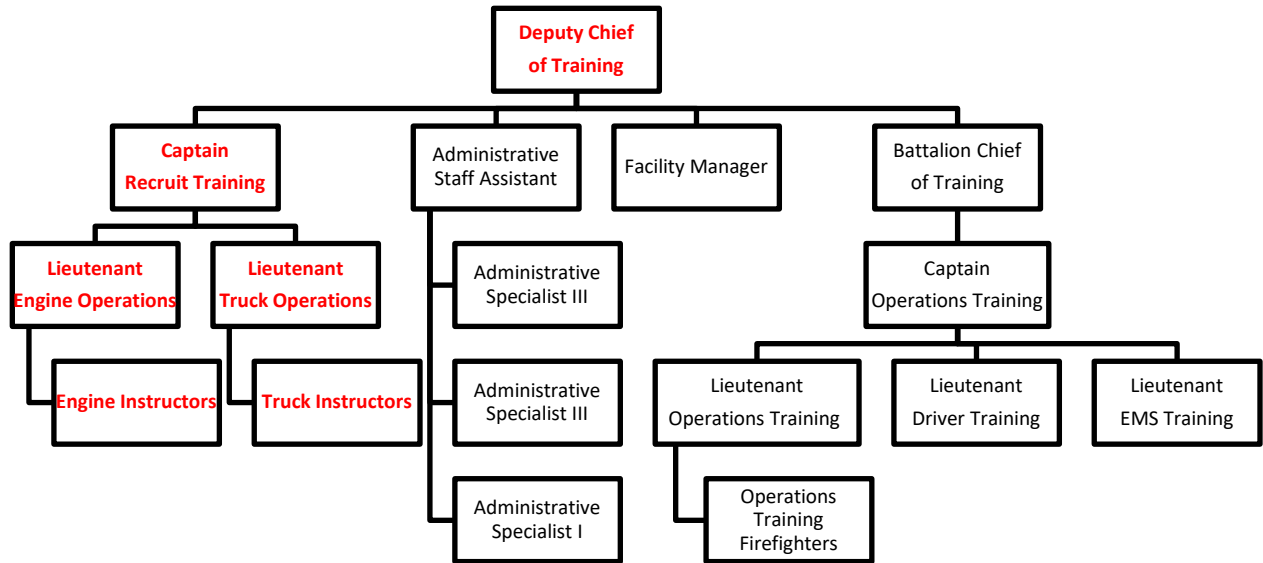
Most of a recruit's day is spent on the drill ground participating in skill acquisition. This acquisition will happen kinesthetically through hands-on practice, drill set-up and breakdown, and visually by observing other recruits.

ORGANIZATION

SEATTLE FIRE DEPARTMENT ORGANIZATIONAL CHART



TRAINING DIVISION ORGANIZATIONAL CHART



RECRUIT SCHOOL CHAIN OF COMMAND

- **CHIEF OF THE SEATTLE FIRE DEPARTMENT**
 - Fire Chief H. D. Scoggins
- **ASSISTANT CHIEF OF RESOURCE MANAGEMENT**
 - Assistant Chief C. Lombard
- **CHIEF OF TRAINING**
 - Deputy Chief M. Kennedy
- **RECRUIT COORDINATOR**
 - Captain S. Williams
- **RECRUIT INSTRUCTORS (Recruit Class 120)**
 - Lieutenant M. Ochman – Lead Engine Instructor
 - Lt. E. Burgado – Recruit Instructor
 - FF H. Bollinger – Recruit Instructor
 - FF M. Capps – Recruit Instructor
 - FF T. Choi – Recruit Instructor
 - FF R. Croston – Recruit Instructor
 - Lieutenant J. Sears – Lead Truck Instructor
 - Lt. W. Suarez – Recruit Instructor
 - FF A. Ennis – Recruit Instructor
 - FF C. Gerard – Recruit Instructor
 - FF J. Palombi – Recruit Instructor

IMPORTANT TELEPHONE NUMBERS

- Recruit Coordinator
 - (206) 386-1771 Office
 - (206) 291-7103 Cell
- Chief of Training
 - (206) 386-1780 Office
- Fire Department Training Division Office Manager
 - (206) 386-1776
- Joint Training Facility Reception Desk
 - (206) 386-1600
 - (206) 763-3500 Fax
- Seattle Fire Department Business Office
 - (206) 386-1400
- Equal Employment Opportunity Officer
 - (206) 733-9458

TRAINING DIVISION ADDRESS

City of Seattle
Joint Training Facility
9401 Myers Way South
Seattle, WA. 98108
Open: Weekdays, 7:00 a.m. to 5:00 p.m.

DIRECTIONS – From the North:

- Take I-5 south to South Michigan Street exit.
- Stay in the right lane and turn right onto South Michigan Street.
- Take Michigan to the 1st Ave. South Bridge, go straight onto the bridge on-ramp.
- Once you are on the bridge, move one lane left (out of the exit only lane).
- Take Myers Way South “exit only” lane which empties onto 1st Avenue South.
- After exiting, move to the left lane as you go up the hill (the right lanes turn into Olson Place SW).
- After the signal, you are on Myers Way South. Move immediately into right lane.

DIRECTIONS – From the South:

- Take I-5 north toward Seattle.
- Merge onto SR 518 west, toward Burien, via EXIT 154.
- Merge onto SR 509 north, toward Seattle.
- Take the South Park, Cloverdale Street exit.
- At the signal turn left onto South Cloverdale Street toward White Center
- Stay in the left lane as Cloverdale crosses over SR 509, curves to the left, goes up the hill and becomes 1st Ave. South (the right lanes turn onto Olson Place SW).
- After the signal, you are on Myers Way South. Move immediately into right lane.

PARKING

Parking for the JTF is at the Arrowhead Gardens senior housing complex. 82 spaces are clearly marked for the JTF.

ALL PARKING HERE REQUIRES A PERMIT (see separate North Parking Map for permit and location of the JTF parking spaces within the housing complex).

Parking here is for passenger vehicles and pickups only. NO BACK-IN PARKING ALLOWED.

- After the signal (from above Directions) take the first right – this is the private lane between the senior housing complex and the JTF and is also the access road to the Metro Park & Ride. Immediately turn right again into the Arrowhead Gardens' uphill driveway.
- JTF parking is on both sides of this driveway as well as in the garage to the left – watch overhead clearance. All spaces are clearly marked as reserved for the JTF (see North Parking Map).
- Or you may continue on the private lane and park in any of the JTF reserved spaces on the right.
- After parking, enter the JTF by foot at the North Pedestrian Gate and follow the marked path to the Classroom Training Building or to your destination at the JTF.

SFD STATION AND APPARATUS LOCATIONS

(L=Ladder, E=Engine, A=Aid Unit, M=Medic Unit, B=Battalion Chief)

	Station Location	Units Assigned
HQ	301 2 Ave S	Deputy 1, Safety 2, Admin Staff
2	2334 4 Ave	E2, L4, A2, A4
3	Fisherman's Terminal	Fire Boat Chief Seattle, Fire Boat 1
5	925 Alaska Way	E5, Fire Boat Leschi, Fire Boat 2, Rescue Boat 5
6	405 Martin Luther King Jr. Way S	E6, L3
8	110 Lee St	E8, L6
9	3829 Linden Ave N	E9
10	400 S Washington St	E10, L1, HazMat 1, Air 10, Staff 10, A5, A10
11	1514 SW Holden St	E11
13	3601 Beacon Ave S	E13, B5
14	3224 4 Ave S	Rescue 1, A14
16	6846 Oswego Place NE	E16
17	1050 NE 50 St	E17, L9, B6, M17
18	1521 NW Market St	E18, L8, B4, Hose18, M18
20	2800 15 Ave W	E20
21	7304 Greenwood Ave N	E21, MCI-1
22	901 E Roanoke St	E22, Command 1
24	401 N 130 St	E24, Air 240
25	1300 E Pine St	E25, L10, B2, MVU 1, P25, A25
26	800 S Cloverdale St	E26, M26, Air 260 & 26
27	1000 S Myrtle St	E27, Decon 1, Rehab 1
28	5968 Rainier Ave S	E28, L12, M28, USAR
29	2139 Ferry Ave SW	E29
30	2931 Mt. Baker Blvd. S	E30
31	1319 N Northgate Way*	E31, L5, M31, A31
32	3715 SW Alaska St	E32, L11, B7, M32
33	9645 Renton Ave S	E33
34	633 32 Av E	E34, Hose 34
35	8729 115 Ave NW	E35
36	3600 23 Ave SW	E36, Marine 1
37	7300 35 Ave SW	E37, L13
38	5503 33 Ave NE	E38
39	2806 NE 127 St	E39
40	9401 35 Ave NE	E40
41	2416 34 Ave West	E41
HMC	Harborview Medical Center 325 9 Ave	M1, M10, M44, B3

Seattle Fire Department**MISSION – VISION – VALUES**

All Seattle Fire Department employees are guided by our mission, vision, and values

MISSION STATEMENT

The mission of the Seattle Fire Department is to save lives and protect property through emergency medical service, fire and rescue response, and fire prevention. We respond immediately when any member of our community needs help with professional, effective, and compassionate service.

VISION STATEMENT

The Seattle Fire Department; a national leader in responding to and preventing emergencies with a commitment to excellence and teamwork.

VALUES

Integrity – We are honest, trustworthy, and accountable. Honor guides our actions.

Teamwork – We each bring our own skills and experience, yet we recognize that we are better together. We support and depend on each other to achieve our goals.

Compassion – Caring is part of our job. We could not do what we do without a deep and motivating empathy for those we serve.

Courage – We show fortitude and determination in a crisis.

Diversity – We respect the different identities, experiences, and perspectives of those that we work with and the community we serve.



REGULATIONS

EMPLOYEE CONDUCT

The rules and regulations governing the conduct and actions of all members of the Fire Department are outlined in the Seattle Fire Department Policy and Operating Guidelines and in other official Fire Department directives.

POLICY 1007

CODE OF CONDUCT

1.0 REFERENCE:

2.0 POLICY:

2.1 This policy sets general expectations for employee conduct. Discipline will not be arbitrary or capricious and will only be imposed for just cause and in accordance with the Department's discipline policy.

2.2 The mission of the Seattle Fire Department is to save lives and protect property through emergency medical service, fire and rescue response, and fire prevention. We respond immediately when any member of our community needs help with professional, effective, and compassionate service.

2.3 As a Department, our values are Integrity, Teamwork, Compassion, Courage, and Diversity. We always strive to deliver excellent fire, rescue, prevention, and emergency medical services.

3.0 DEFINITIONS:

4.0 RESPONSIBILITY

4.1 Employees are expected to adhere to laws and Department policy, including: • Department Policies and Operating Guidelines and applicable Personnel Rules • Published Directives and Dispatch Orders • Department Training • Applicable collective bargaining agreement and relevant labor laws

4.2 Employees shall act in a professional manner while on duty and shall comply with all applicable laws, policies, rules, and orders. The Department has a legitimate interest in running the Department efficiently and effectively without disruption or interference. For this reason, the Department has the ability to discipline employees whose conduct hinders efficient or effective operations, or who otherwise fail to comply with applicable laws, policies, rules, or orders, provided the discipline is supported by just cause.

4.3 Employees should be aware that they may be disciplined for off-duty conduct under certain circumstances. Department employees are held in high regard by the public and are expected to conduct themselves, both on and off duty, in a manner that does not harm the Department's ability to carry out its mission and provide emergency medical service, fire and rescue response, and fire prevention services to the public. Off-duty conduct may result in discipline where it can be demonstrated that there is a nexus between the conduct and the Department's legitimate business interests.

REPORTING FOR DUTY

Recruits will report the JTF Apparatus Bay at or before the following times:

Monday: 0700 hrs. to 1300 hrs. **Roll Call @ 0700 hrs.** unless otherwise specified.

Tuesday – Friday: 0700 hrs. to 1700 hrs. **Roll call @ 0700 hrs.** unless otherwise specified.

- Report for duty in clean work uniform with polished shoes.
- Report for duty in good physical condition and be mentally prepared.
- Report for duty compliant with all SFD grooming rules and regulations.
- Report for duty and field trips on time, at the place designated, and in the specified uniform.
- Any tardiness in reporting for duty will be fully investigated and corrective action will be taken.
- Reporting unfit for duty will be cause for termination. This shall include mentally or physically unfit, or with the odor of alcoholic beverages on the person, or other evidence of being under the influence of a controlled substance.

In the event of any situation that would interfere with a recruit reporting for duty on time the recruit shall proceed as follows:

Prior to 0700 hours

- Call the Lead Instructor via cell phone.
- If unable to reach the Lead Instructor, call the Recruit Coordinator.
- If unable to reach the Recruit Coordinator, leave a message and call the Chief of Training.
- If unable to reach the Chief of Training, leave a message. Messages shall include the recruit's name, contact number, reason why they cannot report on time and their estimated time of arrival.

After 0700 hours

The Lead Instructor will be contacted directly. The Lead Instructor will advise the recruit on the proper course of action.

Unexcused absences or tardiness may result in separation.

CONDUCT ON THE DRILL GROUND

Recruits are prohibited from all areas of the JTF without permission of an Instructor.

Recruits are prohibited from having visitors on the JTF grounds at any time.

Parking by recruits on the JTF grounds is not permitted. Recruits will be issued a parking pass to park in the designated spots at Arrowhead Gardens, adjacent to the JTF.

Recruits may not leave the JTF during breaks and lunch periods, except with permission of an instructor.

While moving across the drill ground, recruits shall always hustle. It is not necessary to sprint, and safety shall always be paramount. Walking, other than marching in group-formation, is not acceptable. This rule is applicable to all drill sessions, apparatus maintenance, and housework activities outdoors. Walk briskly inside Bldg. A (Administration/Classroom Building).

Spitting is prohibited at the JTF.

The use of tobacco products is prohibited during Recruit Training.

Firearms are not allowed on SFD property, in vehicles parked on SFD property, or at the Arrowhead Gardens parking lot.

Recruits shall not remove any equipment or material from any apparatus, locker, or station area without first receiving permission from their instructor.

JTF phones may be used only in cases of emergency with the permission of the Lead Instructor or Recruit Coordinator. Recruits are prohibited from receiving personal phone calls or messages while in Recruit School, except in cases of emergency.

Cellular telephones and smart watches are prohibited unless for emergency situations approved by the Recruit Coordinator. Any emergent communications can be called in to the Recruit Coordinator and will be passed on to the recruit as soon as possible.

SUPERVISING AUTHORITY

A recruit's immediate supervisor is the Instructor conducting the training session in progress.

Any problems or questions that relate directly or indirectly to the training session will be directed to the Instructor.

All instructors report to the Lead Engine or Truck Instructor.

The Lead Instructors report to the Recruit Coordinator.

Recruits having issues that cannot be handled by their immediate supervisor may request to speak with the Recruit Coordinator.

The JTF is the primary training facility for the Seattle Fire Department and recruits will encounter other Seattle Fire Department members. All members, regardless of rank or position, shall receive your respect. You shall address them by their rank, or as Sir or Ma'am.

Recruits shall not speak to other members of the Fire Department while on duty unless they are spoken to first. Recruits who wish to speak with other members of the Fire Department shall request to do so through the chain-of-command.

TRAINING SESSIONS

All recruits are expected to participate fully and attentively in all training sessions.

Questions during training sessions shall be limited to questions/clarifications relevant to the training objective being taught.

The expectation is that drill(s)/skill(s) are performed exactly in the manner taught.

Feedback/critique of performance will focus on ensuring that skills are executed as taught; safely, in sequence, and within the applicable time standard. Feedback will focus primarily on areas requiring improvement. This feedback may create frustration for you, but it reflects the Department's commitment to standardized performance.

Recruits are here to learn and shall refrain from instructing other recruits unless allowed by the instructor.

Recruits must always be conscious of safety, even in routine tasks. All recruits must be constantly alert to potential hazards and take appropriate precautions to prevent accidents or injury to oneself and others. If a recruit identifies a hazard that others are not aware of, the recruit is required to immediately notify a supervisor and others if necessary.

RESIGNATIONS

If a recruit decides to resign from the Fire Department during recruit School, the following procedure shall be followed:

During normal work hours:

1. Notify the immediate supervisor of the desire to resign.
2. Immediate supervisor will notify the Lead Instructor.
3. Lead Instructor will notify the Recruit Coordinator.
4. Recruit Coordinator will notify the Chief of Training.
5. Chief of Training will notify Director of Human Resources.
6. An exit interview will be scheduled that day, if possible.
7. All SFD issued equipment will be returned.

After work hours:

1. Call the Lead Instructor via cell phone.
2. If unable to reach the Lead Instructor, call the Recruit Coordinator.
3. If unable to reach the Recruit Coordinator, leave a message and call the Chief of Training.
4. If unable to reach the Chief of Training, leave a message. Messages should include the recruit's name, contact number, and statement of the desire to resign.
5. The Chief of Training will notify Director of Human Resources.
6. An exit interview will be scheduled that day, if possible.
7. All issued fire department equipment will be returned.

SEPARATIONS

Should a recruit be separated from the Fire Department during Recruit School, the following procedure will be followed:

1. The recruit will be told to report to the office of the Recruit Coordinator.
2. The recruit will be informed of the reason for their separation.
3. The recruit will meet with a representative of the SFD Human Resources Division who will inform the recruit of all pertinent information regarding their separation and their available options.

Upon resignation or separation, all materials and equipment issued to the member by the Seattle Fire Department must be returned to Training Division staff. The final pay warrant will not be issued until all equipment and materials are returned.

ADDITIONAL REGULATIONS

Any change of address, telephone number, or driver license status must be immediately reported to the Lead Instructor.

To preserve an atmosphere of objectivity, recruits should not expect to build personal relationships with the Training Division staff or professional staff during Recruit Training.

Recruits are expected to respond immediately to orders, without hesitation.

Recruits are evaluated against a standard of basic competence required of a Recruit Firefighter in the Seattle Fire Department. Recruits are not competing against each other, but rather striving to meet the taught and required standards. Recruits are evaluated based on their competency and performance of the drills, skills, tasks, duties, and assignments given to them.

The Seattle Fire Department encourages camaraderie among recruits and therefore discourages cliques. Teamwork and cooperation are job requirements and recruits must be able to demonstrate the ability to work as a teammate with all other recruits.

Recruits will be respectful of fellow recruits.

For the duration of Recruit Training, recruits are prohibited from visiting fire stations for the purpose of manipulative or academic practice or remediation. Official practice sessions, if available, will be communicated and open to all members of the recruit class.

CLASSROOM CONDUCT

All recruits will report promptly to the classroom or other location as directed at the specified time. Each recruit will immediately be seated upon entry to the classroom. Upon entry of the instructor, recruits will come to attention and stand until told to "be seated". Strict attention will be given to the instructor.

While class is in session, recruits will not talk unless they have a relevant question.

The recruit will raise their hand and wait to be recognized by the instructor. After being recognized, the recruit will stand, state their name, and ask the question (ex. Recruit Smith....).

The recruit will be seated after the question is asked.

If the instructor asks a recruit a question, the recruit will stand, state their name (ex. Recruit Jones), and answer the question.

Recruits are encouraged to bring water or an electrolyte drink and a snack to classroom sessions.

There will be no drinking or eating during tests.

There will be no texting or use of electronic devices in the classroom, except during lunch break.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

All Seattle Fire Department employees are committed to providing a workplace free from harassment, retaliation, and other forms of discrimination. The Department supports a respectful work environment that recognizes and values the unique differences of employees and prospective employees. All Department employees are given the opportunity to achieve their highest potential. Our diversity makes us stronger as a fire department and better able to serve the needs of our diverse community.

DRUG AND ALCOHOL POLICY

The use of alcohol, illegal drugs, or the possession of same while on duty and/or on City of Seattle and Fire Department premises and/or in and/or around any work site is prohibited. The use of any over the counter and/or prescribed drug that adversely affects work performance is also prohibited.

UNIFORM & EQUIPMENT GUIDELINES

Members must bring all assigned equipment to work every day.

The work uniform will be worn for all training sessions.

Recruits should bring a drinking container to Recruit School each day to fill with water or an electrolyte drink.

When presenting to Roll Call in the morning, the uniform should always be in a clean and presentable condition; this includes the red sweatshirt/t-shirt and blue uniform shirt and pants.

Helmets, gloves, and steel toed boots will be worn during all firefighting drills (this does not include classroom sessions) and apparatus/facility maintenance. Gloves may be removed with discretion when completing maintenance and cleaning duties, however, they shall be readily available. Instructors will provide guidance to recruits on proper PPE.

All members of a group or company will be dressed alike for a uniform appearance.

When helmets or gloves are not worn, they shall be immediately available. Gloves shall be carried in the coat pocket, tucked into the belt, or into a back pocket when not in use.

During classroom sessions, helmets will be placed on the table in the left corner of the desk. The front of the helmet shall face the front of the classroom.

Changes of clothing, when necessary, may be done during breaks and lunch periods only. This does not include the clean-up period.

Red recruit shirts are the only undershirts approved for use under the uniform shirt.

When cold weather procedures are declared by the Chief of Training, recruits may wear dark navy-blue long sleeve thermal garments under the work uniform shirt.

The uniform for field trips will be specified.

You may only use equipment issued to you by the Seattle Fire Department. Recruits may not alter any Fire Department equipment. This includes marking equipment and/or facility grounds, and/or department property, to gain advantage during evaluations.

Rope, webbing, a prussik, IFSTA Essentials of Firefighting, an iPad, and electronic copies of training materials will be issued.

Lost or damaged equipment must be immediately reported to your assigned instructor. If negligence is found to be the cause, corrective action will be initiated.

All materials and devices must be returned at the completion of the class or upon separation or resignation from the program.

There is an ice machine at the Pavilion (center of the JTF) available for use with department provided drink dispensers and for personal drink bottles & food storage coolers. There are no refrigerators available. Recruits may bring coolers for storage of food and drinks. These items will be stored in an area designated by the Lead Instructor.

RECRUIT SCHOOL CURRICULUM

The Recruit School Curriculum is designed to guide the member through the Job Performance Requirements (JPR's) of Firefighter I, some components of Firefighter II, and other essential knowledge, skills, and abilities required to operate safely in the Operations Division of the Seattle Fire Department.

The JPR's are listed in NFPA 1001, Standard for Fire Fighter Professional Qualifications.

During Recruit Training, members will be tested on the written, practical, and live fire components of Firefighter I & II.

The remaining portions of Firefighter II are covered while assigned to the Operations Division after Recruit School. Members must pass the Firefighter II practical to complete probation.

The goal of training is to produce a recruit who can successfully work individually and as a member of a team. It is imperative that recruits perform their assigned tasks as directed by the instructor, who must mesh team and individual needs for success.

A primary objective of Training Division is to encourage and instill self-discipline in our new members during Recruit Training. This training will also stress the development of a positive attitude regarding safety, which will improve the ability of recruits to complete their training by preventing or reducing injuries on the drill ground and during live fire training exercises.

RECRUIT SCHOOL TESTING AND EVALUATION

During training, every aspect of your work will be evaluated daily. This includes manipulative drills, knowledge of reading & lecture material, maintenance of equipment, housework, and your attitude towards **everything**.

Your instructors will complete a weekly evaluation on your performance which includes skill evaluations, notes on performance, as well as a narrative documenting your progress.

Overall, this process will document whether you have demonstrated satisfactory knowledge and performance of required skills. Written evaluations and conferences with the Recruit Instructors are integral parts of your development as a recruit.

Recruit Firefighter evaluations and conferences with the Recruit Coordinator and/or Chief of Training are the primary tools used by the Training Division in the evaluation of recruits. Evaluation begins in the first week of training & continues until the conclusion of Recruit School. This consists of:

1. A Recruit Firefighter Evaluation (Form 136), which is written by the Lead Instructors based on observations made during the training week.
2. The Recruit Coordinator may call a recruit into the office for a formal conference to give the recruit individual feedback on their progress in the training program and to discuss their challenges/successes in achieving training objectives.

Recruits should receive their evaluations on Tuesdays. Conferences will be held with recruits on an “as needed” basis.

RECRUIT SCHOOL TESTING POLICY

Recruits must demonstrate their ability to learn and retain information pertaining to national firefighting standards as well as Seattle Fire Department training and performance requirements.

There will be weekly written testing on assigned reading materials. Written test scores below 80% are considered marginal and represent substandard performance. Such performance may lead to a recommendation of "Conditional Employment" by the Recruit Coordinator.

Failure of two or more tests or failure to maintain an 80% average on all written tests may be grounds for dismissal from the program, at the discretion of the Chief of Training.

It is equally important for the recruit to demonstrate that they can retain information and put it to use during daily manipulative training on the drill ground. Recruits will be tested weekly on manipulative skills and be required to complete objectives safely, within acceptable time frames, and using the proper sequence and procedures.

If a recruit performs at a Marginal level in any of the training elements, for one training week, the Recruit Coordinator may recommend "Conditional Employment" on the Form 136.

If a recruit performs at an Unsatisfactory level in any of the training elements during the week, it may result in dismissal from the program.

Safety violations, violations of department rules and regulations, or behavioral problems may result in immediate dismissal from the program.

Continued Marginal scores may result in dismissal from the program. Any pattern of Marginal performance will be brought to the attention of the Chief of Training for determination of continued employment.

To succeed in Recruit School, a recruit must be able to connect all the training elements and perform a variety of operations at a moment's notice. Retention of skills is critical, and a Marginal score because of inability to maintain earlier demonstrated proficiency may result in dismissal from the program.

FIREFIGHTER I AND II TESTING

A Washington State Firefighter I & II written exam based upon the assigned textbook (IFSTA Essentials of Firefighting) and a Firefighter I practical exam will be given during Recruit School.

Recruit Instructors will make available all information required to successfully pass this program and will assist recruits to the best of their abilities, but it is the individual recruit's responsibility to prepare for these exams.

Each recruit will be evaluated based on their own individual demonstration of knowledge, skills, and abilities, and will not be compared against other recruits. The passing score on the State Firefighter I & II Written exams is 70%.

The recruit must pass the Firefighter I & II written exams. Failure of a written exam may result in separation. A retest may be offered to members who fail this exam, at the discretion of Chief of Training.

The Firefighter I practical exam is divided into various stations, as determined by third party evaluators representing the State of Washington. Each station will be graded "Pass/Fail" based upon the drill being completed within an allowable timeframe, using correct procedures, and in a safe manner. These skills are considered essential for success after assignment to the Operations Division.

A recruit must pass all stations. Failing any station twice (double-fail), or (single) failing more than 4 stations, will result in a failure of the entire exam. Failure of a practical exam may result in separation. A retest may be offered to members who fail this exam, at the discretion of Chief of Training.

A Firefighter II Practical Exam will be administered by the State prior to the completion of the probationary year.

RECRUIT FIREFIGHTER EVALUATION FORM (F-136)

Note: This form is now in electronic format.

The Recruit Firefighter Evaluation Form is designed to allow an instructor to evaluate the recruit's performance and progress in twelve elements that are considered essential for their success after assignment to the SFD Operations Division.

These elements are grouped into the following five categories: Manipulative Skills, Safety Skills, Motivational Skills, Cognitive Skills, and General Performance Skills.

Elements A through J are designed so that the instructor can rate the recruit's performance on a scale of zero through ten. An average score for each element is determined by dividing the points awarded by the number of categories being graded.

This average score is then related to the grading scale shown in box N to determine the recruit's performance level. (Excellent, Very Good, Satisfactory, etc.)

Elements K & L rate the recruit's ability to retain and apply material presented in written or lecture formats. Element K will be graded the same as elements A through J. In element L, the individual tests taken by a recruit during a training week are averaged. This average score is then related to the grading scale shown in box M to determine the recruit's performance level.

Note: With the exception of the Firefighter I & II written exams which require 70% to pass, 80% or above is the passing score for written exams. 70 to 79% is considered Marginal performance.

Any recruit who fails a weekly written test will also be placed on conditional continued employment status. Failure of two written tests may be grounds for dismissal from the program.

A Marginal or Unsatisfactory performance level in any element may result in a "Conditional Employment" recommendation from the Recruit Coordinator, and improvement will have to be demonstrated during the next evaluation period or dismissal may result.

A pattern of Marginal or Unsatisfactory ratings in different elements each week may also result in dismissal from the program. A continuing pattern of Marginal, then Satisfactory performance, will be brought to the attention of the Chief of Training for their determination of continued employment.

The General Performance criteria (Element O) are not included in the grading process but are considered so essential that an unsatisfactory rating in any one area may result in dismissal from the program.

RECRUIT PROGRESS

The following are definitions of the ratings used on the recruit Firefighter Evaluation Form (F-136).

Excellent: Exceeds the listed requirements in most areas. Functions very well under pressure. Remembers operations without mistakes. Causes no delays and requires no special supervision.

Very Good: The recruit meets the requirements for all areas, perhaps exceeding the listed requirements in some areas. Performs operations quickly, with few mistakes, and requires little special supervision after assignment.

Satisfactory: The recruit meets the requirements for all areas. Performs operations in established time frames, with some mistakes, but does not repeat the same mistakes after receiving counseling and retraining from supervisors.

Marginal: Apprehensive, functions but requires a great deal of supervision. Performs operations slowly, with many small mistakes, or repeats the same mistakes; is unable to consistently apply proper procedures. Does not demonstrate a good attitude or teamwork. If a recruit does not consistently improve marginal performance, it may result in separation from the program.

Unsatisfactory: The following are examples of unsatisfactory progress:

- The recruit has not met specific performance elements or has met few requirements
- Improvement needed in many performance elements
- Unable to perform operations in minimum acceptable time frames.
- Unable to function under pressure, or panics
- Does not fulfill the Recruit School requirements
- Safety violations, violations of department rules and regulations or behavioral problems

If a recruit has been observed to have unsatisfactory progress for one training week, the failure to fulfill Recruit School requirements may result in dismissal from the program.

Not Applicable (N/A): The listed objectives were not covered/observed during the training week or were not performed due to the recruit being on Modified Duty.

PROFESSIONAL RELATIONSHIP AGREEMENT

Any Recruit Instructor or other Seattle Fire Department employee who is in a position that could affect a potential candidate's performance and employment shall abide by standards for professional relationships. These standards remain in effect during the hiring process and during recruit training.

All employees shall maintain only professional relationships. If there is a pre-existing relationship before a new employee is hired, the member shall identify the situation to his or her immediate supervisor.

SAFETY & ACCIDENT PREVENTION

Firefighting and emergency responses involve inherent risks. However, most accidents are preventable, and often the actions of just one person are enough to break the chain of events that leads to an accident.

Try to anticipate the consequences of all actions occurring around you and consider the worst outcome.

Murphy's Law is alive and well on the drill ground.

“What can happen, will happen.” An ungloved hand will get cut, a charged hose line will burst injuring those walking near it, a hose in the hose tower will fall onto the uncovered heads of those standing below. It is your responsibility to maintain situational awareness and wear proper protective gear in anticipation of what can go wrong. You also must ensure that fellow crewmembers are similarly attired and cognizant of their surroundings.

When do accidents occur?

Every day we wear our “safety hat” in addition to our fire helmet, always anticipating and thinking how we can avoid accidents. If we relax our vigilance or become fatigued, an accident can and often will occur. For instance, mountain climbing accidents commonly occur on the way down from successfully reaching a summit. Likewise, fire service accidents often occur in situations other than fighting a working fire. A recruit's guard may be down at the conclusion of training evolutions, and that is precisely why and when an accident is likely to occur.

Situational Awareness – How do I avoid tunnel vision?

It is everyone's responsibility to maintain situational awareness. For example, before charging a line as a Driver/Operator, you must confirm that you received a call for water and visualize the entire length of line, if possible. Before raising a ladder, you must warn everybody that a ladder is coming through and confirm that the overhead is clear. There are literally hundreds of other training situations where we must use foresight and be aware of others. We must avoid “tunnel vision,” defined here as an excessive focus on the task at hand, at the expense of operations going on around you. We cannot give the excuse that “it wasn't our job” when an accident occurs nearby.

Who is the designated Safety Officer?

While it is advisable to designate one member of your crew as “Safety” (often the member assuming the role of Officer), there are many situations where “Safety” is not designated. In those situations, everyone assumes the role of safety officer, and all are responsible for ensuring a safe operation. Accordingly, anybody can call for a “stop”

when there is a safety concern. There is no shame in doing so, even if it turns out that there was no immediate risk. If we are to make an error, we do so on the side of safety.

Be Self-Limiting.

Do not do a task or procedure if you do not have the training or confidence to do it safely. If you have not been trained to complete the task or feel that you cannot complete the exercise/drill, inform your instructor.

LEGAL REQUIREMENTS

We operate under a set of standards promulgated by the State of Washington Department of Labor and Industries, including the specific vertical safety standards for firefighters found in the Washington Administrative Code (WAC) 296-305. The WAC is available on-line at the State of Washington Web Site (www.wa.gov).

SPECIFIC RULES

The following are specific rules relating to Recruit School. This list is not meant to be all-inclusive. When in doubt, use common sense and err on the side of safety.

1. Stabilize your core before lifting and use large muscle groups to do the majority of the lifting.
2. Do not step on hose lines, charged or uncharged.
3. When climbing or working off ladders, always hold on with at least one hand (maintain 3-points of contact), unless you are locked in (knee lock included). Do not lock into an unsecured ladder or aerial. Rescue mannequins or equivalent are not to be taken down ladders without harnesses unless specifically authorized by a Recruit Instructor.
4. You are expected to hustle while moving on the drill ground. It is not necessary to sprint or run at such a speed that leads to careless injuries. Rather, it is recommended that you jog or step "lively."
5. If you must walk backward to complete a task, always check your path prior to execution to make sure that it is clear of obstructions.
6. Do not skip steps in the tower.
7. Use your goggles when performing tasks that could cause objects to injure the eyes (e.g., cutting with an axe, operating chain saws, or breaking glass). Be advised that goggles do not provide face protection. Do not wear your goggles on your helmet in live-fire situations as they could melt.
8. Use goggles when cutting with the rescue saw, chainsaw, or any other tool that recommends the use of safety goggles during use. The exception to goggles is when the SCBA facepiece is being worn.
9. Keep the helmet chinstrap snug to prevent the helmet from falling off when reaching down or leaning over.
10. When wearing a jacket or turnout coat, always keep it zippered or buttoned.
11. Gloves are required to be worn during all manipulative drills. This includes drills

involving ropes and tarps. Firefighting Gloves must be worn during live-fire training.

12. Hearing protection is available and must be worn when using power saws and other power equipment for training drills and equipment tests, unless specifically authorized by a Recruit Instructor. You must always have hearing protection available on your person.
13. When removing equipment and hose from an apparatus, place it to the side and not directly behind the apparatus if possible. The apparatus may roll backwards, or the driver may have the transmission in reverse.
14. Communicate with other team members when performing team tasks. This includes driving the apparatus and communicating your intentions before moving the apparatus, as well as sounding the horn.
15. Be aware of the location of other people and obstructions when performing tasks. Make sure that you will not strike other people or objects as you maneuver equipment (e.g., slinging your SCBA, carrying ladders, dropping ropes and tarps).
16. When there is a possibility of falling equipment, do not stand in the danger zone unless necessary.
17. Maintain yourself in excellent physical condition.
18. Warm/Cold Weather Procedures: See “Adverse Weather” section. It is the responsibility of all members to immediately report any signs or symptoms of injuries of heat/cold related problems, concerning themselves or others, to their immediate supervisor.
19. Respiratory Protection will be worn by any member entering or working within a IDLH (Immediately Dangerous to Life and Health) atmosphere, or any contaminated or suspected contaminated area (including for cleanup purposes), even if there is no visible smoke.
20. It is your responsibility to look for unsafe practices and hazards and report them. While it is usually advisable to report safety issues to your immediate supervisor, you may report safety issues to the Recruit Coordinator, or to the Department Safety Officer (206-233-5154).

DRILL TOWER SAFETY

Ascending/Descending:

1. Take every step. Do not skip stairs.
2. Use the handrails whenever necessary to avoid tripping, falling, or turning an ankle.

While Working Inside:

- **NEVER SIT OR STAND ON A WINDOWSILL IN THE TOWER.** Falls may occur. The exception to this is when a recruit is making a transition to and from a ladder through a window. Appropriate measures are taken to ensure safety during the transition process (such as maintaining 3-points of contact).

HOSE TOWER SAFETY

1. When working above floor 1 in any building or tower, including the hose tower, always keep one foot on the floor.
2. When securing the hoisting rope to hose in the JTF hose tower, ensure that the hoisting attachments are secure, and all screw bolt shackles are screwed tight. All personnel working in the hose tower must wear helmets.

WHAT TO DO IF YOU ARE INJURED (VERY IMPORTANT)

- If you are injured or become sick while on duty, you are responsible to notify your instructor immediately. They will assist you in following the disability layoff procedures described in the Recruit Guidebook. You must see a physician within 2 hours. Transportation will be provided by the Fire Department.
- If you are injured or become sick while off duty and will miss work, you are responsible to follow layoff procedures described in this Guidebook.

Inform your instructor of all injuries and illnesses. While injuries may prevent you from participating in the training, it is better to miss some training than to cause permanent injury to your body. Since pain is unique to everyone, only you and your physician can decide if your pain is a result of injury or fatigue.

ADVERSE WEATHER**Impact on Personnel**

The purpose and intent of this Operating Guideline is to prevent injury and illness during training and emergency responses resulting from the effects of exposure to adverse weather conditions.

Since individual response to heat and cold exposure may vary, all members should watch for heat and cold stressors and recognize signs and symptoms in themselves and others.

Heat Stress

Signs and symptoms of heat stress include:

- Nausea
- Dehydration
- Flushed skin
- Cramping
- Headache
- Mental confusion
- Rapid heartbeat

- Shortness of breath
- Weakness or exhaustion
- Seizures
- Sunburn
- Absence of sweating

Cold Stress

Signs and symptoms of cold stress include:

- Headache
- Mental confusion
- Numbness
- Waxy/pale skin
- Dehydration
- Low or absent blood pressure
- Slow pupil response
- Muscle rigidity or stiff posture
- Blistered skin

Recruit Responsibilities

Recruits are responsible for the self-monitoring of their health and well-being in response to heat buildup, or the effects of cold. If a recruit is feeling the detrimental effects of heat or cold exposure, they must inform their partner and/or supervisor immediately and take action to reverse those effects.

Recruits must also monitor their partner's well-being and report any problems to their supervisor.

Recruit Instructors will be responsible to monitor their recruits for the negative effects of heat or cold stresses and take action to reverse those effects.

Risks associated with extreme heat or cold exposure may be reduced through:

- Hydration
- Adjustment of the work/rest interval
- Diet
- Limited outdoor exertion on hot days
- Monitoring weather conditions to be aware of climatic conditions

Recruits are encouraged to maintain their physical conditioning to minimize the detrimental effects of training exercises on their body, and to optimize their performance under extreme conditions.

Mandatory rest and rehabilitation periods shall be put into place whenever activities put the members at risk of exceeding a safe level of physical or mental endurance. These rest and rehabilitation periods need to be appropriate to the length and physical exertions of the training activities.

Hydration

Proper hydration increases physical and mental performance. Hydration with water before, during, and after exercise is necessary for good health, and to safely maximize performance.

Recruits must drink enough fluids to balance their intense, short-term fluid losses. A common way to estimate the effectiveness of hydration is to continually drink hydrating fluids until your urine is almost colorless. Dark urine is a sign of dehydration.

Hydration for recruits should start the day before the beginning of training. A target goal of between 400 to 600 ml of hydrating fluids should be consumed prior to the start of the training.

During the day continue to hydrate and with exercise increase hydration to between 500 to 1000 ml per hour. After the first hour of exercise/training, begin supplementing fluids with nutritional supplements (sports drinks) to replace electrolyte and energy stores. Caffeinated, carbonated, high-fructose-content, high sugar drinks, and alcoholic beverages should be avoided within eight hours of reporting for duty.

INJURY OR ILLNESS

This is a reference document regarding documentation and notification protocols for recruits who are injured, ill, require medical evaluation, or need to miss Recruit Training to support injured/ill family members.

OCCUPATIONAL

Occupational refers to injuries and illnesses sustained while participating in activities directly related to the occupation of firefighting and related apparatus travel. These activities include but are not limited to emergency activity; training activity, including organized physical fitness programs; inspection activity; apparatus, station, and ground maintenance; and business that is necessary to maintain Fire Department operations. Illnesses that are included in this category are those obtained while in the process of performing Fire Department duties due to contact with smoke, poisons, toxic agents, dust, and infections such as hepatitis.

Recruits who are injured or become ill while on-duty will be evaluated, treated, and transported according to current SFD and Training Division policy.

NON-OCCUPATIONAL

Non-occupational refers to injuries and illnesses that do not meet the definition of occupational and are sustained while off duty. Illnesses in this category are those such as flu, common colds, bronchitis, strep throat, and others of questionable origin even though symptoms might not appear until while on duty.

DEPENDENT CARE

Dependent care allows for the recruit to go on disability for an injury, illness, medical or dental appointment for the recruit's dependent child, spouse, domestic partner, and parents or a parent or dependent child of their spouse or domestic partner, or the grandparent of an employee or his or her spouse/domestic partner when the attendance of the recruit is **required**. The recruit may also use dependent care due to absences for other health care purposes when the presence of the recruit is recommended by a health care professional. Dependent care is not to be used for absences for personal reasons or that do not meet the above criteria, e.g., childcare.

Note: Recruits have little to no sick leave and the requirements of Recruit Training do not allow for extended or repeated absences. Recruits should avoid missing any time in Recruit School unless it is absolutely necessary.

PHYSICIAN VISITS

Occupational Injury or Illness

When a recruit is absent from work for an occupational injury or illness, the recruit is required to see a physician within (24) hours. In situations where only medical treatment is received and no time loss occurs, it is still advised that the recruit seek medical treatment within (24) hours of the onset of the injury or illness. An Activity Prescription Form (APF) is required when a physician is seen for occupational injuries or illnesses regardless of whether there is any time loss associated with the injury or illness. See section on Required Forms regarding timelines for submitting forms.

Non-Occupational Injury, Illness, or Dependent Care

If more than 32 consecutive hours will be missed, recruits are required to visit a health care provider to receive authorization on an Application for Sick Leave Pay form. If the absence (greater than 32 hours) is for a non-occupational injury or illness, recruits must also submit a Return to Work form signed by a health care provider that authorizes absence from work as well as clearing them to return to work.

MISUSE OF DISABILITY LEAVE

Members who misuse disability leave, whether occupational or non-occupational, by making false claims of an injury, illness, dependent care, exposure to contagious diseases, falsification of cause or proof to justify leave or to extend disability leave time, will be subject to disciplinary action that may include dismissal.

At the discretion of the Fire Chief, recruits may be required to see a physician designated by the Department to verify a disability resulting in a layoff or claim of injury, illness, or any other disability which would prevent the recruit from performing their duties.

The Department reserves the right to counsel or dismiss recruits whose sick leave/dependent care use exceeds expected norms.

LAYOFFS (Calling in Sick or Injured)

On-Duty Notification

The recruit must immediately report the injury, illness, or dependent care layoff to his or her immediate Supervisor.

The Supervisor then notifies the Recruit Coordinator. If the Captain is not available, the Supervisor then contacts the Chief of Training and provides the recruit's name, SFDID number, and whether it is an occupational or non-occupational injury, illness, or dependent care layoff. In addition, for occupational injuries, the recruit will be asked for the date of injury and the treating physicians name, address, and phone number. For a dependent care layoff, the recruit will be asked the name of dependent and the relation to the recruit.

The Recruit Coordinator/Chief of Training shall lay off the recruit and notify the Disability Officer at (386-1473) of the disability.

Note: For an on-duty occupational injury or illness, the Fire Department will ensure that you are seen by a doctor within two (2) hours (depending on the injury/illness). You may elect to see your own physician if you so choose.

Off-Duty Notification

Recruits must notify the Supervisor no less than half (1/2) an hour prior to the scheduled reporting time.

Note: Recruits should call the Lead Instructor or Recruit Coordinator and speak with him/her concerning disabilities.

- 206-386-1771 Office
- 206-291-7103 Cell

The recruit will provide the Captain with his or her name, SFDID (injury/illness) number, whether it is an occupational or non-occupational injury, illness, or a dependent care layoff. In addition, for occupational injuries, the recruit will be asked for the date of injury and the treating physicians name, address, and phone number.

If unable to reach the Captain, the recruit shall leave a voice message with the required information, and then contact the Chief of Training (206-386-1780) who will notify the Disability Officer of the layoff.

If unable to reach the Chief of Training, the recruit shall leave a voice message with the required information and contact the Disability Officer (206-386-1473) to inform them that the recruit has been unsuccessful in reaching the appropriate Supervisor/Chief. The recruit shall then provide the Disability Officer with their name, SFDID number, whether it is an occupational or non-occupational injury or illness, or a dependent care layoff and the name and relation of the dependent.

The Disability Officer will note the layoff appropriately.

The recruit will maintain daily contact via phone with the Lead Instructor.

PLACE OF RECOVERY

Members on disability due to an illness (occupational and non-occupational) or dependent care are required to remain at their place of recovery, subject to telephone contact. A Department representative may call to verify compliance with the place of recovery requirement and/or update information regarding the recruit's condition. For the purpose of this Guideline the place of recovery will be:

- The recruit’s address and phone number, as listed in the Fire Department’s HR records (for example: the residence at which the recruit resides when commuting to work)
- The hospital at which the recruit is confined
- Other address and phone number specifically listed by the Chief Officer who authorized the layoff
- Other address and phone number authorized by the Disability Officer

REPORTING TO DUTY (After Recovery)

The recruit will report to duty at the normal scheduled time with completed disability forms and submit them to the Recruit Coordinator.

The Recruit Coordinator will verify the disability forms are complete and verify that the recruit is authorized to return to full duty by a physician if an APF or Return to Work (RTW) form is required.

The Recruit Coordinator will notify the Disability Officer at (386-1473) and the appropriate Chief of the recruit’s return.

REQUIRED FORMS

The appropriate form(s) for an injury, illness or dependent care will be completed by the recruit and are due as follows:

Occupational Injury or Illness (Time Loss or No Time Loss)

Type of claim	What it means	Required forms within 6 days
Precautionary	I don’t need to see a Dr. or miss work but want to document this.	Form 78*
No Time Loss	I need to see a Dr. but don’t need to miss work.	Form 78* SIF-2* APF* PIR
Time Loss	I need to miss work. A Doctor, LRNP, or PA needs to authorize any time loss.	Form 78* SIF-2* APF* PIR
Exposure	I was potentially exposed to a contagious disease such as TB, Hepatitis, Bacterial meningitis, etc.	Form 172 in addition to forms required for precautionary, no time loss or time loss*

*See the next section for an explanation of the various forms.

Recruit Completes:

- Activity Prescription Form (APF) - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the heading, sign, and date. (An APF will be completed for each physician visit where the physician is evaluating the medical/work status of the recruit)

Note: When a physician has determined that you are temporarily disabled and establishes an estimated return date on the APF, you must follow up with a physician on or before this date to authorize further time off. For example, if your estimated return date on the APF is December 1, you must see a physician on or before December 1 to authorize further time off or a return to full duty. If you do not see a physician until December 10, Worker's Compensation is not authorized to pay you for the 9-day period between visits. Personal sick leave will be used to cover that time period.

- Self-Insurer Accident Report Form (SIF2) - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the Worker section only. (There are two (2) signatures needed by the recruit in the Worker section)

Note: In situations where the recruit is unsure if they are required to fill out a SIF-2 due to the injury/illness being a recurrence, they should contact the Disability Officer for clarification.

- Occupational Injury/Illness Report (Form 78) - Submitted electronically – via department computer if at work, or from home if recruit becomes aware of an incurred injury outside of work hours (see link at end of this section). Complete the Member section in detail.

Supervisor Completes:

- APF - Review for restrictions, accuracy/completeness, sign and date where applicable.
- Form 78 - Review the Member section and complete the Supervisor section. The Disability Office will be automatically notified.

Physician Completes:

- APF - Complete the Physician's Findings section, sign and date, return to recruit.

Disability Officer Completes:

- SIF-2 - The Employer section.

Exposure (Only for Communicable Diseases)

Member Completes:

- Form 172 - Fill in applicable information and take to the hospital to have attending physician fill in medical findings/treatment.
- APF - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the heading, sign and date. An APF will be completed for each physician visit where the physician is evaluating the medical/work status of the recruit.
- Form 78 - Submitted electronically – via department computer if at work, or from home if recruit becomes aware of an exposure outside of work hours. Complete the Member section in detail.
- SIF2 - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the Worker section only. (There are two (2) signatures needed by the recruit in the Worker section)

Supervisor Completes:

- APF - Review for restrictions, accuracy/completeness, sign and date where applicable. If recruit submits the form directly to the Disability Officer, the supervisor may contact the Disability Officer to confirm the date received for recording in the Company Journal.
- Form 78 - Review the Member section and complete the Supervisor section. The Supervisor who the recruit was directly reporting to at the time of the injury/illness completes this by the end of the day.

Physician Completes:

- Form 172 – Fills in appropriate information
- APF - Complete the Physician's Findings section, sign and date, return to recruit.

Disability Officer Completes:

- SIF-2 - The Employer section.

Precautionary (No Time Loss/No Physician Seen)

Member Completes:

- Form 78 - Complete the Member section in detail.

Supervisor Completes:

- Form 78 - Review the Member section and complete the Supervisor section. To be completed by the Supervisor who the injured/ill recruit was directly reporting to at the time of the injury/illness by the end of the shift.

Non-Occupational – (Injury/Illness or Dependent Care)

Type of Case	REQUIRED FORMS	
	Missed 32 hours or less	Missed more than 32 hours
Injury or Illness	Application for Sick Leave – no physician signature	Application for Sick Leave – signed by physician RTW – signed by physician (initial RTW no later than date of 32 nd hour missed)
Dependent care	Application for Sick Leave – no physician signature	Application for Sick Leave – signed by physician

Member Completes:

- Application for Sick Leave Pay – Always required. Submitted upon returning to work. If more than 32 hours will be missed, the form must be signed by a health care provider.
- RTW Form (filled out and signed by a health care provider) – Only required if more than 32 hours will be missed due to a non-occupational injury or illness to the recruit. Submit upon returning to duty unless the recruit is going to be off for more than (6) calendar days in which case they are required to submit the form to the Disability Office on or by the (6th) calendar day. If the RTW form designates that the recruit is able to return to full duty, he/she will submit it to the Supervisor for review upon reporting for duty. The initial RTW must be completed no later than the date when the 32nd hour is missed.

Supervisor Completes:

- Application for Sick Leave Pay - Review for accuracy/completeness, sign and date.
- RTW Form (if required) - Review for restrictions, accuracy/completeness, sign and date.

Physician completes (only if more than 32 hours will be missed):

- RTW Form (only if the recruit has an injury or illness) - the Physician's Findings

section, sign and date, return to recruit.

- Application for Sick Leave Pay - Submitted upon returning to work.

INJURY/ILLNESS RECORDING AND FORMS

Occupational Injury/Illness Report (F78) – Occupational Only

The Form 78 is used to document occupational injuries and illnesses, including exposures. It provides a way for the Supervisor to investigate, review and comment on the specifics of an incident in an attempt to recognize accidents that may be prevented in the future. It is to be completed for all occupational injuries and illnesses.

A Form 78 is always completed to document occupational injuries.

The Member section is to be completed by the injured, ill, or exposed recruit and submitted to the Supervisor for completion. The “case number” boxes are to be left blank for entry by the Disability Officer.

The Supervisor should make every attempt to complete the Supervisor section the same work shift he/she receives the form. The Supervisor is defined as the person under whose supervision the recruit was working at the time of the injury or illness. He/she shall review & complete the form, which will be automatically forwarded to the Disability Office.

This is an electronic document that is accessed by signing into Orion with your ID & password.

After you complete the form online, it is automatically forwarded to your Supervisor.

Activity Prescription Form (APF) – Occupational Only

An APF is required if the recruit needs to be seen by a health care provider. The recruit must see a health care provider within 24 hours of time loss due to an occupational cause. Even if a recruit does not incur time loss, they should endeavor to see a physician within 24 hours of the injury occurring.

The APF form documents the physician’s diagnosis, objective findings, work status recommendations as it pertains to a recruit’s injury or illness (to include exposures) as well as authorizes time loss.

Members are not required to have an APF form completed for physical therapy sessions. It is only needed when the recruit’s medical/work status is being re-evaluated.

If an APF was required to authorize time loss, an APF clearing the recruit to return to full duty is also required. The time loss authorization and the clearance to return to full duty could be (but don’t have to be) on the same APF. For instance, a health care provider

could indicate a recruit was unable to work from 2/1 through 2/5 but is cleared to return to full duty on 2/6 all on the same form.

Self-Insurer Accident Report (SIF-2) – Occupational Only

This form is required by Workers' Compensation for occupational injuries, illnesses, and exposures whenever a physician is seen regardless of time loss or no time loss.

This form is available at Training Division, any Seattle Fire Station, and is also available at most clinics and physician offices. The claim number at the top of the form is needed to process claims. Keep your copy of the form(s). The SFD Disability Office needs the claim number that is located at the top of the form.

The Workers' Compensation Unit needs the SIF-2 to open a claim on the injured, ill or exposed recruit. Once the claim is established, it serves to document the injury, illness or exposure, allow for the proper payment of medical bills as well as allow for payment to the recruit for time loss from work.

The Worker section is to be thoroughly filled out by the recruit. Two signatures are required by the recruit in the lower right portion of the Worker section.

The recruit's supervisor at the time of the incident has the option of signing the form at the bottom of the Worker section. This is not to be mistaken with the signature in the Employer section which is done by the Disability Officer.

The Employer section (including the signature and date at the bottom) is only to be filled out by the Disability Officer.

The claim number is in the top, right hand corner of the SIF-2 and Workers' Compensation's address is in the top, left hand corner and may be given to the physician or medical establishment for billing purposes.

The recruit should keep the pink copy for their records and submit the remaining copies to the Disability Office. Do not leave this form at the physician's office.

Communicable Disease Exposure Report (F172) – Occupational

This form is required for filing as part of an occupational exposure to communicable diseases claim.

The recruit will fill out the applicable information and submit the form to the Emergency Department Charge/Triage Nurse upon reporting to the hospital for completion by the attending physician.

Illnesses such as the common cold, flu, strep, etc.... are not considered to be occupational. The F172 is to document occupational exposure to diseases such as hepatitis, tuberculosis, HIV, meningitis, etc.

Return to Work (RTW) – Non-Occupational

An RTW form is only required if the absence is due the recruit being injured or ill from a non-occupational cause and more than 32 consecutive hours will be missed. If an RTW is required, the recruit must see a health care provider no later than the date of the 32nd hour missed to authorize time loss via the RTW.

The RTW form documents the physician's diagnosis, objective findings, work status recommendations as it pertains to a recruit's injury or illness as well as authorizes time loss.

Members are not required to have a RTW form completed for physical therapy sessions. It is only needed when the recruit's medical/work status is being re-evaluated.

If an RTW was required to authorize time loss, an RTW clearing the recruit to return to full duty is also required. The time loss authorization and the clearance to return to full duty could be (but don't have to be) on the same RTW. For instance, a health care provider could indicate a recruit was unable to work from 2/1 through 2/5 but is cleared to return to full duty on 2/6 all on the same form.

Application for Sick Leave Pay Form – Non-Occupational

This form is required only in cases when the recruit has been absent from work for a non-occupational injury, illness, or dependent care.

By filling out and signing this form, the recruit is giving permission for the City to deduct sick leave from their sick leave balance.

After the recruit completes their portion of the form, the supervisor must review the Application for Sick Leave Pay form to ensure that proper use of sick leave is being met (e.g., in cases of dependent care) as well as that a physician's signature is present when required (more than 32 hours missed). They will then sign and date the form and forward it to the Disability Office.

It will be the recruits' responsibility to maintain the following minimum of RTW form (1), Self-Insured Accident Report form (1), Form 172 (1), APF (1) and Application for Sick Leave Pay form (1) at their place of residence. You will be provided these forms during the first week of Recruit School.

Both uniformed and civilian members of the Seattle Fire Department must follow the requirements contained in this Guideline for the purposes of completing the required forms for occupational injuries and illnesses.

GROOMING

In order to maintain a professional image and preserve personal safety when using protective equipment, the Department maintains a grooming standard.

Adherence to the grooming standard is a condition of employment.

Hair must be neatly groomed and professional in appearance. Hair on the side of the head may cover to mid-ear level. This is measured when standing at attention. Long hair styles (extending past mid-shirt collar) must be pulled back and secured in a ponytail, braid(s), or similar fashion.

Hair shall not extend past an individual's mid-back.

Hair must never be of such bulk or length that it will affect the personal safety of the firefighter in performance of firefighting or other emergency operations.

For safety reasons, particular emphasis must be placed on a secure and snug fit of Seattle Fire Department personal protective equipment so that maximum protection may be afforded by their use.

The length or style of the hair shall not hinder the proper fit of the helmet and SCBA face piece.

Hair may be dyed, tinted, or frosted any color which could naturally occur in human hair. Stripes and designs or other unusual hairstyles as determined by the Fire Chief are not permitted.

If a member's hair extends beyond the mid-shirt collar, the hair must be secured in such a way that it will not interfere with the fitting of the helmet, SCBA face piece, or protective clothing. Securing long hair under a Nomex hood would satisfy this requirement.

Members may wear wigs made of human hair conforming to these specifications.

Pins, clips, combs or other type of fasteners securing a member's hair should not contrast with the member's own hair color, nor be of excessive size or length. No ornate styles will be allowed. Fasteners should not be of a design that hinders the proper donning of an SCBA face piece.

The face is to be clean-shaven for working except as specified:

Mustaches may extend laterally not more than three-quarters of an inch ($\frac{3}{4}$ ") from the corner of the mouth and should not extend more than three-quarters of an inch ($\frac{3}{4}$ ") below the corner of the mouth. The mustache shouldn't extend more than three-quarters

of an inch ($\frac{3}{4}$ ") over the upper lip. Members may have facial hair immediately beneath the lower lip, not to exceed three quarters of an inch ($\frac{3}{4}$ ") in any dimension.

Beards and goatees of any type are specifically prohibited.

Sideburns may not extend into the area where the face piece contacts the face, nor can they be greater than one and one-half inches (1 $\frac{1}{2}$ ") wide.

Body art is defined as any purposeful modification of the body or skin. Tattoos, brands, and other body modifications will not be allowed on the face, head, neck, or hands.

Tattoos simulating finger rings are exempt.

Designs that contain inappropriate language or art; that are obscene; or that degrade others on the basis of sex, gender identity, race, ethnicity, national origin, religion, sexual orientation, age, or disability, or any other reason protected by law or Department policy, may not be displayed.

Non-conforming body art will be covered by the uniform while on duty.

Body art applied before January 1, 2017 is not subject to this policy.

Community standards shall be considered when evaluating body art.

ACCESSORIES AND JEWELRY

Necklaces, crosses, pendants, medallions and bracelets will not be worn exposed while in uniform.

Wrist watches and medical alert bracelets must not interfere with the use of gloves and turnout gear.

Earrings may be worn by members not assigned to Operations Division if earrings are of studded design, do not hinder member's ability to don protective equipment or otherwise present a safety hazard, and are limited to one (1) earring per ear lobe. Loops and other ornamented earrings that dangle are prohibited. Devices that stretch the earlobe are not permitted.

Rings may be worn if they are not overly large or ornate and will not subject the individual to potential injury. Rings that interfere with quick donning of turnout coats and gloves are not permitted.

Eyeglasses and frames are to be of neutral tones and shades. Frames should be of a simple design. Only athletic type restrainers will be permitted.

Articles such as wallets, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, and pipes are not part of the uniform, and are not to be attached to the uniform or worn exposed while in uniform.

APPARATUS MAINTENANCE and HOUSEWORK

APPARATUS MAINTENANCE

1. Apparatus inventories and maintenance will be directed by Recruit Instructors.
2. Any apparatus assigned to Recruit Training will be refueled according to current SFD and Training Division policy.
3. All apparatus forms (Forms 9, 29) will be kept in the 3-ring apparatus binder located in the cab of each apparatus and completed as directed by the Recruit Instructors.
4. All apparatus shall be parked inside the apparatus building at night, if possible.
5. Apparatus shall be checked for fuel, oil (including RV antifreeze for the priming pump), and water levels each day. Recruits shall inform the instructor if apparatus needs any of the above.
6. All apparatus will be maintained in an "In-Service" state of readiness status, with minimum fuel and water levels and minimum equipment in place should the Department need to place the apparatus in service.
7. Booster tanks will be checked and filled as needed, and at the completion of each day.
8. Equipment used for checking the apparatus shall be kept at the designated location.
9. At the conclusion of the day, all apparatus cabs will be cleaned with disinfectant.

HOUSEWORK POLICY

Daily Housework: Assigned by Training Division Recruit Instructors

BUILDING B Area:

- Apparatus Floor, Apparatus Offices, Decon Room, Storage Rooms
 - Sweep floor. Clean all surfaces. Clean, Mop and deodorize both restrooms attached to building B.
- Hose Tower and Storage
 - Sweep main floor.
 - Manage storage and repair of Training Division hose.

BUILDING C Area:

- Drill ground and Drill Buildings
- Check for litter.
- Sweep buildings if needed.
- Properly store all equipment.
- Inventory equipment and mark as necessary.

GENERAL:

- All lights are to be off when not in use.
- Doors are to be kept closed and will be locked at the end of the day for security.
- Thermostats are not to be adjusted by recruits.
- Equipment that belongs to the Training Division and is used for the purpose of cleaning/cleansing shall be returned clean ready for the next member.
- Chamois shall be washed clean after each use and wrung out, then hung to dry.
- All firefighting equipment and air bottles shall be cleaned before sending in for repairs or refilling.