



International
Association
of Fire Chiefs



National
Fire Protection
Association

Fundamentals of Fire Fighter Skills

Chapter 3

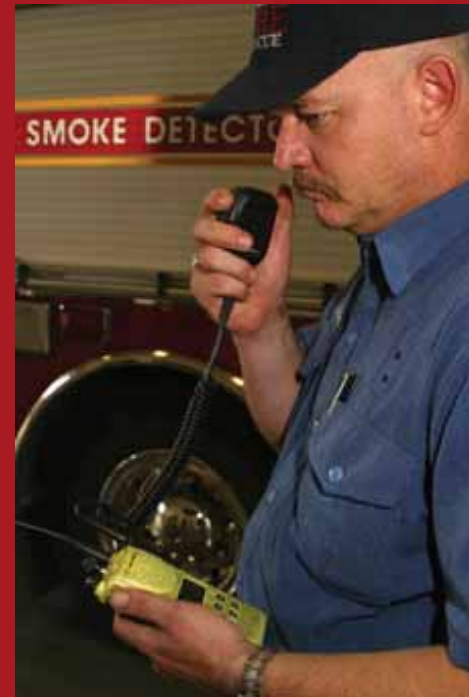
Fire Service
Communications
Skill Drills

Objectives

- Transmit and receive messages via the fire department radio.
- Complete a basic incident report accurately and completely.
- Operate and answer a fire station telephone.

Skill Drill 3-1 Using a Radio

Step 1: Before transmitting, determine that the channel is clear of any other traffic. Depress the “push-to-talk” (PTT) button and wait at least two seconds before speaking.



Skill Drill 3-1 Using a Radio



Step 2: Speak across the microphone at a 45° angle and hold the microphone 1" to 2" from the mouth.

Skill Drill 3-1 Using a Radio

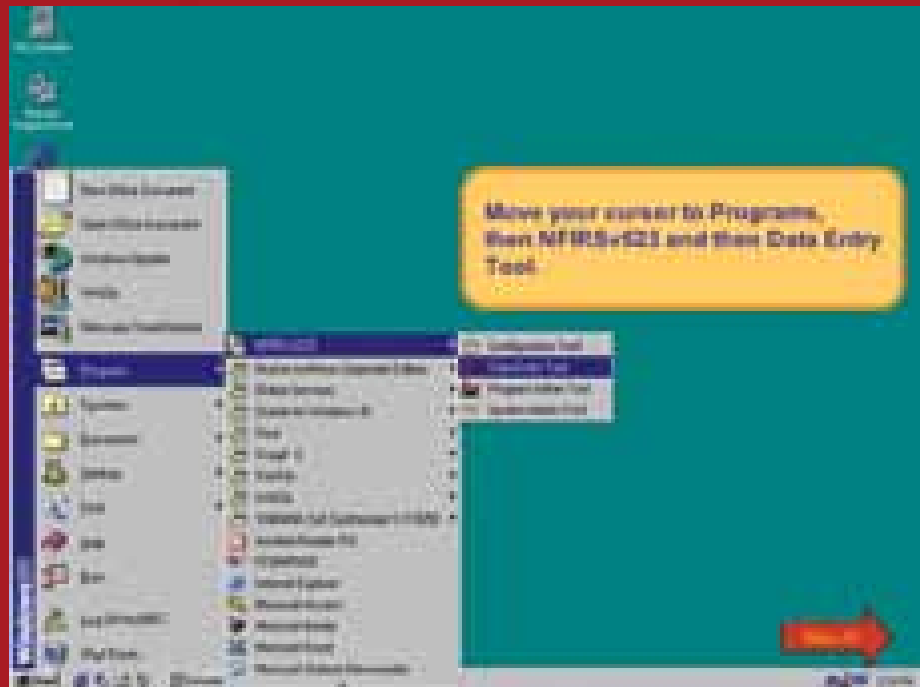
Step 3: Speak clearly and keep the message brief. Do not release the PTT button until you have finished speaking.



Skill Drill 3-2

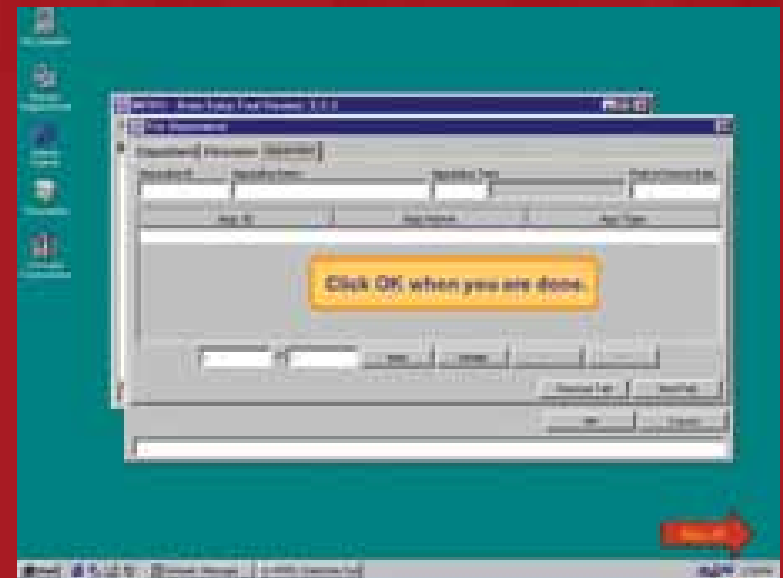
Using the NFIRS Data Entry Tool

Step 1: Connect to the Internet. To start the NFIRS Data Entry Tool, go to the Windows Start Menu and move your cursor to Programs, then NFIRSV521, and then Data Entry Tool.



Skill Drill 3-2

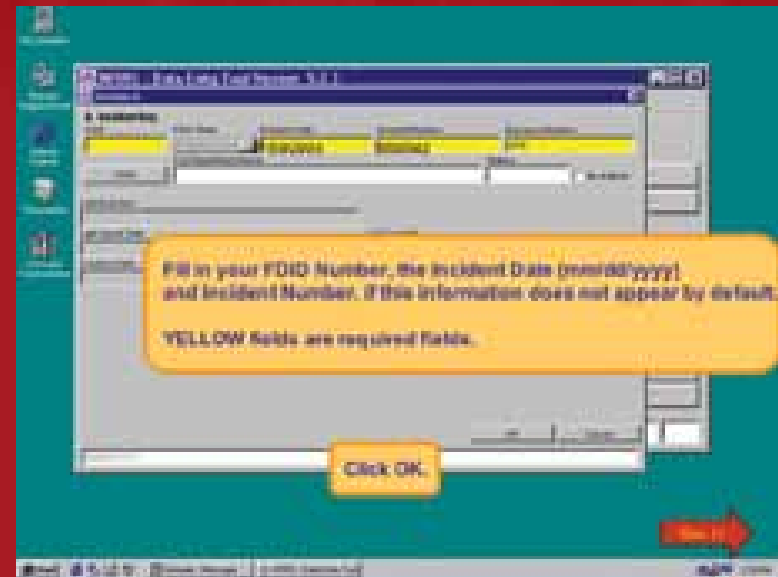
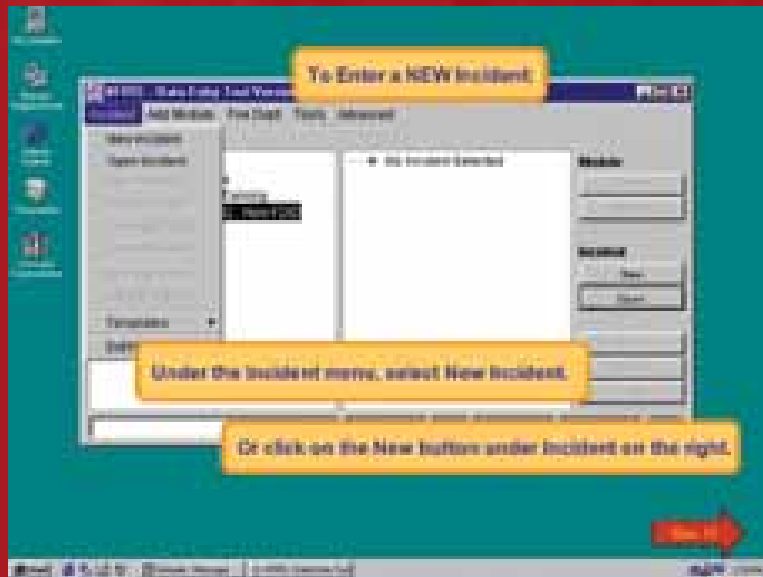
Using the NFIRS Data Entry Tool



Step 2: A connection will be established and the NFIRS Data Entry Tool will open. Beside the red fire fighter's hat is your FDID and department name, which is displayed within your state or county level. Under the Fire Dept menu, select "Open Fire Dept" and enter your department, personnel, and apparatus information. Click "OK" when you are done.

Skill Drill 3-2

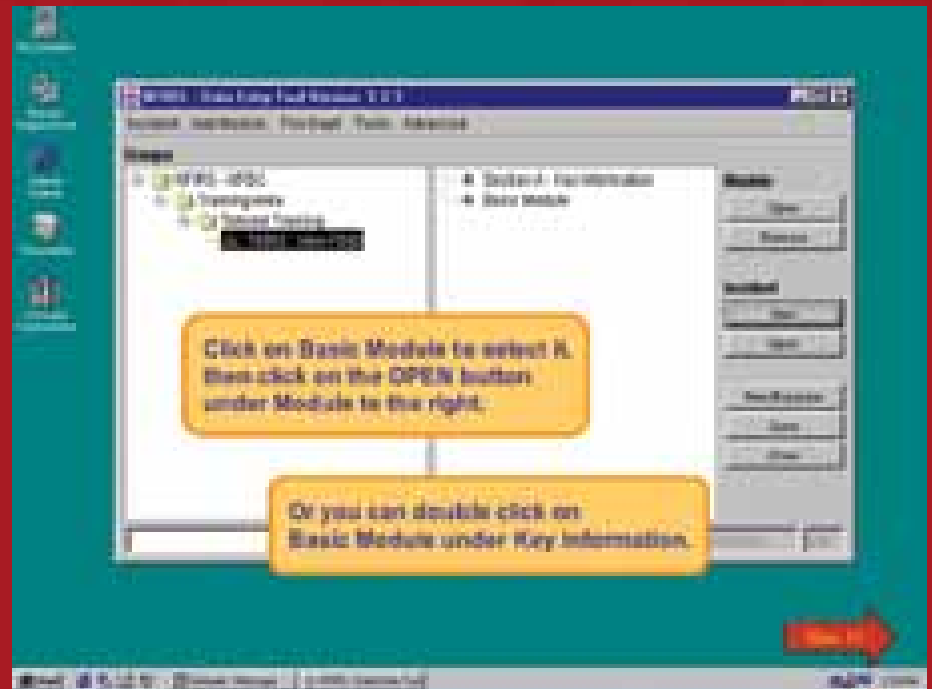
Using the NFIRS Data Entry Tool



Step 3: To enter a new incident, select “New Incident” under the Incident menu, or click on the “New” button under Incident on the right-hand menu and fill in your FDID number, the incident date (mm/dd/yyyy), and the incident number, if this information does not appear by default. (Yellow fields are required fields.) Click “OK” when you are done.

Skill Drill 3-2 Using the NFIRS Data Entry Tool

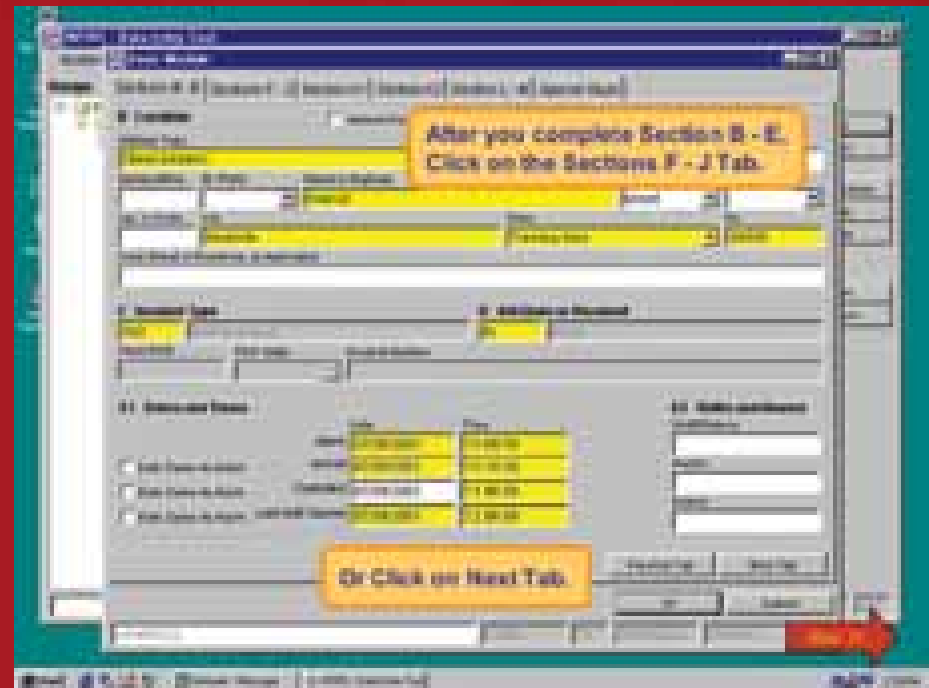
Step 4: After you have entered Key Information, you are required to complete the Basic Module. Click on “Basic Module” to select it, then click on the “Open” button under the module on the right-hand menu.



Skill Drill 3-2

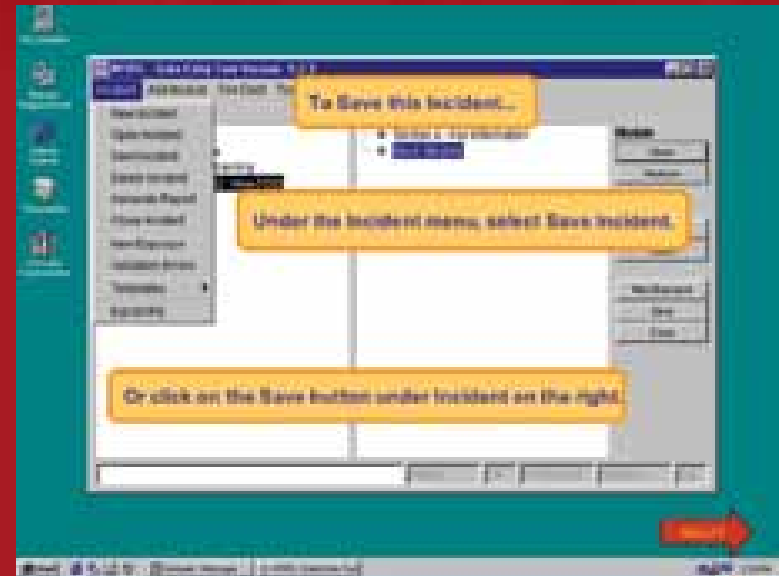
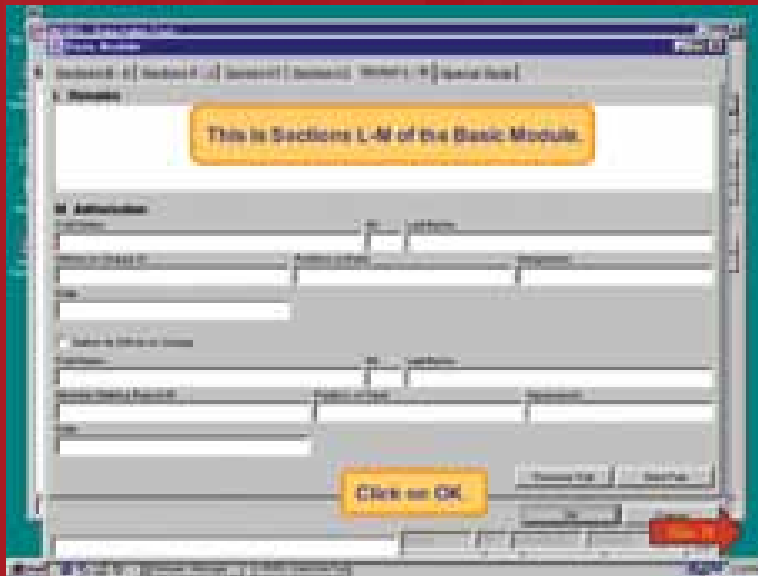
Using the NFIRS Data Entry Tool

Step 5: Sections B-E of the basic module will open. After you complete them, click on the “Sections F-J” tab at the top of your screen, or click on the “Next Tab” key on the lower right.



Skill Drill 3-2

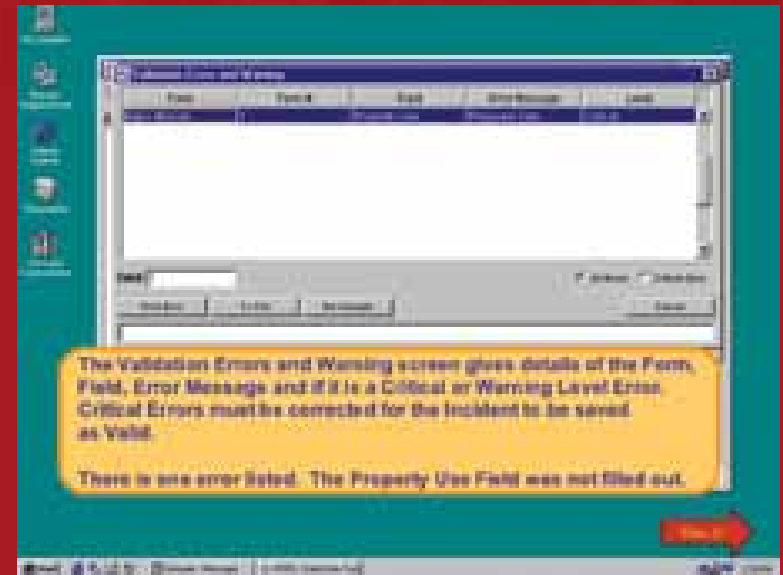
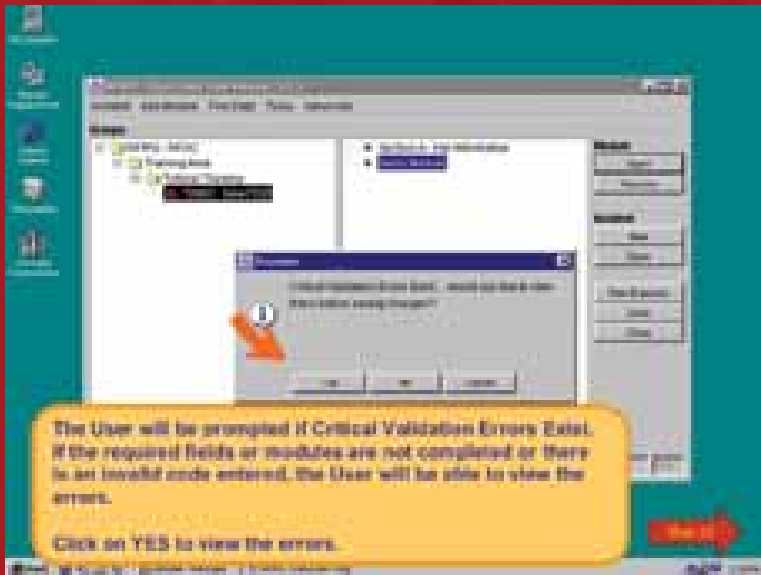
Using the NFIRS Data Entry Tool



Step 6: Continue through the forms, completing each one. Use the tabs at the top or the tabs to the lower right to advance through the forms. When you are finished, save the information by selecting “Save Incident” under the Incident menu or click on the “Save” button under Incident on the right-hand menu.

Skill Drill 3-2

Using the NFIRS Data Entry Tool

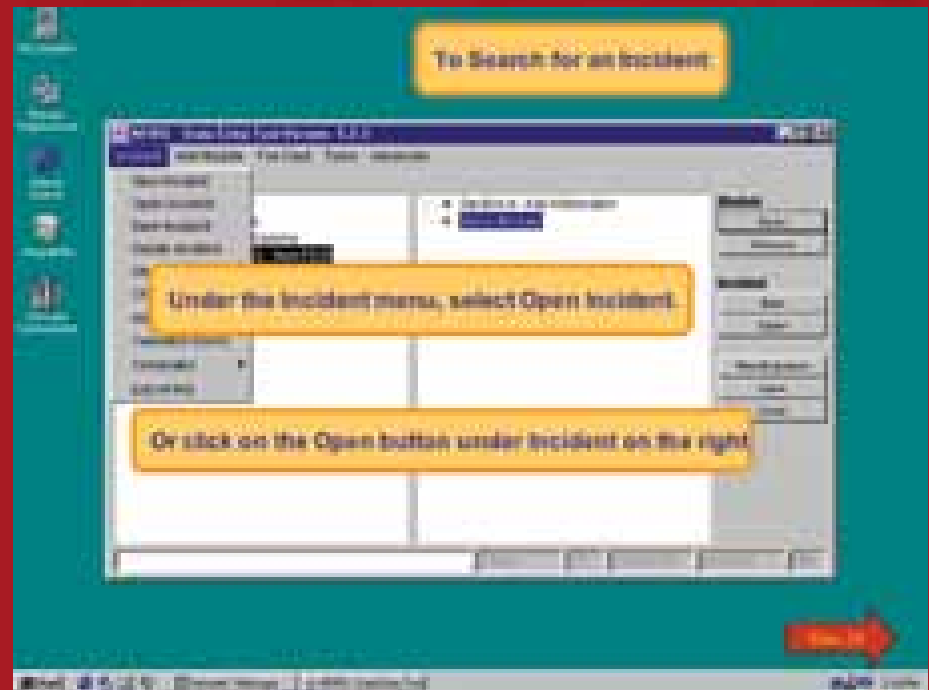


Step 7: If required fields are incomplete or there is an invalid code, the “Critical Validation Errors Exist” prompt will alert you. The Validation Errors and Warning screen gives details of the form, field, error message, and error level (critical or warning). You must correct critical errors to save the incident as valid (V), but you can save the incident as invalid (I) and edit it at a later date.

Skill Drill 3-2

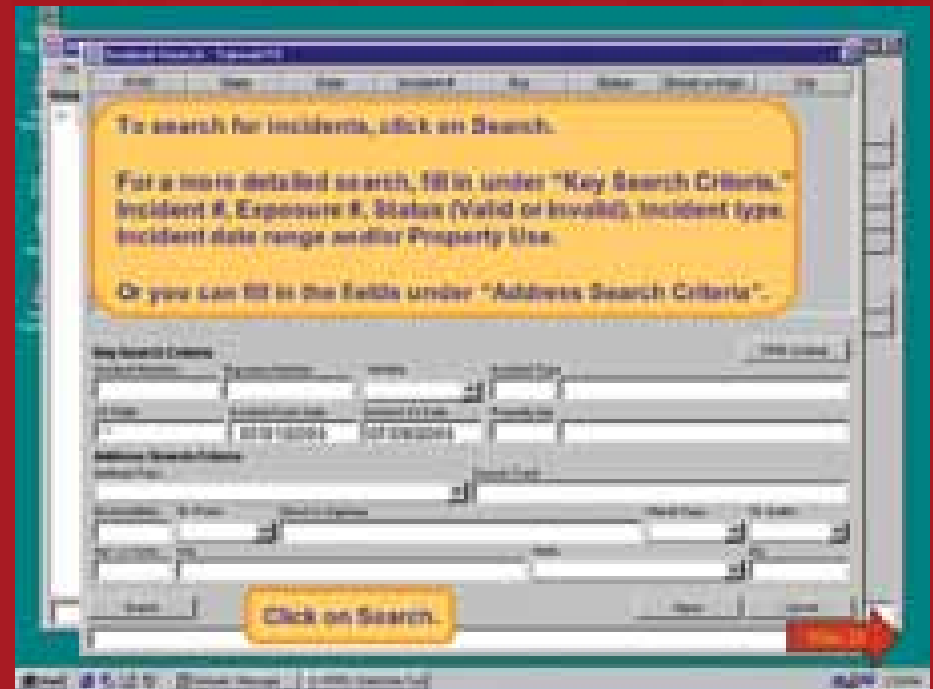
Using the NFIRS Data Entry Tool

Step 8: To search for incidents, select “Open Incident” under the Incident menu, or click on the “Open” button under Incident on the right-hand menu, then click “Search.”



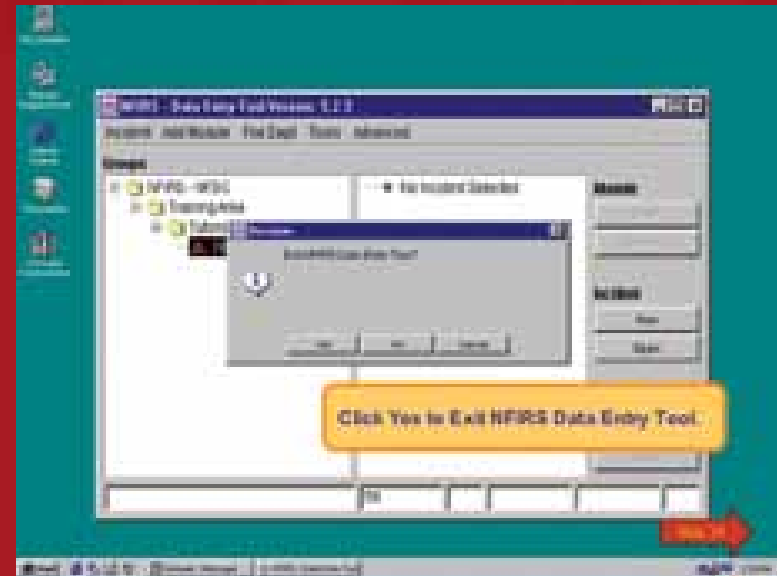
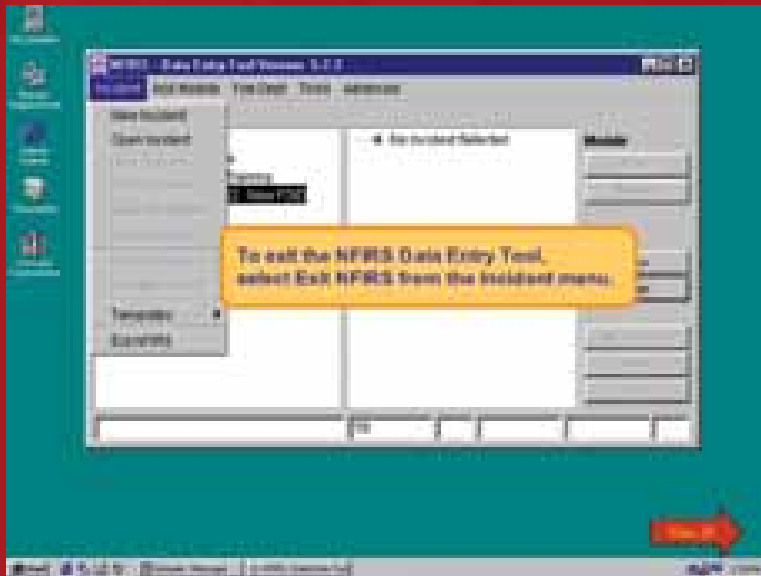
Skill Drill 3-2 Using the NFIRS Data Entry Tool

Step 9: For a general search, complete the fields under “Address Search Criteria.” For a more detailed search, fill in the incident number, exposure number, status (valid or invalid), incident type, incident date range, and/or property use under the “Key Search Criteria” section.



The screenshot shows a web-based search interface for the NFIRS Data Entry Tool. At the top, a yellow box contains instructions: "To search for incidents, click on Search. For a more detailed search, fill in under 'Key Search Criteria.' Incident #, Exposure #, Status (Valid or Invalid), Incident type, Incident date range and/or Property Use. Or you can fill in the fields under 'Address Search Criteria'." Below this, there are two main sections of search criteria. The "Key Search Criteria" section includes fields for Incident #, Exposure #, Status (Valid or Invalid), Incident type, Incident date range, and Property Use. The "Address Search Criteria" section includes fields for Address, City, State, and Zip. A yellow "Click on Search" button is located at the bottom of the form. A red arrow points to the bottom right corner of the window.

Skill Drill 3-2 Using the NFIRS Data Entry Tool



Step 10: To exit the NFIRS Data Entry Tool, select “Exit NFIRS” from the Incident menu. Click “Yes” when the pop-up asks “Exit NFIRS Data Entry Tool?”

Skill Drill 3-3

Operating and Answering the Fire Station Telephone and Intercom Systems

Step 1: Determine immediately if the caller has an emergency. If there is an emergency, follow your department's SOPs.



Skill Drill 3-3

Operating and Answering the Fire Station Telephone and Intercom Systems

Step 2: If you take the information from the caller, focus on obtaining vital information. If your station or your unit will be responding to the call, advise the communications center immediately. Always be prepared to take accurate information or messages for emergency, nonemergency, and personal calls. Never leave someone on hold for a long time. Always let the caller hang up first.

