

NFPA 1401

Fire Service

Training Reports

and Records

1989 Edition



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NFPA 1401

Recommended Practice for Fire Service Training Reports and Records 1989 Edition

This edition of NFPA 1401, *Recommended Practice for Fire Service Training Reports and Records*, was prepared by the Technical Committee on Fire Service Training and acted on by the National Fire Protection Association, Inc. at its Annual Meeting held May 15-18, 1989 in Washington, D.C. It was issued by the Standards Council on July 14, 1989, with an effective date of August 7, 1989, and supersedes all previous editions.

The 1989 edition of this document has been approved by the American National Standards Institute.

Origin and Development of NFPA 1401

The 1970 edition of Training Records and Reports (NFPA 9) received tentative adoption at the 1969 National Fire Protection Association Annual Meeting. The Tentative Recommended Practice with amendments was officially adopted at the 1970 Annual Meeting.

This text was developed by the Committee on Fire Service Training and processed in accordance with NFPA Regulations Governing Technical Committees. It is a suggested fire training records system for use by fire chiefs and fire training officers. The publication presents a systematic approach to those officers who must manage the training activities of a fire department.

The 1989 edition contains a new chapter dealing with the legal aspects of record keeping.

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NFPA 1401**Recommended Practice for****Fire Service Training Reports and Records****1989 Edition**

Information on referenced publications can be found in Chapter 7.

Chapter 1 Introduction

1-1 Scope. It is the intent of this document that "fire service organizations" be an all-inclusive term to describe those local municipal, state, federal, military, industrial, and private organizations with fire protection responsibilities and institutions that provide training for these organizations. Fire service organizations utilizing this document for the establishment, upgrading, or evaluation of their training records and report system should be able to clearly document the performance and ability of individual and group activities relating to:

- (a) Compliance with personnel performance standards;
- (b) Documentation of career development training and education;
- (c) Cooperation with other agencies with which the organization executes joint specialty operations (e.g., Emergency Medical Services).

1-2 Purpose. This document presents a systematic approach to providing essential information for managing the training function of the fire service organization. Included are those types of records, reports, and forms that can serve as basic information tools for effective training administration. It should be understood that record keeping is not an end in itself. Training reporting systems are a process of providing management information for use in the decision-making process. Records are the tools for administering the human resource development of the fire service organization. The objective of the training process is to improve the performance of the individual and the overall performance of the organization. Training programs established and implemented within the organization should be people-oriented and action-minded, and the records and reporting system used in conjunction with the program should reflect this attitude.

1-3 General.

1-3.1 Need for Training Documentation. Training records have an important function in the administration of a fire service organization. As with any other community business, records and reports are an integral part of business management. Fire training records and reports are often only part of the documentation that is required to meet legal and statutory requirements. When properly compiled and evaluated, these records will enable management to make effective decisions for planning, programming, and budgeting operations.

1-3.2 Training records and reports may be utilized by the training officer for analysis of the effectiveness of the training program in terms of time, manpower, and financing. Training records and reports may be utilized to develop specific training objectives and to evaluate compliance with or deficiencies in the training program. Compliance with mandated training requirements shall be documented. Training records and reports are also becoming more important as evidence in public liability suits brought against the organization's fireground activities.

1-3.3 Function of Training Records and Reports. The management of training functions should be performed on a continuous cycle. These functions should not operate as an open-ended sequence. The cycle consists of:

- (a) Planning
- (b) Organization
- (c) Implementation
- (d) Operation
- (e) Review
- (f) Feedback/alteration.

1-3.4 In each phase of the cycle, information is required for management to perform effectively. The information is provided through various types of records, reports, and studies. Records should, therefore, be designed to fit into the overall training management cycle. In order to be most effective, these records must contribute toward the overall organization information cycle.

1-3.5 No published manual or reference document can be applied as a nationally recognized system that will universally fit the needs of all branches of the fire service. As such, knowledge of a fire service organization's information system is fundamental to preparing any type of report form or any system of reporting. Although the responsibility for information reporting is usually that of the chief executive officer, the information contained in the report generally originates from the supervisors of a company, unit, division, or bureau. Record keeping and reporting effectiveness is directly related to design, use, and application of an adequate information system. A clear analysis of the information needs in the specific system is necessary. A good system of record keeping and reporting requires equally as much research effort as any other system in the organization, if it is to be effective and meaningful.

1-4 Definitions.

Authority Having Jurisdiction. The "authority having jurisdiction" is the organization, office or individual responsible for "approving" equipment, an installation or a procedure.

NOTE: The phrase "authority having jurisdiction" is used in NFPA documents in a broad manner since jurisdictions and "approval" agencies vary as do their responsibilities. Where public safety is primary, the "authority having jurisdiction" may be a federal, state, local or other regional department or individual such as a fire chief, fire marshal, chief of a fire prevention bureau, labor department, health department, building official, electrical inspector, or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the "authority having jurisdiction." In many circumstances the property owner or his designated agent assumes the role of the "authority having jurisdiction."

tion"; at government installations, the commanding officer or departmental official may be the "authority having jurisdiction."

C.E.O. (Chief Executive Officer). The administrative head of the organization. The individual assigned the responsibility for management and control of all matters and concerns pertaining to the fire service organization. The position may be titled Fire Chief, Fire Marshal, Chief Engineer, etc.

Education. The process of imparting knowledge or skill through systematic instruction.

Feedback. Comments and opinions about the system to be reviewed for appropriate changes or modifications to the system.

Flow Chart. A diagram consisting of a set of symbols and connecting lines that show step-by-step progression through a procedure or system.

Functions. One of a group of related actions contributing to the overall goals of the organization.

Management. The collective body of those who direct the operations of the organization.

Periodic. Occurring or recurring at regular intervals, as determined by the individual organization, e.g., weekly, monthly, quarterly, semiannually, yearly, etc.

Record. A permanent account of known or recorded facts, regarding something or someone that is utilized to recall or relate past events or acts of an organization or the individuals therein.

Report. The act of giving an account of facts relating to past events or acts of an organization or the individuals therein.

Seasonal Needs. The periodic operating contingencies of a particular geographic region that are established to overcome a specific set of circumstances, e.g., crop harvest, rainy season, etc.

Should. Indicates a recommendation or that which is advised but not required.

System. An organized or established procedure intended to form a network arranged to achieve specific goals.

Training. Skills that have been demonstrated, practiced, and achieved.

Training Instructor. The person identified by the training officer with the responsibility for conducting actual training classes or exercises. This person will usually be a company officer or specialist in the particular subject area.

Training Officer. The person designated by the chief executive officer with authority for overall management and control of the organization's training program.

Chapter 2 Elements of Training Documents

2-1 General.

2-1.1 Training documents, regardless of their intent or level of sophistication, should focus on content, accuracy, and clarity. These documents should relay to the reader at least five specific elements of information:

- Who
 - was the instructor or leader?
 - participated, was in attendance?
 - is affected by the document?
- What
 - was the subject covered?
 - equipment was utilized?
 - operation was evaluated or affected?
 - was the stated objective and was it met?
- When
 - will the event take place, or
 - did the event take place?
- Where
 - will the event take place, or
 - did the event take place?
- Why
 - is the event necessary, or
 - did the event occur?

2-1.2 Additional information or detail should be included to explain or clarify the document as may be deemed necessary.

Chapter 3 Types of Training Documents

3-1 Training Schedules.

3-1.1 Need for Training Schedules. It is important that all members within a fire department be assured of receiving standardized instruction and training. This requires considerable planning. However, standardization can be improved through the preparation of training schedules for use by department personnel.

3-1.2 Typical training schedules may include:

(a) Periodic Training Schedule — Station Training. This schedule designates specific subjects that must be used by company officers in conducting their station training. A schedule is prepared by the officer in charge of training and distributed to all company officers.

(b) Periodic Training Schedule — Training Facility Activities. This is a schedule for companies to report to the training facility for evolutions or classes. Days should also be set aside for make-up sessions.

(c) Schedules should be prepared for all training, including:

1. Recruit training
2. In-service training
3. Special training
4. Officer training
5. Advanced training.

3-1.3 Types of Training Schedules. Training schedules should be prepared for all training ground and classroom sessions. It is important that consideration be given to the availability of training to all personnel when schedules are prepared. For example, training sessions may have to be scheduled on consecutive days to accommodate career personnel or repeated on weekdays and on weekends for volunteers. Scheduling training for industrial fire brigade members involves some additional considerations. Such aspects as the amount of time one can be away from one's work station or the provision of replacement personnel to cover for fire brigade members who are involved in critical plant operations must be considered when preparing training schedules.

3-1.4 A balance between manipulative skills training and classroom sessions should be considered in the preparation of training schedules. Such training schedules should include all of the topics necessary to satisfy job knowledge requirements and to maintain skills already learned.

3-1.5 The scheduling of training will also be influenced by the time of year, in regard to weather conditions, seasonal needs, new equipment, and specific personnel needs.

3-2 Training Reports.

3-2.1 A training report should be complete and follow a logical sequence. Obviously, no general outline can be applied to the arrangement of a report since each report must be constructed according to its individual requirements. A reader has every right to expect a report to clearly and concisely present the essentials so that conclusions may be grasped with a minimum of effort and delay. Furthermore, a reader has the right to expect a report to provide sufficient discussion to ensure the correct interpretation of findings, which will indicate the nature of analysis and the process of reasoning that leads to those findings.

3-2.2 Each item of a report should serve a definite purpose. Each table and chart in a report should be within the scope of the report. They should add to what has been stated or shown elsewhere, and they should be accurate without reasonable possibility of misunderstanding.

3-2.3 The process of writing reports includes five steps that are generally used in identifying, investigating, evaluating, and solving a problem. These five steps should be accomplished before the report is written and are as follows:

- (a) The purpose and scope of the report should be obtained
- (b) The method or procedure should be outlined
- (c) The essential facts should be collected
- (d) These facts should be analyzed and categorized
- (e) The correct conclusions and recommendations should be made.

3-2.4 Accuracy and Details. Accuracy and clarity are the keynotes in any report or form. If the reader or recipient detects inaccuracy, then the veracity of the writer or division represented, as well as the value of the report, is suspect. Details, but not padding, are necessary to show progress or accomplishment. Care should be exercised that

the point or summary is reached and that duplication with another form or report is not made.

3-2.5 Types of Training Reports. The number and types of training reports that need to be prepared will vary from department to department. While there are differing needs among fire departments, certain reports are common to most all departments. Some typical training reports include:

- (a) A complete inventory of apparatus and equipment assigned to the training division
- (b) Detailed plans for training improvements that include all equipment and facility needs and cost figures
- (c) A detailed periodic report and evaluation on the training of all probationary fire fighters
- (d) A monthly summary of all activities of the training division
- (e) An annual report of all activities of the training division. The annual report should describe the accomplishments during the year, restate the goals and objectives of the training division, and describe the projected plans for the upcoming year.

3-2.6 There are times when a narrative report may be required. Before starting a narrative report, the writer should consider who will receive and digest the facts contained in the report. The length of the report will be determined by the knowledge the recipient has of the subject.

3-3 Training Records.

3-3.1 Training records must be kept to document department training and can assist in determining the program's effectiveness. Information derived from such records can, for example, provide the supporting data needed to justify additional training personnel and equipment.

3-3.2 Performance tests, examinations, and personnel evaluations can contribute to the development of the training program if the results are analyzed, filed, and properly applied. Training records should be kept current, revealing the status and progress of all personnel receiving training. Frequent analysis of training records should present a clear picture of the success or failure of the training program.

3-3.3 Properly designed training records should be developed to meet the specific needs of each fire department. Training records should be detailed enough to enable factual reporting, yet be as simple as possible. The number of records should be kept at a minimum to avoid confusion and duplication of effort.

3-3.4 Typical training records will include:

- (a) Daily training record
- (b) Company record
- (c) Individual training record
- (d) Special and summary record.

3-4 Types of Training Records.

(a) *Departmental Training Record.* A report that serves as a permanent record showing all the training fire personnel receive. These reports are usually completed on a

yearly basis. Company officers usually make entries on this form; however, training officers in small departments may take on this responsibility.

(b) *Individual Special Course Record.* Special schools or courses are often made available to fire fighters, and their attendance and certification should be recorded.

(c) *Individual Training Record.* A record containing a chronological history of an individual's progress from the time of entry into the organization until separation.

(d) *Progress Chart.* A record form that can give an accurate and complete picture of all class activities and work accomplished by both instructor and students. The chart will also show at a glance how the class or program is progressing with respect to calendar or time schedules.

(e) *Certification Training Record (Fire Fighter).* A work sheet that maintains a record of each fire fighter's progress during pursuit of certification.

(f) *Educational Courses.* Documentation of courses taken outside the department, such as institutions or higher education.

(g) *Vocational Courses.* Most such courses are given by state or regional programs, in the form of workshops or outside demonstrations.

(h) *Subpart "H" and "L" Requirements.* The OSHA regulations, with respect to training, can impact existing record keeping systems. The type of report and information required by OSHA should be determined from the regional office having jurisdiction.

(i) *Seminars and Other Training.* All seminars, short courses, and other individual or group development meetings attended should be documented. Any other certificate of achievement or completion obtained from this area of training should be made a part of the individual's training file.

(j) *Company Training Report.* A report indicating the type of training held. Information on the report should include: time and duration of training, subject(s) covered, personnel in attendance, equipment used, and a remarks section.

(k) *Periodic Company Summary.* A report showing all other training conducted or attended by the company. Indicate the number of hours each person spent on each subject and submit this report to the officer in charge of training through proper channels. Such reports should be submitted monthly.

(l) *Chief Officers' Periodic Training Summary.* A report showing all training conducted by fire companies within a division, battalion, or district. This report serves as a review for chief officers that company officers are properly conducting company training, and it can be submitted to the officer in charge of training for inclusion in monthly and yearly summaries.

(m) *Group Training Records and Evaluation.* Because most fireground operations are accomplished by more than one fire fighter, group performance of basic evolutions is an important part of any training system. A means or method of measuring how effective the organization's evolutions are and how well they qualify the fire fighters to make an attack on a fire should be established. The group or company performance standard evaluation report form should be designed to allow for quick and accurate determination of the group's ability to meet minimum basic requirements.

The report should also enable the individual group or company to check on the progress of their abilities in carrying out standard evolutions and following established standard operating procedures and may also suggest to the group or company areas in which additional training is needed.

3-5 State Certification Records.

3-5.1 Since establishment of the NFPA professional qualifications series of standards, a number of states have developed and implemented state fire service training certification systems to establish and recognize compliance with these minimum requirements for various fire service professional levels.

3-5.2 Information and documentation that should serve as a foundation for submission to state certification programs should include, as a minimum, the following:

(a) A one-source file of all training accomplished by the individual fire fighter during his/her career

(b) Dates, hours, locations, and instructors of all special courses or seminars attended

(c) Monthly summaries of all departmental training.

These records should require signatures of the instructor and the person instructed, to serve as a valid record of the person's participation in the training.

3-5.3 The format used for state certification may be different than that utilized by an individual department. This, in all probability, will cause considerable problems with accurate record submission and should be addressed on the state level by all parties concerned. Various state certification forms are contained in the Appendix.

Chapter 4 Computerization of Reports and Records

4-1 General.

4-1.1 Data processing by computer is being widely used by fire departments, and the potential of the computer in the fire service has yet to be realized. Many of those departments that, in the past, utilized a computer only for dispatching and fire incident reporting have found the advantages of applying the power and speed of the computer to other tasks. The introduction of relatively inexpensive computer systems and available software has extended their usefulness in fire department applications. For example word processing, text editing, spread sheets, and graphics.

4-1.2 The computer has the potential of eliminating many, if not all, of the problems faced by a manual record keeping system. With personnel moving from station to station and with vacation, sick time, and various other reasons, systems are normally far from accurate and are usually most difficult to use in meaningful comparison or summarization because of their bulk, inaccuracy, or both.

4-1.3 Computerized information systems can provide a cost-effective method of processing comprehensive data and

generating reports in a form that is conducive to the decision-making process. In addition, often times the computerization of training records is made very simple with modern state-of-the-art user language programming, which does not require the services of a highly trained programmer in the development of the computer-based system.

4-1.3.1 Software programs are also available from a variety of sources to accomplish the record keeping requirements of the user with little or no modification. Before expending the time, effort, and money required to develop your own program, these commercially available alternatives should be evaluated.

4-1.3.2 Public domain software is available to the fire service from a variety of sources including the National Fire Academy.

4-1.4 Duplicate or backup records should be considered to protect your data. These should be stored at a site separate from the primary records. The use of a computer makes this duplication or backing up very easy.

Chapter 5 Evaluating the Effectiveness of the Training Record System

5-1 General.

5-1.1 The evaluation of training records should be done constantly by the local department training officer or training committee. Each training record should be periodically evaluated to determine the following:

- (a) Has the individual taken all the required training?
- (b) If not, has the individual been scheduled for missed classes?
- (c) Do performance deficiencies show up on the individual's training record?
- (d) If so, what kind of program is being developed to overcome these deficiencies?
- (e) Have companies met all the required job performance standards established by the department?
- (f) If not, have the problems been identified and a program developed to overcome them?
- (g) Are there areas of training that are being completely overlooked?
- (h) Is the cycle of training sufficient to maintain skill levels?

5-1.2 All training records and the record keeping system should be evaluated on at least an annual basis. During the evaluation process, some key questions should be applied to each record:

- (a) What is the purpose of the record?
- (b) Who uses the information compiled?
- (c) Is the record compiling the right information?
- (d) Do other records duplicate the material being compiled?

- (e) How long should records be retained?
- (f) Can "training trends" be determined from a compilation of the records?
- (g) Is there a simpler and more efficient way of recording the information?

5-1.2.1 State laws will govern the length of time that records must be maintained.

Chapter 6 Legal Aspects of Record Keeping

6-1 Privacy of Personal Information.

6-1.1 Federal and state laws recognize the right of access to records maintained in the public domain. However, some areas are exempted from access, and clear-cut guidelines should be developed by the authority having jurisdiction to prevent the unnecessary and illegal disclosure of information of a confidential nature.

6-1.2 Test questions, scoring keys, employee training and educational records, and other examination data made a part of an individual's training file usually cannot be disclosed without a court order or without written permission of the employee.

6-1.3 The fire chief or training officer should verify with local legal counsel the specific laws regulating the jurisdiction in this regard and ensure that adequate control measures are set in place for privacy of personal information.

6-1.4 Legal counsel should also be contacted concerning the length of time records and/or reports need to be kept on hand. Some documents need only to be maintained for a year, others for as long as an individual is with the organization and still others must be kept only for specific lengths of time.

6-2 Record Keeping and Liability

6-2.1 A concern of the fire service today is the probability of being sued. Fire departments have been successfully sued (some by their own members or employees) because they did not have adequate documentation of their members' or employees' training. There are numerous situations where the only defense against a law suit is complete, accurate training records. Training records are one of the ways fire departments can limit their liability.

6-2.2 Accurate and complete training records are also required by a number of different laws and standards. Federal and state regulations may require specific amounts and types of training. NFPA 1403, *Standard on Live Fire Training Evolutions in Structures*, and NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, require the documentation of specific training.

6-2.3 For agencies that conduct multi-jurisdictional training, it may be important to have a signed waiver for those individuals who participate in certain training activities.

Chapter 7 Referenced Publications**Appendix A**

7-1 The following documents or portions thereof are referenced within this recommended practice and should be considered part of the recommendations of this document. The edition indicated for each reference is the current edition as of the date of the NFPA issuance of this document.

7-1.1 NFPA Publications. National Fire Protection Association, Batterymarch Park, Quincy, MA 02269.

NFPA 1403-1986, *Standard on Live Fire Training Evolutions in Structures*

NFPA 1500-1987, *Standard on Fire Department Occupational Safety and Health Program*.

This Appendix is not a part of the recommendations of this NFPA document, but is included for information purposes only.

The following exhibits are examples of reports and records as recommended by this document.

NOTE: The subjects and time frame shown may be changed to meet the training needs of a particular department.

(See following pages for all Exhibits)

INDIVIDUAL TRAINING PROGRESS RECORD OF

NAME OF TRAINEE		SOCIAL SECURITY NO.		SIGNATURE OF TRAINEE		INITIALS		SIGNATURE OF CERTIFIED INSTRUCTOR		INITIALS									
SUBJECT					#	FIREFIGHTER I				#	FIREFIGHTER II				#	FIREFIGHTER III			
COURSE OUTLINE	F. F. LEVEL	IFSTA BOOK	PAGE	1001 SECTION #	DATE	GRADE	INSTR. INIT.	TRAINEE INIT.	DATE	GRADE	INSTR. INIT.	TRAINEE INIT.	DATE	GRADE	INSTR. INIT.	TRAINEE INIT.			
I. ORIENTATION 1. OUTLINE OF TRAINING PROGRAM	FF I II III	203	71-87, 106, 126 & 132	3-1.3															
	K 1 2 3	204	133-145																
	S 0 0 0																		
MATERIAL TO BE COVERED																			
K-1. Needs, objectives, purpose and scope of course • course content, schedule, instructors, expectations and materials.																			
K-2. Class scheduling and process for all levels • definitions of: identify, demonstrate, cognitive and psychomotor behavioral objectives • concurrent work training activities credit.		203	85																
		303	27 & 33																
K-3. Program curricula, training aids, development and evaluation.		203	103-127																
		303	31-37 & 100-103																
2. DUTIES AND RESPONSIBILITIES—REFERENCE SECTION I, 9 FOR FIREFIGHTER RESPONSIBILITIES	FF I II III	202	3-8	3-1.3															
	K 1 2 3	203	71-84, 103-116																
	S 0 0 0																		
MATERIAL TO BE COVERED																			
K-1. Fire department rules, regulations and procedures.																			
K-2. Student responsibilities as established by the local authority having jurisdiction.																			
K-3. Performance observation, appraisal and counseling as required and administered by the local department or school authorities.		301	31-43																
		110	17-23																
3. TESTING PROCEDURES	FF I II III	203	88-110	3-1.3															
	K 2 2 2	303	17-23																
	S 0 0 0																		

Exhibit A Individual Training Progress Record

Exhibit B Individual Training Summary Record

FIRE DEPARTMENT _____

INDIVIDUAL TRAINING PROGRESS RECORD

Daily

NAME OF TRAINEE	SOCIAL SECURITY NO.	SIGNATURE OF TRAINEE	INITIALS	SIGNATURE OF CERTIFIED INSTRUCTOR	INITIALS																											
CERTIFIED FIRE FIGHTER / CERTIFIED ADVANCED FIRE FIGHTER For Month of _____																																
SUBJECT $\swarrow$ ½ HOUR $\searrow$ 1½ HOURS $\swarrow$ 1 HOUR $\searrow$ 2 HOURS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL HOURS FOR MONTH
1. Orientation																																
2. Fire Behavior – Science																																
3. Extinguishers and Extinguishing Agents																																
4. Small Tools and Equipment																																
5. Communications																																
6. Ropes and Knots																																
7. Breathing Equipment																																
8. Ladders																																
9. Hose																																
10. Mathematics																																
11. Water Supply																																
12. Fire Streams																																
13. Installed Fire Detection, Alarm and Ext. Systems																																
14. Forcible Entry																																
15. Ventilation																																
16. Rescue																																
17. Salvage and Overhaul																																
18. Fire Prevention and Inspection Practices																																
19. Personal Safety and Hazards																																
20. Apparatus Driving/Operation																																
21. First Aid																																
22. Arson Evidence																																
23. Fireman's Law																																
24. Fire Suppression Tactics/Strategy																																
25. Pre-Fire Planning																																
26. Disasters, Riots and Conflagrations																																
27. Aircraft Fire Protection and Rescue																																
28. Fire Service Records and Reports																																
29. Specialized Equipment and Techniques																																
30. Proficiency Locally Examined																																

Exhibit C Individual Daily Training Record — By Subject Area and Hours

Monthly

INDIVIDUAL TRAINING RECORD

RANK

YEAR		NAME								DEPARTMENT				
SHIFT		COMPANY		SUPERVISOR					INSTRUCTOR					
SUBJECT REQUIRED BY THE ILL. FIRE COMMISSION	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUN.	TOTAL HOURS FOR YEAR	
1. Orientation														
2. Fire Behavior -- Science														
3. Extinguishers and Extinguishing Agents														
4. Small Tools and Equipment														
5. Communications														
6. Ropes and Knots														
7. Breathing Equipment														
8. Ladders														
9. Hose														
10. Mathematics														
11. Water Supply														
12. Fire Streams														
13. Installed Fire Detection, Alarm and Ext. Systems														
14. Forcible Entry														
15. Ventilation														
16. Rescue														
17. Salvage and Overhaul														
18. Fire Prevention and Inspection Practices														
19. Personal Safety and Hazards														
20. Apparatus Driving/Operation														
21. First Aid														
22. Arson Evidence														
23. Fireman's Law														
24. Fire Suppression Tactics/Strategy														
25. Pre-Fire Planning														
26. Disasters, Riots and Conflagrations														
27. Aircraft Fire Protection and Rescue														
28. Fire Service Records and Reports														
29. Specialized Equipment and Techniques														
30. Proficiency Locally Examined														

Exhibit D Individual Monthly Training Record — By Subject Area and Hours

Exhibit E Individual Professional Qualifications Record

COMPARATIVE INDIVIDUAL PROGRESS RECORD

PROJECT NUMBER		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
NAME OF PROJECT																																									
STUDENTS																																									
1																																									
2																																									
3																																									
4																																									
5																																									
6																																									
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24																																									
25																																									

Exhibit F Comparative Individual Progress Record

SOC. SEC. NO. _____

SPECIAL COURSES

[illegible]**Exhibit G Individual Special Courses Record**

SCHEDULE OF TRAINING TRAINING DIVISION

SS—Station School
TC—Training Center

COMPANY	DATE	TIME	LOCATION	SUBJECT
102-103A	9 Nov	0900	SS	Portable Fire Extinguishers
402A	9 Nov	1330	SS	" " "
302B	10 Nov	0900	SS	" " "
402B	10 Nov	1330	SS	" " "
201-202A	11 Nov	0900	SS	" " "
101A	11 Nov	1330	TC	Hose Lays
102A	11 Nov	1500	TC	" "
102-103B	12 Nov	0900	SS	Portable Fire Extinguishers
201-202B	12 Nov	1330	SS	" " "
202A	13 Nov	0900	TC	LPO T201, Ground Ladders
302A	13 Nov	1330	SS	Portable Fire Extinguishers

REMARKS

1) LPO - Ladder Pipe Operations 2) Work clothes should be worn for classes

at the Training Center. 3) All personnel scheduled for Ground Ladders should
review pages TM-4 through TM-17 in the Training Manual.

The above schedule is subject to change by the Fire Chief.

DATE

TRAINING OFFICER

QUARTERLY TRAINING SCHEDULE

For fire companies to report to the training center during the first quarter of 19 ____

DATE	TIME	COMPANY	SUBJECT	DATE	TIME	COMPANY	SUBJECT
Jan. 7	AM	E1,L2	Arson Detection	Feb. 18	AM	E2,E7	Power Tools
	PM	E3,F5	Arson Detection		PM	E3,S1	Power Tools
Jan. 8	AM	E1,L2	Arson Detection	Feb. 19	AM	E2,E7	Power Tools
	PM	E3,L5	Arson Detection		PM	E3,S1	Power Tools
Jan. 9	AM	E1,L2	Arson Detection	Feb. 20	AM	E5,L1	Power Tools
	PM	E3,L5	Arson Detection		PM	E6,L2	Power Tools
Jan. 10	AM	E2,S1	Arson Detection	Feb. 21	AM	E5,L1	Power Tools
	PM	E4,L1	Arson Detection		PM	E6,L2	Power Tools
Jan. 11	AM	E2,S1	Arson Detection	Feb. 22	AM	E5,L1	Power Tools
	PM	E4,L1	Arson Detection		PM	E6,L2	Power Tools
Jan. 14	AM	E2,S1	Arson Detection	Feb. 25	AM	E1,E2	Ground Ladder
	PM	E4,L1	Arson Detection		PM	E3,L1	Ground Ladder
Jan. 15	AM	E6,E7	Arson Detection	Feb. 26	AM	E4,E6	Ground Ladder
	PM	E1,E3	Salvage		PM	E7,S1	Ground Ladder
Jan. 16	AM	E6,E7	Arson Detection	Feb. 27	AM	E1,S1	Ground Ladder
	PM	E1,E3	Salvage		PM	E4,E2	Ground Ladder
Jan. 17	AM	E6,E7	Arson Detection	Feb. 28	AM	E1,S1	Ground Ladder
	PM	E1,E3	Salvage		PM	E4,E2	Ground Ladder
Jan. 18	AM	E2,L1	Salvage	Mar. 1	AM	E1,S1	Ground Ladder
	PM	E4,L2	Salvage		PM	E4,E2	Ground Ladder
Jan. 21	AM	E2,L1	Salvage	Mar. 4	AM	E4,E6	Ground Ladder
	PM	E4,L2	Salvage		PM	E7,S1	Ground Ladder
Jan. 22	AM	E2,L1	Salvage	Mar. 5	AM	E4,E6	Ground Ladder
	PM	E4,L2	Salvage		PM	E7,S1	Ground Ladder
Jan. 23	AM	E5,E7	Salvage	Mar. 6	AM	HOSE TESTS	
	PM	E6,S1	Salvage		PM	PLATOON "A"	
Jan. 24	AM	E5,E7	Salvage	Mar. 7	AM	HOSE TESTS	NOTE "A"
	PM	E6,S1	Salvage		PM	PLATOON "B"	
Jan. 25	AM	E5,E7	Salvage	Mar. 8	AM	HOSE TESTS	
	PM	E6,S1	Salvage		PM	PLATOON "C"	
Jan. 28	AM	E1,S1	Sprinklers	Mar. 11	AM	E5,L2	Turrets and Ladder
	PM	E4,E2	Sprinklers		PM	E2,E6	Pipes (NOTE "B")
Jan. 29	AM	E3,L2	Sprinklers	Mar. 12	AM	E5,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E2,E6	Pipes (NOTE "B")
Jan. 30	AM	E3,L2	Sprinklers	Mar. 13	AM	E5,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E2,E6	Pipes (NOTE "B")
Jan. 31	AM	E3,L2	Sprinklers	Mar. 14	AM	E7,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 1	AM	E3,L2	Sprinklers	Mar. 15	AM	E7,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 4	AM	E3,L2	Sprinklers	Mar. 18	AM	E7,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 5	AM	E3,L2	Sprinklers	Mar. 19	AM	E7,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 6	AM	E3,L2	Sprinklers	Mar. 20	AM	E7,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 7	AM	E5,E6	Sprinklers	Mar. 21	AM	E7,L2	Turrets and Ladder
	PM	E1,E4	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 8	AM	E1,E4	Power Tools	Mar. 22	AM	E7,L2	Turrets and Ladder
	PM	E1,E4	Power Tools		PM	E1,E5	Pipes (NOTE "B")
Feb. 11	AM	E5,E6	Sprinklers	Mar. 25	AM	E7,L2	Turrets and Ladder
	PM	E1,E4	Power Tools		PM	E1,E5	Pipes (NOTE "B")
Feb. 12	AM	E6,E7	Power Tools	Mar. 26	AM	E4,E3	Turrets and Ladder
	PM	E1,E4	Power Tools		PM	S1,L1	Pipes (NOTE "B")
Feb. 13	AM	E2,E7	Power Tools	Mar. 27	AM	E7,L2	Turrets and Ladder
	PM	E3,S1	Power Tools		PM	E1,E5	Pipes (NOTE "B")
Feb. 14	AM	E2,E7	Power Tools	Mar. 28	AM	E4,E3	Turrets and Ladder
	PM	E3,S1	Power Tools		PM	S1,L1	Pipes (NOTE "B")
Feb. 15	AM	E2,E7	Power Tools	Mar. 29	AM	E4,E3	Turrets and Ladder
	PM	E3,S1	Power Tools		PM	S1,L1	Pipes (NOTE "B")

NOTE "A" — At company quarters.

NOTE "B" — Drills to be held at Memorial Park.

Chief Training Officer

Approved _____

Chief of Fire Department

Exhibit I Periodic (Quarterly) Schedule of Training

CITY OF NAPA
FIRE DEPARTMENT
DIVISION OF TRAINING
DRILL REPORT

Code No. _____

SHIFT _____ STATION NO. _____

DATE _____, 19 _____

TIME _____ M. to _____ M.

TOTAL TIME DRILLED _____ Hrs. _____ Min.

DESCRIPTION OF DRILL	Time	
	Hours	Min.

NAMES OF MEN DRILLED			

REMARKS OR SUGGESTIONS

EQUIPMENT USED						
Feet of Booster Hose	Feet of 1½" Hose	Feet of 2½" Hose	Feet of Other Hose	Feet of Ladders	Number of Salvage Covers	Gallons of Water

.....
Signature of Reporting Officer

Exhibit J Division of Training Drill Report

WAUKEGAN FIRE DEPARTMENT

STANDARD ENGINE AND TRUCK COMPANY EVOLUTIONS

DATE: _____ TIME OF DAY _____ DUTY SHIFT _____

ENGINE CO.# _____ EVOLUTION # _____ TIME STANDARD _____

TRUCK CO.# _____ EVOLUTION # _____ ACTUAL TIME _____

CREW: OFFICER _____

PUMP OPERATOR _____

FIRE FIGHTER _____

FIRE FIGHTER _____

FIRE FIGHTER _____

1. WAS THE EVOLUTION CONDUCTED IN A
SAFE MANNER? YES _____ NO _____
2. WAS THE EVOLUTION COMPLETED
WITHIN THE REQUIRED TIME? YES _____ NO _____
3. WERE NOZZLE PRESSURES CORRECT? YES _____ NO _____
4. WERE STREAMS, ONCE STARTED,
OPERATED WITHOUT INTERRUPTION? YES _____ NO _____

LIST AREAS OF DIFFICULTY OR WHERE IMPROVEMENT IS NEEDED:

ADDITIONAL REMARKS _____

EVALUATOR'S SIGNATURE _____

Exhibit K Group Evaluation Record

Index

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SUBMITTING PROPOSALS ON NFPA TECHNICAL COMMITTEE DOCUMENTS

**Contact NFPA Standards Administration for final date for receipt of proposals
on a specific document.**

INSTRUCTIONS

**Please use the forms which follow for submitting proposed amendments.
Use a separate form for each proposal.**

1. For each document on which you are proposing amendment indicate:
 - (a) The number and title of the document
 - (b) The specific section or paragraph.
2. Check the box indicating whether or not this proposal recommends new text, revised text, or to delete text.
3. In the space identified as "Proposal" include the wording you propose as new or revised text, or indicate if you wish to delete text.
4. In the space titled "Statement of Problem and Substantiation for Proposal" state the problem which will be resolved by your recommendation and give the specific reason for your proposal including copies of tests, research papers, fire experience, etc. If a statement is more than 200 words in length, the technical committee is authorized to abstract it for the Technical Committee Report.
5. Check the box indicating whether or not this proposal is original material, and if it is not, indicate source.
6. If supplementary material (photographs, diagrams, reports, etc.) is included, you may be required to submit sufficient copies for all members and alternates of the technical committee.

NOTE: The NFPA Regulations Governing Committee Projects in Paragraph 10-10 state: Each proposal shall be submitted to the Council Secretary and shall include:

- (a) identification of the submitter and his affiliation (Committee, organization, company) where appropriate, and
- (b) identification of the document, paragraph of the document to which the proposal is directed, and
- (c) a statement of the problem and substantiation for the proposal, and
- (d) proposed text of proposal, including the wording to be added, revised (and how revised), or deleted.