

**NATIONAL INCIDENT MANAGEMENT SYSTEM  
INCIDENT COMMAND SYSTEM**

**ICS FORMS BOOKLET  
FEMA 502-2**

*Schoolcraft College Fire Technology  
COVID-19 Pandemic Response*

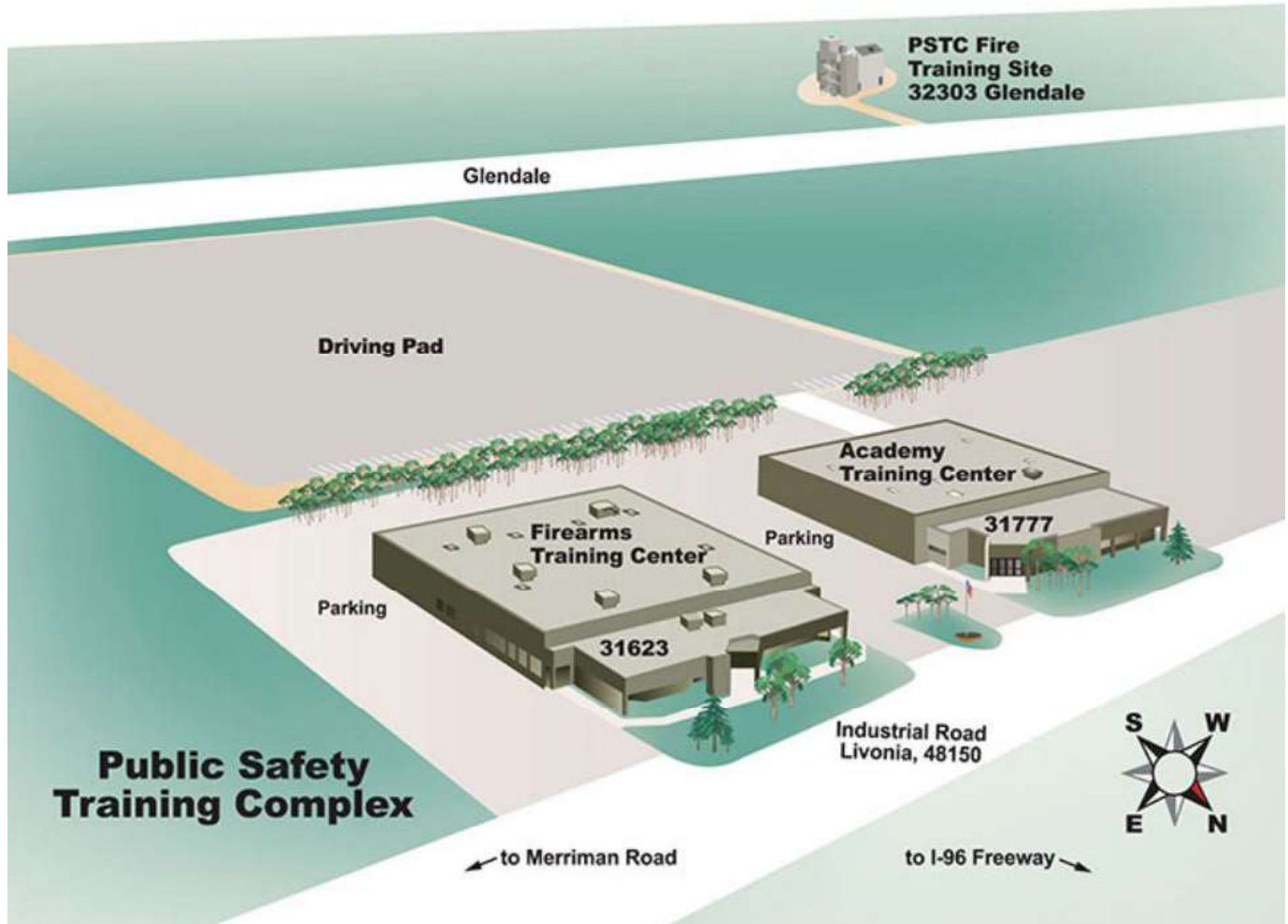


## INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b> Schoolcraft Fire Tech COVID-19	<b>2. Incident Number:</b> 001	<b>3. Date/Time Initiated:</b> Date: 3/17/20      Time: 0800
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**4. Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):

Map of Public Safety Training Complex with Academy Training Center (location of shutdown due to incident) shown.



**5. Situation Summary and Health and Safety Briefing** (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

The COVID-19 pandemic poses serious, even grave, health risks to employees, students, visitors and contractors (esp. cleaning) we shall consider:

Hygiene: Serious steps including hand washing and sanitizing, social distancing, face mask wearing.

Health screening: Daily, prior to entry, health survey, including temperatures, performed by Fire Tech staff.

Entry cleaning: to ensure sterile environment is in place for all, in addition to cleaning crew efforts.

**6. Prepared by:** Name: Liam A. Carroll      Position/Title: I/C      Signature: \_\_\_\_\_

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**7. Current and Planned Objectives:**

Protect people (students/recruits, staff, visitors and contractors) from COVID19 and COVID19-related hazards. Return/reopen suspended courses safely, wholly and sustainably.

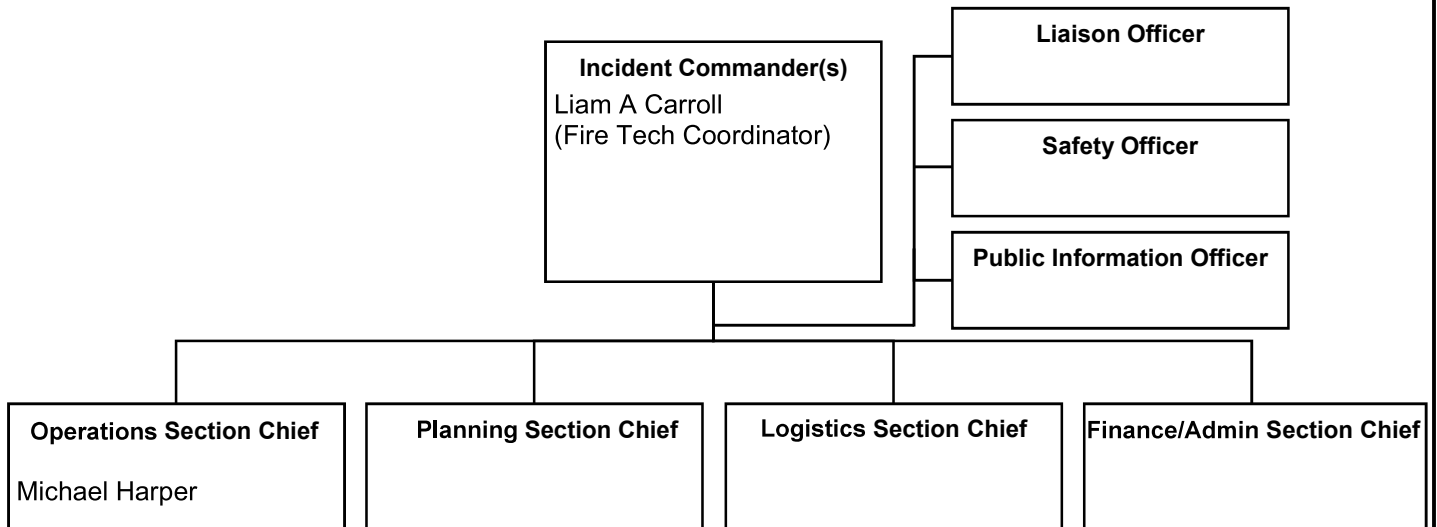
<b>8. Current and Planned Actions, Strategies, and Tactics:</b>	
Time:	Actions:
1100 hrs	reduce exposures through hygiene enhancements (washing, sanitizing, reduced touching of surfaces)
1200 hrs	CDC Hygiene and Transmission reduction signage posted.
1300 hrs	Advised/trained Fire Academy regarding new hygiene recommendations
1700 hrs	closed/suspended Fire Academy (Fire Fighter I and II subsequently closed/suspended)
June 2	Reopen/return to class
	reopen/restart programs with protections against resurgence of disease spread
	correct/reduce remaining damage to best of ability
	minimize educational expense/damage
	make whole any educational loss
	assess remaining damage

<b>6. Prepared by:</b> Name: <u>Liam A. Carroll</u>	Position/Title: <u>I/C</u>	Signature: _____
<b>ICS 201, Page 2</b>	Date/Time: _____	

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**9. Current Organization** (fill in additional organization as appropriate):



NOTE: All unfilled title Command and General Staff positions are presently filled by the Incident Commander (I/C).

Subject Matter Experts assigned to Liaison Officer:

- Michigan Department of Health and Human Services (MDHHS)
- Michigan Bureau of Fire Services/State Fire Marshal (BFS/SFM)
- Michigan Occupational Safety and Health Administration (MIOSHA)

**6. Prepared by:** Name: Liam A. Carroll Position/Title: I/C Signature: \_\_\_\_\_

ICS 201, Page 3 Date/Time: \_\_\_\_\_

# INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name:</b> Schoolcraft Fire Tech C		<b>2. Operational Period:</b> Date From: 3/17/2020 Date To: Time From: 0800 Time To:												
<b>3. Objective(s):</b> Protect people (students/recruits, staff, visitors and contractors) from COVID19 and COVID19-related hazards. Return/reopen suspended courses safely, wholly and sustainably.														
<b>4. Operational Period Command Emphasis:</b> Instill the new safety measures to staff and students through awareness, training and behavioral modifications.														
General Situational Awareness Awareness that the new and required safety practices (social distancing, PPE use, hygiene improvements, etc.) are not yet in muscle memory or automatic function and therefore must be taught, trained, reminded, and practiced often like any other new skill. Leaders should lead by open examples and positive reinforcement when students and other employees meet improved performance markers.														
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Approved Site Safety Plan(s) Located at:</b>														
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan): <table><tr><td><input checked="" type="checkbox"/> ICS 203</td><td><input checked="" type="checkbox"/> ICS 207</td><td rowspan="5"><b>Other Attachments:</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</td></tr><tr><td><input checked="" type="checkbox"/> ICS 204</td><td><input checked="" type="checkbox"/> ICS 208</td></tr><tr><td><input type="checkbox"/> ICS 205</td><td><input checked="" type="checkbox"/> Map/Chart</td></tr><tr><td><input checked="" type="checkbox"/> ICS 205A</td><td><input type="checkbox"/> Weather Forecast/Tides/Currents</td></tr><tr><td><input checked="" type="checkbox"/> ICS 206</td><td></td></tr></table>				<input checked="" type="checkbox"/> ICS 203	<input checked="" type="checkbox"/> ICS 207	<b>Other Attachments:</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 208	<input type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	<input checked="" type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input checked="" type="checkbox"/> ICS 206	
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<input checked="" type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents													
<input checked="" type="checkbox"/> ICS 206														
<b>7. Prepared by:</b> Name: <u>Liam A. Carrol</u> Position/Title: <u>I/C</u> Signature: _____														
<b>8. Approved by Incident Commander:</b> Name: <u>Liam A. Carroll</u> Signature: _____														
ICS 202	IAP Page _____	Date/Time: _____												

## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name:</b> Schoolcraft Fire Tech COVID-19		<b>2. Operational Period:</b> Date From: 3/17/2020    Date To: Time From: 0800    Time To:	
<b>3. Incident Commander(s) and Command Staff:</b>		<b>7. Operations Section:</b>	
IC/UCs	Liam A. Carroll	Chief	Mike Harper
		Deputy	
Deputy		Staging Area	
Safety Officer		<b>Branch</b>	
Public Info. Officer		Branch Director	Doug Gildner
Liaison Officer		Deputy	Gary Bosak
<b>4. Agency/Organization Representatives:</b>		Division/Group	
Agency/Organization	Name	Division/Group	
Schoolcraft College	Gerald Champagne	Division/Group	
	Campus Police	Division/Group	
		Division/Group	
		<b>Branch</b>	
		Branch Director	John Nichols
		Deputy	Mike Hrper
<b>5. Planning Section:</b>		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		<b>Branch</b>	
Demobilization Unit		Branch Director	John Nichols
Technical Specialists		Deputy	Mike Harper
		Division/Group	
		Division/Group	
		Division/Group	
<b>6. Logistics Section:</b>		Division/Group	
Chief		Division/Group	
Deputy		<b>Air Operations Branch</b>	
<b>Support Branch</b>		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		<b>8. Finance/Administration Section:</b>	
Ground Support Unit		Chief	
<b>Service Branch</b>		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
<b>9. Prepared by: Name:</b> <u>Liam A. Carroll</u>		<b>Position/Title:</b> <u>I/C</u> <b>Signature:</b> _____	
<b>ICS 203</b>	<b>IAP Page</b> _____	<b>Date/Time:</b> _____	

## ASSIGNMENT LIST (ICS 204)

<b>1. Incident Name:</b> Schoolcraft Fire Tech COVID-19	<b>2. Operational Period:</b> Date From: 3/17/2020      Date To: Time From: 0800              Time To:	<b>3.</b> Branch: Fire Academy  Division:  Group:  Staging Area:																																																							
<b>4. Operations Personnel:</b> Name _____ Contact Number(s) _____  Operations Section Chief: <u>Mike Harper</u>  Branch Director: <u>John Nichols</u>  Division/Group Supervisor: _____																																																									
<b>5. Resources Assigned:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Resource Identifier</th> <th style="width: 20%;">Leader</th> <th style="width: 10%;"># of Persons</th> <th style="width: 40%;">Contact (e.g., phone, pager, radio frequency, etc.)</th> <th style="width: 20%;">Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information</th> </tr> </thead> <tbody> <tr> <td>Cleaning Task Force</td> <td>TBD</td> <td>TBD</td> <td>TBD</td> <td>PSTC</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Cleaning Task Force	TBD	TBD	TBD	PSTC																																														
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Cleaning Task Force	TBD	TBD	TBD	PSTC																																																					
<b>6. Work Assignments:</b> Decontaminate, clean and sanitize all common areas, classrooms, and equipment.																																																									
<b>7. Special Instructions:</b> Must be performed in-between classes/groups.																																																									
<b>8. Communications</b> (radio and/or phone contact numbers needed for this assignment): Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____ n/a / _____ _____ / _____ _____ / _____ _____ / _____																																																									
<b>9. Prepared by:</b> Name: <u>Liam A. Carroll</u> Position/Title: <u>I/C</u> Signature: _____																																																									
ICS 204	IAP Page _____	Date/Time: _____																																																							

## COMMUNICATIONS LIST (ICS 205A)

<b>1. Incident Name:</b> Schoolcraft Fire Tech COVID-19	<b>2. Operational Period:</b> Date From: <u>3/17/2020</u> Date To: _____ Time From: <u>0800</u> Time To: _____
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**3. Basic Local Communications Information:**

Incident Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)
Dep. Branch Manager (FF2)	Bosak, Gary	cell/text, email, direct
Incident Command	Carroll, Liam	cell/text, email, direct
Branch Manager (FF2)	Gildner, Doug	cell/text, email, direct
Operations Chief	Harper, Mike	cell/text, email, direct
Branch Manager (FA, FF1)	Nichols, John	cell/text, email, direct

<b>4. Prepared by:</b>	Name: <u>Liam A. Carroll</u>	Position/Title: <u>I/C</u>	Signature: _____
<b>ICS 205A</b>	IAP Page <u>  </u>	Date/Time: _____	



## MEDICAL PLAN (ICS 206)

<b>1. Incident Name:</b> Schoolcraft Fire Tech COVID-19	<b>2. Operational Period:</b> Date From: 3/17/2020 Time From: 0800	Date To: Time To:
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3. Medical Aid Stations:			
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
Gerald Champagne	31777 Industrial Rd, Livonia, MI 48150	734-462-4305	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Campus Police	18600 Haggerty Rd, Livonia, MI 48152	734-462-4424	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Transportation (indicate air or ground):			
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
Livonia FD (ground)	local municipal	911	<input checked="" type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS

5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
St. Mary Mercy	36475 Five Mile Rd Livonia, Michigan 48154	n/a	2	4	<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

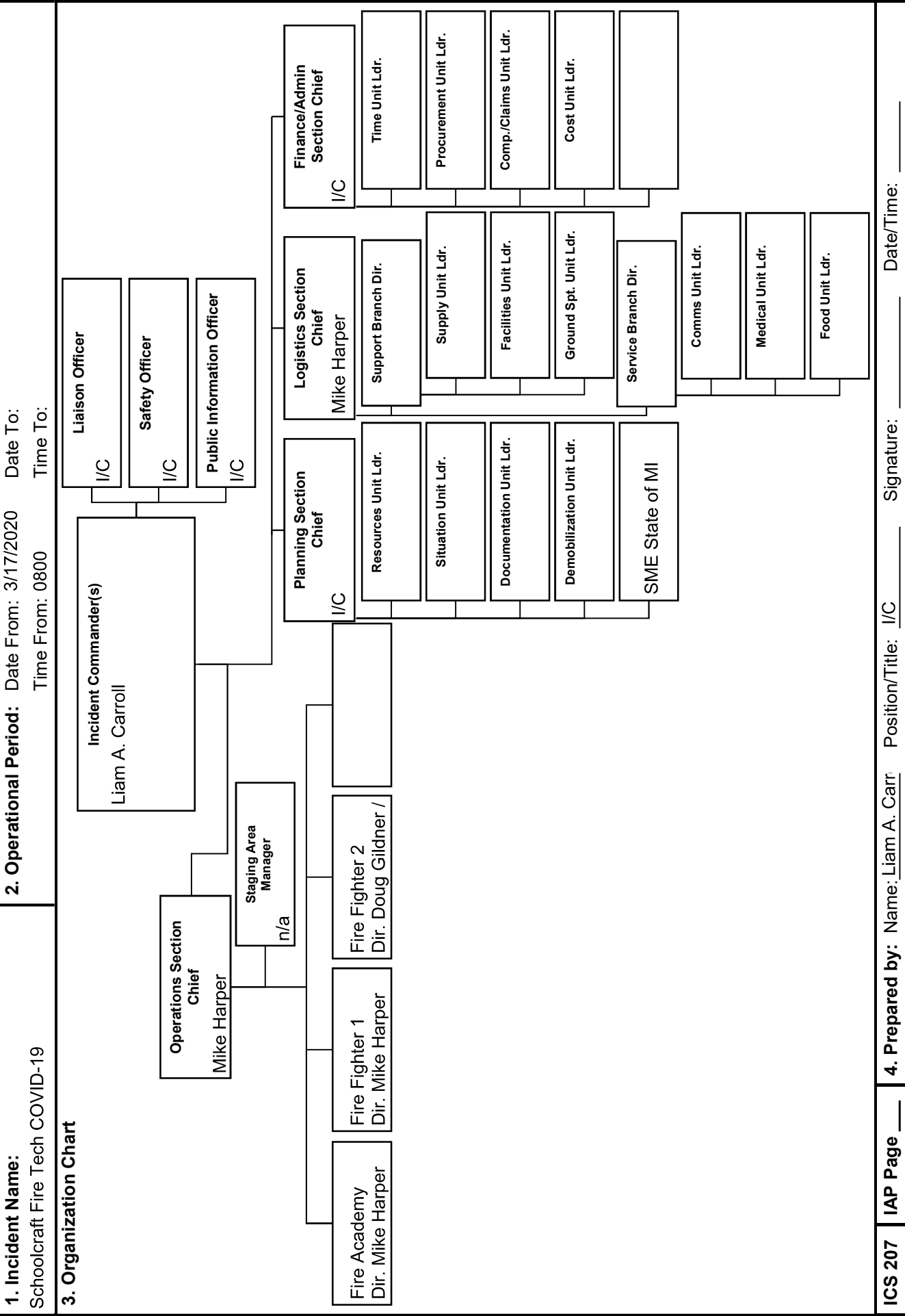
<b>6. Special Medical Emergency Procedures:</b> For acute, emergency signs of Coronavirus (COVID-19), request 911 ALS transport to hospital.
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

<b>7. Prepared by (Medical Unit Leader):</b> Name: <u>Liam A. Carroll</u> Signature: _____
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<b>8. Approved by (Safety Officer):</b> Name: <u>Liam A. Carroll</u> Signature: _____
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ICS 206	IAP Page _____	Date/Time: _____
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# INCIDENT ORGANIZATION CHART (ICS 207)



**1. Incident Name:** Schoolcraft Fire Tech COVID-19

**2. Operational Period:** Date From: 3/17/2020 Date To: \_\_\_\_\_  
Time From: 0800 Time To: \_\_\_\_\_

**3. Organization Chart**

**4. Prepared by:** Name: Liam A. Carr Position/Title: I/C Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## SAFETY MESSAGE/PLAN (ICS 208)

<b>1. Incident Name:</b> Schoolcraft Fire Tech COVID-19	<b>2. Operational Period:</b> Date From: 3/17/2020      Date To: Time From: 0800                                      Time To:	
<b>3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:</b> Enter COVID background and our adaptation of SFM memo  <p>The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease. On March 10, 2020, the Department of Health and Human Services identified the first two presumptive-positive cases of COVID-19 in Michigan. The virus spread across Michigan, bringing deaths in the thousands, confirmed cases in the tens of thousands, and deep disruption to this state's economy, homes, and educational, civic, social, and religious institutions.</p> <p>On March 17, 2020 The State Fire Marshal issued a Training Moratorium (attached: APPENDIX 1), effectively suspending our fire training programs (academies) until further notice. We complied and suspended the three (3) programs (Fire Academy, Fire Fighter 1 and Fire Fighter 2).</p> <p>On May 15, 2020, in compliance with the Governor's Executive Order 2020-77 (COVID19) the State Fire Marshal distributed a memo (attached: Appendix 2) permitting our programs to reopen by following the safety requirements in the memo. On May 23, 2020 this I/C distributed an instructional document (attached: APPENDIX 3) detailing the necessary safety plans/processes and behavioral changes required with the intent of reopening the week of June 1, 2020.</p>		
<b>4. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Approved Site Safety Plan(s) Located At:</b>		
<b>5. Prepared by:</b> Name: <u>Liam A. Carroll</u> Position/Title: <u>I/C</u> Signature: _____		
<b>ICS 208</b>	<b>IAP Page</b> _____	Date/Time: _____



# OPERATIONAL PLANNING WORKSHEET (ICS 215)

<b>1. Incident Name:</b> Schoolcraft Fire Tech COVID-19		<b>2. Operational Period:</b> Date From: 3/17/2020 Time From: 0800										<b>Date To:</b> Time To:	
<b>3. Branch</b>	<b>4. Division, Group, or Other</b>	<b>5. Work Assignment &amp; Special Instructions</b>	<b>6. Resources</b>			<b>Hand Sanitizer</b>	<b>Cleaning supplies</b>	<b>7. Overhead Position(s)</b>	<b>8. Special Equipment &amp; Supplies</b>	<b>9. Reporting Location</b>	<b>10. Requested Arrival Time</b>		
Fire Academy		Ensure Fire Academy Safety Requirements followed	Req. 4wk Have 2wk Need 2 wk	4wk 3wk 1 wk	4wk 3wk 1 wk	4wk 3wk 1 wk	Branch Manager		ATC140	ASAP			
Fire Fighter 1		Ensure Fire Fighter 1 Safety Requirements followed	Req. 4wk Have 2wk Need 2wk	4wk 3wk 1wk	4wk 3wk 1wk	4wk 3wk 1wk	Branch Manager		ATC140	ASAP			
Fire Fighter 2		Ensure Fire Fighter 2 Safety Requirements followed	Req. 4wk Have 2wk Need 2wk	4wk 3wk 1wk	4wk 3wk 1wk	4wk 3wk 1wk	Branch Manager		ATC140	ASAP			
			Req. Have Need										
			Req. Have Need										
			Req. Have Need										
<b>11. Total Resources Required</b>													
<b>12. Total Resources Have on Hand</b>													
<b>13. Total Resources Need To Order</b>													
<b>14. Prepared by:</b> Name: Liam A. Carroll Position/Title: I/C Signature: _____ Date/Time: _____													
<b>ICS 215</b>													





# INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT						
<b>1. Name:</b> Mike Harper		<b>2. Incident Name:</b> Schoolcraft Fire Tech COVID-19			<b>3. Incident Number:</b> 0001	
<b>4. Home Unit Name and Address:</b> (file)			<b>5. Incident Agency and Address:</b> 31777 Industrial Rd, Livonia, MI 48150			
<b>6. Position Held on Incident:</b> Operations Section Chief		<b>7. Date(s) of Assignment:</b> From: 3/17/2020 To:		<b>8. Incident Complexity Level:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
<b>9. Incident Definition:</b> COVID19 Pandemic						
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
<b>11. Knowledge of the Job/ Professional Competence:</b> Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input checked="" type="checkbox"/>	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.
<b>12. Ability To Obtain Performance/Results:</b> Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="checkbox"/>	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	<input type="checkbox"/>	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.
<b>13. Planning/ Preparedness:</b> Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	<input type="checkbox"/>	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	<input type="checkbox"/>	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	<input checked="" type="checkbox"/>	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.
<b>14. Using Resources:</b> Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	<input type="checkbox"/>	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	<input type="checkbox"/>	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	<input type="checkbox"/>	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.
<b>15. Adaptability/Attitude:</b> Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	<input type="checkbox"/>	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	<input type="checkbox"/>	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	<input type="checkbox"/>	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.
<b>16. Communication Skills:</b> Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	<input type="checkbox"/>	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	<input checked="" type="checkbox"/>	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives.



# INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

<b>1. Name:</b> Mike Harper		<b>2. Incident Name:</b> Schoolcraft Fire Tech COVID-19			<b>3. Incident Number:</b> 0001	
<b>10. Evaluation</b>						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	<input type="checkbox"/>	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	<input type="checkbox"/>	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	<input type="checkbox"/>	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	<input type="checkbox"/>	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	<input checked="" type="checkbox"/>	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	<input type="checkbox"/>	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	<input type="checkbox"/>	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	<input checked="" type="checkbox"/>	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	<input type="checkbox"/>	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	<input type="checkbox"/>	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	<input type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	<input type="checkbox"/>	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	<input type="checkbox"/>	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	<input type="checkbox"/>	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.
<b>24. Remarks:</b> An exceptional team leader with an unstoppable work ethic and true moral compass.						
<b>25. Rated Individual</b> (This rating has been discussed with me): Signature: _____ Date/Time: _____						
<b>26. Rated by:</b> Name: <u>Liam A. Carroll</u> Signature: _____ Home Unit: _____ Position Held on This Incident: <u>1/C</u>						
<b>ICS 225</b>			Date/Time: _____			

<b>1. Incident Name</b> Schoolcraft Fire Tech COVID-19		<b>2. Operational Period (Date/Time)</b> From: 3/17/20 0800 To:		<b>DAILY MEETING SCHEDULE</b> ICS 230-CG	
<b>3. Meeting Schedule (Commonly-held meetings are included)</b>					
Date/ Time	Meeting Name	Purpose	Attendees	Location	
3/17/20 0800hrs	Awareness Meeting	Make players aware of possible	Liam A. Carroll, Mike Harper, Doug Gildner,	31777 Industrial Rd, Livo	
3/17/20 1000hrs	Unified Command Objectives Meeting	Review/ identify objectives for the next operational period.	Unified Command members	UC Meeting Room	
		Identify, explore, clarify hygiene requirements	IC, Command and General staff, Branch		
	Command and General Staff meeting	UC Presents direction to Command and General Staff	UC, Command Staff, General Staff, DOCL, SITL	ICP Meeting Room	
	Tactics Meeting	Develop primary and alternate strategies/ to meet Incident Objectives for the next Operational Period.	PSC, OPS, LSC, RESL, SITL, SOFR, DOCL, COML, THSP	ICP Meeting Room	
	Planning Meeting	Review status and finalize strategies/tactics and assignments to meet Incident Objectives for the next Operational Period and get tacit approval of IAP.	UC, Command Staff, General Staff, SITL, DOCL, THSP	ICP Meeting Room	
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command Staff, General Staff, Branch Directors, Div./Grp Sups., Task Force/ Strike Team Leaders and Unit Leaders	ICP Meeting Room	
<b>4. Prepared by: (Situation Unit Leader)</b> Liam A. Carroll			<b>Date/Time</b> 6/12/20		
<b>DAILY MEETING SCHEDULE</b>				<b>ICS 230-CG(Rev.09/05)</b>	

GRETCHEN WHITMER  
GOVERNORSTATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSINGORLENE HAWKS  
DIRECTOR

# Memorandum

**DATE:** March 17, 2020  
**TO:** Michigan Fire Service  
**CC:** Michigan Fire Fighters Training Council  
**FROM:** Kevin J. Sehlmeyer, State Fire Marshal/Director  
**SUBJECT:** COVID-19 Update – Training Moratorium

In accordance with Gov. Gretchen Whitmer and the Michigan Department of Health and Human Services' recommendations designed to help prevent the spread of Coronavirus Disease 2019 (COVID-19), effective immediately we are postponing all fire service examinations conducted by the Bureau of Fire Services until after April 6, 2020. To allow staff an opportunity to review information regarding the severity and extent of the ongoing situation, rescheduling of examinations cannot be initiated until after April 6, 2020. All courses other than Fire Fighter I, II, and I & II are also suspended until after April 6, 2020 and will need to be rescheduled. **Note:** Course funding will not be lost if courses are rescheduled.

Further, effective immediately in person classroom portions of the Fire Fighter I, II, and I & II courses are suspended order to keep the students and instructors healthy. Instead, these classes may meet remotely (provided the lectures are done in an interactive format using a platform such as Skype, Microsoft Teams, Zoom Meeting, etc., and all students have access to the interactive format) and holding the practical portion of the course after April 6, 2020. If all students do not have access to the interactive format, the class must be suspended until it is determined the threat of the COVID-19 is reduced.

The state is taking proactive steps to mitigate the spread of COVID-19 in Michigan. We appreciate your understanding and cooperation in reducing the coronavirus risk to Michigan residents.

For current and up-to-date information regarding the Coronavirus visit <http://www.Michigan.gov/Coronavirus> or <http://www.CDC.gov/Coronavirus>.

For further questions please contact your region coordinator.

Dan Hammerberg, Region 1 Coordinator  
Phone: (906) 399-4399  
Email: [hammerbergd@michigan.gov](mailto:hammerbergd@michigan.gov)

T.J. Richardson, Acting Region 2 Coordinator  
Phone: (517) 335-7260  
Email: [richardson14@michigan.gov](mailto:richardson14@michigan.gov)

GRETCHEN WHITMER  
GOVERNORSTATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSINGORLENE HAWKS  
DIRECTOR

# Memorandum

**DATE:** May 15, 2020

**TO:** Michigan's Fire Service

**CC:** Michigan Fire Fighters Training Council

**FROM:** Kevin J. Sehlmeier, State Fire Marshal/Director

**SUBJECT:** COVID-19 Update – Michigan Fire Fighters Training Council Courses and Certification Examination Guidelines

On May 7, 2020, Gov. Gretchen Whitmer issued [Executive Order 2020-77](#), temporary requirement to suspend certain activities that are not necessary to sustain or protect life. Per Executive Order 2020-77, Section 10(i), “workers necessary to train, credential, and license first responders (e.g., police officers, fire fighters, paramedics) ...” may resume activities provided that as much instruction as possible is provided remotely. As such, Michigan Fire Fighters Training Council (MFFTC) courses can resume immediately and certification examinations may resume after Monday, May 25, 2020. However, the following guidelines must be followed and maintained until further notice.

## **Requirements for All MFFTC Courses using Fire Training Facilities and Examination Sites:**

The course manager shall coordinate exam dates and locations with the appropriate training coordinator. The course manager is responsible for ensuring the following guidelines are met and maintained at all fire training facilities and examination sites:

- Create a dedicated and clearly marked entry point into the fire training facility/examination site.
- Create a dedicated and clearly marked location prior to the dedicated entry point of the fire training facility/examination site to conduct daily health screenings.
- Conduct daily health screenings prior to all individuals entering the fire training facility/examination site. The daily entry health screening will include:
  - Temperature checks with a no-touch thermometer. The course manager shall ensure a no touch thermometer is available on site.
  - A series of health screening questions.

- Does the individual have any of the known [symptoms of COVID-19](#), such as fever, cough, shortness of breath or difficulty breathing, sore throat, muscle pain, and/or new loss of taste or smell?
- Does the individual have a pending COVID-19 test?
- Has the individual travelled internationally or outside of Michigan in the last 14 days?
- Does anyone in the individual's household have a temperature of 100.4 degrees or more, or other known symptoms of COVID-19?
- Has the individual had contact with another person diagnosed with COVID-19 in the last 14 days or has pending testing results?

**Please note:** Individuals who decline to participate in the daily entry health screening, have a temperature of 100.4 degrees or more, or answer “yes” to any of the health screening questions will not be permitted to enter the fire training facility/site.

- The course manager shall maintain the daily entry health screening results and return them to the Bureau of Fire Services at the end of the course with their course paperwork.
- Post information on how COVID-19 is [transmitted](#) from person to person.
- Post information on the signs and symptoms of COVID-19, and [what students and instructors should do if they are sick](#), and how they should notify the course manager.
- Post information on [how students and instructors can protect themselves](#) and the proper use of personal protective equipment (PPE).
- Only one (1) person can use a bathroom at a time and a plan should be developed for cleaning to occur before, during and after the training session or examination. This plan should be shared with all participants at the beginning of the training session or examination.
- There should be additional designated hand washing areas for staff and students to use as needed.
- No food or drinks will be provided. Drinking fountains may not be used.
- Hand sanitizer must be provided at the check-in/sign-in table. The course manager shall ensure hand sanitizer is provided.

### **Requirements Specific to Fire Training Facilities:**

The course manager is responsible for ensuring the following guidelines are met and maintained at all fire training facilities:

- Limit classroom/lecture venue occupancy (total number of participants) to the area available. Maintain a six (6) foot distance between each participant using chairs, tables or the required seating arrangements per the course.
- All tables and chairs in the classroom/lecture area must be cleaned and disinfected prior to the participants arriving to the fire training facility and immediately after the course ends. The course manager shall ensure the cleaning supplies are available at the site.
- Limit the hands-on training site occupancy (total number of participants) at a location to the area available to maintain a six (6) foot distance between all participants while doing hands-on training.

- **Exception:** We understand that some firefighter skill drills require a person to be closer than six (6) feet apart (i.e. Search & Rescue and Firefighter Survival Skills training). Anytime during a MFFTC course that two (2) students must be within six feet of each other to perform or practice search and rescue or firefighter survival skills, they must be wearing full PPE, to include a SCBA on air during the training evolution.

### **Requirements for Individuals Entering a Fire Training Facility/Examination Site:**

The following applies to all course managers, training coordinators, instructors, support staff and students:

- Must arrive wearing a face mask. Face masks must be worn for the duration of the training session or examination, unless otherwise specified (specifically, during the Search & Rescue and Firefighter Survival station of the practical exam).
- Must participate in a daily entry health screening prior to entering the fire training facility/site. **Please note:** Individuals who decline to participate in the daily entry health screening, have a temperature of 100.4 degrees or more, or answer “yes” to any of the health screening questions will not be permitted to enter the fire training facility/site.
- All fire instructors and participants are minimally required wear a face mask during skill demonstration and practice of practical skills while maintaining six (6) feet between each other.

Students must also:

- Bring two (2) number two pencils to their written examination site.
- Bring personal hand sanitizer.
- Bring drinking water. No food or drinks will be provided at the fire training or examination site.
  - During a practical exam, students must bring (1) gallon of drinking water and may bring food and snacks. The food and drink must be kept within the student’s assigned staging area.
- During a practical exam, students must bring their own turnout gear, SCBA, and two (2) full SCBA bottles and a cloth face mask to their practical exam site. No sharing of PPE or SCBA equipment will be allowed.

### **Requirements Specific to MFFTC Written Examination Sites:**

The course manager is responsible for ensuring the following guidelines are met and maintained at all MFFTC written examination sites:

- The examination site occupancy (total number of participants) will be limited to the number of tables that can be set up while maintaining a six (6) foot distance between all participants in that room.
- All fire certification examinations will be done using paper tests until further notice.

- All tables in the testing area must be cleaned and disinfected prior to the participants arriving and being allowed in the fire certification examination site. All tables and chairs should be cleaned and disinfected again immediately after the examination.

**Requirements Specific to MFFTC Practical Examination Sites:**

The course manager is responsible for ensuring the following guidelines are met and maintained at all MFFTC practical examination sites:

- Assign a designated area for each student in an established staging area. The area must be at least 6 feet apart and clearly marked on the floor/ground.
- Instruct each student to wait in their designated staging area until called upon for a practical examination station. Between each practical station the participant must return to their assigned staging site and use hand sanitizer prior to eating or drinking.
- The examination briefing/instructions provided to the proctors and staff by the training coordinator must be done while maintaining six (6) feet of social distancing between everyone.
- Ensure the examination briefing/instructions provided to the students by the training coordinator are done while maintaining six (6) feet of social distancing between everyone.
- Set up each practical station to keep the proctors and students at least six (6) feet apart.
- Ensure that all proctors and students are wearing a face mask.
- Ensure that all firefighting equipment used at each practical station (including tables) is disinfected between use of each student.
- Provide the necessary cleaning products and hand sanitizer at each practical station.
- At the Search & Rescue and Firefighter Survival station the students will be fully dressed in fire gear with a SCBA on their back standing six feet apart. When instructed by the proctor they will go on air. The proctor will bring the students together to demonstrate the skill(s). Upon finishing the station, the students will be separated at least six (6) feet apart before removing the SCBA face piece and then will return to their assigned staging area.

Thank you in advance for your cooperation. If you have any questions about an MFFTC course or MFFTC certification examination, please contact Region Coordinator Dan Hammerberg by phone at 906-399-4399.

You may also wish to view the [Department of Labor and Economic Opportunity's Return to Work Guidelines for Manufacturing](#), as a helpful guide.

Information regarding this outbreak is changing rapidly. The latest information is available at [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus) and [www.CDC.gov/Coronavirus](http://www.CDC.gov/Coronavirus).

# APPENDIX 3

Liam A. Carroll, M.S., P.E.M  
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Strong Leadership Through Progressive Education

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**Summary:** In accordance with Governor Whitmer's [Executive Order 2020-77](#), State Fire Marshal Kevin Sehlmeier distributed a [Memorandum](#) giving permission, guidance and the requirements to resume Michigan Fire Fighters Training Council (MFFTC) courses immediately.

**Overview:** In addition to the regular IGAM requirements, the below points are required for Schoolcraft College RTC to resume Pre-Service courses:

1. [Dates and instructions](#)
2. [New signs to be aware of at ATC](#)
3. [Required Entry Fire Training Health Screening](#)
4. [Fire Training Facility Cleaning/Sanitizing Plan](#)
5. [Hygiene Requirements](#)
6. [State Test Specific Requirements on testing dates](#)
7. [Be aware of Special Considerations](#)
8. [Note](#)

### **Dates courses resume and instructions:**

- Fire Fighter I (FIRE112): Tuesday, June 2, 2020 – July 9, 2020 (tentatively)
- Fire Fighter II (FIRE119): Saturday, June 6, 2020 – July 8, 2020 (tentatively)
- Fire Academy (FIRE124): Wednesday, June 3, 2020 – July 3, 2020 (tentatively)

Course end dates are tentative. If the new COVID-related processes slow the classes down too much, extending the course end dates may become necessary to meet the required hours, per state requirements. Recruits can impact this positively by showing up early and well prepared for class.

Line up outside the ATC one (1) hour before your class starts to allow time for health screening. Maintain six (6) feet of social distance between everyone. The police academy class begins at 7:00am, please allow police recruits to enter the building first.

State written and practical exam dates/times are To Be Determined (TBD)

### **New Signs posted:**

1. Identifying entry to **Fire Training Health Screening**, posted at main entrance to ATC.
2. Identifying entry to **Fire Training Facility** posted at interior wooden door of ATC.
  - The Fire Training Facility (FTF) is defined as the ATC plus FTC and Tower as appropriate.
3. CDC Sign - [How COVID-19 is spread and ways to protect yourself](#)
4. CDC Sign - [What to do if you are sick](#) PLUS notify the Course Manager if sick.

Read ALL signs daily, as changes may occur without much notice.





### ***Required Fire Training Health Screening:***

ALL Fire Recruits entering the Fire Training Facility (FTF) are required to announce, answer and be assessed regarding:

- Fire Academy screening begins at 7:00am. Line up outside the ATC main entrance.
  - Fire Fighter 1 or 2 screening begins at 5:00pm. Line up outside the ATC main entrance.
1. Fever - Temperature must be **LESS than 100.4** (No-Touch Thermometer used)
  2. Chills
  3. Cough
  4. Shortness of breath
  5. Difficulty breathing
  6. Sore throat
  7. New loss of smell or taste
  8. Muscle pain
  9. Do you have a pending COVID-19 Test?
  10. Have you travelled outside of Michigan in last 14 days?
  11. Household member with temp above 100.3oF or symptoms?
  12. Contact with a diagnosed COVID-19 (or pending test) person in last 14 days?
  13. Do you decline to participate any part of this health screening?

These will be on a signed questionnaire provided to each recruit at the screening station.

**Anyone having a symptom(s), or answering “yes” to any questions, will NOT be permitted to enter the Fire Training Facility until cleared by per CDC guidelines and/or a physician.**

During the signature process you are also acknowledging and agreeing to: ***I understand falsely representing my health status may endanger the health of others and therefore may result in disciplinary action(s) up to, and including, my immediate termination from the course.***

Note: These daily health screening results will be filed with the State of Michigan to become part of your individual SMOKE records.

### ***Fire Training Facility Cleaning/Sanitizing Plan:***

In as much is possible and practical, the FTF will be cleaned and sanitized as follows:

- Classrooms and training areas will be cleaned prior to recruits entering for the day.
  - Recruits must remain in their assigned seat/space and avoid contaminating another recruit’s space.
  - Recruits must avoid unnecessarily contaminating the classrooms or training areas and equipment.
- Restrooms will be cleaned often throughout the day.
  - Recruits are reminded that toilets/urinals, sinks and towel dispensers are all touchless and should be operated as such, without touching.

**Hygiene Requirements:**

- Must arrive wearing an appropriate (**professional**) face mask covering nose and mouth.
- Must wear the face mask at all times, unless during **Exceptions\*** listed below.
- ONLY 1 person in restroom at a time restroom which are cleaned periodically during day.
- Additional designated hand washing/sanitizing areas have been made available.
- Bring your own personal hand sanitizer (NOT antibacterial) as backup.
- No food or drinks provided.
- Drinking fountain(s) and large water jugs are not to be utilized. Bring plenty of water, daily.
- Recruits are expected to act in a manner that is always in the best interest and safety of all.

**State Test Specific Requirements (in addition to IGAM requirements):**

- Written Examination:
  - Written exams will written/paper format until further notice (not computer-based)
  - Bring two (2) number 2 pencils
- Practical Examination:
  - Bring issued PPE/SCBA/Mask to exam. Sanitized cylinders will be provided.
  - Face Mask must be worn at all times, unless during **Exceptions\***
  - Bring one (1) gallon of water to drink.
  - May bring food/snacks but they must remain in recruit's assigned staging area.
  - NO sharing of anything above.
  - Bring personal hand sanitizer
  - Hand sanitizer must be used prior to reentering staging are or eating/drinking.
  - Remain in assigned staging area/seat at all times, unless assigned/excused by Staging Officer.
  - Equipment used for Practical Examination must be cleaned/sanitized between users.

**\*Exceptions:**

Certain examination and training events require recruits and/or instructors to be closer than six (6) feet apart (i.e. Search and Rescue, Survival). When recruits and/or instructors must be within 6 (six) feet of each other, all persons must be in full PPE (turnout gear) and SCBA and "ON AIR" at all times during the evolution and until social distancing is reestablished. Follow instructor's instructions.

***SPECIAL CONSIDERATIONS:***

SCBA Refilling:

- Sanitizing the connection points of SCBA units/masks, bottles, refill compressor before and after use.
- Limited person(s), wearing a face mask and medical gloves should operate the refill compressor.
- Sanitize all controls, fill hoses and chambers at beginning of bottle fills
- Sanitize each bottle before being introduced to refill system.

Recruit PPE:

- If we stored your PPE, it has remained closed, as you left it.
- Prior to being returned to recruits, the outside will be spray sanitized.
- Recruits shall ensure cleanliness/sanitation of equipment and prevent cross contamination when equipment is off-campus.

***NOTE:***

Items in this document are subject to frequent and unexpected changes. Notice will be given to the recruits promptly. Recruits must remain flexible to change and aware of changes they are expected to practice or comply with.