THE CITY OF
COLUMBUS
MICHAEL B. COLEMAN, MAYOR

CIVIL SERVICE COMMISSION

Safety Forces Testing

2014/2015 Fire Captain Promotional Exam Reading List

	Internal Sources	May be tested on the following phase(s): Multiple-Choice Closed	Tactical Exercise	Oral Board
1.	**Division of Fire Standard Operating Procedures***	X	X	X
2.	**Division of Fire Systems Manual***	X		X
3.	**IAFF Contract Effective 11/01/11 – 10/31/14 (only Articles 3, 10, 14, 20, 27, 29, 30, 32, and 37)**	X		X
4.	**City of Columbus Central Work Rules**	X		X

*Internal sources used for this test administration are available on the Division of Fire's intranet website. For internal sources, only the version and selected sections contained on the website will be tested, any changes to internal sources not reflected on the website will not be tested.

	External Sources	May be tested on the following phase(s): Multiple-Choice Closed	Tactical Exercise	Oral Board
1.	**Collapse of Burning Buildings: A Guide To Fireground Safety** 2nd Edition Vincent Dunn; PennWell Corporation (2010) ISBN13: 978-1593702335 www.amazon.com and www.barnesandnoble.com	X	X	
2.	**Fire Officer's Handbook of Tactics 4th Edition** John Norman, Fire Engineering (2012) ISBN13: 978-1593702793 www.amazon.com and www.barnesandnoble.com	X	X	

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2014 SOP's for Promotional Exams

SECTION	TITLE
01-01-01	Driving
01-01-02	Backing of Division Vehicles
01-01-06	Rescue Support Units
01-02-01	Radio Procedures
01-03-01	ICS Purpose and Background
01-03-02	Chain of Command
01-03-03	Incident Command
01-03-04	Initiating Command
01-03-05	Command Responsibilities
01-03-06	Command Modes
01-03-07	Establishing Command
01-03-08	Transfer of Command
01-03-09	Divisions and Groups
01-03-10	Scene Designations
01-03-11	Branches of ICS
01-03-12	Command Staff Positions
01-03-13	General Staff Positions
01-03-14	Operations
01-03-15	Planning
01-03-16	Logistics
01-03-17	Finance
01-03-18	Size-Up Factors
01-03-19	Incident Priorities
01-03-20	Rescue Factors
01-03-21	All Clear
01-03-22	Fire Control Factors
01-03-23	Offensive Operations
01-03-24	Defensive Operations
01-03-25	Property Conservation
01-03-26	Fire Stream Management
01-03-27	Ventilation Factors
01-03-28	Forcible Entry and Access
01-03-29	Additional Resources
01-03-30	Code One
01-04-01	PPE Use
01-04-02	Respiratory Protection Requirements
01-04-03	SCBA Removal
01-04-04	SCBA Inspection and Care
01-04-05	P-100 Air-Purifying Respirator (APR)
01-04-06	PPE at Water Rescues
01-04-07	PPE Inspections
01-04-08	Air Management for SCBA use
01-05-01	Post Incident Safety Review
01-05-02	Structural Damage
01-05-03	Hydrant Flowing Response
01-05-04	Red Cross Service Request

01-07-02	Thermal Image Camera
	Accountability and Tactics
01-07-03	M-40 Multi Gas Meter
02-01-01	Accountability
02-01-02	PASS Personal Alert Safety System
02-01-03	RIT - Rapid Intervention Teams
02-01-04	Two-In / Two-Out
02-01-05	Emergency Evacuation
02-01-06	Urgent / Mayday Communications
02-01-07	10-3 10-57 Emergency
	Assistance Call
02-01-08	Rehab Functions
02-02-01	Staging Levels
02-02-04	Fire "Alarm" Assignments
02-02-05	Staging Level 2
02-02-06	Staging Area Manager
02-03-01	Residence Fires - Single / Double
02-03-02	Fire Response
02-03-04	"H" Assignment Response
02-03-04.01	HR Command
02-03-04.02	HR Action Plan
02-03-04.03	HR Initial Attack
02-03-04.04	HR Lobby Control
02-03-04.05	HR Medical Operations Group
02-03-04.06	HR Operations Command Functions
02-03-04.07	HR Evacuation Group
02-03-04.08	HR Resource Group
02-03-04.09	HR Safety Group
02-03-04.10	HR Stairwell Support Group
02-03-04.11	HR Ventilation Group
02-03-05	ALS Response
02-03-06	BLS Response
02-03-07	Boat Runs
02-03-08	Bomb Squad Response
02-03-09	Carbon Monoxide Alarms
02-03-10	Dumpster Fires
02-03-11	Elevator Use During Fires
02-03-12	Fuel Spills – Small HazMat Spills
02-03-13	Gas Leak Response
02-03-14	Vehicle Accident Response
02-03-15	Vehicle Fire
2-03-16	Vacant Structure Fire Response
03-01-01	Bomb Squad Operations –
	Table of Contents
03-01-02	Bomb Squad Administration
03-01-10	Post Blast Investigation
03-01-11	Bomb Squad Response Request
03-03-02	HazMat Action Plan

2014 SOP's for Promotional Exams

03-03-03	HazMat Staffing
03-03-04	HazMat - EMS at HazMat Incidents
03-03-05	Radiation Monitor
03-03-06	BDS Response at 2323 Citygate Dr.
03-03-09	Radiological Emergency
03-04-01	Police and Fire Ranks
03-04-02	Police and Fire
	Joint Operational Incidents
03-04-03	Police and Fire
	Roles at Disaster Scenes
03-04-04	Police and Fire Radio Talkgroup
03-04-04.01	Police Radio Talkgroups
05-01-01	Rescue Technician Status
03-05-02	Extrication and Technical Rescue
03-06-01	Task Force Operations
03-08-01	Dive and Rescue Team (DART)
	Standards and Certifications
03-08-02	Dive Gear
03-08-04	Dive Supervisor Responsibilities
03-08-05	Dive Responses
03-08-06	Scene security and transfer to CPD
03-08-07	Special Diving Operations
04-01-05	Installation of the McGard
	hydrant lock
04-01-06	Water Web Procedures
04-03-01	Family Crisis Notification
04-03-02	Death or Serious Injury of Employee
04-03-03	Critical Incident Stress
	Management Team
04-03-04	Critical Incident Identification
	and Management
04-03-05	Discipline Hearing – Serving Papers
04-03-06	Driver's License Suspension
04-03-07	Honor Guard Travel
04-03-08	Hot / Cold Weather Emergencies
04-03-12	Funeral Procedures
04-03-13.00	Utilization of City E-mail
04-05-01	WebStaff
04-05-02	TeleStaff Calendar
04-05-03	TeleStaff Log in
04-05-04	TeleStaff Phone Procedures
04-05-05	TeleStaff Reports
04-05-06	TeleStaff / Trades
04-06-01	Bed Bug Procedures

06-01-01	Vehicle Maintenance Procedures
06-01-02	Apparatus OOS Criteria
06-01-03	Apparatus Tag Out Procedures
06-02-03	Division Staff Vehicles
06-04-01	Hose Repair / Replacement
06-04-02	Hose Inventory
06-04-03	Hose Test Procedures
06-04-04	High Pressure Hose Testing

The following sections of the systems manual have been approved for testing.

1. Foreword—Mission Statement—Firefighters Code of Ethics
2. Section 100 Organization Charts
3. Section 200.00-212.10
4. Section 300.00-300.04
5. Section 300.08-300.26 (Delete Section 300.28 per Bulletin 12-039)
6. Section 300.30-302.00; 302.08
7. Section 302.10-318
8. Section 324.00-326.18
9. Section 336.00-336.04
10. Section 340.32 for Lt's. (Captains Candidates only)
11. Section 360.00-366.28
12. Section 400.00-400.64 excluding 400.36 and 400.58
13. Section 402.00-402.44
14. Section 404.00-404.32
15. Section 404.36-404.94
16. Section 406.24-406.38
17. Section 410.00-410.26
18. Section 412.42
19. Section 518-518-16
20. Section 602.00 All
21. Section 606.00 All
22. Section 608.00 All
23. Section 614.04-614.22
24. Section 710.00-710.08
25. Section 710.20-710.22
26. Section 712.18-712.30
27. Section 712.42-712.54
28. Section 712.55
29. Section 714.00-714.06
30. Section 714.12-714.16
31. Section 720.00-720.48
32. Section 728.00-728.10
33. Section 730.00-730.30
34. Section 742.00-742.12

Respectfully Submitted,

The Systems Manual Committee