| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For Agency Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 1, 6, 12 | Documentation |
| 7 | Current State issued driver’s license and Motor Vehicle Authorization |
| 9 | *IRPG* |
| 13 | Red Card |
| 14 | EPAP |
| 15 | Position task book documentation |
| 16 | DI-105 (Receipt for Property) |
|  | *Interagency Standards for Fire and Fire Aviation Operations* (<https://www.nifc.gov/policies/pol_ref_redbook.html>) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 12b, 12c, 14 | Employee Orientation Checklist |

**TRAINING AND READINESS**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Annual firefighter refresher training (RT-130) is complete.  *[RB Ch 13]* | Choose an item. |  |
| 2 | Fire shelter training and practice drills are complete.  *[RB Ch 7]* | Choose an item. |  |
| 3 | Individual is trained in the use of all required PPE.  *[RB Ch 7]* | Choose an item. |  |
| 4 | Personal fire equipment is issued and available: |  |  |
|  | 1. Personal protective equipment is issued and serviceable.   *[RB Ch 7]* | Choose an item. |  |
|  | 1. Personal fire gear bag and line gear are ready. | Choose an item. |  |
|  | 1. All equipment meets weight standard.   *[National Mobilization Guide]* | Choose an item. |  |
|  | 1. Fire shelter is inspected and meets standards.   *[RB Ch 7]* | Choose an item. |  |
| 5 | Safety meetings and project level risk assessments (RA) are conducted.  *[RB Ch 7]* | Choose an item. |  |
| 6 | If required for position, defensive driving training is complete.  *[RB Ch 6]* | Choose an item. |  |
| 7 | Valid current state driver’s license appropriate for the motor Vehicle and Motor Vehicle Authorization in accordance with IAM Part 25, Chapter 4, Motor Vehicle Safety Program.  *[RB Ch 6; RB Ch 7]* | Choose an item. |  |
| 8 | Firefighter participates in the units’ fitness program. | Choose an item. |  |
| 9 | Employee has *Incident Response Pocket Guide* (*IRPG*). | Choose an item. |  |
| 10 | Employee demonstrates proficiency in handheld radio use and programming. | Choose an item. |  |
| 11 | Employee is familiar with SAFENET and SAFECOM programs and understands reporting procedures.  *[RB Ch 7, RB Ch 16]* | Choose an item. |  |

**JOB ORIENTATION TRAINING**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 12 | Employee has attended orientation to include: |  |  |
|  | 1. Mutual respect/civil rights. | Choose an item. |  |
|  | 1. Local resource management issues.   *[Employee Orientation Checklist]* | Choose an item. |  |
|  | 1. Roles and responsibilities/chain of command/unit Table of Organization.   *[Employee Orientation Checklist]* | Choose an item. |  |
|  | 1. First Aid and CPR are current. | Choose an item. |  |
|  | 1. Bloodborne Pathogen training is complete. | Choose an item. |  |
|  | 1. HAZMAT First Responder Awareness Level/Safety Data Sheets (SDS) training is complete. | Choose an item. |  |

**LEADERSHIP AND MANAGEMENT**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 13 | Incident Qualification and Certification Card (Red Card) is current.  *[RB Ch 13]* | Choose an item. |  |
| 14 | Employee Performance Appraisal Plan (EPAP) is initiated and has been reviewed and signed by employee.  *[Employee Orientation Checklist]* | Choose an item. |  |
| 15 | Task books are properly initiated, reviewed, and documented.  *[RB Ch 13]* | Choose an item. |  |
| 16 | Complies with established property control/management measures. | Choose an item. |  |