| **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. |       |