Fire Fighter Rescue and Rapid Intervention Crew (RIC) Operations

Instructor Task Book (2023)

California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Overview

Authority

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Cover photo courtesy of CAL FIRE, San Diego Unit.

Purpose

The State Fire Training instructor task book is a performance-based document. It lists the minimum requirements a candidate must meet to teach a specific State Fire Training course or course series.

Assumptions

Except for Fire Fighter and Emergency Vehicle Technician (EVT) certifications, a candidate may begin the task book initiation process upon completion of all required education components (courses).

Each job performance requirement (JPR) shall be evaluated after the candidate initiates the task book.

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements for each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. All State Fire Training issued updates to an initiated task book are required for task book completion.

A candidate must complete a task book within three years of its initiation date. Otherwise, a candidate must initiate a new task book using the certification's current published version.

Roles and Responsibilities

Candidate

The candidate is the individual pursuing instructor registration.

Initiation

The candidate shall:
1. Complete the Initiation Requirements section.
   - Please print.
2. Complete a block on the Signature Verification page with a handwritten signature.

Completion

The candidate shall:
1. Complete all Job Performance Requirements.
   - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete the Completion Requirements section.
3. Sign and date the Candidate verification section on the Review and Approval page with a handwritten signature.
4. Obtain their fire chief's handwritten (not stamped) signature on the Fire Chief verification section on the Review and Approval page.
5. Create and retain a physical or high-resolution digital copy of the completed task book.

Submission

The candidate shall:
1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
   - See Submission and Review below.

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Evaluator

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

A qualified evaluator is a Registered Instructor of RIC Operations or Fire Fighter Rescue and Rapid Intervention Crew (RIC) Operations designated by the candidate's fire chief (or authorized designee). For instructor task books that do not require fire chief initiation, academy instructors serve as or designate evaluators.

An instructor task book may have more than one evaluator.

All evaluators shall:
1. Complete a block on the Signature Verification page with a handwritten signature.
2. Review and understand the candidate's instructor task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation.
   - Do not evaluate any job performance requirement (JPR) until after the candidate initiates the task book.
   - Sign all appropriate lines in the instructor task book with a handwritten signature or approved digital signature (e.g., DocuSign or Adobe Sign; a scanned copy of a signature is not acceptable) to record demonstrated performance of tasks.

Fire Chief

The fire chief is the individual who initiates (when applicable) and then reviews and confirms the completion of a candidate's instructor task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories)

Initiation

The fire chief shall:
1. Review and understand the candidate's instructor task book requirements and responsibilities.
2. Complete a block on the Signature Verification page with a handwritten signature.
3. Designate qualified evaluators.

Completion

The fire chief shall:
1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
   - Ensure that all job performance requirements were evaluated after the initiation date.

2. Confirm that the candidate meets the Completion Requirements.
3. Sign and date the Fire Chief verification statement under Review and Approval with a handwritten signature.
   - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Submission and Review

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following items to the address below:
1. A copy of the completed task book (candidate may retain the original)
2. All supporting documentation
3. Payment

State Fire Training
Attn: Instructor Registration
PO Box 944246
Sacramento, CA 94244-2460

State Fire Training reviews all submitted task books.
- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's career file.
- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this instructor task book is one step in the instructor registration process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required to teach SCS1: Operations.

Initiation Requirements

The following requirements must be completed prior to initiating this task book.

Candidate Information

Name:

SFT ID Number:

Fire Agency:

Initiation Date:

Prerequisites

The candidate meets one of the following prerequisites.

1. OSFM Instructor 1, Training Instructor I, or Fire Instructor I certification
2. OSFM Registered Instructor

Include documentation to verify prerequisite requirements when you submit your instructor task book unless verification is already documented in your SFT User Portal.

Education

That candidate has completed the following courses.

1. Fire Fighter Survival (SFT)
2. One of the following:
   - Fire Fighter Rescue and Rapid Intervention Crew (RIC) Operations (SFT) (2023)
   - RIC Operations (SFT 2011) **and** Fire Ground Survival Awareness (IAFF online – completed within three years prior to applying for instructor registration)

Include documentation to verify education requirements when you submit your instructor task book unless verification is already documented in your SFT User Portal.

Fire Chief Approval

State Fire Training confirms that a fire chief's approval is not required to initiate this task book.

Signature Verification

The following individuals have the authority to verify portions of this instructor task book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required.
Add additional signature pages as needed.

Name:		**Name:**	
Job Title:		Job Title:	
Organization:		Organization:	
Signature:		Signature:	

Name:		**Name:**	
Job Title:		Job Title:	
Organization:		Organization:	
Signature:		Signature:	

Name:		**Name:**	
Job Title:		Job Title:	
Organization:		Organization:	
Signature:		Signature:	

Name:		**Name:**	
Job Title:		Job Title:	
Organization:		Organization:	
Signature:		Signature:	

Name:		**Name:**	
Job Title:		Job Title:	
Organization:		Organization:	
Signature:		Signature:	

Job Performance Requirements

Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

When California requirements exceed or require revision to the NFPA standard, the corresponding Office of the State Fire Marshal approved (OSFM) additions or revisions appear in italics.

All JPRs must be completed within a California fire agency or State Fire Training Accredited Regional Training Programs (ARTP).

Each JPR shall be evaluated after the candidate initiates the task book.

Each task must be performed twice.
- The two instances must occur during two different courses.
- The same evaluator cannot sign off on the same task twice.
- In the tables, E1 represents the candidate's first evaluation and E2 represents their second evaluation.

Examples of correct and incorrect evaluation:

Correct: Task completed during two separate courses and evaluated by two separate individuals.

1. Assemble a comprehensive burn plan ("burn book") that contains all documentation necessary to conduct a live fire training evolution in accordance with NFPA standards and the policies and procedures of State Fire Training (SFT) and the authority having jurisdiction (AHJ).	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Describe purpose of a live fire burn plan	AAA123	2/8/18	JAS	BBB123	5/15/18	CWJ
b. Identify components of a live fire burn plan ("burn book")	AAA123	2/8/18	JAS	BBB123	5/15/18	CWJ
c. Identify records-retention requirements for burn plans	AAA123	2/8/18	JAS	BBB123	5/15/18	CWJ

Incorrect: Task completed twice during one course but evaluated by two separate individuals.

1. Assemble a comprehensive burn plan ("burn book") that contains all documentation necessary to conduct a live fire training evolution in accordance with NFPA standards and the policies and procedures of State Fire Training (SFT) and the authority having jurisdiction (AHJ).	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Describe purpose of a live fire burn plan	AAA123	2/8/18	JAS	AAA123	2/8/18	CWJ
b. Identify components of a live fire burn plan ("burn book")	AAA123	2/8/18	JAS	AAA123	2/8/18	CWJ
c. Identify records-retention requirements for burn plans	AAA123	2/8/18	JAS	AAA123	2/8/18	CWJ

Incorrect: Task completed during two separate courses but evaluated by the same individual.

1. Assemble a comprehensive burn plan ("burn book") that contains all documentation necessary to conduct a live fire training evolution in accordance with NFPA standards and the policies and procedures of State Fire Training (SFT) and the authority having jurisdiction (AHJ).	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Describe purpose of a live fire burn plan	AAA123	2/8/18	JAS	BBB123	5/15/18	JAS
b. Identify components of a live fire burn plan ("burn book")	AAA123	2/8/18	JAS	BBB123	5/15/18	JAS
c. Identify records-retention requirements for burn plans	AAA123	2/8/18	JAS	BBB123	5/15/18	JAS

Fire Fighter Rescue and Rapid Intervention Crew (RIC) Operations Instructor

Course Administration and Orientation

1. Complete course administration activities.	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Complete and submit course scheduling request						
b. Order student textbooks (if applicable)						
c. Confirm facilities for classroom and drill ground instruction						
d. Complete instructor assignments						
e. Complete class rosters						
f. Confirm facilities set up and safety						
g. Confirm prop set up and safety						
h. Confirm equipment (based on number of students)						
i. Organize skill stations (location, equipment, timing, complexity)						
2. Identify facility and classroom requirements and course objectives, events, requirements, assignments, activities, skills exercises, resources, evaluation methods, and participation requirements. (Topic 1-1)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify facility requirements						
b. Identify classroom requirements						
c. Review course syllabus						

3. Identify course safety requirements. (Topic 1-2)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify risks and hazards associated with fire fighter rescue RIC operations training						
b. Identify AHJ training safety policies and procedures						
c. Identify appropriate PPE and SCBA for participation						
d. Identify preventative measures to mitigate hazards and injuries						
e. Identify process for reporting injury or illness						

Fire Fighter Rescue Mindset

4. Identify common causes of Mayday situations. (Topic 2-1)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Define the term "Mayday"						
b. Identify most common types of Mayday situations						
c. Identify "16 Trigger Phrases of Mayday"						
d. Identify most common causes of Mayday situations						
e. Identify common causes of line of duty deaths (LODD)						
5. Develop the proper mindset and attitude to successfully rescue a downed fire fighter. (Topic 2-2)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify how fire fighter rescue differs from RIC deployments and how they operate concurrently						

	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
b. Describe the importance of developing a fire fighter rescue mindset						
c. Describe how to develop a fire fighter rescue mindset						
d. Describe proactive fire ground functions that increase fire fighter survival						
e. Describe the significance of not becoming part of fire fighter rescue emergency						
f. Describe the psychological/emotional impact of fire fighter rescue events						

Fire Fighter Rescue Pre-Incident Activities

6. Conduct a fire fighter rescue size up. (Topic 3-1)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Describe the importance of continual size up to fire fighter rescue						
b. Identify main size-up components						
c. Identify elements to evaluate during exterior size up						
d. Identify elements to evaluate during interior size up						
e. Identify elements to evaluate during fire ground operations						
f. Conduct a size up						
7. Identify the importance of assembling fire fighter rescue tools. (Topic 3-2)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify fire fighter rescue activities that require tools						

| b. Identify tools fire fighters carry on their person that can assist with fire fighter rescue | | | | | | |

Fire Fighter Rescue Operations

8. Search for a downed fire fighter. (Topic 4-1)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify information relayed during a Mayday call						
b. Identify external actions triggered by a Mayday call						
c. Identify circumstances that might stop you from attempting to locate a downed fire fighter						
d. Describe communication requirements prior to search						
e. Describe the importance of air management during search operations						
f. Describe how to search the immediate area						
g. Describe the benefits and limitations of searching with a TIC						
h. Search using hoseline for orientation						
i. Search using rope for orientation						
j. Search using building features for orientation						
k. Search using a TIC for orientation						
9. Assess a downed fire fighter. (Topic 4-2)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Define PAC CAN						

	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
b. Describe steps to take (PAC CAN) when locating a downed fire fighter						
c. Identify factors that influence PAC CAN process						
d. Assess a downed fire fighter						
e. Communicate findings with appropriate parties						
10. Deliver air to a downed fire fighter. (Topic 4-3)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Describe the importance of SCBA familiarization						
b. Describe how to reposition/reconnect MMR and face piece						
c. Describe how to complete a systematic SCBA check						
d. Describe options for sharing air						
e. Describe factors that impact the decision to share air						
f. Deliver air to a downed fire fighter						
11. Rescue a downed fire fighter). (Topic 4-4)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify factors to consider before moving a downed fire fighter						
b. Describe strategies used to move a downed fire fighter						
c. Rescue a downed fire fighter using lifts						
d. Rescue a downed fire fighter using drags						
e. Rescue a downed fire fighter using carries						

Rapid Intervention Crews

12. Describe the purpose, roles, and responsibilities of a rapid intervention crew (RIC). (Topic 5-1)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Describe the purpose of a RIC						
b. Identify the number of individuals on a RIC						
c. Describe RIC roles and responsibilities						
13. Describe the organization and structure of a RIC. (Topic 5-2)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Describe RIC positions						
b. Describe RIC command structure						
c. Identify when to assign a RIC Group Supervisor						
14. Identify RIC operational cycles. (Topic 5-3)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify RIC operations cycle						
b. Describe components of assignment						
c. Describe components of pre-deployment						

RIC Pre-Incident Activities

15. Conduct a RIC operations size up. (Topic 6-1)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify main RIC size up components						
b. Identify RIC operations size up priorities						
c. Conduct a size up						
16. Select and place RIC tools. (Topic 6-2)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify RIC activities that require tools						
b. Identify AHJ-specific RIC tool requirements (if applicable)						
c. Identify basic RIC tools (MTRAILS)						
d. Identify other RIC tools to consider based on construction, fire ground conditions, and incident complexity						
e. Identify RIC tool responsibilities						
f. Identify where to place RIC tools on the fire ground						
g. Identify how incident and conditions impact tool selection						
h. Assemble a mobile tool cache						

17. Position RIC on the fire ground. (Topic 6-3)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify the factors that impact whether RIC is positioned at a designated location, mobile, or a combination of the two						
b. Describe the benefits and limitations of positioning RIC at a designated location						
c. Describe benefits and limitations of mobile RIC positioning						
d. Position a RIC on the fire ground						
18. Soften a structure. (Topic 6-4)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify the importance of softening a structure						
b. Identify existing points of access and egress						
c. Describe how to soften a structure						
d. Identify additional considerations						
e. Soften a structure						

RIC Operations

19. Search for a downed fire fighter as a member of a RIC. (Topic 7-1)	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Identify information relayed during a Mayday call						
b. Describe importance of air management during search operations						

	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
c. Identify basic search method options						
d. Describe how to search as part of a RIC						
e. Describe benefits and limitations of searching with a TIC						
f. Identify types of ropes used in search operations						
g. Describe how to conduct a point-to-point search using rope						
h. Describe advantages and disadvantages of using rope for search						
i. Describe how to follow an attack hoseline to a downed fire fighter						
j. Describe advantages and disadvantages of searching using an attack hose line						
k. Describe how to use 1" charged hoseline for search						
l. Describe advantages and disadvantages of searching using a 1" charged hose line						
m. Identify factors that influence search decision making and process						
n. Search using a hoseline for orientation						
o. Search using rope for orientation						
p. Search using building features for orientation						
q. Search using a TIC for orientation						
20. Administer air to a downed fire fighter as a member of a RIC. (Topic 7-2)	**Course Code (E1)**	**Date (E1)**	**Initials (E1)**	**Course Code (E2)**	**Date (E2)**	**Initials (E2)**
a. Describe a RIC pack						
b. Describe RIC air delivery options (based on PAC-CAN findings)						

c. Deliver air to a downed fire fighter						
21. Rescue a downed fire fighter as a member of a RIC. (Topic 7-3)	**Course Code (E1)**	**Date (E1)**	**Initials (E1)**	**Course Code (E2)**	**Date (E2)**	**Initials (E2)**
a. Identify factors to consider before rescuing a downed fire fighter						
b. Identify common fire fighter emergencies requiring RIC operations						
c. Describe specialized equipment used to rescue a downed fire fighter						
d. Describe how to rescue a downed fire fighter in need of air						
e. Describe how to rescue a fire fighter lost or separated from hose line						
f. Describe how to rescue a downed fire fighter that fell into a basement						
g. Describe how to rescue a downed fire fighter that fell through a roof						
h. Describe how to rescue a downed fire fighter from entanglement						
i. Describe how to rescue a downed fire fighter from collapse						
j. Describe how to rescue a downed fire fighter from a confined area						
k. Rescue a downed fire fighter						
22. Provide physical, psychological, and emotional support to personnel involved in an incident. (Topic 7-4)	**Course Code (E1)**	**Date (E1)**	**Initials (E1)**	**Course Code (E2)**	**Date (E2)**	**Initials (E2)**
a. Describe how to personally prepare to engage in fire fighter rescue operations						

b. Describe how to care for personnel involved in an incident						

Application

23. Set up, demonstrate, and oversee drill ground activities.	Course Code (E1)	Date (E1)	Initials (E1)	Course Code (E2)	Date (E2)	Initials (E2)
a. Drill Ground Activity 1: Size Up and Soften a Structure						
b. Drill Ground Activity 2: Assemble a Mobile Tool Cache						
c. Drill Ground Activity 3: Search Line Deployment						
d. Drill Ground Activity 4: Oriented Search						
e. Drill Ground Activity 5: Assess a Downed Fire Fighter						
f. Drill Ground Activity 6: RIC Air Delivery						
g. Drill Ground Activity 7: SCBA Conversion to Drag a Downed Fire Fighter						
h. Drill Ground Activity 8: Remove PPE from a Downed Fire Fighter						
i. Drill Ground Activity 9: Drag a Downed Fire Fighter						
j. Drill Ground Activity 10: Drag a Downed Fire Fighter Up/Down Stairs						
k. Drill Ground Activity 11: Head-first Ladder Carry						
l. Drill Ground Activity 12: Feet-first Ladder Carry						
m. Drill Ground Activity 13: Rescue without a RIC						
n. Drill Ground Activity 14: Rescue Using VES						
o. Drill Ground Activity 15: Window-to-Door Conversion						

p. Drill Ground Activity 16: Below Grade Rescue Using Rope						
q. Drill Ground Activity 17: Blow Grade Rescue Using Ladders						
r. Drill Ground Activity 18: Seated Carry with SCBA Removal						
s. Drill Ground Activity 19: High Point Window Rescue						
t. Drill Ground Activity 20: Attic Rescue						
u. Drill Ground Activity 21: Confined Area Rescue						
v. Drill Ground Activity 22: Roof Rescue						
w. Drill Ground Activity 23: Tarver Evolution						
x. Drill Ground Activity 24: Pittsburg Evolution						

Completion Requirements

The following requirements must be completed prior to submitting this task book.

Experience

The candidate meets the following one of the following experience requirements.

1. Have two years' full-time or four-years part-time/volunteer suppression and rescue experience within a recognized fire agency in California

Position

State Fire Training confirms that there are no position requirements for instructor registration.

Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: _____

Completion Timeframe

A candidate must complete a task book within three years its initiation date. Otherwise, a candidate must initiate a new task book using the certification's current published version.

Initiation Date (see Initiation Date under Initiation Requirements): _____

Review and Approval

Candidate

Candidate (please print): _____

I, the undersigned, am the person applying to teach Fire Fighter Rescue and Rapid Intervention Crew (RIC) Operations. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

Signature: _____   Date: _____

Fire Chief

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's qualifications to teach Fire Fighter Rescue and Rapid Intervention Crew (RIC) Operations. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature: _____   Date: _____