**State of Oregon**
**Department of Public Safety Standards and Training**

**Please keep this in the Training File at your home department, please do not send to DPSST.**

# NFPA Support Person
## Task Book

**All individuals signing off on the Tasks assigned in this Task Book must be certified in as an NFPA Support Person, NFPA Firefighter I or have DPSST approval.**

| **Task Book Assigned To:** | |
|---|---|
| **Name** | **DPSST Fire Service #** |
| **Department Name**<br>**Confirm the completion and accuracy of this task book by signing below:** | **Date Initiated** |
| **Signature of Department Head or Training Officer** | **Date Completed** |

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Additional copies of this document may be downloaded from the DPSST web site:
https://www.oregon.gov/dpsst/FirePrograms/FireForms/NFPA%201010%20%20Support%20Person%20Task%20Book.pdf

Revised
September 2024

Task Book Qualification Record Books (Task Book) have been developed for various certification levels within the Oregon Department of Public Safety Standards and Training (DPSST) system. Each Task Book lists the job performance requirements (JPRs) for the specific certification level in a format that allows a candidate to be trained and evaluated during evaluation sessions. This Task Book contains one box per JPR and should not be signed by an evaluator until the trainee has completed the skill satisfactorily. Additional boxes may be added as determined by the Authority Having Jurisdiction (AHJ). Successful performance of all tasks, as observed and recorded by a qualified and approved evaluator may result in the candidate's eligibility for DPSST certification.

Before a job performance evaluation can be taken, all requisite knowledge and skills must be satisfied. In addition, all relative task book evaluations must be checked off by the evaluator. When all prescribed requirements have been met, an application for Certification can be forwarded to DPSST. All certificates are mailed to the Training Officer at his/her Fire Service Agency.

**NOTE TO FIRE SERVICE AGENCIES:** These JPRs serve as general guidelines. As such they are **NOT** intended to replace specific sequences of apparatus or equipment operation that may be outlined by manufacturer specifications. At all times, standard operating procedures of the Fire Service Agency in which the evaluation is being conducted will govern. Fire Service Agencies should have available for evaluators a copy of manufacturer specifications and the Fire Service Agencies standard operational guidelines.

The JPRs covered in this Task Book meet or exceed all NFPA published standards for this certification level at the time of this publication. Mention of NFPA and its standards do not, and are not intended as adoption of, or reference to, NFPA standards. For more information on the complete job performance requirements and data, see the individual DPSST Task Book for that certification level.

**HOW TO EVALUATE PERFORMANCE:**
Each JPR has one corresponding box to the right in which to confirm a candidate's success. The evaluator must indicate successful passing by the candidate of each JPR by initialing and dating (see example).

Draw a diagonal line through the box on the right. The evaluator should be place their initials on one half and indicate the current date on the other half. (See example)

**(A) Requisite Knowledge.** Procedures for reporting an emergency; departmental SOPs for taking and receiving alarms, radio codes, or procedures; and information needs of dispatch center.

# NFPA Support Person Signature Page

This signature page is a tool for your agency to document completed tasks; completion of the entire Task Book is still required (if not utilizing Task Performance Evaluations). The signature page and documentation should be kept on file at your agency. Please **do not** submit the Task Book or signature page to Department of Public Safety Standards and Training.

| Initials | DPSST Fire # | Printed Name | Signature |
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# TASK BOOK QUALIFICATION RECORD

FOR THE CERTIFICATION LEVEL OF

# NFPA Support Person

Prior to becoming certified in this position, the NFPA Support Person candidate must successfully complete the following Job Performance Requirements (JPR). The evaluator must initial and date the appropriate boxes to indicate successful completion of each. For each JPR there are requisite knowledge and skill requirements.

**Designation as the Department Head or Training Officer DOES NOT waive the requirement to be certified in the level being signed off or DPSST approved prior to signing off on tasks.**

**Tasks must be signed off by an individual certified as a NFPA Support Person, NFPA Fire Fighter I or have received prior written approval from DPSST to sign off on tasks.**

***Indicates additional explanatory information in Annex A.**

**5.1 General** For qualification as support person, the candidate shall meet the requirements in Chapters 4 and 5 and in Chapter 5 of NFPA 470.

**5.1.1 * General Knowledge Requirements.** The organization of the fire department; the role of the support person in the organization; the mission of fire service; the fire department's standard operating procedures (SOPs) and rules and regulations as they apply to the support person; how to identify the methods of heat transfer and understand the basic principles of fire dynamics; aspects of the fire department's member assistance program; and the importance of physical fitness and a healthy lifestyle to the performance of the duties of a support person. ☐

**5.1.2 General Skill Requirements.** The ability to don and doff a protective ensemble; perform field reduction of contaminants; prepare the protective ensemble and equipment for reuse; and locate information in departmental documents, standards, and code materials. ☐

**5.2 Communications.** This duty shall involve using communication equipment and technology in accordance with the policies and procedures of the AHJ and the JPRs in 5.2.1 through 5.2.2.

**5.2.1 *** Initiate the response to a reported emergency, given the report of an emergency, fire department SOPs, and communications equipment and technology, so that all necessary information is obtained, communications equipment and technology are operated correctly, and the information is relayed promptly and accurately to the dispatch center.

**(A) Requisite Knowledge.**
Procedures for reporting an emergency, departmental SOPs for taking and receiving alarms, and the information needs of the dispatch center.

**(B) Requisite Skills.**
The ability to operate fire department communications equipment and technology, relay information, and record information.

**5.2.2** Transmit and receive communications using fire department equipment and technology, given equipment and technology and operating procedures, so that the information is accurate, complete, clear, and relayed within the time established by the AHJ.

**(A) Requisite Knowledge.**
Departmental communication procedures and etiquette for routine traffic, emergency traffic, and emergency evacuation signals.

**(B) Requisite Skills.**
The ability to operate communications equipment and technology and discriminate between routine and emergency traffic.

**5.3 Incident Support Operations.** This duty shall involve performing support operations in non-hazardous atmospheres necessary to ensure life safety, incident stabilization, and property conservation, according to the JPRs in 5.3.1 through 5.3.8.

**5.3.1 *** Identify situations that require respiratory protection, given an incident and department SOPs, so that hazardous atmospheres requiring respiratory protection are avoided.

**(A) Requisite Knowledge.**
Conditions that require respiratory protection, levels of respiratory protection, and limitations of respiratory protection.

**(B) Requisite Skills.**
The ability to identify potentially hazardous atmospheres and avoid them.

**5.3.2 *** Respond on apparatus to an emergency scene, given a protective ensemble and other necessary PPE, so that the apparatus is correctly mounted and dismounted, seat belts are used while the vehicle is in motion, and other PPE is correctly used.

**(A) Requisite Knowledge.**
Mounting and dismounting procedures for riding fire apparatus, hazards and ways to avoid hazards associated with riding apparatus, prohibited practices, and types of department PPE and the means for usage.

**(B) Requisite Skills.**
The ability to use each piece of provided safety equipment.

**5.3.3 *** Establish and operate in protected work areas at emergency scenes, given an emergency scene, protective equipment, scene control devices, an assignment, and SOPs, so that procedures are followed, protective equipment and scene control devices are utilized appropriately, and protected work areas are established as directed.

**(A) Requisite Knowledge.**
Potential hazards involved in operating on emergency scenes including vehicle traffic, utilities, and environmental conditions; proper procedures for dismounting apparatus; procedures for safe operation at emergency scenes; and the protective equipment available for members' safety on emergency scenes and work zone designations.

**(B) Requisite Skills.**
The ability to wear a protective ensemble, deploy scene control devices, dismount apparatus, and establish and operate in the protected work areas as directed.

**5.3.4 *** Connect a pumper to a water supply as a member of a team, given supply or intake hose, hose tools, and a fire hydrant or static water source, so that connections are tight and water flow is unobstructed.

**(A) Requisite Knowledge.**
Loading and off-loading procedures for mobile water supply apparatus; fire hydrant operation; and suitable static water supply sources, procedures, and protocol for connecting to various water sources.

**(B) Requisite Skills.**
The ability to hand lay a supply hose, connect and place intake hose for drafting operations, deploy portable water tanks as well as the equipment necessary to transfer water between and draft from them, make hydrant-to-pumper hose connections for forward and reverse lays, connect supply hose to a hydrant, and fully open and close the hydrant.

**5.3.5 *** Extinguish incipient Class A, Class B, and Class C fires, given a selection of portable fire extinguishers, so that the correct extinguisher is chosen, the fire is completely extinguished, and correct extinguisher-handling techniques are followed.

**(A) Requisite Knowledge.**
The classifications of fire; the types of, rating systems for, and risks associated with each class of fire; and the operating methods of and limitations of portable extinguishers.

**(B) Requisite Skills.**
The ability to operate portable fire extinguishers, approach fire with portable fire extinguishers, select an appropriate extinguisher based on the size and type of fire, and safely carry portable fire extinguishers.

**5.3.6 *** Operate emergency scene lighting, given fire service lighting equipment, power supply, an assignment, and a non-hazardous atmosphere, so that emergency scene lighting equipment is operated within the manufacturer's listed safety precautions.

**(A) Requisite Knowledge.**
Safety principles and practices, power supply capacity and limitations, and light deployment methods.

**(B) Requisite Skills.**
The ability to operate department power supply and lighting equipment, deploy cords and connectors, reset ground-fault interrupter (GFI) devices, and locate lights for the best effect.

**5.3.7 *** Turn off building utilities, given tools, an assignment, and a non-hazardous atmosphere, so that the assignment is safely completed.

**(A) Requisite Knowledge.**
Properties, principles, and safety concerns for electrical, gas, and water systems; utility disconnect methods and the associated dangers; and use of required safety equipment.

**(B) Requisite Skills.**
The ability to identify utility control devices, operate control valves or switches, and assess for related hazards.

**5.3.8 *** Tie a knot appropriate for hoisting tools, given a protective ensemble, tools, ropes, and an assignment, so that the knots used are appropriate for hoisting tools securely and as directed.

**(A) Requisite Knowledge.**
Knot types and usage; the difference between life safety and utility rope; reasons for placing rope out of service; the types of knots to use for given tools, ropes, or situations; hoisting methods for tools and equipment; and using rope to support response activities.

**(B) Requisite Skills.**
The ability to tie a specific knot based on the type of tool to be hoisted.

**5.5 * Preparedness and Maintenance.** This duty shall involve performing activities to ensure life safety, incident stabilization, and property conservation through response readiness, according to the JPRs in 5.5.1 through 5.5.3.

**5.5.1** Refill self-contained breathing apparatus (SCBA) cylinders, given SCBA cylinders and equipment, so that the SCBA cylinder is correctly filled, the pressure is within acceptable ranges, and the cylinder is ready to be connected to the SCBA.

**(A) Requisite Knowledge.**
Conditions that require refilling of SCBA cylinders, components of SCBA cylinders, and procedures used for filling and returning a cylinder to service.

**(B) Requisite Skills.**
The ability to operate SCBA air cylinder valves, use cylinder refilling equipment, replace SCBA cylinders, and complete filling procedures.

**5.5.2*** Clean and check ladders, ventilation equipment, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to the

manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise.

**(A) Requisite Knowledge.**
Types of cleaning methods for various tools and equipment, correct use of cleaning solvents, and manufacturer's or departmental guidelines for cleaning equipment and tools. ☐

**(B) Requisite Skills.**
The ability to select correct tools for various parts and pieces of equipment, follow guidelines, and complete recording and reporting procedures. ☐

**5.5.3** Clean, inspect, and return the fire hose to service, given washing equipment, water, detergent, tools, and replacement gaskets, so that damage is noted and corrected, the hose is clean, and the equipment is placed in a ready state for service. ☐

**(A) Requisite Knowledge.**
Departmental procedures for noting a defective hose and removing it from service, cleaning methods, and hose rolls and loads. ☐

**(B) Requisite Skills.**
The ability to clean different types of hose; operate hose washing and drying equipment; mark defective hose; and replace coupling gaskets, roll hose, and reload hose. ☐