

NOVA SCOTIA FIREFIGHTERS SCHOOL



FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM INFORMATION PACKAGE

**NOVA SCOTIA FIREFIGHTERS SCHOOL
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Dear Student:

The Nova Scotia Firefighters School is pleased to present Pre-employment training for those interested in a career in the fire service.

Our Firefighter Pre-employment Training Program is modeled consistent with standard post-secondary education practice. You apply for admission into the program as you would any other post-secondary program. Upon successful completion of the program, you will receive certification to the Nova Scotia Fire Service Professional Qualifications Board, Level 1 and Level 2 firefighter to the NFPA standards that apply to the position of firefighter. You can then apply for positions in the fire service.

Included in the application package is an ***Assessing Your Qualifications To Become A Firefighter*** form to help you determine if this is the career for you. Please make use of this form. It is for your information only. You do not have to return it to us.

Also included in this application package is a summary of the steps in the admission/screening process, the required and preferred qualifications for admission, a brief description of the entrance procedure, student review process, medical exam, and physical performance assessment. As well a description of the Career Firefighter Pre-employment Training Program content, duration, location and tuition fee is included. Several appendices are also attached. They are: description of the Physical Performance Assessment and Student Application Form.

Please read all the information carefully.

Yours truly,



John Cunningham
Executive Director
Nova Scotia Firefighters School

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FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

PLEASE READ THIS DOCUMENT CAREFULLY

ADMISSION REQUIREMENTS

Applicants must meet **all** required qualifications to be considered for admission into the Career Firefighter Pre-employment Training Program. It is the responsibility of the student to ensure that they meet all the required qualifications and provide back-up documentation verifying the same.

Admission in the Career Firefighter Pre-employment Training Program will take place 2 times a year. Students, who are not admitted into the program, may submit an application for subsequent programs.

A. Required Qualifications

- Legal entitlement to work in Canada as a Firefighter.
- Proof of Grade 12 or equivalent – attached.
- Proof of a valid NS Driver's License, class 5, and a driving record that demonstrates responsible and safe driving behavior. More than four points in the last three years may be considered excessive.
- Proof of current Standard First Aid & CPR Level "C" Certificate (within last 12 months) – attached.
- No conviction for a criminal offence related to the job of a Firefighter.
- 20/30 visual acuity corrected vision in each eye. Colour and peripheral vision safe for the position of Firefighter (Colour Vision Safe as determined by Ishihara, Fahrnsworth, Dvorine and colour lantern tests (colored lens not permitted)).
- Normal unaided hearing - hearing thresholds no greater than 30 decibels in each ear at 500Hz, 1000 Hz and 2000 Hz and no significant loss in higher frequencies.
- Physically fit for position of Firefighter.
- Is, and remains to be a non-smoker.

B. Other Assets (non-mandatory)

- One year post secondary education - academic, technical or trades.
- Work experience related to the firefighter selection criteria and job duties,

For example:

- Experience in house building related to criteria of building construction knowledge
- Experience as a truck driver relates to criteria of driving skill
- First aid, nursing, paramedical experience related to a firefighter's job duties
- Experience in the fire service
- Basic first aid certificate
- Knowledgeable of a different culture(s)
- Fluency in a second language other than English

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

ADMISSION/SCREENING PROCEDURE

Step 1:

Student Admission/Information Package

The Student Admission/Information Package can be picked up from the NSFS at 48 Powder Mill Road, Monday to Friday, 8:00 am – 4:00 p.m. If outside the Metropolitan Halifax area, call (902) 861-3823 Monday to Friday, 8:30 a.m. - 4:00 p.m. Or you can obtain the package from the NSFS website at www.nsfs.ns.ca.

To be considered for employment, candidates must successfully complete the following:

- Application Screening.
- Physical Fitness Job Related Test.
- Qualifying Interview.
- Medical Examination.
- Educational Background Check.
- Personal Background Check.
- Professional Reference Checks.

Step 2:

Application Submission

Complete the Firefighter Pre-employment Training Program Application Form and return to the Nova Scotia Firefighters School. A copy of your resume should be included.

Please ensure you include copies of all the required certificates, transcripts, etc. A checklist is available on the back of the application form. (Please note if transcripts or evaluation service letter are not included, the application will be incomplete and not considered.)

We request that your complete application package:

- Be submitted on plain white 8 ½ x 11 paper
- Be paper clipped – do not staple or submit in various folders
- Include a resume
- Have clear photocopies of all supporting documents such as drivers license or certificates
- Have no laminated documents

STEP 3:

Phobia Tests

Candidates will be asked to navigate their way through a maze and climb a ladder.

Step 4:

Qualifying Interview

All candidates screened in shall complete a pre-qualifying interview process. This review is to determine the candidate's suitability to meet the requirements of the position of firefighter, a position of trust. The candidate's integrity, honesty and life style choices will be explored during this interview.

The number of students selected to continue through the process is based on 2 programs plus 20% more.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

Step 5:

Student Review

An interview with a Selection Committee from the Nova Scotia Firefighters School. **ALL DECISIONS FOR THE SELECTION OF CANDIDATES BY THIS COMMITTEE ARE FINAL.**

The NSFS will notify the successful students of their admission into the program. Admission into the program will be contingent on students' successful completion of the physical performance assessment.

Unsuccessful students will be required to go through the Admission/Screening Process again if they make application to a subsequent program.

Step 6:

Medical Examination

Students who answer **YES** to any questions on the **Physical Activity Readiness Questionnaire** will be required to complete a medical examination before admission into the program. The medical forms and details regarding them will be provided to those students selected to continue through the process.

Some types of eye surgery are acceptable if successful **and** without complications **and** subject to a review at 6 months post-op. Orthokeratology contact lens aids to change the shape of the cornea temporarily are **not** acceptable. Colour lens aids for colour vision are **not** acceptable.

To obtain a position in the Fire Service a more comprehensive occupational medical examination may be required.

Acceptance into the Firefighter Pre-employment Training Program should not be considered a guarantee of future employment.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

GENERAL INFORMATION

Admission/Screening Process

The Admission/Screening process for the Career Firefighter Pre-employment Training Program may take place 2 times a year. Student Admission/Information Packages, giving detailed information students need to be admitted into the program will be available through the NSFS web site at www.nsfns.ca.

Who is Suited for a Career as a Firefighter?

Firefighting is not just another job. It is a demanding career that carries considerable responsibility in providing preservation of life, property and the environment.

Like most careers, the Firefighter's duties have changed dramatically over the last 25 years. While the actual volume of emergency incident response has often increased with the population, the percentage of response to fire calls has typically decreased.

Fire Service response has diversified to include hazardous materials, incidents, specialized rescue calls, medical aid, marine emergencies, and a wide variety of assistance to the public. Non-emergency duties include training and maintenance of fire stations, vehicles, and equipment; however, a growing emphasis on public education programs, commercial, residential and industrial inspections and community interaction require public speaking and interpersonal skills.

Computers are commonplace in the fire station and associated skills are necessary.

The Firefighter's job is dynamic. New equipment, techniques, and the changing needs of their profession demand a highly adaptable person who is prepared to pursue ongoing education, and who can balance acceptance of new concepts and challenges while maintaining a diverse set of basic skills.

The **Self-Assessment Questionnaire** attached will help you decide whether you want to and are qualified to apply to this program.

Who Supports The Program

An Advisory Committee consisting of representatives from the Halifax Regional Fire & Emergency, and the Nova Scotia Firefighters School meet on a regular basis to review and ensure the screening, entrance requirements and program content meet the needs of participating departments

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

The Career Firefighter Pre-employment Training Program is 22 weeks and is scheduled throughout the year. Students attend classes from 8:00 a.m. to 5:00 p.m. Monday to Friday at the Nova Scotia Firefighters School. As part of the 22 week program a six (6) week work experience program is offered with a variety of career fire departments, including:

- Halifax Regional Fire and Emergency
- DND Dockyard Fire Department
- Sydney Fire Department
- Moncton Fire Department
- Fredericton Fire Department
- Saint John Fire Department

The purpose of the program is to prepare individuals to apply for positions in the fire service. As part of that preparation, students will be trained in all aspects of the NFPA 1001 Standard, Level I and II, Hazardous Materials Response to the Operations Level and to First Responder including Automatic External Defibrillators and Spinal Management.

Students will learn through theory, lectures, and practice drills and will be examined on the following subjects:

- | | |
|---|--|
| • Fire Department Organization | • Building Construction |
| • Fire Behavior | • Firefighter Responsibility in Fire Cause Determination |
| • Portable Extinguishers | • Fire Prevention and Public Fire Education |
| • Firefighter Personal Protection Equipment | • Fire Alarms and Communications |
| • Ropes and Knots | • First Responder Level |
| • Rescue and Extrication | • Automatic External Defibrillators |
| • Forcible Entry | • Spinal Management |
| • Ventilation | • Hazardous Materials Response Awareness Level |
| • Ladders | • Hazardous Materials Response Operations Level |
| • Water Supply | • Human Relations |
| • Fire Streams | • Interpersonal Behaviour |
| • Hose | • Preparing for the Workforce |
| • Fire Control | |
| • Automatic Sprinkler Systems | |
| • Salvage and Overhaul | |

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

Before you complete the Student Admission Application form, take a moment to see if you meet the qualifications for a Firefighter by answering each of the questions below. **This questionnaire is for your information only and should not be forwarded with your application.**

	YES	NO
1. Are you legally entitled to work in Canada as a Firefighter?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you possess a valid Class 5, NS Driver's License or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a safe driving record with less than four points? (More than four points in the last three years may be considered excessive.)	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you physically fit and do you maintain a healthy life style?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have 20/30 visual acuity in each eye, unaided and uncorrected as determined by an optometrist or ophthalmologist?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have colour vision safe for the position of Firefighter? (As determined by Ishihara screening and additional colour vision tests as required such as Fahrnsworth D-15 (saturated and unsaturated), Dvorine PIC, Dvorine NOM, Fahrnsworth Munsell 100 Hue Test and the Lantern Test)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever been convicted of a criminal offense that would exclude you from being in a position of trust such as a Firefighter, for which a pardon has not been granted?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have a current and valid Standard First Aid, and CPR C certificate?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you have good listening skills, and an ability to extract and understand information in oral communication?	<input type="checkbox"/>	<input type="checkbox"/>
10. Can you communicate effectively, both orally and in writing?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you comfortable being in confined spaces?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are you comfortable with heights?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are you willing to comply with instructions, directions and orders given by officers?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are you willing to work co-operatively with others as part of a team effort; supporting, encouraging and helping fellow team members to work competently and safely?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are you willing to work in dangerous and unpleasant situations, take calculated risks to help others in need and continue working despite physical discomfort?	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

- | | | | |
|-----|---|--------------------------|--------------------------|
| 16. | In the face of uncertainty, can you make necessary decisions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Do you have the self-confidence to be assertive when the situation demands it? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Are you able to deal with stressful situations in a calm and constructive way? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Do you consider yourself tolerant towards others? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Are you comfortable with people from different cultures and backgrounds? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Do you make an effort to learn about cultures which are different from your own? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Are you comfortable with interpersonal situations and establishing rapport with others? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Do you try your personal best in carrying out a task? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Do you try to assess your strengths and weaknesses objectively and then attempt to educate or improve yourself? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Do you behave in an ethical manner, being straight-forward and honest with others; not lying or exaggerating to others? | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Are you currently active in contributing in some way to your community? | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | Are you willing to adapt to change? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | Are you willing to attend courses and learn continually? | <input type="checkbox"/> | <input type="checkbox"/> |

You should be able to answer “yes” to each of the questions above and “no” to question #8. If you answered “no” to any other of these questions, refer to the materials in the Admission/Information Package.

DO NOT RETURN THIS FORM WITH YOUR APPLICATION.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

**Nova Scotia Firefighters School CODE OF CONDUCT & PERFORMANCE
EXPECTATIONS**

This document represents core values and basic rules of the School. The recruit must sign this, keep a copy for their records and the original is filed at the School. By signing, you the recruit, agrees to abide by the Code. The Performance Expectations represent *observable behaviors* that may assist in identifying and documenting poor performance in *attitude* and undesirable traits.

Nova Scotia Firefighters School RECRUIT TESTING POLICY

The testing policy outlines the various passing scores and criteria for academic, physical fitness, and the certification tests. Note that the Practical Skills (fireground) Evaluation is worded without scores or time frames.

Nova Scotia Firefighters School DOCUMENT LIST

This is a list of select reference material. Recruits must sign they have received, read, and understand the material and are accountable for knowing and understanding all academy procedures and policies.

Nova Scotia Firefighters School EVALUATION / GRADING CRITERIA SHEET

This is the grading criteria and format used when evaluating the recruits while in the School. They are evaluated bi-weekly with both the Lead Instructor and the Instructors. Remember, no surprises come from this meeting. The recruit should already be aware of poor performance through the Resolution Sheet process.

Nova Scotia Firefighters School

Code of Conduct

The following Code of Conduct is expected to be adhered to while attending the Nova Scotia Firefighters School, and when under the direction and supervision of the NSFS Staff. Violations of any of the following may result in termination.

I. CHAIN OF COMMAND

- A. You must use the "Chain of Command" at all times.
Exception: Any issue involving discrimination or harassment is addressed in Section IX.
- B. "Chain of Command" means any matter which needs the attention of or action by the department will be brought to the reporting person's most immediate supervisor.
- C. Any issues or concerns that affect your performance shall immediately be brought to the attention of your Instructor(s).

II. RESPECT

- A. Respect will be shown to all NSFS Staff and guest instructors.
- B. Respect will be shown to all civilians and classmates.
- C. Disrespect or abusive language toward any individual or group shall be considered insubordination.
- D. All NSFS personnel shall be addressed in a courteous, professional manner, either by rank, by "Sir/Ma'am" or by "Mr./Mrs./Ms."

III. TEAMWORK AND EFFORT

- A. The Recruit's best effort is expected at all times.
- B. Recruits shall work well in a team and function in all positions.
- C. Any action that hinders or disrupts team drills or classroom activities shall not be tolerated.
- D. Recruits are expected to offer help to team members.

IV. ATTENDANCE AND TARDINESS

- A. Attendance at all classroom and drill ground sessions is mandatory.
- B. Tardiness will not be tolerated. This will include when reporting to duty, to the classroom and drill ground. Three (3) such instances may result in dismissal from the School.

V. CHEATING

- A. Cheating of any kind will not be tolerated and shall result in dismissal.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

VI. INSUBORDINATION

- A. Disobedience of any orders issued by an Officer or Instructor shall not be tolerated.

VII. APPEARANCE

- A. All Recruits shall report to the school in the proper attire for the scheduled activity.
- B. Gym wear shall be School-approved tee-shirts, shorts and sweatpants.
- C. All uniforms shall be clean and neat in appearance and shoes will be shined.
- D. Assigned personal protective gear shall be kept clean and in usable condition.

VIII. SUBSTANCE ABUSE

- A. Alcoholic beverages or illegal drugs shall not be permitted at the NSFS. Violation shall result in termination.
- B. Any use of prescription or over-the-counter drugs, which may affect your performance at the School, must be brought to the attention of your Instructor(s).
- C. Tobacco, in any of its forms, will not be used.

IX. DISCRIMINATION AND HARASSMENT

- A. The NSFS shall not condone or tolerate incidents or circumstances of discrimination, harassment or sexual harassment.
- B. The NSFS, its management and its supervisors shall take prompt corrective action when they become aware of any type of discrimination, harassment or sexual harassment.
- C. Students who believe that they have knowledge of, or feel that they have experienced any form of discrimination, harassment or sexual harassment should immediately follow the School's policies and procedures.
- D. All actions taken to investigate and resolve complaints shall be handled in a timely and objective manner.
- E. No student shall be intimidated, harassed, threatened or retaliated against, coerced or disciplined in any way for reporting alleged acts of discrimination, harassment or sexual harassment or for filing a discrimination, harassment, or sexual harassment complaint.

X. PERFORMANCE EXPECTATIONS

- A. All Recruits shall follow the NSFS Firefighter Performance Expectations (see attached sheet).
- B. Recruits shall follow the NSFS Recruit School Testing Policy.

XI. ACCOUNTABILITY

- A. Each Recruit is responsible for his/her own actions.
- B. Each Recruit is responsible for immediately reporting any injury or illness to an Instructor.
- C. Each Recruit is responsible for maintaining all personal protective equipment at an operational level, and reporting any problems with such equipment to an Instructor.
- D. Each Recruit is responsible for knowing and adhering to the Code of Conduct, Policies/Procedures and Rules and Regulations of his/her fire department.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

PERFORMANCE EXPECTATIONS

JUDGEMENT

- Makes reasonable and safe decisions when attempting to accomplish a task or solve a problem

COMMUNICATION

- Uses appropriate tone of voice
- Articulates in a clear, logical and understandable manner
- Displays confidence
- Is persuasive and makes a positive impression
- Demonstrates appropriate non-verbal communication techniques

TEAMWORK

- Effectively works with others to accomplish tasks or solve problems
- Offers help to team members when needed
- Consistently demonstrates safety practices for self and others

PROBLEM SOLVING

- Approaches problems in a safe, logical and well thought out fashion
- Seeks pre-active solutions to problems

INITIATIVE/MOTIVATION

- Accomplishes tasks or goals without being ordered, coerced, or motivated by others
- Demonstrates desire for personal and professional development
- Accomplishes tasks or goals with a 'safety first' attitude
- Takes on additional tasks or duties

WORK ETHIC

- Actively seeks academic and technical knowledge for self-improvement
- Is reliable in following safety practices in all situations

ADAPTABILITY/STRESS MANAGEMENT

- Remains calm in stressful situations
- Adapts behavior in order to deal with changing situations in a safe manner
- Adapts behavior in order to accomplish individual and/or organizational goals
- Recognizes symptoms of stress in self and seeks to deal with stress appropriately

INTEGRITY

- Is sincere and honest when dealing with others
- Keeps commitments
- Respects personal property of others
- Portrays professional image in speech, actions and appearance
- Obeys all policies and procedures of the Nova Scotia Firefighters School

COMMUNITY AWARENESS

- Exercises compassion and willingness to help persons in varied situations with varied backgrounds
- Is sensitive to individual and cultural differences

INTERPERSONAL SKILLS

- Relates to a wide variety of individuals in a positive and effective manner
- Handles interpersonal conflicts effectively
- Is courteous and respectful

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

TESING POLICY

Tests and measurements are a necessary element of the learning process. Prior to graduation from the Recruit Academy, these standards must be successfully completed:

- Academic Exams
- Practical Skill Evaluations
- Physical Fitness Performance Tests
- NFPA 472 Hazardous Materials Certification
- NFPA 1001 Firefighter I and II Certification

- **Academic (Written) Exams:** Minimum passing score is 70%. **Three (3) failures shall constitute grounds for dismissal.**

- **Practical Skills Evaluations:** Periodic Practical (drill ground) Skill Evaluations will be held throughout the School to test the essential functions of firefighting. If, at any time, a recruit is unable to perform the essential functions of firefighting, pursuant to the standards of the School, **the recruit may be dismissed.**

- **Physical Fitness and Performance Assessment Tests:** All recruits must pass the Physical Performance Assessment (CPAT) Test within ten (10) minutes, twenty (20) seconds. These tests must be successfully completed before leaving the Recruit School.

- **Hazardous Materials Operations Level Certification Written Exam:** The Haz Mat exam requires a 70 % minimum passing score. In the event of failure, one retake shall be allowed within five (5) calendar days. In event of failure of the first retake, an additional retake will be allowed 60 days after the first retake. **Failure of the written retake (score of less than 70%) shall constitute grounds for dismissal.**

- **Firefighter I & II Written and Practical Exam:** Any recruit failing the written portion of the exam with a score of less than 70 % will be given an opportunity to retake the exam within five (5) calendar days. Failure of the first retake a second retake will be allowed in 60 days after the first retake. Any recruit failing the practical skill examination shall be given an opportunity to retake the exam within five (5) calendar days or as time permits. Failure of the first retake a third retake will be allowed 60 days after the first retake. **Failure of the Written Exam retake (score of less than 70%) or the Practical Exam retake shall constitute grounds for dismissal.**

I have read and understand the NSFS Recruit School Testing Policy.

Print Name

Signature

Date

Program Manager

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

RECRUIT EVALUATION AND GRADING CRITERIA

ACADEMICS

SATISFACTORY:

- Recruit maintains a 70% or higher in academic testing.

UNSATISFACTORY:

- Recruit fails to maintain an 70% proficiency in any area of academic testing.

FIREGROUND ACTIVITIES:

SATISFACTORY:

- Recruit performs all fireground activities in a safe, timely and appropriate manner.
- Recruit demonstrates use of equipment with control and confidence.
- Recruit demonstrates basic knowledge of job sheet skills and operation of a variety of tools and equipment.
- Recruit is consistent in performance of all fireground activities.
- Recruit has no incomplete Resolution Sheet(s) for Fireground Activities in current evaluation period.

UNSATISFACTORY:

- Recruit is unable to perform one or more fireground activities in a safe, timely and appropriate manner.
- Recruit is unable to use equipment with control and confidence.
- Recruit is unable to demonstrate basic knowledge and operation of tools and equipment.
- Recruit is unable to perform one or more job sheet skills.
- Recruit has Resolution Sheet(s) in Fireground Activities which have not been completed to instructor/staff satisfaction.

PERFORMANCE EXPECTATIONS

SATISFACTORY:

- Recruit consistently demonstrates behaviors outlined in the Performance Expectations.
- Recruit has no incomplete Resolution Sheet(s) in Performance Expectations in current evaluation period.

UNSATISFACTORY:

- Recruit demonstrates inappropriate behavior in one or more areas outlined in the Performance Expectations.
- Recruit has Resolution Sheet(s) in Performance Expectations which have not been completed to instructor/staff satisfaction.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

PHYSICAL FITNESS

SATISFACTORY:

- Recruit maintains level of physical fitness as prescribed by the NSFS Fitness Coordinator.
- Recruit performs all components of the prescribed workout(s) in the appropriate manner as demonstrated by the NSFS Fitness Coordinator.
- Recruit performs prescribed workouts with the correct number of sets and repetitions.
- Recruit demonstrates the endurance and physical ability necessary to perform all fireground activities.
- Recruit has no incomplete Resolution Sheet(s) for Physical Fitness during current evaluation period.

UNSATISFACTORY:

- Recruit is not maintaining level of fitness as prescribed by the NSFS Fitness Coordinator as evidenced by:
 - not performing all components of the prescribed workout in the appropriate, demonstrated manner, and/or
 - not completing the required number of sets and/or repetitions.
- Recruit is unable to complete the required fireground activities due to lack of endurance and/or physical ability.
- Recruit has Resolution Sheet(s) in Physical Fitness which have not been completed to instructor/staff satisfaction.

EQUIPMENT MAINTENANCE

SATISFACTORY:

- Recruit maintains all issued Personal Protective Equipment (PPE) in ready and working condition.
- Recruit maintains all PPE clean and stored properly.
- Recruit maintains all assigned equipment in ready condition and/or according to instructions.
- Recruit reports any malfunction or problems with PPE and assigned equipment immediately to instructor/staff.
- Recruit has no incomplete Resolution Sheet(s) for Equipment Maintenance in current evaluation period.

UNSATISFACTORY:

- Recruit fails to maintain any or all Personal Protective Equipment (PPE) in ready and working condition.
- Recruit fails to keep PPE clean and/or stored properly.
- Recruit fails to maintain any or all assigned equipment in ready condition and/or according to instructions.
- Recruit fails to report problems with PPE or equipment to instructor/staff.
- Recruit has Resolution Sheet(s) for Equipment Maintenance which have not been completed to instructor/staff satisfaction.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

PERSONAL APPEARANCE

SATISFACTORY:

- Recruit consistently maintains personal appearance according to NSFS grooming standards.
- Recruit presents a professional, clean and neat appearance.
- Recruit adheres to acceptable hygiene standards.
- Recruit has no incomplete Resolution Sheet(s) for Personal Appearance in current evaluation period.

UNSATISFACTORY:

- Recruit fails to maintain personal appearance according to NSFS grooming standards.
- Recruit does not present a professional, clean and neat appearance.
- Recruit does not adhere to acceptable hygiene standards.
- Recruit has Resolution Sheet(s) in Personal Appearance which have not been completed to instructor/staff satisfaction.

**NOVA SCOTIA FIREFIGHTERS SCHOOL
FIREFIGHTER PRE-EMPLOYMENT TRAINING PROGRAM
INFORMATION PACKAGE**

Purpose: This procedure will establish requirements for Recruit Firefighters.

Recruit School

NSFS Recruit School Requirements: Passing score for all written exams will be 70%. Failure of three exams will result in a recommendation of termination from the School. Practical skills will be evaluated throughout the School and the work experience. In the event of documented failure(s) of practical evaluations, it will be the responsibility of the Training Manager to determine whether the recruit should continue the School. Since safety is a top priority, dismissal from the School will be recommended for any recruit who may jeopardize the safety of themselves, their fellow recruits or the Training Staff. All recruits must successfully meet the requirements of the Nova Scotia Firefighters School Physical Fitness Assessment prior to participating in live burn exercises. Prior to graduation from the School the recruits must meet the requirements for the same Physical Assessment.

Certification Requirements: Prior to completion of the NSFS Recruit School, Fire Fighters must pass the Nova Scotia Fire Service Professional Qualification Board Firefighter I & II written and practical exams. Anyone who fails either test will be offered retakes as per the policy of the NSFSPQB.

Work Term Requirements

Each Recruit Fire Fighter will be given a *Recruit Firefighter Handbook*. During the work term period, the Fire Fighter will be required to complete certain tasks in the handbook and have them signed off by a Company Officer. These tasks must be completed, and submitted to the Training Manager prior to their Final Recruit Exam. Although not all tasks are required to be signed off by the Company Officer, the Recruit Fire Fighter will be responsible for knowing all the job sheets.

