

**CITY OF CHICAGO FIRE DEPARTMENT
BATTALION CHIEF PROMOTIONAL PROCESS**



**STUDY GUIDE FOR THE
WRITTEN EXAMINATION COMPONENT**

September 1, 2016

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INTRODUCTION

The 2016 Chicago Fire Department Battalion Chief Promotional Process will consist of two testing components: (1) the Written Examination and (2) the Oral Assessment. This Study Guide is designed to assist you in preparing for the Written Examination specifically, although it also contains some general information about the Oral Assessment. A more detailed Study Guide pertaining to the Oral Assessment will be made available to all candidates as soon as possible, but no later than the time that you receive your Notice to Report for that component of the Battalion Chief Promotional Process.

The goal of the Battalion Chief Promotional Process is to select individuals who are highly qualified to perform the duties and responsibilities of Battalion Chief in the Chicago Fire Department. Given the number of candidates participating, there is significant competition. The Written Examination and Oral Assessment are opportunities to demonstrate your capabilities, specifically your knowledge of Department orders, directives, SOPs, training materials, and other resources, as well as your ability to apply this information to situations that are encountered by Battalion Chiefs on the job.

This Study Guide provides general suggestions and tips for helping you study for the Battalion Chief Promotional Process, as well as specific information about the test format, materials, and instructions that you will be asked to follow during the Written Examination. It is to your advantage to review these instructions and information about the types of test items, so that you are familiar with them before the day of the Written Examination.

In addition to the information about the Written Examination and related study tips, this Guide provides the following appendices containing important information about the Battalion Chief job and study-related materials to help you prepare for the Battalion Chief Promotional Process:

- **Appendix A** contains a list of critical job tasks for the Battalion Chief job.
- **Appendix B** contains a list of knowledge areas, skills, abilities, and other characteristics that are important for performing the Battalion Chief job.
- **Appendix C** contains the Recommended Reading List of important reference materials that may be included in the Written Examination component of the Battalion Chief Promotional Process.
- **Appendix D** contains practice materials that candidates can use to become familiar with the test format and types of questions that will be included. It contains a copy of the previous *2012 Battalion Chief Written Examination* and the Answer Key from that exam. It also contains an example of a matching question, which is a new item format included in the current exam.

All of the information included in this Study Guide was developed based on extensive analysis of the Battalion Chief job in the Chicago Fire Department. Activities included interviews and observations with CFD Battalion Chiefs, analysis of data collected from current Battalion Chiefs, and subsequent review with Department subject matter experts and senior command personnel. The lists of critical tasks and important knowledge, skills, abilities, and other characteristics that resulted from the current Battalion Chief job analysis are presented in Appendices A and B. You should review this information to become familiar with the duties and related requirements that will be the focus of the Written Examination and Oral Assessment.

For test preparation purposes, you should refer to the Recommended Reading List in Appendix C for the reference materials with which you are expected to be familiar for the Battalion Chief Written Examination. The materials on the Recommended Reading List are listed as they are categorized on the Chicago Fire Department SharePoint website and can be obtained electronically from that site. In addition, a chapter from the Chicago Municipal Code is included on the Recommended Reading List.

The Recommended Reading List includes identification of specific references for which you will need to recall information from memory to answer multiple-choice questions on the Written Examination. However, the 2016 *Emergency Response Guide* (ERG) has been identified as “Look-up” reference information. Copies of the ERG will be provided to candidates at the test administration site, and answers to test questions that require using information from this source may be “looked-up” in the ERG during testing.

All test materials, questions, exam procedures, and scoring criteria were developed based on discussion and review of the materials in the Recommended Reading List and their application to the Battalion Chief job duties with subject matter experts and senior command personnel in the Chicago Fire Department. It is to your advantage to have studied these materials, have a working knowledge of the information contained in these materials, and be able to apply the relevant knowledge to realistic situations that Battalion Chiefs encounter on the job. (**Note:** An updated Recommended Reading List will be provided as part of the Study Guide specific to the Oral Assessment; however, the reference materials contained in Appendix C are current for the Written Examination component.)

In addition to the reference materials in the Recommended Reading List, you should be familiar with the types of instructions and test questions that will be included in the Written Examination. Relevant information about the Written Examination is provided in the following sections of this Study Guide. A general overview of the Oral Assessment also is provided; however, more specific information about the Oral Assessment format, questions, and instructions will be provided in a subsequent Study Guide.

The City wants each candidate for Battalion Chief to have an equal opportunity to demonstrate his or her maximum capabilities. We encourage you to use the materials in this Study Guide to help you prepare for the Written Examination, and we believe that you will find this information useful in helping you to do your best. Studying these materials carefully will increase the likelihood of your success on the testing components of the Battalion Chief Promotional Process.

OVERVIEW OF THE BATTALION CHIEF WRITTEN EXAMINATION

The Written Examination of the Battalion Chief Promotional Process focuses on your ability to use information that is required on the job as a Battalion Chief. The Written Examination presents questions relating to knowledge that is required in situations that are encountered by Battalion Chiefs. You will be asked to apply your knowledge using the information provided during the test to respond to multiple-choice questions and to provide written responses to questions that require matching items or short answers. The Written Examination presumes that you are knowledgeable about Department orders, directives, SOPs, training bulletins, contractual requirements, and so forth, but does not require experience in having performed the Battalion Chief job.

WRITTEN EXAMINATION FORMAT

The **multiple-choice questions** are presented in several sections, each of which is intended to reflect a “day in the life” of a Battalion Chief in a fictional Chicago Fire Department Battalion. You, the candidate, are put in the role of the Battalion Chief who must respond to the various events and issues that arise during the work day. Therefore, some of the test questions may be related to the same incident or event, and the information about the incident may build from one question to the next. Other questions may address stand-alone issues. You should respond to each question by applying your knowledge to the situation and context presented. Additionally, there will be an exercise that requires you to determine manpower needs for the next work day. You will be asked multiple-choice questions regarding completion of your manpower projections. Finally, some multiple-choice questions will be based on information found in the 2016 *Emergency Response Guide* (ERG). On the day of the Written Exam, a copy of the ERG will be provided for each candidate to use in looking up the answers to these test questions. You will be given an answer sheet on which to record your responses to all of the multiple-choice questions.

The **matching** and **short answer questions** will ask candidates to identify connections between items or to list a specified number of brief responses to each question asked. Separate answer sheets (multiple pages) will be used to write your answers to the matching and short answer questions.

All questions for the Written Examination will be presented in a Test Question Booklet that will be divided into four sections. Sections 1, 2, and 3 will contain all multiple-choice questions. Section 4 will present the matching and short answer questions. You will have a total of **4 hours** to complete all four sections of the Written Examination. There are **not** separate time limits for the different sections of the exam. You will need to manage your time to ensure that

you complete all sections of the Written Exam within the 4-hour time limit. Details about each section of the exam are provided below.

SECTION 1 AND SECTION 2

In Section 1 and Section 2, you will be placed in the role of a newly promoted Battalion Chief assigned as a Relief Battalion Chief. Each section will cover a different tour of duty, and related test questions emerge from the activities that occur during the course of the particular work day. The work days presented in Sections 1 and 2 occur in fictional Chicago Fire Department Battalions at different times of the year and days of the week, with different companies, officers, and firefighters. As the Battalion Chief, you will carry out supervisory and administrative duties, respond to incidents, witness or conduct training, answer questions from members, and so forth. Some of the questions may refer to maps, pictures, or diagrams, which will be provided in the test booklet. All questions presented in Sections 1 and 2 will be multiple-choice questions that assess your ability to recall knowledge from memory and apply it to the situations presented. You will record your answers to the multiple-choice questions in Sections 1 and 2 on an answer sheet designed for computerized scanning and scoring.

Note: In order to fully assess the knowledge areas required for performing CFD Battalion Chief duties, the fictional tours of duty presented in the Written Examination may simulate more activities/situations than would typically occur during a normal work day. However, all test scenarios and questions reflect realistic situations that, as a Battalion Chief, you may encounter during performance of your duties and responsibilities.

SECTION 3

In Section 3, you will be placed again in the role of a newly promoted Battalion Chief assigned as a Relief Battalion Chief in different fictional Battalions at a different times of year. All of the questions in Section 3 will be multiple-choice. You will record your responses to the questions for Section 3 on the same answer sheet used for Sections 1 and 2.

Some of the questions in Section 3 will focus on manpower projections. For the questions related to the manpower exercise, you will be provided with a separate manpower worksheet for your fictional Battalion and related stipulations. As the Battalion Chief, you will respond to questions about the manpower projections based on the information provided. You may write (highlight, take notes, etc.) on the manpower worksheet to help you work out the appropriate staffing balance and answer the related test questions. However, nothing written on the worksheet will be scored.

Some of the multiple-choice questions in Section 3 will refer to incidents requiring use of information found in the *Emergency Response Guide* (ERG). A copy of the 2016 ERG will be provided to each candidate for use during the test. You will be able to look up information to answer the multiple-choice questions related to the ERG.

SECTION 4

Section 4 will include questions with different formats, such as matching and short answer questions. Matching questions will ask you to select certain items from a list that apply to other items; for example, match the term with the correct definition, or match the role/title with the duties that person is responsible for. Short answer questions will ask you to write out or list a specified number of brief responses to each question; for example, identify the name of a device and briefly explain what it is used for, or list the resources that would be dispatched for a certain type of incident. You will be provided with separate answer sheets (multiple pages) on which to mark or write out your answers to Section 4. It will be important that you document your answers to each question in the proper spaces and write clearly and neatly, so that your answers can be read accurately for scoring purposes.

PRACTICE MATERIALS

You may use the *2012 Battalion Chief Written Examination* (provided in Appendix D) to practice answering the types of questions that will be included in the 2016 Written Exam. The 2012 Answer Key is also provided in Appendix D. In addition to the 2012 exam, Appendix D also includes an example of a matching question, which is a new item format included in Section 4 of the current exam.

VERY IMPORTANT NOTES:

The previous exam is provided **only** to give all candidates similar information about the general exam format and the types of test items that may be included, although the current Written Examination may differ in some ways. The 2016 Written Examination is based on current CFD policies, procedures, etc., as documented in the reference materials in the current Recommended Reading List (provided in Appendix C).

Please be aware that the 2012 test questions and answer key are presented exactly as they were developed for use over 4 years ago. They have **not** been re-reviewed to check for accuracy in 2016. Many additional CFD directives have been issued since the 2012 exam was administered, and some of the directives on which 2012 test questions were based may now be rescinded or replaced by more current directives.

In addition, the stipulations related to the manpower test questions included in Section 3 may have changed significantly since 2012 based on differences in staffing qualification requirements, designation for various types of apparatus, contractual agreements, and/or other rules or procedures that may apply now. The stipulations that you will be asked to follow for the manpower test questions in the 2016 Written Exam will reflect current policies and procedures.

Also note that for the 2012 exam, the 2008 version of the *Emergency Response Guide* was used as the reference for the questions in Section 3. You will be given a copy of the 2016 ERG for use as a reference when responding to related questions in the 2016 Written Examination.

Finally, the four sections of the 2012 Battalion Chief Written Examination were divided across two test booklets (Booklet A and Booklet B), which were distributed at different times during the previous test administration session. The sections did not have separate time limits for completion, but candidates had access to the Booklet B questions and materials for less time. For the 2016 Written Examination, the test questions for all four sections will be presented in one Test Question Booklet, so that candidates have all of the test materials for the full 4-hour time limit. Thus, you can respond to the sections in any order you wish. (More information on test administration is provided in the following section of this guide.)

INSTRUCTIONS FOR THE WRITTEN EXAMINATION

This section of the Study Guide provides general instructions that you will be asked to follow during the Written Examination administration, including information about the test materials, completion of the answer sheets, and administration time. Additional information related to test administration practices may be provided by the proctor on the day of testing.

WRITTEN EXAMINATION MATERIALS

The Written Examination will be administered in one 4-hour testing session. At the beginning of the session, you will be given the following materials:

- Printed instructions for you to follow along as the proctor reads the instructions for the Written Examination and instructs you on how to complete the identification information on the test materials
- A Test Question Booklet that contains all of the questions for Sections 1 through 4 of the Written Examination
- Reference materials (a Manpower Sheet and the *2016 Emergency Response Guide*) needed for responding to test questions in Section 3
- Multiple answer sheets that will be used to record your responses to the questions in each section of the exam (You will use a single answer sheet to respond to the multiple-choice questions in Sections 1, 2, and 3. You will use separate answer sheets to write out your responses to the matching and short answer questions in Section 4.)

INSTRUCTIONS FOR SECTIONS 1, 2, AND 3

Sections 1, 2, and 3 of the Written Examination contain multiple-choice questions. The multiple-choice test questions have four response options, labeled A, B, C, and D. You are to select the **correct** answer to each question. You will then mark your answers to the test questions on the separate answer sheet.

For use with Section 3 only, you have been provided with a separate Manpower Sheet and a copy of the *2016 Emergency Response Guide* (ERG). You may highlight or write on the Manpower Sheet to help you make your staffing projections in order to answer the related questions. You should use the ERG to look up information to answer the questions related to relevant emergency response incidents.

ANSWER SHEET FOR MULTIPLE-CHOICE QUESTIONS

One answer sheet will be used to record your answers to all of the multiple-choice questions in Sections 1, 2, and 3 of the Written Examination. On the answer sheet, there are numbered rows of answer spaces corresponding to the numbers of the test questions in Sections 1, 2, and 3. For each question, you will find the row of answer spaces with the same number as the question in the Test Question Booklet, and fill in the space that is labeled with the same letter as the answer you choose.

The multiple-choice answer sheet is a two-ply carbonless form. The top and bottom copies of the form are identical. You will be able to take the bottom copy with you when you leave the testing session, so that you have a record of your test responses. When you mark your answers to the test questions on the top copy of the answer sheet, your marks will be transferred onto the bottom copy.

Please note that if you decide to change an answer that you have marked already, you must **erase the top copy cleanly** and then fill in the answer space for your new answer. If two circles for the same question are filled, your answer will automatically be counted as wrong.

Also note that **the bottom copy will not erase**. You will need to lift up the top copy and cross out your old answer on the bottom copy. To avoid smudging the bottom copy when you erase a mark on the top copy, you should move either sheet so that the bottom copy is not directly underneath the mark you intend to erase.

IMPORTANT POINTS TO REMEMBER FOR MULTIPLE-CHOICE QUESTIONS

- Mark only **one** answer for each question.
- Plan your time. You may find it helpful to answer the easy questions first, then go back and consider the questions you skipped.
- Check often to be sure that the number next to the row of answer spaces you are marking on your answer sheet matches the number of the question in your test booklet. This is especially important if you skipped any questions.
- Make sure that you fill in the answer space completely to indicate your answer. Thoroughly erase any answers you want to change or any marks you make by mistake on the top copy of the answer sheet. You also will need to cross out any answers that you change on the bottom copy of the answer sheet
- When you finish each section of the exam, go on to the next section immediately.

- If you have extra time available, review the questions and your answers. Make sure that: (a) you have answered all the questions, and (b) you have marked your answers appropriately on the separate answer sheet.
- Your Written Examination score will be based on the total number of questions answered correctly across all sections of the exam. ***It is to your advantage to answer every question, even if you need to guess.***

INSTRUCTIONS AND ANSWER SHEETS FOR SECTION 4

Section 4 of the Written Examination includes the matching and short answer questions that require you to mark or write out your answers on the separate answer sheets. The questions in Section 4 ask you to write in the blanks or to list a specified number of brief responses to each question. There are multiple answer sheets for the questions contained in Section 4. Write your response to each question in the spaces indicated on the appropriate answer sheet. The space for each question number is clearly marked, along with the spaces to mark or write in the correct number of responses required for each question. ***Be sure you write your answer to each question on the appropriate answer sheet in the space with the same question number as the number in your Test Question Booklet.***

The answer sheets used for Section 4 are planned to be two-ply carbonless forms. The top and bottom copies of each answer sheet form are identical. As with the multiple-choice answer sheet, you will be able to take the bottom copies with you when you leave the testing session, so that you have a record of your matching and short answer test responses. If you decide to change an answer that you have written already, you must erase the top copy cleanly (or cross it out completely) and re-write your new answer legibly. However, ***the bottom copy will not erase.*** If you erase on the top copy, you will need to lift up the top copy and make your changes there as well. It is important that you write your answers to each question clearly and neatly, so that they can be read accurately for scoring purposes.

IMPORTANT POINTS TO REMEMBER FOR MATCHING AND SHORT ANSWER

QUESTIONS

- ***Read the questions carefully!*** Be sure you understand what you are being asked.
- Provide the number of responses indicated by the question.
- Include items in your response that cover the various elements of a complete answer as contained in the relevant reference material about the subject. List items that are different and not all variations of the same answer.
- Use the blank spaces or bullet points on the answer sheet to list your matching items or short answers.

- Make sure that your answers are clearly and neatly written, so that they are legible for scoring.
- Make sure that: (a) you have answered all the questions, (b) you have listed your answers in the appropriate spaces provided on the answer sheets, and (c) your answers are responsive to the questions that are asked.
- Your Written Examination score will be based on the total number of questions answered correctly across all sections of the exam. ***It is to your advantage to answer every question, even if you need to guess.***

TIME LIMIT FOR WRITTEN EXAMINATION

Once the test instructions are finished, the proctor will tell you when to open the Test Question Booklet and begin the exam. You will have a ***total of 4 hours*** to complete all of the questions in all four sections of the Written Examination. The overall time limit was set with the intention that candidates should be able to complete all of the test questions in 4 hours. You do not need to complete the sections in order. You may choose to start with any section you wish. Once you complete a section, go on to another section immediately. If you finish before time is called, you may go back and check your work in any sections of the exam.

You will be given warnings by the proctor when you have 3 hours, 2 hours, 1 hour, and 15 minutes left in the testing session. However, you will need to plan and manage your time to allow you to complete the all of the questions in Sections 1 through 4 within the 4-hour time limit.

PREPARATION STRATEGIES FOR THE WRITTEN EXAMINATION

This section of the Study Guide provides general information about studying approaches and reading techniques. Also provided are suggestions to help you prepare for the Battalion Chief Promotional Process.

PREPARING TO STUDY

LEARNING STYLES

People have different learning styles. For example, **visual learners** understand things best when they create physical or mental pictures that enable them to “see” the material they are trying to learn. **Auditory learners** understand things best when they read aloud information or talk through solutions, enabling them to “hear” the material they are trying to learn. **Tactile kinesthetic learners** understand things best when they write out notes or recopy information, which enables them to “touch” the material they are trying to learn. Depending on your learning style, some study methods may be more effective for you than others. Most people learn best using a combination of some or all of the following techniques.

- Highlight important points to remember. Emphasize key phrases or ideas that will easily trigger your recall of the information.
- Use flashcards to memorize and quiz yourself on factual information or definitions.
- Draw pictures, diagrams, or flow charts of abstract ideas or problems.
- Visualize the document containing the information and its placement on the page when trying to remember specific facts.
- Read aloud information that you are trying to remember. Repeat important points several times.
- Dictate important concepts into a recorder and play the recording back to yourself. As you listen, stop the recording to expand orally on these concepts with new ideas or information.
- Take notes and outline reference materials as you read. Recopy your notes and outlines and fill in additional or missing information.
- Jot down ideas for solutions to problems as they occur to you. Refer to your notes to expand on these ideas, and write out your complete thoughts.
- Write out potential test questions in the formats that will be used in the exam. Then write out your answers. Go back to the study materials to verify that your answers are correct and complete.
- Ask yourself practice questions about the material and rehearse your answers out loud.

No matter what your learning style, using a multi-sensory approach as much as possible, including seeing (read), hearing (repeat orally), touching (write out), and doing (practice quizzes), will help reinforce your memory of the material.

STUDY APPROACHES

There are also different approaches that you may take for studying your materials. Some individuals prefer to study by themselves, while others accomplish more by studying in groups. The following table outlines some of the advantages and disadvantages of various approaches that you may want to consider.

| Study Approach | Advantages | Disadvantages |
|-----------------------|---|--|
| Individual | <ul style="list-style-type: none"> • Work at your own pace and schedule • May have better focus/concentration without other people around you • Allows you to focus on strengthening personal weaknesses | <ul style="list-style-type: none"> • No opportunity to ask others questions • Must gather and organize study materials on your own • Need to be very self-disciplined and self-motivated |
| One-on-One | <ul style="list-style-type: none"> • Other person may be able to answer your questions • You can verbally “quiz” each other • Share the responsibility of gathering study materials and taking notes • Fewer problems of coordinating schedules than with a larger study group • Scheduled meetings help motivate you to study | <ul style="list-style-type: none"> • Limited to one other person’s knowledge • Need to coordinate schedules • Partner might learn/study at a different pace and slow you down or speed ahead without you • You may be tempted to talk about other things and put off studying |
| Study Group | <ul style="list-style-type: none"> • More people for you to learn from • Group members can quiz one another • More people to share the responsibility of gathering study materials, organizing, and taking notes • Scheduled meetings help motivate you to study | <ul style="list-style-type: none"> • Slower learners may slow down the group • Faster learners may speed ahead without you • The temptation to talk about other things can take away from study time • More difficult to coordinate schedules of others • Greater chance of conflict in bigger groups |

You may find that a combination of approaches works best. Even if you join a study group or work with a study partner, you will probably need to spend some time reading, taking notes, or reviewing materials on your own. Once you have identified the approach or combination of approaches that is right for you, you should arrange your study schedule accordingly so that you can make the most effective use of your time.

COLLECTING MATERIALS

It is important that you locate **all** materials that are on the Recommended Reading List for the Battalion Chief Promotional Process.

- Refer to the Recommended Reading List, which includes important reference materials that were used to develop the Written Examination. (A copy of the Recommended Reading List is included in Appendix C of this guide.)

It is to your advantage to be as familiar as possible with all of the reading materials listed in Appendix C, so that you can recall and/or locate the reference information easily. It is also to your advantage to be familiar with the *2016 Emergency Response Guide* (ERG), so that you can look-up information easily and quickly to answer specific questions that require you to locate information in this reference. The sooner you begin to study, the more time you will have to absorb the necessary information. Feel free to ask knowledgeable members of the Department to answer any questions you may have about obtaining the materials on the Recommended Reading List.

SCHEDULING

A key to test preparation is setting a study schedule that is suitable for you. Consider the following guidelines when planning your study schedule.

- Begin your test preparations early. The more time you have to study the materials, the better prepared you will feel come test time. Preparing early also will allow you time to resolve any concerns that may come up while you are studying. Ask the appropriate people to clarify any questions you have about the content of the reference materials.
- Given the amount of material to be learned before the test, schedule your test preparation realistically. It may help to make a list of all the activities you must complete before the test and prioritize them, allotting more time to those topics that are most important or that you find difficult to learn.
- Allow sufficient time to accomplish each study activity, decide when each activity best fits into your routine, then try to stick to your schedule from day to day. Keep in mind that if you are studying with a group, you will need to coordinate schedules with all group members to allow everyone to participate.
- Plan your schedule so that you study challenging and important topics when you can devote the most time and energy. For example, some people find that they accomplish more by studying in the morning, while others prefer to study at the end of the day. Consider the timing of your study schedule and daily routine to determine what works best for you.

HOW TO READ EFFECTIVELY WHEN STUDYING

READING STYLES

When you read for different reasons, your method of reading should be different depending on the context. For example, you might skim the newspaper quickly to pick out the important or interesting features. You might proofread every word of a memo you wrote to look for typos, without really concentrating on the message. Or you might read a contract you are about to sign slowly and intently to be sure you understand its meaning. In this same way, certain methods of reading promote learning and memorizing information. The following tips can help you to read effectively when studying for a test.

PREVIEW THE MATERIAL

Before actually reading, look over the entire document (including the Table of Contents if one is available) to see what it is about and how it is organized. Read introductory **and** summary sections first. Having an overview of the general topics in mind and a sense of how they are related or presented will help you understand the details of the information as you read. This preview also will give you a good idea of how long it will take to read the document.

READ ACTIVELY

Read when you feel alert. Be realistic about how much material you will read in one session. You will not retain as much information if you try to read too much at once. Take a short break if you find you are not concentrating, and come back to your reading with refocused energy.

Divide the material into logical and manageable sections. Before reading each section of your study materials, flip through the section and look at the headings to preview what the section is about. Read the first sentence and ask yourself what that section is trying to convey. Then read the entire section with the goal of discovering this information.

Mark the material as you read. This may include underlining or highlighting the text and making notes in the margins or on a separate piece of paper. Underlining or highlighting should be used to emphasize key points. When reviewing, you can easily use these points to recall information. Notes should be used to (a) indicate where particular details are discussed, (b) summarize information, (c) outline a passage, or (d) write comments to yourself.

Think like people in the job you are testing for. As you read, try to apply the information you are studying to the types of situations encountered by individuals in the CFD Battalion Chief job. Think about how the information applies to the types of decisions and actions that are common for Battalion Chiefs.

Ask yourself questions about the material. Instead of just trying to memorize information, question yourself about it as you read, asking Why, How, What if, etc. For example, when reading about a procedure that is followed in a particular situation, try asking yourself, “Why is that procedure used in that situation?” “What would happen if the procedure was not used?” “What other situations require the same procedure?” This technique will help you to understand the information from a variety of perspectives and help you recognize when it applies to different circumstances.

Work within your attention span. If you find yourself daydreaming, worrying, or thinking about other things, take a short break and come back ready to study again. Read difficult materials or do difficult study tasks first. Reward yourself with the easier reading or tasks later in the study session. Vary tasks within lengthy study sessions. For example, read new material, then work on outlines or notes, then develop practice items, then review previously studied materials, and so forth.

DEVELOPING PRACTICE TEST QUESTIONS

Whether you are studying on your own or working with a study group, developing and using practice test questions about the orders, directives, SOPs, training materials, manuals, or other references can be an effective way of learning the material that you are studying. As noted, Appendix D in this guide provides an example matching question and the *2012 Battalion Chief Written Examination* and answer key. You (and your study partner or other group members) can also develop your own practice test questions while you are reading the sources on the Recommended Reading List (Appendix C). Use your practice questions later to test yourself (and each other) on your understanding of the materials you studied. For this technique to be most useful, some tips for developing good practice test questions are provided below:

- As you are reading the study materials, mark the sections that seem most relevant for practice test questions. Think about the typical situations and duties that Battalion Chiefs are involved in (refer to Appendix A) and the knowledge areas, skills, abilities, and other characteristics (refer to Appendix B) that are important for Battalion Chiefs to perform the job effectively.
- When developing practice questions, use the multiple-choice and short answer formats shown for the practice questions included in this guide. For multiple-choice questions, each practice question should have a stem, which provides information about the situation and presents the actual question. Each question should be followed by four answer choices, including the correct (or most effective) response and three incorrect (or less effective) alternatives. For short answer questions, think of topics that can be addressed by a list of defined responses; for example, topics that require Battalion Chiefs to know a series of steps or actions to take or a sequence of directions or training issues to provide.

- Try to write practice questions in a variety of ways. Some items may ask questions about the information (e.g., procedures, actions, discharge pressures, communications, etc.) as directly stated in Department directives and other reference materials.
- Another effective way to write practice questions for learning purposes is to ask about the information you are testing in the form of an on-the-job scenario. Many of the practice questions in this guide (refer to Appendix D) are presented in this format. By setting up a realistic Battalion Chief situation and applying your knowledge to the situation, you are testing how well you actually understand the information presented in the study materials. Reading and understanding the materials at a deeper level will generally help you to perform better on the Written Examination (and on the job) than simply memorizing the words.

PREPARING FOR TESTING

It is only natural to feel nervous before taking an examination. The good news is that you can control feelings of anxiety, so that you feel more comfortable when studying for and taking the examination. Below are some tips for helping to control test anxiety.

BEFORE THE TEST

- Create and use a study schedule – do not leave everything until the last minute.
- Gather the materials for the exam early in your studying process, so that you do not spend any time worrying about whether you have everything you need.
- Get the support of your family and friends so they can allow you time to study and make you feel good about your abilities.
- Check in with your study partner, study group, or others you know who are preparing for the exam to share knowledge, questions, and support.
- Eat well and get a good night's sleep before the test. If you are tired or hungry, your concentration will be affected and so will your test performance.
- Have all of the materials you need to bring with you to the testing session ready to go (i.e., notice to report, photo identification).
- Make sure you know the exact location and time of the test. Allow yourself plenty of time to arrive, park, use the restroom, find your seat, and compose yourself.
- Go into the test with a positive attitude, determined to do your best. Focus on your abilities, rather than worry about what you might not know.
- Try not to discuss the test with other people once you arrive. Generally, this only increases everyone's anxiety.

AT THE START OF THE TEST

- Listen carefully to all of the test administrator's instructions and follow them step-by-step. If you are working ahead of the instructions, you may miss important information.
- Follow **ALL** instructions given by the test administrator or proctor, including instructions about handing out and collecting materials, breaks, restroom procedures, etc. **Failure to do so may disqualify you from the promotional process.**
- You will be asked to preview the Written Examination materials (e.g., test question booklets, answer sheets) as part of the instructions. This will allow you to notice missing or duplicate pages. Notify the proctor if you find anything wrong with your test materials at this time.
- Ask questions at the appropriate times if you are unsure about any directions or procedures.

DURING THE TEST

- Take slow, deep breaths as needed before and during the exam to help yourself remain calm.
- Read all of the Written Examination materials carefully to make sure you don't miss anything.
- It is to your advantage to answer every question in the Written Examination, even if you have to guess.
- The overall test time limit is set with the intent that most candidates should be able to finish. However, you are responsible for monitoring your time so that you can complete the questions in all four sections of the exam within the 4-hour time limit.
- Do not spend excessive amounts of time thinking about any one question. If you must, skip a question and come back to it at the end. You may go back to check your work in **all** sections of the exam if you have time left at the end.
- Make sure that you mark your answers to the questions in the correct spaces when using the multiple-choice answer sheet for Sections 1, 2, and 3. Be especially careful if you skip any questions to mark the next answer on the proper line of the answer sheet.
- Follow the directions about erasing and changing your answers on the top and bottom copies of the answer sheet. Answer spaces with multiple circles filled in for one question will be counted as incorrect.

- Make sure that you write your answers to the matching and short answer questions on the correct answer sheet pages for Section 4. Write clearly, so that the scorers will be able to read your responses accurately.
- Pay attention to your own work, not to what is going on around you. If you are wondering how other people are doing or how far they have gotten, you are wasting valuable time.
- And finally, keep this in mind – if you are prepared for the test and know the materials, you have every reason to be confident!

STRATEGIES FOR MULTIPLE-CHOICE TESTS

Sections 1, 2, and 3 of the Written Examination include multiple-choice test questions. Each multiple-choice item presents a question with four response alternatives. You are to choose the one alternative that is the **correct answer** to the question. Keep the following tips in mind when you are taking a multiple-choice test:

- Never choose an alternative based on the frequency or pattern of your previous responses. Do not assume that the correct answers follow any sequence or pattern, or that the response alternatives (A, B, C or D) are used in equal numbers.
- **Be sure to read every alternative.** Even if one of the first responses is the alternative you believe to be correct, one of the others may be better or more specifically correct.
- Eliminate alternatives you know are wrong. You can cross them out in the Test Question Booklet (not on the answer sheet). This will help you to focus on the remaining alternatives. If two or more alternatives seem correct or equally good, compare them to determine what makes them different. Evaluate these differences in relation to the specific wording of the question.
- Watch for words like **not**, **but**, and **except**. These words indicate that you should look for the alternative that (a) makes the completed statement false, (b) is the exception to the rule, or (c) incorrectly answers the question.
- Also watch for words like **first**, **initial**, **minimum**, and **maximum**. These words indicate that several of the response alternatives may be correct things to do in the situation, or several of the response alternatives may fall within a range of correct options. However, you should look for the alternative that meets the standard indicated in the question (e.g., the *first* thing you should do, or the *maximum* amount of time allowed).
- Also watch for words like **always**, **never**, and **only**. These words indicate that you should look for the alternative that is accurate 100 percent of the time, without exception.

- If you are not sure about any of the response alternatives, use logical reasoning to rule out as many alternatives as you can. Then, choose between the remaining alternatives. Guess if you must.
- If you cannot rule out any response alternatives, first reactions often tend to be correct. Change your answer only if information remembered later or a strong hunch indicates that your first guess is wrong. If you do change your answer, be sure to erase your initial answer completely.
- Do not spend too much time on any one question. If you do not know the answer, make a question mark (?) next to it in the test question booklet (not on the answer sheet) and then mark your best guess. There is no penalty for guessing in the Written Examination. If you have time at the end, go back to reconsider questions with answers that you guessed.

STRATEGIES FOR RESPONDING TO MATCHING AND SHORT ANSWER QUESTIONS

Section 4 of the Written Examination includes matching and short answer questions. These types of items ask you to write in the matching identifier or list a specified number of brief responses to each question. Keep the following tips in mind when you are responding to the matching and short answer questions:

- Be precise in how you are responding. If the question asks you to list things in bullet point format, do not write a paragraph or an essay.
- Pay attention to the number of responses requested in each question and use the bullet points provided on the answer sheet to organize your list of responses.
- The responses to the questions are based on the materials in the Recommended Reading List (refer to Appendix C). In some cases, the reference material where the relevant information is found contains more response options than are requested in the short answer question. Try to list responses that reflect different elements of the correct information, as opposed to listing multiple responses that are basically different ways of saying the same thing.
- Write your responses as clearly, neatly, and accurately as possible. Although spelling and grammatical errors will not count against you, they may make your answer harder to understand. Answers that cannot be read or understood cannot be given credit.

OVERVIEW OF THE BATTALION CHIEF ORAL ASSESSMENT

GENERAL FORMAT

The format of the Battalion Chief Oral Assessment will be different from the Panel Oral Interview that was used in the 2012 promotional process. While details of the administration procedures have not been fully developed at the time of publication of this Study Guide, the 2016 Oral Assessment is planned to require candidates to provide verbal responses to scenarios that are presented via a video format. The verbal responses will be recorded (voice only, not videotaped) and submitted to the test development consultant for scoring. This method will allow for assessment of important Battalion Chief job requirements, similar to those measured in past promotional processes, including characteristics that are difficult to assess in a written format such as communicating directions at a fire scene, providing effective training, and handling issues with Department members appropriately. However, as compared with the panel interview process used in the past, this test administration method has the following advantages.

- Test administration for the Oral Assessment can take place for all candidates on the same date, as opposed to over a period of several weeks. This means that all candidates can be tested using the exact same set of assessment scenarios and questions. It also avoids the potential for candidates to share information, which could give later candidates an advantage over those who tested earlier.
- All candidates' responses to the Oral Assessment will be scored (based on specific evaluation criteria developed with CFD subject matter experts and senior command personnel) by the test development consultants, without knowledge of any individual candidate's identity. This means that no CFD members will participate in the administration or evaluation of the Oral Assessment, which avoids extended time commitments away from normal operations and the potential need for panel members to recuse themselves due to particular knowledge of specific candidates.

Note: This change in the Oral Assessment format is in no way intended to imply that problems occurred using the previous panel interview process. The revised process is being implemented after careful consideration of best practices, current technical capabilities that allow for alternative methods of testing, and prior successful experience with implementation of a similar process. The new Oral Assessment format is designed to promote (a) effectiveness of the testing modality for assessing the important job characteristics; (b) efficient use of City and Department personnel, time, and resources; and (c) fairness to all candidates participating in the Battalion Chief Promotional Process.

GENERAL CONTENT

The Oral Assessment scenario topics will focus on the four broad duty areas related to the responsibilities of a Battalion Chief in the Chicago Fire Department (refer to definitions and related tasks in Appendix A), including:

- A. Supervision
- B. Incident Operations
- C. Training
- D. Administration

You will be given instructions and background information about the Oral Assessment and each scenario, which may be provided verbally and/or in paper materials. The actual testing scenarios and questions will be presented via a video. You will verbally respond to each scenario as the Battalion Chief who is responsible for providing relevant information. For example, you may be asked to provide guidance to a subordinate, handle a disciplinary matter, give instructions to personnel at the scene of a fire, conduct training for a Battalion School session, and/or respond to a member's request for information. For scenarios that require you to prepare a response in advance (e.g., conducting training), you will be given time to prepare notes that you can use when you provide your verbal response. However, only your verbal response (not your notes) will be scored. Your responses to the Oral Assessment scenarios will be evaluated based on the accuracy and thoroughness of the content you provide, as well as the appropriateness of your manner of presenting the information or handling the situation.

More detailed information about the format and content of the Oral Assessment component of the 2016 Battalion Chief Promotional Process will be provided to all candidates in a separate Study Guide. The guide will include specific instructions for the various scenario topics included in the Oral Assessment, example materials related to each topic to use for practice, and an updated Recommended Reading List if new or additional reference materials are relevant for the Oral Assessment component. The Study Guide pertaining to the Oral Assessment will be made available to all candidates as soon as possible, but no later than the time that you receive your Notice to Report for that component of the Battalion Chief Promotional Process.

WRITTEN EXAMINATION SCORING INFORMATION

The test administrators will be responsible for distribution, collection, and handling (e.g., copying, storing) of all Written Examination materials. The Written Examination will be scored by the test development consultants. All scoring will be based on guidelines developed with Chicago Fire Department senior command personnel serving as subject matter experts for the Battalion Chief Promotional Process. Because of the number of candidates expected to participate in the Battalion Chief Promotional Process and the need to verify the accuracy of scanning and scoring routines, Written Examination scoring will **not** occur on site at the testing location. You will be able to keep a copy of your Written Examination answer sheets on the day of testing.

You will be asked to provide identification information on the separate answer sheets and on the cover of the Written Examination test booklet. This procedure will verify that you received all of the test materials and allow your responses for all components of the Battalion Chief Promotional Process to be matched in order to calculate your total score.

Note: Candidate name information is removed from the files used for scoring of the Written Examination. At no time during the Written Examination scoring process will any of the test scorers or any employees of the City of Chicago see any candidate's name associated with any test response.

Your final Battalion Chief Promotional Process score will be the total points you obtain for all questions on the Written Examination and the Oral Assessment, and your allocated seniority points.

APPENDIX A
BATTALION CHIEF CRITICAL JOB TASKS

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

List of Critical Tasks

A. Supervision

Activities of a Battalion Chief related to supervising company personnel within a battalion

1. Witnesses an 0800 roll call daily to ensure fitness for duty and compliance with relevant department directives (e.g., SCBA, uniforms, etc.) and conducts after 1800 hours visits at two fire houses and documents outcomes in the company journal.
2. Conducts visual inspection of personnel, apparatus, and quarters at all fire houses in the battalion, including a thorough inspection of one house, quarters, and apparatus per day, and makes documentation in the company journal and on the appropriate form to ensure compliance with Department directives.
3. Maintains vigilance for signs of substance abuse and mental/physical problems affecting fitness for duty in subordinates and takes appropriate action when problems are suspected (e.g., notification to superior officer, ordering company to remain in quarters) in order to ensure safety of all personnel and the effectiveness of the company in the performance of its duties.
4. Conducts well-being checks at the hospital for personnel injured on-duty by visiting the individual(s), ensures individual is aware of CFD medical order procedures, and documents all pertinent information on the appropriate CFD form to ensure that proper care is being provided and to make appropriate notification to District Headquarters.
5. Serves as a role model for subordinates through professional dress, speech, action, and performance to foster their pride and desire for excellence in the duties of their jobs.
6. Encourages company personnel to acquire new skills and certifications (e.g., certification to drive department vehicles) to ensure all operational needs can be met and to enhance the proficiency of the Department.
7. Holds meetings at least monthly with subordinate officers, as required or as directed, to relay information gathered from district meetings and to maintain operational consistency within the Department and documents meetings in journal.
8. Ensures subordinate supervisors who are on duty maintain discipline and control among assigned personnel by ongoing observation, mentoring, coaching, mediation, and counseling as needed.
9. Motivates (e.g., recognizes good performance, encourages observed safe work behaviors) and provides support (e.g., identifies benefits available, employee assistance program resources) to subordinates to promote their physical and emotional wellbeing and safe and effective performance on the job.
10. Addresses and resolves personnel matters (e.g., complaints, disagreements) within area of responsibility or refers the matter up the chain of command for further action as necessary.

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2016 Battalion Chief Promotional Process**

List of Critical Tasks

B. Incident Operations

Activities of a Battalion Chief related to responding to incidents, serving as incident commander, implementing tactics and strategy, and ensuring safety of personnel and the general public

11. Monitors the radio/scanner for the Battalion's companies' activities to ensure safety and proper operations.
12. Reports at the scene of an incident to the Office of Emergency Management and Communications (OEMC) via radio and Mobile Data Computer (MDC) by stating arrival at the appropriate address and providing descriptive information about the situation, including initial size up.
13. Directs companies at an incident scene by scanning between the appropriate frequencies and the OEMC, assigning duties (e.g., primary, secondary, and final search, fire extinguishment, salvage and overhaul) and ensuring the safety and accountability of personnel while mitigating the situation.
14. Establishes a staging area, when the situation dictates, for staging additional resources needed at an incident site.
15. Reports progress of an incident to the OEMC as frequently as required by the incident, and in compliance with CFD orders, via radio and/or command van to alert the office to changes at the incident scene and to request any necessary additional resources.
16. Determines the severity of an incident (e.g., EMS Plan and Haz Mat Levels) and requests the required level of response needed to ensure necessary resources are secured to mitigate the situation.
17. Notifies the Deputy District Chief and others, as appropriate, of any personnel having biohazard contact (e.g., contagious disease, exposures, contamination), secures all pertinent information necessary to complete proper CFD forms, and follows up on each case per Department procedures.
18. Confiscates and secures SCBA harnesses/other PPE of subordinate firefighting personnel who are injured, are incapacitated, or have died while wearing SCBA/other PPE during incident operations where SCBA/other PPE is required, makes proper notifications to ensure compliance with Department policies and procedures and to safeguard the equipment for subsequent examination, and ensures proper documentation is completed.
19. Notifies the OEMC in the event of a fire death or injury to make proper notifications to Office of Fire Investigation (OFI)/Photo Unit and Deputy District Chief and completes appropriate documentation.
20. Monitors the surrounding environment (e.g., lightning storms, electrical wires, high winds, high water) and any change in conditions, determines the proper fire ground procedures and equipment to be used, and maintains constant communication with all parties involved during incident operations to ensure the safety of all companies.
21. Notifies the OEMC via radio of any special support services (e.g., police, utilities, health department, social services) needed to aid Fire Department personnel in mitigating a situation.

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List of Critical Tasks

22. Alerts and coordinates with the OEMC to make notifications to appropriate agencies and City departments (e.g., FPB, Building Department, Streets and Sanitation) regarding incidents requiring after-action follow-up and/or investigation (e.g., dangerous walls left standing, dead animals).
23. Determines whether an incident is too dangerous for companies to enter (e.g., structural instability, gunfire at the scene) and takes action to ensure safety of personnel.
24. Determines when companies are no longer needed at a scene and notifies the OEMC that companies are returning to service.
25. Performs designated responsibility for assigned role (e.g., Plans Chief, RIT Chief, Box Chief, Fire Attack Chief, etc.) at an emergency incident as determined by Department policies or as ordered by a superior officer.
26. Determines the cause and origin of a fire in compliance with Department policies and procedures and requests Office of Fire Investigation (OFI) as needed.
27. Maintains a chain of evidence at an incident by remaining on the scene and gathering information until OFI and the police have arrived to ensure that pertinent information is passed on to all parties concerned.
28. Supervises the return to service of fire protection systems (e.g., sprinkler system, alarm system) or notifies responsible party as appropriate (e.g., building engineer, maintenance personnel) of the need for the systems to be put back in service.
29. Notifies the OEMC and the Fire Prevention Bureau when fire protection systems are not in proper working condition or have been identified as out of service.
30. Supervises fire companies in providing assistance requested by police by acting as a liaison of the Department to ensure the safety of Fire Department personnel.
31. Operates Department vehicle while paying attention to personal safety and the safety of others according to rules of the road and established safety standards.
32. Refers violations of the Municipal Code of Chicago and other related ordinances to appropriate agencies to eliminate hazards to public safety and to correct violations of City codes.
33. Considers legal implications of decisions and actions (e.g., evidence chain of custody, radio communication protocol, hazards to personnel safety and well-being).
34. Conducts inspections regarding life safety as requested for overcrowding or other unsafe conditions.

C. Training

Activities of a Battalion Chief related to company training within the battalion

35. Witnesses training drills twice a month for all companies within the battalion to ensure effective performance and compliance with Department procedures.

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2016 Battalion Chief Promotional Process**

List of Critical Tasks

36. Ensures appropriate documentation of completed training activities and checks company journals for training documentation to verify that drills/ITRs have been conducted and are in compliance with Department directives.
37. Uses and ensures that other members who conduct training are aware of appropriate materials (e.g., videos, handouts, drills, Department directives, lesson plans) and can access them from SharePoint or other Department resources.
38. Determines when and where to do pre-fire plans (e.g., dangerous buildings, building construction, institutions, target hazards) to plan for training drills/sessions for the battalion.
39. Makes appropriate arrangements for drill sites, including obtaining pre-approval for use of building structures, to provide training opportunities for members of the battalion.
40. Monitors battalion personnel to ensure adherence to safety procedures during training sessions by observing training in progress and by making necessary recommendations to maintain the safety of all battalion personnel.
41. Reviews the performance of assigned companies at incidents by providing after-action reviews/critiques in both formal and informal settings to improve efficiency and foster learning.
42. Ensures personnel new to the battalion (e.g., new candidates, those recently assigned) are mentored and receive required training.
43. Ensures Company officers are training members assigned to the Company on vehicle operations on a daily basis and are completing the associated documentation.
44. Mentors newer Battalion Chiefs and shares information with peers to promote continuous learning and to ensure smooth operations across the Department.

D. Administration

Activities of a Battalion Chief related to administering the rules, regulations, policies, and procedures of the Chicago Fire Department, including records maintenance, investigations, communications, staffing, and other planning issues

45. Reports for duty and relieves previous Battalion Chief by checking apparatus and equipment and making the proper journal/record book entry to achieve a smooth transition of command.
46. Gathers information about battalion activities since last tour of duty by communicating with off-going Battalion Chief for pertinent information and by reading the battalion journal to be aware of what occurred on the prior platoons and to plan for any potential problems that may develop.
47. Notifies District Headquarters immediately in the event of a manpower shortage during tour of duty.
48. Projects battalion manpower for next duty day by reviewing the manpower schedule (e.g., furloughs, lay-ups, bereavement leaves, etc.) and notifying District Headquarters/Manpower of manpower needs to ensure adequate staffing and required certifications for all apparatus.

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

List of Critical Tasks

49. Balances manpower for platoon's next tour of duty after receiving manpower information from District Headquarters/Manpower by detailing personnel to maintain required manpower (e.g., drivers, EMTs, Paramedics, etc.) and ensure compliance with the bargaining agreement and state statutes.
50. Generates necessary reports (e.g., Incident Case Reports, Form 2s) of fire and special duty responses for various investigations and unusual occurrences throughout tour of duty and forwards them as required to District Headquarters for possible follow-up action and/or documentation.
51. Checks reports and/or CFD forms completed by subordinates for accuracy and completeness and forwards them to District Headquarters for documentation and/or follow-up action as appropriate.
52. Disapproves inaccurately completed forms (e.g., trades, paybacks, Form 2s) with incomplete or incorrect information or formats and ensures corrections are made as necessary.
53. Makes required entries in the battalion journal regarding pertinent activities performed during tour of duty to keep all Battalion Chiefs informed and to maintain a permanent record of all battalion activities.
54. Maintains journals, records, and files as required, and ensures that subordinate officers complete the appropriate forms and update company officers' journals, to have accurate, permanent records of all company and house activities within the battalion.
55. Makes daily notification as required, and immediate/timely notifications when necessary, to the Deputy District Chief in order to keep District Headquarters informed of activities and events (e.g., unusual incidents, structural fires, injuries, evening inspections).
56. Documents events (e.g., citizen complaints, unusual incidents, special requests) by preparing narrative reports using appropriate CFD form(s) and forwards the reports through the chain of command for notification and action as appropriate.
57. Notifies the Deputy District Chief/Manpower as soon as possible of on-duty injuries and illnesses which occur within the battalion to provide notification and permit follow-up action as necessary.
58. Notifies the Deputy District Chief/Manpower as soon as possible of off-duty events affecting manpower within the battalion (e.g., bereavement leaves, jury duty, military leave, lay-up) to provide notification and permit follow-up action as necessary.
59. Ensures that all notifications have been made for on-duty or off-duty injuries within the battalion.
60. Receives various documents (e.g., Department orders, directives, memos, paychecks) and supplies (e.g., replacement equipment) from District Headquarters and distributes them to the appropriate companies.
61. Inspects apparatus and equipment reported to be unsafe or defective by a company officer and makes required notifications and appropriate documentation.
62. Verifies that in-service (TOC) and hydrant inspections are conducted as scheduled or ordered in accordance with Department directives and forwards inspection forms through District Headquarters to ensure that water supply or other problems are identified and can be corrected by the appropriate City departments.

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

List of Critical Tasks

63. Makes appropriate referrals to the Fire Prevention Bureau regarding observed violations by recording available, relevant information about the responsible party and the violation(s) and forwarding necessary information and forms through District Headquarters.
64. Makes appropriate notifications (e.g., Buildings Department, Fire Prevention Bureau) when dangerous buildings are identified for subsequent inspection and action, as well as informing other companies within the battalion to alert them to the condition of the structure in the event of an incident involving the building and the need for pre-fire planning.
65. Participates in the investigation of accidents involving CFD vehicles, including personal vehicles used while on-duty, as a member of the Accident Investigation Team, secures proper documentation, and completes appropriate CFD forms.
66. Checks computer documents or journal entries to ensure National Fire Incident Reporting System reports (NFIRS), ITRs, VOTRs, 42-202s have been completed.
67. Monitors e-mail throughout the day to stay abreast of new information and requests.

APPENDIX B

BATTALION CHIEF
IMPORTANT KNOWLEDGE AREAS, SKILLS,
ABILITIES, AND OTHER CHARACTERISTICS

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

List of Important Knowledge, Skills, Abilities, and Other Characteristics

Knowledge Areas

1. Knowledge of Departmental orders and other written policies and procedures (e.g., General Orders and addenda, Special Directives, Memoranda, SOPs, Rules and Regulations, Policies and Procedures, Code of Professional Conduct, Workplace Violence and Conflict Resolution) necessary to manage and supervise companies in the battalion in a standardized, fair, and efficient manner
2. Knowledge of Departmental training materials (e.g., Training Bulletins, Academy Notes, Guides, Lesson Plans, other CFD publications) necessary to provide clarification, interpretation, and guidance to battalion/company personnel
3. Knowledge of proper Battalion Chief relief procedures necessary to ensure a smooth transition of command
4. Knowledge of inspection procedures pertaining to personnel, uniforms, apparatus, equipment, and quarters as dictated by Department policy necessary to monitor all companies in the battalion for compliance with Department policy and to identify deficiencies and/or violations
5. Knowledge of SCBA procedures necessary to evaluate and instruct subordinates in the proper sanitization, inspection, and donning/doffing of masks to ensure the health and safety of all members
6. Knowledge of drill and evolution procedures necessary to oversee and conduct training sessions, to monitor the performance of personnel with regard to safety and correct use of equipment, and to provide helpful feedback
7. Knowledge of building construction sufficient to recognize the type of building construction during incident operations and to determine the appropriate tactics to use in each situation to effectively mitigate the situation and ensure the safety of civilians and firefighting personnel
8. Knowledge of municipal and private fire protection systems (e.g., alarm systems, fire control panels) sufficient to know which type are likely to be found in each type of building construction and to know how to operate the system or put a system back in working order
9. Knowledge of radio communication and MDC procedures and protocols sufficient to be able to give, receive, and understand information in an effective and efficient manner when communicating with OEMC and CFD units
10. Knowledge of Department response levels necessary to know what companies and equipment are associated with each level of response to determine what resources have been dispatched to a scene and what additional resources/level of response can be requested
11. Knowledge of incident command procedures sufficient to effectively command all companies in the duties necessary to mitigate the situation
12. Knowledge of the chain of command at all incidents necessary to ensure a coordinated effort among personnel at an emergency situation
13. Knowledge of proper size up procedures sufficient to immediately take action upon arrival at a situation, to determine the appropriate tactics to use, and to recognize when further assistance is needed in order to effectively and efficiently mitigate the situation
14. Knowledge of fire ground tactics necessary to know which tactics should be used to best mitigate an emergency situation, while maintaining safety of all companies and civilians

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

List of Important Knowledge, Skills, Abilities, and Other Characteristics

15. Knowledge of fire behavior necessary to understand the effects of temperature, backdraft, flashover, conduction, and radiation on the conditions at the scene, to determine appropriate firefighting tactics, to ensure the safety of companies responding to the situation, and to ensure an appropriate investigation to determine cause and origin of a fire
16. Knowledge of CFD-approved defensive driving procedures necessary to ensure the safe operation of fire Department vehicles when responding to and returning from all alarms and operating vehicles under routine/nonemergency conditions
17. Knowledge of policy pertaining to traffic accidents necessary to know the different accident classifications, who will respond under each accident classification, the documentation required, and necessary notifications
18. Knowledge of extreme weather conditions (e.g., hot, cold, blizzard, floods) and related CFD policies and procedures to ensure the health and safety of Department members
19. Knowledge of Department medical policies and procedures necessary to know the correct sequence in which these procedures are to be carried out and the necessary paper work to be completed
20. Knowledge of the labor contract between the Chicago Fire Fighters Union, Local #2 and the City of Chicago sufficient to make decisions and act in accordance with the provisions of the bargaining agreement (e.g., manning/staffing, grievances, discipline)
21. Knowledge of Department disciplinary procedures sufficient to ensure company officers are carrying out disciplinary actions appropriately and to gauge the level of Chief Officer's response necessary for these procedures
22. Knowledge of CFD forms and their applications sufficient to completely and accurately document daily activities, inspections, and notifications and to verify those completed by subordinates for accuracy and completeness
23. Knowledge of NFIRS necessary to complete and/or review NFIRS forms regarding incident reports, civilian injuries/casualties, and fire service injuries/casualties and to approve those completed by subordinate officers
24. Knowledge of journal entry practices and procedures necessary to maintain thorough documentation of all company and battalion activities in order to keep a permanent and accurate record, which could serve as a legal document in a court of law
25. Knowledge of the Infection Exposure Program sufficient to ensure proper referrals, notifications, and paperwork are completed in order to monitor each case in accordance with Department policy
26. Knowledge of Emergency Response Guide (ERG)/Hazmat procedures necessary to ensure proper incident response
27. Knowledge of policies and procedures related to manpower planning necessary to ensure proper company staffing levels and personnel qualifications/certifications

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2016 Battalion Chief Promotional Process**

List of Important Knowledge, Skills, Abilities, and Other Characteristics

Skills and Abilities

1. **Accuracy and Attention to Detail:** “Take in” a situation and notice details and changes that others might miss; remain alert to details of a scene or situation; pay attention to the various details of work and complete work that is thorough and within established standards of accuracy and precision
2. **Coaching and Developing Others:** Guide others in their professional and personal growth; foster others’ learning by sharing knowledge and experience; conduct formal training; act as a resource in support of others’ career development; encourage others to achieve; create enthusiasm and a desire to perform
3. **Computer Skills:** Use computers to access information and Departmental resources; review, approve, complete, and submit reports; prepare and exchange information related to staffing and planning; document training and other battalion activities; send and receive e-mail
4. **Conflict Resolution:** Identify interpersonal/teamwork problems and proactively take action to resolve them; maintain a harmonious work environment by addressing small disagreements between members early before they escalate and affect operations
5. **Judgment and Decision Making:** Apply past experience to current decisions; make timely and sound decisions, even under conditions of uncertainty; assess and manage risks: apply rules and guidelines in new situations
6. **Learning:** Learn the required knowledge of the job (e.g., procedures, work methods, specific techniques, policies, technical knowledge) through training; keep up-to-date on technical knowledge and skills related to work; seek opportunities to learn new things; solicit advice and feedback from appropriate people; learn from experience and modify behavior as needed
7. **Management of Personnel and Resources:** Allocate and use Department personnel and resources to maximize efficiency and effectiveness of the battalion; direct the activities of individuals and groups toward the accomplishment of regular duties and special functions; maintain personal accountability and hold others accountable for accurate and thorough work; direct and monitor the actions and decisions of subordinates and accept responsibility the broader results
8. **Map Reading:** Read city, street, and area maps, including GPS, subway maps, water atlas, building prints, floor plans, etc., in order to identify and navigate to a specific geographical location and conduct operations in the incident area.
9. **Memory:** Remember orientation in buildings; recall details of techniques, apparatus and equipment, building structures, plans, and incidents; recognize faces and objects; recall relevant policies, procedures, and regulations and the situations in which they apply
10. **Planning and Organizing:** Organize time and work efficiently; set and adjust priorities; coordinate own work activities to make efficient and appropriate use of time and resources
11. **Problem Solving:** Identify information that is relevant and perceive relationships between facts and problems; identify and recognize the existence of problems (e.g., size up a situation); define the scope or severity of problems; come up with possible solutions to address problems

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

List of Important Knowledge, Skills, Abilities, and Other Characteristics

12. **Reading Comprehension:** Understand the meaning of written English words and sentences and the ideas associated with them; read forms, schedules, assignments, and memos; read training information and standard operating procedures; read policies and procedures, and equipment manuals; follow written instructions or procedures
13. **Sensory Alertness:** Remain alert or vigilant and react to infrequent, but important, events, circumstances, or specific details within a stream of information (e.g., alarms, radio transmissions); observe conditions at scenes and be alert for changes in conditions; use various senses to obtain information about a situation
14. **Spatial Sense:** Sense direction, distance, and heights; perceive relative orientation of objects (e.g., uphill, downhill, placement of apparatus, setting ladders)
15. **Writing:** Express or communicate information, thoughts, ideas, instructions, or descriptions in writing in English so that others will understand; use abbreviations that are understandable; complete forms accurately; communicate routine information in writing, including via e-mail; express ideas in writing in an organized, clear, and concise manner
16. **Verbal Communication:** Communicate orally (both in person and over the radio) at a level necessary to convey information to others and understand information received from others (e.g., personnel assignments, size up information, training presentation, instructions during incident operations); articulate thoughts and ideas to individuals or groups in a manner which is accurate, logically complete, and easy to understand; ask questions to ensure understanding; make formal presentations before large or small audiences

Other/Personal Characteristics

17. **Adaptability:** Adjust behavior and methods to new or changing conditions, rules, or expectations; respond calmly to ambiguity or crises; demonstrate openness to change by remaining positive and staying focused on objectives; handle multiple demands, interruptions, or crisis situations by responding appropriately, competently, and in a timely manner
18. **Approachability:** Be accessible and participate in the everyday give-and-take activities of the fire house; foster the timely flow of quality information between one's self and others
19. **Cope with Danger:** Cope with the job's physical dangers (e.g., fighting fires; working in low or no visibility conditions; dealing with fire, smoke, falling debris, slippery surfaces)
20. **Initiative:** Is self-motivated; demonstrate willingness to take on job challenges; drive towards completing tasks; anticipate needs and take independent action when appropriate; actively influence events rather than demonstrate passive acceptance of the outcome
21. **Interpersonal Skills:** Develop and maintain effective, inclusive, and cooperative working relationships with others; discuss sensitive subjects tactfully and diplomatically; respect others' perspectives and differences
22. **Leadership:** Demonstrate willingness to lead, take charge, and offer opinions and direction at the battalion level; identify positive goals and guide or motivate others to attain them; gain support and commitment from others during normal operations and in crisis situations; influence individual and group values, behaviors, or outcomes through one's own words and actions

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

List of Important Knowledge, Skills, Abilities, and Other Characteristics

23. **Personal Integrity:** Be consistent with one's principles, values, statements, and behaviors; build trust and credibility with others through demonstrated honesty and commitment to ethical values; accept responsibility for one's own decisions and actions in the face of challenge or adversity
24. **Professional Orientation and Commitment:** Remain firm in one's allegiance to the Department's core values and remain faithful in pursuit of the Department's mission despite obstacles or opposition; set high standards for personal and others' job performance; follow Department policies and regulations and support their intent and value; demonstrate positive regard for one's career and the firefighting profession
25. **Self-Confidence/Awareness:** Demonstrate security in own capabilities and convictions; act with certainty in difficult or new environments; project a positive self-image; be willing to voice concerns or handle situations without being easily intimidated; understand own strengths, weaknesses, limitations, values, motives, and preferences and how these impact own behavior and others

APPENDIX C
RECOMMENDED READING LIST FOR
2016 BATTALION CHIEF PROMOTIONAL PROCESS

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

Recommended Reading List

| GENERAL ORDERS | | |
|--|-------------------------------|-----------------------|
| Name | Title | Effective Date |
| Department Vehicle Accident Policy | GO 16-008 | 9/1/2016 |
| Department Medical Procedure | GO 16-006 | 8/17/2016 |
| Maintenance and Use of Protective Hoods | GO 16-005 | 8/2/2016 |
| Structural Firefighting Protective Gear | GO 16-004 | 7/22/2016 |
| Company Logo on Apparatus | GO 16-003 | 6/27/2016 |
| Department Uniform and Grooming Regulations | GO 16-001 | 3/4/2016 |
| Emergency Medical Technician EMT and Paramedic Requirements for Illinois Department of Public Health (IDPH) Licensed Members | GO 15-003 | 4/16/2015 |
| Swiping Program for Platoon Duty and 40-Hour Sworn Members | GO 15-002 | 3/25/2015 |
| Department Radio Communications Amendment A | GO 12-008A Amendment A | 11/24/2014 |
| Personnel Accountability System Tags | GO 14-006 | 9/18/2014 |
| Out of Service-Limited Service-Special Duty Procedures | GO 14-002 | 4/11/2014 |
| Rendering Department Courtesies | GO 14-001 | 4/11/2014 |
| Standard Operating Procedures | GO 13-019 | 9/3/2013 |
| Company Journals and Record Books | GO 13-017 | 9/1/2013 |
| Department Written Communications | GO 13-016 | 9/1/2013 |
| Department Awards | GO 13-015 | 7/31/2013 |
| Investigation-Disciplinary Procedures | GO 13-011 | 4/17/2013 |
| Sexual Harassment Policy | GO 13-010 | 4/17/2013 |
| Pharmaceutical Controlled Substance Replacement Procedures | GO 13-009 | 4/10/2013 |
| Advanced Life Support (ALS) Fire Company Emergency Medical Service (EMS) Inventory | GO 13-008 | 4/10/2013 |
| Code of Professional Conduct of the Chicago Fire Department | GO 13-007 | 4/4/2013 |
| Discrimination-Harassment Investigation Policy and Procedures | GO 13-006 | 4/1/2013 |
| Electronic Mail (E-MAIL) Policy | GO 13-004 | 2/8/2013 |
| Media Affairs Protocol | GO 13-003 | 2/8/2013 |
| Department Radio Communications | GO 12-008 | 11/29/2012 |
| Personal Vehicle Mileage Reimbursement and Other Local Transportation Policy | GO 11-006 | 12/21/2011 |
| Battalion Chief, Special Operations, Bureau of Operations | GO 11-004 | 6/28/2011 |
| Fire Department Emergency Recall Plan | GO 11-003 | 6/9/2011 |
| Military Leave | GO 11-002 | 5/3/2011 |
| Subpoena Compliance Addendum No.1 | GO 11-001 Addendum No.1 | 3/23/2011 |
| Subpoena Compliance | GO 11-001 | 2/11/2011 |

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

Recommended Reading List

| GENERAL ORDERS | | |
|--|-------------------------------|-----------------------|
| Name | Title | Effective Date |
| Abandoned Newborn Infant Protection Act | GO 10-013 | 11/30/2010 |
| Utilization of Fire Department Form 2 and 2A Addendum No.1 | GO 91-016 Addendum No.1 | 8/2/2010 |
| Battalion Chief, Bureau of Operations | GO 10-005 | 6/4/2010 |
| Battalion Chief, Bureau of Fire Prevention | GO 10-004 | 6/4/2010 |
| Basic Life Support Fire Company Duties and Responsibilities | GO 10-002 | 5/18/2010 |
| Information Infrastructure Access and Usage | GO 08-003 | 4/2/2008 |
| Radiation Detector Use and Response | GO 08-002 | 1/31/2008 |
| Emergency Medical Services Response Plan | GO 07-015 | 12/12/2007 |
| Target Hazards Pre-Plan Inspections | GO 07-014 | 11/8/2007 |
| Utilization of Seat Safety Belts | GO 07-010 | 9/17/2007 |
| Response to a Improvised Explosive Device (IED) | GO 07-005 | 4/4/2007 |
| Advanced Life Support (ALS) Response | GO 07-004 | 2/2/2007 |
| First Responder Companies | GO 07-001 | 1/10/2007 |
| Timekeeping Addendum No.2 | GO 06-010 Addendum No.2 | 11/5/2006 |
| Driver's License Requirements | GO 06-013 | 10/2/2006 |
| Timekeeping Addendum No.1 | GO 06-010 Addendum No.1 | 8/14/2006 |
| Portable Radio Security-Loss of Portable Radio | GO 06-011 | 7/17/2006 |
| Timekeeping | GO 06-010 | 7/6/2006 |
| Response Changes for a Potential Pandemic Flu or Infectious Disease Outbreak | GO 06-009 | 6/20/2006 |
| Mandatory Use of Self-Contained Breathing Apparatus (SCBA) and Personal Alert Safety System (PASS) | GO 06-006 | 5/25/2006 |
| Smoking Policy | GO 06-001 | 1/13/2006 |
| Incident Command | GO 04-002 | 9/21/2004 |
| Chicago Fire Department Random Drug-Alcohol Testing Program | GO 04-001 | 7/23/2004 |
| Incident Command | GO 03-004 | 10/1/2003 |
| Health Insurance Portability and Accountability Act (HIPAA) | GO 03-001 | 4/14/2003 |
| Protective Pouch for the Self-Contained Breathing Apparatus Face Piece | GO 01-004 | 9/30/2001 |
| Face Pieces for the MSA Self-Contained Breathing Apparatus | GO 01-002 | 9/30/2001 |
| Visitors to Fire Department Facilities | GO 00-003 | 9/21/2000 |
| Physical Violence | GO 00-001 | 5/25/2000 |

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

Recommended Reading List

| GENERAL ORDERS | | |
|---|-------------------------------|-----------------------|
| Name | Title | Effective Date |
| AWOL-Tardy | GO 99-002 | 4/16/1999 |
| Cooking Clubs | GO 99-001 | 4/14/1999 |
| Management of School Bus Accidents | GO 98-007 | 8/26/1998 |
| Use of Chicago Fire Department Helicopters | GO 98-006 | 6/11/1998 |
| Department Commissary-Clothing Replacement | GO 97-003 | 8/27/1997 |
| Assignment of Uniform Immediate Family Members | GO 96-001 | 3/20/1996 |
| Funeral Bereavement Leave | GO 95-007 | 6/8/1995 |
| Infection-Exposure Control Program Addendum No.2 | GO 92-023 Addendum No.2 | 12/23/1993 |
| Care, Maintenance, Use and Bedding Hose | GO 93-012 | 8/18/1993 |
| Probationary Firefighters and Fire Paramedics | GO 93-010 | 8/10/1993 |
| Office of Fire Investigations | GO 93-008 | 6/25/1993 |
| Department Property and Equipment Control | GO 93-006 | 6/3/1993 |
| Infection-Exposure Control Program | GO 92-023 | 11/9/1992 |
| Badge and Cap Device Policy | GO 92-006 | 3/23/1992 |
| Response to Deep Tunnel Incidents | GO 92-005 | 3/23/1992 |
| Utilization of Fire Department Form 2 and 2A | GO 91-016 | 11/8/1991 |
| Primary, Secondary and Final Search and Examination | GO 91-010 | 6/12/1991 |
| Relief and Roll Call | GO 91-001 | 12/14/1990 |
| Fire Hydrant and Cistern Inspections | GO 90-012 | 8/28/1990 |
| Substance Abuse- Drugs and Alcohol | GO 87-008 | 2/1/1987 |

| OPERATIONS ORDERS | | |
|---|--------------|-----------------------|
| Name | Title | Effective Date |
| Thermal Imaging Camera (TIC) | OO 16-011 | 8/19/2016 |
| Earplugs | OO 16-010 | 8/2/2016 |
| Triage and Traumatic Injury (TTI) Bag | OO 16-008 | 7/4/2016 |
| Motorola XTS and APX Radio in Box (RIB) | OO 16-007 | 4/11/2016 |
| CFD Pre-Hospital Care Report (42.202) for Non-Transport Companies | OO 16-006 | 3/21/2016 |
| FS&R Staging Area Communications | OO 16-004 | 2/11/2016 |
| Cold Weather Sub-Zero Operations | OO 16-001 | 1/12/2016 |
| Air Purifying Respirator (APR) | OO 15-006 | 7/14/2015 |
| Incident Safety Officer Cylinder Identification Cover | OO 15-003 | 5/22/2015 |
| Fire Suppression and Rescue In-Service Training Calendar | OO 15-002 | 4/20/2015 |

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

Recommended Reading List

| OPERATIONS ORDERS | | |
|--|--------------|-----------------------|
| Name | Title | Effective Date |
| Receive-Only APX Earpieces for the APX Portable Radio | OO 14-018 | 12/8/2014 |
| Standby Ambulance Dispatch to Working Fires and Special Operations Incidents 2014 | OO 14-017 | 11/20/2014 |
| Emergency Medical Services Personnel Operating at Fires and other Emergencies | OO 14-011 | 9/18/2014 |
| Use of Phonetic Alphabet in Verbal and Radio Communications | OO 14-010 | 8/20/2014 |
| High Rise Incident Command Case | OO 14-009 | 8/15/2014 |
| Change of Quarters Protocols | OO 13-012 | 8/15/2013 |
| Chief Officer Notification and Response to On-Scene Times Greater than One Hour | OO 13-011 | 8/8/2013 |
| Vacant Structure Marking System | OO 13-008 | 5/19/2013 |
| Radio Communications for Incidents in Close Proximity | OO 13-007 | 5/19/2013 |
| Response Notification-Request for the Department of Buildings | OO 12-027 | 11/29/2012 |
| Positive Pressure Ventilation Fans | OO 12-023 | 10/26/2012 |
| Federal Authority Safehouses | OO 12-012 | 4/27/2012 |
| CFD Nerve Agent Antidote- Duodote Auto-Injector Addendum 1 | OO 12-003A | 2/15/2012 |
| CFD Nerve Agent Antidote- Duodote Auto-Injector | OO 12-003 | 1/5/2012 |
| Battalion Chiefs Duties and Responsibilities with General Order 10-005 | OO 10-010 | 12/7/2010 |
| Deputy District Chief Fire Death Report 11.202 and Battalion Chief Potential Fire Death Report 11.201 | OO 10-002 | 2/10/2010 |
| Personal Protective Clothing-Advance Inspection Cleaning and or Garment Repair Service for FSR Personnel | OO 10-001 | 1/8/2010 |
| Helicopter Response to Train Derailments | OO 09-006 | 11/25/2009 |
| Classification of a Chicago Transit Authority (CTA) Short Term and Long Term Rail Incident | OO 08-009 | 9/26/2008 |
| Stalled Chicago Transit Authority Train Response | OO 08-003 | 4/25/2008 |
| Personal Protective Clothing (PPC) In-Station Biological Disinfecting and Routine Cleaning Procedures | OO 07-009 | 8/27/2007 |
| Response to Vehicle Fires at O'Hare and Midway Airports | OO 07-007 | 7/2/2007 |
| Automatic Response of Smoke Ejectors | OO 06-006 | 7/13/2006 |
| Electrical Power Outage Plan | OO 05-004 | 7/1/2005 |
| Battalion Staff Meetings | OO 05-001 | 6/16/2005 |
| Second Truck Response | OO 04-001 | 4/15/2004 |
| Fires in Churches-Mosques-Synagogues and Other Places of Worship | OO 00-006 | 10/25/2000 |

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

Recommended Reading List

| LOGISTICS ORDERS | | |
|---|--------------|-----------------------|
| Name | Title | Effective Date |
| Temporary Identification Placards | LO 16-005 | 8/17/2016 |
| OSHA 300A Posting Procedures | LO 16-002 | 3/9/2016 |
| Portable Pressurized Extinguisher Inspections | LO 15-005 | 11/3/2015 |
| Portable Non-Pressurized Extinguisher Inspections | LO 15-003 | 11/1/2015 |
| Air and Oxygen Cylinder Inspections | LO 15-002 | 11/1/2015 |

| SAFETY BULLETINS | | |
|---|--------------|-----------------------|
| Name | Title | Effective Date |
| Hollow Core Flexicore Precast Pretension Concrete Systems | SB. 16-002 | 5/17/2016 |
| Greystones | SB. 16-001 | 4/5/2016 |
| Window Air Conditioning Units | SB. 15-005 | 9/24/2015 |
| Ground Ladder Rings | SB. 15-003 | 9/10/2015 |
| Offset Masonry Chimney Hazard | SB. 13-002 | 7/26/2013 |
| LPG Cylinders | SB. 13-001 | 7/26/2013 |
| Backdraft | SB. 10-002 | 2/1/2010 |
| Garage and Automobile Fires - Donning SCBA | SB. 09-004 | 7/1/2009 |
| Thermal Imaging Camera - TIC | SB. 09-003 | 7/1/2009 |
| High Rise Buildings -Under Demolition - Renovation - Construction | SB. 09-002 | 6/1/2009 |
| Safe Driving - Intersection Hazards | SB. 08-006 | 11/1/2008 |
| Radiation Dispersal Device (Dirty Bombs) | SB. 08-005 | 11/1/2008 |
| Falling Object on the Fireground | SB. 08-003 | 6/1/2008 |
| Open Joist 2000 Wood Truss Product | SB. 07-001 | 1/1/2007 |

| STANDARD OPERATING PROCEDURES | | |
|--|---------------------------------|-----------------------|
| Name | Title | Effective Date |
| SOP Definitions | See separate SharePoint section | |
| Structured Risk Management Assessment | S.O.P. 101.00 | 11/1/2013 |
| Mayday Procedures at Working Fires and Fire Training Exercises | S.O.P. 102.00 | 1/1/2014 |
| Emergency Alert Procedures | S.O.P. 103.00 | 1/1/2014 |
| Emergency Evacuation | S.O.P. 104.00 | 1/1/2014 |
| Personnel Accountability Report (PAR) Procedures | S.O.P. 105.00 | 1/1/2014 |
| Rapid Intervention Team (RIT) at Fires | S.O.P. 106.00 | 9/19/2014 |
| Emergency Incident Rehabilitation | S.O.P. 107.00 | 11/14/2014 |

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

Recommended Reading List

| STANDARD OPERATING PROCEDURES | | |
|--|---------------|-----------------------|
| Name | Title | Effective Date |
| Side and Floor Designations at Fires and Fire Training Exercises | S.O.P. 110.00 | 4/1/2014 |
| Progress Reports | S.O.P. 111.00 | 4/1/2014 |
| Rubbish-Dumpster Fires | S.O.P. 202.00 | 11/1/2013 |
| Electrical Pole and Pole-Mounted Transformer Fires | S.O.P. 203.00 | 2/1/2014 |
| Fire Hydrant Operations at an Emergency | S.O.P. 204.00 | 10/22/2015 |
| Prairie (Brush) Fires | S.O.P. 205.00 | 11/15/2013 |
| Automobile Fires | S.O.P. 206.00 | 11/1/2013 |
| Defensive Operations | S.O.P. 207.00 | 6/25/2015 |
| Residential Garage Fires SOP | S.O.P. 208.00 | 2/1/2014 |
| Basement Fires | S.O.P. 260.00 | 11/15/2013 |
| Blitz Attack | S.O.P. 263.00 | 8/15/2015 |
| In-Line Engine Operations | S.O.P. 290.00 | 12/1/2015 |
| Active Shooter Incidents | S.O.P. 406.00 | 2/18/2016 |
| Helicopter Emergency Medical Services (HEMS) | S.O.P. 408.00 | 8/28/2016 |
| Carbon Monoxide Investigations | S.O.P. 507.07 | 11/15/2013 |
| Natural Gas Leak Investigations | S.O.P. 507.08 | 11/24/2014 |
| Water Rescue Incidents | S.O.P. 508.00 | 1/9/2015 |
| Multi-agency Incident Response Procedures - Rev. 1 | S.O.P. 601.00 | 1/7/2016 |
| Backing-Reversing Department Vehicles | S.O.P. 702.00 | 2/1/2014 |
| Downed Electrical Lines | S.O.P. 703.00 | 4/1/2014 |

| DRILL MANUALS | | |
|-------------------------------------|---------------------|-----------------------|
| Name | Title | Effective Date |
| Emergency Threaded Hydrant Ports | Engine Ops 11-002 | |
| In-Line Engine Operations 16-001 | Engine Ops 16-001 | 3/30/2016 |
| Components of the RIT Pack | Multi-Co Ops 07-001 | |
| Military Commands | Multi-Co Ops 07-004 | |
| Search Rope Bag | Multi-Co Ops 08-002 | |
| The Crab Technique | Multi-Co Ops 11-001 | |
| Mayday | Multi-Co Ops 11-002 | |
| First Responders Role | Multi-Co Ops 11-003 | |
| Millennium Mask | Multi-Co Ops 12-002 | |
| Downed Firefighter | Multi-Co Ops 13-006 | |
| Vacant Structure Marking System MCO | Multi-Co Ops 13-007 | |
| RadEye G-Ex Radiation Monitor | Multi-Co Ops 13-008 | |

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

Recommended Reading List

| DRILL MANUALS | | |
|-------------------------|---------------------|-----------------------|
| Name | Title | Effective Date |
| Basement Fires (14-001) | Multi-Co Ops 14-001 | |
| Flow Path | Multi-Co Ops 15-002 | |
| ERG 2016 | Multi-Co Ops 16-001 | 7/15/2016 |
| Distilleries | Multi-Co Ops 16-002 | 7/20/2016 |
| Manbasket | Special Ops 08-001 | |
| Cribbing | Truck Ops 08-001 | |
| VPS Doors | Truck Ops 10-001 | |
| VPS Windows | Truck Ops 10-002 | |
| Board Up Systems | Truck Ops 11-003 | |
| Dawgs Systems | Truck Ops 11-004 | |

| QUICK DRILLS | | |
|---|--------------|-----------------------|
| Name | Title | Effective Date |
| Steel Truss Roofs | QD APR 2001 | 4/1/2001 |
| Propane Overfill Valve | QD Apr 2002 | 4/1/2001 |
| Uses for the Thermal Imaging Camera | QD Apr 2004 | 4/1/2004 |
| Ventilating Glass Block Windows | QD Dec 2001 | 12/1/2001 |
| Dangerous Situations and Solutions | QD Feb 2002 | 2/1/2002 |
| Emergency Vehicle Operation | QD Feb 2003 | 2/1/2003 |
| MSA Donning Procedure | QD Feb 2004 | 2/1/2004 |
| Defensive Operations | QD Jan 2002 | 1/1/2002 |
| Guideline for Loss or Trapped Firefighters | QD Jan 2004 | 1/1/2004 |
| Proper Cleaning and Disinfecting of the SCBA Unit | QD Jan 2004 | 1/1/2004 |
| MSA SCBA PASS Alarm | QD Jul 2002 | 7/1/2002 |
| High Rise Under Construction | QD July 2001 | 7/1/2001 |
| SCBA Confined Space | QD July 2003 | 7/1/2003 |
| Interstate Incident Response | QD July 2004 | 7/1/2004 |
| Knee Walls | QD Jun 2001 | 6/1/2001 |
| Heat Emergencies | QD Jun 2002 | 6/1/2002 |
| MSA SCBA Review | QD Mar 2002 | 3/1/2002 |
| Hazards of Rack and Bin Storage | QD Mar 2003 | 3/1/2003 |
| Suspicious Material | QD Nov 2001 | 11/1/2001 |
| Structural Collapse | QD Sep 2004 | |

**City of Chicago Fire Department
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Recommended Reading List

| SPECIAL DIRECTIVES | | |
|--|--------------|-----------------------|
| Name | Title | Effective Date |
| Digital Radio Contingency Plan | SD 12-002 | 5/17/2012 |
| Portable Data Terminal Computers | SD 10-001 | 5/18/2010 |
| National Fire Incident Reporting System NFIRS | SD 09-003 | 2/19/2009 |
| Public Safety Vest PSV | SD 09-002 | 2/4/2009 |
| Guidelines for Operations - O'Hare International Airport | SD 08-003 | 11/24/2008 |
| Contact by Personnel with Head or Body Lice - Scabies | SD 07-002 | 5/9/2007 |
| Ambulance Transport Billing | SD 04-002 | 9/16/2004 |
| Confiscation - Impoundment of Self-Contained Breathing Apparatus | SD 03-001 | 7/28/2003 |
| MSA SCBA Revised Cleaning and Disinfecting | SD 02-002 | 12/27/2002 |
| Guidelines for Midway Airport and Staging Areas | SD 01-001 | 2/9/2001 |
| Zero Tolerance for Violence in the Workplace - Training Policy and Procedure | SD 00-002 | 6/9/2000 |
| Daily Company In-Service Inspection Program | SD 95-002 | 2/7/1995 |
| Lost-Stolen-Damaged Equipment | SD 93-010 | 8/13/1993 |
| Notification of Burn Victims by Fire | SD 93-004 | 6/11/1993 |
| House Maintenance, Repairs, Alterations and Energy Conservation | SD 93-002 | 6/7/1993 |

| TRAINING BULLETINS | | |
|---|--------------|-----------------------|
| Name | Title | Effective Date |
| TB 1985-01 Danger Backdraft | | |
| TB 1985-02 Fire Behavior Flashover | | |
| TB 1985-05 Company In Service Inspection | | |
| TB 1986-05 Tar Kettle Fires | | |
| TB 1986-06 Elevator Lobbies | | |
| TB 1986-09 Liquefied Petroleum Gases | | |
| TB 1986-12 Compressed Gas Cylinder Safety | | |
| TB 1987-04 Ventilation | | |
| TB 1987-10 Salvage and Overhaul Including Arson | | |
| TB 1988-06 Hazardous Materials Emergencies | | |
| TB 1990-12 Energy Efficient Windows | | |
| TB 1991-03 Bomb Incidents | | |
| TB 1991-05 In Service Fire Prevention Inspections | | |
| TB 1991-05 Point of Vantage | | |
| TB 1992-02 Stair Safety | | |
| TB 1992-05 Liquid Oxygen Hazards | | |

**City of Chicago Fire Department
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Recommended Reading List

| TRAINING BULLETINS | | |
|--|--------------|-----------------------|
| Name | Title | Effective Date |
| TB 1993-09 Overhaul Tips | | |
| TB 1995-11 Safety During Roof Operations | | |
| TB 1996-09 In Service Inspection | | |
| TB 1996-10 Emergency Vehicle Response Safety | | |
| TB 2000-01 Search and Rescue | | |

| MANUALS (MISC.) | | |
|--|--------------|-----------------------|
| Name | Title | Effective Date |
| 2016 DOT Emergency Response Guide <i>A copy of this manual will be provided on day of testing for candidates to use in answering questions related to information that requires the use of the ERG.</i> | | 7/1/2016 |
| CTA Manual | | |
| Electrical Power Outage Plan (manual) | | |
| Elevator Manual | | |
| Illinois Rules of the Road | | |
| Illinois Rules of the Road Class B Non-CDL | | |
| Labor Agreement between City of Chicago and CFFU Local 2 (July 1, 2012- June 30, 2017) | | |
| NFIRS Manual <i>Limited to the following sections:</i> NFIRS 5.0 Self Study Program Basic Module: NFIRS 1 | | |
| NFIRS Quick Reference | | |
| Radio Manual APX-7000 | | |
| Radio Manual RIB APX Model rev 3-14-16 | | 3/14/2016 |

| ACADEMY NOTES | | |
|--|--------------|-----------------------|
| Name | Title | Effective Date |
| Salvage and Overhaul | AN Apr 2000 | 4/1/2000 |
| Size Up (SCSCVEOS) | AN Apr 2000 | 4/1/2000 |
| Trench Rescue | AN Apr 2001 | 4/1/2001 |
| Bow String Truss Roofs | AN Dec 2000 | 12/1/2000 |
| Intermodal Tanks and Box Containers | AN Dec 2000 | 12/1/2000 |
| Management of School Bus Accidents (AN Dec 2000) | AN Dec 2000 | 12/1/2000 |
| Vacant Property Security System | AN Dec 2002 | 12/1/2002 |

**City of Chicago Fire Department
2016 Battalion Chief Promotional Process**

Recommended Reading List

| ACADEMY NOTES | | |
|--|----------------|-----------------------|
| Name | Title | Effective Date |
| Fire Extinguishers | AN Fall 2004 | 9/1/2004 |
| Peaked Roof Operations | AN Fall 2004 | 9/1/2004 |
| Structural Assessment and Triage Marking | AN Fall 2004 | 9/1/2004 |
| Applying Foam | AN Fall 2004 | |
| Last Scene Point | AN Fall 2008 | 9/1/2008 |
| Lightweight Truss Construction | AN Feb 2002 | 2/1/2002 |
| Operating From High Pressure Hydrants | AN Jan 2000 | 1/1/2004 |
| Weight of Water on Floors | AN Jan 2000 | 1/1/2000 |
| 100A Jump Bag | AN Jan 2004 | |
| Profiling Dangerous Buildings | AN Mar 2011 | 3/1/2011 |
| Carbon Monoxide Emergencies | AN Oct 2003 | 10/1/2003 |
| Confined Space Incidents | AN Oct 2003 | 10/1/2003 |
| Burns and Smoke Inhalation | AN Oct 2003 | 10/1/2003 |
| Fire Doors | AN Sept 2004 | 9/1/2004 |
| Vehicle Fires | AN Spring 2004 | 3/1/2004 |
| Building Hazards | AN Spring 2008 | 3/1/2008 |
| Coordinated Fireground Operations | AN Spring 2008 | 3/1/2008 |
| Evidence Preservation (AN Spring 2008) | AN Spring 2008 | 3/1/2008 |
| Flammable Liquid Storage | AN Spring 2008 | 3/1/2008 |
| Safe Fireground Operations NIOSH Report (Spring 2008) | AN Spring 2008 | 3/1/2008 |
| Blast Injuries | AN Summer 2004 | 6/1/2004 |
| Flat Roof Operations | AN Summer 2004 | 6/1/2004 |
| Marine Radio Procedures | AN Summer 2004 | 6/1/2004 |
| Mass Decon | AN Summer 2004 | 6/1/2004 |
| FF Safety During Auto Extrication | AN Summer 2009 | 6/1/2009 |
| Fire Alarm Systems- | AN Summer 2009 | 6/1/2009 |
| Communicating with Metra rail Using the IREACH Frequency | AN Summer 2009 | 6/1/2009 |
| Safe Fireground Operations NIOSH Report (Summer 2009) | AN Summer 2009 | 6/1/2009 |
| Tower Cranes and Crane Collapse Guidelines | AN Summer 2009 | 6/1/2009 |
| First Elevator | AN Winter 2010 | 12/1/2010 |
| Lightweight Construction | AN Winter 2010 | 12/1/2010 |

| CHICAGO MUNICIPAL CODE |
|--|
| Title 13 Buildings and Construction – Limited to the following section: |
| Chapter 13-60 Classification of Buildings by Construction Type |

APPENDIX D
PRACTICE MATERIALS
EXAMPLE MATCHING QUESTION FORMAT &
2012 BATTALION CHIEF WRITTEN EXAMINATION AND ANSWER KEY

Example Matching Test Question for 2016 Battalion Chief Written Exam (Section 4)

Example Question:

Listed below are eight (8) Words or Phrases that are used in the CFD Standard Operating Procedures, followed by a list of choices for possible Definitions. On your separate answer sheet, write the one (1) letter (A – M) of the definition that is correct for each word or phrase.

Word or Phrase (alphabetically ordered)

1. Emergency Alert
2. Emergency Evacuation
3. Hazardous Area
4. "Mayday"
5. "No PAR"
6. Personnel Accountability Report (PAR)
7. Rehab Area
8. Systematic Withdrawal

Definition Choices (randomly ordered)

- A. Verbal or written means of communicating strategic objectives and tactical activities at an emergency incident
- B. The immediate area around an emergency incident which has the potential for serious injury or death
- C. A verbal response to a request for accountability status indicating that the company needs additional time to account for its members
- D. An area cleared by CPD within the incident scene/structure that allows CFD members to provide focused intervention for critically injured victims
- E. A roll call procedure, initiated by the Incident Commander, to confirm that all members who were operating in a hazardous area are located and physically accounted for
- F. A declaration made when members at an emergency incident find themselves, or other CFD members, in an extremely dangerous situation in the hazardous area
- G. An announcement, initiated by any member operating at an emergency incident, that an emergency is imminent or has already occurred
- H. The process of CFD companies methodically exiting a structure or hazardous area upon order of the Incident Commander
- I. A location, established by the EMS Command Chief, where CFD members shall rapidly establish treatment priorities and provide rapid initial treatment
- J. A designated area at an emergency incident where CFD members can obtain relief from extreme working conditions and receive medical monitoring

- K. A verbal response to a request for accountability status indicating that a company member is unaccounted for
- L. An area established that extends in all directions outward from a building that is in danger of collapse, acting as a buffer to protect members from related hazards
- M. An announcement, initiated by the Incident Commander, that all members shall immediately evacuate a building or hazardous area

Sample Answer Sheet for Example Matching Test Question

| <u>Word or Phrase</u> | <u>In the spaces below, write the one (1) letter of the correct matching Definition</u> |
|--|---|
| 1 Emergency Alert | ➤ |
| 2 Emergency Evacuation | ➤ |
| 3 Hazardous Area | ➤ |
| 4 “Mayday” | ➤ |
| 5 “No PAR” | ➤ |
| 6 Personnel Accountability Report (PAR) | ➤ |
| 7 Rehab Area | ➤ |
| 8 Systematic Withdrawal | ➤ |

Scoring Guidelines for Example Matching Test Question

The correct matching Definitions for each Word or Phrase are indicated below. You should have written the following letters in each space for full credit for this question.

| <u>Word or Phrase</u> | <u>In the spaces below, write the one (1) letter of the correct matching Definition</u> |
|--|---|
| 1 Emergency Alert | ➤ G |
| 2 Emergency Evacuation | ➤ M |
| 3 Hazardous Area | ➤ B |
| 4 “Mayday” | ➤ F |
| 5 “No PAR” | ➤ K |
| 6 Personnel Accountability Report (PAR) | ➤ E |
| 7 Rehab Area | ➤ J |
| 8 Systematic Withdrawal | ➤ H |

Additional Explanation:

Note that there are more definition choices than words/phrases, but **only one** is correct for each word/phrase. Some of the definitions do not match any of the words/phrases. You should **not** choose any of the definitions more than once. If you marked more than one definition for a word/phrase, that portion of the answer would be scored as incorrect. Some of the definitions are paraphrased or shortened for use in the test format; all can be found in the SOP Definitions document on CPD SharePoint.



**CHICAGO FIRE DEPARTMENT
BATTALION CHIEF PROMOTIONAL PROCESS
2012 WRITTEN EXAMINATION**

**BOOKLET A
SECTIONS 1 & 2: MULTIPLE-CHOICE QUESTIONS**

Exam # C8739-0001-2012

April 21, 2012

**Section 1
Background Information**

You are the Relief Battalion Chief of Battalion 27, which is located in District 10 and quartered with Engine Company 164. Today is Friday, July 13 (3/D). The weather forecast is sunny and hot, with temperatures rising throughout the day to a high of around 92°F. Winds are calm. Questions 1–44 in Section 1 focus on various incidents and other activities that you are required to handle during the current work day. The companies and officers assigned to Battalion 27 are listed below and at the top of each page of Section 1.

Battalion 27 – Friday, July 13 (3/D)

| Company | Company Officer |
|---|--|
| Battalion 27 Engine 164 (BLS) | Relief Chief = You Lieutenant Carpenter |
| Engine 197 (BLS) Truck 88 (BLS) | Captain Thompson Lieutenant Joad |
| Engine 149 (ALS) Truck 75 (BLS) | Lieutenant Riley Lieutenant Singletary |
| Engine 151 (ALS) Squad 14 | Captain Williams Lieutenant Hernandez |
| Engine 138 (BLS) Ambulance 166 (ALS) | Lieutenant Landro |

1. You have relieved the off-going Battalion Chief and are preparing to conduct roll call with SCBA inspection at Engine 164. What additional CFD equipment must be tested and documented today?
 - A. SCBA Trans-fill connection
 - B. Thermal Imaging Camera (TIC)
 - C. QRAE meter
 - D. Stand-alone pass alarm devices

2. Where should you document the testing results related to the equipment above?
 - A. Battalion Chief's journal and appropriate work card
 - B. Engine company journal and appropriate work card
 - C. Battalion Inventory Sheet
 - D. Daily roll call report and appropriate work card

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

3. You review the company's journal to check the documentation of the results of the "SCBA Rescue Hose" inspection. How often must the results be documented in the company journal?
 - A. Weekly only
 - B. Weekly and after each use
 - C. Daily only
 - D. Daily and after each use

4. You are dispatched to the scene of a structural fire and are assigned as Plans Chief on the still and box alarm. If the Command Van is not on the scene, what actions should you take upon arrival?
 - A. Confer with the Incident Commander on what actions have been taken and what needs to be accomplished
 - B. Assist the Incident Commander as a Sector Chief until the Command Van arrives
 - C. Assume all radio communications
 - D. Stand by until the arrival of the Command Van

5. While crews are working at the structural fire, water builds up on the floor. What is the minimum amount of water present that would indicate possible floor collapse?
 - A. 1 inch
 - B. 2 inches
 - C. 3 inches
 - D. 4 inches

6. The Deputy District Chief has struck out the still and box alarm at this fire. As the Plans Chief, how often should you expect to be providing progress reports to the Fire Alarm Office (OEMC)?
 - A. Progress reports will be given every 10 minutes
 - B. Progress reports will be given every 15 minutes
 - C. Progress reports will be given every 30 minutes
 - D. Progress reports are no longer required when the alarm is struck out

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

7. On the way back to quarters, you are dispatched to a nearby pin-in accident on the interstate expressway. Where should you position your buggy when responding to the pin-in on this limited access roadway?
 - A. At the rear of the incident to provide cover for equipment and personnel
 - B. On the side of the incident away from live traffic lanes
 - C. Within the protected work area in front of the initial blocking apparatus
 - D. Between the engine company and the truck company

8. At the scene of the pin-in, a small fire ignites involving spilled gasoline. You advise the Lieutenant not to use water to extinguish it due to the concern that the fire could spread. Your concern is based on which of the following properties of the gasoline?
 - A. Vapor density
 - B. Specific gravity
 - C. Boiling point
 - D. Explosive limits

9. When are you required to notify the Deputy District Chief or his designee of this pin-in incident?
 - A. At 0800 or 2000 hours
 - B. As soon as possible after occurrence
 - C. At the daily Battalion Chief meeting
 - D. Before being relieved of duty

10. You return to quarters and are setting up your drill schedule for the month. What is the minimum number of times you are required to drill each company under your command?
 - A. Daily
 - B. Once a week
 - C. One a month
 - D. Twice a month

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

11. Captain Thompson, an active member of the National Guard, calls to let you know that he is required to attend yearly National Guard training. Which of the following documents should you instruct Captain Thompson to submit prior to taking military leave for this annual training?
- A. Letter of confirmation from his District Commander
 - B. Form 2 and his Military Leave and Earning Statement
 - C. Form 2 and a copy of his military orders
 - D. Form 2A and a Certificate of Training
12. At 1000 hours, you are informed that Lieutenant Landro, while drilling his personnel, noticed damage to his apparatus. He reports a Class 5 accident. The company has not received a run and has not moved from its assigned parking spot today. Who will the immediate Investigative Review (I.R.) number be drawn against?
- A. Unit supervisor from the previous shift
 - B. Apparatus driver from the previous shift
 - C. On-shift unit supervisor
 - D. On-shift apparatus driver
13. Which accident classes require the response of the full Accident Investigation Team?
- A. Classes 1A, 2A, and 3 only
 - B. All Classes 1, 2, and 3
 - C. Classes 1 and 2 only
 - D. All Classes 1, 2, 3, and 4
14. You are dispatched to a still alarm in a high-rise. Upon arrival, you find a building approximately 70 stories high. What category building should you report to the Fire Alarm Office (OEMC)?
- A. Category 1
 - B. Category 2
 - C. Category 3
 - D. Category 4

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

15. The high-rise fire has been escalated to a still and box. Engine 151 is the first engine company to arrive at the scene, and they flush the standpipe system in the building to ensure the hose nozzle does not clog. Later, Captain Williams is notified that there is a problem with water supply to the standpipe connection. Who should be notified in this situation?
- A. Supply Engine
 - B. Fire Attack Chief
 - C. Forward Fire Commander
 - D. Lobby Control
16. According to CFD General Orders, in a high-rise incident what is the minimum number of floors above the fire floor in which all occupants must be cleared from the fire attack stairwell before beginning fire attack operations?
- A. 5 floors
 - B. 4 floors
 - C. 3 floors
 - D. 2 floors
17. At the high-rise incident, which of the following will serve as a link between the transmitting/receiving companies to facilitate triangular communication?
- A. Radio in a Box
 - B. Communication Chief
 - C. Appropriate Alarm Office
 - D. Communications Van
18. As the Incident Commander, under what circumstances must you establish a Rehab Area for rehabilitation of members working at a fire?
- A. At any working fire
 - B. At a working still and box alarm
 - C. At any incident in which an E.M.S. Plan has been implemented
 - D. Only if the temperature is projected to be over 90°F

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

19. You direct a Rehab Area to be established. You need to consider the firefighters' stress levels and length of time working at the fire. Although you can shorten the length of allowable work time prior to mandatory rehabilitation, what is the maximum time allowed to work and the minimum time allowed in Rehab?
- A. 30 minutes maximum work time, and 15 minutes minimum Rehab time
 - B. 45 minutes maximum work time, and 20 minutes minimum Rehab time
 - C. 30 minutes maximum work time, and 20 minutes minimum Rehab time
 - D. 45 minutes maximum work time, and 30 minutes minimum Rehab time
20. Although firefighters are taking precautions to protect themselves while working strenuously in this hot environment, as a chief officer you must be aware of signs that indicate heat hydration emergencies. Which of the following presents the most dangerous heat related situation?
- A. Heat exhaustion
 - B. Heat cramps
 - C. Heat stroke
 - D. Heat advisory
21. After finishing at the scene of the high-rise fire, you are dispatched to a location of an EMS run by Ambulance 166, which encountered an infant who sustained severe burns caused by scalding water. What are CFD members required to do in this instance?
- A. Request of OFI to respond to location and complete NFIRS 1 and NFIRS 2
 - B. Request CPD to respond to location complete an Incident Case Report
 - C. Fill out a Preliminary Potential Death Report and complete NFIRS 1
 - D. Complete NFIRS 1

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

22. Later, when you retrieve the contents of the EMS lock box and inspect company journals, you discover an inappropriate entry made regarding an EMS run. When reviewing the proper procedure with the company officers within the battalion, what should you tell them about entries in the company journal related to patient care information?
- A. Entries should reference the OEMC Event # only
 - B. Entries should reference the patient's name and the OEMC Event #
 - C. Entries should reference the address and the OEMC Event #
 - D. Entries should reference the patient's age, gender, and OEMC Event #
23. You are dispatched and arrive at the scene of a fire in a building of lightweight construction. Several companies are working inside, and the firefighters indicate that the structural components of the roof have just now been exposed to the fire. How long will it be before you can expect the structural collapse of the roof?
- A. 5-10 minutes
 - B. 10-15 minutes
 - C. 15-20 minutes
 - D. 20-25 minutes
24. As the Incident Commander, you are operating in Sector 1 of the fire in the building of lightweight construction, and you determine that the roof is about to fail. Which of the following is the proper procedure for you to indicate evacuation is necessary in this situation?
- A. Order all Fire Ground companies to switch to alternate fireground Channel 3
 - B. Order all members to gather their tools and equipment and evacuate the building
 - C. Order all apparatus drivers to activate their air horns in short blasts
 - D. Order RIT team to be activated and have the RIT Chief take roll call

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

25. You complete the NFIRS report regarding the fire incident and close it. You later receive additional information about the incident that requires modification to the closed report. Which of the following individuals has the authority to modify the NFIRS report?
- A. Deputy District Chief
 - B. Assistant Deputy Fire Commissioner
 - C. Deputy Fire Commissioner
 - D. Director of Records
26. You arrive on the scene of a reported fire in a high-rise building that is still under construction. You know that temporary standpipes are required for limited water supply in such buildings. At the present time, the top of the construction is at the 32nd floor of the proposed 33-story building. At what floor level would you expect to find a temporary standpipe?
- A. 32nd floor
 - B. 31st floor
 - C. 30th floor
 - D. 29th floor
27. While operating at the high-rise fire, you hear an audi-alarm bell sounding on the SCBA of one of the firefighters operating in your area. The firefighter has a 45-minute cylinder, which tells you that the firefighter has approximately how many minutes of air remaining?
- A. 7 minutes
 - B. 10 minutes
 - C. 14 minutes
 - D. 18 minutes
28. The Incident Commander has communicated the release of you and Engine Company 164 from this incident, and you are returning to quarters. How should you inform OEMC of your new status?
- A. Via Main or Englewood frequency only
 - B. Via Main or Englewood frequency and the RTQ status button
 - C. Via the RTQ status button only
 - D. Via fireground frequency (Channel #4)

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

29. You hold a scheduled Battalion in-service training session that is long and labor intensive, involving hands-on drills conducted outdoors. What is the maximum length of time that you will allow members to participate in these training exercises before allowing them time in Rehab?
- A. 30 minutes
 - B. 45 minutes
 - C. 60 minutes
 - D. There is no restriction if the temperature is under 90°F
30. As part of the training, you conduct a drill on use of the Elkhart Hydro-Foam HF-350 Nozzle. When the metering valve handle is turned to 90° in the relation to the suction hose, what is the percentage concentration of the foam solution?
- A. 10%
 - B. 6%
 - C. 3%
 - D. 2%
31. An on-duty firefighter is transported to County Hospital by Ambulance 166 after injuring his hand during the training drill. How many copies of the Form FD 160A should you submit after conducting your investigation?
- A. One
 - B. Two
 - C. Three
 - D. Four
32. You are dispatched to the scene of a fire in a 1-story residence. Usually, where will interior basement stairways be found in 1-story residential buildings?
- A. Off the kitchen
 - B. Off the dining room
 - C. Just inside the front entrance
 - D. Typically not found in 1-story structures

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

33. After the fire is extinguished, you determine that conditions during overhaul are safe for firefighters to remove their SCBA. What should you ensure regarding protective hoods?
- A. Hoods are to be worn around the neck, readily available for future use
 - B. Hoods must continue to be worn while overhauling
 - C. Hoods may be returned to coat pockets
 - D. Hoods are to be stowed in the mask pouch
34. As part of your investigation during overhaul, you requested the Office of Fire Investigation (OFI) to respond to the location of the residence because the fire appears to be street gang related. There is the potential of finding evidence at the scene. All fire companies have picked up, and you are remaining on the scene, along with the police, awaiting the arrival of OFI. OEMC is asking your status to determine if you can respond to another structure fire. How should you respond to OEMC?
- A. Request first company to return to scene and will respond
 - B. Available and will respond leaving the scene under control of the police
 - C. Hold up the OFI response and will respond
 - D. Not available to respond
35. Later in the day, Lieutenant Riley calls to ask you a couple of administrative questions. He tells you that Firefighter Siegel fell at home and broke his arm. He was transported to the hospital by a CFD ambulance. When Firefighter Siegel receives the bill for transport, what is one of the pieces of documentation that he must submit with the transport bill to show that he is exempted from fees for transport to the hospital by the CFD ambulance?
- A. A copy of his Department identification
 - B. A copy of his driver's license
 - C. A copy of the hospital medical bill
 - D. A copy of State of Illinois identification

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

36. Lieutenant Riley also informs you that Firefighter Jensen was having a disagreement with Firefighter Lewis and threw a tool at him, but missed. With what offense should Firefighter Jensen be charged?
- A. Retaliation
 - B. Aggression
 - C. Provocation
 - D. Physical violence
37. Lieutenant Riley notifies you of a defective seat belt in his apparatus. What should you direct him to do?
- A. Notify District Headquarters
 - B. Notify the Engineering Section of the Training Division
 - C. Notify the Safety Division
 - D. Notify the Bureau of Support Service, Division of Equipment and Supply
38. You receive a dispatch to another still alarm in a high-rise building. On arrival at the 40-story building, you recognize the fact that the building is required to have a zoned standpipe system. What is the minimum height above grade that requires a zoned standpipe?
- A. 250 feet
 - B. 275 feet
 - C. 300 feet
 - D. 325 feet
39. While working at the high-rise fire, which Battalion Chief is responsible for verifying the status of stairwells for utilization in the high-rise building?
- A. Incident Commander
 - B. Fire Attack Chief
 - C. Forward Fire Commander
 - D. Still Alarm Battalion Chief

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

40. A suspected improvised explosive device (IED) is found on the scene of this working high-rise incident. The Incident Commander shall ensure that which of the following is done?
- A. The decontamination corridor is established in the cold zone
 - B. CFD Hazmat personnel assist CPD personnel with disposal of ordinance
 - C. All radios, cell phones, and other transmitting devices within 300 feet are shut off
 - D. Civilians are protected in place
41. Later in the day, you are conducting Company School on collapse incidents. How many feet should you establish as the collapse zone if the front wall of a 3-story building is believed to be unstable and in danger of collapsing?
- A. 30 feet
 - B. 45 feet
 - C. 60 feet
 - D. 75 feet
42. Where should a visible incident command post be established at a structure collapse incident?
- A. As close to the actual collapse as possible
 - B. Uphill, upwind away from the collapse zone
 - C. In the site control sector of the structure
 - D. The address side of the structure, away from the collapse zone

Battalion 27 – Friday, July 13 (3/D)

| | | | | |
|---------------------|---------------------------------------|--|---|-----------------------------|
| E 164 Lt. Carpenter | E 197 Capt. Thompson T 88 Lt. Joad | E 149 Lt. Riley T 75 Lt. Singletary | E 151 Capt. Williams Sq 14 Lt. Hernandez | E 138 Lt. Landro Amb 166 |
|---------------------|---------------------------------------|--|---|-----------------------------|

43. After concluding your Company School, participating members get into a discussion of defensive driving practices. You observe that many drivers are of the opinion that although arriving safely on the scene is important, speed is the most important factor when responding to emergencies. One of the drivers asks you about the issue of speed when responding to emergencies. How should you respond?

- A. Drivers' speed limits are only restricted when in a school zone, in which they should not drive over 15 mph
- B. Drivers are allowed to drive as fast as deemed necessary, as long as they have the approval of the company officer
- C. Drivers are not to exceed 35 mph, except on the Outer Drive or on the expressways
- D. Drivers should strictly limit their speed to the posted speed limits at all times

44. At the end of the day, you are reviewing and completing paperwork. You previously obtained an I.R. Number on Lieutenant Hernandez for a violation of the Code of Conduct. While completing the Allegations of Violations Form #903, what information should you include in this form?

- A. The sections of the Code of Conduct allegedly violated
- B. A written statement of facts from the accused
- C. The findings of your investigation
- D. Names of all witnesses

End of Section 1

Continue on to Section 2

**Section 2
Background Information**

You are the Relief Battalion Chief of Battalion 28, which is located in District 11 and quartered with Engine Company 142 and Truck 98. Today is Sunday, December 2 (1/A). The weather forecast is sunny and cold, with temperatures starting out around freezing in the morning and dropping throughout the day to an estimated low of 15°F. No snow is predicted. Winds are moderate out of the North around 13 mph. Questions 45–88 in Section 2 focus on various incidents and other activities that you are required to handle during the current work day. The companies and officers assigned to Battalion 28 are listed below and at the top of each page of Section 2.

Battalion 28 – Sunday, December 2 (1/A)

| Company | Company Officer |
|---------------------|------------------------|
| Battalion 28 | Relief Chief = You |
| Engine 142 (ALS) | Lieutenant Sandoval |
| Truck 98 (BLS) | Lieutenant Bohdi |
| Engine 177 (ALS) | Lieutenant Flynn |
| Truck 73 (BLS) | Lieutenant Waters |
| Engine 139 (BLS) | Lieutenant Klein |
| Truck 80 (BLS) | Lieutenant Moran |
| Engine 161 (BLS) | Captain Fu |
| Ambulance 123 (BLS) | |
| Engine 173 (BLS) | Lieutenant Candella |
| Squad 12 | Captain Clayton |

45. You have relieved the off-going Battalion Chief and are preparing to conduct roll call at Engine Company 161. What is the minimum number of roll calls that you are required to witness daily and enter approval or disapproval in the company journal above your signature?
- A. One
 - B. Two
 - C. Three
 - D. Four

Battalion 28 – Sunday, December 2 (1/A)

| | | | | |
|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|

46. While you are at the quarters of Engine Company 161, you also plan to witness an inventory and inspection of Ambulance 123, including assigned personnel. How frequently are Battalion Chiefs in the Bureau of Operations required to witness inventory and inspection of BLS ambulances?
- A. Daily
 - B. Weekly
 - C. Monthly
 - D. Semi-annually
47. Today, Field Chief Emmett and Fire Captain Fu are assigned to the same fire house. Who will be responsible for the in-quarters supervision and discipline of the subordinate officers and members on duty?
- A. The Fire Captain
 - B. The Field Chief
 - C. Whichever officer is more senior with time on the job
 - D. Whichever officer is more senior with time at rank
48. You return to Battalion 28's quarters to do some scheduling. On a monthly basis, with your approval, fire company officers are expected to conduct inspections to identify facilities in their still districts which may pose special challenges to firefighters. How many facilities should you instruct officers to identify as target hazards each month?
- A. One
 - B. Two
 - C. Three
 - D. As many as possible

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
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49. Lt. Percy from the Fire Prevention Bureau is in your quarters picking up TOC forms and asks you a question. He says that he submitted a Form FD 920 request for bereavement leave due to the death of his uncle in Florida. How many consecutive calendar days is Lt. Percy entitled to in this situation?
- A. 5 days
 - B. 3 days
 - C. 1 day
 - D. None
50. You are reviewing the NFIRS documentation of an incident that occurred yesterday in which a rubbish fire began in a garbage can next to a homeowner's garage with the owner's vehicle inside. The rubbish fire communicated to the garage, and the garage fire subsequently communicated to the house before being extinguished. How many NFIRS 1 should have been generated for this incident?
- A. One
 - B. Two
 - C. Three
 - D. Four
51. Lt. Bohdi notifies you that one of the Truck 98 firefighters under her command has been taking cough medicine, and she feels he is unfit for duty. You observe the firefighter who claims to feel fine other than a persistent cough. The firefighter shows you the over-the-counter cough medicine and claims to be taking the recommended dose. You are not sure whether the firefighter is fit for duty. Which of the following actions should you take?
- A. Call the Medical Section for direction
 - B. Instruct the firefighter to lay up
 - C. Contact the Deputy District Chief
 - D. Order the firefighter to stop taking the cough medicine while on duty

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
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52. You are dispatched to a still alarm. While you are enroute to the scene, you are held up by the officer of Truck 80 who reports a small rubbish fire. Engine 139, Truck 80, and Squad 12 quickly extinguish the fire and return to quarters, while you continue on your rounds. In this case, who is responsible for completing the NFIRS reporting?
- A. You, the Battalion Chief
 - B. Lt. Moran, the Truck Officer
 - C. Lt. Klein, the Engine Officer
 - D. Capt. Clayton, the Squad Officer
53. Later, you are dispatched to a still alarm in a residential high-rise. Upon your arrival at the high-rise scene, the fire has been confirmed on the 16th floor of the 20-story building. As the third arriving Battalion Chief, you check in with the Incident Commander and assume the role of the Fire Attack Chief. It is your responsibility, as the Fire Attack Chief, to monitor the safety of all personnel operating where?
- A. On the stairways above the fire floor
 - B. On the fire floor only
 - C. On the fire floor and one floor above
 - D. On the fire floor and two floors above
54. Where shall designated and properly credentialed members of the private sector, Fire Safety, and/or Life Safety Directors report if they are required to assist first responders at this emergency incident?
- A. Incident Command Post
 - B. Unified Command Post
 - C. Incident Communications Vehicle
 - D. Emergency Operations Center

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
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55. As the Fire Attack Chief, you direct the first Engine in leading out from the standpipe connection using a 2½" hose with a 1¼" shut off pipe. You observe that the stream is ineffective. Using your knowledge of standpipes, you know that the system should provide a minimum of what pressure?
- A. 50 PSI @ 500 GPM
 - B. 65 PSI @ 500 GPM
 - C. 80 PSI @ 750 GPM
 - D. 100 PSI @ 750 GPM
56. You are released from the high-rise incident and are returning to quarters. On the way, you and Engine 177 are dispatched to the scene of an accident involving a car and a flat bed truck. When you arrive, a 55 gallon drum with a red label marked alcohol has spilled on the street and ignited. What should you ensure that Lt. Flynn knows regarding the product spilled and the application of foam?
- A. The product is soluble and AFFF should be applied at a 3% setting
 - B. The product is soluble and AFFF should be applied at a 6% setting
 - C. The product is insoluble and AFFF should be applied at a 3% setting
 - D. The product is insoluble and AFFF should be applied at a 6% setting
57. BLS Ambulance 123 arrives on the scene of the accident and transports a victim to the hospital. During the transport, the ambulance surface becomes contaminated by blood and body fluids. Which of the following procedures should be performed to clean the apparatus surface?
- A. Use GO² Multi-purpose cleaner, rinse with water, and let air dry
 - B. Use soap and water, rinse with hot water, and let air dry
 - C. Use Department issued germicide, rinse with water, and let air dry
 - D. Use soap and warm tap water, rinse for 15 minutes, and towel dry

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|

58. A firefighter from Ambulance 123 was exposed to the blood and body fluids during the transport of the accident victim. Battalion Chiefs notify the Medical Division during normal business hours to document Employee Exposure incidents. Who should you notify today since it is a weekend?
- A. Deputy District Chief
 - B. “On-Call” Chief of the Personnel/Medical Division
 - C. Assistant Deputy Chief Paramedic (ADCP)
 - D. On-duty Field Chief assigned to emergency calls
59. You are making your rounds and come upon a large crowd of people exiting a building and pouring into the street. You determine that this is a large-scale incident and report it through the chain of command. As the Incident Commander, which of the following should you establish when an emergency situation is declared?
- A. Trouble zone
 - B. Hot zone
 - C. Staging area
 - D. Assembly area
60. The CFD helicopter is present on the ground at the scene of the large-scale emergency incident. To facilitate communication and ensure the safety of personnel at the scene, it is recommended that a firefighter be positioned at the 10 o'clock position and another firefighter at the 2 o'clock position. Approximately how many feet from the fuselage of the helicopter should these firefighters be located?
- A. 10 feet
 - B. 20 feet
 - C. 30 feet
 - D. 40 feet

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|

61. While working at this large-scale incident, an improvised explosive device (IED) is discovered. CPD explosives technicians make an assessment, and you are notified that the results verify a dispersal device with a liquid has been found. What type of response must you request at this time based on this finding?
- A. Type I Suspicious Product Response
 - B. Type II Suspicious Product Response
 - C. Level I Haz-Mat Response
 - D. Level II Haz-Mat Response
62. As the Incident Commander, you have confiscated, secured, and maintained custody of an injured firefighter's SCBA apparatus and requested a Safety Officer and Air Mask Unit. Which of the following actions should be taken by the chief assigned as Safety Officer?
- A. Coordinate pick up of the SCBA unit at District Headquarters
 - B. Retrieve the SCBA unit from the Incident Commander and secure it until Air Mask Unit arrives on the scene
 - C. Coordinate pick up of the SCBA unit at Company Headquarters
 - D. Secure SCBA harness and return face piece to member's company officer
63. After the large-scale emergency is resolved, you are dispatched as the Still Alarm Battalion Chief in a residential high-rise with a confirmed fire on the 10th floor. The alarm has been escalated to a still and box. The Deputy District Chief has arrived on the scene and, after your briefing, he has assumed command of the incident. What position will you now assume?
- A. Forward Fire Command
 - B. Search and Rescue Chief
 - C. Lobby Command Chief
 - D. Fire Attack Chief

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
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64. The high-rise building has stairwell locking systems with a Fire Alarm Control Panel (FACP). Which of the following will manually activate the fail-safe electronic lock release system in this fire incident?
- A. Smoke detectors connected to the FACP
 - B. Door status switch located on the FACP
 - C. Pull station connected to the FCAP
 - D. Loss of the building's electrical power
65. As work at the high-rise incident is being completed, another emergency incident occurs in close proximity to your current location. The Incident Commander of the second incident should order all companies under his/her command to switch to which radio channel?
- A. MABAS Fireground
 - B. Fireground
 - C. Command
 - D. Administrative
66. You head back to quarters to clean up, grab some lunch, and conduct scheduled training with drills on SCBA use. Training is not held outdoors in cold conditions when the weather is projected to reach or reaches what reading or below?
- A. 32°F
 - B. 30°F
 - C. 20°F
 - D. 15°F
67. As part of the training session, you conduct an SCBA efficiency drill for members in your battalion wearing full turnout gear. What is the maximum acceptable time to complete this drill?
- A. Within 45 seconds
 - B. Within 1 minute
 - C. Within 1 minute, 15 seconds
 - D. Within 1 minute, 30 seconds

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|

68. As part of the training exercise, you are witnessing members perform a RIT operations drill in which a firefighter is down. At what time intervals will the Integrated PASS (ICM 2000) pre-alarm and full alarm activate if there is no movement of the firefighter?
- A. 15 and 30 seconds
 - B. 18 and 29 seconds
 - C. 29 and 45 seconds
 - D. 30 and 60 seconds
69. While conducting the training, you discuss the observation by members of any discoloration, crazing, blistering, or cracking of the face piece lens while wearing SCBA. What should you direct the firefighters to do if they encounter this in a fire situation?
- A. Request an Emergency Alert
 - B. Return to a safe atmosphere
 - C. Notify District
 - D. Use the trans-fill hose
70. During the SCBA training, you ask Firefighter Whitney how long members should hold their breath when checking the face piece for fit and seal. What is the correct response?
- A. 5 seconds
 - B. 10 seconds
 - C. 18 seconds
 - D. 29 seconds
71. In the afternoon, at another high-rise incident, you are assigned as the High-rise Chief in a 100-story building with a fire on the 58th floor. While taking the elevator to your post, you must transfer elevators on the 48th floor to go higher. From this floor, you should order the firefighter operating the elevator to stop at which floor next?
- A. Floor 53
 - B. Floor 54
 - C. Floor 55
 - D. Floor 56

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|

72. While operating at this high-rise fire, victims are encountered above the fire floor in the attack stairwell. Who shall the officer of the third Truck operating at the fire advise to withhold the attack of the fire until all occupants have been safely removed?
- A. Incident Commander
 - B. Forward Fire Commander
 - C. Fire Attack Chief
 - D. Search and Rescue Chief
73. While working at the high-rise fire, Truck 98 has been released from Rehab at 1405 hours and reassigned to Battalion 31 for overhaul operations. The members report to Battalion 31 to begin overhaul operations at 1410 hours, and they work the maximum time allowed. At what time will Truck 98 be sent back to Rehab?
- A. 1425 hours
 - B. 1430 hours
 - C. 1440 hours
 - D. 1455 hours
74. Battalion Chief Gunner of Battalion 29 responds to the scene of a 30' x 50', 1-story, ordinary building which houses an insurance office. Upon arrival at the scene, Chief Gunner notices a fire with very little flame and dark to yellow-grey smoke visible through the front window. What phase of the fire is likely indicated by these conditions?
- A. Incipient Phase
 - B. Free Burning Phase
 - C. Smoldering Phase
 - D. Open Free Burning Phase
75. Battalion Chief Gunner's incident necessitates a 2-11 alarm. In this situation, all fire chief officers working the incident will take which of the following actions?
- A. Switch to and operate on Channel #3, upon direction from the Plans Chief
 - B. Switch to and operate on Channel #5, upon direction from the Plans Chief
 - C. Switch to and operate on Channel #3 immediately
 - D. Switch to and operate on Channel #5 immediately

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|

76. You respond to the 2-11 alarm as an extra Battalion Chief. A Mayday response has been requested at the alarm. To whom should you report when you arrive on the scene?

- A. Respond to the Incident Commander and the Command Van via Channel #5
- B. Respond directly to the Incident Commander and Command Van via Channel #3
- C. Respond to the sector you have been assigned via Fireground Channel #4
- D. Communicate your arrival on the scene via Main/Englewood Channel

77. You are assigned to Sector 2 of the 2-11 alarm to supervise a point of vantage attack from an adjoining building. How many feet of surplus line at the nozzle should you have to facilitate movement?

- A. 50 feet of 2½"
- B. 100 feet of 2½"
- C. 150 feet of 2½"
- D. 200 feet of 2½"

78. Of the following personnel at the scene of this incident, who is least likely to assume a radio designation based on the sector or duty assigned?

- A. Truck 73 operating on the roof
- B. You, Battalion Chief 28
- C. Gunner, Battalion Chief 29
- D. Responding District Chief

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
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79. Later in the day, you are the Incident Commander at the scene of a contents fire on the first floor of a 2-story ordinary 25' x 50' residential structure. Engine Company 139 has water on the fire, and it appears the fire has not communicated to the structural members. Truck 80 radios you information that the living room runs wall-to-wall width wise without middle supports, indicating that this is possible lightweight construction. As the Incident Commander, what action should you take at this time?

- A. Instruct Truck 80 to pull ceiling to determine if structural members are compromised
- B. Order an immediate evacuation of the building
- C. Direct a firefighter to operate the nozzle from the safety of a doorway
- D. Escalate the alarm, indicating that you have a building of lightweight construction

80. Firefighters at this incident have been utilizing hydraulic ventilation. Ideally, how much of the opening should be filled by the stream utilizing a 30° to 60° fog pattern?

- A. 50%
- B. 75%
- C. 90%
- D. 100%

81. You are the assigned Battalion Chief of an accident investigation involving Engine 173, and you are responding to the scene as part of the Accident Investigation Team. When would you be required to activate emergency lights and siren?

- A. Two or more vehicles are involved
- B. Significant damage is being reported
- C. Serious injury has occurred
- D. Traffic at the scene is heavy

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|

82. When you arrive on the scene, Lieutenant Candella of Engine 173 has classified the accident as Class 2B. No one involved appears to be injured. Your investigation reveals that Engine 173 was stopped for a red light when a 2002 blue Honda Accord struck the back of the apparatus. As you are interviewing the driver of the Honda, he now indicates that he is having some neck and back pain. You request an ALS ambulance for the driver of the Honda. What will be your classification of this accident?

- A. Class 1A
- B. Class 1B
- C. Class 2A
- D. Class 2B

83. After completing the accident investigation, you arrive on the scene of a fire on the first floor of a 1½-story frame, 25' x 50' occupied residential structure. The first Engine company has stretched and is operating a 1¾" hose line. The first Truck has initiated a primary search on the first floor and has ascended to the roof to start ventilation. You have assigned the second Truck to initiate a primary search of the top floor. You observe heavy push of smoke at the gutter line of the building. What might this observation of smoke at the gutter line indicate?

- A. The roof has not been opened at this time
- B. The top floor may have fire behind a knee wall
- C. The first Engine has not been able to put water on the fire
- D. The outside electrical line to the house is arcing at the gutter line

84. A firefighter working at this incident has a damaged face piece and notifies the company commander, who in turn notifies you as the Battalion Chief. What should you do?

- A. Contact the Department Safety Officer and request a spare face piece
- B. Direct the company to District Headquarters for a spare face piece
- C. Direct the company to Breathing Apparatus Service for a spare face piece
- D. Issue a spare face piece carried in the Battalion Chief's buggy

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|

85. While conducting your evening roll call visit at Battalion 28, you observe a male firefighter under your command sexually harassing a female firefighter. She does not seem bothered about it and does not complain to you or anyone else about the incident. What immediate action should you take in this situation?

- A. No action is required because no complaint has been made
- B. Conduct a Company School on sexual harassment offenses
- C. Request input from Employee Assistant Program representative
- D. Notify CFD Liaison

86. Back at quarters, you are completing documentation for several investigations. You have completed your investigation of a Class 4B accident in which Truck 73 hit a post. You are now documenting your report on the Vehicle Accident and Damage Report Investigation's Narrative Form #951. What determination must you make and document on this report?

- A. Insignificant/Significant
- B. Non-Preventable/Preventable
- C. Medical Screening/No Medical Screening
- D. Corrective Training/Loss of Driving Privileges

87. You also have completed your investigation of damage to a CFD hydrant wrench. In addition to documenting the incident in the journal, which of the following includes the documents that need to be forwarded related to this investigation?

- A. CFD 11.203 and CPD 11.408
- B. CPD 11.408 and Form 2 from the Battalion Chief
- C. Form 2 from the Company Officer and a Form 2 from the Battalion Chief
- D. CFD 11.203, CPD 11.408, and a Form 2 from the Battalion Chief

Battalion 28 – Sunday, December 2 (1/A)

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|--------------------------------------|------------------------------------|-----------------------------------|---------------------------|---|
| E 142 Lt. Sandoval T 98 Lt. Bohdi | E 177 Lt. Flynn T 73 Lt. Waters | E 139 Lt. Klein T 80 Lt. Moran | E 161 Capt. Fu Amb 123 | E 173 Lt. Candella Sq 12 Capt. Clayton |
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88. You receive one more dispatch to an alarm. You arrive at the scene of a fire on the 10th floor of a building under demolition. The building had been 15 stories high and is now only 10 stories high. What should you inform the first Engine about the standpipe system?
- A. The standpipe system is no longer required because the building is being demolished
 - B. The standpipe connection on the 8th floor must be maintained in operable condition
 - C. The standpipe connection on the 9th floor must be maintained in operable condition
 - D. The standpipe connection on the 10th floor must be maintained in operable condition

End of Booklet A

If you have not yet completed this section when Booklet B is distributed, you may continue working on all sections of the Written Exam until time is called.



**CHICAGO FIRE DEPARTMENT
BATTALION CHIEF PROMOTIONAL PROCESS
2012 WRITTEN EXAMINATION**

BOOKLET B

**SECTION 3: MULTIPLE-CHOICE QUESTIONS
SECTION 4: SHORT ANSWER QUESTIONS**

Exam # C8739-0001-2012

April 21, 2012

**Battalion 33 Manpower Sheet
For Friday, October 19 (2/B)**

| | Daley A | Daley B | Daley C | Daley D | Daley E | FF | Variances and Details |
|------------------|---------------------------------------|--------------------------|------------------------------|---------------------------|----------------------------------|----|-----------------------|
| E 130 (ALS) | Werner Gallagher (PM) | Capt. Cooke (PM) | Jameson | Engr. Orlean | Contreras (EMT) | / | PM _____ EMT _____ |
| E 141 (BLS) | Lt. Chin Stutz (EMT) | Engr. McBride | Katras | Seco (EMT) | Pribble (EMT) | / | |
| T 92 (BLS) | Fuqua (EMT)(Driver) | Jaworski Brown (EMT) | Freeman (Driver) | Lund (EMT)(Driver) | Lt. Sussor | / | |
| E 155 (ALS) | Piper (PM) | Luce (PM) | Capt. Palmer Maslin (EMT) | Garza | Engr. Tran (EMT) Fuller (EMT) | / | PM _____ EMT _____ |
| T 86 (BLS) | Daniels (EMT)(Driver) | Tamaraz Crosier (EMT) | Victor (PM) | Moon (EMT)(Driver) | Lt. Buck Roberts | / | |
| E 153 (BLS) | Engr. Pronce Doyle (PM) | Baila (EMT) | Reyes (EMT) | Lt. Hunter Settle (PM) | Rhodes (EMT) | / | |
| Sq 19 | Lt. Wolfe (EMT) Duff (EMT)(Driver) | Burgess O'Roarke | Bond (EMT)(Driver) | Guy (EMT)(Driver) | Allen (EMT) | / | |
| E 144 (ALS) | Shamaza | Engr. Syam Rose (PM) | Lt. Nasby Gordon (EMT) | Keats (EMT) | Wilke (PM) | / | PM _____ EMT _____ |
| AMB 107 (BLS) | | | | | | / | |

30 FIREFIGHTERS NEEDED

Section 3 Background Information

You are the Relief Battalion Chief of Battalion 33, which is located in District 12 and quartered with Engine Company 130. Today is Tuesday, October 16 (2/A). The weather forecast is for seasonable temperatures and partly cloudy, with a predicted high of 60-63°F. Winds are variable, with occasional gusts up to 10 mph. Questions 89–103 in Section 3 focus on manpower scheduling for the next work day and activities related to several hazardous materials (Haz-Mat) incidents that you are required to handle today. The companies and officers assigned to Battalion 33 for the current work day are listed below and at the top of each page of Section 3.

Battalion 33 – Tuesday, October 16 (2/A)

| Company | Company Officer |
|---|---|
| Battalion 33 Engine 130 (ALS) | Relief Chief = You Captain Cooke |
| Engine 141 (BLS) Truck 92 (BLS) | Relief Lieutenant George Lieutenant Sussor |
| Engine 155 (ALS) Truck 86 (BLS) | Captain Palmer Lieutenant Buck |
| Engine 153 (BLS) Squad 19 | Lieutenant Hunter Relief Lieutenant Benton |
| Engine 144 (ALS) Ambulance 107 (BLS) | Lieutenant Nasby |

You report for duty at 0630 hours and relieve the off-going Battalion Chief. You begin to prepare your manpower projections to notify District 12 of the staffing needs the next work day (see the separate “Manpower Sheet” for Friday, October 19). First, you review the following Manpower Stipulations for the District. Also, you already know that FF/EMT Baila will be working an exchange Daley day for FF/EMT Pribble.

Manpower Stipulations

1. Account for all manning on companies before proceeding.
2. Balance manpower on companies before balancing the Battalion.
3. Each BLS Engine Company has a complement of 3 Firefighters.
4. Each BLS Truck Company has a complement of 4 Firefighters.
5. Each Squad Company has a complement of 5 Firefighters.
6. Each BLS Company has a complement of 2 Firefighter/EMTs.
7. Each ALS Engine has a complement of 1 Firefighter/Paramedic, 1 Firefighter/EMT, and 1 additional Firefighter.
8. Single Engine companies will not operate with a variance.
9. Only one acting or manning variance is allowed in each house.
10. When two or more companies are quartered together, and a manpower shortage exists in one company, it will be filled by the other company in the same quarters if that company has extra manpower.
11. All assigned personnel should stay on their company, when possible.

Battalion 33 – Tuesday, October 16 (2/A)

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|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|
| E 130 Capt. Cooke | E 141 R/Lt. George T 92 Lt. Sussor | E 155 Capt. Palmer T 86 Lt. Buck | E 153 Lt. Hunter Sq 19 R/Lt. Benton | E 144 Lt. Nasby Amb 107 |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|

Use the information above and the separate “Manpower Sheet” provided to answer Questions 89 – 91.

89. Given the information on the Manpower Sheet and your knowledge of the FF/EMT trade scheduled for the next work day, at this time, what is the manpower over, under, or even for Battalion 33 for Friday, October 19?
- A. +2
 - B. +1
 - C. Even
 - D. - 1
90. Using the supplied Manpower Sheet, who will be the Firefighter/Paramedics for the ALS companies?
- A. Gallagher, Piper, Wilke
 - B. Gallagher, Piper, Rose
 - C. Gallagher, Settle, Piper
 - D. Gallagher, Luce, Wilke
91. As the Battalion Chief, you are going to conduct roll call and the 0800 SCBA checkout at Truck 92. Upon arrival at 0745, Lt. Sussor states that one firefighter assigned to T 92 has not yet reported for duty. Attempts to reach the firefighter have failed. At 0800, the firefighter still has not reported for duty. What should be your immediate action?
- A. Notify the Deputy District Chief
 - B. Hold over a firefighter of equal rank and secure an I.R. Number
 - C. Secure an I.R. Number and notify the District
 - D. Request a wellbeing check on the firefighter

Battalion 33 – Tuesday, October 16 (2/A)

| | | | | |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|
| E 130 Capt. Cooke | E 141 R/Lt. George T 92 Lt. Sussor | E 155 Capt. Palmer T 86 Lt. Buck | E 153 Lt. Hunter Sq 19 R/Lt. Benton | E 144 Lt. Nasby Amb 107 |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|

Use the Emergency Response Guide provided to answer Questions 92 – 94.

92. After 0800 roll call, you are dispatched to respond to a Level I Haz-Mat call for a product leaking from a truck. There is no other reference information about the truck available at this time. According to the *Emergency Response Guide*, which guide information would you use until additional information becomes available?
- A. Guide 111
 - B. Guide 114
 - C. Guide 123
 - D. Guide 127
93. Upon arrival at the Level I Haz-Mat scene, you review the shipping documents about the cargo in the truck and use the *Emergency Response Guide* to determine what actions to employ to mitigate the incident. You notice the acronym “n.o.s.” following the product name. What does this acronym stand for?
- A. No overnight storage
 - B. No other substance
 - C. Noxious on spill
 - D. Not otherwise specified
94. You are returning to quarters to finish your manpower scheduling when you are dispatched to a multi-vehicle accident located on the Interstate. You discover that a tanker truck involved in the accident is on fire. The placard on the truck is not fully visible, but the background of the placard is orange and only a number 6 can be seen in the upper quadrant. You refer to the *Emergency Response Guide*. What is the recommended initial isolation distance?
- A. 400 meters (1/4 mile)
 - B. 500 meters (1/3 mile)
 - C. 800 meters (1/2 mile)
 - D. 1600 meters (1 mile)

Battalion 33 – Tuesday, October 16 (2/A)

| | | | | |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|
| E 130 Capt. Cooke | E 141 R/Lt. George T 92 Lt. Sussor | E 155 Capt. Palmer T 86 Lt. Buck | E 153 Lt. Hunter Sq 19 R/Lt. Benton | E 144 Lt. Nasby Amb 107 |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|

Later in the day at District Headquarters, you are given the following information about the manpower for the next work day:

- AMB 107 will be manned by Firefighter/EMTs Keats and Rhodes.
- Variances will be in effect for E 141 and T 86.
- Firefighter Werner will be Acting Lieutenant for E 130.
- Firefighter/Paramedic Doyle is will be detailed to Battalion 29 at E 200.
- Firefighter Settle will be detailed to Squad 19.

Use the information above and the separate “Manpower Sheet” provided to answer Questions 95 – 97.

95. At this time, what is the manpower over, under, or even for Battalion 33 on Friday, October 19?
- A. +2
 - B. +1
 - C. Even
 - D. - 1
96. Using the supplied manpower work sheet, from which company would T 92 receive a detail?
- A. E 130
 - B. E 141
 - C. E 144
 - D. E 155
97. Prior to leaving District Headquarters, you are directed to detail one Firefighter/Paramedic to Battalion 35 at E 204 for the next work day. Checking manpower for details within Battalion 33, excluding Squad personnel, from what company will the FF/PM be detailed?
- A. E 155
 - B. E 153
 - C. E 141
 - D. T 86

Battalion 33 – Tuesday, October 16 (2/A)

| | | | | |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|
| E 130 Capt. Cooke | E 141 R/Lt. George T 92 Lt. Sussor | E 155 Capt. Palmer T 86 Lt. Buck | E 153 Lt. Hunter Sq 19 R/Lt. Benton | E 144 Lt. Nasby Amb 107 |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|

At 0302 hours, you are dispatched to an accident involving a train and tractor trailer at a railroad crossing. The temperature outside is 52° F, and the winds are out of the Southwest at 8 mph.

Upon arrival, you discover the tractor portion of the truck is wedged underneath one of the rail cars of the train. The collision has caused the truck's saddle tanks to rupture and ignite, and the entire cab is engulfed in fire. The flames are impinging on the rail car. There is a noticeable whistling sound emitting from the rail car. You notice a red placard on the rear of the rail car with the number 3 in the lower quadrant and a UN number of 1251 in the center of the placard.

You are unable to determine if the trailer portion of the truck is leaking due to the burning saddle tank. The placard located on the side of the trailer has a half white, half black background with the number 8 in the lower quadrant. The UN number in the center is 1250.

Use the information above and the Emergency Response Guide provided to answer Questions 98 – 100.

98. What would be the highest potential hazard regarding the rail car?
- A. Highly flammable
 - B. Toxic
 - C. Explosive
 - D. Corrosive
99. What is the initial isolation distance in all directions from the rail car?
- A. 250 meters (800 feet)
 - B. 400 meters (1/4 mile)
 - C. 500 meters (1/3 mile)
 - D. 800 meters (1/2 mile)

Battalion 33 – Tuesday, October 16 (2/A)

| | | | | |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|
| E 130 Capt. Cooke | E 141 R/Lt. George T 92 Lt. Sussor | E 155 Capt. Palmer T 86 Lt. Buck | E 153 Lt. Hunter Sq 19 R/Lt. Benton | E 144 Lt. Nasby Amb 107 |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|

100. What direction should you give responding companies regarding actions to take to mitigate the rail car?
- A. Withdraw unit immediately and use unmanned multi-versals or deck guns
 - B. Position apparatus uphill/upwind and use AFFF application to extinguish fuel fire
 - C. Position apparatus uphill/upwind and use smooth bore master streams to cool the rail car
 - D. Position apparatus uphill/upwind and use dry chemical extinguishers to extinguish fuel fire

After the fire has been quickly extinguished, you discover a significant leak coming from an unknown area of the tanker. The product is travelling down an embankment towards the river. You do not know how long the product has been leaking or how much has escaped.

Use the additional information above and the Emergency Response Guide provided to answer questions 101 – 103.

101. Based on the updated information, what change to the initial isolation distance would you make to protect persons downwind?
- A. Increase by 60 meters (200 feet)
 - B. Increase by .6 kilometers (0.4 miles)
 - C. Increase by 1.2 kilometers (0.8 miles)
 - D. Increase by 2 kilometers (1.3 miles)
102. What toxic gas is produced when the product is mixed with water?
- A. Hydrogen Sulphide
 - B. Sulphur Dioxide
 - C. Hydrogen Cyanide
 - D. Hydrogen Chloride

Battalion 33 – Tuesday, October 16 (2/A)

| | | | | |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|
| E 130 Capt. Cooke | E 141 R/Lt. George T 92 Lt. Sussor | E 155 Capt. Palmer T 86 Lt. Buck | E 153 Lt. Hunter Sq 19 R/Lt. Benton | E 144 Lt. Nasby Amb 107 |
|-------------------|---------------------------------------|-------------------------------------|--|----------------------------|

103. What method should be used to reduce vapors created if the product is mixed with water?
- A. Carbon dioxide (CO₂)
 - B. AFFF alcohol resistant medium expansion foam
 - C. Water fog
 - D. Purple K dry chemical

End of Section 3
Continue on to Section 4

Section 4
Short Answer Questions

Record your responses for the following eight short answer questions in the spaces provided on the separate answer sheets. Be sure you write your answers to each question under the correct number that matches the question number below.

1. List **five (5)** valuable purposes for conducting overhaul at a fire scene.
2. List **four (4)** indicators that will help an Incident Commander identify a fire which is located in a basement.
3. When confronted with a fire in an abandoned or vacant structure, list **eight (8)** size up considerations to take into account in determining whether an interior or exterior attack should be employed.
4. List **four (4)** conditions under which companies shall **not** perform in-service inspections.
5. The officer of Truck 95 discovers that their K1400 saw is missing when the company returns to their apparatus after working at a fire. A neighbor tells the officer that she saw a man going through the truck compartments while they were working the fire. List **four (4)** of the investigating Battalion Chief's responsibilities in this situation.
6. As the Battalion Chief, you are witnessing a company officer conduct the 0800 roll call. List **four (4)** tasks that need to be covered during this roll call to ensure a smooth and safe transition for the day.
7. List **twelve (12)** **different** possible indications of arson or arson intent (excluding materials and equipment) that may be found when inspecting a fire scene for evidence of fire cause during overhaul.
8. Assuming no companies have been assigned, list the **seven (7)** types of companies **and** the number of each that will be dispatched by the OEMC to an EMS Plan I.

End of Booklet B

***You may continue checking your work in all sections of the
Written Exam until time is called. When you are finished,
notify the proctor to collect your materials.***

**Chicago Fire Department
2012 Battalion Chief Written Examination**

Answer Sheets for Section 4: Short Answer Questions

Question 1

1 ➤

2 ➤

3 ➤

4 ➤

5 ➤

Question 2

1 ➤

2 ➤

3 ➤

4 ➤

Question 3

1 ➤

2 ➤

3 ➤

4 ➤

5 ➤

6 ➤

7 ➤

8 ➤

Question 4

1 ➤

2 ➤

3 ➤

4 ➤

Question 5

1 ➤

2 ➤

3 ➤

4 ➤

Question 6

1 ➤

2 ➤

3 ➤

4 ➤

Question 7

1 ➤

2 ➤

3 ➤

4 ➤

5 ➤

6 ➤

7 ➤

8 ➤

9 ➤

10 ➤

11 ➤

12 ➤

Question 8

| <u>Type of Company</u> | <u>Number Dispatched</u> |
|------------------------|--------------------------|
| 1 ➤ | ➤ |
| 2 ➤ | ➤ |
| 3 ➤ | ➤ |
| 4 ➤ | ➤ |
| 5 ➤ | ➤ |
| 6 ➤ | ➤ |
| 7 ➤ | ➤ |

**Chicago Fire Department
2012 Battalion Chief Written Examination**

Answer Key for Multiple-Choice Questions (Sections 1, 2 & 3)

| Section 1 | | | |
|------------------|----------------|------------|----------------------|
| Question # | Correct Answer | Question # | Correct Answer |
| 1 | D | 23 | A |
| 2 | A | 24 | C |
| 3 | A | 25 | D |
| 4 | C | 26 | C |
| 5 | B | 27 | B |
| 6 | C | 28 | Double Keyed - C & B |
| 7 | A | 29 | C |
| 8 | B | 30 | C |
| 9 | D | 31 | C |
| 10 | D | 32 | A |
| 11 | C | 33 | B |
| 12 | C | 34 | D |
| 13 | B | 35 | A |
| 14 | B | 36 | D |
| 15 | C | 37 | D |
| 16 | A | 38 | B |
| 17 | D | 39 | C |
| 18 | B | 40 | C |
| 19 | B | 41 | B |
| 20 | C | 42 | D |
| 21 | D | 43 | C |
| 22 | C | 44 | D |

Section 2

| Question # | Correct Answer | Question # | Correct Answer |
|------------|----------------|------------|----------------|
| 45 | C | 67 | B |
| 46 | B | 68 | B |
| 47 | A | 69 | B |
| 48 | A | 70 | B |
| 49 | D | 71 | A |
| 50 | C | 72 | B |
| 51 | C | 73 | C |
| 52 | C | 74 | C |
| 53 | C | 75 | B |
| 54 | B | 76 | B |
| 55 | B | 77 | A |
| 56 | B | 78 | D |
| 57 | C | 79 | A |
| 58 | B | 80 | C |
| 59 | D | 81 | C |
| 60 | B | 82 | A |
| 61 | B | 83 | B |
| 62 | B | 84 | D |
| 63 | C | 85 | D |
| 64 | B | 86 | B |
| 65 | D | 87 | C |
| 66 | C | 88 | B |

Section 3

| Question # | Correct Answer |
|------------|--|
| 89 | B |
| 90 | A |
| 91 | A – however, all given credit because reference for answer source was not included on Recommended Reading List |
| 92 | A |
| 93 | D |
| 94 | C |
| 95 | B |
| 96 | B |
| 97 | D |
| 98 | B |
| 99 | D |
| 100 | A |
| 101 | C |
| 102 | D |
| 103 | B |

**Chicago Fire Department
2012 Battalion Chief Written Examination**

Answer Key for Short Answer Questions (Section 4)

1. List **five (5)** valuable purposes for conducting overhaul at a fire scene.
Any 5 of the following 8 options (1/2 point each = 2.5)

| | |
|-----------|--|
| 1. | <p>Locate hidden fires</p> <p>Check all avenues of fire spread; remove casings around windows and doors to check for fire spread; use senses of sight, hearing, smelling, and touch to locate fire;)</p> <ul style="list-style-type: none"> •Check for fire extension •Prevent fire spread •Extinguish the fire •Fire in plumbing walls •Opening ceiling, wall, and pipe chases |
| 2. | <p>Prevent rekindle</p> <ul style="list-style-type: none"> •Wash down hot sports |
| 3. | <p>Determine cause and origin of fire</p> <ul style="list-style-type: none"> •Detect arson •Reason for fire |
| 4. | <p>Prevent unnecessary damage</p> <ul style="list-style-type: none"> •Salvage property •Less fire (or smoke or water) damage •Remove smoldering contents |
| 5. | <p>Restore the premises</p> <p>(Makes building, contents, and area safe; covers openings; restores sprinkler or standpipe system; deodorizes; releases premises)</p> <ul style="list-style-type: none"> •Prevent hazardous conditions •Reduce chance of injury •Remove weight from floors •Use of mechanical ventilation to speed removal of heat, smoke and toxic gases |
| 6. | <p>Improve public relations</p> |
| 7. | <p>Preserve evidence of arson</p> <ul style="list-style-type: none"> •Assist OFI •Check for evidence |
| 8. | <p>Determine condition of building</p> <ul style="list-style-type: none"> •Determine amount of damage •Determine weight on floors |

2. List **four (4)** indicators that will help an Incident Commander identify a fire which is located in a basement.

Any 4 of the following 7 options (1/2 point each = 2)

| | |
|----|---|
| 1. | Heavy smoke coming from the <u>chimney</u> |
| 2. | Smoke coming from cracks in the foundation, mortar joints, basement windows and/or <u>basement</u> exterior entrances <ul style="list-style-type: none"> •Darkened windows in basement •Fire visible in the basement •Smoke coming out of dryer vent (<i>assuming in basement</i>) |
| 3. | Smoke/fire in the <u>attic</u> [of a balloon frame constructed building] <ul style="list-style-type: none"> •Fire in the attic •Smoke from eaves and gutter line |
| 4. | Discoloration/melting of vinyl siding near the foundation traveling up the exterior walls |
| 5. | Smoke or fire emitting from the <u>baseboard trim</u> and <u>heat vents</u> [on the first floor] |
| 6. | <u>Smoke</u> fills the first floor <u>doorway</u> <ul style="list-style-type: none"> •Smoke from threshold |
| 7. | The <u>presence of heat and smoke</u> at the first floor level with the <u>absence of visible fire</u> |
| 8. | Occupant information (i.e., you are told the fire is in the basement) |

3. When confronted with a fire in an abandoned or vacant structure, list **eight (8)** size up considerations to take into account in determining whether an interior or exterior attack should be employed.

Any 8 of the following 12 options (1/4 point each = 2)

| | |
|----|---|
| 1. | <p>Any indication of presence of <u>life</u> in the building</p> <ul style="list-style-type: none"> •Possible occupants •Squatters |
| 2. | <p>Location and extent of the fire</p> <ul style="list-style-type: none"> •Color of smoke •Amount of smoke; Heavy/light smoke •Volume of fire •Contents vs. structure fire •More than 2 floors involved •Communication of fire |
| 3. | <p>Exposure problems</p> <ul style="list-style-type: none"> •Protect neighboring buildings |
| 4. | <p>Construction, size, and shape of the building</p> <ul style="list-style-type: none"> •Frame •Ordinary (Brick) •Heavy Timber (Mill) •Non-Combustible •Fire Resistant •Signs of vandalism (<i>shape</i>) |
| 5. | <p>Previous occupancy</p> <ul style="list-style-type: none"> •What was the building used for? |
| 6. | <p>Length of time the building has been vacant or abandoned</p> |
| 7. | <p><u>Lightweight</u> construction hazards</p> |

| | |
|-----|---|
| 8. | Severity of <u>previous fire</u> in the building; structural damage and openings in floors, walls, and roof (stairs burned away) |
| 9. | <u>Structural stability</u> of the building (stairs missing, bowing or bulging of the walls, out of line window frames, cracked lintels, missing or loose bricks, sagging floors) <ul style="list-style-type: none"> • Building condition • Imminent collapse • Sagging roof • Plaster falling from walls |
| 10. | Abandoned materials or accumulated rubbish in building (special attention must be given to any porous materials that may have absorbed large amounts of water from previous fires or exposure to the weather) <ul style="list-style-type: none"> • Overloading, signs of heavy loads • Lots of debris • Amount of water accumulated |
| 11. | Exterior openings may be sealed with plywood, VPS systems, or cinder block delaying or possibly making access and ventilation difficult <ul style="list-style-type: none"> • Is building secure? • Will there be forcible entry delays? |
| 12. | Fire can burn for considerable <u>time</u> and be extensive before being detected. <ul style="list-style-type: none"> • How long has the fire been burning? • Reflex time from start to CFD arrival • Past the incipient stage • What stage is the fire? |
| 13. | Safety issues or assessment of risk <ul style="list-style-type: none"> • Safety of firefighters • Risk vs. reward/gain |
| 14. | Previous knowledge about the building <ul style="list-style-type: none"> • Pre-fire knowledge of the structure • TOCs • Target hazards |

4. List **four (4)** conditions under which companies shall **not** perform in-service inspections.
Any 4 of the following 7 options (1/2 point each = 2)

| | |
|----|---|
| 1. | During inclement weather <ul style="list-style-type: none">•Winds, rain, snow |
| 2. | When the temperature is below 20 degrees |
| 3. | When so ordered by the fire alarm office <ul style="list-style-type: none">•When ordered by OEMC |
| 4. | During Fire Prevention Week |
| 5. | On Saturdays, Sundays, and holidays <ul style="list-style-type: none">•Weekends•Any one of the above |
| 6. | When no inspection work is available in quarters <ul style="list-style-type: none">•Non-available•No work•When none to be done•No TOC's available |
| 7. | When so <u>ordered</u> by a superior officer <ul style="list-style-type: none">•Ordered to attend scheduled training; assigned to Academy training |

5. The officer of Truck 95 discovers that their K1400 saw is missing when the company returns to their apparatus after working at a fire. A neighbor tells the officer that she saw a man going through the truck compartments while they were working the fire. List **four (4)** of the investigating Battalion Chief's responsibilities in this situation.

Any 4 of the following 6 options (1/2 point each = 2)

| | |
|----|---|
| 1. | <p>Complete a <u>Form 2</u> stating the facts pertaining to the lost or stolen equipment (<u>chief officer's investigation</u>).</p> <ul style="list-style-type: none"> •Form 2 (or "Submit" Form 2) •Conduct investigation •Interview witnesses •Gain information from FFs and civilians |
| 2. | <p>Ensure that proper notifications have been made for the <u>replacement of said equipment</u>.</p> <ul style="list-style-type: none"> •Notify shops •Submit W.O.F. (Work Order Form?) •Get Work Order Number |
| 3. | <p>Submit through channels the chief officer's investigation (Form 2), the CFD 11.203 Lost or Stolen Equipment Report, and the CPD 11.408 or 11.380.</p> <ul style="list-style-type: none"> •Turn in all the paperwork •Ensure completion of... (one or more of the CFD 11.203 and/or CPD 11.408/11/380) •Get R.D. # (<i>would be documented on CFD 11.203</i>) |
| 4. | <p>Have an I.R. drawn out if negligence is determined.</p> <ul style="list-style-type: none"> •Determine if negligence is found on the officer |
| 5. | <p>Enter same in <u>chief officer's journal</u>.</p> <ul style="list-style-type: none"> •Enter information in the journal |
| 6. | <p>Review file completeness and forward a copy of file to the Division of Apparatus Maintenance, Repair and Supply; if disciplinary action was initiated, a copy shall be sent to I.A.D.</p> |

6. As the Battalion Chief, you are witnessing a company officer conduct the 0800 roll call. List **four (4)** tasks that need to be covered during this roll call to ensure a smooth and safe transition for the day.

Any 4 of the following 5 options (1/2 point each = 2)

| | |
|----|--|
| 1. | <p>Review assignments with members. (Confirms assignments previously given and allows everyone present to know who will be doing what.)</p> <ul style="list-style-type: none"> •What apparatus assigned to for the day •Activities FFs will be responsible for at a fire |
| 2. | <p>Conduct 0800 SCBA inspection. (Rotate members to lead the drill in order to build confidence in each member and improve their skill level.)</p> <ul style="list-style-type: none"> •Mask drill •Witness SCBA drill |
| 3. | <p>Discuss tactics. (Weather conditions as a factor; critique of past incident, etc.)</p> |
| 4. | <p>Discuss pertinent information with the crew. (Department communications, events of past shifts, new or defective equipment, etc.)</p> <ul style="list-style-type: none"> •Review orders or directives issues since last work day •Previous runs |
| 5. | <p>Inform everyone of the schedule for the day. (House and apparatus work, in-service inspections, drill, inventory, etc.) (A good policy is to have the firefighter who returns from Daley day, detail, or furlough perform the daily inspection.)</p> <ul style="list-style-type: none"> •Any training or drills scheduled for the day •Inspections to be completed |
| 6. | <p>Check fitness for duty</p> |
| 7. | <p>Check proper uniform and grooming standards</p> |
| 8. | <p>Ensure proper relief of personnel</p> <ul style="list-style-type: none"> •Ensure proper manning |

7. List **twelve (12) different** possible indications of arson or arson intent (excluding materials and equipment) that may be found when inspecting a fire scene for evidence of fire cause during overhaul.

Any 12 of the following 45 options (¼ point each = 3)

Motive

1. Fires destroying obsolete, unsalable, or unusable contents
2. Fires on property listed for sale or during renovations (foreclosure, vacant)
3. Fires to cover up other crimes, such as murder, theft, or burglary
4. Previous fires at same location; previous fire calls to same location

People at the Scene

5. Tracks, footprints, and fingerprints
6. Suspicious persons at fire scene
7. Person seen fleeing scene
8. Persons taking photos or doing other specific activities at the scene
9. Same people seen at different fire runs
10. Signs of forced entry (Doors opened on arrival; NOT unlocked)
11. Ongoing people-related problems at location (e.g., squatters; disgruntled tenant living in bldg.; domestic violence)

Suspicious or Missing Items at Scene

12. Damaged or pre-burned contents
13. Odors (unusual smells, smell of accelerants)
14. Containers used for flammable liquids (gas cans)
15. Residues of wax or paraffin
16. Notes or letters left on scene
17. Missing items that typically would be there (e.g., stock, pictures on walls, valuables, furniture, or personal items)
18. Absence of pets
19. Remnants of incendiary devices (e.g., IED, timers, fuses, Molotov cocktail)

Interference with CFD Response

20. Rearrangement of furniture used to block means of entry (doors or windows blocked, exit/entrance barricaded)
21. Other means to hinder firefighting response (traps set to stop FFs, stairs lit on fire, street access blocked)
22. Multiple calls to slow down response; dispatched to false alarm first; multiple runs at same time
23. Tampering with fire hydrants; water supply tampering

Condition of Building or Fixtures

24. Presence of suspicious locations of electrical appliances
25. Prior to fire:
 - a. Evidence of damaged fuel lines
 - b. Evidence of damaged electrical wiring (fuse box)
26. Open gas jets (tampering with gas appliances, lines left open)
27. Inoperative sprinklers and fire doors (vandalized alarms)
28. Condition of heating equipment
29. Holes made in walls and floors before fire (to increase fire speed/spread or prevent rapid extinguishment)
30. Other changes or altering bldg or room (removal of structural members to weaken bldg)
31. Items out of place throughout the structure

Unusual Fire Location or Behavior

32. Multiple origins or uncommunicated fires (where fire started)
33. Multiple fires (fire on multiple floors)
34. Fire peculiarities:
 - a. Peculiar locations (e.g., center of building, exterior porch)
 - b. Peculiar conditions (e.g., unnatural fire spread, speed of fire spread; trailers between fires, such as lines of gas, paper, rags, etc.)
35. Closet fires
36. Water heater fires

Burn Characteristics

37. Area of most severe burning (intensity of fire; depth of burn; heavy damage in one area; how much fire damage)
38. Fire damage to floor and ceiling areas
39. Undue wood charring
40. Uneven wood burning
41. Holes burned in floors possibly by accelerants
42. Underside of contents and structural elements
43. Unusual burn pattern, such as "V" burn pattern (alligator burn pattern; low burn pattern; inconsistent burn pattern)

Direct Confirmation

44. Witness statements; confession
45. Police information

8. Assuming no companies have been assigned, list the **seven (7)** types of companies **and** the number of each that will be dispatched by the OEMC to an EMS Plan I.

All 14 of the following 14 options (1/4 point each = 3.5)

| <u>Type of Company</u> | | <u>Number Dispatched</u> | |
|------------------------|--|--------------------------|---|
| 1a. | ALS Ambulance | 1b. | 5 |
| 2a. | BLS Ambulance | 2b. | 1 |
| 3a. | Field Chief (or Field Officer) | 3b. | 1 |
| 4a. | Battalion Chief | 4b. | 1 |
| 5a. | Assistant Deputy Chief Paramedic (ADCP) | 5b. | 1 |
| 6a. | Engine Company (if not already assigned) | 6b. | 1 |
| 7a. | Truck Company (if not already assigned) | 7b. | 1 |