



# Information Checklist

For use by **Training Officer and Recruit Applicant**

**Fire Department Contact Information**

Provide the Recruit with Information and Explanation of Procedures related to contacting the Fire Department in the event of equipment issues and personnel matters. Provide Information for the purpose cleaning and maintaining Department issued Structural Firefighting Protective Clothing.

**Fire Department EAP/Peer Support Contact Information**

Provide the Recruit with Information and Explanation of Procedures related to the Fire Department's Employee Assistance Program and FD Peer Support Group/Team.

## Documentation Checklist

For use by **Training Officer and Recruit Applicant**

The following documents are required to be completed by the Recruit Applicant.

These documents will be collected **on the First Day** of the Recruit Firefighter Program.

**Required Application Documents** (These documents will be collected on the first day):

The Prepared/Completed Recruit Application – Section 2 documents for collection:

- PAGE 1 – Recruit Personal Information Form
- PAGE 2 – Recruit Medical Information Form
- PAGE 3 – Allergies
- PAGE 4 – Emergency Contact Information
- PAGE 5 – Authorization for Release of Performance Information Form
- PAGE 5 – Authorization for Release of Contact Information Form (*Self-Pays Only*)
- PAGE 6– Emergency Medical Training
- PAGE 7 – Fire Academy and Fire Department Mission Statements
- PAGE 9 thru 12 – Physical Activity Readiness Questionnaire PAR-Q
- PAGE 13 – Medical Demographic Cards
- Completed - Self-Administered Physical Fitness Test  
*Recruits **MUST** perform the Physical Fitness Test and complete the document prior to the first day*

**Copies of Documents** (These copies will be collected on the first day):

- Copy of CPAT (Candidate Physical Ability Test) Certification
- Copy of EMS training Certification/License (EMR/EMT/EMT/P)
- Copy of CPR/AED Certification
- Copy of Fit Testing Information (if available)
- FD Requests Recruit to be Fit Tested by CFA staff**

**DO NOT Fax, Email or Mail the completed Recruit Applicant Information Packet, the required copies of documents and the completed Self-Administered Physical Fitness Test.**

Copy this checklist for each recruit and complete required documentation and procure equipment prior to start of class. Copies of documentation maybe found by going to the CFA website ([www.ct.gov/cfpc](http://www.ct.gov/cfpc)) / Training & Education / Recruit Application Package



# Recruit Equipment & Supply Checklist

For use by **Training Officer and Recruit Applicant**

**Provided by Fire Department** and required by the Recruit:

The following equipment is to be provided by the sponsoring fire department and brought by the recruit on the first day of the Recruit Firefighter Program.

### Personal Protective Equipment:

#### **Structural Firefighting Protective Clothing:**

Structural Firefighting Protective Clothing must be NFPA-1971 Compliant.

SFFPC must be compliant to NFPA 1851 prior to conducting Live Fire Training.

Used PPE is recommended; Outer Shell, Vapor and Thermal Barriers must not be compromised.

**Turnout Coat**

**Hood**

**Turnout Pants**

**Gloves (2 Pair)**

**Turnout Boots**

Gloves must match the Coat Cuff design;

Gauntlet Glove or Wristlet Glove

**Helmet**

The recruit should be advised to contact a Fire Department representative immediately when PPE is damaged or missing.

**Self-Contained Breathing Apparatus with Cylinder**

SCBA must be ANSI and NFPA Compliant SCBA. Air Cylinders must have current hydrostatic testing.

All SCBA and SCBA Cylinders should be clearly marked with the Fire Departments Name.

**Spare Self-Contained Breathing Apparatus Batteries**

The Connecticut Fire Academy no long can provide batteries and faculty to replace batteries in the Recruit's SCBA. Please provide training and/or direction to replace batteries as necessary.

**2 Spare SCBA Air Cylinders** (1 Spare Cylinder required by Fire Departments sending more than 2 Recruits)

**Department Note:** The CFA recommends the purchase of cylinder protective sleeves to reduce wear on SCBA equipment. One company we know of is: 3-dpolymers, 13026 South Normandie Avenue, Gardena, California 90249 Tel: 310-324-7694 Web: <http://www.3-dpolymers.com/protective-sleeves/>

**Fire Department Contact Information – Equipment Repair or Procurement**

If a specific person(s) should be contacted for the purpose of procuring replacement equipment and repair. Please provide the Recruit that information, Recruit's will generally return equipment damaged or in need of repair during evenings or weekends.

**Instruction for Cleaning Structural Firefighting Protective Clothing**

Cleaning of Structural Firefighting Protective Clothing is imperative to the Health and Welfare of the Recruit. Please provide direction to the location and procedure to be used by Recruit during the Program in regards to the Cleaning and Maintenance of the Structural Firefighting Protective Clothing issued to them.

### Personal Safety Equipment:

### Academics:

**Safety Glasses** (preferred with Protective Case)

**4 Pencils**    **2 Black Pens**

**Work Gloves**

**2 Highlighters** (2 colors recommended)

**22'- 1" Tubular Webbing**  
(NFPA 1983 Compliant)

**3 Holed Punched Lined Paper**

**1 – Roll of Duct Tape**  
(Used to protect the Toes of PPE Boots)

**1 (one) - 2" White Binders** (Required)

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# Recruit Equipment & Supply Checklist

(Continued)

For use by **Recruit Applicant**

## Personal Items provided by the Recruit:

The following items are to be brought by the recruit on the first day of the Recruit Program.

### Physical Fitness Clothing and Items:

- Running/Exercise Shoes**
- Gray Gym Shorts** (Additional /Optional)
- Gray Sweat Pants** (Additional /Optional)
- Navy Blue/Black Winter Knit Cap** (Additional /Optional)
- Personal Yoga Mat – Blue** (72”x 24”x3/16-1/2” thick) (used for Physical Fitness and Recovery)

### Personal Items:

- Knee Pads** (optional)
- 4 Pairs of High/Knee Socks** (Worn to prevent chaffing of shins from Bunker Boots) (optional)
- Personal Hygiene Items**

#### ***Example of items required:***

- Toothbrush w/toothpaste
- Saving Kit: Electric Razor or Safety Razor w/shaving cream
- Soap in a **Plastic Soap Dish**
- Shampoo
- Q-Tips
- Chap stick
- Deodorant
- Comb or brush
- Female Hygiene items (if required)
- Bedding for Single Mattress Bed** (Fitted Sheet and Top Sheet - **NO SLEEPING BAGS**)
- Blanket**
- Pillow**
- Pillow Case**
- Personal Bath Towel and Facecloth** (optional)
- Padlock for Gear Locker**
- Laundry Bag**
- 3 – Personal Face Cloth Mask** (3-layer minimum)

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