



## 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**

### **FIRST DAY OF THE PROGRAM**

The following documents are required to be completed and **brought in** by the recruit **on the first day** of the Recruit Firefighter Program.

**Required Documents:**

Prepared 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  
Authorization for Release of Contact Information Form
- 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 (Must complete both Cards)
- Completed - Self-Administered Physical Fitness Test  
*Recruit **MUST** perform the Physical Fitness Test prior to the first day*

Copies of Documents

- 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**

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)**

Gloves must match the Coat Cuff design;

Gauntlet Glove or Wristlet Glove

**Turnout Boots**

**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:

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

**Work Gloves**

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

## Academics:

**6 Pencils**     **2 Black Pens**

**2 Highlighters**

**3 Holed Punched Lined Paper**

**3" White Binder** (Recommended)

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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:

- Running/Exercise Shoes**
- Personal Bath Towel** (used for Pool Physical Fitness)
- Personal Bathing Suit** (Boxer Type and One-Piece Suits ONLY)
- Gray Gym Shorts** (Additional /Optional)
- Gray Sweat Pants** (Additional /Optional)

### 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  
Shaving 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**

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For use by Recruit Applicant

**First Day of Class – Reporting Procedure**

**Start Time:** 08:00, *Students should plan on arriving early*

**Reporting In:** Students report to the Cafeteria for Sign in.  
If you enter from the rear parking lot, follow the sidewalk to a glass door in a breezeway between the two major structures. Take a left up the ramp, Cafeteria is on the Left.

**Student Parking:** Students Vehicles will be parked behind the Administration Building in the designated area, furthest from the building to allow more space for daily traffic parking.

Traffic Cones with signage will be displayed for First Day arrivals to assist with directions for parking.

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- PAGE 6 thru 9 – Physical Activity Readiness Questionnaire PAR-Q
- PAGE 10 – Authorization for Release of Performance Information Form
- PAGE 10 – Authorization for Release of Contact Information Form (*Self-Pays Only*)
- PAGE 11– Emergency Medical Training
- PAGE 12 – Fire Academy and Fire Department Mission Statements
- Completed - Self-Administered Physical Fitness Test

Copies of Documents

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