

**City of Orlando—Orlando Fire Department:
2019 Preparation Guide
for the
Firefighter Civil Service Exam
and
Firefighter Skills Test**

The City of Orlando Fire Department's Firefighter selection process includes the following examinations:

- Civil Service Exam
- Firefighter Skills Test

Those candidates who pass the Civil Service Exam and Firefighter Skills Test will be eligible to proceed in the selection process and could be asked to undergo additional screening to consist of an interview, polygraph exams, psychological exam, medical exam and a background check.

The purpose of this guide is to provide prospective individuals with information and direction in preparing for the Civil Service Exam and Firefighter Skills Test.

Civil Service Exam

IMPORTANT NOTE: Not all applicants will be invited to participate in a Civil Service Exam. Candidates who are invited to the exams will be contacted via email in August 2019 with additional information concerning the exam administration. If you are not invited to the exams administered in August 2019 you may be invited to attend a future Civil Service Exam over the course of the next few months, if it is determined additional testing is necessary.

The Civil Service Exam will consist of the 2018 version of FireTEAM created by Ergometrics. FireTEAM is an exam developed by the vendor Ergometrics and consists of four test sections which include:

- Video Based Human Relations Test
- Mechanical Reasoning Test
- Math Test
- Reading Test

Exam administration time will last approximately three hours.

Ergometrics offers a practice test for a fee. The practice test is completely optional. If you are interested in the practice test please visit the link listed below. The practice test lasts between 30-45 minutes and will give you examples for each portion of the testing process. When visiting the site, please make sure to review the Frequently Asked Questions for details of cost, system requirements and technical support.

<https://ErgoPracticeTests.com>

Firefighter Skills Test

The Firefighter Skills Test (FFST) is a firefighter practical examination that is conducted internally by Orlando Fire Department and Human Resources personnel. It is designed to evaluate the applicant's ability to perform important and physically challenging firefighter job tasks. Your performance on the test will be judged using criteria similar to those used by the Florida Emergency Medical Training Standards and the Bureau of Fire Standards and Training. Therefore, you must be able to perform the tasks with technical accuracy as well as have the physical ability to perform successfully. The FFST consists of four (4) different skill stations:

1. Patient Assessment
2. Search and Rescue
3. Ladder & Equipment Relay
4. Hose Advance & Fire Streams

Each candidate will be outfitted with a loaner set of Bunker gear. An overview of the use & operation of the Self-Contained Breathing Apparatus (SCBA) will also be provided in this pre-examination briefing. A candidate may bring and use his/her own set of gear to the exam, but it will be inspected for safety and compliance before it will be approved for use.

Items worn during the FFST

	<u>Weight</u>
NFPA-compliant Bunker Gear: helmet, coat and pants each with liner, hood, leather gloves, boots	25 lbs.
Self-Contained Breathing Apparatus (SCBA)	28 lbs.

Items Handled During the Exam

Rescue manikin	125 lbs.*
24 ft. extension ladder	74 lbs.
High rise pack	67 lbs.
100 ft. section of 1 3/4" hose (charged)	200 lbs.*

* Applicants will be dragging, not lifting, the manikin and the charged hose. The weight of the charged hose is estimated.

Many candidates currently participate in routine traditional exercise programs, which contribute to healthy living; however, such workouts do not necessarily address the performance needs of firefighting. The following information has been created to identify some routine physical exercises which could help to prepare candidates to successfully complete the physical skills assessment. The recommendations made are general and require minimal resources. The guide is not a prescribed workout plan. It is intended for consideration by individuals of varying base levels of fitness.

This Physical Preparation guide does not address the knowledge necessary to successfully complete portions of the Firefighter Skills Test, nor does it represent the only methodology to gain or refine the skills needed to successfully complete the Firefighter Skills Test. In addition, the City of Orlando retains the right to modify the test at any time.

Station #1 – Patient Assessment

Station Overview:

This station is designed to test your ability to perform a patient assessment of a victim of an unknown condition and appropriately “treat” all problems discovered. The patient will be located at ground level and you will perform the assessment while kneeling. You must conduct your assessment as you would in the field based upon your current level of certification (EMT or paramedic). As you conduct your assessment and treatment, you should verbalize everything you are doing even as you are physically performing the task. Critical information not obtainable by visual or physical inspection will be given to you after you demonstrate how you

would normally gain that information. You will be able to assume that you have two additional EMTs working with you and that they are correctly carrying out any verbal orders or treatments you indicate.

Physical Preparation:

Although not as physically demanding as other portions of the examination, the patient assessment is conducted while wearing full protective gear and is the start of a series of subsequent events. The protective gear is cumbersome. To reduce fatigue, the use of proper body mechanics is necessary. Training should include total body stretches that increase range of motion and increase flexibility.

Some examples of static stretches which should be held at least for one minute each are:

- narrow and wide stance folds leaning forward from the hips,
- seated folds leaning forward from the hips,
- alternating lunges,
- overhead reaching, and
- alternating torso rotations.

Station #2 – Search & Rescue

Station Overview:

In this station, you will be directed to don a self-contained breathing apparatus using the over-the-head method or coat donning method. The total protective ensemble should be ready to enter a hostile environment when you indicate that you are finished with the donning.

Timing:

Each candidate will be given approximately two minutes to complete this portion.

Station Overview:

After donning the equipment, you will be directed to enter and search a simulated apartment fire. You will search the apartment using a right hand search. If you encounter a victim, you will remove the victim to a safe area using an approved method. This station should be performed at the pace you would use if you were actually performing as a firefighter during an apartment fire.

Timing:

Each candidate will be given a maximum of approximately nine minutes to complete this portion.

Physical Preparation:

This portion of the assessment will require flexibility, muscular endurance, and muscular strength. Emphasis should be placed on the lower back, legs, and hand grip.

Examples of exercises which could be conducted as interval circuits include:

- bear crawls,
- squat jumps, and
- farmer's walk (with relatively wide grips).

Station #3 – Ladder & Equipment Relay

Station Overview:

For the ladder portion, the candidate will lift and carry a 24' fire service ladder off of a fire apparatus using an approved shoulder carry. The candidate will go through a cone course consisting of a right and left hand turn, and will place the ladder for climbing between two marks indicated on the building. When the fly section is fully extended, the candidate will secure the fly section using a clove hitch with a safety and properly butt the ladder for climbing.

Timing:

Each candidate will be given a maximum of approximately five minutes to complete this portion. After the ladder has been checked by the assessor, the candidate will then lower the fly section and lay the ladder on the ground next to the building. One of the assessors will be the safety person giving you a countdown while lowering the ladder from the building.

Station Overview:

The next portion of this station will consist of the Equipment Relay. The candidate will lift and carry a 100' hose load of 1 ¾" fire hose to the third floor of the building. Each step must be used both going up and down the stairs. The candidate will place the hose load on the floor in the area indicated just inside of the door on the third floor. The candidate will then pick up the hose load and carry it down the stairs, using every step, and return the hose load to the starting location.

Timing:

Each candidate will be given a maximum of approximately three minutes to complete this portion.

Physical Preparation:

The ladder portion will require muscular endurance and muscular strength. Emphasis should be placed on upper body (shoulders and upper back), core (abdominals and lower back), and hand grip.

Examples of exercises which could be conducted as interval circuits include:

- weighted shoulder presses,
- planks, and
- pull-ups / bar hangs.

The equipment relay portion will require cardiovascular / cardio-respiratory endurance, muscular endurance, and muscular strength. Emphasis should be placed on lower body (legs) and hand grip.

Examples of exercises which could be conducted in intervals include:

- step-ups
- actual stair climbs while carrying weighted objects.

Station #4 – Hose Advance and Fire Streams

Station Overview:

The candidate will properly advance a 150' charged 1 ¾" attack line a distance of 100' to an area indicated as a painted mark using an approved method. The candidate will then use the fire stream, while maintaining nozzle control, to knock the cones off of the hoserolls – striking the center cone first, then the left cone second, and the right cone last.

Timing:

Each candidate will be given a maximum of approximately three minutes to complete this portion.

Physical Preparation:

This portion of the assessment will require muscular strength and power and agility. Emphasis should be placed on lower body explosiveness, core, and hand grip.

Examples of exercises which could be conducted as interval circuits include:

- sprints or long jumps,
- tire drags, and
- farmer's walks

Overall Physical Preparation Notes

In preparation for the Firefighter Skills Test, all candidates should be able to perform rigorous activity while wearing protective gear for the complete timeframe of the examination (approximately 30 minutes).

Dependent upon the base fitness and physical training experience level, it is recommended that candidates gradually increase training intensity (whether number of sets, number of repetitions, increased resistance, increased interval time) and timeframe while gradually reducing recovery periods until the maximum time allotted is achieved with minimal transitional time.

Mental state / individual level of determination, proper nutrition, hydration, and recovery are all valuable and necessary components of the training as well.

List of recommended exercises include:

- Narrow stance fold stretch
- Wide stance fold stretch
- Seated fold stretch
- Alternating lunge stretch
- Overhead reaching stretch
- Alternating torso rotation stretch
- Bear crawls
- Polymeric squat jumps
- Farmers' walks
- Weighted shoulder press
- Planks
- Pull-ups
- Bar hangs
- Step ups
- Stair climbs
- Sprints
- Long jumps
- Tire drags

PRE- AND POST FIREFIGHTER SKILLS TEST INFORMATION

Pre-Test Information

You will soon take the Firefighter Skills Test (FFST). If you have been sick, had a fever or the flu in the 10 days prior to the test, or if you are sick now, you should not go through this test. Please let us know if you think you are too sick to take the test. You should not take this test if you have taken cocaine, amphetamines or other legal or illegal drugs recently.

Taking the FFST may be hazardous to the health of someone in that category.

Medical Advisory

Candidates taking this test should be physically and medically fit. If you are not physically or medically fit or you have not trained for this test, you increase your risk of suffering medical complications during or after the test. Some medical conditions may increase your risk. Among these are:

Steroid Use	Lung Disease
Muscular Disorders	Liver Disease
High Blood Pressure	Kidney Disease
Use of medicine to control blood pressure	Diabetes Mellitus
Heart Disease	Sickle Cell Disease
Infections	Dehydration
Asthma	Gastro-Intestinal Disorders (diarrhea, peptic ulcers)
Seizure Disorders	Untreated Hypertension
Significantly overweight	Electrolyte Abnormalities
Alcoholism	History of heat stroke
Anemia	

Use of drugs (e.g., stimulants, cocaine, heroin, marijuana, or prescribed medications)

Regular use of over-the-counter medication (such as all aspirin and aspirin-containing products as well as the non-steroidal anti-inflammatory agents such as Advil, Nuprin, Haltran, Midol, and Trendar, to name a few)

The preceding listing of conditions is not intended to be a complete list of all the conditions which may place you at risk if you take this test.

Post-Test Information

After taking the test you are advised to take the following steps:

1. Drink plenty of water.
2. Completely avoid the consumption of alcoholic beverages for at least 24 hours.
3. Avoid the use of diuretics or any other medication that promotes dehydration for 24 hours.
4. Cocaine, heroin, amphetamines, ephedrine and related substances should be completely avoided.
5. Avoid strenuous exercise for 24 hours.

Although it is unlikely that any significant medical problems will develop, we ask you to watch for the following warning signs:

1. Nausea and vomiting that persists beyond the first 6 hours after testing.
2. Feeling lightheaded, dizzy, confused, or disoriented, or having poor coordination shortly after leaving the test.
3. Trouble breathing after leaving the test site.
4. A change in the color of the urine to an unnaturally dark color (sometimes looking like blood or cola).
5. Decreased amounts of urine despite drinking lots of fluids.
6. Severe muscle tenderness that persists longer than 24 hours.
7. Weakness that persists beyond the first 24 hours.

If you develop any of these symptoms, please see a physician immediately. You should tell the physician that you participated in this physical test and that candidates who participated in somewhat similar tests have developed kidney failure and rhabdomyolysis.



*Candidates participating in the Firefighter Skills Test will be required to sign the waiver listed below upon arrival to the Firefighter Skills Test exam location.

City of Orlando Release For Firefighter Skills Test

Firefighting is a profession that often requires extreme physical exertion. The Firefighter Skills Test (hereinafter referred to as "FFST") also requires physical exertion and may be hazardous to a person who is not physically fit. If you have a history of, or have reason to believe that you have: heart trouble; chest pains; fainting spells or dizziness; bone or joint stiffness, pain, or other problems of the bones or joints; respiratory difficulties; obesity; or any other medical or physical condition which interferes with any physical exercise or exertion; you should seek medical advice before signing this document and participating in the FFST. Moreover, if you have been instructed by a doctor to limit physical exercise in any way, you should seek medical advice before signing this document and participating in the FFST.

Please read the following carefully before signing this document. **In consideration for being allowed to participate in this test, I hereby consent and agree to all the following terms and conditions:**

I acknowledge that the Firefighter Skills Test is physically demanding and that I must be in excellent physical condition to participate in the FFST. I acknowledge that it is my responsibility to determine my fitness to participate in the FFST and not the responsibility of the City, nor any of its elected and appointed officials, officers, managers, employees, agents, servants, or any person or organization acting on behalf of the City or under its direction. I acknowledge that the persons administering the examination are not permitted to disqualify me because of any physical condition, and that they are not permitted to make any determination regarding my ability to perform the tasks included in the FFST. I acknowledge that it is my responsibility to decide to participate or not participate in the FFST.

I acknowledge that I have received a copy of the Pre-and Post-Firefighter Skills Test Information and have read it; that I have read the description of the actual test, and that I have had an opportunity to consult with my own physician as to my fitness to perform each task required by the FFST and have either done so, or not done so at my own discretion. I declare and represent that I received and read the medical advisory information provided in the Pre-and Post-Firefighter Skills Test Information. I further declare and represent that I am now in good health, that I am familiar with and understand the nature of the physical test to be taken as part of my examination for employment with the City of Orlando, that I am physically and medically fit to participate in this test, and that my personal attire is safe and fit for my participation in this test. With respect to all of these matters, I assume the ordinary risks of injury with respect to participating in this test.

I, for myself, my heirs, executors, administrator, and assigns hereby and forever discharge, release and hold harmless the City of Orlando, and all of its elected and appointed officials, officers, managers, employees, agents, servants, and anyone acting on behalf of the City of Orlando or under its direction, from any and every claim, demand, action or right of action, of any kind whatever, either in law or equity, arising from, or by reason of, any bodily injury or personal injury, known or unknown, death, or property damage which I may suffer as a result of participating in the FFST whether due to negligence or other cause. I understand that this release includes any claims based on the negligence, actions or inactions of any of the above released parties and covers bodily injury and property damage before, during, or after such participation in the FFST.

If I am injured or become ill while taking this test or while present at the testing location, I will submit a written accident report to the Examiner-In-Charge before leaving the testing location, unless the injury reasonably prevents me from doing so. In such event, I will file an accident report as soon as I am physically capable. If I require medical treatment other than that which may be available at the test site, and if I am transported to a hospital or other medical facility, I understand that I will be liable for all costs incurred for this transportation and/or medical treatment.

I have read the above information and conditions, and I understand and agree to them. I voluntarily give my informed consent to take part in the FFST. I certify that I am voluntarily signing this release.