The In-Basket exercise is used to determine your ability to prioritize and accomplish multiple tasks simultaneously. You are expected to create a clear plan of how to manage the workload that has been presented to you. You are expected to use the fire department memo format, forms, and email system when available.

When the time has expired, you will explain to the panel how you prioritized each item and present any memo(s) or documentation that is consistent with what would be expected in the course of your duties as a Fire Officer. The priority categories that you will rate each topic provided for this assignment will be the following: High, Medium Low.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>HIGH</th>
<th>MEDIUM</th>
<th>LOW</th>
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</table>

For the purpose clarification, your department members work 24-hour shifts. There are three different shifts – A, B, C. You are the Officer assigned to A-shift. They work a Kelly schedule – three shifts on with a day off in between shifts followed by four days off in a row. This totals 10 – 24-hour shifts per month. Official shift change is at 0800. It is customary for firefighters to relieve one another at 0730.

You will have one hour to complete the exercise and you are permitted to write on the documents.
The firefighter assigned to your crew arrives at your station for duty this morning after working a shift at a different station yesterday. He notifies you that they had a working structure fire yesterday. His turnouts are dirty and he would like to get them cleaned. You notice a large tear in his turnout coat when you walk by his gear.

**PRIORITY - HIGH**

This is a high priority because this impacts your operational readiness and safety of your crew. Dirty and torn turnouts must be immediately addressed per department policy.

I would direct the firefighter to take the necessary actions to keep the company in-service:

- Put his back up pair of turnouts into service (if he has a set).
- Borrow a set of turnouts from an off-going member.
- Check the turnout rack for a pair that fits him. Leave a note for the member whose turnouts he borrowed.

I would evaluate his turnouts to see if they could be repaired:

- If I were unable to make this determination, I would defer to whoever in the department was able to.
- If the turnouts could not be repaired, I would direct the firefighter to fill out a damaged property report and begin the process to obtain a replacement set of turnouts.

If the turnouts could be repaired, I would direct the firefighter to:

- Place the turnouts in a large plastic bag and begin the process to get his turnouts cleaned.
- Fill out the appropriate paperwork to get the repair and cleaning process started.

Operational readiness and safety:

- I would have a discussion with the firefighter to determine if he worked the rest of the shift after the fire with damaged turnouts. Hopefully he borrowed another
firefighter’s gear and finished the remainder of the shift yesterday with a “safe” set.

If not:
  o I would have a corrective counseling session regarding the unsafe act of wearing unsafe turnouts in a fire. If there were a history of unsafe actions with this firefighter, I would issue an oral or written reprimand (depending on the number of prior instances).
  o I would document the level of discipline I administered in my supervisor’s log.
  o I would let the firefighter know that I was disappointed in his actions and explain how he jeopardized not only his safety but also the safety of his coworkers and the community.
You arrive to the station and notice that the ambulance is out of the station. When they return to the station, the off-going driver of the ambulance advises you that they damaged a parked vehicle. He tells you that as he exited the ambulance the wind blew the door out of his hand and it hit a parked car.

He did not attempt to find the owner as they were working on a critical patient. When they returned to the scene the vehicle was gone. He hands you a piece of paper with the vehicle’s license plate number.

This is a high priority because of the negative publicity that can be caused by damaging a citizen's vehicle and then leaving the scene.

I would:

☐ Interview the driver and get the particulars of what happened.
☐ Get the information regarding the parked car.
☐ Request PD and have them take a report.
☐ Notify the Battalion Chief, City attorney, and risk management.
☐ Attempt to contact the owner.
☐ Direct the ambulance driver to complete a property damage report for the vehicle.
You have been assigned a probationary firefighter that just completed the fire Department's basic fire academy. Today is his first shift. The driver assigned to your crew advises you the “new guy” is sitting in the kitchen and looks lost.

**PRIORITY - MEDIUM**

This is a medium priority because it is important, but it can be addressed after high priority issues have been taken care of.

I would direct the driver to:

- Direct the probationary firefighter to go out and check the engine and his equipment.
- Once he has completed his checks, he should begin the morning cleaning details.

Once the morning has slowed down I would call the firefighter into my office and:

- Welcome the new firefighter to the station and let him know that he is here to learn and that we are here to teach him.
- Learn about his background.
- Ensure sure he has his gear on the engine.
- Ensure he has been assigned a locker and a station key.
- Educate him on the morning routine.
- Deliver my expectations speech to him so he knows what to expect.
The firefighter assigned to your crew comes into your office and tells you there is a water leak coming from under the washing machine and it is unable to be used and is now out of service. He informs you that he was in the middle of washing his uniform and that he does not have a clean uniform to wear.
<table>
<thead>
<tr>
<th>TOPIC #9</th>
<th>Priority Category (circle)</th>
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<tbody>
<tr>
<td></td>
<td>HIGH</td>
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The off going crew advised you that they didn’t get a chance to make the weekly station supply order yesterday. The order is due by noon today.
The Training Calendar shows that the company is scheduled for annual Tuberculosis (TB) testing today at Fire Station #2 at 0900.
### TOPIC #4

<table>
<thead>
<tr>
<th>Priority Category (circle)</th>
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<tbody>
<tr>
<td>HIGH</td>
<td>MED</td>
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The quarterly packet of fire prevention inspections arrived in the departmental mail today. Your Battalion Chief advised you last shift to start your inspections as soon as you received the packet.
<table>
<thead>
<tr>
<th>TOPIC #2</th>
<th>Priority Category (circle)</th>
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<tbody>
<tr>
<td></td>
<td>HIGH</td>
</tr>
<tr>
<td></td>
<td>MED</td>
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<td></td>
<td>LOW</td>
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During morning check out the blood pressure cuff in the EMS bag was found to have a crack in the glass on the gauge.
You notice a “post it” on the desk stating Firefighter Smith has called in sick for tomorrow’s shift.
### TOPIC #6

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<td>HIGH</td>
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The EMT on the ambulance that is housed at your station is complaining about a “frequent flyer”, or repeat patient, that the crews continue to respond on for medical aid.