

AspiringFireOfficers.com

FIRE OFFICER TRAINING

IN-BASKET EXERCISE



FIRE DEPARTMENT IN-BASKET EXERCISE #5

ASSIGNMENT PREVIEW

FIRE DEPARTMENT IN-BASKET EXERCISE #5 – ASSIGNMENT PREVIEW

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.

| CATEGORY | | |
|-----------------|---------------|------------|
| HIGH | MEDIUM | LOW |

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.

TOPIC #1

The Training Calendar shows that the company is scheduled for annual Tuberculosis (TB) testing today at Fire Station #2 at 0900.



TOPIC #2

During morning check out the blood pressure cuff in the EMS bag was found to have a crack in the glass on the gauge.



TOPIC #3

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 and his turnouts are dirty and that he would like to get them cleaned. You notice a large tear in his turnout coat when you walk by his gear.



TOPIC #4

The quarterly packet of fire prevention inspections arrived in departmental mail today. Your Battalion Chief advised you last shift to start your inspections as soon as you received the packet.



TOPIC #5

The firefighter assigned to your crew 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.



TOPIC #6

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 aids.



TOPIC #7

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 and the wind blew the door out of his hand and it damaged a parked car.



TOPIC #8

You have just been assigned a probationary firefighter that just successfully completed the fire departments 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.



TOPIC #9

You were advised by the off going crew that they didn't get a chance to make the weekly station supply order yesterday. The order is due by noon today.



TOPIC #10

You notice a “post it” on the desk stating Firefighter Smith has called in sick for tomorrow’s shift.

