

NFPA 1401

Recommended Practice for Fire Service Training Reports and Records

2006 Edition



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An International Codes and Standards Organization

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This edition of NFPA 1401, *Recommended Practice for Fire Service Training Reports and Records*, was prepared by the Technical Committee on Fire Service Training. It was issued by the Standards Council on January 27, 2006, with an effective date of February 16, 2006, and supersedes all previous editions.

This edition of NFPA 1401 was approved as an American National Standard on February 16, 2006.

Origin and Development of NFPA 1401

The 1970 edition of NFPA 9, *Training Records and Reports*, was tentatively adopted at the 1969 NFPA Annual Meeting. The tentative recommended practice with amendments was officially adopted at the 1970 NFPA Annual Meeting.

This text was developed by the Technical Committee on Fire Service Training and processed in accordance with NFPA Regulations Governing Technical Committees. It is a recommended fire training records system for use by fire chiefs and fire training officers. The publication presents a systematic approach for those officers whose responsibility is to manage the training activities of a fire department.

The 1989 edition contained a new chapter dealing with the legal aspects of record keeping.

The committee provided a complete rewrite for the 1996 edition to make the document more user friendly.

Additional minor revisions were included in the 2001 edition.

The 2006 edition of this recommended practice includes minor editorial revisions.

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NOTE: Membership on a committee shall not in and of itself constitute an endorsement of the Association or any document developed by the committee on which the member serves.

Committee Scope: This Committee shall have primary responsibility for all fire service training techniques, operations, and procedures to develop maximum efficiency and proper utilization of available personnel. Such activities can include training guides for fire prevention, fire suppression, and other missions for which the fire service has responsibility.

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NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for extracts in the recommendations sections of this document are given in Chapter 2 and those for extracts in the informational sections are given in Annex C. Editorial changes to extracted material consist of revising references to an appropriate division in this document or the inclusion of the document number with the division number when the reference is to the original document. Requests for interpretations or revisions of extracted text should be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex C.

Chapter 1 Administration

1.1 Scope.

1.1.1 It is the intent of this document that *fire service organizations* be considered an all-inclusive term used to describe those local, municipal, state, federal, military, industrial, and private organizations with fire protection responsibilities and institutions that provide training for such organizations.

1.1.2 Fire service organizations utilizing this document for the establishment, upgrade, or evaluation of their training records and report systems should be able to document clearly the performance and ability of individual and group activities related to the following:

- (1) Compliance with personnel performance standards
- (2) Documentation of both internally and externally obtained career development training and education
- (3) Documentation for the purposes of certification and recertification
- (4) Cooperation with other agencies with which the organization executes joint specialty operations (e.g., emergency medical services)
- (5) Training required by regulatory and/or other agencies [e.g., Occupational Safety and Health Administration (OSHA), International Standards Organization (ISO)]
- (6) Training required to provide emergency medical care (e.g., first responder, emergency medical technician, first aid, cardiopulmonary resuscitation, automatic external defibrillations)

1.2* Purpose. This document presents a systematic approach to providing essential information for managing the training function of the fire service organization.

1.2.1 Information for managing the training function of the fire service organization includes those types of records, reports, and forms that can serve as basic information tools for effective training administration.

1.2.2 Training programs established and implemented within the organization should be people-oriented and action-minded, and the records and reporting system used in conjunction with the program should reflect these concepts.

1.3 General.

1.3.1 Training records have an important function in the administration of a fire service organization. As with any other community business, records and reports are an integral part of business management. Fire training records and reports are often only part of the documentation that is necessary to meet legal and statutory requirements. When properly compiled and evaluated, these records enable management to make effective decisions for planning, programming, and budgeting operations.

1.3.2 Computer programs are now available that provide the ability to analyze and systematize training records and quickly compile reports that can aid in justifying the resources that a fire service organization chief expends on training activities.

Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this recommended practice and should be considered part of the recommendations of this document.

2.2 NFPA Publications. (Reserved)

2.3 Other Publication.

Merriam-Webster's Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.

2.4 References for Extracts in Recommendations Sections.

NFPA 600, *Standard on Industrial Fire Brigades*, 2005 edition.

Chapter 3 Definitions

3.1 General. The definitions contained in this chapter apply to the terms used in this recommended practice. Where terms are not defined in this chapter or within another chapter, they should be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, is the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.2 Recommended Practice. A document that is similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word "should" to indicate recommendations in the body of the text.

3.2.3 Should. Indicates a recommendation or that which is advised but not required.

3.3 General Definitions.

3.3.1 Education. The process of imparting knowledge or skill through systematic instruction. It may not require formal classroom instruction. [600, 2005]

3.3.2 Feedback. Comments and opinions regarding the system to be reviewed for appropriate changes or modifications.

3.3.3 Fire Chief. The administrative head of the organization. The individual assigned the responsibility for management and control of all matters and concerns pertaining to the fire service organization.

3.3.4 Flow Chart. A diagram consisting of a set of symbols and connecting lines that shows a step-by-step progression through a procedure or system.

3.3.5 Functions. One of a group of related actions contributing to the overall goals of the organization.

3.3.6 Management. The collective body of those who direct the operations of the organization.

3.3.7 Periodic. Occurring or recurring at regular intervals, as determined by the individual organization (e.g., weekly, monthly, quarterly, semiannually, yearly).

3.3.8 Record. A permanent account of known or recorded facts that is utilized to recall or relate past events or acts of an organization or the individuals therein.

3.3.9 Report. The act of providing an account of facts relating to past events or the acts of an organization or its individuals.

3.3.10 Seasonal Needs. The periodic operating contingencies of a particular geographic region that are established to overcome a specific set of circumstances (e.g., crop harvest, rainy season).

3.3.11 System. An organized or established procedure intended to form a network arranged to achieve specific goals.

3.3.12 Training. The process of achieving proficiency through instruction and hands-on practice in the operation of equipment and systems that are expected to be used in the performance of assigned duties. [600, 2005]

3.3.13 Training Officer. The person designated by the fire chief with authority for overall management and control of the organization's training program.

4.1.4 The management of training functions should be performed in a closed-feedback loop.

4.1.5 The training functions should not operate as an open-ended cycle.

4.1.6 The closed-feedback loop should consist of the following:

- (1) Planning
- (2) Organization
- (3) Implementation
- (4) Operation
- (5) Review
- (6) Feedback/alteration

4.1.7* In each phase of the cycle, information should be provided for management to perform effectively.

4.1.7.1 The information is provided through various types of records, reports, and studies; therefore, records should be designed to fit into the overall training management cycle.

4.1.8 In order to be most effective, these records should contribute to the overall organization information cycle.

4.2 Elements of Information.

4.2.1 Training documents, regardless of their intent or level of sophistication, should focus on content, accuracy, and clarity.

4.2.2 These documents should relay to the reader at least five specific elements of information as follows (*see Annex B for examples of training record forms*):

- (1) Who
 - (a) Who was the instructor?
 - (b) Who participated?
 - (c) Who was in attendance?
 - (d) Who is affected by the documents?
- (2) What
 - (a) What was the subject covered?
 - (b) What equipment was utilized?
 - (c) What operation was evaluated or affected?
 - (d) What was the stated objective and was it met?
- (3) When
 - (a) When will the event take place? or
 - (b) When did the event take place?
- (4) Where
 - (a) Where will the event take place? or
 - (b) Where did the event take place?
- (5) Why
 - (a) Why is the event necessary? or
 - (b) Why did the event occur?

4.3 Additional Information. Additional information or detail, which should include but not be limited to the following, should be included to explain or clarify the document as necessary:

- (1) What was the source of the information used as a basis for the training?
 - (a) Textbook title and edition
 - (b) Lesson plan title and edition
 - (c) Policy name and reference number
 - (d) Videotapes, CDs, and DVDs
 - (e) Distance learning sources
 - (f) Other

Chapter 4 Elements of Training Documents

4.1 General.

4.1.1 Training records and reports should be utilized by the training officer and line officers for analysis of the effectiveness of the training program in terms of time, staffing, and financing.

4.1.2* Training records and reports should be utilized to develop specific training objectives and to evaluate compliance with, or deficiencies in, the training program.

4.1.3 Compliance with mandated training requirements should be documented.

- (2) What method of training was used for delivery?
 - (a) Lecture
 - (b) Demonstration
 - (c) Hands-on manipulative skills
 - (d) Self-study
 - (e) Video presentation
 - (f) Other
- (3) Were the training objectives evaluated and if so how?
 - (a) Written test
 - (b) Skills examination
 - (c) Other

Chapter 5 Types of Training Documents

5.1 Training Schedules.

5.1.1 Need for Training Schedules.

5.1.1.1 All members of a fire department should receive standardized instruction and training.

5.1.1.2 Standardized training should include considerable planning; however, standardization can be improved through the preparation of training schedules for use by department personnel.

5.1.2* Types of Training Schedules. Training schedules should be prepared for all training ground and classroom sessions.

5.1.2.1 Periodic Training Schedule — Station Training. The station training schedule, which is prepared by the training officer, should designate specific subjects that are to be covered by company or station officers in conducting their station training.

5.1.2.1.1 The company officers should use this schedule to set their own in-station training schedule.

5.1.2.1.2 A balance between manipulative skills training and classroom sessions should be considered in the preparation of training schedules.

5.1.2.1.3 Such training schedules should include all of the topics necessary to satisfy job knowledge requirements and to maintain skills already learned.

5.1.2.2* Periodic Training Schedule — Training Facility Activities. The training facility activities schedule details when companies should report to the training facility for evaluations or classes.

5.1.2.2.1 Days also should be set aside for make-up sessions.

5.1.2.2.2 Training activities conducted outside the training facility or by outside agencies also should be shown on this schedule.

5.1.3 All Other Training. Schedules should be prepared for all training, including the following:

- (1) Recruit or entry-level training
- (2) In-service training
- (3) Special training
- (4) Officer training
- (5) Advanced training
- (6) Mandated training
- (7) Medical training
- (8) Safety training

5.2* Training Reports.

5.2.1* Logical Sequence. A training report should be complete and should follow a logical sequence.

5.2.1.1 A report should clearly and concisely present the essentials so those conclusions can be grasped with a minimum of effort and delay.

5.2.1.2 Furthermore, a report should provide sufficient discussion to ensure the correct interpretation of the findings, which should indicate the nature of the analysis and the process of reasoning that leads to those findings.

5.2.2 Purpose. Each item of a report should serve a definite purpose.

5.2.2.1 Each table and chart in a report should be within the scope of the report.

5.2.2.2 The tables and charts should enhance the information stated or shown elsewhere, and they should be accurate and free of the possibility of misunderstanding, within reason.

5.2.3 Organization.

5.2.3.1* The process of writing reports should include five steps that are generally used in identifying, investigating, evaluating, and solving a problem.

5.2.3.2 These five steps, which should be accomplished before the report is written, are as follows:

- (1) The purpose and scope of the report should be obtained.
- (2) The method or procedure should be outlined.
- (3) The essential facts should be collected.
- (4) These facts should be analyzed and categorized.
- (5) The correct conclusions should be arrived at and the proper recommendations should be made.

5.2.4* While there are differing needs among fire departments, certain reports should be common to most departments.

5.2.4.1 Typical recommended training reports should include the following:

- (1) A complete inventory of apparatus and equipment assigned to the training division
- (2) Detailed plans for training improvements that include all equipment and facility needs and cost figures
- (3) A detailed periodic report on and evaluation of the training of all probationary fire fighters
- (4) A monthly summary of all activities of the training division
- (5) An annual report of all activities of the training division
- (6) A complete inventory of training aids and reference materials available to be used for department training

5.2.4.2 The annual report should describe the accomplishments during the year, restate the goals and objectives of the training division, and describe the projected plans for the upcoming year.

5.2.5 Narrative Report. There are times when a narrative report should be necessary.

5.2.5.1 Before writing a narrative report, the writer should consider the audience for the report.

5.2.5.2 The comprehensiveness of the report should be determined by the recipients' knowledge of the subject.