




**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Health & Safety	SOP: 3.3
Subject: Work Performance Evaluation	Executed: August 26, 2011 Revised: September 13, 2011
Approved:  Scott Cullers, Fire Chief	

PURPOSE

To establish a process to determine that all career Fire and Rescue personnel are physically capable of performing job related tasks.

SCOPE

This Standard Operating Procedure (SOP) applies to all uniformed operational career personnel

PROCEDURE

Evaluation Need:

- Annually test all operational career firefighters to measure their ability to perform firefighting tasks.
- When personnel are returning from extended medical leave or light duty.
- When a supervisor has concerns with an individual's physical fitness to perform job duties.

WPE COURSE OVERVIEW

The WPE consists of 10 events designed to measure the physical ability of a firefighter to perform the skills required to perform job functions on an emergency incident. They are:

- Event 1 - Donning of PPE and SCBA – Non-timed
- Event 2 - Ladder Carry & Raise
- Event 3 - Forcible Entry Simulation
- Event 4 - High Rise Pack Carry
- Event 5 - Hand Line Advancement
- Event 6 - Hand Line Pull
- Event 7 - Ceiling Breach Simulation
- Event 8 - Equipment Carry

- Event 9 - Ventilation Simulation
- Event 10 -Victim Rescue and Drag

Events 2-10 are continuous **timed events** and firefighters are encouraged to pace themselves and move through the events safely. **RUNNING IS NOT PERMITTED AT ANY TIME** during the evaluation. Successful completion of the WPE requires the firefighter to complete events 2-10 in **10 minutes and 47 seconds** or less. (see Appendix A for each event in detail).

SAFETY PARAMETERS

To ensure firefighter safety, the WPE will be administered to personnel:

- Only when **weather conditions are** within the guidelines of the Department weather operations policy.
- By members of the Health and Safety team or Peer Fitness Trainers. Fitness evaluator will constantly monitor firefighters during performance of the WPE procedures.
- Meeting the pre-medical evaluation parameters.
- **Only when a** Winchester Fire & Rescue medic unit staffed with appropriate personnel is on location for medical monitoring and emergencies that may arise.
- After all firefighters participating in the WPE evaluation are given a training session describing the WPE course.

REASONS FOR TERMINATION OF THE WPE

The WPE shall be terminated for the following reasons:

- The Fitness Evaluator feels that an unsafe technique may lead to injury
- A medical condition **arises that** may place the firefighter at risk
- An environmental condition **arises** that may place firefighter at risk
- Any failure in WPE equipment
- **Any "Automatic Failure" criteria is performed**
- **A warning limit for any event is reached**

MEDICAL MONITORING GUIDELINES

All personnel participating in the WPE evaluation shall be medically monitored prior to and post WPE evaluation.

It is recommended that firefighters hydrate with water and try to avoid energy drinks as these may affect the pre-medical screening process. Proper warm-up and stretching prior to the WPE are also advised.

Pre-WPE

A baseline set of vitals shall be taken and recorded by **EMS** personnel prior to individual WPE administration. The following parameters **will be disqualifiers**:

- Blood Pressure – diastolic **pressure** greater than 105 mm Hg or a resting blood pressure greater than 160/100 mm Hg
- Pulse Rate – greater than 70 percent of the maximum heart rate (220 minus age)
- Respiratory Rate – greater than 24 breaths per minute
- Temperature – greater than 99.5 deg. F (oral) or greater than 100.5 deg. F (core) or less than 98.0 deg. F (core)
- Mental Status – alerted status such as slurred speech, clumsiness, or weakness
- Skin – temperature, color, injuries

If any of the baseline vital parameters are not met, personnel shall be monitored one additional time after **ten (10)** minutes. The firefighter will be asked about any existing medical condition, illness, or injury that may prohibit them from participation in the WPE. If the baseline vital parameters are still not obtainable after a second evaluation, the firefighter will be taken out of service and recommended to seek further medical attention.

Post-WPE

Upon completion of the WPE, individual's vitals shall be taken and recorded. The firefighter continuously monitored until their vitals return to at least their pre-WPE level. If a return to normal state is not achievable after a reasonable amount of time, personnel will be taken out of service and recommended to seek further medical attention.

MEASURES

Successful Completion of WPE

1. Satisfactory completion will involve completing the WPE with a time of **10 minutes and 47 seconds or less.**

Unsuccessful Completion of WPE

1. Completing the WPE in excess of **10 minutes and 47 seconds**
2. If the firefighter voluntarily withdraws from the course during the evaluation session.
3. If the evaluator feels that **an** unsafe technique may lead to injury.
4. **If any of the "Automatic Failure" criteria or warning limits are met.**

UNSUCCESSFUL COMPLETION OF THE WPE

Personnel will be immediately removed from active operational status unless the reason for failure was due to equipment **failure**. Personnel may be assigned to administrative duties in the office at the approval of the Human Resource Department or placed on leave at the request of the Department Health Care Provider if in conformance with CEMS requirements.

With the unsuccessful completion of the WPE for any reason, a counseling session will be conducted by Department supervisors and/or Human Resource Department to determine a remedy course of action. This may include:

- A fitness for duty determination. Personnel may be placed on sick leave during this time
- A Peer fitness review
- Assignment of a fitness training program
- Appointment made with the Department Health Care Provider for medical evaluation
- A re-evaluation scheduled in the event of equipment failure.

The assignment of a remedy plan will be the employee's responsibility to follow as outlined. A re-evaluation of the WPE will be performed as prescribed in the plan. If the employee is still unsuccessful in completing the WPE course re-evaluation, they will remain on non-operational status and a counseling session will be conducted to determine the next course of action as per the City of Winchester CEMS.

APPENDIX A

Event 1 - DONNING OF PPE AND SCBA

Conditions: Turnout Equipment, SCBA Backpack

Behavior: Don personal protective equipment and SCBA apparatus.

Standard: The firefighter is to don a complete issue of personal protective equipment (bunker pants, coat, helmet, and fire fighting gloves). The firefighter then moves to a position that will allow them to lift and don a Self Contained Breathing Apparatus (SCBA). Once air is activated, the face piece is secure and the firefighter feels comfortable, the firefighter is to signal ready by raising either arm. Time for events 2-10 will begin when the firefighter places hands on the ladder.

Event 2 - LADDER CARRY AND RAISE

Conditions: Turnout Equipment, SCBA Backpack, 24ft. Extension Ladder

Behavior: Lift a 24 ft. extension ladder, walk 75 feet to the raising area and raise the ladder.

Standard: In a continuous movement, the firefighter is to move to a position that places them at the proper lifting point of the ladder; perform a one person lift; carry a 24' extension ladder 75 feet to the marked raising area; raise the ladder; extend the ladder three rungs; rotate ladder so fly section is out; then position the ladder in the marked yellow square for proper climbing angle.

Description: The firefighter is to move to a position that places them at the proper lifting point of the ladder; perform a one person lift; carry a 24' extension ladder 75 feet to the marked raising area; raise the ladder; extend the ladder three rungs; rotate ladder so fly section is out; then position the ladder in the marked yellow square for proper climbing angle. This concludes the event. The firefighter will proceed to the next station.

Failures: **Automatic Failure**

- Failure to lift the ladder from the ground
- Losing control of ladder and dropping the ladder onto the ground
- Inability to complete the event

Warning

- Inability to keep the ladder from contacting the ground
 - a) One warning for each criterion will be given
 - b) Second infraction constitutes a failure

Event 3 - FORCIBLE ENTRY SIMULATION

Conditions: Turnout Equipment, SCBA back pack, 10lb. sledge hammer, Forcible Entry Simulation table.

Behavior: Walk 75 feet to the forcible entry table, strike a waist level target with the sledge hammer.

Standard: In a continuous movement, the firefighter is to walk 75 feet to the forcible entry table; position to either side of the tire; pick up the sledge hammer, keeping one hand above and one hand below the taped area on the handle, and repeatedly strike the tire to move it to the other end of the table.

Description: The Forcible Entry table is a simulated resistance device to simulate the forcing of doors or other building materials. The tire is weighted to simulate the force needed to effectively penetrate doors or other building materials. The firefighter will pick up the sledge hammer and stand to one side of the table. The firefighter will grasp the handle of the sledge hammer with one hand above and one hand below the taped area, and with a full side movement strike the tire squarely on the end. The swings will be with full force and consecutive in nature. The event is concluded when the back side of the tire touches the wall. This concludes the event. The firefighter will proceed to the next station.

Failures: **Automatic Failure**

- Failure to grasp sledge hammer handle with both hands.
- Losing complete contact with the sledge hammer at any time after initiating the event.
- Inability to complete the event

Warning

- Failure to maintain hand positions on sledge hammer.
- Failure to drive the tire to touch the wall
 - a) One warning for each criterion will be given
 - b) Second infraction constitutes a failure

Event 4 - HIGH RISE PACK CARRY

Conditions: Turnout equipment, SCBA backpack, high-rise pack.

Behavior: Carry the 58 lb. high-rise pack to a simulated stair platform and simulate advancing up a set of stairs.

Standard: In a continuous movement, the firefighter is to move to a position that places them under the high rise pack equipment rack. At the proper lifting point of the high-rise pack; lift the pack onto shoulder; carry high-rise pack 30' to the simulated stair platform; simulate climbing 3 floors (completely stepping up and down with both feet = 1 step) for a total of 30 steps; carry the high-rise pack 30' back to the designated area; place the high-rise pack in its proper storage area.

Description: The firefighter will wear turnout equipment and SCBA backpack. The firefighter will move forward to the high-rise pack, position it on their shoulder, and advance to the stair platform. The firefighter will be required

to step onto the platform and back to the ground thirty (30) complete times. When complete, the firefighter will walk back to a designated area. This concludes the event. The firefighter will proceed to the next station.

Failures: Automatic Failure

- Inability to complete the event
- Inability to maintain control of high-rise pack

Event 5 & 6 - HANDLINE ADVANCEMENT AND PULL

Conditions: Turnout Equipment, SCBA backpack, 150 feet of 1¾" charged pre-connected hose line.

Behavior: Pull charged line to a designated point 75 feet from starting point and then kneel and crawl back 50 feet, and pull the hose until touching the next coupling.

Standard: In a continuous movement, the firefighter is to move to a position that places them at the proper lifting point of the charged hand line (1 ¾"); pick up the hand line; advance hand line 75 feet; get into kneeling position; crawl back 50' on knees and keeping one hand in constant touch with the hose line until the first coupling is reached. In a kneeling or sitting position pull (hand over hand) back 50' feet of hose until the nozzle is reached; lower nozzle to the ground.

Description: The Firefighter will grasp a hose line and nozzle attached to 150 feet of 1¾ inch hose. Place hose line over the shoulder or across chest. Drag the hose 75 feet to the designated location, and place hose on the ground. The firefighter then must turn 180 degrees, kneel and crawl back 50 feet and pull (hand over hand) the next 50 feet of hose until touching the next coupling. This concludes the event. The firefighter will proceed to the next station.

Failures: Automatic Failure

- Failure to carry hose with one hand on the nozzle and one of the hose
- Inability to complete the event

Warning

- Failure to maintain one knee on the ground
- Failure to stay in the designated area
 - a) One warning for each criterion will be given
 - b) Second infraction constitutes a failure

Event 7 - CEILING BREACH SIMULATION

Conditions: Turnout equipment, SCBA backpack, 6 foot pike pole, 25 lb. weight.

Behavior: Firefighter' must pull a weight of 25 lb. utilizing a 6 foot pike pole a total of 30 times to simulate pulling ceiling during the overhaul process on the fire ground.

Standard: In a continuous movement, the firefighter must grasp the pike pole with one hand above and one below the taped area on the pike pole. The firefighter must stand in a designated area on the ground. The firefighter must start with arms fully extended and pull the pike pole until the top hand is touching the candidate's chest. Each touch of the top hand to the candidate's chest shall count as one repetition. The firefighter must perform a total of 30 repetitions. The firefighter may switch sides while maintaining contact with the pike pole.

Description: This event simulates the firefighter's ability to pull ceilings and/or remove debris from above the shoulder level. The firefighter is to move to a designated area and pick up the pike pole and raise and lower the pike pole 30 times. One hand must be above and one below the tape mark on the pike pole. This concludes the event. The firefighter will proceed to the next station.

Failures: **Automatic Failure**

- Loosing control of pike pole during the event
- Inability to complete the event

Warning

- Failure to keep both hands on the pike pole
- Failure to touch chest with lead arm during each repetition
 - a) One warning for each criterion will be given
 - b) Second infraction constitutes a failure

Event 8 - EQUIPMENT CARRY

Conditions: Turnout equipment, SCBA backpack, smoke ejector fan (50 lb.), water can (33 lb.), and K-12 circular saw (31 lb.)

Behavior: Firefighter will pick up one tool and carry the tool to a designated location, set it down then pick up two tools and repeat the process back to the starting point.

Standard: In a continuous movement, the firefighter will be required to carry one tool to a designated location. The firefighter will set the tool down on the ground and then pick up two different tools and carry them back to the starting point.

Description: The firefighter will grasp one piece of fire equipment and carry it to a traffic cone located 50 feet from the starting point and place the tool onto the ground. The firefighter must then turn 180 degrees and pick up two different tools and carry them back to the designated starting point. If the tools begin to slip from firefighters grasp; the firefighter may stop for no longer than five (5) seconds and place tools on the ground in order to ensure a proper grip. This concludes the event. The firefighter will proceed to the next station.

Failures: **Automatic Failure**

- Inability to complete the event
- Dropping a tool during the exercise

Event 9 – VENTILATION SIMULATION

Conditions: Turnout equipment, SCBA backpack, 10lb. sledge hammer, Keiser FORCE Machine

Behavior: Strike a ground level target with the sledge hammer

Standard: In a continuous movement, the firefighter using a two handed swing, will drive the force machine beam the full length of the track without an interruption in swinging, and without pausing for a break.

Description: The Keiser FORCE Machine is a ventilation simulator chopping device consisting of parallel foot walks and a weighted beam. The beam is weighted to simulate the force needed to effectively penetrate roofs or plywood sheathing. Firefighter will pick up the sledge hammer and straddle the beam by standing on the foot walks. The firefighter will grasp the handle of the sledge hammer with both hands (one hand above and one below the designated mark), and with a full movement, strike the beam squarely on the end. The swings will be with full force and consecutive in nature. The event is concluded when the edge of the beam crosses the designated tape mark on the sled. This concludes the event. The firefighter will proceed to the next station.

Failures: **Automatic Failure**

- Inability to complete the event
- Dropping the sledge hammer at any time
- Stepping off sled during performance task

Warning

- Failure to grasp sledge hammer handle with both hands
- Failure to maintain hand positions on sledge hammer
 - a) One warning for each criterion will be given
 - b) Second infraction constitutes a failure

Event 10 - VICTIM RESCUE AND DRAG

Conditions: Turnout equipment, SCBA backpack, Rescue Randy Mannequin (approx. 165 lbs.) dressed in turnout gear with rescue strap

Behavior: Drag rescue mannequin for a distance of 75 feet

Standard: In a continuous movement, the firefighter will grasp the mannequin by the rescue strap or under the arms and drag around an orange cone and then back to the starting point for a total of 75 feet, without pausing for a break.

Description: The firefighter must grasp a 165 pound mannequin by the rescue strap or under the arms. The mannequin may not be grasped by its clothing or appendages. The firefighter must then drag the mannequin to the pre-positioned orange cone, and make a 180 degree turn around it. The

firefighter must then continue to the finish line. It is permissible for the mannequin to touch the cone, but must not displace it. The candidate is permitted to release the mannequin and adjust grip, but must quickly resume forward progress. The entire mannequin must be dragged until the feet cross the marked finish line. This concludes the event.

Failures: **Automatic Failure**

- Inability to complete the event

THE WORK PERFORMANCE EVALUATION IS COMPLETE. MOVE TO THE REHABILITATION AREA FOR POST MEDICAL MONITORING.



WORK PERFORMANCE EVALUATION

Annual WPE Date: _____

Fit for Duty WPE

Re-Evaluation *Date of initial WPE* _____

Name: _____ Station Assignment: _____

DOB: _____ Age: _____

PRE-WPE VITALS

Blood Pressure: ^{Initial} Pulse: Time Taken: :

Respiratory: Temp.: Skin:

Additional (if needed)

Blood Pressure: Pulse: Time Taken: :

Respiratory: Temp.: Skin:

- Blood Pressure – diastolic greater than 105 mm Hg or a resting blood pressure greater than 160/100 mm Hg
- Pulse Rate – greater than 70 percent of the maximum heart rate (220-age)
- Respiratory Rate – greater than 24 breaths per minute
- Temperature – greater than 99.5 deg. F (oral) or greater than 100.5 deg. F (core) or less than 98.0 deg. F (core)
- Mental Status – alerted status such as slurred speech, clumsiness, or weakness
- Skin – temperature, color, injuries

POST WPE VITALS

Blood Pressure: ^{Initial} Pulse: Time Taken: :

Respiratory: Temp.: Skin:

Additional (if needed)

Blood Pressure: Pulse: Time Taken: :

Respiratory: Temp.: Skin:

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