Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fire Department Communications Checklist B**

Objective:

Properly receive a report of an emergency

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **Task/Steps (All Criteria 2 pts. each)** | | |  | **Pts.** |  |
|  |  |  |  |  |  |  |
|  | Answers the telephone promptly | | |  |  |  |
|  | |  |  |  |  |  |
| Gathers information on nature of the emergency | | | |  |  |  |
|  | |  |  |  |  |  |
| Provides emergency information to caller (i.e., CPR, | | | |  |  |  |
| evacuation routes) | | | |  |  |  |
| Gathers and transfer information per local protocols | | | |  |  |  |
|  | |  |  |  |  |  |
| Ends the call according to local protocols | | | |  |  |  |
|  |  |  |  |  |  |  |
|  | **Total Points (10 pts.)** | | |  |  |  |
|  |  |  |  |  |  |  |
|  | Comments: | |  | |  |  |