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: |  |  |  |