

ISSUED

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WP 12-FP.04
Revision 2

WIPP Fire Department Training Plan

Cognizant Department: Emergency Management and Security

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An AECOM-led partnership with BWXT and AREVA

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CHANGE HISTORY SUMMARY

REVISION NUMBER	DATE ISSUED	DESCRIPTION OF CHANGES
0	08/28/15	<ul style="list-style-type: none"> • New document.
1	09/22/16	<ul style="list-style-type: none"> • Added first paragraph to Section 1.3. • Changed the title of Deputy Fire Chief of Training, to Chief of Training. • Added bullets 1 and 3 in Section 2.3 • Added Section 2.5 Fire Department Company Officer • Added “Shift Officers” to Section 2.6 and deleted the 4th bullet. • Added “Training Staff Officers” to Section 2.7 and deleted the 5th bullet. • Deleted Section 2.8 Instructor Qualifications. • Added final paragraph in Section 2.9.1. • Added Section 2.13 Annual Training Schedule. • Added Section 2.14 Program Assessments • Deleted Section 3.1.3 Fire Protection Systems Technicians • Added Section 4.0 Professional Development • Added Section 5.2.8 and Table 5.4 • Deleted FPT-01 from References • Editorial changes
2	10/20/16	<ul style="list-style-type: none"> • HWFP changes

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1.0 INTRODUCTION

1.1 FIRE DEPARTMENT MISSION

The Waste Isolation Pilot Plant (WIPP) Fire Department provides emergency response services under contract agreement between Nuclear Waste Partnership, LLC (NWP) and the Department of Energy (DOE) Carlsbad Field Office (CBFO). The mission of the Fire Department is to ensure life safety, protection of property, and the environment through emergency response to fires, explosions, hazardous materials spills, hazardous waste releases, and medical emergencies. The WIPP Fire Department responds to both onsite and offsite emergencies.

The New Mexico Environment Department (NMED) NM4890139088-TSDF, WIPP Hazardous Waste Facility Permit (HWFP), requires emergency response capabilities at the WIPP Site. The WIPP is expected to provide fire suppression, rescue, Emergency Medical Services (EMS), and hazardous material response capable of managing and terminating emergency situations which could threaten the employees, property, operations, or environment.

In addition, mutual aid agreements (e.g., Memoranda of Understanding) between the WIPP and local government agencies –include provisions for response from the WIPP Fire Department to assist with local, offsite emergencies.

1.2 PURPOSE OF THE FIRE DEPARTMENT TRAINING PLAN

The WIPP Fire Department Training Plan establishes the standards, requirements, methods, and guidance for developing, conducting, and documenting the training qualifications, and certifications of the WIPP Fire Department personnel to meet the unique emergency services needs and expectations for onsite and offsite response.

This training plan incorporates requirements from National Fire Protection Association (NFPA) standards applicable to the WIPP Fire Department including NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, chapter 5, Training, Education, and Professional Development, as well as HWFP requirements. The NFPA is a trade association which establishes codes and standards for use and adoption by local governments.

1.3 SCOPE

The Fire Department has the responsibility for training to include EMS, fire services, and technical rescue. Other regulatory and HWFP required training is the responsibility of WIPP Technical Training Department.

This training plan addresses initial and continuing training for WIPP Fire Department career (professional) and collateral duty Emergency Response Team (ERT) personnel. The plan applies to both career and collateral duty personnel as listed below:

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- Career Firefighters/Emergency Medical Technicians (EMTs)
- Career Fire Department Officers
- Collateral Duty ERT

The training plan includes the following National Fire Protection Association (NFPA) courses of study:

- NFPA 10, *Standard For Portable Fire Extinguishers*
- NFPA 25, *Standard For The Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*
- NFPA 72, *National Fire Alarm and Signaling Code*
- NFPA 101, *Life Safety Code*
- NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*
 - Hazardous Material Response (Awareness: Operations level with Mission Specific Competencies)
- NFPA 1001, *Standard for Fire Fighter Professional Qualifications*
 - Firefighter I and II
- NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*
 - Apparatus Driver/Operator
- NFPA 1006, *Standard for Technical Rescuer Professional Qualifications*
 - Technical Rescue (e.g., automobile extrication, machinery extrication, high and low angle rope rescue and confined space rescue)
- NFPA 1021, *Standard for Fire Officer Professional Qualifications*
 - Fire Officers Level I, II, III, and IV
- NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*
- NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*
 - Fire Instructor Levels I, II, and III
- NFPA 1072, *Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications*

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- NFPA 1081, *Standard for Industrial Fire Brigade Member Professional Qualifications*
 - Industrial Emergency Firefighter Training (Incipient Firefighting, Advanced Exterior Firefighting, and Advanced Interior Firefighting)
- NFPA 1403, *Standard on Live Fire Training Evolutions*

This plan supplements WP 14-TR.01, WIPP Training Program, with responsibilities and processes specific to the Fire Department.

1.4 REGULATIONS AND STANDARDS FOR FIRE DEPARTMENT RELATED TRAINING

DOE O 420.1C, *Facility Safety*, establishes safety requirements for fire protection including emergency response. The order defers to DOE-STD-1066-2012, *Fire Protection*, to provide acceptable methods for implementing requirements in DOE O 420.1C. In addition, DOE-STD-1066-2012 refers to NFPA standards for training requirements including NFPA 600, *Standard on Industrial Facility Fire Brigades*, NFPA 1001, and other NFPA qualification standards. This standard also requires certification of firefighters by independent authorities and establishes requirements for drills conducted by Fire Departments.

ERT members are to be trained in accordance with NFPA Standards for Industrial Fire Brigades (Fire Brigades that perform both advanced exterior and interior structural fire-fighting). Performance requirements for industrial fire brigades assigned both advanced exterior and interior structural fire-fighting response duties are outlined in NFPA 600, Section 1.4.6 and Chapter 9. Training requirements established by NFPA 600 are detailed in NFPA 1081 Chapters 5, 6, and 7. The WIPP HWFP also identifies that firefighters are trained in accordance with NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and other NFPA qualifications.

In addition to facility emergencies, and responses within the 16 sections, WIPP Fire Department career personnel also respond to offsite local emergencies per mutual aid agreement obligations. These activities are not covered by NFPA 600 as it applies only to Industrial Fire Brigades. Compliance with NFPA 1001 is necessary to address offsite emergency response activities and provide additional training for other responsibilities that may be encountered during these situations.

All live fire training and fire exercises shall be conducted in accordance with NFPA 1403, *Standard on Live Fire Training Evolutions*.

Table 1.1 identifies the NFPA Qualification Standards applicable to WIPP Fire Department positions.

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Table 1.1 – NFPA Qualification Standards and Applicable Job Positions

Number	Title	Positions Affected
NFPA 472	Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents	Firefighters, Fire Officers, ERT
NFPA 1001	Standard for Fire Fighter Professional Qualifications	Firefighters, Fire Officers
NFPA 1002	Standard for Fire Apparatus Driver/Operator Professional Qualifications	Firefighters, designated ERT Members, Fire Officers
NFPA 1006	Standard for Technical Rescuer Professional Qualifications	Firefighters, Fire Officers, ERT
NFPA 1021	Standard for Fire Officer Professional Qualifications	Fire Officers
NFPA 1031	Standard for Professional Qualifications for Fire Inspector and Plans Examiner	Captain of Prevention
NFPA 1041	Standard for Fire Service Instructor Professional Qualifications	Fire Instructors, Fire Officers
NFPA 1081	Standard for Industrial Fire Brigade Member Professional Qualifications	ERT

1.5 SAFETY EXPECTATIONS FOR TRAINING ACTIVITIES

- Safety is a condition of employment.
- All training activities shall be conducted under direct supervision of a qualified instructor.
- All live fire training activities shall have an Incident Safety Officer assigned to training activities.
- Safety rules and requirements will be observed during all Fire Department training activities.
- All training evolutions that pose a high potential risk for injury shall include Intermediate or Advanced Life Support medical care to be standing by during training evolutions.
- New members shall not engage in emergency operations until they have demonstrated the skills and abilities expected of them.

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- During training activities, fire equipment and apparatus shall only be operated by qualified individuals or trainees under direct supervision of a qualified individual.
 - Direct supervision means the trained individual must be focused on the activity being accomplished and close enough to take control if unexpected conditions arise and to be in a position to prevent or stop unsafe acts.

2.0 PROGRAM RESPONSIBILITIES

NOTE

The Manager of Technical Training and Procedures is ultimately responsible for training activities, including approvals, as listed in WP 14-TR.01.

2.1 EMERGENCY MANAGEMENT AND SECURITY DEPARTMENT MANAGER

The Emergency Management and Security Department Manager is responsible for the following:

- Approving the WIPP Fire Department Training Plan.

2.2 FIRE CHIEF

The Fire Chief is responsible for the following:

- Providing approval for qualifications regarding emergency response personnel governed by this training plan.
- Reviewing and submitting requests for exceptions from Fire Department related training to the Manager of Technical Training and Procedures.
- Restricting or removing personnel from qualified status for failure to complete training requirements or if warranted due to performance.
- Approving the WIPP Fire Department Training Plan.

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2.3 CHIEF OF TRAINING

The Chief of Training, or designee, is responsible for the following:

- Serving as the Fire Departments training coordinator with Technical Training.
- Reviewing and approving technical content of Fire Department related training programs and materials including compliance with the HWFP and other regulatory requirements, NFPA standards, and other management policy requirements.
- Identifying personnel that are at risk to lose qualification within one month of expiration and notifying the Fire Chief or designee, and the affected personnel of the qualification at risk and what actions will be implemented to meet the qualification.
- Submitting Fire Department instructional materials to Technical Training for archiving.
- Planning and implementing personal and professional development to enhance career growth opportunities.
- Coordinating and/or serving as project lead to develop and design cost-effective Fire Department training.
- Ensuring training and instructional materials are in compliance with WP 14-TR.01.
- Reviewing and evaluating drill findings, commitment tracking items, lessons learned, procedural changes, program changes, and other proposed/recommended training program changes and determining their impact on training courses.
- Ensuring all individuals who conduct Fire Department training meet the instructional and technical qualification requirements for the program and courses they are presenting.
- Performing instructor evaluations in coordination with Technical Training to verify expectations and technical competency are satisfactory.
- Serving as point of contact for Fire Department training programs and, upon request, coordinating any additional training needed.
- Providing in-house training for all personnel (Firefighter/EMTs, Officers, ERT, and instructors).
- Developing monthly and annual training schedules for submittal to Fire Chief.

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2.4 CAPTAIN OF TRAINING

The Captain of Training is responsible for the following:

- Maintaining the WIPP Fire Department Training Program.
- Coordinating and implementing training through the Technical Training Department in accordance with requirements outlined in this document.
- Verifying qualifications of Training Instructors through Technical Training Records.
- Developing monthly and annual training schedules for submittal to Chief of Training for entry into the Fire Department schedule system.
- Providing in-house training for all personnel (Firefighters/EMSs, Officers, ERT, and instructors).
- Monitoring and ensuring the qualifications of personnel are maintained.
- Verifying all Fire Department training records, files, and certifications.
- Obtaining review and approval for the technical content of lesson materials by the Chief of Training.
- Reviewing training records (e.g., attendance rosters) submitted by instructors and forwarding them to Technical Training Records for retention in accordance with applicable requirements.

2.5 FIRE DEPARTMENT COMPANY OFFICER

Shift Captains are designated as the shift training coordinator and are responsible for the following:

- Delivery of company level training for the respective shift.
- Conducting assigned department and company training.
- Completing course rosters and submitting such to the training captain.
- Monitoring shift personnel's qualification requirements.
- Maintaining instructor qualifications.

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2.6 WIPP FIRE DEPARTMENT INSTRUCTOR LEVEL 1

WIPP Fire Department Instructor Level I is based on NFPA Fire Service Instructor I requirements and WP 14-TR.01 requirements. Individuals qualified as Fire Department Instructor Level I are responsible for the following:

- Qualifying and maintaining NFPA 1041 Fire Service Instructor 1 requirements.
- Qualifying and maintaining WIPP Level I requirements in accordance with WP 14-TR3305, *Instructor Qualification*.
- Conducting on-the-job training as subject matter experts (SMEs) in accordance with WP 14-TR3308, *On-the-Job Training*.
- Documenting training and submitting all training documents to the Captain of Training for review and submission to Technical Training Records in accordance with applicable requirements.
- Assisting with the development and presentation of fire related training materials on topics for which he/she possesses subject matter expertise as assigned by the Chief of Training.

2.7 WIPP FIRE DEPARTMENT INSTRUCTOR LEVEL II

WIPP Fire Department Instructor Level II is based on NFPA Fire Service Instructor II requirements and WP 14-TR.01 requirements. Individuals qualified as Fire Department Instructor Level II are developers who are assigned to revise and develop instructional materials and are responsible for the following:

- Qualifying and maintaining WIPP Fire Department Instructor Level I requirements.
- Qualifying and maintaining NFPA 1041 Fire Service Instructor II requirements.
- Reviewing lessons learned, drill findings, and changes to DOE Orders, guides, and procedures, and incorporating applicable changes in training materials.
- Designing and developing formal WIPP-specific Fire Department training materials in accordance with WP 14-TR.01 and WP 14-TR3004, *Training Development*, and NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

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2.8 WIPP FIRE DEPARTMENT INSTRUCTOR LEVEL III PROGRAM MANAGEMENT

WIPP Fire Department Instructor Level III is based on NFPA Fire Service Instructor III requirements. The Chief of Training is qualified as a Fire Department Instructor Level III and is responsible for the following:

- Qualifying and maintaining WIPP Fire Department Instructor Level II requirements.
- Qualifying and maintaining NFPA 1041 Fire Service Instructor II requirements.
- Program administration.

2.9 COORDINATION OF TRAINING

2.9.1 Development and Revision of Training

The Captain of Training is responsible for ensuring that Fire Department Program course content remains current with Fire Department policy, procedures, positions, and operational changes as well as NFPA standards and WIPP Technical Training and HWFP requirements. In addition, where WIPP-specific tasks are identified, training is based on the tasks associated with the duties to be performed by Fire Department personnel, the hazards that may be encountered by response personnel, and the established requirements and standards for Fire Department training. A systematic process is used to identify and document performance-based training requirements for Fire Department positions.

New training and revisions to existing training programs, is based on comparing regulatory requirements and existing training programs or performing a gap analysis to determine program content.

2.9.2 Training Materials

For courses required to meet NFPA Standards, instructor materials will include lesson plans, presentation materials, training manuals, progress tests and/or practical skill check sheets in accordance with applicable requirements. Training to meet the NFPA standards will be conducted using training materials from nationally recognized institutions subsequent to review and approval by WIPP Technical Training.

These training materials include objectives which are referenced to the Job Performance Requirements (JPRs) in the applicable qualification standards. A JPR is a statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

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The Chief of Training will verify that all training materials meet NFPA standards prior to use.

The Fire Department will maintain a master resource library and all audio visual equipment necessary for the delivery of fire service training and continuing education. The library will be updated as needed to ensure training materials are current.

2.10 TRAINING METHODS

Fire Department training may consist of classroom lecture, seminars, workshops, practical skills sessions, on-the-job training and evaluations, and live fire sessions. Training methods must comply with applicable NFPA Standards.

Fire Department training may be conducted at accredited fire academies utilizing academy personnel.

2.11 TESTS AND EXAMINATIONS

NFPA required courses, such as Firefighter I and II, include progress quizzes, and tests, and performance tests using skill evaluation checklists. Students shall pass each NFPA test and quiz with a minimum grade of 70%.

Upon successful completion of an NFPA course, each student is independently evaluated by an accredited institution to certify they have met the requirements of the associated NFPA standards. Certification examinations and performance evaluations for NFPA required courses will be administered by individuals who were not involved as instructors for the subject and/or performance requirements being evaluated.

WIPP-specific course examinations require a passing grade of 80%. Failure of any WIPP-specific examination will require remediation and re-examination in accordance with WIPP training course failure policies.

Testing will be conducted in accordance with WIPP examination requirements as specified in WP 14-TR.01 and WP 14-TR3005, *Preparation, Administration, and Grading of Examinations*.

2.12 SCHEDULING OF TRAINING

The Captain of Training assigns members to necessary training and schedules position based training and evaluations with Technical Training to complete the initial training and qualifications required for new employees.

- An annual Fire Department Training Schedule is developed by the Chief of Training, or designee, and approved by Fire Chief to address initial and continuing training needs (see Table 2.1)
- Monthly Fire Department training schedules will be developed and approved by the Chief of Training.

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- Monthly schedules will include items from the annual schedule as well as any specific emergent training needs which may be identified.

2.13 ANNUAL TRAINING SCHEDULE

Table 2.1 – Annual Training Schedule Example

January		July* (Wednesday)
EMS <ul style="list-style-type: none"> • CPR (SAF-504) • ACLS • PALS 		Hazardous Materials <ul style="list-style-type: none"> • Operations Refresher • NFPA 472 Practical Skills Evaluation
February * (Wednesday)		August
Company Level Skills <ul style="list-style-type: none"> • SCBA Refresher • Protective Equipment • Practical Skill Evaluation 		Fire Department Operations <ul style="list-style-type: none"> • Incident Command • Company level tactics
March		September
Engine Company Operations <ul style="list-style-type: none"> • Water Supply • Positioning Apparatus • FDC Operations • Hose Deployment • Practical Skills Evaluation 		EMS <ul style="list-style-type: none"> • Contaminated Patient • Mass Casualty Wildland <ul style="list-style-type: none"> • S-190 / S130 Refresher
April* (Wednesday)		October* (Wednesday)
Engine Company Operations <ul style="list-style-type: none"> • Interior Fire Attack • Small Company Tactics • Search and Rescue • LIVE FIRE BURN 		Engine Company Operations <ul style="list-style-type: none"> • Interior Fire Attack • Facility Operations • LIVE FIRE BURN
May		November
Drivers Training <ul style="list-style-type: none"> • NFPA 1002 Knowledge Review • Driving Skills practical 		Rescue Systems <ul style="list-style-type: none"> • Auto Extrication
June		December
Pump Operations <ul style="list-style-type: none"> • NFPA 1002 Knowledge Review • Pumping Skills Evaluation 		Fire Department Operations <ul style="list-style-type: none"> • Annual Pre-fire plan review • Policies and Procedure

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2.14 PROGRAM ASSESSMENTS

Internal assessments of the Fire Department Training Program including training development, implementation, and effectiveness will be performed as part of the required annual assessment of the overall emergency management program.

3.0 TRAINING AND QUALIFICATION PROCESS

3.1 QUALIFICATION AND INITIAL TRAINING

Entry level requirements are specified by Fire Department management. Training, education, and experience equivalencies as well as exceptions for WIPP regulatory training, will be processed in accordance with WP 14-TR3312, *Exceptions/Equivalencies, and Extensions*. All fire related exceptions are evaluated by the Chief of Training and approved by the Technical Training Manager.

WIPP-specific classroom training is provided commensurate with the requirements of various positions. Most Fire Department positions require additional NFPA qualifications or other certifications, which are listed on the qualification card for each position.

Classroom materials are presented and written tests are administered by WIPP and NFPA qualified instructors in order to demonstrate an understanding of the material presented. Some courses may be presented at offsite locations. Courses required by NFPA standards use a certification process to evaluate individuals and ensure competencies have been achieved in accordance with the applicable NFPA standard.

Classes required and sign-offs for completion are indicated on qualification cards for each position. The qualification cards list specific knowledge requirements and task performance items that must be completed as a condition of qualification. Fire Officers, Chief Officers, or NFPA qualified personnel, sign for adequate knowledge in specific areas, equipment, or functional specialties as well as practical demonstrations or task performance items. An examination (written, oral, or performance based, as applicable to the position) is administered that covers the knowledge and performance expectations for the position.

Training at WIPP will require completion of the associated WIPP Technical Training Authorization or Task Cards for each position. Trainees may perform duties prior to authorization only for those tasks and/or operations for which training has been completed. Authorizations remain current as long as refresher/continuing training requirements are met and job performance is satisfactory.

Training extensions may be requested before training is due for individuals unable to complete required training, with work-related justification, in accordance with WP 14-TR3312 to prevent training/qualification lapses. Fire Department personnel who fail to remain current in training listed on their qualification cards are subject to the requirements for lapses in training according to WP 14-TR.01.

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3.1.1 Firefighters

Firefighters complete a tiered structure of training and certification which allows them to progress from entry level firefighters up through the ranks of officer. Each level of training requires mastery of increasing skill levels and knowledge and allows the firefighter to assume additional tasks and responsibilities.

There are two levels of firefighter based on NFPA 1001: Firefighter I and Firefighter II. An individual is considered a Firefighter Candidate once he/she has fulfilled the entrance requirements of NFPA 1001, Chapter 4, but has not met the JPRs for Fire Fighter I. Training courses for firefighters are based on requirements established by NFPA 1001 and 472 qualification standards which establish the JPRs.

WIPP Firefighters are also trained to the NFPA 472 Hazardous Materials Awareness and Operations Levels. Personnel are first trained to the awareness level. Operations trained workers act defensively to limit the spread of hazardous materials.

All Firefighters hired after September 9, 2016, will complete a new employee orientation program which will consist of conduct of operations, procedural compliance, orientation to emergency equipment, and will be considered qualified to operate or perform all duties and equipment contained within the program.

Firefighter training is documented using Qualification Card FF-01, *WIPP Fire Department Firefighter Authorization Card*. Reference the qualification card for additional training and certification requirements.

Firefighter's training to perform test and surveillances on water based fire suppression systems and Alarm Systems will be documented using FPS-01, *Fire Protection Systems Surveillance and Testing Qualification Card*. Individual task cards are issued to complete the FPS-01.

- FPS-01-01, *Sprinkler System Inspection and Testing*
- FPS-01-02, *Fire Water Supply and Distribution System Weekly Surveillance*
- FPS-01-03, *Fire/Safety Inspection and Testing*
- FPS-01-04, *Fire Hydrant and Isolation Valve Inspection*
- FPS-01-05, *Hydrant Flow Testing*

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3.1.2 Emergency Medical Services

All EMS personnel are licensed through the State of New Mexico Emergency Medical Systems Bureau and perform under the license of the WIPP Medical Director. Licensing requirements for training, continuing education, and skills maintenance are set forth through the state requirements. EMS personnel maintain their licensure by attending training to maintain the required continuing education hours.

WIPP Fire Department will maintain New Mexico State qualified EMS Instructor(s) to provide continuing education to WIPP Fire Department members. An EMS training program is currently being developed in coordination with the medical director that meets NM state requirements. This will facilitate emergency medical training on site in order for EMS personnel to maintain their state licensure and keep skills current.

3.1.3 Apparatus Driver/Operators

The following prerequisites must be met in order for Fire Department personnel to start the qualification process to become Fire Department Apparatus Driver/Operators:

- Candidates shall be licensed to drive all vehicles they are expected to operate. A driver's license with a Class E endorsement (or equivalent) is required prior to operating any WIPP emergency vehicle.
- Candidates shall be qualified as Firefighter II or qualified as an ERT member that has completed Advanced Exterior Firefighting or Interior Structural Firefighting.

Fire Department personnel are expected to competently and safely operate vehicles, both on the surface and underground. Fire Apparatus Driver/Operator are trained using NFPA 1002 requirements and must complete an Emergency Vehicle Operations Course.

Firefighter Driver/Operator training will be documented using authorization cards.

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3.1.4 Fire Department Officers

Fire Officer I candidates shall be qualified as Firefighter II before beginning Fire Officer I training. Before being qualified at a higher level, the requirements of the previous level must be met.

Shift Lieutenants and Captains are responsible for assisting in the initial and continuing training of Fire Department members. They must be qualified as a Fire Service Instructor Level I to deliver NFPA required training. They must also be trained as WIPP Instructor Level I OJT/OJE in accordance with WP 14-TR3005.

NFPA 1041 Fire Service Instructor I and NFPA 1021 Fire Officer I training may be taken concurrently; however, completion of Fire Service Instructor I qualification is required before becoming qualified as Fire Officer I.

Fire Officer training will be documented using authorization cards.

3.1.5 Emergency Response Team

The ERT at WIPP is a collateral duty organization operating in support of the WIPP Fire Department. ERT members shall not perform any response duties for which they are not trained. Initial and continuing training provided to ERT members ensures that members are capable of performing their assigned response duties in a manner that does not present a hazards to themselves or endanger other personnel.

ERT members are trained using requirements from NFPA 1081. Progression through the training must be completed in sequence as indicated in NFPA 1081.

ERT members are required to attend bi-monthly Fire Department training.

ERT qualification is documented using Qualification Card ERT-01, *WIPP Fire Department Emergency Response Team Qualification Card*. Reference the qualification card for additional training and certification requirements.

3.2 CONTINUING TRAINING

Continuing training occurs throughout the training cycle and is administered through various methods.

Refresher training occurs at predetermined intervals for specific topics. Courses provided by WIPP Technical Training that include refresher requirements shall be completed as prescribed in the course description. Notices are sent by Technical Training to personnel prior to expiration. Refresher training may also be in the form of drills or drill reviews, formal or informal briefings, classroom training, or computer-based training.

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3.2.1 Department Training

The Fire Department shall develop and maintain a system to monitor and measure the training progress and activities of its members. A formal continuing training plan shall be developed and maintained by the Chief of Training with the approval of the Fire Chief which ensures the following:

- Training shall occur based on an annual training plan.
- An annual skills check shall be performed to verify minimum professional qualifications of members.
- Firefighters shall receive the required annual minimum of one (1) live fire training burn.
- Fire Department members shall be afforded the opportunity to practice assigned skill sets on a regular basis, not less than annually.
- Members who perform wildland firefighting shall be trained at least annually in the proper deployment of an approved fire shelter.
- EMS personnel shall maintain licensure through the State of New Mexico Emergency Medical Systems Bureau by completing specified continuing education hours every two (2) years.
- ERT members shall be afforded the opportunity to practice assigned skill sets on a bi-monthly basis as assigned in the annual training schedule.
- Technical rescue training shall be conducted in accordance with NFPA Standards and the WIPP Technical Rescue Assessment.

3.2.2 Level of Support for Off-Site Training

The Fire Department will support training for the requirements of the current job description and next level for advancement.

The Fire Department will provide limited support for training that benefits the employee in their current position and provides benefit to the department.

No support will be given for training outside of a current position or one level above or that is supported by another program.

Any supported training will require the employee to bring the training back to the department and participate in program development or delivery.

All requests for off-site training will be evaluated on an individual basis.

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3.2.3 Company Level Training

In addition to scheduled refresher training, the Fire Department shall provide specific training to members when written policies, practices, procedures, or guidelines are developed or updated based on training determinations made according to WP 14-TR3310, *Training Determination*.

Changes to the Fire Department training program and/or procedures could be required due to the following:

- New equipment
- New or revised procedures or protocols
- Lessons learned from drills, exercises, or events
- Lessons learned from other facilities
- Other topics as determined by fire department operations

Lessons learned shall be evaluated and encompassed into training as necessary to improve performance. Crew briefings are conducted on an emerging basis as needed.

3.2.4 Drills

Drills shall be conducted as often as necessary to evaluate the effectiveness of the training programs and the competence of the Fire Department members. Drills will be planned, conducted, and documented in accordance with WP 12-ER.13, *WIPP Drills and Exercises*.

4.0 PROFESSIONAL DEVELOPMENT

WIPP Fire Department Supervisors, Managers, Administrators/Executives, and Instructors are encouraged to complete 20 hours of Professional Development training annually. Development training may occur through several methods, including online, classroom, and attendance at seminars and conferences. Professional development may include the following topics:

- Lieutenants
 - Having Difficult Conversations and/or dealing with Difficult Employees
 - Producing Effective, Efficient communication by Writing Less and Saying More
 - Supervisory Skills
 - Management Development for first Time Supervisors
 - Time Management

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- Captains
 - Fundamentals of Negotiation
 - Great “Boss” Knowledge
 - Technical Report Writing
 - Budget Development and Management
 - Leadership Development
- Chief Officers
 - Managing Teams
 - Essential tools for Project Management
 - Project Management Best Practices
 - Leadership
 - Financial Acumen
- Instructors
 - Creative Thinking
 - Effective Listening
 - Public Speaking
 - Training Adults in Work Environments
 - Designing Workplace Training
 - Group Facilitation
 - Identifying and Using New Technologies in Classrooms

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5.0 FIRE DEPARTMENT TRAINING REQUIREMENTS**5.1 INCIDENT COMMAND SYSTEM (ICS) COURSES**

The following courses provide training concerning the Federal Emergency Management Agency (FEMA), ICS, and the National Incident Management System (NIMS), including how they are applied at WIPP. Table 5.1 indicates the Fire Department positions required to complete these courses.

Table 5.1 – ICS and ERO Required Training

Position	EM-104	IS-100	IS-200	IS-300*	IS-400*	IS-700	IS-800b
Chief Officers/Executive Officers	X	X	X	X	X	X	X
Incident Commanders (Fire Officers)	X	X	X	X	X	X	X
Fire Department Personnel	X	X	X			X	X
ERT Members	X	X	X			X	X

*Preferred not required

- 5.1.1 EM-104 WIPP Emergency Response Organization Awareness Training
- 5.1.2 IS-100, FEMA NIMS Introduction to the Incident Command System
- 5.1.3 IS-200, ICS For Single Resources and Initial Action Incidents
- 5.1.4 IS-300, ICS for Expanding Incidents
- 5.1.5 IS-400, Advanced ICS for Command and General Staff
- 5.1.6 IS 700, National Incident Management Systems (NIMS), An Introduction
- 5.1.7 IS-800b, FEMA/NIMS National Response Framework, An Introduction

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5.2 NFPA COURSES AND QUALIFICATION

5.2.1 Firefighters

The following summarized the NFPA 1001 Firefighter qualification standards. The current edition of the NFPA 1001 should be consulted to identify specific training requirements.

- **Firefighter 1** – The person at the first level of progression as defined in NFPA 1001, Chapter 5, who has demonstrated the knowledge and skills to function as an integral member of a fire-fighting team under direct supervision in hazardous conditions. Direct supervision is considered within sight and hearing of the responsible Fire Officer (NOTE: NFPA 1001 includes a reference to NFPA 472 for some requirements.)
- **Firefighter II** – The person, at the second level of progression as defined in NFPA 1001, Chapter 6, who has demonstrated the skills and depth of knowledge to function under general supervision.

5.2.2 Firefighters

The firefighters are trained to properly inspect, test, and maintain detection and suppression systems using a variety of requirements located in NFPA standards related to detection and suppression systems and equipment including:

- NFPA 10, *Standard for Portable Fire Extinguishers*
- NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water Based Fire Protection Systems*
- NFPA 72, *National Fire Alarm and Signaling Code*
- NFPA 101, *Life Safety Code*

5.2.3 Fire Apparatus Driver/Operator

The following summarizes the NFPA 1002 Fire Apparatus Driver/Operator qualification standards.

- The Firefighter who has met the requirements defined in NFPA 1002, Chapter 4, *General Requirements*, and has completed the following additional chapters as applicable to each vehicle they will be expected to operate:
 - Chapter 5, *Apparatus Equipped with Fire Pump*
 - Chapter 8, *Wildland Fire Apparatus*

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5.2.4 Fire Officers

Fire Department Officers require training to meet NFPA 1021. NFPA 1021 outlines four (4) levels of fire based management training (Fire Officer I, II, III, and IV). Positions requiring management training are shown in Table 5.2. Fire Officers have one (1) year from the date of plan implementation to become qualified at the applicable level. Designated Chief Officers have two (2) years from the date of plan implementation to become qualified at the applicable level. Section 5.2.4 and Table 5.2 does not apply to the Executive Officers.

Table 5.2 – Fire Officer Training

Position	Fire Officer I	Fire Officer II	Fire Officer III	Fire Officer IV
Lieutenants	X			
Captains	X	X		
Chief Officers	X	X	X	X
Executive Chief Officers	Exempt	Exempt	Exempt	Exempt

5.2.4.1 Fire Officer 1 Requirements

- The fire officer, at the supervisory level, who has met the job performance requirements specified in NFPA 1021 for Level I.

5.2.4.2 Fire Officer II Requirements

- The fire officer, at the supervisory/managerial level, who has met the job performance requirements specified in NFPA 1021 for Level II.

5.2.4.3 Fire Officer III Requirements

- The fire officer, at the managerial/administrative level, who has met the job performance requirements specified in NFPA 1021 for Level III.

5.2.4.4 Fire Officer IV Requirements

- The fire officer, at the administrative level, who has met the job performance requirements specified in NFPA 1021 for Level IV.

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5.3 TECHNICAL RESCUE TRAINING

The current technical rescue program is administered through the WIPP Technical Training Department. The Emergency Response Team (ERT) is currently trained in accordance to the ERT-01 Qualification Card.

The Fire Department will develop an implementation plan to obtain the training for the Operations Level as defined in NFPA 1670, *Standard on Operations and Training for Technical Search and Rescue Incidents*. The Operations Level represents the capability of organizations to respond to technical search and rescue incidents and to identify hazards, use equipment, and apply limited techniques as specified in NFPA 1670 to support and participate in technical search and rescue incidents.

The Fire Department will develop an implementation plan to obtain the training for the operations level as defined in NFPA 1670, *Standard on Operations and Training for Technical Search and Rescue Incidents*.

- **Operations Level** – This level represents the capability of organizations to respond to technical search and rescue incidents and to identify hazards, use equipment, and apply limited techniques as specified in NFPA 1670 to support and participate in technical search and rescue incidents.

Technical Rescue training is specific to a specialty area. For certification, a rescuer shall perform all the JPRs in NFPA 1006, Chapter 5, and all requirements listed in at least one level of a specialty area. The specialty areas that apply at WIPP include:

- High and Low Angle Rope Rescue
- Confined Space Search and Rescue
- Vehicle Search and Rescue
- Machinery Search and rescue
- Trench Rescue

6.0 NFPA FIRE SERVICE INSTRUCTORS

Fire Department Instructors require training to meet NFPA 1041. NFPA outlines three levels of fire service instructor training (Fire Service Instructor I, II, and III). Positions requiring fire service instructor training are shown in Table 5.3.

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Table 5.3 – Fire Service Instructor Training

Position	Fire Service Instructor I	Fire Service Instructor II	Fire Service Instructor III
Lieutenants	X		
Captains	X	X	
Training Captain	X	X	
Chief of Training	X	X	X*

*Incumbent has two years from the date of hire to obtain

6.1 FIRE SERVICE INSTRUCTOR I

A fire service instructor who has demonstrated the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environment to that learning and safety are maximized; and meet the record-keeping requirements of the authority having jurisdiction.

6.1.1 Fire Service Instructor II

A fire service instructor who, in addition to meeting Instructor I qualifications, has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan of authority having jurisdiction; and supervise and coordinate the activities of other instructors.

6.1.2 Fire Service Instructor III

A Program A fire service instructor who, in addition to meeting Instructor II qualifications, has demonstrated the knowledge and ability to develop comprehensive training curricula and programs for use by single or multiple organizations; conduct organization needs analysis; design record keeping and scheduling systems; and develop training goals and implementation strategies.

6.1.3 Wildland Fire Training

Wildland fires occur in the area of the WIPP facility. In order to respond appropriately and safely, Fire and Emergency Response personnel are trained to U.S. Department of Agriculture (USDA) National Wildfire Coordinating Group (NWCG) S-130, *Firefighter Training*, and USDA NWCG S-190, *Introduction to Wildland Fire Behavior*.

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6.1.4 Hazardous Materials Response Training

Firefighters and ERT members receive hazardous material response training. The following summarizes the NFPA 472 hazardous materials response qualification standards.

- **Hazardous Materials Awareness Level** – Personnel who, in the course of their normal duties, could encounter an emergency involving hazardous materials and who are expected to recognize the presence of the hazardous materials, protect themselves, call for trained personnel, and secure the area. Awareness level personnel shall be trained to meet all competencies of NFPA 472, Chapter 4.
- **Hazardous Materials Operations Level** – Persons who respond to hazardous materials incidents for the purpose of implementing or supporting actions to protect nearby persons, the environment, or property from the effects of the release. Operations level personnel shall be trained to meet all competencies of NFPA 472, Chapters 4 and 5.

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6.1.5 Emergency Response Team Training

The ERT is considered an Industrial Fire Brigade, as defined in NFPA 600 and 29 CFR 1910.156. All ERT members are required to attend training prior to active participation with the ERT.

ERT training will occur at a minimum on a bi-monthly basis. An example schedule is provided in Table 5.4.

Table 5.4 – ERT Training Schedule Example

February	July
Company Level Skills <ul style="list-style-type: none"> • SCBA Refresher • Protective Equipment • Practical Skill Evaluation 	Hazardous Materials <ul style="list-style-type: none"> • Operations Refresher • NFPA 472 Practical Skills Evaluation
April	October
Engine Company Operations <ul style="list-style-type: none"> • Interior Fire Attack • Small Company Tactics • Search and Rescue • LIVE FIRE BURN 	Engine Company Operations <ul style="list-style-type: none"> • Interior Fire Attack • Facility Operations • LIVE FIRE BURN

All ERT members are required to complete the following requirements before becoming fully qualified:

- New Mexico Emergency Medical Responder
- NFPA 472 Hazardous Materials Awareness
- NFPA 472 Hazardous Materials Operations
- NFPA 1081 Incipient Industrial Fire Brigade Member
- NFPA 1081 Advanced Exterior Industrial Fire Brigade Member
- NFPA 1081 Interior Structural Industrial Fire Brigade Member
- WIPP ERT-01 WIPP Fire Department Emergency Response Team Qualification Card

6.2 WIPP COURSES AND QUALIFICATIONS

6.2.1 WIPP Instructors

WIPP Technical Training outlines three levels of instructor qualification in WP 14-TR3305. The training requirements for Fire Department Officers are listed in Table 5.5.

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Table 5.5 – Instructor Training Requirements for Fire Officers

Position	WIPP Instructor I	WIPP Instructor II	WIPP Instructor III
Lieutenants	X		
Training Captain	X	X	
Chief of Training	X	X	

6.2.2 Mine Safety

Firefighters and ERT members will complete WIPP SAF-501, *Mine Safety Inexperienced Miner*, or SAF-502B, *Newly Employed Experienced Miner*.

6.2.3 Radiological Worker

Firefighters and ERT members will complete WIPP RAD-201, *Radiological Worker II Initial*.

7.0 RECORDKEEPING REQUIREMENTS

7.1 ADMINISTRATIVE REQUIREMENTS

All records for regulatory training conducted for Fire Department Programs are maintained in accordance with WP 14-TR.01.

7.2 ATTENDANCE DOCUMENTATION

The training instructor, or other responsible person, shall ensure attendance is documented using an attendance record signed by all class attendees.

The original attendance records will be submitted to the Captain of Training for review and validation who will forward them to Technical Training Records.

7.3 COURSE MATERIALS

All records documenting training course materials (e.g., lesson plans, student study guides, presentations, JPMs) are maintained in accordance with WP 14-TR.01.

7.4 FIRE DEPARTMENT STUDENT TRAINING RECORDS

Student examination results, class attendance records, and any other documentation relating to training are maintained by Technical Training Records in accordance with WP 14-TR.01.

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8.0 REFERENCES

DOCUMENT NUMBER AND TITLE
DOE Order 420.1C, <i>Facility Safety</i>
DOE-STD-1066-2012, <i>Fire Protection</i>
NFPA 10, <i>Standard for Portable Fire Extinguishers</i>
NFPA 25, <i>Standard for the Inspection, Testing, and Maintenance of Water Based Fire Protection Systems</i>
NFPA 72, <i>National Fire Alarm and Signaling Code</i>
NFPA 101, <i>Life Safety Code</i>
NFPA 472, <i>Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents</i>
NFPA 600, <i>Standard on Facility Fire Brigades</i>
NFPA 1001, <i>Standard for Fire Fighter Professional Qualifications</i>
NFPA 1002, <i>Standard for Fire Apparatus Driver/Operator Professional Qualifications</i>
NFPA 1006, <i>Standard for Technical Rescuer Professional Qualifications</i>
NFPA 1021, <i>Standard for Fire Officer Professional Qualifications</i>
NFPA 1031, <i>Standard for Professional Qualifications for Fire Inspector and Plans Examiner</i>
NFPA 1041, <i>Standard for Fire Instructor Professional Qualifications</i>
NFPA 1072, <i>Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications</i>
NFPA 1081, <i>Standard for Industrial Fire Brigade Member Professional Qualifications</i>
NFPA 1403, <i>Standard on Live Fire Training Evolutions.</i>
NFPA 1500, <i>Standard on Fire Department Occupational Safety and Health Program</i>
NFPA 1670, <i>Standard on Operations and Training for Technical Search and Rescue Incidents</i>
Hazardous Waste Facility Permit (HWFP), EPA Identification Number NM4890139088-TSDF
USDA NWCG S-130, <i>Firefighter Training</i>
USDA NWCG S-190, <i>Introduction to Wildland Fire Behavior</i>
WP 12-ER.13, <i>WIPP Drills and Exercises</i>
WP 14-TR.01, <i>WIPP Training Program</i>
WP 14-TR3004, <i>Training Development</i>
WP 14-TR3005, <i>Preparation, Administration and Grading of Examinations</i>
WP 14-TR3305, <i>Instructor Qualification</i>
WP 14-TR3308, <i>On-the-Job Training</i>
WP 14-TR3310, <i>Training Determination.</i>
WP 14-TR3312, <i>Exceptions/Equivalencies and Extensions</i>
ERT-01, <i>WIPP Fire Department Emergency Response Team Qualification Card</i>
FF-01, <i>WIPP Fire Department Firefighter Qualification Card</i>
FPS-01, <i>Fire Protection System Surveillance and Testing Qualification Card</i>

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9.0 ATTACHMENT 1 – ABBREVIATIONS/ACRONYMS

ACLS	Advanced Cardiac Life Support
AED	Automatic External Defibrillator
CBFO	Carlsbad Field Office
CPR	Cardiopulmonary Resuscitation
DOE	U.S. Department of Energy
EMR	Emergency Medical Responder
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ERO	Emergency Response Organization
ERT	Emergency Response Team
FEMA	Federal Emergency Management Agency
FDC	Fire Department Connections
HR	Human Resources
HWFP	Hazardous Waste Facility Permit
ICS	Incident Command System
JPM	Job Performance Measure
JPR	Job Performance Requirements
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NWCG	National Wildfire Coordinating Group
PALS	Pediatric Advanced Life Support
PASS	Personal Alert Safety System
SCBA	Self Contained Breathing Apparatus
SME	Subject Matter Expert
SOPs	Standard Operating Procedures
UG	Underground
USDA	U.S. Department of Agriculture
WIPP	Waste Isolation Pilot Plant