

Fire Instructor, Pre-Course Assignment 6

Text: *Fire and Emergency Services Instructor*, Seventh Edition, Fire Protection Publications, Stillwater, OK, 2006. Chapter 6, “Report Writing and Record Keeping,” pp 118–134.

NFPA 1041 (2007) JPRs addressed

- 4.2.1
- 4.2.3, 4.2.3 (A), and 4.2.3 (B)
- 5.2.1
- 5.2.5, 5.2.5 (A), and 5.2.5 (B)
- 6.2.1
- 6.2.2, 6.2.2 (A), and 6.2.2 (B)
- 6.5.1
- 6.5.2, 6.5.2 (A), and 6.5.2 (B)
- 6.2.7 (B)

Objectives

After completing Pre-Course Assignment 6, you should be able to

- Define the terms *report*, *record*, and *record keeping*.
- List the types of reports that instructors at Level I, Level II, and Level III are responsible for writing.
- Explain how to insure that a report is well-written, logically organized, and easily understood.
- Describe the accepted criteria for report writing regarding these characteristics:
 - Organization
 - Report development
 - Writing style
- Define *executive summary* and explain its purpose and content.
- Explain the responsibilities of an instructor in maintaining records in the following categories:
 - Training (privacy requirements, software programs, legal requirements, benefits, record contents, audits)
 - Budget
 - Inventory
 - Maintenance
 - Personnel
- Explain steps that an organization’s internal team should follow in establishing a record-keeping system for the organization in terms of
 - Defining the record-keeping requirements of the organization.
 - Planning the record-keeping system.
 - Implementing the system.
 - Completing the record-keeping system project.
- Describe how to evaluate and revise a record-keeping system once it is in place.
- Explain the purpose of data analysis.

Reading

Chapter 6, "Report Writing and Record Keeping," pp 118–134

After reading Chapter 6, you should be able to answer the following:

1. What is the difference between a report and a record?
2. In general terms, what is involved in record keeping, or information management?
3. What are two important functions of accurate reporting?
4. For what types of reports are Level I instructors responsible? Level II instructors? Level III instructors?
5. What should one do to insure a well-written report?
6. What are the four organizational parts to include in a well-written report?
7. In developing a report, one should include the answers to what questions?
8. What writing style is appropriate for a report?
9. What is an executive summary? What is the benefit of having an executive summary in a report? What information should one include in an executive summary?
10. What are four uses of information in an organization?
11. List the types of training records an organization should keep. What details are important regarding entry-level or recruit training?
12. How do U.S. laws, both federal and state, protect individuals' privacy regarding records maintained by fire and emergency services organizations?
13. What is the role of software programs in the maintenance of training records?
14. List the benefits of keeping accurate training records.
15. What kinds of information do most training records include?
16. How frequently and for what purpose should record-keeping systems be audited?
17. What training-related information should be included in budget records?
18. What is the importance of inventory records to the training division of an organization?
19. What are the two general categories of maintenance records?
20. Which type of personnel records does the training division use most frequently? What is the main concern for instructors regarding this type of record?
21. What steps should an internal team follow to determine the record-keeping requirements of the organization? What are the steps to follow in planning the record-keeping system? What must the organization do to implement the system? What should the team do to complete the system project?
22. How should the organization evaluate the effectiveness of the record-keeping system?

23. For what reasons should a record-keeping system be revised?
24. What purposes does analysis of data generated by the record-keeping system serve?

Reflecting

Provide a written answer to each of the following prompts. Continue answers on a second sheet, if necessary.

Think about the record-keeping system of your organization. Provide an overview of your organization's policies that keep records secure and private.

In what ways could the record-keeping system of your organization be improved in terms of security, privacy, and user-friendliness?

In what ways does your organization use the data stored in the record-keeping system to support decisions regarding changes in the organization?

Read Appendix L, “NIOSH/CDC Workplace Solutions Live-Fire Training Report,” beginning on page 609. Use the report to answer the following regarding the four organizational parts of the report.

1. What is the heading of the report?
2. What important information is not included in the heading?
3. What heading information may be implied?
4. The introduction of the report is the section entitled _____.
5. What comprises the body of the report?
6. What section begins the conclusion/summary of the report?
7. What section ends the conclusion/summary of the report?
8. Identify the executive summary of the report.

Circle the letter of the **best** answer for Items 11–15.

9. An executive summary should be included with _____.
- A. any report that is a requests for change
 - B. every written training report
 - C. reports that exceed five pages
 - D. the conclusion of a technical report
10. The **best** way that a writer can confirm correct grammar, punctuation, and spelling before submitting a report is by _____.
- A. correcting each mistake as he or she makes it while writing the report
 - B. having someone else whom the writer trusts to proofread the report
 - C. reading through the report several times to identify mistakes to correct
 - D. using the spell-check and grammar features in a word processing program
11. An organization should undertake a revision of its record-keeping system for all of the following reasons **EXCEPT** for _____.
- A. a change in the type of data required by the organization
 - B. collecting additional information for making decisions
 - C. data analysis that reveals poor training safety statistics
 - D. inaccurate data having been entered into the system
12. The reports and records are different types of documentation mainly because _____.
- A. records are available for public view; reports are viewed only by staff of the organization
 - B. records are generally written in essay format; reports may be written in more than one format
 - C. reports are generally stored electronically; records are generally stored as hardcopies
 - D. reports may be either written or verbal accounts; records are permanent, written accounts
13. Regarding the training portion of an organization's record-keeping system, the primary responsibility of the Level III instructor is to _____ that portion of the system.
- A. administer
 - B. coordinate
 - C. create
 - D. manage

14. Entry-level and recruit training records must be available upon request by the _____.
- A. National Fire Academy
 - B. National Fire Protection Association
 - C. Occupational Safety and Health Administration
 - D. U.S. Department of Labor
15. During the implementation of a new record-keeping system, old files should be _____.
- A. labeled "old" and removed
 - B. organized and archived
 - C. packed and destroyed
 - D. reviewed and copied

Fire Instructor, Pre-Course Assignment 6 Answer Key

<u>Item</u>	<u>Answer</u>	<u>Text page #</u>
1.	Preventing Deaths and Injuries to Fire Fighters during Live-Fire Training in Acquired Structures	p 609
2.	the date	p 609
3.	To: All fire service training staff From: NIOSH and CDC	p 609
4.	Description of Exposure	p 609
5.	Case Studies: Case 1 and 2	pp 609–610
6.	Controls	p 610
7.	States	p 611
8.	“Summary” in green rectangle at left margin, p 609	
9.	C	p 121
10.	B	p 121
11.	C	p 133
12.	D	p 119, 120
13.	A	p 125
14.	D	p 126
15.	B	p 131