

## **Copyright**

The City of Columbus *2023 FIRE CAPTAIN* Information Session Handouts and videos are created and published by the City of Columbus. Any updates to the content shall be made exclusively by the City. It is intended solely for use for test preparation for the City of Columbus Fire Captain Examination. All versions of the information session handouts, including previously created and those created in perpetuity, which shall also include any language, tables, and images contained therein, are created and provided by the City of Columbus and are protected by copyright. Any other publication, reproduction, electronic storage, transmission, or other use or alteration of the word descriptions, tables, or numbers in these handouts without the express written consent of the City of Columbus and/or the Civil Service Commission, is prohibited.

## Please Note:

\* This is a sample of the Fire Tactical Exercise General Instructions. The actual test instructions may vary.

\*\* Some information in this sample may not match the online practice video.

---

# Fire Captain Tactical Exercise Sample General Instructions to Candidates

## OVERVIEW

The Tactical Exercise Exam will assess your ability to act as a company officer at the rank of Fire Captain and operate the incident management system during an emergency response. The Tactical Exercise exam consists of a single **pre-recorded video** that presents a series of **tactical exercise scenarios**. Each scenario is designed to simulate an actual emergency scene as realistically as possible given the constraints of the testing environment. Due to testing constraints, the overall time spent on each scenario will generally be accelerated, compared to real-life scenarios. Also, you will **not** receive feedback on your responses.

You will receive the following **test materials** in the on-deck room: an envelope with your **Preparation Period Booklet**, **Test Booklet**, Appeals and Paper Inspection Information Sheet, and two sheets of blank note paper. In your test room, you will receive the following additional test materials: a dry erase board with markers and an eraser, and two pens and two pencils. You will have an opportunity to verify your Preparation Period and Test Booklets before you enter the test room. You are allowed to take your Appeals and Paper Inspection Information Sheet with you when you leave. Do **not** write on this information sheet, it is subject to inspection by a CSC monitor before you leave the testing site.

## THE TACTICAL EXAM VIDEO

The Tactical Exercise exam consists of a **pre-recorded video** that presents a series of XX\* **tactical exercise scenarios**. The video is approximately XX\* minutes long.

An **audio narrator** will guide you throughout the video by explaining specific tasks and indicating when a particular section is about to begin. Please listen closely to what the narrator has to say. **The audio narrator may state different street signs than what are shown in exam video. Go by the street names that the audio narrator states and that are listed in the test booklet.**

During the **Preparation Period**, the screen will display an active countdown timer counting down from XX\* to zero minutes. During the preparation period, you may refer to the **Preparation Period Booklet**, which contains information relevant to your particular assignment, and/or you may make notes or lists to use during the exercise. Once the preparation period ends, the narrator will explain that the preparation period is over, and that the first scenario is about to begin.

A **Test Booklet Review Period\*\*** will occur before each scenario begins. During that time you may review the information provided in the **Test Booklet** for the scenario that is about to begin. Before the test booklet review period begins, the narrator will instruct you to open the envelope that contains your test booklet, indicate the page or pages to which you should turn

to, and explain that you have XX\* to review the information provided in the test booklet for the scenario.

Each **exercise scenario** will begin with a brief **orientation** section during which you will hear and see information regarding the scenario. During each scenario, you may encounter up to XX\* **prompts or questions**. Each prompt or question will be indicated verbally in the exam video and in writing in the test booklet.

As the narrator will explain, you are to provide a **verbal response** to each prompt or question. You are to begin your response when instructed to do so. The time that you are allotted for each response will range from approximately XX\* to XX\*. During your response time you will still see views of the scenario and a countdown timer. The allotted time for each response will be indicated in the video. Each **response period** begins when the words “**RESPOND NOW**” appear on screen and are stated by the narrator. A countdown timer will appear at the same time and immediately begin counting down from the allotted time. The countdown timer indicates how much time is remaining during each response. At the end of each response period, the narrator will direct you to stop. If you finish before the time limit expires, please sit quietly and wait for the next question or scenario to begin.

## **YOUR SCENARIO RESPONSES**

Throughout the exercise/video you may write **notes** anywhere in the test booklet and/or you may write notes on the blank paper or dry erase board. However, keep in mind that any notes that you make on test materials will **not** be scored, only your verbal responses will be scored.

During each response, you are to assume the **role** of a Fire Captain for the City of Columbus. The **Test Booklet** will indicate, for each scenario, the companies on scene, the companies delayed (if relevant to the scenario), and the questions or prompts to which you are to respond.

You are to **verbally respond** to each prompt or question that you encounter in each scenario. Do **not** use your own name during your response, say “**Captain Candidate**” instead. You are to begin your response when instructed to do so. Your responses should be consistent with the **standard operating procedures** of the Columbus Division of Fire and sound, professional, fire service tactics. When prompted to make assignments, be specific about which companies you will assign. Be specific regarding individual tools and equipment. Your responses should be specific and detailed enough that the graders can definitively determine your knowledge or intent. You should not assume that the graders will “know what you meant.”

While every candidate will receive the same exam, the scoring key is designed to recognize the fact that there are several ways to appropriately address and resolve the problem(s) in each scenario. That said, points will **not** be awarded to responses that fail to recognize and/or appropriately address the problem(s) in a scenario. Effort will be made not to award points for trivial concerns. You may fail to earn points if you provide *contradictory* information, orders, or tactics. Responses that do not directly relate to the scenario presented will also fail to earn points. Candidates will also be scored on their command presence based on their audio recording.

Your audio-recorded responses will be scored by a panel of fire service experts who are fire personnel in the rank of Captain or above from outside the state of Ohio. They will rate your responses using a previously developed check-off list answer key.

## **THE TEST ROOM**

A **test monitor** will escort you into your individual test room, and place you at a workspace that faces a television monitor. In your test room, two **cameras** will be pointed toward you. One camera will be a long play and the other will be a short play. The exam monitor will start the short-play camera at the beginning of your tactical exercise, and stop the short-play camera after you have completed your exam. There will be an additional third camera in the exam room. It will face the TV monitor to verify any technical issues, if needed.

The short play camera lens will be covered with a piece of paper so that the camera only captures your audio responses. The long play camera will **not** be covered so that the footage can be checked if needed to ensure that each candidate complied with all exam instructions. **Do not touch any of the cameras, TV monitor/computer, keyboard, or mouse in your test room.** Noncompliance may result in disqualification.

**Once the CSC monitor has left your exam room and the exam door has closed, please take off your mask.**

The audio visuals on the exam video will change periodically. **It is YOUR responsibility to notify a CSC monitor of any technical issues that occur inside your test room.** Delay in notifying staff could result in your responses or score being voided. To notify a monitor, open the exam room door and alert the monitor sitting at the table in the hallway. Please be mindful of other candidates taking their exam.

When you are finished with your exam, open the door to the testing room and then go back to your seat and wait for your monitor to release you.

These **General Instructions to Candidates will be collected** by a CSC monitor before you leave the on-deck room.

Information Session Sample Preparation Period Booklet for the  
Fire Captain Promotional Exam  
Tactical Exercise





# Preparation Period Booklet

(DO NOT OPEN UNTIL INSTRUCTED TO DO SO)

**Information Session Sample for the  
Fire Captain Promotional Exam Tactical Exercise**

For the tactical exercise, you are to assume the role of **Captain Candidate**, assigned to Ladder 99, Station 99, Battalion 9. Station 99 consists of Engine 99 Ladder 99, Medic 99, and Rescue 99, as shown below.

**Station 99, Battalion 9 Apparatus:**

<p>Ladder 99</p>	 <p align="center">2011 Sutphen</p>	<p>YOU are the Captain assigned to Ladder 99, a platform ladder truck.</p> <p>Your name is <b>Captain Candidate</b>. <b>(DO NOT USE YOUR REAL NAME)</b></p> <p>The staffing on Ladder 99 is one officer and three firefighters, one of whom is certified as a rescue technician.</p>
<p>Engine 99</p>	 <p align="center">2011 Sutphen</p>	<p>The staffing on Engine 99 is one officer and three firefighters, one of whom is a paramedic.</p>
<p>Medic 99</p>	 <p align="center">2014 International/Horton</p>	<p>The staffing on Medic 99 is two paramedic firefighters.</p>
<p>Rescue 99</p>	 <p align="center">2012 Sutphen/SVI</p>	<p>The staffing on Rescue 99 is one in charge rescue tech and two paramedic firefighters, all of whom are rescue technicians.</p>

**DO NOT USE YOUR REAL NAME**

**INFO SESSION EXAMPLE**

Information Session Sample Test Booklet for the  
Fire Captain Promotional Exam  
Tactical Exercise

# Test Booklet

(DO NOT TURN PAGE UNTIL INSTRUCTED TO DO SO)

**INFO SESSION EXAMPLE**

DO NOT USE YOUR REAL NAME

## SCENARIO A

(DO NOT TURN PAGE UNTIL INSTRUCTED TO DO SO)

DO NOT USE YOUR REAL NAME

Page 2



## Scenario A Information

Incident address: 416 West Park Avenue  
Dispatch: Report of a fire  
Dispatch time: 10:03 a.m.

Companies on Scene:			
Engine 97	Ladder 98	Medic 99	Rescue 99
Engine 98	Ladder 99 (YOU)		
Engine 99			

Question 1: Provide the Initial Radio Report consistent with standard operating procedures.

DO NOT USE YOUR REAL NAME

## SCENARIO B

(DO NOT TURN PAGE UNTIL INSTRUCTED TO DO SO)

DO NOT USE YOUR REAL NAME

Page 4

## Scenario B Information

Incident address: 416 West Park Avenue  
Dispatch: Report of a fire  
Dispatch time: 10:03 a.m.

Companies on Scene:						
Engine 96	Ladder 97	Medic 98	Rescue 99	EMS 9	SO 2	ISU 9
Engine 97	Ladder 98	Medic 99				
Engine 98	Ladder 99 (YOU)					
Engine 99						

Question 1:

Provide the Initial Action Plan Report consistent with standard operating procedures, and assign the on-scene companies as needed to resolve the emergency

DO NOT USE YOUR REAL NAME

## Phase III ORAL BOARD DIMENSIONS

**ORAL COMMUNICATION:** Organizes thoughts and expresses them in a clear and logical manner, quickly comprehends another's meaning, uses appropriate vocabulary, correct grammar, and appropriate non-verbal communication (gestures, etc.).

**INTERPERSONAL RELATIONS:** Establishes and maintains cooperative and constructive relationships with others, considers the feelings and needs of others, respects the views of others, and provides counseling advice when appropriate.

**INFORMATION ANALYSIS:** Ability to seek out information, to distinguish between important and unimportant information, and to focus on relevant information while discarding unimportant or irrelevant information.

**PROBLEM SENSING & RESOLUTION:** Ability to critically evaluate a situation and comprehend it in its proper perspective to identify underlying issues as well as the obvious, to assess alternative solutions, and to consider the implications of problems and solutions.