**Mentor’s Checklist for New Members**

**(Name) Fire Department**

Recruit/New Member:

Induction Date:

Mentor’s Name:

If applicable to your department, a mentor should assist the new member to assure that each item

on this list is completed

**EQUIPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item Description*** | ***Contact*** | ***Date Completed*** | ***Mentor Initials*** |
| 1.Orientation notebook, USB or CD |  |  |  |
| 2. Personal Summary Report |  |  |  |
| 3. Fire department T-Shirt |  |  |  |
| 4. Firefighting gear |  |  |  |
| 5. Class A & Class B uniforms |  |  |  |
| 6. Mailbox |  |  |  |
| 7. Added to *iamresponding* system |  |  |  |
| 8. Building key, key fob, or code |  |  |  |
| 9. Pager |  |  |  |
| 10. Accountability and ID tags |  |  |  |
|  |  |  |  |

**MEDICAL & TRAINING REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item Description*** | ***Contact*** | ***Date Completed*** | ***Mentor Initials*** |
| 1.Physical Exam |  |  |  |
| 2. TB Test |  |  |  |
| 3. Hepatitis B Inoculation |  |  |  |
| 4. Blood-borne Pathogens |  |  |  |
| 5. EVOC (Emergency Vehicle Operators Course |  |  |  |
| 6. Lockout/Tag out |  |  |  |
| 7. Respiratory Protection |  |  |  |
| 8. Hazardous Materials Awareness |  |  |  |
| 9. IS-100 & IS-700 (on-line) |  |  |  |
| 10. Sexual Harassment Prevention |  |  |  |
| 11. PR for the Healthcare Professional |  |  |  |
| **MEDICAL & TRAINING REQUIREMENTS (continued)** | | | |
| ***Item Description*** | ***Contact*** | ***Date Completed*** | ***Mentor Initials*** |
| 12. First Aid |  |  |  |
| 13. Introduction to Critical Incident  Stress Management |  |  |  |
| 14. History & Camaraderie of Department |  |  |  |
| 15. Firefighter I or Fire Academy |  |  |  |
| 16. Driver Training (EMS) |  |  |  |
| 17. Basic Ambulance Operations/ Ambulance Attendant |  |  |  |
| 18. EMT-Basic Class |  |  |  |
| 19. Scene Support Class |  |  |  |
| 20. Station Orientation |  |  |  |
| 21. Right-to-Know |  |  |  |
| 22. Response Procedures Orientation |  |  |  |
| 23. All Fire Vehicles Orientation |  |  |  |
| 24. Ambulances Orientation |  |  |  |
| 25. Radio Procedures Orientation |  |  |  |
| 26. |  |  |  |