

# **2010 SOURCE LIST FOR PROMOTIONAL EXAM**

Revised December 2009

## **EMS Captain**

1. Fire Department Rules and Regulations  
(All Sections and Appendixes including the Fair Practices Policy)
  
2. Fire Department Standard Operating Procedures:
  - 400-02: Accidents Involving Apparatus or other County Vehicles
  - 400-15: Media Relations
  - 400-18: Care and Maintenance of Reserve B.C. and EMS Vehicles
  - 400-21: Response Procedures
  - 400-26: Protective Clothing and Equipment
  - 400-27A: Respiratory Protection Program
    - Section 1: Definitions
    - Section 4: Use of Respirators
    - Section 5: Respirator Selection
    - Section 6: Medical Evaluation
    - Section 7: Fit Testing
    - Section 8: Training
    - Section 9: Maintenance and Inspection (Letters A through D)
  
3. Personnel Manual:
  - Personnel 01: Uniform Policy and Personal Appearance
  - Personnel 02: Sick Leave
  - Personnel 03: On Duty Illness/Injury
  - Personnel 04: Employees' Health Services
  - Personnel 17: Infection Control Plan
  - Personnel 22: Critical Incident Stress Management
  - Personnel 24: Intoxicating Beverages and Controlled Dangerous Substances
  - Personnel 28: Loss/Damage to Department Property
  
4. Emergency Medical Services Standard Operating Procedures:
  - 600-01: Medical Directors
  - 600-02: EMS Director
  - 600-03: EMS Shift Commander
  - 600-04: EMS District Officer
  - 600-05: Quality Assurance
  - 600-07: Types of Ambulance/Medic Calls
  - 600-08: Hospital Bypass Policy
  - 600-09: "GO TEAM" Activation
  - 600-10: Routine Patient Care
  - 600-11: Inventory, Inspection & Maintenance of Medic Units & EMS Vehicles
  - 600-12: Reports and Forms Utilized by Emergency Medical Services
  - 600-13: Referral Centers
  - 600-15: Advisory (Semi-Automatic) Defibrillator AED

600-16: I.V. Therapy Technician  
**EMS Captain** (continued)

600-17: ALS Engine/Other ALS Non-Transport Units  
600-18: Volunteer Upgrade Policy  
600-19: Incidents Involving Law Enforcement Agencies  
600-20: Morphine/Valium Policy for Career & Volunteer Medic ALS Units  
600-21: EMS Functional Clearance Procedure  
600-22: Preceptors

5. Tactical Manual

Tactical 07: Incident Management System  
Tactical 09: MAYDAY Procedures  
Tactical 15: Rehab Policy

6. The Maryland Medical Protocols for Emergency Medical Services Providers.  
7. Essentials of Paramedic Care, 2<sup>nd</sup> edition: chapters 2, 6, 7, (part3), 13, 15, 37, 38, 44, 45, 48 (part 2 & 3).  
8. IFSTA - Emergency Services Company Officer, 4<sup>th</sup> edition (Study Part B: Fire Officer Level II: Chapters 22, 24, 26, 27, 30 & 32)  
9. IFSTA – Fire Department Safety Officer, 1<sup>st</sup> edition, chapters 6, 7, 8, & 9  
10. Memorandum of Understanding between Baltimore County Administration and the International Association of Fire Fighters, Local 1311 - study the following sections:

Article 5 (5.1 & 5.2);  
Article 10 (sections 10.2, 10.3, 10.4, 10-13, 10.14, 10.16, 10.19, 10.27);  
Article 11 (11.2, 11.3, 11.5, 11.6, 11.7, 11.8);  
Article 12 (all sections);  
Article 13 (13.1, 13.2, 13.4, 13.7, 13.10);  
Article 15 (15.7, 15.11);  
Article 16 (all sections);  
Travel Policy (3, 4, 5, & 6);  
Exhibit K

**Sources for reading comprehension questions only:**

1. Hazardous Materials Emergency Response Guidebook (U.S. D.O.T.)
2. Baltimore County Phantom Box Map Book

The Fire Department will make a diligent effort to make the above referenced source materials available in station libraries. However, the Department accepts no responsibility for the availability of these materials being present in station libraries for promotional examination study purposes.

**PER THE MOU, EMS CAPTAIN EXAMS TAKE PLACE IN FEBRUARY ON ODD YEARS.**  
Per Ron Harvey, all covered material must be dated SIXTY days prior to exam date.