

## 2025 DEPUTY FIRE CHIEF EXAMINATION READING LIST

This list is divided into two parts:

- I) Internal sources relevant to the promotional position
- II) External sources, such as books relevant to the promotional position

**Disclaimer:** The internal sources listing was provided to the Civil Service Division by the NHFD Chief's Office. While both Civil Service and the Chief's Office strive to provide accurate information, any discrepancies should be brought to our attention immediately by contacting [jalston@newhavenct.gov](mailto:jalston@newhavenct.gov) or [DCoughlin@newhavenct.gov](mailto:DCoughlin@newhavenct.gov)

### **I. INTERNAL SOURCES - SELECT STANDARD OPERATING GUIDELINES**

#### **Areas to read & study:**

All items in the Sections listed below.

**Availability:** These internal materials are available at the following OneDrive link:

Department Shared - OneDrive  [SOG 3.0](#)

#### **1) Section #1-General and Safety Operating Guidelines:**

| <b>GENERAL &amp; SAFETY OPERATING GUIDELINES</b> |   |
|--|---|
| GENERAL – 001                                    | Mission Statement & Departmental Organization |
| GENERAL – 002                                    | After Action Review                           |
| GENERAL – 003                                    | Command                                       |
| GENERAL – 004                                    | Incident Priorities / Tactical Goals          |
| GENERAL – 005                                    | Company Responsibilities                      |
| GENERAL – 011                                    | Hazardous Communications Program              |
| GENERAL – 012                                    | Respiratory Protection Program                |
| GENERAL – 013                                    | Red Tagging Faulty Appliances                 |
| GENERAL – 016                                    | Incident Management Team                      |
| GENERAL – 018                                    | Mayday  |
| GENERAL – 020                                    | Mass Casualty Incident                        |

#### **2) Section #2-Firefighting Operations:**

| <b>FIREFIGHTING OPERATIONS</b> |  |
|--------------------------------|--|
| FIRE - 001                     | Size-Up                                    |
| FIRE - 002                     | Use of SCBA                                |
| FIRE - 004                     | Use Of Personal Protective Equipment       |
| FIRE - 006                     | Accountability & Evacuation                |
| FIRE - 008                     | Establishing Collapse Zones                |
| FIRE - 010                     | Fire Control                               |
| FIRE - 013                     | Ground Ladders                             |
| FIRE - 014                     | Fireground Monitoring For Hydrogen Cyanide |
| FIRE - 015                     | High-Rise Operations                       |
| FIRE - 016                     | Use Of The Pak-Tracker                     |
| FIRE - 017                     | Thermal Imaging                            |
| FIRE - 018                     | Pre-Incident Planning                      |
| FIRE - 019                     | Railroad Operations                        |
| FIRE - 020                     | Rapid Intervention                         |
| FIRE - 021                     | Rehabilitation                             |

|            |  |
|------------|--|
| FIRE - 022 | Space Heaters  |
| FIRE - 023 | Uniform Complaints   |
| FIRE - 024 | Wires Down   |
| FIRE - 025 | Ropes  |
| FIRE - 026 | Ventilation  |
| FIRE - 027 | Search   |
| FIRE - 028 | Fire Department Response To The Whalley Avenue Correctional Facility |
| FIRE - 029 | Response To Manhole Fires  |
| FIRE - 031 | Tweed New Haven Airport  |

**3) Section #3-EMS Operations:**

| EMS OPERATIONS |                                     |
|----------------|-------------------------------------|
| EMS – 001      | EMS Standard Operating Guidelines   |
| EMS – 002      | Infection Control Program           |
| EMS – 003      | Child Abuse Mandatory Reporting     |
| EMS – 006      | Controlled Substances               |
| EMS – 008      | Response To Scenes Of Violence      |
| EMS – 009      | Response to Correctional Facilities |

**4) Section #4-Rescue Operations:**

| RESCUE OPERATIONS |                                     |
|-------------------|-------------------------------------|
| RESCUE - 001      | Cold Water & Ice Rescue Operations  |
| RESCUE - 002      | Collapse Rescue Plan                |
| RESCUE - 003      | Confined Space Rescue               |
| RESCUE - 005      | Rope Rescue                         |
| RESCUE - 006      | Response To Motor Vehicle Accidents |

**Availability:** These internal materials are available at the following OneDrive link:

Department Shared - OneDrive  [SOG 3.0](#)

## II. EXTERNAL SOURCES - (Three) BOOKS

1) **Effective Supervisory Practices: Better Results Through Teamwork**

Flaherty, Michelle Poche, *Effective Supervisory Practices: Better Results Through Teamwork*, 5<sup>th</sup> Edition (January 1, 2013), Intl City County Management Assn (ICMA)

ISBN-10: 0873267745

ISBN-13: 978-0873267748

**Areas to read & study:**

| <b><i>Effective Supervisory Practices: Better Results Through Teamwork</i></b> |   |
|--|---|
| <b>CHAPTER</b>   | <b>CHAPTER OR SECTION TITLE</b>                   |
| 2  | Supervisory Leadership                            |
| 3  | Ethics  |
| 5  | Organizing Your Work and Time                     |
| 7  | Team Building                                     |
| 8  | Communicating With Employees                      |
| 10   | Accountability In The Workplace                   |
| 12   | Motivating Employees                              |
| 13   | Leading Change                                    |
| 14   | Ensuring A Harassment Free & Respectful Workplace |
| 15   | Workplace Safety, Security & Wellness             |
| 16   | Quality Customer Service                          |

2) **Fire Officer's Handbook of Tactics**

Norman, John, *Fire Officer's Handbook of Tactics*, 4<sup>th</sup> Edition, Fire Engineering Books, 2012

ISBN-10: 1593702795

ISBN-13: 978-1593702793

**Areas to read & study:**

Chapters 12-22

| <b><i>Fire Officer's Handbook of Tactics</i></b> |  |
|--|--|
| <b>CHAPTER</b>                                   | <b>CHAPTER OR SECTION TITLE</b>                                  |
| 12   | Operations In Lightweight Buildings                              |
| 13   | Private Dwellings  |
| 14   | Multiple Dwellings   |
| 15   | Garden Apartment & Townhouse Fires                               |
| 16   | Store Fires  |
| 17   | High-Rise Office Buildings                                       |
| 18   | Buildings Under Construction, Renovation & Demolition            |
| 19   | Fire Related Emergencies & Incinerators, Oil Burners & Gas Leaks |
| 20   | Electrical Fires & Emergencies                                   |
| 21   | Structural Collapse  |
| 22   | Fire Dept Roles In Terrorism & Homeland Security                 |

3) **The Art of Reading Buildings**

Mittendorf, John; Dodson, David W., *The Art of Reading Buildings*, Fire Engineering Books, January 7, 2015

ISBN-10: 1593703422

ISBN-13: 978-1593703424

**Areas to read & study:**

| <i>The Art of Reading Buildings</i> |                |   |
|-------------------------------------|----------------|---|
| <b>Section</b>                      | <b>Chapter</b> | <b>CHAPTER OR SECTION TITLE</b>   |
| 1                                   | 5              | Classifying Buildings – Hybrid, Era, Use, Type, and Size Considerations |
| 2                                   | 8              | Reading Roofs   |
| 3                                   | 11             | Using the Rapid Street-Read Guides                                      |
| 3                                   | RSRG           | Rapid Street-Read Guides, pgs 295-397                                   |

**Availability:**

*Vendors to purchase or rent from include:*

- Amazon.com
- Firefighterpromotion.com
- Fire-Police-EMS.com

There are several online sources; you can google-search many others.

**PLEASE NOTE:** Any information in these books that conflicts with any of NHFD's Standard Operating Guidelines is superseded by the NHFD Standard Operating Guidelines.

***END OF STUDY LIST***