

# Minneapolis Fire Department (MFD) SOP Practice Test (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. What action should MFD personnel take when responding to recreational fires that do not meet safety rules?**
  - A. Utilize strict enforcement without regard for customer service**
  - B. Immediately extinguish all fires regardless of conditions**
  - C. Order extinguishment only if public safety is at risk**
  - D. Use principles of customer service and assess the situation**
- 2. Where are station journals and Captain's journals older than one year stored?**
  - A. Station 8**
  - B. Station 6**
  - C. Central office**
  - D. Online archive**
- 3. When reporting a significant exposure, within how many hours must you follow the patient to the hospital?**
  - A. 1 hour**
  - B. 2 hours**
  - C. 3 hours**
  - D. 4 hours**
- 4. What is the main purpose of the Minneapolis Fire Department's SOPs?**
  - A. To establish policies for personnel conduct**
  - B. To ensure effective emergency response and safety**
  - C. To outline fire prevention techniques for citizens**
  - D. To guide financial management within the department**
- 5. What is the minimum length of time permitted for budgetary leave?**
  - A. 2 weeks**
  - B. 4 weeks**
  - C. 6 weeks**
  - D. 8 weeks**

- 6. According to the SOPs, which personnel are allowed to take photos at a fire scene?**
- A. Only fire chief**
  - B. Only arson investigator**
  - C. Only the Engineering Officer, Safety Officer, or Fire Investigator**
  - D. All firefighters**
- 7. What is the minimum distance for a recreational fire from combustible materials?**
- A. 5 feet**
  - B. 10 feet**
  - C. 15 feet**
  - D. 25 feet**
- 8. What does the acronym MECC stand for?**
- A. Minneapolis Emergency Communication Control**
  - B. Minneapolis Emergency Communications Center**
  - C. Minneapolis Emergency Coordination Center**
  - D. Minneapolis Emergency Command Center**
- 9. For which type of court action should employees wear the Class B Uniform?**
- A. Any public appearance**
  - B. Defendant proceedings**
  - C. If the city is a party in a case**
  - D. For internal investigations**
- 10. If a patient has drug paraphernalia around them, what should you be suspicious of?**
- A. Allergic reactions**
  - B. Opioid overdose**
  - C. Cardiac arrest**
  - D. Stroke symptoms**

## **Answers**

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1. D
2. B
3. B
4. B
5. B
6. C
7. D
8. B
9. C
10. B

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## **Explanations**

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**1. What action should MFD personnel take when responding to recreational fires that do not meet safety rules?**

- A. Utilize strict enforcement without regard for customer service**
- B. Immediately extinguish all fires regardless of conditions**
- C. Order extinguishment only if public safety is at risk**
- D. Use principles of customer service and assess the situation**

The correct action for Minneapolis Fire Department personnel when responding to recreational fires that do not meet safety rules involves using principles of customer service while assessing the situation. This approach recognizes the importance of maintaining public safety and adherence to safety guidelines, while also fostering a positive interaction with the public. Assessing the situation allows firefighters to evaluate the fire and its surroundings to determine the level of risk involved. This is crucial because not all recreational fires may pose an immediate danger to public safety. By engaging with the individuals involved and providing guidance on safety regulations, personnel can effectively promote compliance and educate the public on responsible fire usage. Additionally, employing customer service principles helps to build trust and rapport between MFD personnel and the community. This strategy emphasizes communication and understanding, which can lead to better cooperation from the public in adhering to fire safety regulations. In contrast, other approaches that prioritize strict enforcement without regard for customer service can create conflict and resentment from the community. Rushing to extinguish all fires without assessing conditions might overlook situations where a fire is safely contained and manageable. Lastly, ordering extinguishment only when public safety is immediately at risk may neglect opportunities to proactively educate the public and mitigate potential hazards before they escalate. Thus, the best approach balances safety concerns with community relations.

**2. Where are station journals and Captain's journals older than one year stored?**

- A. Station 8**
- B. Station 6**
- C. Central office**
- D. Online archive**

Captain's journals and station journals that are older than one year are stored at Station 6 as part of the Minneapolis Fire Department's record-keeping practices. This location is designated for maintaining these documents to ensure they are organized and accessible for reference and historical purposes. Station 6 serves as a central repository for older journals, helping to streamline access for personnel through a specific location rather than having them scattered across multiple stations or offices. This practice aligns with maintaining accountability and easily retrieving past records when necessary. Other options might include locations like a central office or digital archives, but the established procedure specifies that older journals are specifically kept at Station 6. This helps in managing physical documentation effectively while also ensuring compliance with departmental SOPs.

**3. When reporting a significant exposure, within how many hours must you follow the patient to the hospital?**

- A. 1 hour
- B. 2 hours**
- C. 3 hours
- D. 4 hours

When reporting a significant exposure, the requirement to follow the patient to the hospital within 2 hours is critical for ensuring timely medical evaluation and intervention. Prompt follow-up allows medical professionals to assess any potential health risks or exposure effects, which can be crucial in cases of hazardous materials or infectious diseases. Addressing these events quickly can aid in providing appropriate care, including prophylaxis or monitoring for signs of illness. Timely follow-up also facilitates accurate and comprehensive documentation of the exposure, which can have implications for both the individual's health and any necessary reporting or investigation by the fire department. By adhering to the 2-hour guideline, personnel ensure that they comply with established protocols for safety and health management, ultimately promoting a culture of safety within the department.

**4. What is the main purpose of the Minneapolis Fire Department's SOPs?**

- A. To establish policies for personnel conduct
- B. To ensure effective emergency response and safety**
- C. To outline fire prevention techniques for citizens
- D. To guide financial management within the department

The main purpose of the Minneapolis Fire Department's Standard Operating Procedures (SOPs) is to ensure effective emergency response and safety. SOPs provide a clear framework and set guidelines that help firefighters, emergency responders, and support staff operate effectively during emergencies. These procedures enhance coordination and communication, which are vital during incidents such as fires, medical emergencies, or hazardous materials situations. By having established SOPs, personnel are trained to respond consistently and efficiently, which improves overall operational effectiveness and safety for both the responders and the community they serve. The procedures also address specific scenarios and responses, ensuring that all personnel are prepared to handle various emergency situations in a structured manner. This focus on safety and effective emergency response is fundamental to the mission of the Fire Department, making it the primary emphasis of the SOPs.

**5. What is the minimum length of time permitted for budgetary leave?**

- A. 2 weeks
- B. 4 weeks**
- C. 6 weeks
- D. 8 weeks

The minimum length of time permitted for budgetary leave is established to ensure employees are able to adequately disconnect from work duties and properly address personal or family commitments without the distraction of job responsibilities. This span of 4 weeks allows for a more substantial period of leave, enabling the individual to secure better rest, complete personal projects, or take care of important matters, which can contribute to overall employee well-being and productivity upon return. This timeframe strikes a balance between giving employees sufficient time away while also aligning with organizational needs for staffing and operations continuity. The other options suggest lengths that are either longer than necessary or could disrupt workflow, as they may not provide the same efficiency in managing operational capacity while maintaining employee satisfaction.

**6. According to the SOPs, which personnel are allowed to take photos at a fire scene?**

- A. Only fire chief
- B. Only arson investigator
- C. Only the Engineering Officer, Safety Officer, or Fire Investigator**
- D. All firefighters

The correct choice highlights that only specific personnel, such as the Engineering Officer, Safety Officer, or Fire Investigator, are permitted to take photos at a fire scene. This restriction is in place to ensure that documentation is conducted by individuals who are properly trained and who understand the complexities and potential legal implications involved in preserving evidence at the scene. Proper photography can be critical for investigations, training, and future reference. The designated roles mentioned have responsibilities that include assessing safety on the scene, ensuring fire investigation protocols are followed, and maintaining the integrity of the scene for later analysis. By limiting photography to these trained individuals, the process helps to prevent misunderstandings or mishandling of evidence, thereby increasing the reliability and professionalism of the investigation process. Other options might suggest allowing broader access for photography, which could lead to information being misconstrued or improperly documented by those who are not trained in these specific duties. Effectively managing the scene is vital for maintaining both public safety and the integrity of the investigation.

**7. What is the minimum distance for a recreational fire from combustible materials?**

- A. 5 feet**
- B. 10 feet**
- C. 15 feet**
- D. 25 feet**

The minimum distance for a recreational fire from combustible materials is set at 25 feet. This requirement is put in place to ensure safety and reduce the risk of fire spreading to nearby structures, vegetation, or other flammable materials. Recreational fires, which can generate significant heat and embers, can easily ignite combustible materials in close proximity. By maintaining a distance of at least 25 feet, it provides a buffer zone that enhances safety and minimizes the risk of unwanted fires, particularly in urban settings like Minneapolis where homes and other structures are closely situated. This 25-foot guideline is a common standard in fire safety regulations to promote responsible fire use and ensure that individuals can enjoy recreational fires without posing a threat to their environment.

**8. What does the acronym MECC stand for?**

- A. Minneapolis Emergency Communication Control**
- B. Minneapolis Emergency Communications Center**
- C. Minneapolis Emergency Coordination Center**
- D. Minneapolis Emergency Command Center**

The acronym MECC stands for Minneapolis Emergency Communications Center. This center is crucial for the effective management and coordination of emergency calls, dispatching resources, and communication among various emergency services within the Minneapolis area. It serves as the operational hub that facilitates quick responses to incidents and ensures that the necessary information is relayed to first responders in a timely manner. Understanding the role of the Emergency Communications Center is vital, as it underscores the importance of having a well-structured communication system in place during emergencies. This center is specifically designed to handle 911 calls and other emergency communications, streamlining the process to enhance public safety and response efficiency. By being familiar with this terminology, personnel can improve their operational awareness and responsiveness within the framework of the Minneapolis Fire Department.

**9. For which type of court action should employees wear the Class B Uniform?**

- A. Any public appearance**
- B. Defendant proceedings**
- C. If the city is a party in a case**
- D. For internal investigations**

Wearing the Class B Uniform is required for court actions where the city is a party in a case because this uniform signifies professionalism and represents the department and city in a formal setting. The Class B Uniform demonstrates adherence to protocol and the seriousness of the legal proceedings, as it symbolizes respect for the judicial process and the roles of public service employees. This is particularly important when the city's interests or conduct are on trial, as it reflects the commitment of the employees to their duties and responsibilities in such significant matters. In contrast, the other contexts may not necessitate the Class B Uniform. For example, while public appearances might also warrant a uniform, they do not specifically tie to a court action involving the city. Similarly, defendant proceedings may involve different attire depending on the role of the employee, and internal investigations typically have their own dress protocols that do not align with formal court attire. Thus, the specific requirement to wear the Class B Uniform for cases where the city is involved underscores its importance in representing the city and maintaining a standard of professionalism in legal matters.

**10. If a patient has drug paraphernalia around them, what should you be suspicious of?**

- A. Allergic reactions**
- B. Opioid overdose**
- C. Cardiac arrest**
- D. Stroke symptoms**

When drug paraphernalia is present around a patient, it often indicates the use of illicit substances, particularly opioids, which have become a significant public health concern due to the rise in overdose incidents. Opioid overdoses can lead to severe respiratory depression, altered mental status, and ultimately result in death if not treated promptly. The presence of items like syringes, small plastic bags, or other equipment typically associated with drug use can serve as strong indicators that the patient may be experiencing an overdose. In contrast, while allergic reactions, cardiac arrest, and stroke symptoms may occur in various medical contexts, they are not specifically associated with the presence of drug paraphernalia. Allergic reactions may present with skin issues or anaphylaxis but would not indicate drug use directly. Cardiac arrest can happen for numerous reasons unrelated to drug usage, and although substance use can contribute indirectly, the evidence of paraphernalia makes opioid overdose the most relevant concern in this scenario. Similarly, stroke symptoms focus on neurological deficits and are not connected to drug use specifically. Therefore, given the context of drug paraphernalia, recognizing the risk of an opioid overdose is crucial for timely and appropriate medical response.