

Oklahoma City Fire Department Policies and Procedures Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

This is a sample study guide. To access the full version with hundreds of questions,

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Don't worry about getting everything right, your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations, and take breaks to retain information better.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning.

7. Use Other Tools

Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly — adapt the tips above to fit your pace and learning style. You've got this!

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Questions

- 1. What is the typical length of a news release?**
 - A. One page**
 - B. Two to four pages**
 - C. Three pages**
 - D. No more than two pages of concise information**
- 2. How should PRM acknowledge injuries during an incident?**
 - A. Use specific details about each individual injury**
 - B. Issue a general acknowledgment without specific injury details**
 - C. Only report fatalities to maintain focus**
 - D. Disregard injury reporting in favor of incident outcomes**
- 3. What is the minimum staffing for Rescue 6?**
 - A. 1 each**
 - B. 2 each**
 - C. 3 each**
 - D. 4 each**
- 4. What are Knox tones?**
 - A. Sounds used to signal emergency evacuations**
 - B. Electronic tones sent to release the Knox master key from fire apparatus**
 - C. Ramp signals used during fire drills**
 - D. Alerts for non-emergency calls**
- 5. What point defines the 25-mile radius for take-home vehicles?**
 - A. North Avenue and Main St.**
 - B. S.E. 164th and Pottawatomie Rd**
 - C. East 15th and Broadway Ave**
 - D. South 29th and Market St.**

- 6. What is the purpose of a Joint Information Center (JIC)?**
- A. To provide first-aid training for responders**
 - B. To establish a facility for public relations coordination among agencies**
 - C. To manage logistics and supply for the incident response**
 - D. To direct firefighting strategies**
- 7. What is a required action for the property owner regarding the keys?**
- A. Change the locks every month**
 - B. Label every access key as approved by the Fire Code official**
 - C. Only label keys for public areas**
 - D. Store keys in a separate location**
- 8. What is the purpose of the annual skills refresher for BLS Providers?**
- A. To update providers on new technology**
 - B. To demonstrate proficiency in skills per protocol**
 - C. To provide additional certifications**
 - D. To conduct performance evaluations**
- 9. What is the submission deadline for the AOA Task Book to the Fire Training Coordinator?**
- A. Within ten days before the next AOA**
 - B. No later than thirty days prior to the next AOA**
 - C. One week after completion of the task book**
 - D. At least two weeks before the next AOA**
- 10. What type of training is required for OKCFD personnel providing care under the OMD and MCB?**
- A. Red Cross training**
 - B. American Heart Association (AHA) equivalent training**
 - C. Basic first aid training**
 - D. Advanced trauma care training**

Answers

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

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Explanations

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1. What is the typical length of a news release?

- A. One page
- B. Two to four pages
- C. Three pages
- D. No more than two pages of concise information**

A news release is typically concise and designed to deliver essential information quickly and effectively. Limiting a news release to no more than two pages helps ensure that the message is straightforward and easily digestible for the media and the public. This brevity focuses on the critical information—such as the who, what, where, when, and why—without overwhelming the reader with extraneous details. The structure of a good news release generally maintains a clear, organized format that captures attention and facilitates easy understanding, which is crucial for busy journalists who sift through numerous copious press materials each day. By adhering to this guideline of conciseness, the news release remains impactful and increases the likelihood of coverage. Longer releases would risk losing the reader's attention, making it less likely to be shared or reported on. Therefore, keeping it to a maximum of two pages helps maintain engagement and effectiveness.

2. How should PRM acknowledge injuries during an incident?

- A. Use specific details about each individual injury
- B. Issue a general acknowledgment without specific injury details**
- C. Only report fatalities to maintain focus
- D. Disregard injury reporting in favor of incident outcomes

During an incident, the Public Relations Manager (PRM) should prioritize a general acknowledgment of injuries rather than delving into specific details. This approach helps maintain a focus on the overall situation and ensures that messaging remains clear and concise while also being sensitive to the individuals affected. General acknowledgment allows the PRM to convey that the department is aware of the circumstances and is managing the situation without overwhelming the public or the media with potentially distressing specifics. It avoids creating unnecessary panic or speculation by not providing explicit details about individual injuries, which can change or be inaccurately reported. Furthermore, protecting the privacy of those involved is essential, and a general acknowledgment maintains that privacy until more definitive information can be appropriately released. While acknowledging injuries is crucial, being vague can sometimes avoid the pitfalls of misinformation, which can arise when discussing specific cases in the dynamic and rapidly evolving context of emergency response.

3. What is the minimum staffing for Rescue 6?

- A. 1 each
- B. 2 each
- C. 3 each
- D. 4 each**

The minimum staffing for Rescue 6 is four personnel. This number is established to ensure the vehicle is fully equipped to handle emergency situations effectively. Having four trained personnel allows for a variety of roles to be filled, including driving, patient care, and managing equipment, which enhances the overall efficiency and safety during rescue operations. The increased staffing level also allows for better teamwork and communication, which are crucial during high-stress incidents. By maintaining four staff members, Rescue 6 can adequately respond to emergencies, manage their resources effectively, and ensure a higher level of service to the community.

4. What are Knox tones?

- A. Sounds used to signal emergency evacuations
- B. Electronic tones sent to release the Knox master key from fire apparatus**
- C. Ramp signals used during fire drills
- D. Alerts for non-emergency calls

Knox tones are electronic signals specifically designed to trigger the release of the Knox master key from fire apparatus. This system is essential for firefighters as it allows them rapid access to locked facilities, such as commercial buildings and residential complexes, during emergencies. The Knox master key system is critical for ensuring that first responders can gain entry without delays that might occur from needing to find a building manager or waiting for someone with a key during urgent situations. Understanding the role and function of Knox tones is important for emergency response protocols, as they facilitate swift and effective access to potentially life-saving resources and locations.

5. What point defines the 25-mile radius for take-home vehicles?

- A. North Avenue and Main St.
- B. S.E. 164th and Pottawatomie Rd**
- C. East 15th and Broadway Ave
- D. South 29th and Market St.

The correct choice that defines the 25-mile radius for take-home vehicles is located at S.E. 164th and Pottawatomie Rd. This location serves as a centralized point from which the 25-mile radius is measured for determining eligibility for take-home vehicle assignments within the Oklahoma City Fire Department. This specific intersection is relevant because it allows for clarity in policy implementation and ensures that all personnel understand the areas that fall within the approved distance for take-home vehicles. Adhering to this standard is crucial for operational efficiency and accountability, as it helps in managing resources effectively while providing clear guidelines to employees. The other locations listed are not officially recognized as the starting point for measuring this radius and therefore do not serve the same purpose in defining the policy for take-home vehicles within the department.

6. What is the purpose of a Joint Information Center (JIC)?

- A. To provide first-aid training for responders**
- B. To establish a facility for public relations coordination among agencies**
- C. To manage logistics and supply for the incident response**
- D. To direct firefighting strategies**

The purpose of a Joint Information Center (JIC) is to establish a facility for public relations coordination among various agencies involved in an incident response. This coordination is crucial in ensuring that accurate and consistent information is communicated to the public and the media, which helps manage perceptions and reduces misinformation during emergencies. In a JIC, representatives from different agencies work together to formulate messages that align with their respective communication strategies while ensuring that there isn't conflicting information coming from different sources. This collaboration enhances the effectiveness of communication efforts, allowing for a unified approach to public information dissemination, especially in complex situations where multiple organizations are involved. Other options, while important tasks in emergency response, do not reflect the specific focus of a JIC. First-aid training pertains to medical preparedness, logistics and supply management addresses operational support, and directing firefighting strategies concerns tactical responses to incidents. Thus, the primary role of a JIC is centered on public relations and information sharing.

7. What is a required action for the property owner regarding the keys?

- A. Change the locks every month**
- B. Label every access key as approved by the Fire Code official**
- C. Only label keys for public areas**
- D. Store keys in a separate location**

The required action for the property owner regarding the keys is to label every access key as approved by the Fire Code official. This practice is essential for maintaining safety and security within a property, particularly in emergency situations like fires. Labeling keys ensures that authorized personnel, such as firefighters or emergency responders, can quickly and efficiently access all necessary areas of a building during an emergency. When keys are not labeled, it can lead to confusion and delays in life-saving efforts. By having the keys labeled and approved, it establishes a clear protocol that facilitates swift entry and enhances the safety measures in place. In contrast, changing locks every month, labeling only public area keys, or storing keys in a separate location may not provide the same level of clarity or accessibility. These actions could potentially complicate access rather than simplify it, undermining the objective of effective emergency response.

8. What is the purpose of the annual skills refresher for BLS Providers?

- A. To update providers on new technology**
- B. To demonstrate proficiency in skills per protocol**
- C. To provide additional certifications**
- D. To conduct performance evaluations**

The purpose of the annual skills refresher for BLS (Basic Life Support) Providers is to demonstrate proficiency in skills per protocol. This refresher is essential in ensuring that all providers maintain their competency in vital lifesaving techniques. It reinforces the importance of adhering to established protocols and up-to-date practices in emergency care, which can be crucial in real-life situations. Maintaining proficiency through practice not only helps to prepare BLS providers for emergencies but also helps to build confidence in their abilities. This ongoing training ensures that providers can effectively perform skills such as CPR, using an AED, and managing airway obstructions, which follow the latest guidelines and standards set forth by regulating bodies. Other choices, such as updating providers on technology or providing additional certifications, while beneficial, do not capture the primary focus of the annual skills refresher. The refresher is not primarily aimed at evaluating performance; its main goal is skill maintenance and proficiency. Thus, demonstrating proficiency in skills per protocol is a central reason for conducting these annual refreshers.

9. What is the submission deadline for the AOA Task Book to the Fire Training Coordinator?

- A. Within ten days before the next AOA**
- B. No later than thirty days prior to the next AOA**
- C. One week after completion of the task book**
- D. At least two weeks before the next AOA**

The correct answer is that the submission deadline for the AOA Task Book to the Fire Training Coordinator is no later than thirty days prior to the next AOA. This requirement is set to allow sufficient time for review and processing of the Task Books to ensure that all necessary training and evaluations are completed before the upcoming AOA. Establishing a clear timeline helps maintain the integrity of the training process and ensures that participants are adequately prepared for assessment. Timely submission is critical to the overall training schedule and operational readiness, as it allows instructors and coordinators to organize and allocate resources effectively. It also provides an opportunity for any required adjustments or discussions regarding the content of the Task Book, enhancing the learning experience for all participants. The other options do not align with the policy, as submitting within ten days, one week after completion, or at least two weeks before the event does not provide the necessary window for appropriate evaluations and adjustments needed at this stage in the training program.

10. What type of training is required for OKCFD personnel providing care under the OMD and MCB?

A. Red Cross training

B. American Heart Association (AHA) equivalent training

C. Basic first aid training

D. Advanced trauma care training

The required training for Oklahoma City Fire Department personnel providing care under the Oklahoma Medical Director (OMD) and Medical Control Board (MCB) is equivalent to American Heart Association (AHA) training. This choice is correct because AHA training covers essential skills and knowledge necessary for emergency cardiovascular care, which is crucial for EMS providers. It includes advanced life support techniques, CPR protocols, and the latest guidelines for treating cardiac and respiratory emergencies. This type of training ensures that personnel are proficient in both basic and advanced life support, which aligns with the standards required by medical oversight bodies like the OMD and MCB. These organizations establish guidelines that EMS providers must follow to ensure consistent, high-quality care across the board. Other options, while they may provide valuable skills, do not meet the specific training requirements established for the type of emergency medical care that OKCFD personnel are authorized to provide. For instance, Red Cross training focuses on a broad range of first aid and CPR techniques, basic first aid training is more introductory, and advanced trauma care training, although important, is not the standard training that aligns directly with the protocols governed by the OMD and MCB. Thus, the American Heart Association equivalent training is the appropriate choice reflecting the necessary certification

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://okfiredeptpoliciesprocedures.examzify.com>

We wish you the very best on your exam journey. You've got this!