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READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Fire Department Appointing Authorities, Fire Chiefs

FROM: Regina Caggiano, Director of Civil Service

DATE: October 9, 2026

SUBJECT: Reading List for Worcester Fire Lieutenant Examination

WORCESTER FIRE LIEUTENANT

EXAMINATION DATE – April 12, 2027

This reading list will pertain to the Human Resource Division Written Examination for Worcester Fire Lieutenant administered on April 12, 2027.

Candidates are responsible for reading all the texts and other materials listed on all pages of this announcement. Please note which edition and/or date of publication is listed for each item. Only those chapters and sections listed under each text are included (unless noted otherwise). Chapters and sections listed with a dash (i.e., 2 – 14) should be read from the first listed chapter through the last listed chapter and section. All technical knowledge examination questions will be based on these materials.

Building Construction Related to the Fire Service (5th Edition). IFSTA. (2026). Oklahoma State University. Fire Protection Publication.

Chapter 2: Exclude pg. 49 – 54 (“Fire Resistance" up to "Occupancy Classifications")
Chapter 3
Chapter 4

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Chapter 5: Exclude pg. 156 – 158 ("Fire Door Testing" up to "Fire Windows") and exclude pg. 162 – 165 ("Interior Finishes Test" up to End of Chapter)
Chapter 6
Chapter 7
Chapter 8
Chapter 9
Chapter 10
Chapter 11
Chapter 12
Chapter 13
Chapter 14

Note: Exclude ALL Appendices, Glossary, Canada References, "Case Study" boxes, "Information Box" boxes, "Safety Alert" boxes, "What This Means to You" boxes, "Warning" boxes, "Caution" boxes, "NOTE" sections, Metric Conversions, Tables, and Figures.

Fire and Emergency Services Company Officers (7th Edition). IFSTA. (2025). Oklahoma State University. Fire Protection Publication.

Chapter 1
Chapter 3
Chapter 4: Exclude pg. 89 – 90 (Start of Chapter up to "Expectations of New Personnel"), exclude pg. 98 – 100 ("Promotions" up to "Employee Assistance Programs (EAP)"), and exclude pg. 109 – 110 ("Leave Benefits" up to "Conflict Management")
Chapter 5: Exclude pg. 143 – 144 ("Policies and Procedures " up to "Reports"), exclude pg. 148 – 149 ("Virtual Conferencing Technology" up to "Social Media Content") and exclude pg. 153 – 156 ("Alternative Communications Methods and Technologies" up to "Radio Communications")
***INCLUDE** pg. 150 "Career-Ending Posts – Social Media" box
Chapter 7
Chapter 8
Chapter 9: Exclude pg. 259 – 278 (Start of Chapter up to "Fire Protection Systems") and exclude pg. 282 – 311 ("Fire Dynamics" up to End of Chapter)
Chapter 10

Note: Exclude ALL Appendices, Glossary, Canada References, "Information Box" boxes, "Case Study" boxes, "Safety Alert" boxes, "What This Means to You" boxes, "Review Box" boxes, "Warning" boxes, "Caution" boxes, "NOTE" sections, Metric Conversions, Skills Sheets, Tables, and Figures - Unless Otherwise Noted.

NFPA 1700 Guide for Structural Firefighting (2026 Edition). National Fire Protection Association.

Chapter 5
Chapter 6
Chapter 8: Exclude pg. 48 – 50 ("8.5.4.1 Thermal Protective Performance (TPP) Test" up to "8.5.4.7 Radiant Heat Resistance Test")
Chapter 9

Chapter 10
Chapter 11
Chapter 12
Chapter 13

Note: Exclude ALL Tables and Figures

Worcester Fire Department Policy and Procedure Manual

Chapter 1: 102, 103, 104, 105, 106, 107, 110, 112, 113, 114, 116, 117, 118
Chapter 2: 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216
Chapter 3: 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 314, 315, 316, 317, 318, 319, 320, 321, 322, 324, 325, 326, 327
Chapter 4: 400, 401, 404, 405, 406, 409, 410, 413, 416, 417, 418, 420, 421
Chapter 5: 500, 501, 503, 505
Chapter 7: 700, 701, 712
Chapter 8: 800, 802, 803, 804, 805, 807, 810
Chapter 9: 901, 902, 903, 904, 905, 906, 907, 908, 909, 911, 912, 914, 918
Chapter 11: 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1113, 1114, 1117, 1118, 1119, 1123, 1124, 1128, 1130, 1131, 1132, 1133, 1135, 1136, 1137, 1138, 1140, 1141
Chapter 13: 1300, 1301, 1302, 1304, 1305, 1306, 1307

PUBLISHERS OF READING LIST TEXTS

Building Construction Related to the Fire Service (5th Edition). IFSTA. (2026). Oklahoma State University. Fire Protection Publication. Building Construction Related to the Fire Service, 5th Edition | IFSTA

Fire and Emergency Services Company Officers (7th Edition) IFSTA. (2025). Oklahoma State University. Fire Protection Publication. Fire and Emergency Services Company Officer, 7th Edition | IFSTA

NFPA 1700 Guide for Structural Firefighting (2026 Edition). National Fire Protection Association. NFPA 1700, Guide for Structural Fire Fighting

Worcester Fire Department Policy and Procedure Manual. *Contact department for assistance in accessing internal source material.*

Note: Check back on the Civil Service Exams webpage for ECT&E and Situational Judgement Test (SJT) Prep Guides coming soon! View the examination schedule.

Please note that the Human Resources Division does not recommend specific retailers for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed. Many local retailers will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Shelagh Herbert at shelagh.herbert@mass.gov. A copy of the reading list is posted on the Human Resources Division's Civil Service Unit website. Examination Preparation Guides and Reading Lists | Mass.gov.

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