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**AMENDED November 4, 2024**

**READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY**

TO: Fire Department Appointing Authorities, Fire Chiefs  
FROM: Regina Caggiano, Director of Civil Service  
DATE: October 28, 2024  
SUBJECT: Reading List for Boston Senior/ Principal Fire Alarm Operator Examination

**BOSTON SENIOR/PRINCIPAL FIRE ALARM OPERATOR**

**EXAMINATION DATE – February 15, 2025**

This reading list will pertain to the Human Resource Division Written Examination for Boston Senior/ Principal Fire Alarm Operator administered on February 15, 2025

Candidates are responsible for reading all the texts and other materials listed below and on all pages of this announcement. Please note carefully 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.

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**BOTH RANKS**

**NFPA 1225 Standard for Emergency Services Communications (2022 ed.).** National Fire Protection Association.

**Chapter 3**  
**Chapter 12**  
**Chapters 15 – 17**  
**Chapter 19**

**Chapter 20:** exclude 20.3.10 – 20.4 (“Test and Inspection of In-Building Emergency Responder Communications Enhancement Systems” up to “Power”)

**Chapter 21**

**Chapter 23**

*Note: Exclude all Annexes*

**Standard Operating Procedures of the Boston Fire Department** (as amended through the release date of this reading list):

*The following SOPs have exclusions:*

**1:** exclude 3, 5, 7.5, 8.1 – 8.3, 8.6 – 8.11

**111:** exclude 4 and 5

**112:** exclude 3.1-3.2

**202:** exclude 1-3, 5 – 10, 12, 18 – 19

**207:** exclude 6, 9, 10

**215:** exclude 6-8, 10

**231:** exclude 13

**235:** exclude 1– 4, 6 – 10

**236:** exclude 1 – 3, 6, 9

**241:** exclude 6, 7

**340:** exclude 4.3 up to the end of SOP

*The following SOPs are to be read in their entirety:*

**120, 205A, ~~205C~~, 206, 206A, 208-209, 218C, 232-234, 237, 240, 242, 250, 263, 272, 280, 285, 303, 405**

**Progressive Discipline Guidelines, Boston Fire Department** (Dated June 2006)

**II “Code Index”:** exclude pg. 12 – 14 “Offense: Being Intoxicated or Under the Influence of Liquor or Drugs...”

**III**

**IV**

**VI**

**Rules and Regulations of the Boston Fire Department** (Dated June 1, 1997)

**1**

**2:** exclude 2.2 “The organization of the department...”

**3 – 6**

**8 – 14**

**17:** exclude 17.23 “Requirements of the Medical Examiner's Office”

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**18:** exclude pg. 60 – 67 (18.44(o) “Substance Abuse” up to 18.45)  
**19 – 24**

**Appendix F, Boston Fire Department/ IAFF Local 718 Drug and Alcohol-Free Work**

**Sections: 1 – 12**

**Checklists, (as amended through the release date of this reading list) (~~Dated May 2020~~)**

- a. Active Shooter
- b. Code A Notifications
- c. Haz-Mat Notifications
- d. LNG
- e. Logan Airport Response
- f. MBTA Power Procedures
- g. Metrofire Working Fire/Multiple Alarm Checklist
- h. Technical Rescues - Extrication

**Box Cards for City and Metro (Responses)**

**Boston Fire Department Fire Districts**

**Entire list of Districts and Companies**

**Associated Geography of Boston, as Referenced by Box Location**

## PUBLISHERS OF READING LIST TEXTS

NFPA 1225, 11 Tracy Drive, Avon, MA 02322. <https://www.nfpa.org/codes-and-standards/nfpa-1225-standard-development/1225>

Please check Boston Fire Department Share Drive for *Boston Fire Department Fire Districts pdf*, *Entire list of Districts and Companies Associated pdf*, and *Geography of Boston, as Referenced by Box Location pdf*.

*Note: Check back on the Civil Service Exams webpage for ECT&E and Situational Judgement Test (SJT) Prep Guides coming soon! Click [here](#) to 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 Anhar Obyat at [anhar.obyat@mass.gov](mailto:anhar.obyat@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](#)