

FIRE OFFICER I



Station A: Emergency Incident	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.1.1, 4.1.2, 4.2, 4.2.1(a)(b), 4.6, 4.2.6, 4.6.3(a)(b)	Site:	

Task: Given an assignment at an emergency operation, a list of projects and tasks and the job requirements of subordinates, the candidate will assign tasks or responsibilities to unit members, implement an action plan and coordinate the completion of assigned tasks and projects in accordance with current NFPA 1021 standards.

Directions: The candidate will be given an emergency scenario involving a fire in a single family dwelling, an assignment at an emergency operation and a list of projects and tasks and the job requirements of subordinates, and an action plan. Candidate will evaluate the situation, determine a course of action, implement the plan, and evaluate the outcomes. The candidate will then assign each subordinate tasks as required to implement incident command and the action plan. Candidate will supervise the tasks of the members given the job requirements of each position. The candidate will utilize a fire ground command sheet.

Performance Outcome: Pass/Fail will be determined by 11 of the 15 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Task Assignment				
1.	Complete Instructions				
2.	Clear Instructions				
3.	Concise Instructions				
4.	Safety Considerations Met				
5.	Desired Outcome Met				
	Action Plan				
6.	Evaluation and Size-Up				
7.	Resource Utilization				
8.	Use of IMS				
9.	Appropriate Action Plan				
10.	Evaluation of Plan				
	Task Coordination				
11.	Task to be Accomplished				
12.	Prioritization of Tasks				
13.	Completion of All Tasks				
14.	Supervision of Members				
15.	Evaluation				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____

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Station B: Non-Emergency Incident	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.1.1, 4.1.2, 4.2, 4.2.2(a)(b), 4.2.6(a)(b), 4.6.3	Site:	

Task: Given an assignment under non-emergency conditions at a station or other work location, a list of projects and tasks and the job requirements of subordinates, the candidate will assign tasks or responsibilities to unit members, **implement an action plan** and coordinate the completion of assigned tasks and projects in accordance with the current NFPA

Directions: The candidate will be given a non-emergency scenario or he/she can use a specific work detail as established by their home fire department. He/She will then evaluate the situation, determine a course of action to complete the assignment, implement the plan utilizing the appropriate resources and evaluate the outcomes to make sure that the objective are met. In addition, the candidate will supervise the tasks of the members given the job requirements of each position.

Performance Outcome: Pass/Fail will be determined by 7 of the 10 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Task Assignment				
1.	Complete instructions				
2.	Clear instructions				
3.	Concise instructions				
4.	Safety considerations met				
5.	Desired outcome met				
	Task Coordination				
6.	Tasks to be accomplished				
7.	Prioritization of tasks				
8.	Completion of all tasks				
9.	Supervision of members				
10.	Evaluation				
		PASS ____		PASS ____	
		FAIL ____		FAIL ____	

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____



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Station C: Directing a Training Evolution	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.1.1, 4.1.2, 4.2, 4.2.3,(a)(b), 4.7, 4.7.1(a)(b), 4.2.3	Site:	

Task: Given a company training evolution, training policies and procedures, safety policies and procedures, the candidate will direct unit members during a training evolution **so that the evolution is performed in accordance with safety plans, efficiently, and as directed.** Required reports are completed, in service training is conducted and member responsibilities are conveyed.

Directions: The candidate will be given a training evolution that they will utilize during a training session or he/she can use the training scenario developed by their home fire department. He/she will then evaluate the situation, carefully to determine the exact knowledge and skill objectives, training and experience of the members, implement the training plan and evaluate the training outcomes. The candidate will supervise the tasks of the members given the job requirements of each position.

Performance Outcome: Pass/Fail will be determined by 7 of the 10 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Task Assignment				
1.	Complete Instructions				
2.	Clear Instructions				
3.	Concise instructions				
4.	Safety considerations met				
5.	Desired outcome met.				
	Task Coordination				
6.	Conduct evolutions in a safe manner				
7.	Prioritization of tasks				
8.	Completion of all tasks				
9.	Supervision of members				
10.	Evaluation				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____

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Station D: Personnel Policy Action	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.1.1, 4.1.2, 4.2, 4.2.4(a)(b), 4.2.5(a)(b)	Site:	

Task: Given a situation requiring action, a member with a situation requiring assistance and the member assistance policies, the candidate will apply human resource policies and procedures as well as recommend action for member related problems level in accordance with the current NFPA 1021 standard and so that the policies and procedures are followed, the situation is identified and the actions taken are within the established policies and procedures.

Directions: The candidate will review the following scenario and write a memo to their supervisor identifying and documenting situation and what was done about it. Memo should make reference to the appropriate policies and procedures and how they were applied by the candidate. The memo can be written on the supplied form or on your agency's letterhead.

Scenario: Firefighter Ben Smith has arrived and gone on duty as scheduled. While you are conducting the morning truck check you notice that Ben appears to be under the influence of alcohol. When you question him, he claims that he was at a party last night and someone spilled an alcoholic drink on him and he hasn't had time to shower. What do you do? *Please refer to guide 1 for further information to complete necessary documents for this skill station.*

Performance Outcome: Pass/Fail will be determined by 7 of the 10 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Member Assistance Program				
1.	Recognized and identified signs and symptoms of problem				
2.	Explained the available assistance under existing policies to the member				
3.	Recommended a course of action to deal with the problem				
	Human Resources Policies and Procedures				
4.	Member dealt with according to procedure				
5.	Action taken explained to member.				
6.	Documentation prepared				
7.	Written legibly or typed				
8.	Contained a brief statement of what happened				
9.	Explained what was done				
10.	Includes: To, From, Date and Subject heading				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____

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Station E: Community Relations Concerns and Inquires	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.1.1, 4.1.2, 4.3, 4.3.1(a)(b), 4.3.3(a)(b), 4.4, 4.4.2(a)(b)	Site:	

Task: Given policies and procedures, an inquiry from a citizen about a concern, and a forms and record management system the candidate will respond to the inquiry and initiate action on public concern and will execute the necessary paperwork in conjunction with this routine unit-level administrative function level in accordance with the current NFPA 1021 standard and the following items are addressed:

1. the inquiry is answered accurately and courteously
2. the concern is answered or referred to the appropriate individual for action
3. all policies and procedures are complied with and all action is in accordance with policies and procedures
4. all reports and logs are complete and files are maintained in accordance with policies and procedures

Directions: The candidate will be provided with a scenario describing a citizen's inquiry. The candidate will complete the forms and any other additional narrative to document the citizen concern or inquiry according to the authority having jurisdiction. Please use any additional papers that may be required. It is recommended that the forms be typed.

Scenario: On a sunny afternoon in March, Captain Krunch comes into the fire station and asks if it would be possible to set up a day and time for someone from the department to come to help him do a fire safety check of his cereal factory. *Please refer to guide 2 for further information to complete necessary documents for this skill station.*

Performance Outcome: Pass/Fail will be determined by 5 of the 7 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Citizen Concern or Inquiry Criteria				
1.	Candidate listened actively to the citizen				
2.	Candidate answered citizen's concern appropriately and courteously				
3.	Concern or inquiry was handled per procedure				
	Paperwork Criteria				
4.	Watch log filled out				
5.	Incident report filled out.				
6.	All reports and logs accurate and complete				
7.	All reports are neat and legible				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____



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Station F: Administration Personnel Policy Implementation	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.1.1, 4.1.2, 4.4, 4.4.1(a)(b), 4.4.2(a)(b)	Site:	

Task: Given a new departmental personnel policy, the candidate will implement the policy at the unit level in accordance with the current NFPA 1021.

Directions: The candidate will review the attached departmental personnel policy or use a policy from their own agency. After review, the candidate will explain in writing how they would go about implementing this policy, communicating it to members and how candidate would be sure all of the members understood the policy. *Please refer to guide 3 for further information to complete necessary documents for this skill station.*

Performance Outcome: Pass/Fail will be determined by 6 of the 6 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Presenting				
1.	Policy and its purpose were explained to all members				
2.	Members were given the opportunity to ask questions				
3.	Candidate checks that all members understand the policy				
	Documenting				
4.	Memorandum clearly and accurately explains the new policy				
5.	Memorandum includes and effective date				
6.	Candidate verbalizes suggested posting locations				
		PASS ____		PASS ____	
		FAIL ____		FAIL ____	

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____

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Station G: Inspection & Investigation Cause Determination	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.1.1, 4.1.2, 4.5, 4.5.1(a)(b), 4.5.2(a)(b)	Site:	

Task: Given a fire incident, rope or barrier tape, observations and interviews of first arriving members and other individuals involved in the incident, the candidate will secure an incident scene and evaluate available information to determine a preliminary fire cause in accordance with the current NFPA 1021 standard.

Directions: The candidate will be provided with a descriptive scenario and a simulated fire scene. The candidate will then demonstrate the appropriate methods of securing the fire scene. Once accomplished, the candidate will then demonstrate the appropriate method for preserving evidence according to the authority having jurisdiction. *Please refer to guide 4 for further information to complete necessary documents for this skill station.*

Performance Outcome: Pass/Fail will be determined by 11 of the 15 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Contact the Fire Investigation Team				
1.	Verbalizes procedure for contacting fire marshal				
2.	Verbalizes procedure for contacting local police				
3.	Communicates information to investigators				
	Secures Area				
4.	Established perimeter				
5.	Controls area entrance and exit				
6.	Excludes unauthorized persons				
	Interviews Individuals				
7.	Interviews property occupants and owners				
8.	Interviews first responders to incident				
9.	Interviews bystanders as appropriate				
	Locates Origin				
10.	Verbalizes common clues to origin				
11.	Identifies "V" patterns				
12.	Identifies areas of deepest char/greatest damage				

	Identifies Cause				
13.	Verbalizes common causes of fires				
14.	Identifies any possible causative items				
	Completes Reports				
15.	Reports complete, accurate and legible				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator

Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____

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Station H: Emergency Services Delivery; Pre-Plan	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.1.1, 4.1.2, 4.6, 4.6.1(a)(b)	Site:	

Task: Given an assigned facility, pre-planning policies and procedures, forms and size-up information for an incident and assigned emergency response resources **the candidate will develop a pre-incident plan** in accordance with the current NFPA 1021 standard.

Directions: Using your department forms, or provided forms, prepare a preplan for a local multifamily dwelling or commercial building which includes a plot plan and floor plan and any other significant information.

Please refer to guide 7 for further information to complete necessary documents for this skill station.

Performance Outcome: Pass/Fail will be determined by 4 of the 4 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Pre-Plan				
1.	Pre-plan complete				
2.	Pre-plan accurate				
3.	Pre-plan documented correctly				
4.	Pre-plan is neat and legible				
		PASS ____		PASS ____	
		FAIL ____		FAIL ____	

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____

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Station I: Emergency Service Delivery Action Plan	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.1.1, 4.1.2, 4.6, 4.6.2(a)(b)	Site:	

Task: Given an assigned facility, pre-planning policies and procedures, forms, size-up information for an incident and assigned emergency response resources **the candidate will develop an action plan** in accordance with the current NFPA 1021 standard.

Directions: Using a scenario, the candidate will prepare an action plan to deploy resources and control the emergency. Describe strategic goals, tactical objectives and needed resources. Using the completed action plan, describe how you deploy the resources to put your strategies in place and achieve your goals *Please refer to guide 5 for further information to complete necessary documents for this skill station.*

Performance Outcome: Pass/Fail will be determined by 4 of the 5 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Pre-Plan				
1.	Resources identified				
2.	Strategic goals identified				
3.	Tactical goals identified				
4.	Resources deployed				
5.	Action Plan is neat and legible				
		PASS ____		PASS ____	
		FAIL ____		FAIL ____	

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____

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Station J: Safety Accident Investigation	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.1.1, 4.1.2, 4.7, 4.7.2(a)(b)	Site:	

Task: Given an department safety regulation and investigation, the candidate will conduct an initial accident investigation involving personnel, apparatus and equipment **so that the incident is documented and reports are processed in accordance with policies and procedures.**

Directions: Using a provided scenario or actual incident that occurred within your own organization the candidate will analyze the situation and using forms provided or their own departments forms will fill in all appropriate information. *Please refer to guide 6 for further information to complete necessary documents for this skill station.*

Performance Outcome: Pass/Fail will be determined by 6 of the 6 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Conduct investigation interviews with applicable personnel to obtain facts: a. identified personnel and/or equipment involved b. all facts discovered and summarized				
2.	Utilize all available resources to document accident conditions				
3.	Identify factors contributing to accident a. identification of errors or omissions b. cause determined c. conclusions d. suggested changes in regulations e. suggested implementation of procedural changes				
4.	Document investigation information in writing: a. paperwork trail including who, what, when b. complete, accurate and legible				
5.	Make appropriate accident notifications according to policy				
6.	Complete appropriate forms and process investigation reports according to policies and procedures				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____

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Station K: Emergency Service Delivery – Strategy, Tactics & Safety	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 4 JPR's: 4.6.3 (a) (b), 4.7, 4.7.1 (a) (b)	Site:	

Directions: **Given actual or simulated single unit incident, clear description of the site before the incident, and a matrix over which to lay the development of the emergency and the actions of the responding units and agencies and post incident analysis policies, procedures and forms the candidate shall demonstrate the ability to develop and conduct a post-incident analysis dealing with strategy, tactics and safety so that all required critical elements are identified and communicated and the approved forms are completed and processed in accordance with policies and procedures. Please refer to guide 6 for further information to complete necessary documents for this skill station.**

Performance Outcome: Pass/Fail will be determined by 8 of the 8 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Develop and conduct a post incident analysis dealing with Strategy Tactics and Safety				
2.	Gather information on the application and effectiveness of the operational strategy and tactics from the following sources: <ul style="list-style-type: none"> a. interviews with witnesses and participants b. media observations (photographs, videos) c. owner/occupant statements d. communication logs, tapes, pre-incident site plans, inspections, and structural reports 				
3.	Gather information on safety related concerns from the following sources: <ul style="list-style-type: none"> e. Interviews with witnesses and participants f. Reports, incident action and safety plans, standard operating policies and procedures g. Communication logs and tapes Owner/occupant statements				
4.	Review operational procedures, note discrepancies (Identify violations of organization's standard operating procedures)				
5.	Remain objective in gathering and recording data				
6.	Identify and communicate critical elements: poorly defined operational procedures, unforeseen situations, training deficiencies, etc				
7.	Evaluate use of PPE, personal accountability system, rehabilitation operations, and hazardous conditions, training deficiencies				
8.	Complete and process appropriate forms in accordance with policies and procedures.				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____