



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

Fire Officer I Skill Stations

NFPA 1021 – Chapter 4 (2014 Edition)

Station A	Emergency Incident	Mandatory Station
Station B	Non-Emergency Incident	Random Station
Station C	Directing a Training Evolution	Mandatory Station
Station D	Personnel Policy Action	Mandatory Station
Station E	Community Relations Concerns and Inquires	Random Station
Station F	Administration; Personnel Policy Implementation	Random Station
Station G	Inspection & Investigation Cause Determination	Random Station
Station H	Emergency Service Delivery (Pre-Incident Plan)	Mandatory Station
Station I	Emergency Service Delivery (Initial Action Plan)	Mandatory Station
Station J	Safety Accident Investigation	Random Station
Station K	Emergency Service Delivery (Post Incident Analysis)	Mandatory Station
Station L	Budget Request	Random Station



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STATION A – Emergency Incident		Reference NFPA 1021 (2014 Edition), Chapter 4 Mandatory Station: JPRs 4.1.2, 4.2.1, 4.6.2, 4.2.6	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Evaluator Note: In addition to personnel assignments for the scenario, Task 4 **MUST** account for resources in the command structure (i.e., RIT, Safety, and Accountability). Tasks 4 and 7 are **Mandatory to Pass**.

Directions: Given an emergency scenario involving a fire in a single-family dwelling; an assignment at an emergency operation; a list of projects and tasks and the job requirements of subordinates; and an action plan; evaluate the situation, determine a course of action, implement the plan, and evaluate the plan's outcomes. Utilizing a fire ground command sheet, assign each subordinate task(s) as required to implement incident command and the action plan, and supervise the members and their tasks given the job requirements of each position.

Please refer to Guide 1 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **11 of 15** tasks being correctly performed.

No.	Tasks	Yes	No
1	Provides complete instructions		
2	Provides clear instructions		
3	Provides concise instructions		
4	Safety concerns are met (<i>Mandatory Yes to Pass</i>)		
5	Desired outcomes are conveyed and met		
	Action Plan		
6	Ability to evaluate and size-up the scenario		
7	Ability to implement an appropriate action plan for the scenario (<i>Mandatory Yes to Pass</i>)		
8	Ability to use an Incident Management System (IMS)		
9	Effectively utilizes resource for the given scenario		
10	Ability to evaluate the effectiveness of the plan		
	Task Coordination		
11	Ability to define all tasks needed to mitigate the scenario		
12	Able to prioritize tasks		
13	Assures all tasks are accomplished		
14	Effectively supervises response personnel		
15	Ability to evaluate activities on an on-going basis to mitigate the scenario		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION B – Non-Emergency Incident		Reference NFPA 1021 (2014 Edition), Chapter 4 Random Station: JPRs 4.2.2, 4.2.6, 4.1.2	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Evaluator Note: Task 4 **MUST** be met to pass. The candidate shall address any safety concerns (i.e., hand protection, falling hazards, lifting techniques) to the personnel given the scenario used for this station.

Directions: Given a non-emergency scenario, or a specific work detail as established by their home fire department, evaluate the situation, determine a course of action, develop a plan, implement assignments utilizing appropriate resources, and evaluate the outcomes to make sure the plan’s objectives are met. In implementing the plan, supervise the task/assignments of the personnel.

Please refer to Guide 1 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **7 of 10** tasks being correctly performed.

No.	Tasks	Yes	No
	Task Assignment		
1	Provides complete instructions		
2	Provides clear instructions		
3	Provides concise instructions		
4	Safety concerns are met (<i>Mandatory Yes to Pass</i>)		
5	Desired outcomes are conveyed and met		
	Task Coordination		
6	Ability to define the tasks needed for the assignment		
7	Able to prioritize tasks		
8	Assures all tasks are accomplished		
9	Effectively supervises all personnel		
10	Ability to evaluate the personnel and assignments to complete the need		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION C – Direct a Training Evolution		Reference NFPA 1021 (2014 Edition), Chapter 4 Mandatory Station: JPRs 4.2.3, 4.1.2, 4.7.1	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a company-level training evolution and policies and procedures, or utilizing a training scenario applicable from their home fire department, evaluate the situation, carefully determine the knowledge and skill objectives needed given the training and experience of the personnel, and then implement a training plan and evaluate the training outcomes. Make sure to supervise the personnel given the job requirements of each position.

Please refer to Guide 1 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **7 of 10** tasks being correctly performed.

No.	Tasks	Yes	No
	Task Assignment		
1	Provides complete instructions		
2	Provides clear instructions		
3	Provides concise instructions		
4	Safety concerns are met (<i>Mandatory Yes to Pass</i>)		
5	Desired outcomes are conveyed and met		
	Task Coordination		
6	Ability to conduct the evolution(s) in a safe manner		
7	Able to prioritize tasks		
8	Assures all tasks are safely accomplished		
9	Effectively supervises all personnel		
10	Ability to evaluate the personnel to determine training objectives were met		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



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STATION D – Personnel Policy Action		Reference NFPA 1021 (2014 Edition), Chapter 4 Mandatory Station: JPRs 4.2.4, 4.2.5, 4.1.2, 4.7.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a scenario, review the situation and write a memo to your supervisor identifying and documenting the situation and what you did about it. The memo shall reference the appropriate policy(s) and procedures for the situation and how you applied the policy and applicable procedures. The memo may be written on the supplied form or on your agency’s letterhead.

Please refer to Guide 2 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **7 of 10** tasks being correctly performed.

No.	Tasks	Yes	No
	Member Assistance Program		
1	Recognizes and identifies signs and symptoms of a problem (<i>Mandatory Yes to Pass</i>)		
2	Explains the available assistance under existing policy(s) to the member		
3	Recommends a course of action to deal with the problem / situation		
	Human Resources Policies and Procedures		
4	The individual is dealt with in accordance with the policy’s procedure(s)		
5	The action(s) taken are explained to the individual		
6	Memo is prepared		
7	Memo includes: <i>To, From, Date and Subject headings</i>		
8	Memo contains a brief statement of what happened		
9	Memo explains what was done		
10	Memo is typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION E – Community Relations Concerns & Inquiries		Reference NFPA 1021 (2014 Edition), Chapter 4 Random Station: JPRs 4.3.1, 4.3.2, 4.3.3, 4.4.2, 4.4.4, 4.1.2	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a scenario describing a citizen’s inquiry, describe your actions taken using the provided forms about the citizen’s inquiry/concern. Describe how the inquiry/concern is handled per the authority having jurisdiction’s policy and procedures. Complete a memo to be forwarded to the person-in-charge.

Please refer to Guide 3 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **6 of 8** tasks being correctly performed.

No.	Tasks	Yes	No
Citizen Concern or Inquiry Criteria			
1	Listens actively to the citizen’s inquiry / concern and collects essential information <i>(Mandatory Yes to Pass)</i>		
2	Answers the citizen’s inquiry / concern appropriately and courteously		
3	Initiates action on the citizen’s request /concern		
4	Inquiry was handled appropriately per department procedure		
Paperwork Criteria			
5	Daily station shift log was filled out		
6	A community relations report and response log were filled out		
7	All reports and logs were accurate and complete		
8	Reports and memo are typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION F – Administrative Personnel Policy Implementation		Reference NFPA 1021 (2014 Edition), Chapter 4 Random Station: JPRs 4.2.5, 4.1.1, 4.1.2, 4.4.1, 4.4.2, 4.4.4	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a departmental personnel policy or using a policy from your organization, review the document and write a memorandum that explains how you would implement the policy. Be sure to describe how you would communicate the policy to your personnel, and how you would determine all personnel understood the policy. Be sure to include the criteria below within the memorandum.

Please refer to Guide 4 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **8 of 8** tasks being correctly performed.

No.	Tasks	Yes	No
Presenting			
1	Policy and its purpose are explained to all members		
2	Members are given an opportunity to ask questions		
3	Candidate checks that all members understand the policy		
Documenting			
4	Memo clearly and accurately explains the new policy and its purpose		
5	Memo indicates the effective date of implementation of the policy		
6	Posting locations are indicated in the documentation		
7	Documentation includes method that confirms personnel received policy		
8	Reports and memo are typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION G – Inspection & Investigation Cause Determination		Reference NFPA 1021 (2014 Edition), Chapter 4 Random Station: JPRs 4.5.1, 4.5.2, 4.5.3, 4.1.2	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a scenario and a simulated fire scene, demonstrate appropriate methods for securing the fire scene; then demonstrate the appropriate method for preserving fire scene evidence in accord with the authority having jurisdiction’s policy.

Please refer to Guide 5 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **11 of 15** tasks being correctly performed.

No.	Tasks	Yes	No
	Contacts the Fire Investigation Team		
1	Verbalizes procedure for contacting fire marshal		
2	Verbalizes procedure for contacting local police		
3	Communicates information to the investigators		
	Secures the Area		
4	Establishes a fire scene perimeter (<i>Mandatory Yes to Pass</i>)		
5	Controls the perimeter’s entrance and exit (<i>Mandatory Yes to Pass</i>)		
6	Excludes unauthorized persons inside the perimeter / scene		
	Interviews Individuals		
7	Interviews property occupant(s) and owner(s)		
8	Interviews first responders on the incident		
9	Interviews bystanders as appropriate		
	Locates Origin		
10	Verbalizes common clues to an 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 are typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION H – Emergency Service Delivery (Pre-Incident Plan)		Reference NFPA 1021 (2014 Edition), Chapter 4 Mandatory Station: JPRs 4.5.1, 4.5.2, 4.1.2	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Note: This preplan **CANNOT** be the same facility used in for your Firefighter 2 certification test. In addition, the facility selected **MUST** be a commercial structure occupied and in use with some form of fire protection infrastructure (i.e., detectors, suppression system, fire walls, etc.). Furthermore, the facility selected **CANNOT** be a fire, EMS, or other first responder station/facility nor a secured/classified facility.

Be sure the preplan is complete, accurate, and legible.

Directions: Given an assigned facility per NFPA 1021 (Sections 4.5.1 & 4.5.2), pre-plan policies and procedures, size-up information for an incident and emergency response resources, and the provided pre-plan form, prepare a preplan for a local multifamily dwelling or commercial building which includes a plot plan and floor plan and all other significant information in accordance with the current NFPA 1021 standard.

Please refer to Guide 6 in the candidate handbook for additional information and the form to complete this skill.

Performance Outcome: Pass / Fail is determined by **4 of 4** tasks being correctly performed.

No.	Tasks	Yes	No
1	Pre-plan is complete (all information is provided or is marked <i>N/A</i> if not applicable)		
2	Pre-plan is accurate (information does not conflict amongst its requisite parts)		
3	Pre-plan is correctly documented		
4	Pre-plan is neat and legible (sketches, drawings, and text are readable)		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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Station I – Emergency Service Delivery (Initial Action Plan)		Reference NFPA 1021 (2014 Edition), Chapter 4 Mandatory Station: JPRs 4.6.1, 4.6.2, 4.1.2, 4.4.5	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Using a given scenario, prepare an initial action plan to deploy resources and control the emergency. Describe the strategic goals, tactical objectives, and needed resources. Then, using the completed plan explain how you would deploy the resources to implement the strategies and achieve your goals.

Please refer to guide 7 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by 4 of 5 tasks being correctly performed.

No.	Tasks	Yes	No
1	Resources are identified		
2	Strategic goals are identified		
3	Tactical goals are identified		
4	Resources are appropriately deployed		
5	Action Plan is neat and legible (text, sketches or drawings are readable)		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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Station J – Safety Investigation of an Accident / Incident		Reference NFPA 1021 (2014 Edition), Chapter 4 Random Station: JPRs 4.7.2, 4.7.1, 4.1.2	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Note: Either the VFIS or the Commonwealth of Pennsylvania Form AA-600 (11-09) document **MUST** be used for this skill station. Both forms are provided in the candidate handbook.

Directions: Given an accident scenario, analyze the situation, conduct a basic accident investigation involving personnel, apparatus and equipment, and using the forms provided document the accident; be sure to fill in all appropriate information.

Please refer to Guide 8 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **6 of 6** tasks being correctly performed.

No.	Tasks	Yes	No
1	Ability to conduct a basic investigation and interview personnel/individual(s): a. identifies personnel/individual(s) and/or equipment involved b. obtains all facts relevant to the incident and provides an accurate summary of events and conditions at the time of the incident c. identifies any potential witnesses		
2	Utilizes all available resources to document the accident conditions		
3	Ability to identify factors contributing to the accident: a. operator(s) b. operational and environmental factors (i.e., weather, speed, visibility, obstructions) c. preliminary findings		
4	Documents investigation information in writing: a. paperwork provides who, what, when b. documents are complete, accurate and legible (i.e., readable)		
5	Makes appropriate accident notifications in accordance with the policy		
6	Completes appropriate forms and investigation reports		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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Station K – Emergency Service Delivery (Post Incident Analysis)		Reference NFPA 1021 (2014 Edition), Chapter 4 Mandatory Station: JPRs 4.7.1, 4.6.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a department policy and procedures and a single unit incident, develop a Post Incident Analysis (PIA) to determine strengths, weaknesses, and lessons learned from the incident in accord with the Department’s response and operations criteria. The post-incident analysis is fact-based and does not contain unsubstantiated information. The PIA document shall clearly narrate all relevant information (i.e., shall label each topic or component) in addition to the incident report, and be processed in accordance with the department’s policy and procedures.

Please refer to Guide 9 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by 7 of 7 tasks being correctly performed.

No.	Tasks	Yes	No
1	Develops and conducts a PIA dealing with strategy, tactics, and safety concerns		
2	Identifies all critical elements relevant to the incident		
3	Identifies the strengths and weaknesses and safety concerns in tactical operations		
4	Identifies safety concerns in the tactical operations based on department policies/procedures		
5	Communicates/discusses PIA outcomes with personnel		
6	Completes and processes forms in accordance with policy(s) and procedures		
7	Assure all documentation is typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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Station L – Budget Request		Reference NFPA 1021 (2014 Edition), Chapter 4 Random Station: JPR 4.4.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Prepare a budget request based on an identified need (e.g., a company level need, a recommendation identified in Skill K, a mitigation resource addressing a life safety risk identified from a needs assessment, etc.) using a budget form and memo so that the request is in the proper format with supporting data.

Please refer to Guide 10 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **5 of 7** tasks being correctly performed.

No.	Tasks	Yes	No
1	Identifies a need (company need, citizen concern or community safety risk)		
2	Identifies proposed solution to address the need/risk a. expected outcome and/or impact b. consequences if not funded		
3	Identifies specific project or activity to include: a. estimate project expenditure & income b. Identifies personnel cost (if any) c. identifies resource availability & cost		
4	Identifies budget type, appropriate budgeting system/cycle		
5	Contains a brief statement of process of purchasing		
6	Contains a brief statement of how process for soliciting of monies will be accomplished to include revenue sources		
7	Documents are written legibly or typed and includes: a. complete budget forms b. requisition/purchase orders c. copy of needs assessment and supporting data		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____