



FIRE OFFICER I

PRACTICAL SKILLS

CERTIFICATION EVALUATION PACKET

(NFPA Standard 1021, 2014 Edition)

**Department of Public Safety
Alaska Fire Standards Council
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Revised December 2015

V14-0

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

FIRE OFFICER I PRACTICAL SKILLS CORRELATION MAP			
(NFPA 1021, 2014 Edition)			
2014 Skill Sheet	NFPA Section	Tasks	Certification JPR Requirement: 6 Mandatory 3 Random
	DESCRIPTION: 4.1 General		
FOI 1	4.1.2	Communicate in writing using local AHJ technology	Random
	DESCRIPTION: 4.2 Human Resource Management		
FOI 1	4.2.1	Assign tasks or responsibility at an emergency	Random
FOI 2	4.2.2	Assign tasks or responsibility at station or other location	Random
FOI 3	4.2.3	Direct units during a training evolution	Random
FOI 4	4.2.4	Recommend action for member related problem	Random
	4.2.5	Apply human resource policies	Random
FOI 1	4.2.6	Coordinate the completion of assigned tasks and projects	Random
	DESCRIPTION: 4.3 Communication and Government Relations		
FOI 5	4.3.1	Initiate action to a community need	Random
FOI 6	4.3.2	Initiate action to a citizen's concern	Random
FOI 7	4.3.3	Respond to a public inquiry	Random
	DESCRIPTION: 4.4 Administration		
FOI 8	4.4.1	Recommend changes to existing department policy and execute	Random
	4.4.2	Execute routine unit-level administrative functions	Random
FOI 9	4.4.3	Prepare a budget request	Mandatory
FOI 10	4.4.4	Explain management components of organization	Mandatory
FOI 11	4.4.5	Explain needs and benefits of collecting incident response data	Random
	DESCRIPTION: 4.5 INSPECTION AND INVESTIGATION		
FOI 12	4.5.1	Conduct fire inspection	Mandatory
FOI 13	4.5.2	Develop pre-incident plan	Random
FOI 14	4.5.3	Secure incident scene	Random
	DESCRIPTION: 4.6 EMERGENCY SERVICE DELIVERY		
FOI 15	4.6.1	Develop initial action plan	Mandatory
FOI 16	4.6.2	Implement action plan at and emergency	Mandatory
FOI 17	4.6.3	Conduct post incident analysis	Random
	DESCRIPTION: 4.7 HEALTH AND SAFETY		
FOI 18	4.7.1	Apply safety regulations	Random
FOI 19	4.7.2	Conduct initial accident investigation	Random
FOI 20	4.7.3	Explain the benefits of physical and medical wellness and fitness	Mandatory
		Fire Officer I Equipment List	
		Fire Officer I Facility List	

Skill Sheet Packet Instruction

Purpose of the Skill Sheets

All skills listed in this packet are consistent with [NFPA 1021: Standard for Fire Officer Professional Qualifications, 2014 edition](#). The Alaska Fire Standards Council (AFSC) provides these skill sheets as the basis for Fire Officer I testing and certification.

Description & Use

For certification purposes, the final skill examination will consist of a series of mandatory skill from this packet.

1. These skills sheets are for use by the Training Program Manager/Training Officer, or designee, and Fire Officer I candidate. Use of this packet throughout a training course will assist in verifying candidate competency and completion of the [Fire Officer I Training Record](#).
2. For eligibility to complete the final certification examination, a candidate must demonstrate competency in all skills during training.
3. This packet encompasses the requisite skills for Fire Officer I for use during final testing for certification. Fire Officer I courses material should utilize this packet to prepare candidates for the certification exam.
4. The final skills examination will consist of skills selected from this packet. A candidate must successfully perform each skill while being evaluated on performance competency by an AFSC examination representative.
5. The Certifying Officer will notify candidates which skills they will be required to complete at the start of the practical skills portion on the date of the examination.
6. The Training Officer/Training Program Manager or designee must complete and sign the Fire Officer I Training Record for each candidate before a candidate can begin the final skills examination. The Fire Officer I Training Record shall become a permanent part of the candidate's local training record, and this information shall be kept on file in accordance with local fire department procedures.

Grading Criteria

1. The Training Program Manager/Training Officer, or designee, shall evaluate all Fire Officer I skill sheet elements throughout a course. There are no specific critical points designated within the practical skill sheets, and the Certifying Officer (CO) will require the candidate to repeat an individual practical skill station if *all* of the listed skill items on a selected sheet are not completed by the candidate.
2. The Certifying Officer (CO) will require the candidate to repeat final examination practical skill items if all listed skills are not completed.
3. Addressing real-time skills scenario's during the final examination is not always feasible and the Training Program Manager/Training Officer, or designee, shall ensure that the candidate can provide the Certifying Officer, or designated Evaluator, documentation of completed skill items listed on these pages. These skill sheets must be completed by the candidate prior to the final test date and available for review by the Certifying Officer.

Artificialities of Training and Testing

Training and testing for Fire Officer I levels can only approximate on the job activities of a technical rescuer. There are artificialities to training and testing for Fire Officer I candidates. In certain environments, the Training Program Manager/Training Officer, or designee, and the candidate must be able to adapt to simulations during the final examination to complete the required practical skills. The design of a Fire Officer I course must enable the candidate to develop skills to manage training programs, create lesson plans, conduct classes and supervise other instructors, and evaluate and analyze written and practical exams. The Training Program Manager/Training Officer, or designee, must prepare candidates for situations that may occur throughout the training and testing environment.

Final Skills Evaluation

The AFSC designated Certifying Officer (CO) conducts the final examination and has the overall test site authority. The CO is required to perform his or her duties as outlined in the [Certification Policy Manual](#).

For preparation of the final examination, the designated CO must communicate with the Test Site Coordinator to ensure an adequate test site location is available. The Test Site Coordinator is responsible for preparation of all test site equipment/materials and arranging designated evaluators for the date of the practical examination. The CO must verify that all required elements are adequate for testing and will approve all designated Evaluators. Designated Evaluators shall receive training appropriate for the test site and are required to complete an [Evaluator Code of Ethics Compliance](#) agreement before testing begins.

The completion of each job performance requirement in the FO I Training Record is required before certification testing. The course Lead Instructor is responsible for the completing the candidate Training Record prior to the final exam. Due to time constraints during the final examination, the candidate cannot perform some skills in the presence of the Certifying Officer. The Training Program Manager/Training Officer, or designee, shall ensure the candidate completes all skill items and provides documentation for final evaluation by the CO. The CO shall sign the completed final examination packet.

Additional Notes on Final Evaluations:

1. Candidates shall be dressed in accordance with their department policy and procedure during the final practical examination.
2. A candidate shall perform all related skills correctly.
3. Some skill evaluations may include a time limit. An Evaluator may use a digital or analog watch/stopwatch for final skills evaluation. Prior to the start of the practical examination, the CO must inspect and approve all timing devices used during final skills evaluations.
4. Some skills may require the use of equipment or documentation for the final presentation. Unless otherwise indicated, it is permissible for the candidate to prepare or assemble the required equipment or paperwork at any time, if this does not interfere with the core skill, task, or evolution.
5. Candidates must be prepared to complete skills under a variety of conditions. Optimal conditions often exist during training and skills practice, but candidates must be prepared to adapt to changing conditions that can occur in actual instructional situations. The Evaluator ultimately determines if the candidate has met the criteria specified on the skill(s) under evaluation.
6. For final examination, the performance of a skill, task, or evolution is not required to be done in the exact order of the steps (as outlined on the skill sheet), unless it is critical to a particular task. For example, a person must don turnout gear before donning an SCBA.
7. Some skills may require that a candidate verbalizes information about a particular task or procedure. In such cases, any question(s) from the Evaluator to the candidate must be limited to those that satisfy the criteria listed on the skill sheet, and a question cannot exceed the scope the Airport Firefighter requirements.

Fire Officer I Final Evaluation Forms

Following is a brief outline of the reference materials and forms for use at an FO I final skills evaluation.

FO I Course Material Reference

- a. [NFPA 1021: Standard for Fire Officer Professional Qualifications, 2014 edition](#)
- b. FO I Text/Curriculum
 - IFSTA, *Fire and Emergency Services Company Officer*, 4th Edition
 - Jones and Bartlett, *Fire Officer Principles and Practice*, 3rd Edition
- c. FO I Training Record (this must be completed and signed off by the Training Program Manager/Training Officer, or designee,)
- d. Practical Skills and Final Examination Packet

Final Skills Examination

- a. Candidate *Training Record is reviewed by the CO to ensure all elements have been completed
- b. Candidate completes the written and practical examination administered by the CO
- c. Certifying Officer reviews and signs *Final Examination Packet for each candidate
- d. Certifying Officer transfers pass/fail information to the [Practical Examination Report Form](#)
- e. Written exam, Practical Examination Report Form and signed application are forwarded to AFSC
- f. AFSC FO I certificate is issued upon successful completion of the written and practical exam

**Note: The Training Program Manager/Training Officer, or designee, shall file the candidate's completed Training Record in accordance with local agency procedures.*

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 2

STANDARD: NFPA 1021: 4.2.2; 4.2.6	SKILL Assign Non-Emergency Tasks AREA: Coordinate Task Completion
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TASKS: Assign tasks or responsibilities to unit members, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

Coordinate the completion of assigned tasks and projects by members, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and are supervised and held accountable throughout the completion of the assignment(s).

PERFORMANCE OUTCOME: The candidate will assume the role of company officer and demonstrate supervision of other firefighters at a station. The candidate will demonstrate the ability to plan and to set priorities and issue instructions for frequently assigned unit tasks based on department policy.

EQUIPMENT: Fire station or other work location, radio unit, department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.

CONDITIONS: Given an assignment under non-emergency conditions, a list of projects and tasks, and the job requirements of subordinates, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Assign tasks or responsibilities to unit-members at a station or other work location	<input type="checkbox"/>					
2.	Give instructions that are complete, clear, and concise	<input type="checkbox"/>					
3.	Set priorities for subordinate member(s) assigned projects and communicate desired outcome of assigned tasks	<input type="checkbox"/>					
4.	Efficiently utilize available personnel and equipment	<input type="checkbox"/>					
5.	Provide appropriate safety equipment to each member based on task	<input type="checkbox"/>					
6.	Provide for adequate supervision of each member	<input type="checkbox"/>					
7.	Create a written plan that fully accomplishes the assignment	<input type="checkbox"/>					
8.	Address all safety considerations as appropriate for the scenario	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

<i>Chief Officer Name</i>	<i>Signature</i>	<i>Date</i>
<i>Certifying Officer Signature</i>		

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

PROJECT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- REQUIRES CHIEF OFFICER SIGNATURE

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 4

STANDARD: NFPA 1021: 4.1.2; 4.2.4; 4.2.5	SKILL Recommend Member Assistance AREA: Apply Human Resource Policies
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TASK: Recommend action for member-related problems, so that the situation is identified and the actions taken are within the established policies and procedures.

TASK: Apply human resource policies and procedures, so that policies and procedures are followed

PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to recommend a course of action for a member in need of assistance following AHJ policies and procedure. *(Examples include: substance abuse, acute, chronic, and delayed stress; and health, financial, personal, family, and other situations that adversely affect a member's job performance.)* Demonstrate the ability to communicate orally and in writing and to relate interpersonally

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.

CONDITIONS: Given a member with a situation requiring assistance and the member assistance, policies and procedures, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Ensure the privacy of conversation with subordinate	<input type="checkbox"/>					
2.	Relate with subordinate interpersonally to understand and apply knowledge of post-critical incident stress, and/or other stress-related situations	<input type="checkbox"/>					
3.	Demonstrate a caring, mature, and responsible attitude	<input type="checkbox"/>					
4.	Properly identify the core problem related to the subordinate's issue	<input type="checkbox"/>					
5.	Communicate orally with candidate to discuss a course of action towards a solution in accordance with AHJ policy and procedure	<input type="checkbox"/>					
6.	Provide a written recommendation for further action to supervisor	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

_____ *Certifying Officer Name* _____ *Date*

_____ *Certifying Officer Signature*

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 5

STANDARD: NFPA 1021: 4.3.1	SKILL AREA: Address Community Need
TASK: Initiate action on a community need, so that the need is addressed.	
PERFORMANCE OUTCOME: The candidate will appropriately respond to a routine request from a citizen of the community, (e.g. safety talk, safety drill, car seat inspections, neighborhood request, etc.) The candidate shall demonstrate familiarity with public relations and the ability to communicate verbally.	
EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given the organization’s policies and procedures, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Respond to the community need accurately, courteously, and in a timely fashion	<input type="checkbox"/>					
2.	Demonstrate the ability to coordinate and schedule a community need	<input type="checkbox"/>					
	Provide or deliver resources to meet the requested community need	<input type="checkbox"/>					
4.	Demonstrate understanding/compliance with policies and procedures	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

_____	_____
<i>Certifying Officer Name</i>	<i>Date</i>

<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 6

STANDARD: NFPA 1021: 4.3.2	SKILL AREA: Respond to Citizen Concern
TASK: Initiate action to a citizen’s concern, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.	
PERFORMANCE OUTCOME: The candidate will appropriately respond to a routine request from a citizen of the community (e.g. concern related to fire department/fire personnel, etc.) The candidate shall demonstrate familiarity with public relations and the ability to communicate verbally.	
EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given the organization’s policies and procedures, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Give immediate attention to the Citizen’s complaint	<input type="checkbox"/>					
2.	Assure Citizen that action will be taken to address the concern	<input type="checkbox"/>					
3.	Demonstrate a respectful, professional, and courteous attitude	<input type="checkbox"/>					
4.	Allow the Citizen time to adequately communicate the concern	<input type="checkbox"/>					
5.	Properly identify Citizen concern(s)	<input type="checkbox"/>					
6.	Initiate proper action as required by policy and procedure	<input type="checkbox"/>					
7.	Refer notification of complaint to the proper individual, if applicable	<input type="checkbox"/>					
8.	Demonstrate understanding/compliance with policies and procedures	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

<i>Certifying Officer Name</i>	<i>Date</i>
<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

[FOI-7](#)

STANDARD: NFPA 1021: 4.1.2; 4.3.3	SKILL AREA: Respond to Public Inquiry
TASK: Respond to a public inquiry, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to relate interpersonally and to respond to public inquiries.	
EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given policies and procedures, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Answer a public inquiry professionally, accurately, and courteously	<input type="checkbox"/>					
2.	Demonstrate ability to effectively communicate verbally	<input type="checkbox"/>					
3.	Demonstrate effective written communication, if applicable.	<input type="checkbox"/>					
4.	Properly identify basis of inquiry and appropriate response	<input type="checkbox"/>					
5.	Respond to the public inquiry in a timely fashion or refer notification of complaint to the proper individual, if applicable	<input type="checkbox"/>					
6.	Demonstrate understanding/compliance with policies and procedures	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

<i>Certifying Officer Name</i>	<i>Date</i>
<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 8

STANDARD: NFPA 1021: 4.1.2; 4.4.1; 4.4.2	SKILL Recommend Change to Policy AREA: Execute Routine Admin Functions
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TASKS: Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, so that the policy is communicated to and understood by unit members.
Execute routine unit-level administrative functions, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.

PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to relate interpersonally and communicate change in a positive manner using oral and written communications

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.

CONDITIONS: Given a new department policy, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Describe new policy in a manner understandable to unit member(s)	<input type="checkbox"/>					
2.	Communicate why the new policy is necessary to unit member(s) and answer questions appropriately	<input type="checkbox"/>					
3.	Demonstrate proper completion of new policy reports and logs according to policies and procedures, as applicable	<input type="checkbox"/>					
4.	Verify reports and logs are completed by unit member(s) according to policies and procedures	<input type="checkbox"/>					
5.	Determine that applicable files are maintained according to policies and procedures	<input type="checkbox"/>					
6.	Adequately communicate information to unit member(s) verbally and in writing	<input type="checkbox"/>					
7.	Demonstrate understanding/compliance with policies and procedures	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

Chief Officer Name

Signature

Date

Certifying Officer Signature

Overall Skill Sheet Result:

Pass (P): Fail (F):

PROJECT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- REQUIRES CHIEF OFFICER SIGNATURE

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 12

STANDARD: NFPA 1021: 4.1.2; 4.5.1	SKILL AREA: Conduct Fire Inspection
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TASK: Describe the organization’s procedures for conducting fire inspections, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:

PERFORMANCE OUTCOME: Candidate will assume the role of a Company Officer and will conduct a fire inspection of an occupancy listed below. All findings of the inspection shall be documented in accordance with approved policies and procedures of the AHJ.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer, and one of the following occupancies:

- | | | | |
|-----------------|--------------------------------|----------------|-------------------------|
| (1) Assembly | (4) Detention and correctional | (7) Business | (10) Unusual structures |
| (2) Educational | (5) Residential | (8) Industrial | (11) Mixed occupancies |
| (3) Health care | (6) Mercantile | (9) Storage | |

CONDITIONS: Given an occupancy listed above, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Initiate initial contract with courtesy and professionalism.	<input type="checkbox"/>					
2.	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan.	<input type="checkbox"/>					
3.	Exhibit professional appearance and demeanor for the site visit.	<input type="checkbox"/>					
4.	Include all elements of the fire inspection according to policy. Forms to include site specific hazards and hazardous materials.	<input type="checkbox"/>					
5.	Include all elements and inspection according to policy, forms, drawings, etc.	<input type="checkbox"/>					
6.	Produce a completed fire inspection document using the appropriate forms and reports	<input type="checkbox"/>					
7.	Communicate effectively using both verbal and written methods.	<input type="checkbox"/>					
8.	Demonstrate the ability to apply the appropriate codes and standards	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:	
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Chief Officer Name

Signature

Date

Overall Skill Sheet Result:

Pass (P): Fail (F):

Certifying Officer Signature

PROJECT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- *REQUIRES CHIEF OFFICER SIGNATURE*

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 13

STANDARD: NFPA 1021: 4.1.2; 4.5.2	SKILL AREA: Develop Pre-Incident Plan
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TASK: Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, so that a pre-incident plan is developed:

PERFORMANCE OUTCOME: The candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, preplan documents, and notepad/clipboard or computer, and one of the following occupancies:

- | | |
|---------------------|-------------------------|
| (1) Public assembly | (6) Industrial |
| (2) Educational | (7) Manufacturing |
| (3) Institutional | (8) Storage |
| (4) Residential | (9) Mercantile |
| (5) Business | (10) Special properties |

CONDITIONS: Given an occupancy listed above, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Initiate initial contract with courtesy and professionalism.	<input type="checkbox"/>					
2.	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan.	<input type="checkbox"/>					
3.	Exhibit professional appearance and demeanor for the site visit.	<input type="checkbox"/>					
4.	Include all elements of the fire pre-incident plan report according to policy, to include site specific hazards, hazardous materials, forms, and drawings.	<input type="checkbox"/>					
5.	Produce a completed fire pre-incident plan document using the appropriate forms and reports	<input type="checkbox"/>					
6.	Communicate effectively using both verbal and written methods.	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

_____	_____
<i>Certifying Officer Name</i>	<i>Date</i>

<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 14

STANDARD: NFPA 1021: 4.5.3	SKILL AREA: Secure Incident Scene
TASK: Secure an incident scene, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to establish perimeters at an incident scene.	
EQUIPMENT: Department policies and procedures (SOP/SOG), camera/video device, forms/reports, notepad/clipboard or computer, and barricades/scene tape/rope.	
CONDITIONS: Given and incident scene, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify the need for a fire investigation	<input type="checkbox"/>					
2.	Protect evidence from damage or destruction	<input type="checkbox"/>					
3.	Adequately secure the fire scene with perimeters easily recognizable to unauthorized persons	<input type="checkbox"/>					
4.	Ensure that unauthorized entry into restricted areas is prevented	<input type="checkbox"/>					
5.	Identifies potential witnesses	<input type="checkbox"/>					
6.	Establish need for investigator and properly make a request	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

<i>_____</i> Certifying Officer Name	<i>_____</i> Date
<i>_____</i> Certifying Officer Signature	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-15

STANDARD: NFPA 1021: 4.1.2; 4.6.1	SKILL AREA: Develop Initial Action Plan
TASK: Develop an initial action plan, so that resources are deployed to control the emergency.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.	
EQUIPMENT: Department policies and procedures (SOP/SOG), department forms/reports, notepad/clipboard or computer, and radio unit.	
CONDITIONS: Given a simulated fire scenario and assigned emergency response resources, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Analyze and use information from size-up	<input type="checkbox"/>					
2.	Develop and implement an effective initial action plan	<input type="checkbox"/>					
3.	Verbally communicate the action plan to personnel in an effective manner	<input type="checkbox"/>					
4.	Allocate resources in a reasonable, safe, and prudent manner	<input type="checkbox"/>					
5.	Determine localized evacuation procedures relevant to the scenario	<input type="checkbox"/>					
6.	Determine supervision and accountability needs for personnel/units	<input type="checkbox"/>					
7.	Implement and operate within the emergency management system	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

_____	_____
<i>Certifying Officer Name</i>	<i>Date</i>

<i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-17

STANDARD: NFPA 1021: 4.1.2; 4.6.3	SKILL AREA: Conduct Post Incident Analysis
TASK: Develop and conduct a post-incident analysis, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to write reports, to communicate orally, and to evaluate skills related to emergency operations.	
EQUIPMENT: Department policies and procedures (SOP/SOG), department forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given a simulated single unit incident and post incident analysis policies, procedures, and forms, the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify and analyze critical elements from an incident	<input type="checkbox"/>					
2.	Utilize the information in a reasonable and prudent manner	<input type="checkbox"/>					
3.	Effectively communicate post-incident analysis using both oral and written methods.	<input type="checkbox"/>					
4.	Evaluate response tactics, emergency operations, and customer service skills related to the incident	<input type="checkbox"/>					
5.	Conduct a post-incident analysis using proper policies, forms and procedures	<input type="checkbox"/>					
6.	Complete written report using local technology	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

<i>_____</i> <i>Certifying Officer Name</i>	<i>_____</i> <i>Date</i>
<i>_____</i> <i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI-18

STANDARD: NFPA 1021: 4.1.2; 4.7.1	SKILL AREA: Apply Safety Regulations
TASK: Apply safety regulations at the unit level, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.	
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to identify safety hazards, communicate orally and in writing, and conduct in-service training to department personnel.	
EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad/clipboard or computer.	
CONDITIONS: Given safety policies and procedures the candidate shall demonstrate the ability to:	

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Correctly identify a local safety hazard	<input type="checkbox"/>					
2.	Conduct appropriate in-service safety training in accordance with department policy	<input type="checkbox"/>					
3.	Communicate applicable safety hazards to personnel	<input type="checkbox"/>					
4.	Effectively convey member responsibility towards safety	<input type="checkbox"/>					
5.	Communicate safety hazards in writing and complete required forms and reports in accordance with policy	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
Comments:			

<i>_____</i> <i>Certifying Officer Name</i>	<i>_____</i> <i>Date</i>
<i>_____</i> <i>Certifying Officer Signature</i>	

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1021- 2014 Ed.

PRACTICAL SKILL REQUIREMENTS

FFI- 19

STANDARD: NFPA 1021: 4.1.2; 4.7.2	SKILL AREA: Conduct Safety Incident Investigation
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TASK: Conduct an initial safety violation incident investigation, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.

PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to communicate orally and in writing and to conduct interviews during an initial safety violation incident investigation.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, camera/video device, and notepad/clipboard or computer.

CONDITIONS: Given a safety violation incident scenario and investigation forms, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Conduct safety violation incident investigation based on a scenario	<input type="checkbox"/>					
2.	Make appropriate notifications to supervisor in accordance with policy	<input type="checkbox"/>					
3.	Utilize appropriate equipment and resources to document incident and conditions	<input type="checkbox"/>					
4.	Interview all witnesses to obtain facts relevant to the incident	<input type="checkbox"/>					
5.	Identify and document factors contributing to the safety violation incident	<input type="checkbox"/>					
6.	Complete required forms and reports in accordance with policy	<input type="checkbox"/>					

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

_____ *Certifying Officer Name* _____ *Date*

_____ *Certifying Officer Signature*

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

FIRE OFFICER I PRACTICAL SKILLS EVALUATION MATRIX			
CORE JOB PERFORMANCE REQUIREMENTS			
(NFPA 1021, 2014 Edition)			
Skill Sheet #	NFPA Section-	Tasks	Certification Requirements: 9- **Project Based 4- Mandatory 2- Random
Project Based Skills Evaluated at Local Level: <i>Pre-Examination Requirements</i>			
<u>FOI 1</u>	4.2.1	Assign tasks at an emergency incident	Project based
<u>FOI 2</u>	4.2.2 4.2.6	Assign and coordinate task completion of member assignments for nonemergency tasks and projects	Project based
<u>FOI 3</u>	4.2.3	Direct units during a training evolution	Project based
<u>FOI 8</u>	4.4.1 4.4.2	Recommend changes to existing department policy and execute routine administrative functions	Project based
<u>FOI 9</u>	4.4.3	Prepare a budget request	Project based
<u>FOI 10</u>	4.4.4	Explain management components of organization	Project based
<u>FOI 11</u>	4.4.5	Collect incident response data	Project based
<u>FOI 12</u>	4.5.1	Conduct fire inspection	Project based
<u>FOI 16</u>	4.6.2	Implement action plan- Complete two classroom and two field drills (4 total)	Project based
<u>FOI 20</u>	4.7.3	Explain the benefits of physical fitness and medical wellness	Project based
Mandatory Practical Skills: <i>Final Examination Requirement</i>			
<u>FOI 4</u>	4.2.4 4.2.5	Recommend action for member related problem; Apply human resource policies	Mandatory
<u>FOI 14</u>	4.5.3	Secure incident scene	Mandatory
<u>FOI 15</u>	4.6.1	Develop initial action plan	Mandatory
<u>FOI 19</u>	4.7.2	Conduct safety violation incident investigation	Mandatory
Type 1 Random Practical Skills: <i>One Selected for Final Examination Requirement</i>			
<u>FOI 5</u>	4.3.1	Address community need	Random
<u>FOI 6</u>	4.3.2	Initiate action to a citizen's concern	Random
<u>FOI 7</u>	4.3.3	Respond to a public inquiry	Random
Type 2 Random Practical Skills: <i>One Selected for Final Examination Requirement</i>			
<u>FOI 13</u>	4.5.2	Develop pre-incident plan	Random
<u>FOI 18</u>	4.7.1	Apply safety regulations	Random
<u>FOI 17</u>	4.6.3	Conduct post incident analysis	Random

** Local verification of project based skills shall be completed within the Fire Officer I candidates department, or during a Fire Officer course, and skills check off shall be evaluated by a Chief Officer, Training Officer, or Lead Instructor with a final review signature by the Fire Officer I Lead Instructor. ALL completed skill sheets must be available for review by the Certifying Officer during a final certification examination.

AFSC FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

FIRE OFFICER I REQUIRED EQUIPMENT			Related Skill Sheet(s)
<input type="checkbox"/>	1	AHJ forms/reports (including budget request forms, preplan forms, other special reports)	1-20
<input type="checkbox"/>	2	Appropriate personnel protective equipment	All
<input type="checkbox"/>	3	Barricades/scene tape/rope (traffic cones/pylons, marking ribbon, etc.)	1
<input type="checkbox"/>	4	Camera/video device,	14,19
<input type="checkbox"/>	5	<u>NFPA 1021: Standard for Fire Officer Professional Qualifications, 2014 edition</u>	All
<input type="checkbox"/>	6	<u>NFPA 1500:Standards on Occupational Safety and Health Program</u>	All
<input type="checkbox"/>	7	Notebook/clipboard or computer	1-20
<input type="checkbox"/>	8	Organization chart	10
<input type="checkbox"/>	9	Organization mission statement	10
<input type="checkbox"/>	10	Radio unit	1,2,3,15
<input type="checkbox"/>	11	Records management system	11
<input type="checkbox"/>	12	Standard Operating Procedures (SOP)/Standard Operating Guidelines (SOG)	All
<input type="checkbox"/>			
<input type="checkbox"/>			

FIRE OFFICER I REQUIRED FACILITY			Related Skill Sheet(s)
<input type="checkbox"/>	1	Commercial structure for conducting a fire inspection	12,13
<input type="checkbox"/>	2	Fire pumper apparatus: <ul style="list-style-type: none"> • equipped with appropriate safety restraints (seatbelts) • water tank • pumping system 	1
<input type="checkbox"/>	3	Fire Station/bay	2,
<input type="checkbox"/>	4	Fire Training Structure	1,3,12,14-17, 19,20
<input type="checkbox"/>	5	Office or administrative work space	2,4-11,18,19, 20
<input type="checkbox"/>			
<input type="checkbox"/>			