

# ***International Fire Service Certification Program***

**April 2020 Edition**



## **FIRE PROTECTION TECHNOLOGY**

### ***Certification Guide*** ***Fire Officer I***



#### **NFPA 1021** ***Standard for Fire Officer Professional Qualifications*** **2020 Edition**

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## Basic Certification Information

Each individual seeking International Fire Service Accreditation Congress (IFSAC) accredited certification from Portland Community College (PCC), Fire Protection Technology (FPT) Program **MUST** do the following:

- [Register](#); and
- [Submit an Application for Certification Testing Date](#).

The Registration and Application for Certification Testing Date **MUST** be completed online. A list of current fees and the online registration and test date application forms may be found at: <http://www.pcc.edu/programs/fire-protection/>.

Once a person has [Registered](#) and submitted an [Application for Certification Testing Date](#), PCC FPT will evaluate the registration and application to ensure the person meets the criteria for the certification level for which they applied. This guidebook describes the requirements for **Fire Officer I** certification. After completing the online registration and application for certification testing date, the candidate will be notified whether they meet the criteria for admission into the **Fire Officer I** level certification process. Upon acceptance into the certification process, the person is considered a *candidate for certification* and has *one year from the date of initial testing* to complete the certification process.

During the **Certification Process** for **Fire Officer I**, candidates are responsible to know and be able to perform all job performance requirements (JPRs), requisite knowledge and requisite skills, identified in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2020 Edition, Chapter 4, Fire Officer I.

Certification candidates are given two opportunities to successfully complete the written and skills portions of the certification examination component, including the original examination. The candidate must complete both the written and skills portions within the 12 month certification period. Failure to successfully complete all portions (written and skill examinations) within the 12 month period, will be deemed as failure of the attempted certification level.

Candidates that fail a certification level must reapply by submitting a new completing a **Registration** for a new test and an **Application for Certification Testing Date**, including paying appropriate application fees.

### Fire Officer I Certification Process:

The certification examination process for becoming certified as a Fire Officer I is as follows:

- Candidate must complete the online [Registration](#).
- Candidate must complete the online [Application for Certification Testing Date](#), including a statement of ability to perform skills at least 15 days prior to the requested test date.
- Candidate must take the Fire Officer I written examination and skills examination (written and skill testing). **NOTE:** The written and skills tests may be taken on the same testing date or on different testing dates, i.e., the written may be taken on one date and the skills may be taken at a later date as long as it occurs within the 12 month certification period.
- Written examinations **will not be scored** at the testing site.

- Fire Officer I certification written examination:
  - A score of 70 percent or more is required on the written examination to receive a passing grade on the written portion of the certification examination process.
  - A score of 69 percent or less on the written examination is deemed failing. Candidates that score 69% or less will be deemed to have failed the written portion of the certification examination process.
  - If the test (initial test) is failed, the candidate must schedule a second written test (retest) to occur between 21 days and 6 months following the first failed written test. This second test will be a new, randomly generated, written test.
  - If the second test (retest) is failed, the candidate will be considered to have failed the entire certification process.
- Fire Officer I certification skills examination:
  - Candidates will be tested over a minimum of six (6) randomly selected skill events from the complete list of Fire Officer I skill events identified in this certification guidebook.
  - Candidates should be prepared to be tested on any skill event listed.
  - Skill event examinations are assessed on a **Pass/Fail** basis.
  - **ALL** skill events selected as part of the certification examination process must be passed to receive a passing score for the skills examination component of the certification process.
  - The candidate will be considered to have passed the skills assessment portion of the certification examination process if all skill events tested during the certification skills examination portion are passed on either the first or second attempt.\*
    - \* **IMPORTANT NOTE:** During the first skills examination, the candidate will be provided two attempts to pass each skill event. If the first attempt is failed, the candidate will, immediately, be provided a second attempt to pass the skill event. If the second attempt is failed, the candidate will be considered to have failed the event.
  - Candidates that fail one or two skill events **are not** considered to have failed the entire skills examination process, but only the individual event or events.
  - Candidates that fail one or two skill events must retest the skill event or events failed and a randomly selected event for each skill event failed.
  - Candidates that fail three skill events will be considered to have failed the entire skill examination test and must retest an entire new set of skill events consisting of a minimum of six (6) randomly selected skill events.
  - The skill retest must be scheduled to occur between 21 days and 6 months following the first failed test.
  - The second test (retest) will be conducted as follows:
    - The candidate will be given “one attempt” (**not** two attempts as provided in the first test) to pass each failed skill event from the first skills test.
    - If the skill events failed as part of the first skill test are passed on the first attempt, the candidate will be required to pass an additional, randomly, selected skill event for each event failed during the first test. **NOTE:** The candidate will be provided two attempts to pass each of the randomly selected skill events.
    - If the original skill events and the randomly selected events are passed, the candidate will be deemed to have passed the skills examination portion of the certification examination process.
    - If the candidate fails to pass the skill event, or events, failed during the first test or fails a randomly selected skill event during the retest, the candidate will be deemed to have failed the entire certification process.
- If the certification process is failed, the candidate must wait 12 months, from the original examination date (**not** the **Registration date**), to reapply for certification at the Fire Officer I level.
- If a skill or written examination is failed during the first test, the candidate is responsible for registering online for the retest.

**Requirement for admission to the Fire Officer I certification written examination process, including retests:**

**An official government issued ID (state or federal) with picture must be shown for admittance to all examinations, including retests.**

## Certification Examination Instructions

### Fire Officer I

### NFPA 1021-2020

#### Certification Prerequisites and Requirements:

Candidates seeking Fire Officer I certification from PCC, FPT must meet the following requirements:

1. Candidates must meet the age and residency requirement as identified in **Chapter Four**, of PCC, FPT *Certification Policy and Procedure Manual*, February 2017.
2. Candidates must provide **“official verification”** of the following requirements before they will be permitted to test for Fire Officer I certification.
  - International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualifications (ProBoard) certification at the following levels:
    - NFPA 1001, *Standard for Fire Fighter Professional Qualification*, Chapter 6, Fire Fighter II, 2008 or 2013 edition.
    - NFPA 1041, *Standard for Fire Service Instructor Professional Qualification*, Chapter 4, Instructor I, 2007 or 2012 edition.
3. Successful completion of written and skills examination at the Fire Officer I level.

Candidates that meet all the identified requirements will be awarded certification at the Fire Officer I level and receive a certificate with an official IFSAC seal and registry number.



## Certification Examination Process

### Written Examination:

The Fire Officer I written examination component of the certification examination process consists of one written test based on **Requisite Knowledge** listed in Chapter 4, Fire Officer I, of NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2020 Edition.

- Candidates are required to score a minimum of 70% on the test.
- The Fire Officer I test contains 100 multiple choice test items covering Fire Officer I level knowledge requirements as identified in Chapter 4, NFPA1021-2020.
- Candidates are allowed two (2) hours to complete the test.
- Test items are constructed using the multiple choice format.

### Example:

1. How many tests items are on the Fire Officer I certification examination?
  - a. 25
  - b. 50
  - c. 75
  - d. 100

### Skills Examination:

The Fire Officer I skills examination component of the certification examination consists of practical skill assessments based on the **Requisite Skills** and **Job Performance Requirements** (JPRs) listed in Chapter 4, Fire Officer I, of NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2020 Edition.

- Candidates will be assessed on a minimum of six (6), randomly selected skill events.
- Candidates will be required to pass all skill examinations assessed.
- All skill examinations are scored on a pass/fail basis.
- All skill evaluation forms are included in this guide.

### References and Textbooks:

- IFSTA, *Fire and Emergency Services Company Officer*, 5th Edition.
- NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2020 Edition.

## Written Examination Study Guide Fire Officer I

### Standard:

All written examination test items are based on Chapter 4, Fire Officer I, of NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition. Reference to the NFPA 1021 standard in the following study guide material is not the complete or official position of the NFPA. The official position of the NFPA is only represented by the “Standard” when printed in its entirety.

### Reference:

**Textbook:** Any textbook covering basic fire officer knowledge and techniques appropriate for “Fire Officer I” instruction can be used to prepare for the Fire Officer I written examination. However, PCC has chosen to adopt and reference the International Fire Service Training Association (IFSTA), *Fire and Emergency Services Company Officer*, 6th Edition.

NFPA Standard Section & Number	IFSTA Reference Page(s)
<b>General Prerequisite Knowledge: 4.1.1</b> <ul style="list-style-type: none"> <li>Organizational structure of the department</li> <li>Geographical configuration and characteristics of response districts</li> <li>Departmental operating procedures for administration, emergency operations, and incident management system and safety</li> <li>Fundamentals of leadership; departmental budget process; information management and recordkeeping</li> <li>Fire prevention and building safety codes and ordinances applicable to the jurisdiction</li> <li>Current trends, technologies, and socioeconomic and political factors that affect the fire service</li> <li>Cultural diversity</li> <li>Methods used by supervisors to obtain cooperation within a group of subordinates</li> <li>Rights of management and members</li> <li>Agreements in force between the organization and members</li> <li>Generally accepted ethical practices, including a professional code of ethics</li> <li>Policies and procedures regarding the operation of the department as they involve supervisors and members</li> </ul>	12-50, 56, 70, 97-98, 148, 152, 154
<b>Assign Tasks in an Emergency Incident: 4.2.1</b> <ul style="list-style-type: none"> <li>Verbal communications during emergency incidents</li> <li>Techniques used to make assignments under stressful situations</li> <li>Methods of confirming understanding</li> </ul>	108, 111-117, 129-136

<b>Assign Tasks under Nonemergency Conditions: 4.2.2</b> <ul style="list-style-type: none"> <li>• Verbal communications during emergency incidents</li> <li>• Techniques used to make assignments under routine situations</li> <li>• Methods of confirming understanding</li> </ul>	129, 131, 132, 134
<b>Direct Unit Members During a Training Evolution: 4.2.3</b> <ul style="list-style-type: none"> <li>• Verbal communication techniques to facilitate learning</li> </ul>	113, 195-198, 200-2007
<b>Recommend Action for Member-Related Problems: 4.2.4</b> <ul style="list-style-type: none"> <li>• Signs and symptoms of member-related problems</li> <li>• Causes of stress in emergency services personnel</li> <li>• Adverse effects of stress on the performance of emergency service personnel</li> <li>• Awareness of AHJ member assistance policies and procedures</li> </ul>	20-21, 82-86, 88-89, 377-388
<b>Apply Human Resource Policies and Procedures: 4.2.5</b> <ul style="list-style-type: none"> <li>• Human resource policies and procedures</li> </ul>	19, 23, 46, 79-101, 368-393
<b>Complete Prioritized Tasks: 4.2.6</b> <ul style="list-style-type: none"> <li>• Principles of supervision and basic human resource management</li> </ul>	24-25, 63-67, 76-77, 82-83, 91
<b>Initiate Action on a Community Need: 4.3.1</b> <ul style="list-style-type: none"> <li>• Community demographics and service organizations</li> <li>• Verbal and nonverbal communication</li> <li>• Understanding of the role and mission of the department</li> </ul>	40-45, 102-139, 212-217
<b>Initiate action to a Citizen's Concern: 4.3.2</b> <ul style="list-style-type: none"> <li>• Interpersonal relationships and verbal and nonverbal communication</li> </ul>	25, 102-128
<b>Respond to a Public Inquiry: 4.3.3</b> <ul style="list-style-type: none"> <li>• Written and oral communication techniques</li> </ul>	18, 112-128, 214-216
<b>Modify/Implement Departmental Policies: 4.4.1</b> <ul style="list-style-type: none"> <li>• Written and oral communication</li> </ul>	18, 112-128, 149, 151
<b>Execute Routine Unit-Level Administrative Functions: 4.4.2</b> <ul style="list-style-type: none"> <li>• Administrative policies and procedures and records management</li> </ul>	20, 22-28, 56, 59-62, 68, 69, 70, 72, 147-150, 154-160
<b>Prepare a Budget Request: 4.4.3</b> <ul style="list-style-type: none"> <li>• Policies and procedures and the revenue sources and budget process</li> </ul>	147-153
<b>Explain Organizational Management: 4.4.4</b> <ul style="list-style-type: none"> <li>• Organizational structure of the department and functions of management</li> </ul>	28-51
<b>Explain the Benefits of Incident Data Collection: 4.4.5</b> <ul style="list-style-type: none"> <li>• The agency's records management system</li> </ul>	154-160

<b>Describe the Procedures for Conducting Inspections: 4.5.1</b> <ul style="list-style-type: none"> <li>• Inspection procedures</li> <li>• Fire detection, alarm, and protection systems</li> <li>• Identification of fire and life safety hazards</li> <li>• Marking and identification systems for hazardous materials</li> </ul>	208-259, 264, 271, 273, 275, 282
<b>Identify Fire Safety Features: 4.5.2</b> <ul style="list-style-type: none"> <li>• Fire behavior</li> <li>• Building construction</li> <li>• Inspection and incident reports</li> <li>• Detection, alarm, and suppression systems</li> <li>• Applicable codes, ordinances, and standards</li> </ul>	220-224, 234, 241-255, 260-287, 307-319
<b>Secure an Incident Scene: 4.5.3</b> <ul style="list-style-type: none"> <li>• Types of evidence</li> <li>• Importance of fire scene security</li> <li>• Evidence preservation</li> </ul>	220, 224, 312, 335-340
<b>Develop and Initial Action Plan: 4.6.1</b> <ul style="list-style-type: none"> <li>• Elements of size-up</li> <li>• Standard operating procedures for emergency operations</li> <li>• Fire behavior</li> </ul>	295-335
<b>Implement an Action Plan at an Emergency Operation: 4.6.2</b> <ul style="list-style-type: none"> <li>• Standard operating procedures</li> <li>• Resources available for the mitigation of fire and other emergency incidents</li> <li>• Incident management system</li> <li>• Scene safety</li> <li>• Personnel accountability system</li> </ul>	47, 288-345
<b>Develop and Conduct a Post-Incident Analysis: 4.6.3</b> <ul style="list-style-type: none"> <li>• Elements of a post-incident analysis</li> <li>• Basic building construction</li> <li>• Basic fire protection systems and features</li> <li>• Basic water supply</li> <li>• Basic fuel loading</li> <li>• Fire growth and development</li> <li>• Departmental procedures relating to dispatch response tactics and operations and customer service</li> </ul>	335-340
<b>Apply Safety Regulations: 4.7.1</b> <ul style="list-style-type: none"> <li>• The most common causes of personal injury and accident to members</li> <li>• Safety policies and procedures</li> <li>• Basic workplace safety</li> <li>• Components of an infectious disease control program</li> </ul>	166-189
<b>Conduct an Initial Accident Investigation: 4.7.2</b> <ul style="list-style-type: none"> <li>• Procedures for conducting an accident investigation and safety policies and procedures</li> </ul>	171, 175, 184

<b>Explain the Benefits of Wellness and Fitness Programs: 4.7.3</b> <ul style="list-style-type: none"> <li>• National death and injury statistics</li> <li>• Fire service safety and wellness initiatives</li> <li>• Agency Policies</li> </ul>	166-189
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**Cumulative reading pages, for written test, by chapter:**

**IFSTA, *Fire and Emergency Services Company Officer Handbook, 5<sup>th</sup> Edition*:**

- Chapter 1: 15-28
- Chapter 2: 28-51
- Chapter 3: 63, 67, 70, 76-77
- Chapter 4: 56, 59-62, 75-101
- Chapter 5: 102-139
- Chapter 6: 147-160
- Chapter 7: 166-189
- Chapter 8: 195-198, 200-207
- Chapter 9: 212-217, 220-224, 234, 241-255, 258-259
- Chapter 10: 260-287, 271, 273, 275
- Chapter 11: 288-345
- Chapter 12: N/A
- Chapter 13: 368-393

## Skills Examination Study Guide

### Fire Officer I

#### Standard:

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NFPA Standard Section & Number	Textbook Reference Page
<b>General Prerequisite Skills: 4.1.2</b> <ul style="list-style-type: none"> <li>The ability to effectively communicate in writing utilizing technology provided by the AHJ</li> <li>Write reports, letters, and memos utilizing word processing and spreadsheet programs</li> <li>Operate in an information management system</li> <li>Effectively operate at all levels in the incident management system utilized by the AHJ</li> </ul>	117-135
<b>Assign Tasks in an Emergency Incident: 4.2.1</b> <ul style="list-style-type: none"> <li>Ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures</li> </ul>	300-302
<b>Assign Tasks under Nonemergency Conditions: 4.2.2</b> <ul style="list-style-type: none"> <li>Ability to issue instructions for frequently assigned unit tasks based on department policy</li> </ul>	66-68
<b>Direct Unit Members during a Training Evolution: 4.2.3</b> <ul style="list-style-type: none"> <li>Ability to distribute issue-guided directions to unit members during training evolutions</li> </ul>	200
<b>Recommend Action for Member-Related Problems: 4.2.4</b> <ul style="list-style-type: none"> <li>Ability to recommend a course of action for a member in need of assistance</li> </ul>	88
<b>Apply Human Resource Policies and Procedures: 4.2.5</b> <ul style="list-style-type: none"> <li>Ability to communicate orally and in writing and to relate interpersonally</li> </ul>	83

<b>Complete Prioritized Tasks: 4.2.6</b> <ul style="list-style-type: none"> <li>Ability to plan and to set priorities</li> </ul>	65
<b>Initiate Action on a Community Need: 4.3.1</b> <ul style="list-style-type: none"> <li>Familiarity with public relations and the ability to communicate verbally</li> </ul>	24
<b>Initiate Action to a Citizen's Concern: 4.3.2</b> <ul style="list-style-type: none"> <li>Familiarity with public relations and the ability to communicate verbally</li> </ul>	212-217
<b>Respond to a Public Inquiry: 4.3.3</b> <ul style="list-style-type: none"> <li>Ability to relate interpersonally and to respond to public inquiries</li> </ul>	216
<b>Modify/Implement Departmental Policies: 4.4.1</b> <ul style="list-style-type: none"> <li>Ability to relate interpersonally and to communicate change in a positive manner</li> </ul>	150-151
<b>Execute Routine Unit-Level Admin. Functions: 4.4.2</b> <ul style="list-style-type: none"> <li>Ability to communicate orally and in writing</li> </ul>	65
<b>Prepare a Budget Request: 4.4.3</b> <ul style="list-style-type: none"> <li>Ability to communicate in writing</li> </ul>	151-153
<b>Explain Organizational Management: 4.4.4</b> <ul style="list-style-type: none"> <li>Ability to communicate verbally in a clear and concise manner</li> </ul>	75-77
<b>Explain the Benefits of Incident Data Collection: 4.4.5</b> <ul style="list-style-type: none"> <li>Ability to communicate both orally and in writing</li> </ul>	156-158
<b>Describe the Procedures for Conducting Fire Inspections: 4.5.1</b> <ul style="list-style-type: none"> <li>Ability to communicate in writing and to apply the appropriate codes and standards</li> </ul>	264
<b>Identify Fire Safety Features: 4.5.2</b> <ul style="list-style-type: none"> <li>Ability to use evaluative methods and to communicate orally and in writing</li> </ul>	270-281
<b>Secure an Incident Scene: 4.5.3</b> <ul style="list-style-type: none"> <li>Ability to establish perimeters at an incident scene</li> </ul>	304-306

<b>Develop an Initial Action Plan: 4.6.1</b> <ul style="list-style-type: none"> <li>• Ability to analyze emergency scene conditions</li> <li>• Activate the local emergency plan, including localized evacuation procedures</li> <li>• Allocate resources</li> <li>• Communicate orally</li> </ul>	299
<b>Implement an Action Plan at an Emergency Operation: 4.6.2</b> <ul style="list-style-type: none"> <li>• Ability to implement an incident management system</li> <li>• Communicate orally</li> <li>• Manage scene safety</li> <li>• Supervise and account for assigned personnel under emergency conditions</li> </ul>	300-303
<b>Develop and Conduct a Post-Incident Survey: 4.6.3</b> <ul style="list-style-type: none"> <li>• Ability to write reports</li> <li>• Communicate orally</li> <li>• Evaluate skills</li> </ul>	338-339
<b>Apply Safety Regulations at the Unit Level: 4.7.1</b> <ul style="list-style-type: none"> <li>• Ability to identify safety hazards and to communicate orally and in writing</li> </ul>	170-172
<b>Conduct an Initial Accident Investigation: 4.7.2</b> <ul style="list-style-type: none"> <li>• Procedures for conducting an accident investigation and safety policies and procedures</li> </ul>	184
<b>Explain the Benefits of Wellness and Fitness Programs: 4.7.3</b> <ul style="list-style-type: none"> <li>• Ability to communicate orally</li> </ul>	180-181

**IFSTA, *Fire and Emergency Services Company Officer*, 5th edition reference pages in numerical order:**

24, 65-68, 75-77, 83, 88, 117-135, 150-153, 156-158, 170-172, 180-181, 184, 200, 212-217, 264, 270-281, 299-306, 338-339,



# **Fire Officer I**

## **Skill Assessment Guides**

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## Fire Officer I - Skills Assessment

### Skill Event #1: General Skills

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.1.2 NFPA 1021-2020 Edition	<b>Task</b> Effectively communicate in writing utilizing technology; write reports, letters, and memos utilizing word processing and spreadsheet programs; operate in an information management system; and effectively operate at all levels in the incident management system.				
<b>Performance Outcome:</b> The candidate shall effectively communicate in writing through reports, letters, and memos utilizing word processing and spreadsheet program technology; operate in an information management system; and effectively operate at all levels in the incident command system.					
<b>Equipment Provided:</b> Computer with word processing and spreadsheet programs, an information management system, and an actual or simulated emergency incident.					
<b>Conditions:</b> Given a scenarios requiring a written report, need for communication through a letter, need to write a memo, operate in an information management system, and an assignment at an actual or simulated emergency, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Effectively communicate in writing utilizing technology provided by the AHJ.				
2.	Write report utilizing word processing and spreadsheet programs.				
3.	Write letter utilizing word processing and spreadsheet programs.				
4.	Write memo utilizing word processing and spreadsheet programs.				
5.	Operate in an information management system.				
6.	Operate within the incident command system.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #2: Assign Tasks – Emergency Incident

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.2.1 NFPA 1021-2020 Edition	<b>Task:</b> Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.				
<b>Performance Outcome:</b> The candidate shall assume the role of company officer and demonstrate the ability to assign tasks or responsibilities to unit members at an emergency incident. For frequently assigned tasks, the candidate will demonstrate the ability to issue condensed instructions.					
<b>Equipment Provided:</b> An actual or simulated emergency incident, fire department radio, and notepad/clipboard or computer.					
<b>Conditions:</b> Given an assignment including a list of tasks and responsibilities during either an actual or simulated emergency incident, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Assign tasks or responsibilities to unit members at an emergency incident.				
2.	Issue condensed instructions for frequently assigned tasks.				
3.	Issue complete, clear, and concise instructions.				
4.	Address safety considerations.				
5.	Convey desired outcomes.				
1 <sup>st</sup> Attempt Evaluator:		2 <sup>nd</sup> Attempt Evaluator:			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
1 <sup>st</sup> Evaluator Signature:		2 <sup>nd</sup> Evaluator Signature:			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #3: Assign Task – Non-Emergency Conditions

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.2.2 NFPA 1021-2020 Edition	<b>Task:</b> Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed..				
<b>Performance Outcome:</b> The candidate shall assume the role of company officer and demonstrate the ability to assign tasks or responsibilities to unit members under nonemergency conditions at a fire station or other work location.					
<b>Equipment Provided:</b> Actual or simulated fire station or other work location, policies and procedures (SOPs/SOGs), actual or simulated task or responsibility.					
<b>Conditions:</b> Given an assignment including a list of tasks and responsibilities to be performed at a fire station or other work location in either an actual or simulated nonemergency condition, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Assign tasks or responsibilities to unit members given a nonemergency condition at a station or other work location.				
2.	Issue complete, clear, and concise instructions.				
3.	Address safety considerations.				
4.	Convey desired outcomes.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #4: Direct Unit Training Evolution

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.2.3 NFPA 1021-2020 Edition	<b>Task</b> Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.				
<b>Performance Outcome:</b> The candidate will direct unit members during a simulated or actual company training evolution.					
<b>Equipment Provided:</b> Actual or simulated company training evolution, training evolution safety plan forms, policies and procedures (SOPs/SOGs).					
<b>Conditions:</b> Given an actual or simulated company training evolution and training policies and procedures, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Direct unit members during an actual or simulated training evolution.				
2.	Perform evolution in accordance with safety plan.				
3.	Perform evolution efficiently.				
4.	Perform evolution as directed.				
1 <sup>st</sup> Attempt Evaluator:		2 <sup>nd</sup> Attempt Evaluator:			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
1 <sup>st</sup> Evaluator Signature:		2 <sup>nd</sup> Evaluator Signature:			
Skill Assessment Results:		Pass: <input type="checkbox"/>		Fail: <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #5: Member-Related Problems

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.2.4 NFPA 1021-2020 Edition	<b>Task</b> Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.				
<b>Performance Outcome:</b> The candidate shall be able to recommend a course of action for a member in need of assistance.					
<b>Equipment Provided:</b> Simulated or actual situation where a member requires assistance with a problem, policies and procedures (SOPs/SOGs), forms/reports.					
<b>Conditions:</b> Given a member with an actual or simulated problem where the member requires assistance and policies and procedures, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Identify the situation.				
2.	Identify actions to be taken within established policies and procedures.				
3.	Recommend a course of action for a member in need of assistance.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #6: Human Resource Policies and Procedures.

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.2.5 NFPA 1021-2020 Edition	<b>Task</b> Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.				
<b>Performance Outcome:</b> The candidate shall demonstrate the ability to apply human resource policies and procedures to a situation requiring action that follow policies and procedures.					
<b>Equipment Provided:</b> Actual or simulated situation requiring application of human resource policies and procedures, forms/reports.					
<b>Conditions:</b> Given an actual or simulated situation requiring application of human resource policies and procedures, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Effectively communicate in writing.				
2.	Effectively communicate orally.				
3.	Relate interpersonally.				
4.	Apply human resource policies and procedures to a situation requiring action.				
5.	Follow human resource policies and procedures.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	



## Fire Officer I - Skills Assessment

### Skill Event #7: Coordinate Completion of Assigned Tasks by Members

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.2.6 NFPA 1021-2020 Edition	<b>Task</b> Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.				
<b>Performance Outcome:</b> The candidate shall be able to coordinate the completion of assigned tasks and projects by member.					
<b>Equipment Provided:</b> Actual or simulated list of tasks and projects to be completed, job requirements of subordinates.					
<b>Conditions:</b> Given an actual or simulated list of tasks and projects to be completed and job requirements of subordinates, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Prioritize assignments.				
2.	Develop a plan for completion of each assignment.				
3.	Assign members specific tasks.				
4.	Supervised members during assignments.				
5.	Hold members accountable for the completion of the assignments.				
6.	Coordinate completion of assigned tasks and projects by members.				
<b>1<sup>st</sup> Attempt Evaluator:</b>			<b>2<sup>nd</sup> Attempt Evaluator:</b>		
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		
<b>1<sup>st</sup> Evaluator Signature:</b>			<b>2<sup>nd</sup> Evaluator Signature:</b>		
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #8: Initiate Action on Community Need.

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.3.1 NFPA 1021-2020 Edition	<b>Task</b> Initiate action on a community need, given policies and procedures, so that the need is addressed.				
<b>Performance Outcome:</b> The candidate shall be able to initiate action on a community need.					
<b>Equipment Provided:</b> Actual or simulated community need requiring action be initiated, policies and procedures (SOPs/SOGs), forms/reports.					
<b>Conditions:</b> Given an actual or simulated community need and policies and procedures, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Initiate action on a community need.				
2.	Utilize public relations.				
3.	Communicate orally.				
4.	Address need.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #9: Initiate Action to Citizen Concern.

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.3.2 NFPA 1021-2020 Edition	<b>Task</b> Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.				
<b>Performance Outcome:</b> The candidate shall be able to initiate action that is in compliance with policies and procedures, to a citizen's concern.					
<b>Equipment Provided:</b> Actual or simulated citizen's concern, policies and procedures (SOPs/SOGs), forms/reports.					
<b>Conditions:</b> Given an actual or simulated citizen's concern and policies and procedures, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Answer or refer citizen to the correct individual for action.				
2.	Comply with policies and procedures.				
3.	Be familiar with public relations.				
4.	Communicate verbally.				
5.	Initiate action to a citizen's concern.				
<b>1<sup>st</sup> Attempt Evaluator:</b>  <b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>2<sup>nd</sup> Attempt Evaluator:</b>  <b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #10: Respond to Public Inquiry

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.3.3 NFPA 1021-2020 Edition	<b>Task</b> Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.				
<b>Performance Outcome:</b> The candidate shall be able to respond accurately, courteously, and in accordance with applicable policies and procedures to a public inquiry.					
<b>Equipment Provided:</b> Actual or simulated public inquiry, policies and procedures (SOPs/SOGs), forms/reports.					
<b>Conditions:</b> Given an actual or simulated public inquiry and policies and procedures, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Answer accurately, courteously, and in accordance with applicable policies and procedures.				
2.	Relate interpersonally.				
3.	Respond to a public inquiry				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #11: Recommend Changes to Existing or Implement New Department Policy

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.4.1 NFPA 1021-2020 Edition	<b>Task</b> Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.				
<b>Performance Outcome:</b> The candidate shall be able to recommend changes to existing departmental policies and/or implement a new department policy at the unit level so the policy is communicated to and understood by unit members.					
<b>Equipment Provided:</b> Policies and procedures consisting of policies needing change and new policies needing implementation at the unit level, forms/reports, and notepad or computer.					
<b>Conditions:</b> Given an actual or simulated policy needing change and a policy needing implementation, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Recommend changes to existing policy.				
2.	Communicate the implementation of a new department policy so it is understood by unit members.				
3.	Communicate change/implementation of policy in a positive manner.				
4.	Relate interpersonally when communicating change/implementation of new policy.				
1 <sup>st</sup> Attempt Evaluator:			2 <sup>nd</sup> Attempt Evaluator:		
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		
1 <sup>st</sup> Evaluator Signature:			2 <sup>nd</sup> Evaluator Signature:		
<b>Skill Assessment Results:</b>				<b>Pass:</b> <input type="checkbox"/>	<b>Fail:</b> <input type="checkbox"/>

## Fire Officer I - Skills Assessment

### Skill Event #12: Execute Routine Unit-level Admin Function

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.4.2 NFPA 1021-2020 Edition	<b>Task</b> Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.				
<b>Performance Outcome:</b> The candidate shall be able to execute routine unit-level administrative functions in accordance with policies and procedures.					
<b>Equipment Provided:</b> Actual or simulated administrative functions, forms/reports, record management system, logs, and policies and procedures (SOPs/SOGs).					
<b>Conditions:</b> Given actual or simulated administrative functions to perform at the unit-level and forms and a record-management system, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Complete reports and logs in accordance with policies and procedures.				
2.	Maintain files in accordance with policies and procedures.				
3.	Communicate orally.				
4.	Communicate in writing.				
5.	Execute routine unit-level administrative functions.				
1 <sup>st</sup> Attempt Evaluator:		2 <sup>nd</sup> Attempt Evaluator:			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
1 <sup>st</sup> Evaluator Signature:		2 <sup>nd</sup> Evaluator Signature:			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #13: Prepare a Budget Request

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.4.3 NFPA 1021-2020 Edition	<b>Task</b> Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.				
<b>Performance Outcome:</b> The candidate shall be able to prepare a budget request in the proper format and supported with data.					
<b>Equipment Provided:</b> Actual or simulated budget need, budget forms, supporting data, and computer.					
<b>Conditions:</b> Given the need to prepare a budget request and budget forms, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Communicate in writing.				
2.	Prepare a budget request.				
3.	Use data to support the request.				
4.	Use the proper format to prepare the request.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #14: Explain Purpose of Management Components of Organization

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.4.4 NFPA 1021-2020 Edition	<b>Task</b> Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.				
<b>Performance Outcome:</b> The candidate shall be able to explain the purpose of each management component of the organization so the explanation accurately and clearly identifies the purpose and mission of the organization.					
<b>Equipment Provided:</b> Actual or simulated organization chart and actual or simulated organization mission statement.					
<b>Conditions:</b> Given an actual or simulated organization chart and organization mission statement, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Communicate verbally in a clear and concise manner.				
2.	Explain the purpose of each management component of the organization.				
3.	Explanation is current.				
1 <sup>st</sup> Attempt Evaluator:		2 <sup>nd</sup> Attempt Evaluator:			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
1 <sup>st</sup> Evaluator Signature:		2 <sup>nd</sup> Evaluator Signature:			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	



## Fire Officer I - Skills Assessment

### Skill Event #15: Explain Needs & Benefits of Collecting Incident Data

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.4.5 NFPA 1021-2020 Edition	<b>Task</b> Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate.				
<b>Performance Outcome:</b> The candidate shall be able to explain the needs and benefits of collecting incident response data so incident response reports are timely and accurate.					
<b>Equipment Provided:</b> Actual or simulated incident response data, organization mission statement, and forms/reports or computer.					
<b>Conditions:</b> Given an actual or simulated, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt
		Pass	Fail	Pass	Fail
1.	Communicate both orally and in writing.				
2.	Explain the needs and benefits of collecting incident response data.				
3.	Complete incident response reports in a timely and accurate manner.				
<b>1<sup>st</sup> Attempt Evaluator:</b>			<b>2<sup>nd</sup> Attempt Evaluator:</b>		
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		
<b>1<sup>st</sup> Evaluator Signature:</b>			<b>2<sup>nd</sup> Evaluator Signature:</b>		
<b>Skill Assessment Results:</b>				<b>Pass:</b> <input type="checkbox"/>	<b>Fail:</b> <input type="checkbox"/>

## Fire Officer I - Skills Assessment

### Skill Event #16: Describe Procedures for Conducting Fire Inspections

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.5.1 NFPA 1021-2020 Edition	<b>Task</b> Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;">(1) Assembly</div> <div style="width: 33%;">(2) Educational</div> <div style="width: 33%;">(3) Health care</div> <div style="width: 33%;">(4) Detention and correctional</div> <div style="width: 33%;">(5) Residential</div> <div style="width: 33%;">(6) Mercantile</div> <div style="width: 33%;">(7) Business</div> <div style="width: 33%;">(8) Industrial</div> <div style="width: 33%;">(9) Storage</div> <div style="width: 33%;">(10) Unusual structures</div> <div style="width: 33%;">(11) Mixed occupancies</div> </div>				
<b>Performance Outcome:</b> The candidate shall be able to describe the procedures of the AHJ for conducting fire inspections for all occupancies listed in the above <b>Task</b> statement.					
<b>Equipment Provided:</b> An actual or simulated inspection of occupancies listed in the above <b>Task</b> statement, forms, and/or computer.					
<b>Conditions:</b> Given an actual or simulated inspection of occupancies listed in the above <b>Task</b> statement and approved forms, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Communicate in writing.				
2.	Apply appropriate codes and standards.				
3.	Identify all hazards, including hazardous materials.				
4.	Describe the procedures of the AHJ for conducting fire inspections.				
5.	Complete approved forms.				
6.	Initiate approved action.				

--OVER--

<b>1<sup>st</sup> Attempt Evaluator:</b>	<b>2<sup>nd</sup> Attempt Evaluator:</b>	
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____ _____	<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____ _____	
<b>1<sup>st</sup> Evaluator Signature:</b>	<b>2<sup>nd</sup> Evaluator Signature:</b>	
<b>Skill Assessment Results:</b>	<b>Pass:</b> <input type="checkbox"/>	<b>Fail:</b> <input type="checkbox"/>

## Fire Officer I - Skills Assessment

### Skill Event #17: Identify Construction, Alarm, Detection, & Suppression Features

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.5.2 NFPA 1021-2020 Edition	<b>Task</b> 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, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;">(1) Assembly</div> <div style="width: 33%;">(2) Educational</div> <div style="width: 33%;">(3) Health care</div> <div style="width: 33%;">(4) Detention and correctional</div> <div style="width: 33%;">(5) Residential</div> <div style="width: 33%;">(6) Mercantile</div> <div style="width: 33%;">(7) Business</div> <div style="width: 33%;">(8) Industrial</div> <div style="width: 33%;">(9) Storage</div> <div style="width: 33%;">(10) Unusual structures</div> <div style="width: 33%;">(11) Mixed occupancies</div> </div>				
<b>Performance Outcome:</b> The candidate shall be able to 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 for the occupancies listed in the above <b>Task</b> statement.					
<b>Equipment Provided:</b> Actual or simulated occupancies to preplan, policies and procedures (SOPs/SOGs), pre-incident forms, and/or computer.					
<b>Conditions:</b> Given an actual or simulated occupancy from the list in the above <b>Task</b> statement, 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, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Use evaluative methods in developing pre-incident plan.				
2.	Communicate orally.				
3.	Communicate in writing.				
4.	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.				
5.	Develop a pre-incident plan for any of the following occupancies listed in the above <b>Task</b> statement.				
6.	Use policies and forms in developing pre-incident plans.				

--OVER--

<b>1<sup>st</sup> Attempt Evaluator:</b>	<b>2<sup>nd</sup> Attempt Evaluator:</b>	
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____ _____	<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____ _____	
<b>1<sup>st</sup> Evaluator Signature:</b>	<b>2<sup>nd</sup> Evaluator Signature:</b>	
<b>Skill Assessment Results:</b>	<b>Pass:</b> <input type="checkbox"/>	<b>Fail:</b> <input type="checkbox"/>

## Fire Officer I - Skills Assessment

### Skill Event #18: Secure Incident Scene

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.5.3 NFPA 1021-2020 Edition	<b>Task</b> Secure an incident scene, given rope or barrier tape, 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.				
<b>Performance Outcome:</b> The candidate shall be able to secure an incident scene so 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.					
<b>Equipment Provided:</b> An actual or simulated incident scene, scene barrier tape and/or rope, evidence protection material, and report forms.					
<b>Conditions:</b> Given an actual or simulated incident scene to secure, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Secure the incident scene.				
2.	Protect all evidence or potential evidence from damage or destruction.				
3.	Establish perimeters at the incident scene.				
4.	Establish perimeters so unauthorized persons can recognize the perimeters and are kept from restricted areas.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #19: Develop Initial Action Plan

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.6.1 NFPA 1021-2020 Edition	<b>Task 4.6.1</b> Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.				
<b>Performance Outcome:</b> The candidate shall be able to develop an initial action plan, so resources are deployed to control the emergency.					
<b>Equipment Provided:</b> An actual or simulated incident, size-up information for the incident, emergency response resources, policies and procedures (SOPs/SOGs), forms/reports, and portable/mobile radio unit.					
<b>Conditions:</b> Given an actual or simulated incident and emergency response resources, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Analyze emergency scene conditions.				
2.	Develop an initial action plan.				
3.	Activate the local emergency plan including localized evacuation procedures.				
4.	Allocate resources.				
5.	Deploy resources to control the emergency.				
6.	Communicate orally.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		Pass: <input type="checkbox"/>		Fail: <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #20: Implement an Action Plan

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.6.2 NFPA 1021-2020 Edition	<b>Task</b> Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation.				
<b>Performance Outcome:</b> The candidate shall be able to implement an action plan at an emergency operation, so resources are deployed to mitigate the situation.					
<b>Equipment Provided:</b> An actual or simulated emergency, preliminary incident action plan (IAP), resources, reports/forms, and portable/mobile radio unit.					
<b>Conditions:</b> Given an actual or simulated incident and emergency response resources, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Implement an action plan at an emergency operation.				
2.	Deploy resources to mitigate the situation.				
3.	Implement an incident management system.				
4.	Communicate orally.				
5.	Manage scene safety.				
6.	Supervise and account for assigned personnel under emergency conditions.				
1 <sup>st</sup> Attempt Evaluator:			2 <sup>nd</sup> Attempt Evaluator:		
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		
1 <sup>st</sup> Evaluator Signature:			2 <sup>nd</sup> Evaluator Signature:		
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	



## Fire Officer I - Skills Assessment

### Skill Event #21: Develop & Conduct a Post-Incident Analysis

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.6.3 NFPA 1021-2020 Edition	<b>Task</b> Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.				
<b>Performance Outcome:</b> The candidate shall be able to develop and conduct a post-incident analysis, so all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.					
<b>Equipment Provided:</b> An actual or simulated single unit incident, post-incident analysis policies and procedures, and forms/reports.					
<b>Conditions:</b> Given an actual or simulated single unit incident and post-incident analysis policies, procedures, and forms, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Develop and conduct a post-incident analysis.				
2.	Identify and communicate all required critical elements.				
3.	Complete and process approved forms are in accordance with policies and procedures.				
4.	Evaluate skills.				
5.	Write reports.				
6.	Communicate orally.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #22: Apply Safety Regulations at Unit Level

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.7.1 NFPA 1021-2020 Edition	<b>Task</b> Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.				
<b>Performance Outcome:</b> The candidate shall be able to apply safety regulations at the unit level so required reports are completed, in-service training is conducted, and member responsibilities are conveyed.					
<b>Equipment Provided:</b> Policies and procedures (SOPs/SOGs), reports/forms, an actual or simulated in-service training setting, and training outline.					
<b>Conditions:</b> Given policies and procedures, required reports, and an actual or simulated in-service training setting, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Identify safety hazards.				
2.	Communicate orally.				
3.	Communicate in writing.				
4.	Apply safety regulations at the unit level.				
5.	Complete required reports.				
6.	Conduct in-service training.				
7.	Convey member responsibilities.				

--OVER--

<b>1<sup>st</sup> Attempt Evaluator:</b>	<b>2<sup>nd</sup> Attempt Evaluator:</b>	
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____ _____	<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____ _____	
<b>1<sup>st</sup> Evaluator Signature:</b>	<b>2<sup>nd</sup> Evaluator Signature:</b>	
<b>Skill Assessment Results:</b>	<b>Pass:</b> <input type="checkbox"/>	<b>Fail:</b> <input type="checkbox"/>

## Fire Officer I - Skills Assessment

### Skill Event #23: Conduct Initial Accident Investigation

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.7.2 NFPA 1021-2020 Edition	<b>Task</b> Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.				
<b>Performance Outcome:</b> The candidate shall be able to conduct an initial accident investigation so the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.					
<b>Equipment Provided:</b> An actual or simulated incident with an accident, investigation forms, policies and procedures (SOPs/SOGs), reports/forms, and/or computer.					
<b>Conditions:</b> Given an actual or simulated incident with an accident and investigation forms, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Communicate orally.				
2.	Communicate in writing.				
3.	Conduct interviews.				
4.	Conduct an initial accident investigation.				
5.	Document the incident.				
6.	Process reports in accordance with policies and procedures of the AHJ.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	

## Fire Officer I - Skills Assessment

### Skill Event #24: Benefits of Being Physically & Mentally Capable to Perform Duties

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Standard:</b> 4.7.3 NFPA 1021-2020 Edition	<b>Task</b> Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.				
<b>Performance Outcome:</b> The candidate shall be able to explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, so the need to participate in wellness and fitness programs is explained to members.					
<b>Equipment Provided:</b> Current fire service trends, policies and procedures (SOPs/SOGs), and an actual or simulated member meeting setting.					
<b>Conditions:</b> Given an actual or simulated member meeting setting, current fire service trends and policies and procedures, the candidate shall demonstrate the ability to:					
No.	Task Steps	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt	
		Pass	Fail	Pass	Fail
1.	Communicate orally.				
2.	Explain to members the need to participate in wellness and fitness programs.				
3.	Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities.				
<b>1<sup>st</sup> Attempt Evaluator:</b>		<b>2<sup>nd</sup> Attempt Evaluator:</b>			
<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____		<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
<b>1<sup>st</sup> Evaluator Signature:</b>		<b>2<sup>nd</sup> Evaluator Signature:</b>			
<b>Skill Assessment Results:</b>		<b>Pass:</b> <input type="checkbox"/>		<b>Fail:</b> <input type="checkbox"/>	