



FIRE OFFICER I

NFPA 1021, 2009 Edition

4.2 Human Resource Management
 4.6.4 Human Resource Management
 4.4.5 Administration

JPR# FOI -1

4.6.3 Emergency Service Delivery

Revised 2/25/2010

**Standard Area: Human Resource Management, Administration and
 Emergency Service Delivery**

Candidate: _____ **Date:** _____

ID#: _____

<p>STANDARD: 4.2.1 NFPA 1021, 2009 Edition</p> <p>STANDARD: 4.4.5 NFPA 1021, 2009 Edition</p> <p>STANDARD: 4.6.3 NFPA 1021, 2009 Edition</p>	<p>TASK: Assign tasks or responsibilities to unit members, given an assignment at an emergency operation, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.</p> <p>Task: 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.</p> <p>Task: 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.</p>
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PERFORMANCE OUTCOME: The Candidate will assume the role of company officer supervising the first-due fire company at a residence fire (actual or simulated). Candidate will assign tasks or responsibilities in a complete, clear, and concise manner so that safety considerations are addressed and desired outcomes are conveyed. The candidate will collect all incident response data and complete all organizational incident response forms. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures

CONDITIONS: 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 REQUIRED: Firefighting equipment necessary to complete evolutions.

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Assign tasks or responsibilities to unit-members at an emergency.				
2.	Condense instructions in an understandable way.				
3.	Give instructions that are complete, clear, and concise.				
4.	Confirm understanding of assignments.				
5.	Convey desired outcomes.				
6.	Efficiently utilize personnel and equipment available to the company				
7.	Conduct a incident response report using proper policies, forms and procedures				
8.	Conduct a post-incident analysis using proper policies, forms and procedures				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date