

Delaware State Fire School National Certification Candidate Handbook

Fire Officer II
NFPA 1021-2020



Delaware State Fire School

Providing Fire, Rescue, Emergency Medical Training and Public Fire Safety Education



1461 Chestnut Grove Road, Dover, Delaware 19904 – 302-739-4773

Website: <http://www.statefireschool.delaware.gov>

The Delaware State Fire School is accredited by IFSAC, the International Firefighter Service Accreditation Congress, and the Proboard, the National Board on Fire Service Professional Qualifications.

The Fire School is accredited in the following disciplines, noted by the emblem of the accrediting entity:

Firefighter NFPA 1001 - 2019

Firefighter I

Firefighter II



Fire Instructor NFPA 1041 - 2018

Fire Instructor I

Fire Instructor II



Fire Officer NFPA 1021 - 2020

Fire Officer I

Fire Officer II

Fire Officer III

Fire Officer IV (In development)



Driver Operator NFPA 1002 - 2017

Driver Operator Apparatus with Pumper

Driver Operator Apparatus with Aerial

Driver Operator Apparatus with Tiller

Driver Operator Mobile Water Supply



Hazardous Materials NFPA 1072 - 2018

Hazardous Materials Awareness

Hazardous Materials Operations

Hazardous Materials Technician



Hazardous Materials NFPA 472 - 2018

Hazardous Materials Branch Officer

Hazardous Materials Safety Officer



Rescue Technician NFPA 1006 - 2013

Rope Rescue, Level I & II

Vehicle Rescue, Level I & II

Confined Space Rescue, Level I & II



Health & Incident Safety 1521 - 2020

Incident Safety Officer



Industrial/Brigade NFPA 1081 - 2017

Advanced Exterior Brigade

Incipient Brigade



Small Unmanned Aircraft System

NFPA 2400 - 2020

Visual Observer



Candidate: _____ Date: _____

Fire Officer II – 1021	NFPA -2020	Skill Sheet # 1
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Identify and Explain an Interagency Agreement	Objective(s) 5.3.2
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Evaluator Instructions: The candidate shall identify and explain the ethic violation, if any, develop a strategy to address the issue and present the findings.

Location: N/A

Performance Outcome: The candidate shall be able to sufficiently identify and explain ethical violations, provide counseling and recommendations for corrections, including a corrective action plan and follow-up plan.

Required Equipment: Pen and paper, or a computer with word processing.

No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Using the community risk assessment, identify a specific risk that could benefit from an interagency aid agreement with allied organizations.				
2.	Develop a list of interagency aid types and resources needed to mitigate the identified hazard.				
3.	Within the framework of each identified hazards, explain in plain language the benefits of an interagency aid agreement proposal including: <ul style="list-style-type: none"> a. Roles and responsibilities of involved agencies b. Communication protocol c. Incident Command Protocol d. General legal scope of the agreement 				
4.	Compile information about the benefit of interagency aid agreements in mitigating specific community risks into a written document to share with each allied organization.				
5.	Gather all documents and utilize department records system to store documents.				

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Evaluator Comments:

Candidate Comments:

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Skill Sheet 1

Objective 7 Identify the organizational benefits of an interagency aid agreement.
[NFPA 1021, 5.3.2]

Student Name: _____ **Date:** _____

Directions

For this skill sheet, the Company Officer II candidate will identify the organizational benefits of an interagency aid agreement.

Always follow local standard operating procedures (SOPs) when performing all procedures.

Resources

- Community risk assessment
- List of local allied organizations
- Written communication protocols
- Memo or e-mail template

Candidate: _____ Date: _____

Fire Officer II – 1021	NFPA -2020	Skill Sheet # 2			
Develop a Press Release		Objective(s) 5.4.4 and 5.6.3			
Evaluator Instructions: The candidate shall develop and distribute a media release by an appropriate format and distribution method depending on the desired audience.					
Location: N/A					
Performance Outcome: The candidate shall be able to sufficiently compose in an organized manner and format a media release for use with the department’s social media or website, or release to a media outlet.					
Required Equipment: Pen and paper, or a computer with word processing.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Verify that informational materials are not in breach of copyright law.				
2.	Determine the ideal media format to reach the desired target audience.				
3.	Prepare the media release according to department/AHJ media template and/or protocol.				
4.	Distribute informational material through the appropriate media outlet or through the department’s social media platform and/or website.				
5.	Gather media release documents and utilize department records system to store documentation.				
Retest Approved By:			Retest Evaluator:		

Evaluator Comments:

Candidate Comments:

Evaluator	Date	Candidate	Date
Retest Evaluator	Date	Retest Candidate	Date

Skill Sheet 2

Objective 8 Develop a media release. *[NFPA 1021, 5.4.4, 5.6.3]*

Student Name: _____

Date: _____

Directions

For this skill sheet, the Company Officer II candidate will develop a media release. Always follow local standard operating procedures (SOPs) when performing all skills.

Resources

- Scenario
- Legal requirements as related to copyrighted material
- Target audience
- Access to model media outlets
- Agency's social media policies and procedures
- Media release template

Scenario A

The community is holding a Summer Fest and would like the fire department to do a media release on fire safety during high temperatures. The fire chief asked you to create this release.

Scenario B

The fire department is issuing free smoke detectors for the public. They will be available at all the fire stations during daytime hours. The fire chief asked you to create a release.

Candidate: _____ Date: _____

Fire Officer II – 1021		NFPA -2020		Skill Sheet # 3			
Community Risk Reduction (CRR) Implementation and Assignment				Objective(s) 5.4.4 and 5.6.3			
Evaluator Instructions: The candidate shall perform a risk assessment to identify a community risk hazard in their local area. Using that identified risk, the candidate shall develop a risk reduction plain, a method to implement the plan and train members, develop educational or informational items to distribute, and develop a method of evaluation of the effectiveness of the program.							
Location: N/A							
Performance Outcome: The candidate shall be able to sufficiently identify a local risk, develop a plan to inform and educate the community, develop a method and timeline to deliver the program, and be able to develop a method of program evaluation of effectiveness.							
Required Equipment: Pen and paper, or a computer with word processing.							
No.	Task Steps	First Test		Retest			
		P	F	P	F		
1.	Using the community or organizational risk assessment, identify a specific hazard to address in a risk reduction campaign.						
2.	Identify community or organizational program goals for the campaign.						
3.	Communicate specific campaign goals and outcomes to multi-unit crew members in the form of written and oral: <ul style="list-style-type: none"> a. Assignments b. Duties 						
4.	Notify the public or organization of the risk reduction campaign: <ul style="list-style-type: none"> a. Media outlets b. Departmental social media account c. Community partnerships 						
5.	Share pertinent information to the public or the organization about the campaign such as: <ul style="list-style-type: none"> a. Dates b. Times c. Locations of activities. 						
6.	Supervise assigned multi-unit crew members by garnering feedback in the form of implementation reports.						
7.	Evaluate the effectiveness of the risk reduction campaign by determining if it meets its identified goals.						
8.	Draft a risk reduction campaign report for local governing bodies, community members, or organization members.						
9.	Gather all documents related to the risk reduction campaign and utilize department records system to store documentation.						
Retest Approved By:				Retest Evaluator:			

Candidate: _____ Date: _____

ID#: _____

Evaluator Comments:

Candidate Comments:

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Skill Sheet 3

Objective 9 Supervise a multiunit crew in the deployment of a specific risk reduction campaign. *[NFPA 1021, 5.2.1, 5.3.1]*

Student Name: _____ **Date:** _____

Directions

For this skill sheet, the Company Officer II candidate will develop a specific community risk reduction plan, develop a plan to inform the stakeholders of the plan, develop a plan to train a multiunit crew in the deployment of a specific risk reduction campaign, and develop a means to evaluate the program.

Always follow local standard operating procedures (SOPs) when performing all skills.

Resources

- Community or organizational risk assessment
- Departmental/AHJ CRR policies and procedures
- Access to model media outlets
- Access to department's social media profile
- Media release template

Skill Sheet 4

Objective 3 Evaluate member's performance to increase team effectiveness. *[NFPA 1021, 5.2.1]*

Student Name: _____ **Date:** _____

Directions

For this skill sheet, the Company Officer II candidate will evaluate member's performance to increase team effectiveness.

Always follow local standard operating procedures (SOPs) when performing all skills.

Resources

- Scenario
- Policies and procedures
- Personnel documentation form
- Human resources policies and procedures
- Organizational Command chart

Scenario:

On a call, a crew member conducting salvage and overhaul after a house fire did not wear an SCBA despite materials still off-gassing and smoldering. SOPs, policies, and procedures require the use of SCBA during salvage and overhaul to prevent exposure to hazardous atmospheres. Compose a corrective write up that you would go over with the crew member at a counseling session.

Candidate: _____ Date: _____

Fire Officer II – 1021	NFPA -2020	Skill Sheet # 6			
Prepare a Professional Development Plan		Objective(s) 5.2.3			
Evaluator Instructions: The candidate shall identify and explain the purpose of each management position within an organization and present the findings.					
Location: N/A					
Performance Outcome: The candidate shall be able to sufficiently define each position, with variations depending on local standard operating procedures.					
Required Equipment: Pen and paper, or a computer with word processing.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Obtain approved AHJ evaluations, job performance requirements, and requirements for promotion.				
2.	Obtain any pertinent records.				
3.	If available, use past performance evaluation to identify strengths and opportunities for growth.				
4.	Review with the crew member the promotional requirements and expectations.				
5.	Recommend professional development plan or opportunity for crew member, such as: a. Training b. Job shadowing c. Education d. Applicable certifications e. Practical skills requirements				
6.	Work with crew member to create a timeline to achieve desired outcomes and promotional goals.				
7.	Schedule time for follow-up and review progress.				
8.	Document recommendations and utilize department records to store documentation.				
Retest Approved By:			Retest Evaluator:		

Evaluator Comments:

Candidate Comments:

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Skill Sheet 6

Objective 5 Create a professional development plan to prepare a crew member for a promotion. *[NFPA 1021, 5.2.3]*

Student Name: _____ **Date:** _____

Directions

For this skill sheet, the Company Officer II candidate will create a professional development plan to prepare a crew member for a promotional process from Firefighter to Lieutenant.

Always follow local standard operating procedures (SOPs) and refer to any department and/or AHJ requirements for promotion when performing all skills.

Resources

- Human resource policies and procedures
- Job description
- Pertinent personnel records
- Previous personnel evaluation forms
- Requirements for promotion
- Personnel documentation form

Candidate: _____ Date: _____

Fire Officer II – 1021	NFPA -2020	Skill Sheet # 7
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Policy Development	Objective(s) 5.4.1 and 5.4.6
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Evaluator Instructions: The candidate shall identify a problem within their organization and develop a written policy to address the problem.

Location: N/A

Performance Outcome: The candidate shall be able to sufficiently identify and define the problem, develop a policy to address the problem, and develop a plan of evaluation to determine the effectiveness of the policy.

Required Equipment: Pen and paper, or a computer with word processing.

No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Identify a problem where a policy is needed.				
2.	Research and review applicable: <ul style="list-style-type: none"> a. Local, regional, and national regulations or laws b. Neighboring agency policies and procedures 				
3.	Evaluate collected data.				
4.	Develop a written policy, using correct grammar, in same style and format as AHJ policies and procedures that includes: <ul style="list-style-type: none"> a. Policy that best meets the identified issue b. Policy evaluation to determine effectiveness of the new policy c. Proposed policy implementation schedule 				
5.	Follow department or AHJ policy for review and adoption of policy.				
6.	Gather written policy and any research documentation and utilize department records system to store documentation.				

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Evaluator Comments:

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Skill Sheet 7

Objective Draft a policy that addresses an administrative problem. *[NFPA 1021, 5.4.1, 5.4.6]*

Student Name: _____ **Date:** _____

Directions

For this skill sheet, the Company Officer II candidate will draft a policy that addresses an administrative problem within their organization.

Always follow local standard operating procedures (SOPs) when performing all skills.

Resources

- Local, regional, and national regulations or laws
- AHJ policies and procedures
- SOP revision form

Candidate: _____ Date: _____

Fire Officer II – 1021	NFPA -2020	Skill Sheet # 8			
Budget Development		Objective(s) 5.4.2			
Evaluator Instructions: The candidate shall be able to organize a small project or station budget, explaining the sources of funding, the costs, and present any needed justifications.					
Location: N/A					
Performance Outcome: The candidate shall be able to sufficiently develop a budget for a small project or station budget, organize the data, and prepare it for presentation or a written document to present to superiors.					
Required Equipment: Pen and paper, or a computer with word processing.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Determine the department’s budget schedules and guidelines.				
2.	Identify and itemize projected expenses of project or division from the departmental needs assessment for: a. Operating costs b. Capital cost c. Personnel costs				
3.	Determine the amount of available funding and compile a list of possible outside funding sources or grants.				
4.	Complete a written, itemized budget and justification for operating, capital, and personnel costs.				
5.	Present or develop a written document with an itemized budget and justifications.				
6.	Schedule a time for follow-up.				
7.	Gather budgeting documents and utilize department records system to store documentation.				
Retest Approved By:			Retest Evaluator:		

Evaluator Comments:

Candidate Comments:

Evaluator	Date	Candidate	Date
Retest Evaluator	Date	Retest Candidate	Date

Skill Sheet 8

Objective Construct a project and/or divisional budget that addresses capital, operating, and personnel costs. [NFPA 1021, 5.4.2]

Student Name: _____ **Date:** _____

Directions

For this skill sheet, the candidate will construct a project and/or station budget that addresses capital, operating, and personnel costs.

Always follow local standard operating procedures (SOPs) when performing all skills.

Resources

- Budget schedules and guidelines
- Projected itemized project or divisional expenses
- Salary schedule
- Current equipment records
- Equipment manufacturer's catalogue
- List of outside funding sources or grants
- Amount of available funding
- Current departmental needs assessment
- Budget request worksheet
- Capital and operation budget worksheet
- Expenditure request form

Scenario

The Anytown Fire Department has identified the need to establish an incident safety officer (ISO) program at the company level. The chief has requested that you prepare a program budget request to begin the implementation process for this position. The justification of the program is that it is required by NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*. Additionally, there have been three serious injuries during fire operations in the last 12 months. It has been determined by the fire department and the Anytown Association of Fire Fighters (AAFF) that each of these accidents could have been prevented or minimized if an ISO had been present.

You determine that all officers on the department (10 personnel) should receive a two-day course from a qualified instructional source on ISO. Following the course, an ISO kit would be placed in the battalion chief's vehicle for use by the ISO. The kit will contain a vest, ISO helmet, notebook, digital camera, and tape recorder. All these materials must be purchased. After the

course is complete and items are purchased, an available officer at each scene would be appointed by the IC to be the ISO.

You have visited with the deputy chief for operations, John Larston. He has directed you to put the proposal in a memo to him. He recommended that the memo clearly explain the program, the justification, and the benefit to the department. Also, he recommended that a budget worksheet be completed on the cost of implementing the program.

The following is information about the overall project, equipment that will be required, and training that will be received by those participating in the class:

- The two-day course will cost \$25 per person, not including the textbook. The textbooks are \$48 and each student must have one.
- On each day you must pay overtime for two (2) captains and two (2) lieutenants. The overtime rates per hour are \$16/hr and \$12/hour respectively. You should anticipate each day's class being 8 hours long.
- The equipment costs are listed below.
 - Leather case - \$150
 - ISO vest - \$35
 - Metal notebook/binder - \$22
 - Digital camera (waterproof) - \$750
 - Mini-cassette recorder - \$80
 - ISO helmet - \$175
 - Office Supplies (Annual) - \$200

These are start up costs for the program. An annual budget item for continuing training and for the replacements to the program as vacancies occur will be necessary.

Prepare a project proposal that includes a description of the project and a program justification in a memo format. Additionally prepare a budget request and attach it to the memo. Use the forms provided below to assist you.

Candidate: _____ Date: _____

Fire Officer II – 1021	NFPA -2020	Skill Sheet # 9
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Develop a Request for Proposal	Objective(s) 5.4.3
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Evaluator Instructions: The candidate shall identify a need within the department requiring a service or piece of equipment to be purchased, develop a request for proposal for vendors, and follow any purchasing requirements and policies or processes of the department and AHJ, completing all requirements documentation.

Location: N/A

Performance Outcome: The candidate shall be able to sufficiently develop a request for proposal for a piece of equipment or service following all policies and procedures and completing and maintaining any associated documentation.

Required Equipment: Pen and paper, or a computer with word processing.

No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Determine what specific piece of equipment or service needs to be purchased based on needs identified in the departmental budget. NOTE: If purchasing equipment, review the current records of equipment already owned by the department to assess maintenance issues and how often equipment is utilized to determine its cost effectiveness.				
2.	Verify that the specific piece of equipment or service can be purchased according to the legal mandates established by the AHJ.				
3.	Develop a request for proposal (RFP). a. Compose a scope of work. b. Identify specifications				
4.	Contact model vendors and request a bid for equipment or service.				
5.	Award bid based on AHJ purchasing policies and make the purchase.				
6.	Complete AHJ purchase order procedure.				
7.	Complete out all purchase orders or agreements when equipment or service has been delivered.				
8.	Gather all bid documentation and utilize department records to store documentation.				

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Skill Sheet 9

Objective Complete the process of soliciting and awarding bids. *[NFPA 1021, 5.4.3]*

Student Name: _____ **Date:** _____

Directions

For this skill sheet, the Company Officer II candidate will describe the process required to solicit and award bids.

Always follow local standard operating procedures (SOPs) when performing all skills.

Resources

- Current departmental budget complete with list of purchasing needs
- List of equipment or service vendors
- Legal mandates required by the AHJ
- Current equipment records
- Scope of work and specifications
- Request for Proposal (RFP) purchase order

Candidate: _____ Date: _____

Fire Officer II – 1021		NFPA -2020		Skill Sheet # 13			
Develop an Incident Action Plan		Objective(s) 5.6.1					
Evaluator Instructions: The candidate shall develop an incident action plan for a mutli unit emergency using ICS forms.							
Location: N/A							
Performance Outcome: The candidate shall be able to sufficiently define each position, with variations depending on local standard operating procedures.							
Required Equipment: Pen and paper, or a computer with word processing.							
No.	Task Steps	First Test		Retest			
		P	F	P	F		
1.	Assume command of the incident, (if applicable if Process Evaluation). a. If applicable, establish command, perform a 360 size-up of the scene, and gather information. b. If taking over command from a previous Incident Commander, gather incident information from the former Incident Commander. c. Announce to on-scene responders the location of the Incident Command Post and the official transfer of command.						
2.	Perform or update incident size-up data. a. Review briefing from previous IC, if applicable. b. Request a personnel accountability report (PAR).						
3.	Establish communications and document in the IAP. a. If applicable, assign radio channels for each unit command function. b. Transmit progress report to dispatch and company level leaders. c. Ensure the use of plain language/clear text for all verbal radio communications. d. Monitor crew member radio use to ensure personnel are following effective radio communications.						
4.	Develop the Incident Action Plan (IAP). a. Analyze incident data and determine the incident priority (life safety, incident stabilization, or property conservation). b. Identify the incident strategy/mode: offensive, defensive, combination. c. Define tactical objectives. d. Assign crews to support the incident strategy and objectives. e. Evaluate assigned resources and determine future needs.						
5.	Prepare an IAP for distribution at a briefing to on-scene units.						
6.	If applicable, communicate IAP to Command units.						
7.	Deploy resources in accordance with developed IAP using a tactical worksheet.						
8.	Review, evaluate revise IAP throughout the incident, if applicable, based on incident: a. Conditions b. Actions c. Needs						
9.	Ensure continuity, transfer, and termination of Command.						
10.	Document on AHJ-Approved forms and utilize department records storage system to store documentation.						

Candidate: _____ Date: _____

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Skill Sheet 13

Objective 3 Develop an incident action plan for a multiunit emergency incident.
[NFPA 1021, 5.6.1]

Student Name: _____ **Date:** _____

Directions

For this skill sheet, the Company Officer II candidate will develop an incident action plan for a multiunit emergency incident with the provided scenario. Candidates will use ICS Forms, or local incident command forms.

Always follow local standard operating procedures (SOPs) when performing all procedures.

If in presented in person, candidates must properly wear appropriate PPE when performing this skill.

Resources

- Model multi-unit incident
- Applicable NIMS-ICS forms
- Current mutual aid agreement
- Simulated emergency of supplied scenario

Scenario

The Anytown Fire Department is dispatched to a reported structure fire at Diggins Restaurant, 8704 West Thunderbird Road at 0327 hours, February 17, 2007. You are a Captain assigned as BC-19's Chief's Aid. Wind is out of the northwest at 7 mph and the temperature is 37°F. The front of the structure faces south on Thunderbird Road with an access way on the west side. There is a parking lot around the building. Fire hydrants are located on the west side of the access way with another at the rear in the parking lot. The structure does not have a fire sprinkler suppression system, there is; however, a Type K hood system in the kitchen.

Anytown Fire Department has an established response target for the first-arriving company of three minutes and thirty seconds for all areas of the city.

You are to prepare a PIA of the Diggins Restaurant Fire for BC-19. Use the PIA form provided to complete the PIA while referring to the dispatch record, the Incident Briefing form, and the Division/Group Assignment Lists.

DISPATCH RECORD

Incident Number 07-004285

Channel F1, Dispatch

Channel F2, Tactical

0326	911 Call:	Smoke from structure at 8704 West Thunderbird Road.
0327	Dispatch:	Initial Assignment: E-2, E-4, and L-4
0328	E-2:	On Scene, Capt. Jameston Size-up: 50 X 100 ft. frame structure with smoke showing. Establishes Thunderbird Command. Requests the rest of the first alarm on the assignment. Staging is to be located at 88 th Avenue and Thunderbird Road, Milestone Automotive parking lot. E-2 in offensive mode, advancing an attack line to the front door of the building.
0328	Dispatch:	Rest of a 1 st alarm assignment to 8704 West Thunderbird Road. E-5, E-6, L-1, BC-1, BC-19, ISO-19, U-26, Rehab-1, PA-101, and E-8 as RIT.
0329	E-4, L-4:	On Scene.
0329	Command:	E-4 to establish water supply for E-2.

- 0329 Command: E-4 crew is to advance a second line from E-2 and backup E-2 attack line.
- 0329 E-4: Confirms order. Establish water supply for E-2. Advance second line as backup for E-2 crew.
- 0329 Command: Ladder 4 to check utilities and force entry for E-2 at front of structure.
- 0330 L-4: Confirms order. Check utilities and force entry for E-2.
- 0330 Command: Ladder 4 is to perform initial search after utilities and forcible entry complete.
- 0331 L-4: Confirms order. Perform initial search after utilities checked and forcible entry complete.
- 0332 Command L-4, E-2 has forced entry.
- 0333 E-6: On scene.
- 0334 E-5, L-1, BC-19: On scene.
- 0334 BC-19: BC-19 (BC Lewis) assuming Thunderbird Command. E-2 company officer to be Interior Division. Operations remain in offensive mode with an interior attack by E-2 and E-4.
- 0334 ISO-19: On scene.
- 0334 E-8 RIT: On scene as RIT.
- 0334 Command: E-8 on scene assigned to RIT. RIT to stand by at command.
- 0330 E-8 RIT: Copy command E-8 RIT standing by at command.

0335	Command:	L-1 is Ventilation Group. Ladder the roof and prepare to perform vertical ventilation.
0335	L-1:	Confirms order. L-1 is Ventilation Group, laddering roof to perform vertical ventilation.
0336	Command:	E-5 and E-6 are ordered to rear of structure.
0336	E-5:	Confirms order. Going to the rear of the structure.
0337	E-12:	On scene at command vehicle. Designated as RIT.
0337	E-6:	Confirms order. E-6 going to the rear of the structure.
0338	ISO-19:	To command, structure is stable enough for interior operations.
0338	Command:	Confirms, structure stable enough for interior operations.
0339	BC-1:	On scene.
0339	Command:	BC-1 is assigned to the rear of the structure Division C and is assigned E-5 and E-6.
0339	BC-1:	Confirms, Division 1, assigned E-5 and E-6.
0339	L-1:	On the roof ready to ventilate.
0339	Command:	Copy L-1, on roof ready to ventilate.
0341	Utility 26:	On Scene
0341	Command:	U-26 to set up scene lighting on side A of the structure.
0341	U-26:	Confirms, set up lighting on structure side A.

- 0342 E-5: Division C, E-5 and E-6 making entry with attack lines through back door.
- 0342 Division C: Confirms, E-5 and E-6 making entry with attack line through back door.
- 0342 E-5: Division C, heavy fire conditions encountered in kitchen area at rear of structure. Attacking fire.
- 0342 Division C: Copies, E-5 reports heavy fire conditions in kitchen area at rear of structure and is attacking fire. Command copy.
- 0342 Command: Command copies, E-5 reports heavy fire conditions in kitchen area at rear of structure and is attacking fire.
- 0343 Rehab 1: On scene.
- 0343 Command: Rehab 1 is to set up Rehab Group on side B.
- 0343 Rehab1: Rehab 1 confirms, set up Rehab Group on side B.
- 0343 PA-101: On scene. Side B.
- 0343 Command: EMS 101 assigned to Rehab Group.
- 0343 PA-101: Confirm going to Rehab Group.
- 0344 E-6: Division C, E-6 and E-5 are getting hit by hose streams on interior of structure, backing out.
- 0344 Division C: Division C copies. Command, E-5 and E-6 have been hit by hose streams inside the structure. They are backing out of the building at this time.

0344 Command: Command copies E-5 and E-6 struck by hose streams inside structure.
Advise if there are injuries.

0344 Division C: E-5 do you have any injuries?

0344 E-5 Negative Division C.

0344 Division C: E-6 do you have any injuries?

0345 E-6 Negative Division C.

0345 Division C: Command, E-5 and E-6 report no injuries.

0345 Command: Command copies.

0345 Command: Interior what's your status?

0345 Interior: We're making progress on the fire.

0345 Command: Copy Interior, making progress on the fire.

0345 L-1: Command, roof is ventilated, ISO-19 has ordered us off the roof.

0345 Command: Copy L-1, roof ventilated, ISO-19 has ordered off the roof.

0345 Command: ISO-19, check with Division C and determine condition of E-5 and E-6.

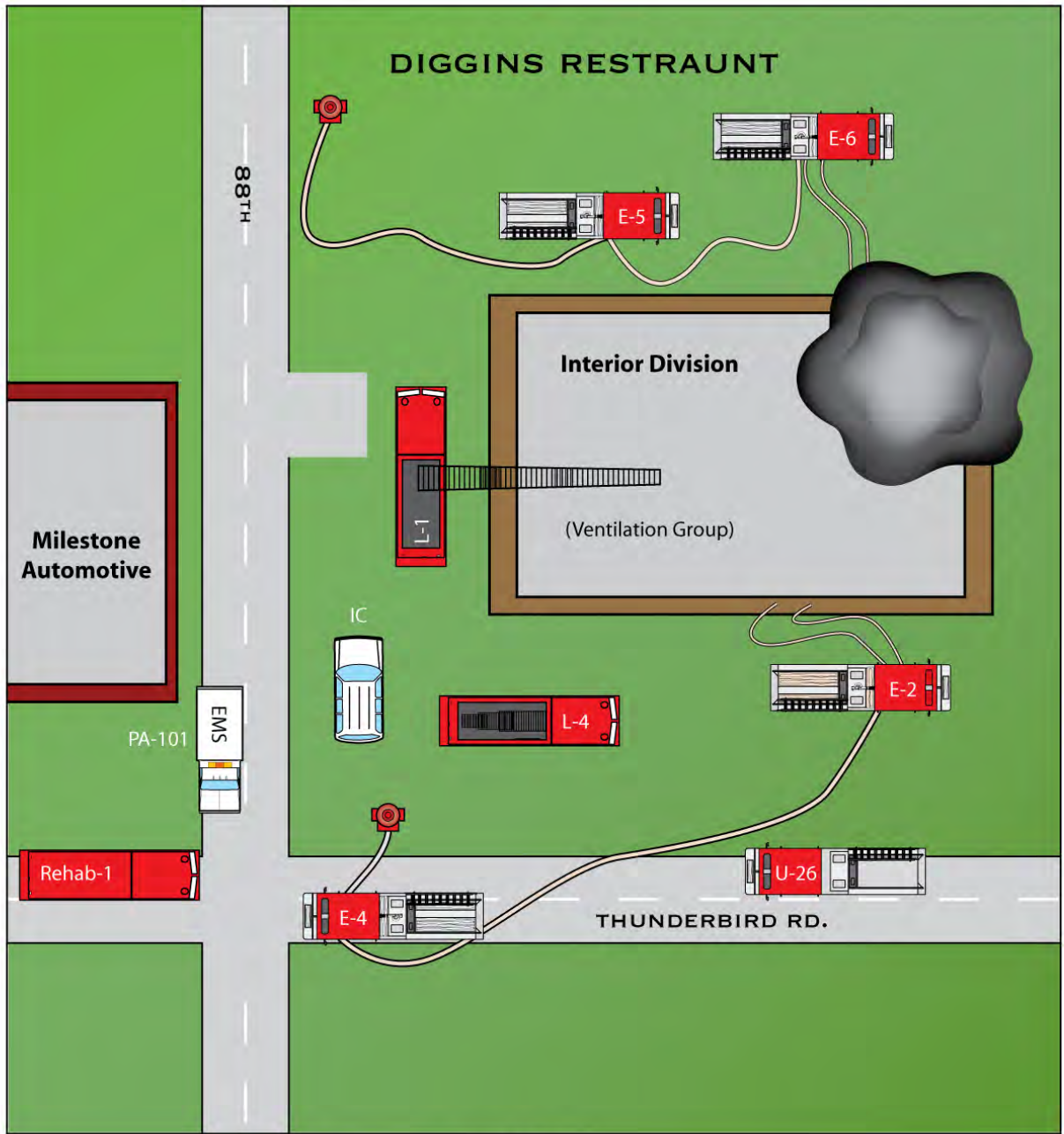
0346 ISO-19: Copy command, check with Division C and determine condition of E-5 and E-6.

0347 Interior: Command, we have fire control at this time.

0347	Command:	Copy, Interior fire control at this time. Dispatch, we have fire control at this time.
0347	Dispatch:	Copy fire control 0347 hrs.
0347	Dispatch:	Command this is your 20 minute elapsed time notification.
0347	Command:	Copy dispatch, 20 minute elapsed time notification.
0348	ISO-19:	Command, E-5 and E-6 are fine. They are outside of the building at this time.
0348	Command:	Copy E-5 and E-6 are outside of the structure and are fine.
0349	Command:	To all units - give me a Personnel Accountability Report (PAR).
0350	Interior:	Command I have a PAR on E-2, E-4 and L-4 personnel.
0350	Command:	Copy PAR on E-2, E-4 and L-4.
0350	Division C:	Command I have a PAR on E-5 and E-6.
0350	Command	Copy PAR on E-5, and E-6.
0350	Command:	ISO-19 we have a PAR on all units.
0350	ISO-19	Copy Command, PAR on all units.
0350	Command:	Dispatch we have a PAR on all units.
0351	Dispatch:	Copy Command, PAR on all units, 0351.
0353	Command:	L-1 report to Interior to perform loss control.

0353	L-1:	Copy command, report to Interior for loss control.
0408	Dispatch:	Command this is your 40 minute elapsed time notification.
0408	Command:	Copy dispatch, 40 minute elapsed time notification.
0414	Interior:	Command, we have loss stop at this time.
0414	Command:	Copy Interior, loss stop.
0414	Command:	Dispatch, we have loss stop at this time.
0414	Dispatch:	Copy command, loss stop at this time, 0414 hrs.
0415	Command:	Dispatch, please assign an on-duty fire investigator to respond to this location.
0415	Dispatch:	Copy Command, the fire investigator will be dispatched to the scene.
0430	I-1990:	Dispatch, I-1990 on scene for investigation.
0430	Dispatch:	Copy I-1990 on scene to conduct the fire investigation.
0501	Command:	Dispatch, L-4 will be remaining on scene with I-1990 to assist with the fire investigation. All other units to go back in service and return to quarters. Thunderbird Command is terminated.
0501	Dispatch:	Copy Command, L-4 to remain and assist I-1990, all other units are to go back in service and return to quarters. Thunderbird Command is terminated 0501 hrs.

Incident Map



(Not To Scale)

Candidate: _____ Date: _____

Fire Officer II – 1021	NFPA -2020	Skill Sheet # 14			
Develop a Post Incident Analysis		Objective(s) 5.6.2 and 5.6.3			
Evaluator Instructions: The candidate shall develop a post incident analysis (PIA) for a multi-unit response.					
Location: N/A					
Performance Outcome: The candidate shall be able to sufficiently review and create a written document containing for presentation a summary of an incident, identifying areas of success and areas of improvement, including an executive summary, according to any department or AHJ policies and procedures.					
Required Equipment: Pen and paper, or a computer with word processing.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Gather applicable data from on-scene resources: <ul style="list-style-type: none"> a. On-scene personnel b. Incident Documentation c. Scene emergency operations controlling authority d. Photo and video from on-scene crew 				
2.	Analyze and assemble information to draft a clearly written PIA with a focus on: <ul style="list-style-type: none"> a. Strategies and tactics b. Personnel safety issues c. Incident successes d. Lessons learned 				
3.	Compile results of the analysis, including recommended changes, into a(an): <ul style="list-style-type: none"> a. Final PIA document for use in the post incident analysis b. Executive summary for the organizations administration 				
4.	Distribute final PIA document and executive summary.				
5.	Prepare for a formal PIA meeting: <ul style="list-style-type: none"> a. Provide an overview of the incident. b. Inform incident and/or interjurisdictional participants of a time and location for a meeting. c. Provide copies of final PIA document to participants before the analysis meeting. d. If applicable, conduct the PIA meeting providing an overview of the incident and make any recommended changes. 				
6.	Utilize department records system to store the completed PIA.				
Retest Approved By:			Retest Evaluator:		

Evaluator Comments:

Candidate Comments:

_____ Evaluator	_____ Date	_____ Candidate	_____ Date
_____ Retest Evaluator	_____ Date	_____ Retest Candidate	_____ Date

Skill Sheet 14

Objective Develop a postincident analysis (PIA) for a multi-unit emergency incident. *[NFPA 1021, 5.6.2, 5.6.3]*

Student Name: _____ **Date:** _____

Directions

For this skill sheet, the candidate will answer the questions below, and then develop a postincident analysis (PIA) for a multi-unit response using the incident in Skill 13.

Always follow local standard operating procedures (SOPs) when performing all skills.

Resources

- Department postincident analysis policy
- Postincident analysis forms
- Multiunit incident documentation from Skill 12
- Resources of any emergency operation controlling authority, including local EMS protocols
- Photos and video of the incident

Questions

1. When should a postincident critique be conducted for incidents involving single units?

2. When is it necessary to conduct a formal critique?

3. Who should be invited to a formal critique if units from only one jurisdiction participated?

4. Who should be invited to a formal critique when the incident involves a number of jurisdictions and agencies?

5. What is the first item that should occur during a formal postincident critique agenda?

6. What are considered the greatest failures of a postincident critique?

Candidate: _____ Date: _____

Fire Officer II – 1021	NFPA -2020	Skill Sheet # 15			
Injury Investigation and Report		Objective(s) 5.4.5 and 5.7.1			
<p>Evaluator Instructions: The candidate shall review an incident in which a member was injured, identifying and review the findings and suggest any workplace training or work practice controls to implement in a written document.</p>					
<p>Location: N/A</p>					
<p>Performance Outcome: The candidate shall be able to sufficiently summarize a work-related injury, the cause and work practice controls to avoid the injury from occurring again.</p>					
<p>Required Equipment: Pen and paper, or a computer with word processing.</p>					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Gather an individual crew member’s accident, injury, and exposure records from their personnel file from the department’s records system.				
2.	Determine the root cause(s) for any accident, injury, or exposure by thoroughly researching and answering the following questions: a. Who was involved? b. What was involved? c. What were the circumstances for the accident, injury, or exposure?				
3.	Analyze the accident, injury, and exposure records for any trends or variances.				
4.	Identify actions taken and any recommended solutions based on the root cause and trend analysis.				
5.	Document the analysis in a written report outlining the: a. Problems b. Investigation processes c. One or more recommended solutions				
6.	Utilize the department to record system to store documentation.				
Retest Approved By:			Retest Evaluator:		

Evaluator Comments:

Candidate Comments:

_____ Evaluator	_____ Date	_____ Candidate	_____ Date
_____ Retest Evaluator	_____ Date	_____ Retest Candidate	_____ Date

Skill Sheet 15

Objective Analyze a member's accident, injury, or health exposure history. *[NFPA 1021, 5.4.5, 5.7.1]*

Student Name: _____ **Date:** _____

Directions

For this skill sheet, the Company Officer II candidate will analyze a member's accident, injury, or health exposure history.

Always follow local standard operating procedures (SOPs) when performing all skills.

Resources

- Model personnel records
- Departmental/AHJ records protocol
- Executive summary outline template

Scenario A

During emergency incident 22-000283 at 1323 hours, 1204 West Market Street, January 29, 2022, Anytown Fire Department, Engine 5 deployed 500 feet (150 m) of 5-inch (125 mm) supply line.

The incident was declared under control by IC Grader (Battalion Chief/Shift Commander) at 1642 hours and demobilization began. The supply line was then drained of water and company members began to reload it into the hosebed of the engine. The safety officer on scene was Captain Fortney. While this was being performed, Firefighter Ramirez (B Shift), age 32, slipped and fell from the rear step of the engine, injuring his ankle. Ramirez was wearing all personal protective equipment except for SCBA.

Firefighter Tipton witnessed the fall and stated, "He was up on the rear step pushing hose to me when he yelled and fell off." The engine was not moving at the time of the accident. Driver/Operator Burke did not see Ramirez fall, but said, "All I know is, I heard him yell, and then I heard a thud when he hit the ground. It was clear that he was hurt bad because he was screaming in pain."

Weather at the time of the accident was windy and the temperature was 33°F (0.5°C). Freezing rain was falling, glazing the street and other surfaces. Medics from PA 101 treated Ramirez at the scene and transported him to Mercy Hospital for additional evaluation and care. It was later learned that Ramirez' ankle was fractured and would require surgery. Estimated recovery and rehabilitation time for Ramirez is four months.

The date of the preparation of the report is January 29, 2022.

Scenario B

At 1745 hrs., May 6, 2022 while on the scene of a medical call at 5 Manchester Court, Firefighter Paramedic David Lastly (C Shift) stuck himself with a needle. The wound was deep and bleeding was controlled. The dispatch center was notified by station radio and a second medic unit was sent to assist. The incident number assigned to the call is 22-023461.

Firefighter EMT Cliff Jones, his partner, assisted with Firefighter Lastly's care. Jones stated that he saw firefighter Paramedic Lastly setting the needle down unsecured and was not able to warn him before he turned into the needle and "[the needle] went straight into Dave's hand, almost all the way through."

PA 105 arrived and assumed care of the original patient and Firefighter EMT Jones transported Firefighter Paramedic Lastly to Mercy Hospital for treatment. Due to the situation of a needlestick, he had blood drawn for testing and was given prophylactic medication. Firefighter Lastly is expected to make a full recovery but will require continued monitoring, but may return to work.

You are the company officer. Shift Commander Battalion Chief Michael Franks and Fire department Health and Safety Officer George Swift were notified by telephone following Firefighter Lastly's transport to the hospital.

The date of the preparation of the report is May 6, 2022.

Referring to the Duty-Related Injury Accident S.O.P. and Employee Accident Report form provided, complete an initial accident investigation.

National Certification Candidate Handbook



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