

Delaware State Fire School National Certification Candidate Handbook

Officer I
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>

Delaware State Fire School Certification Written Skills Formatting Guide

This guide will help guide you on the required formatting for all written certification skills. Skills submitted not following these guidelines will not be graded and returned. Skills being submitted using APA guidelines should exceed these requirements. Be sure to understand what may fall outside of these guidelines when writing specific skills, such as writing a report, a memo, or a press release.

Basic format rules:

- ALL skills shall be typed. Handwritten skills will be returned.
- Use a font like **Times New Roman** or **Arial**, and in size 12 font
- Skills should be 1 1/2 -spaced or double-spaced
- Margins should be 1 inch (this is the default in Word)
- Use clear, professional language in your writing. No slang or metaphors should be used.
- All skills shall have your name, the level being challenged, and the date. This can be easily done in the header or the footer of the document. Page numbers are not required but may help in the case of evaluations needing correction. You will not need a title page, unless for a presentation or otherwise noted in the skill.
- You only need to include references if using materials outside your company/department policies or the assigned textbook.

Other guidance/tips:

- The focus of your skills should be based upon the information in the instructions and from information gathered from your research surrounding your department or the example given. BE SURE to read all the instructions to be sure to understand the requirements and expectations of the skill.
- Follow all the JPR checklists to ensure you cover all the JPRs in your skill. It is recommended that you make a footnote or note in parenthesis (2) before or after the section addressing the JPR number in the skill. This will help with the evaluation of the skills and point out to the evaluator where you are attempting to address that specific JPR.
- Names used should not be actual members, although you may use your company's/department's name if allowed.

Prohibited Use of ChatGPT and Similar AI Tools

The use of ChatGPT, or any other generative AI platform (e.g., GPT models, similar conversational agents, or automated content generation tools) is prohibited for the following purposes:

- **Content Creation:** Students are prohibited from using AI tools to generate content for official organizational communication, marketing, reports, presentations, or any other internal or external documentation.

For questions or further clarifications regarding this policy, please contact a Training Administrator.

Skill Sheet 1

Objective Develop a budget request for a specific departmental need. *[NFPA 1021, 4.4.3]*

Student Name: _____ **Date:** _____

Directions

Prepare a budget request using the scenario described in the section below. A budget request worksheet example is provided to assist in the preparation of the requests. Please include a budget justification on company letterhead describing the need for the request. The justification is to be typed and brief but must have enough information so that even a casual observer can understand the validity of the request.

Always follow standard operating procedures (SOPs) of the Authority Having Jurisdiction (AHJ).

Resources

- Scenario
- Budget request example
- List of revenue sources

Scenario

The department has just hired two new firefighters, both of whom are very tall. The department will need to special order their PPE. Looking through your department's product information, it appears the price for the PPE will be about \$3000 per person. Currently there is \$15,000 left in the budget for PPE in account number 678055. You will need to prepare a purchase request made out to Larson Protective Equipment, Inc. Once the order is placed, delivery is expected in 8-12 weeks.

BUDGET REQUEST WORKSHEET

STATION NUMBER: _____ COMPANY/UNIT: _____

STATION ADDRESS: _____

BUDGET CATEGORY: _____

Budget Item	Current Budget	Request	Total
TOTAL			

Candidate: _____ Date: _____

Fire Officer I – 1021	NFPA -2020	Skill Sheet # 1			
Propose a Budget		Objective(s) 4.4.3			
Evaluator Instructions: The candidate shall use the scenario provided to review and develop a budget proposal for the need in the scenario.					
Location: N/A or classroom					
Performance Outcome: The candidate shall be able to sufficiently review and propose a budget for a small project to present and justify to superiors.					
Required Equipment: A computer with word processing.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Prepare a written budget request about a fire department scenario so that it: <ul style="list-style-type: none"> a. Follows local policies and procedures. b. It is formatted correctly. c. Is mathematically accurate. d. Is complete. e. Use proper grammar and error-free punctuation and spelling. 				
2.	Assure that the following items have been added: <ul style="list-style-type: none"> a. Description of item(s), including size(s) and other necessary information. b. Explanation of need/purpose supported with data (justification). c. Budget account numbers. d. Potential or designated supplier/vendor. e. Cost. f. Revenue source. g. Timeline, including projected order date, expected date of delivery, and expected payment schedule for service. 				
3.	Gather budget request 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 Enforce an administrative policy. *[NFPA 1021, 4.2.5]*

Student Name: _____ **Date:** _____

Directions

For this skills evaluation, the Company Officer I candidate will enforce an administrative policy. Create a typed document on company letter head that outlines a plan for enforcing the current policy to include:

- a. Policy's subject matter
- b. Policy's reasoning
- c. Personnel responsibility and corrective actions as related to the policy

Always follow standard operating procedures (SOPs) of the Authority Having Jurisdiction (AHJ).

Resources

- Scenario

Scenario

As the company officer, you are doing a final evening walk-through of the station to ensure it is secure for the night. During your checks, you find hunting gear and horse blankets hanging in the apparatus bay and your engineer pulling more personal items out of the PPE extractor. You ask the engineer if he was aware that the extractor was only to be used for dirty fire fighting protective equipment and not for personal items. He responds that he is unfamiliar with this rule, and tells you that everyone uses the extractor for personal use. After discussing with your chief the need to enforce the policy, the chief asks you to write a short, informal plan regarding how to ensure that the members of your crew understand the policy.

Candidate: _____ Date: _____

Fire Officer I – 1021		NFPA -2020		Skill Sheet # 2			
Policy Enforcement				Objective(s) 4.2.5			
Evaluator Instructions: The Company Officer I candidate will enforce an administrative policy. Create a written document on company letter head that outlines a plan for enforcing the current policy.							
Location: N/A							
Performance Outcome: The candidate shall be able to sufficiently define the policy and its implementation process following department policy.							
Required Equipment: A computer with word processing.							
No.	Task Steps	First Test		Retest			
		P	F	P	F		
1.	Review the policy or procedure noting: a. The policy’s subject or topic b. Any explanation given for the policy. c. Personnel responsibilities as stated in the policy. d. Corrective measures for policy violation						
2.	Create a written document that outlines a plan for enforcing the current policy to include: a. Policy’s subject matter b. Policy’s reasoning c. Personnel responsibility and corrective action as related to the policy						
3.	Disseminate policy to personnel using: a. Written notices. b. And/or oral communication						
4.	Evaluate personnel understanding of the policy using interpersonal skills: a. Effective communication skills b. Active listening c. Soliciting feedback						
5.	Document policy enforcement documentation and utilize department records system to store documentation.						
6.	Enforce policy through regular follow-up and apply corrective measures as needed. a. Document any follow-up or corrective measures. b. Store follow-up or corrective measure in department records system.						
Retest Approved By:				Retest Evaluator:			

Evaluator Comments:

Candidate Comments:

_____	_____	_____	_____
Evaluator	Date	Candidate	Date

Skill Sheet 3

Objective Recommend a course of action for a member in need of assistance.
[NFPA 1021, 4.2.4]

Student Name: _____ **Date:** _____

Directions

The Company Officer I candidate will recommend a course of action for a member in need of assistance. Please type your response on company letter head.

Always follow standard operating procedures (SOPs) of the Authority Having Jurisdiction (AHJ).

Resources

- Scenario
- Agency EAP policy and procedures

Scenario

Ramirez, a driver/operator in your department, is normally outgoing and talkative, and rarely misses a scheduled shift. During the past two weeks, he has become more withdrawn and gloomy and seems distracted. Yesterday, he was absent from his shift and, although he is back at work today, he still seems very distracted. You worry that he will make a mistake on the job. You have spoken to him briefly, inquiring whether everything is ok, and learned that his daughter has been ill recently. He took her to a doctor where she was diagnosed with cancer, and he is now feeling overwhelmed. He tells you that he does not know how he can take care of her and also do his job effectively. He is also worried about whether her doctor is the best doctor for her and asks you how he might be able to find out.

Sample EAP Document

Home Town Fire Department

Policy: Employee Assistance Program (EAP)

Policy #: 100.1

Effective: September 1, 2017

Policy

The Home Town Fire Department shall make available counseling assistance to employees and their families who are in distress from financial, emotional, medical, or professional problems.

Procedure

1. It is the responsibility of the company officer to:
 - be familiar with the agency's EAP program
 - identify the need for employee assistance based on family, financial, emotional, medical, or professional problems
2. Once a company officer suspects a problem may exist, the company officer shall review the EAP resource information with the employee. The company officer shall explain each benefit and the method for accessing the assistance.
3. Depending on the agency's policies and procedures, the company officer may make the initial contact with an EAP counselor to schedule a meeting with the employee, if requested.
4. The company officer shall schedule a time per policy to follow up with the employee to determine if further assistance is required.
5. All information provided by the employee shall be confidential.

Candidate: _____ Date: _____

Fire Officer I – 1021	NFPA -2020	Skill Sheet # 3			
Member Counseling		Objective(s) 4.2.4			
<p>Evaluator Instructions: The Company Officer I candidate will recommend a course of action for a member in need of assistance. Please write your response on company letter head.</p>					
Location: N/A					
Performance Outcome: The candidate shall be able to identify a problem with a member, identify corrective actions, summarize, identify resources for, and deliver the corrective action plan with recommendations following process following department policy.					
Required Equipment: A computer with word processing.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Identify the problem with the member: a. Discuss the problem with the member. b. Determine if the problem requires mandatory reporting NOTE: If the problem is a mandatory reporting issue, a different course of action may be required, identified, and outlined. c. Identify the signs and symptoms of stress caused by the problem.				
2.	Recommend departmental resources to member based on need. a. Identify appropriate department resources or Employee Assistance Program. b. Explain departmental resources to member and how to access them. c. Inquire whether the member would like further help.				
3.	Document member discussion and utilize department records system to store documentation.				
4.	Follow up with member. a. Determine if resources available solved or mitigated the problem. b. Determine if additional resources are needed. c. Document follow-up and store in department records system.				
Retest Approved By: _____			Retest Evaluator: _____		

Evaluator Comments:

Candidate Comments:

Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date

Skill Sheet 4

Objective Conduct an initial accident investigation. *[NFPA 1021, 4.7.2]*

Student Name: _____ **Date:** _____

Directions

The candidate shall use the scenarios provided to investigate the accidents that occurred on shift, using interpersonal skills and provided information to develop a summary on company letter head and provide a recommendation for corrective actions and/or discipline, if necessary.

Always follow standard operating procedures (SOPs) of the Authority Having Jurisdiction (AHJ).

Resources

- Scenarios

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

While carving a roast for dinner at 1745 hrs., May 6, 2022 in the kitchen of Fire Station 5, Firefighter David Lastly (C Shift) severely cut himself on the left wrist. The wound was deep and bleeding could not readily be stopped by other firefighters at the station. The dispatch center was notified by station radio and a medic unit was sent to assist. The incident number assigned to the call is 22-023461.

Firefighters Cliff Jones and Jacob Brown, who were preparing to eat dinner at the time of the accident, assisted with Firefighter Lastly's care. Jones stated that he saw firefighter Lastly cutting the roast when the knife suddenly slipped and "[The knife] went straight into Dave's wrist, almost all the way through." Firefighter Brown, who also witnessed the accident, said "It was pretty ugly, like a movie, the knife sticking out of his wrist and all." PA 105 arrived and transported

Firefighter Lastly to Mercy Hospital for treatment. Due to lacerations of the wrist tendons corrective surgery was performed. Firefighter Lastly is expected to make a full recovery but will require therapy to regain full use of his hand before he returns to work. His recovery and convalescence is expected to be three months.

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.

Candidate: _____ Date: _____

Fire Officer I – 1021	NFPA -2020	Skill Sheet # 4			
Accident Investigation		Objective(s) 4.7.2			
<p>Evaluator Instructions: The candidate shall use the scenarios provided to investigate the accidents that occurred on shift, using interpersonal skills, and provided information to develop a summary on company letter head and provide a recommendation for corrective actions and/or discipline, if necessary.</p>					
<p><u>Location: N/A or classroom</u></p>					
<p>Performance Outcome: The candidate shall be able to perform an accident investigation using the scenario provided.</p>					
<p>Required Equipment: A computer with word processing.</p>					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Review accident scenario(s).				
2.	Conduct witness interviews. <ul style="list-style-type: none"> a. Use appropriate interpersonal communications. b. Be clear and concise. c. Take accurate notes including who, what, when, where, and why. 				
3.	Complete any investigation forms and exposure reports forms so that they are: <ul style="list-style-type: none"> a. Accurate b. Properly completed. c. Completed in a timely manner. 				
4.	Gather investigation forms 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 5

Objective Develop a preincident plan for a specific occupancy. [*NFPA 1021, 4.5.2*]

Student Name: _____ **Date:** _____

Directions

The candidate shall submit a typed pre-incident request letter on company letter head and perform a pre-incident survey of a business or multi-residential occupancy in their jurisdiction using current standards to meet the requirements of this skill sheet.

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

Be sure to gain permission to perform the preincident survey from property owner (s) and/or manager(s).

Government buildings and secured facilities like banks are not allowed for use with this Skill Sheet. All schools in the State of Delaware are not allowed as well.

Please type the requested information on your survey form that you create.

Resources

- Sample Pre-Incident survey request letter
- Sample Completed Pre-Plan
- Sample Map Symbols Sheet
- Sample Preincident survey form
- Pre-Plan Guide Sheet

A GUIDE FOR CONDUCTING FACILITY PRE-FIRE PLANS

1. Sketch Each Floor
2. Show Roof access of venting devices
3. Show approaches to the facility
4. Indicate the size of the facility (Length and Width)
5. Show location of attic access doors, hatches, or ladders
6. Show roof access ladders
7. Show the location of the master electrical shutoff(s), other electrical shutoffs should be shown.
8. Show the location of the master gas/LPG shutoff.
9. Show the Direction of north by an arrow.
10. Show specific types of doors for other than standard personnel doors.
11. Show Fences and gates. *NOTE: Symbols are used to standardize and simplify information on the sketches the symbols that will be used are on included in this packet.*
12. Show all major partitions and doors.
13. Show room numbers if they are marked on the facility, otherwise indicate the use of the room.
14. Show the location of stairs and stairwells.
15. Show the locations of elevators.
16. Show locations of firewalls, and fire doors.
17. Show fire or smoke partitions in concealed spaces such as attics.
18. Show locations of fire hydrants and other available water sources.
19. Show the location of fire alarm control panels
20. Show the location of annunciator panels.
21. Show the location of all carbon dioxide, FM200, or clean agent fire extinguishing systems.
22. Show the location of all sprinkler risers, if applicable.
23. If the facility is only partially sprinkled, indicate areas that are protected.
24. If the facility has more than one sprinkler riser, indicate the area protected by each riser.
25. If the facility does not have a sprinkler system or if the facility is protected completely by a sprinkler system place the proper symbol at the top of the sketch.
26. Show the location of all Post Indicator Valves and show which risers the valves control.
27. Show the location of all standpipes, hose cabinets and outlets.
28. Show the location of any installed fire pumps.
29. Indicate the location of hazards in the building, such as explosives, radiation, flammable liquids, toxics, ect. That constitute an uncommon hazard to the firefighter.
30. Indicate the location of where Material Safety Data Sheets (MSDS) are stored.

A sample letter to provide to business owners to help with completing your pre-planning program

ACME FIRE DEPARTMENT
P.O. Box 111
Anywhere, NM, 88888

Dear Business owner,

Enclosed you will find a graph sheet in which we are requesting you draw the outline of your business. This will help us in case of an emergency should one arise. Please show the location of the following items in your drawing,

1. Doors and windows
2. Power Shutoff
3. Gas/LPG Shutoff
4. Sprinkler Connection
5. Fire Alarm Panel
6. Non-Usable Doors or Windows
7. Any Special Hazards (Explosives, Chemicals, Etc.)

At the bottom of this drawing please list the following,

1. Type of Business you conduct
2. Emergency Contact phone numbers
3. Number of employees normally on site.
4. Business Name and Address.
5. Insurance Company

Please return your drawings to the following address or contact us at the following numbers listed below,

(Your FD's Name and Address)
(Name of Fire Chief)
Phone Number of FD

Pre-Fire Plan Data Entry Form

Date: _____ Fire Department/District: _____

Business Name: _____

Address: _____ Bldg/Suite #: _____

City: _____ Phone #: _____

Type of Business: _____ Dept. Map Page #: _____

Owner Name: _____ Phone #: _____

Manager Name: _____ Phone #: _____

Other Name: _____ Phone #: _____

Nearest Cross-Street is: _____

Primary Hydrant Number: _____ Located at: _____

Other water source is: _____ Square footage: _____ Stories in Height: _____

Occupancy Class Code: _____ Location of Heating: _____

Construction Class Code: _____ Gas Shutoff: _____ Type of Heat: Natural Gas LPG

Electrical Shutoff Location: _____ Alarm Panel: _____

Basement: YES NO Remarks: _____

Elevator: YES NO Remarks: _____

Lock Box: YES NO Remarks: _____

F.D.C.: YES NO Remarks: _____

Standpipes: YES NO Remarks: _____

Sprinkler System: YES NO Remarks: _____

of Sprinkler Risers: _____ Remarks: _____

Location of Sprinkler Controls: _____

Location of Water Shutoff Valves: _____

Exposure Information: _____

COMMENTS: _____

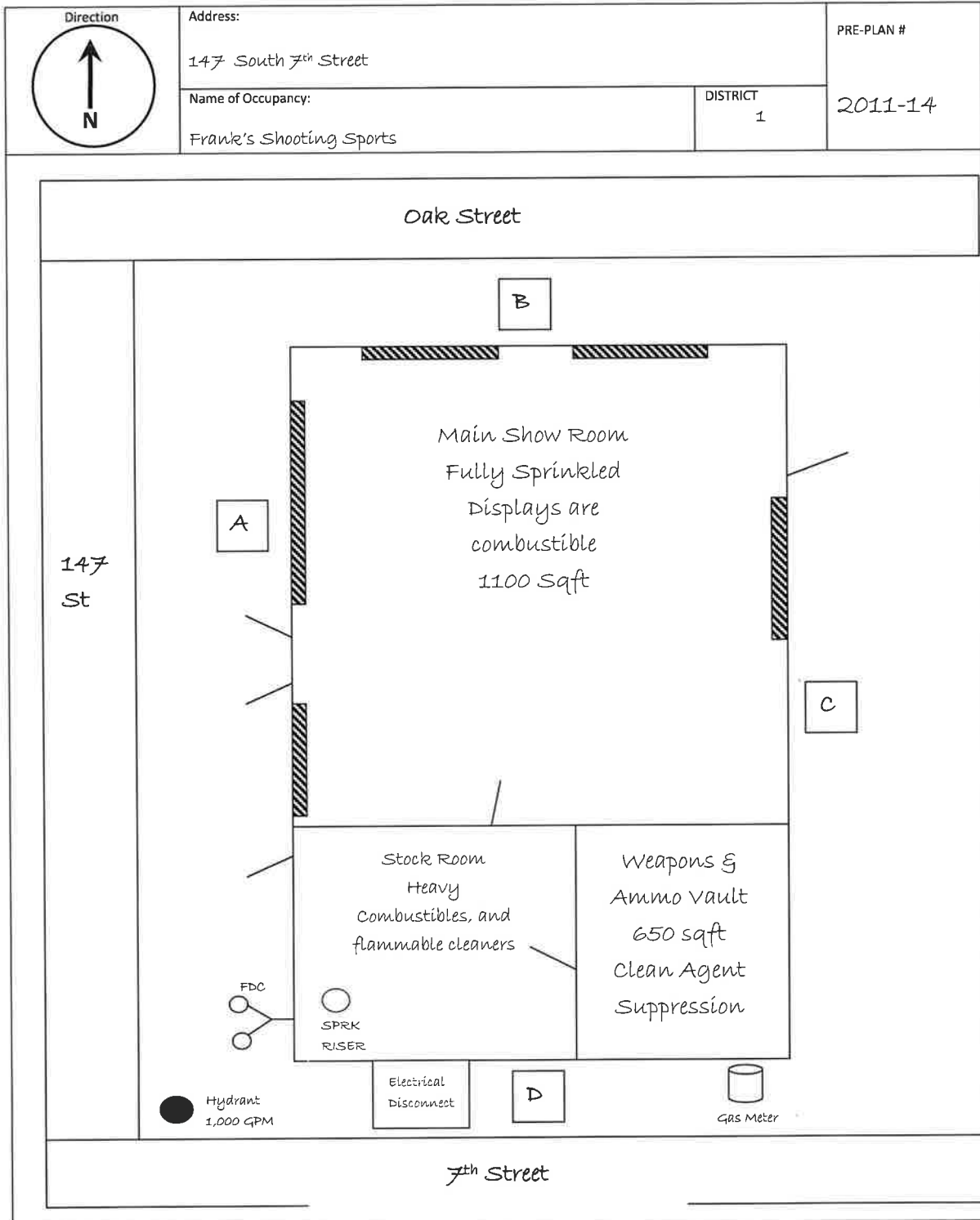
PRE-INCIDENT PLAN FORM

FIRE DEPARTMENT				PRE-PLAN #			
Address:							
Business Name:						District	
Emergency Contacts:							
Occupancy and Hazards:							
Construction:							
Fire Protection Systems:							
Water Supplies:		Nearest Large Volume Water Supply:					
Water Supply-Needed Fire Flow:							
INITIAL DISPATCH							
Involvement	GPM	ENGINES	LADDERS	CHIEFS	SPECIAL UNITS	EMS	OTHERS
50 %							
100%							
SPECIAL RESOURCES:							
EXPOSURES:							
STRATEGIES:							
COMMENTS:							

SAMPLE COMPLETED PRE-PLAN FORM

FIRE DEPARTMENT		Southwest Fire Department			PRE-PLAN #	2011-14	
Address:		147 South 7 th Street					
Business Name:		Frank's Shooting Sports			District SWFD		
Emergency Contacts:		Frank Martinez, Owner (505) 555-1234 Jim Romero, Manager (505) 555-5678 ABC Alarm Co. (505) 555-9112					
Occupancy and Hazards:		Gun Shop, with Bulk Ammunition storage, and shooting supplies. Ammunition is stored in Back room in concrete enclosure, solvents in fire proof lockers. Will have to force entry into store and ensure all emergency escape routes are clear before making an interior attack.					
Construction:		Steel Frame Building.					
Fire Protection Systems:		Full Sprinkler System, with Clean agent extinguishing system in Weapons/Ammo vault.					
Water Supplies:		Hydrant located at 7 th street and 147 th St. Hydrant provides 1,000 GPM @ 75 PSI. Dispatch will send 2 County Fire Districts with tankers for support. If tankers are not needed, personnel sent will be used on fire ground. Nearest Large Volume Water Supply: As Above or Hydrant at 147 th and Pine 200 Ft. South of above hydrant					
Water Supply- Needed Fire Flow:		INITIAL DISPTACH					
Involvement	GPM	ENGINES	LADDERS	CHIEFS	SPECIAL UNITS	EMS	OTHERS
50 %	1500 GPM	E-1 & E-3		1	R-1 & Police Dept		County Tankers, As needed
100%	2800 GMP	E-1, E-3 & E-7		1	R-1, 7 Police Dept		County Tankers, As needed
SPECIAL RESOURCES:		Tankers from County Fire Districts can be sent to the City Yards, at 155 7 th street if a fill site for drafting is needed.					
EXPOSURES:		Side-B: Exposure to Sam's Cabinet Shop, wood frame construction Side-D Exposure to Pete's Pet Shop metal frame 10' clearance between buildings.					
STRATEGIES:		Disconnects for Gas and Electric on Side D of structure. Protect exposure on Sides B & D.					

PRE-INCIDENT PLAN DIAGRAM



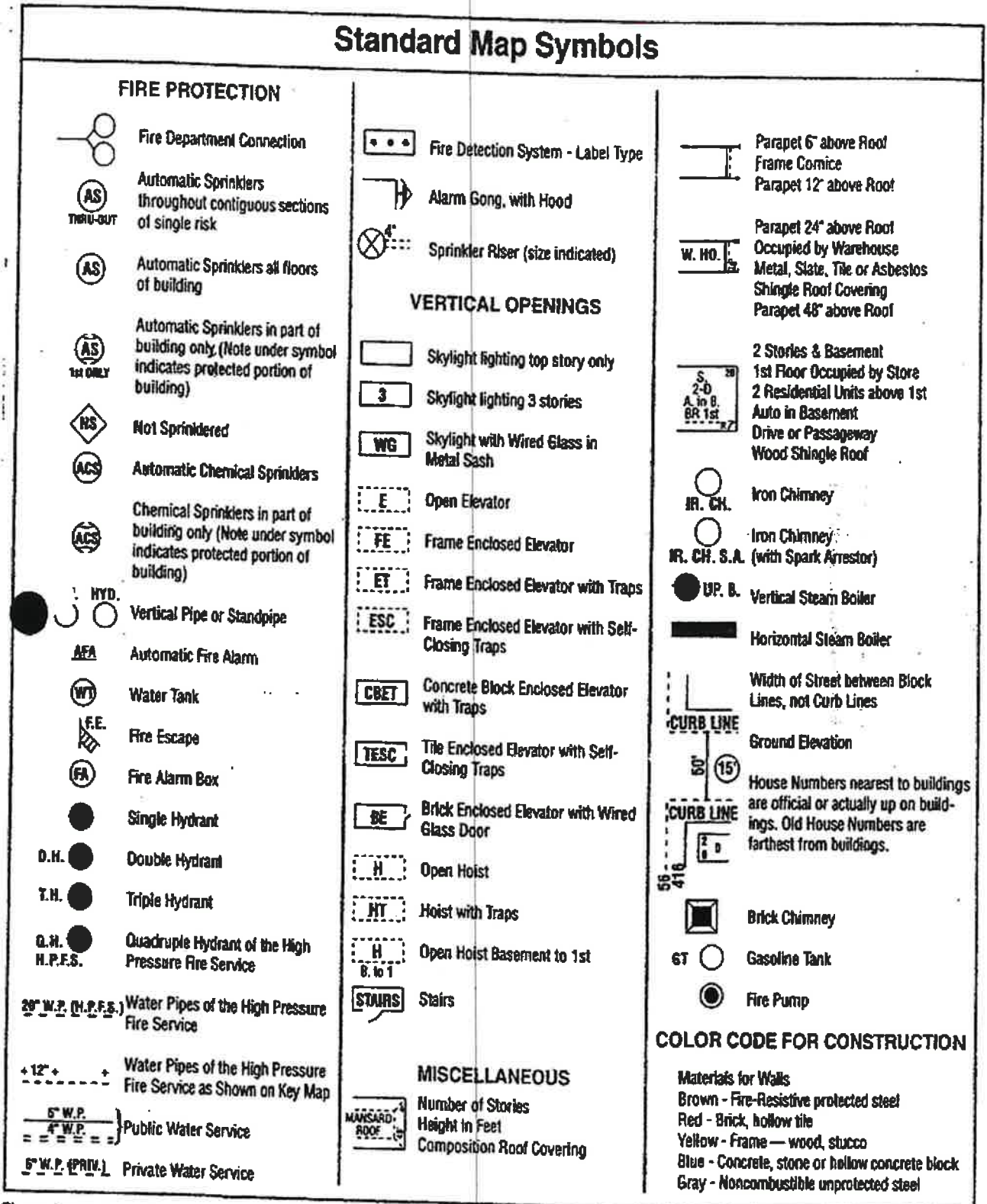


Figure 21 Standard map symbols that firefighters may choose to use.

Candidate: _____ Date: _____

Fire Officer I – 1021	NFPA -2020	Skill Sheet # 5			
Pre-incident Survey		Objective(s) 4.5.2			
<p>Evaluator Instructions: The candidate shall submit a pre-incident request letter and perform a pre-incident survey of a business or multi-residential occupancy in their jurisdiction using current standards to meet the requirements of this skill sheet.</p>					
<p>Location: Commercial or multi-residential occupancy that is not a government or secured building.</p>					
<p>Performance Outcome: The candidate shall be able to perform an accident investigation using the scenario provided.</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.	Review AHJ pre-incident survey procedure.				
2.	Arrive at the pre-incident survey site. <ul style="list-style-type: none"> a. Introduce unit members involved with the survey. b. Review survey procedures with owner/occupant. c. Inform owner/occupant that any serious fire or life-safety hazards found will have to be corrected, perhaps immediately if severe. 				
3.	Survey exterior and interior of building/facility. <ul style="list-style-type: none"> a. Take measurements and dimensions of the building. b. Identify any issues related to firefighter safety hazards, structural conditions, full loading, and property conservation. 				
4.	Identify any serious fire or life-safety hazards.				
5.	Arrange to have any serious fire or life-safety hazards corrected, immediately if necessary.				
6.	Record survey information. <ul style="list-style-type: none"> a. Document findings in an AHJ-approved form. b. Create field sketches or plot plans for ICS and staging site. c. Take photographs, video footage, or Global Positioning coordinates as supplemental data, if necessary. 				
7.	Organize the data in a pre-incident plan that can be used in the case of an emergency, showing all pertinent information to be used during an emergency response. Utilize the department record systems to manage, store, and distribute the pre-incident data and the developed pre-incident plan.				
Retest Approved By:			Retest Evaluator:		

Evaluator Comments:

Candidate Comments:

Evaluator

Date

Candidate

Date

Skill Sheet 6

Objective Compose and present a written document relating to the fire service.
[NFPA 1021, 4.2.5, 4.3.3, 4.4.2]

Student Name: _____ **Date:** _____

Directions

The candidate shall compose a typed document relating to the scenario and then develop a written announcement on company letter head surrounding the scenario while following the procedures of their department.

Always follow standard operating procedures (SOPs) of the Authority Having Jurisdiction (AHJ).

Resources

- Scenario

Scenario

During a severe storm, your unit responded to a report of a car that had been crushed by a fallen tree. The car was occupied by a woman and her two young children who were all injured and trapped, yet conscious. The mother could not see or touch either of her children and they could not see her. One of your subordinates, a new firefighter recruit, maintained constant verbal contact with the occupants throughout the rescue operation, and was able to make physical contact with each of the children at times. He kept all of them calm throughout the extrication, and the mother stated that, until he arrived, her children were both screaming in panic.

This new recruit was nominated for a commendation. Your chief has asked you to write a Letter of Commendation that is consistent with your department's human resources policies, and to announce the award at an upcoming department banquet.

Candidate: _____ Date: _____

Fire Officer I – 1021	NFPA -2020	Skill Sheet # 6			
Letter of Recommendation		Objective(s) 4.2.5, 4.3.3 and 4.4.2			
<p>Evaluator Instructions: The candidate shall compose a document relating to the scenario and then develop a written announcement on company letter head surrounding the scenario while following the procedures of their department.</p>					
<p>Location: N/A</p>					
<p>Performance Outcome: The candidate shall be able to sufficiently compose a recommendation and an announcement according to the given scenario following department policy.</p>					
<p>Required Equipment: A omputer with word processing.</p>					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Review the given scenario				
2.	Compose a document based up the scenario that: <ul style="list-style-type: none"> a. Has a clear purpose b. Is organized using an outline. c. Uses a formal and professional tone. d. Uses proper grammar, punctuation, and spelling. e. Includes all needed information. f. Includes accurate information. g. Follows department policies and procedures 				
3.	<ul style="list-style-type: none"> a. Deliver the written document to the intended recipient(s) 				
4.	Make a short announcement about the document at an event. <ul style="list-style-type: none"> a. Be complete, clear, and concise. b. Use effective interpersonal communication skills 				
5.	Utilize the department records system to store the document.				
Retest Approved By:			Retest Evaluator:		

Evaluator Comments:

Candidate Comments:

Evaluator	Date	Candidate	Date
Retest Evaluator	Date	Retest Candidate	Date

Skill Sheet 7

Objective Maintain a log of routine, unit-level administrative functions. *[NFPA 1021, 4.4.2]*

Student Name: _____ **Date:** _____

Directions

For this skills evaluation checklist, the Company Officer I candidate will create and maintain a typed log of routine, unit-level administrative functions.

Always follow standard operating procedures (SOPs) of the Authority Having Jurisdiction (AHJ).

Resources

- Scenario

Scenario

At 0900, daily equipment checks were completed. At 1000, Engine 3 completed a pre-incident survey of the J & W Café. Appropriate forms were filed. At 1330, you sent Firefighter Jackson to fuel Rescue 5, reminding him to bring back a receipt. He returned a half-hour later, having put \$43 worth of fuel in the Rescue 5 tank. At 1400, Firefighters O'Malley, Harris, and Dodge attended CPR refresher training at the academy. They returned at 1700. At 1417, Driver/Operator O'Reilly complained of severe stomach pains and went to the doctor. He called two hours later, having been told by the doctor to go home and get some rest. At 1500, you responded to an alarm at 8724 N.W. 10th St. Engine 3, Rescue 1, and Officer 3 also responded. The incident was a fire in a shipping container that contained an unknown substance. Firefighter Smith and Firefighter Jones admitted to breathing in some of the container fire smoke prior to donning their SCBA and may have been exposed to the product. Firefighter Jones indicated he felt lightheaded briefly at the scene but feels fine now, and Firefighter Smith has been coughing since the incident. Jones and Smith were sent to the doctor and will fill out accident/exposure reports and provide medical notes upon their return to the department. At 1549, Firefighter Ramirez reported finding a flaw in Rope #14. Rope #14 was removed from service and Rope #72 was placed in service. At 1849, you responded to an alarm at a commercial building at 654 Center St. Engine 8, Rescue 5, and Chief 2 responded, cleared the building, and found it to be a false alarm. By 1913, all units had returned to the station from 654 Center St.

Candidate: _____ Date: _____

Fire Officer I – 1021	NFPA -2020	Skill Sheet # 7			
Create a Log		Objective(s) 4.4.2			
Evaluator Instructions: The candidate shall use the scenario provided to review and develop a daily log using the provided information.					
<u>Location: N/A</u>					
Performance Outcome: The candidate shall be able to sufficiently create a written or electronic log of performed duties on the shift.					
Required Equipment: A computer with word processing.					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Fill out written or electric log based on the scenario. a. Include all pertinent actions. b. Follow administrative policies and procedures. c. Reference relevant incident response reports. d. Reference exposure risks for crew members. e. Reference need for firefighter accident/injury reports. f. Note need for follow up on any activity.				
2.	Utilize department records system to store written or electronic log.				
3.	Update company officer arriving for next shift on previous shift activity.				
Retest Approved By:			Retest Evaluator:		

Evaluator Comments:

Candidate Comments:

Evaluator	Date	Candidate	Date
Retest Evaluator	Date	Retest Candidate	Date

The Delaware State Fire School

is accredited by the

*National Board on Fire Service Professional Qualifications
and the International Fire Service Accreditation Congress
to offer certification in the following:*



PROBOARD

NFPA 472-2018	Hazardous Materials Officer
NFPA 472-2018	Hazardous Materials Safety Officer
NFPA 1001-2019	Firefighter I
NFPA 1001-2019	Firefighter II
NFPA 1002-2017	Driver Operator Apparatus Equipped with a Pump
NFPA 1002-2017	Driver Operator Apparatus Equipped with an Aerial
NFPA 1002-2017	Driver Operator Apparatus Equipped with a Tiller
NFPA 1002-2017	Driver Operator Mobile Water Supply Apparatus
NFPA 1006-2013	Rope Rescue Technician I & II
NFPA 1006-2013	Confined Space Rescue Technician I & II
NFPA 1006-2021	Passenger Vehicle Rescue Awareness
NFPA 1006-2021	Passenger Vehicle Rescue Operations
NFPA 1006-2021	Passenger Vehicle Rescue Technician
NFPA 1021-2020	Fire and Emergency Services Officer I
NFPA 1021-2020	Fire and Emergency Services Officer II
NFPA 1021-2020	Fire and Emergency Services Officer III
NFPA 1021-2020	Fire and Emergency Services Officer IV
NFPA 1041-2019	Fire and Emergency Services Instructor I
NFPA 1041-2019	Fire and Emergency Services Instructor II
NFPA 1041-2019	Fire and Emergency Services Instructor III
NFPA 1041-2019	Live Fire Instructor
NFPA 1041-2019	Live Fire Instructor-in-Charge
NFPA 1072-2017	Hazardous Materials Awareness
NFPA 1072-2017	Hazardous Materials Operations
NFPA 1072-2017	Hazardous Materials Operations Specialties (6.2 – Personal Protective Equipment, 6.3 - Mass Decontamination, 6.4 - Technical Decontamination, 6.6 - Product Control, 6.7 - Detection, Monitoring & Sampling, 6.8 - Victim Rescue & Recovery)
NFPA 1072-2017	Hazardous Materials Technician
NFPA 1072-2017	Hazardous Materials Incident Commander
NFPA 1081-2017	Incipient Facility Fire Brigade Member
NFPA 1081-2017	Advanced Exterior Industrial Fire Brigade Member
NFPA 1521-2020	Incident Safety Officer
NFPA 1091-2019	Traffic Incident Management Personnel
NFPA 2400-2019	sUAS Remote Pilot-in-Command
NFPA 2400-2019	sUAS Visual Observer



IFSAC

NFPA 1072-2019	Hazardous Materials Awareness
NFPA 1072-2019	Hazardous Materials Operations
NFPA 1072-2019	Hazardous Materials Technician

National Certification Candidate Handbook



1641 Chestnut Grove Road
Dover, Delaware 19904
302-739-4773

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