



**Official Skill Sheets for Practical Skills  
Ontario, Canada**

**FIRE OFFICER I  
NFPA 1021, Chapter 4, 2014 Edition**

**National Fire Protection Association Standard for  
Fire Officer Professional Qualifications**

**Enquiries regarding completion of this booklet should be directed to your Instructor  
or Fire Chief.**

**Upon successful mastery of all practical skills, completed and signed pages 4 to 7 of  
this document should be sent to:**

**Manager**

**Academic Standards and Evaluation Unit Ministry of  
Community Safety and Correctional Services Office of  
the Fire Marshal and Emergency Management  
25 Morton Shulman Avenue, 2<sup>nd</sup> Floor**

**Toronto, Ontario**

**M3M 0B1**

**[OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca)**



Successful completion of all of the Practical Skills contained in this book is required for Ontario Office of the Fire Marshal and Emergency Management (OFMEM) Fire Officer I Certification.

Each skill will be evaluated using the standards and skill elements listed. Candidates will be allowed two attempts to successfully master each skill. First attempt will be evaluated by the Instructor. Second attempt will be evaluated by the Fire Chief or designate, if required.

**The "Assign Tasks at an Emergency Incident skill, NFPA 1021-2014, 4.2.1, 4.6.2" and the "Develop and Conduct a Post-Incident Analysis skill, NFPA 1021-2014, 4.6.3" are to be completed at actual or simulated emergency incidents with the candidate serving in the role of the Fire Officer. Each remaining required skill may be performed during Real Time (RT) or as a Training Evolution (TE) to meet the job performance requirements. The Fire Chief of the Department or Officer assuming command of the incident shall complete the skills evaluation, rating the candidate on each required element. A copy of the incident report for the incident and a memorandum from the Officer attesting that the candidate has completed all of the elements of the skills must be submitted with the completed skills sheet.**

It is vital that both the course instructor and the OFMEM be able to read and understand all of the candidate's written documentation for each of the skills. Every effort must be taken to write or print legibly. If any documentation cannot be read, that skill will be failed.

**It is mandatory that pages 4 to 7 be submitted to the OFMEM within three (3) months of completing the course. Failure to do so will result in failure of the skills portion of the Fire Officer I Certification requirement. It will also make the candidate ineligible to receive certificate with IFSAC seal and Pro Board application.** Candidates should contact their Fire Chief in the event of any difficulties in meeting this requirement.



## Suggested Readings:

Information for meeting NFPA 1021, 2014 Edition Job Performance Requirements (JPRs) for FIRE OFFICER I is found in the following suggested readings:

### Publisher/Title/Edition

1. NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2014 Edition
  - Refer to Chapter 4 regarding Fire Officer I (pages 7 to 10)
2. IFSTA, *Fire and Emergency Services Company Officer*, 5<sup>th</sup> Edition
  - Refer to Fire Officer I material from Chapters 1 to 11 (pages 1 to 348)

### OR

3. Jones and Bartlett, *Fire Officer: Principles and Practice*, 3<sup>rd</sup>. Edition
  - Refer to Fire Officer I material in appropriate chapters/sections of this textbook if not using IFSTA resource

### AND

4. Government of Ontario, *2012 Building Code Compendium*, Appendix A, MMAH
  - Excerpt on “A-3.1.2.1.(1) Major Occupancy Classification” is included in this booklet for Skill Sheets #8 and #9
5. Government of Ontario, *Occupational Health and Safety Act, R.S.O. 1990*
  - General knowledge is required on job safety and health standards in Ontario



VERIFICATION OF SUCCESSFUL COMPLETION OF PRACTICAL SKILLS COURSE

The candidate shall complete all the skill sheets in this booklet and be signed off by the candidate's Fire Chief or designate. Upon success, the Fire Chief or designate will complete and sign this form and submit it to the Academic Standards and Evaluation Unit of the Ontario Office of the Fire Marshal and Emergency Management (OFMEM).

To be completed by the candidate:

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Fire Officer I Course Location: \_\_\_\_\_

Fire Officer I Course Start Date: \_\_\_\_\_

Fire Officer I Course End Date: \_\_\_\_\_

To be completed by the Designated Instructor:

As Designated Instructor for this course, I verify that the above candidate has been successfully introduced to all of the practical skills required for the level of:

Fire Officer I

Print Name: \_\_\_\_\_

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



**VERIFICATION OF SUCCESSFUL COMPLETION OF PRACTICAL SKILLS  
EVALUATION**

The candidate shall complete all the skill sheets in this booklet and be signed off by the candidate's Fire Chief or designate. Upon success, the Fire Chief or designate will complete and sign this form and submit it to the Academic Standards and Evaluation Unit of the Ontario Office of the Fire Marshal and Emergency Management (OFMEM).

To be completed for each of the practical skills for *FIRE OFFICER I*, and submitted to the Academic Standards and Evaluation Unit once all skills are passed:

STUDENT NAME:			
DEPARTMENT/AGENCY:			
COURSE DATES:		LOCATION:	
FIRE CHIEF OR DESIGNATE:		DATE:	

	<i>Pass/Fail</i>
<b>Recommend Changes to an Existing Policy</b> NFPA 1021-2014, 4.4.1, 4.4.2	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Prepare a Budget Request</b> NFPA 1021-2014, 4.4.2, 4.4.3	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Explain Organizational Management Components</b> NFPA 1021-2014, 4.4.4	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Explain the Benefits of Collecting Incident Response Data</b> NFPA 1021-2014, 4.4.5	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	



	<i>Pass/Fail</i>
<b>Directing a Training Evolution</b> NFPA 1021-2014, 4.2.2, 4.2.3, 4.2.6	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Personnel Policy Action</b> NFPA 1021-2014, 4.2.4, 4.2.5	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Responding to a Citizen's Concern and Inquiry</b> NFPA 1021-2014, 4.3.1, 4.3.2, 4.3.3	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Inspection Procedures</b> NFPA 1021-2014, 4.5.1	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Develop a Pre-Incident Plan</b> NFPA 1021-2014, 4.5.2	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Scene Security Procedures</b> NFPA 1021-2014, 4.5.3	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Accident Investigation</b> NFPA 1021-2014, 4.7.1, 4.7.2	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Benefits of Physical and Medical Fitness for Fire Fighting</b> NFPA 1021-2014, 4.7.3	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	



	<i>Pass/Fail</i>
<b>Develop an Initial Action Plan</b> NFPA 1021-2014, 4.6.2	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Assign Tasks at an Emergency Incident</b> NFPA 1021-2014, 4.2.1, 4.6.2	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Develop and Conduct a Post-Incident Analysis</b> NFPA 1021-2014, 4.6.3	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	

To be completed by the *Fire Chief or designate*:

**I verify that the above candidate has successfully completed all of the practical skills required for *FIRE OFFICER I*:**

*Print Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_



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**RECOMMEND CHANGES TO AN EXISTING POLICY**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

**Fire Officer I Standard**

**4.1.2 General Prerequisite Skills.** The ability to effectively communicate in writing utilizing technology provided by AHJ; 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 utilized by the AHJ.

**4.4.1** 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.



ADMINISTRATION – NFPA 1021-2014, 4.1.2, 4.4.1

*RECOMMEND CHANGES TO AN EXISTING POLICY*

STUDENT NAME:

SKILL SHEET # 1

**RECOMMEND CHANGES TO AN EXISTING POLICY**

**Scenario:**

The Fire Chief has assigned you the responsibility to review current department policies concerning response and operations at fires for compliance with the *Occupational Health and Safety Act*, and review and recommend any needed changes for compliance.

**Assignment:**

The candidate shall review the materials furnished and complete the memorandum form provided, recommending any policy changes necessary to the Fire Chief. The memorandum should include a statement of purpose and any required action with justifications.

**Definition of POLICY:**

*Merriam-Webster's Collegiate Dictionary, 11<sup>th</sup> Edition*  
NFPA 1021, 2014 Edition, 3.1

1

- a: prudence or wisdom in the management of affairs
- b: management or procedure based primarily on material interest

2

- a: a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions
- b: a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body



ADMINISTRATION – NFPA 1021-2014, 4.1.2, 4.4.1

RECOMMEND CHANGES TO AN EXISTING POLICY

STUDENT NAME:

SKILL SHEET # 1

Skill Procedure: The candidate will prepare recommendations for changes to an existing policy or procedure for transmittal to a supervisor, given a policy or procedure in need of change, so that the recommendations identify the problem and propose a solution. This recommendation must contain details such as trends, variances, justifications, or other related topics that are clearly related.

Table with 2 columns: Items to be checked, Pass/Fail. Rows include evaluation criteria for candidate performance.

Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade: [ ] Pass [ ] Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE OFFICER I (NFPA 1021-2014)*

*PRACTICAL SKILLS*

ADMINISTRATION – NFPA 1021-2014, 4.1.2, 4.4.1

*RECOMMEND CHANGES TO AN EXISTING POLICY*

STUDENT NAME:

SKILL SHEET # 1

**Memorandum**

**Date:**

**To:**

**From:**

**RE:**



ADMINISTRATION – NFPA 1021-2014, 4.1.2, 4.4.1

RECOMMEND CHANGES TO AN EXISTING POLICY

STUDENT NAME:

SKILL SHEET # 1

OPERATING GUIDELINE

(Example)

SECTION: PERSONAL SAFETY

GUIDELINE #

SUBJECT: SEAT BELTS

REVISED:

Circumstances or unusual conditions may warrant deviation from certain areas of this operating guideline. The Officer is expected to utilize experience and good judgment to implement such action as is required to complete the task in a safe and effective manner.

Purpose:

- To establish a guideline identifying activities expected of fire service personnel in regard to traveling in corporately-owned vehicles.

Scope:

- This guideline shall be observed by all employees of the \_\_\_\_\_ Fire Services.

Responsibility:

- Officers are responsible for notifying all personnel, assigned to their squads, in terms of the individual’s obligations under this guideline.
Officers assigned to emergency vehicle are responsible for the safety of those under their direct command and hence shall ensure that this guideline is adhered to.
Vehicle operators/drivers are responsible for their own safety and safe operation of the vehicle.

Procedure:

- All personnel operating and/or passengers riding in \_\_\_\_\_ Fire Services vehicles shall wear a properly adjusted seat belt whenever the vehicle is moving.
In all situations, including emergency responses, Firefighters shall don and properly adjust their seatbelt prior to vehicle movement. When vehicles are moving, all equipment inside the passenger compartment, including breathing apparatus (SCBA), shall be properly secured (OH&S Act; O. Reg. 714/94). Breathing Apparatus (SCBA) shall not be worn by any personnel while the vehicle is in motion. Breathing Apparatus (SCBA) shall be donned after the vehicle has arrived and stopped at the incident scene.



ADMINISTRATION – NFPA 1021-2014, 4.1.2, 4.4.1

RECOMMEND CHANGES TO AN EXISTING POLICY

STUDENT NAME:

SKILL SHEET # 1

- ?????
- ?????
- ?????

Approved by Fire Chief: \_\_\_\_\_

**References:**

**Highway Traffic Act: Section 106**

(3) Use of seat belt assembly by driver – Subject to section (5), every person who drives on a highway in a motor vehicle in which a seat belt is provided for the driver shall wear the complete seat belt assembly in a properly adjusted and securely fastened manner.

**Highway Traffic Act: Section 106**

(4) Use of seat belt assembly by passenger – Subject to section (5), every person who is a passenger on a highway in a motor vehicle in which a seat belt is provided for the seating position occupied by the passenger shall wear the complete seat belt assembly in a properly adjusted and securely fastened manner.

**Occupational Health and Safety Act: O. Reg. 714/94 Amended to O. Reg. 80/02**

(4) Tools, self-contained breathing apparatus and other firefighting equipment or paraphernalia carried in the cab of the fire truck shall be secured to fixed positions by positive mechanical means or stowed in compartments with positive latching doors. O. Reg. 449/97, s. 1.

\_\_\_\_\_ *Fire Services seat belt policy supersedes Regulation 613 R.R.O. 1990*



**PREPARE A BUDGET REQUEST**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

**Fire Officer I Standard**

**4.4.2** 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.

**4.4.3** Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.



**ADMINISTRATION – NFPA 1021-2014, 4.4.2, 4.4.3**

***PREPARE A BUDGET REQUEST***

STUDENT NAME:

**SKILL SHEET # 2**

**PREPARE A BUDGET REQUEST**

**Scenario:**

As the Fire Officer, you are to determine a budgetary need for *your own department* and prepare the enclosed “Expenditure Request Form”. *Note: This Operational Budget Request must be for an item or items which is a significant purchase requiring the approval of administration. This request must not be for reoccurring expenses such as routine station supplies.*

**Assignment:**

The candidate will complete the enclosed Expenditure Request Form thoroughly explaining the item(s) requested with appropriate justification and supporting documentation, so that the request is complete and accurate.

**NOTE:**

The local municipality will provide the necessary data to fill out the attached Expenditure Request Form.



ADMINISTRATION – NFPA 1021-2014, 4.4.2, 4.4.3

PREPARE A BUDGET REQUEST

STUDENT NAME:

SKILL SHEET # 2

Skill Procedure: The candidate will prepare a budget request, given an Expenditure Request Form, so that the request is in the proper format and supported with data.

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Thoroughly explained item(s) requested. [4.4.2 (B-1)]	
2. Justified budget request with data. [4.4.2 (B-1)]	
3. Included the Expenditure Request Form. [4.4.2 (B-2), 4.4.3 (B-1)]	
4. Requested in a complete and accurate manner. [4.4.2 (B-2), 4.4.3 (B-1)]	
5. Wrote neatly and legibly. [4.4.2 (B-2), 4.4.3 (B-1)]	

*Candidate MUST successfully master each step listed to pass this skill.*

*Candidate's Grade:*

*Pass*

*Fail*

*Evaluator's Signature:* \_\_\_\_\_

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



ADMINISTRATION – NFPA 1021-2014, 4.4.2, 4.4.3

PREPARE A BUDGET REQUEST

STUDENT NAME:

SKILL SHEET # 2

Expenditure Request Form

Prior to initiation of any purchase or expenditure in excess of \$1,000.00 but less than \$7,500.00, the following form shall be completed and approved. Upon approval of the Fire Chief, the purchasing process may proceed for the requested item. A copy of this, and all relevant documentation, will be distributed to the Finance Department, Accounts Payable. All purchases must be in accordance with the municipal purchasing policy.

Please complete all sections of the form.

Station: \_\_\_\_\_

Description: \_\_\_\_\_

Explanation of Need/Purpose: \_\_\_\_\_

Budget Account Number: \_\_\_\_\_

Amount Approved in Current Budget: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Expected Date of Delivery of equipment or materials/supplies: \_\_\_\_\_

Expected payment schedule for service: \_\_\_\_\_

Projected completion date: \_\_\_\_\_

Employee making request: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Routing: Please submit the completed form to the Deputy Fire Chief. Approved requests will be forwarded to the Finance Department, Accounts Payable.



**EXPLAIN ORGANIZATIONAL MANAGEMENT COMPONENTS**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

**Fire Officer I Standard**

**4.4.4** 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.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE OFFICER I (NFPA 1021-2014)*

*PRACTICAL SKILLS*

**ADMINISTRATION – NFPA 1021-2014, 4.4.4**

***EXPLAIN ORGANIZATIONAL MANAGEMENT COMPONENTS***

STUDENT NAME:

**SKILL SHEET # 3**

## **EXPLAIN ORGANIZATIONAL MANAGEMENT COMPONENTS**

### **Scenario:**

As the Fire Officer, you are to determine the purpose of each management component of the organization, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization

### **Assignment:**

The candidate will examine the organizational chart provided and complete the enclosed “Management Components Task Analysis” form identifying the mission of the organization, and accurately describe the purpose of each of the management components on the chart, as applicable.



ADMINISTRATION – NFPA 1021-2014, 4.4.4

EXPLAIN ORGANIZATIONAL MANAGEMENT COMPONENTS

STUDENT NAME:

SKILL SHEET # 3

Skill Procedure: The candidate will examine the organizational chart provided and complete the task analysis sheet identifying the mission of the organization, and accurately describe the purpose of each of the management components on the chart, as applicable.

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Communicated verbally in a clear and concise manner the following: [4.4.4 (B-1)]	
a. The mission statement of their organization.	
b. One job responsibility for each management component in the organizational chart provided, as applicable.	

*Candidate MUST successfully master each step listed to pass this skill.*

*Candidate's Grade:*

*Pass*

*Fail*

*Evaluator's Signature:* \_\_\_\_\_

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



ADMINISTRATION – NFPA 1021-2014, 4.4.4

EXPLAIN ORGANIZATIONAL MANAGEMENT COMPONENTS

STUDENT NAME:

SKILL SHEET #3

Management Components Task Analysis

Describe the mission of a fire department:

List one job responsibility of each of the following levels in the organizational chart below, as applicable to the candidate's fire department:

<i>Position</i>	<i>Job Responsibilities</i>
<b>Fire Chief</b>	1.
<b>Deputy Chief</b>	1.
<b>District/Platoon Chief</b>	1.
<b>Captain</b>	1.
<b>Lieutenant</b>	1.



**EXPLAIN THE BENEFITS OF COLLECTING INCIDENT RESPONSE DATA**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

**Fire Officer I Standard**

**4.4.5** 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.



**ADMINISTRATION – NFPA 1021-2014, 4.4.5**

***EXPLAIN THE BENEFITS OF COLLECTING INCIDENT RESPONSE DATA***

STUDENT NAME:

**SKILL SHEET # 4**

**EXPLAIN THE BENEFITS OF COLLECTING INCIDENT RESPONSE DATA**

**Scenario:**

As the Fire Officer, you are to determine the need and benefits of collecting incident response data and how such data supports the goals and mission of the organization.

**Assignment:**

The candidate will complete the enclosed “Benefits of Collecting Incident Response Data Task Analysis” form, explaining how the timely and accurate collection of incident response data supports the mission of the organization.

**NOTE:**

In addition to filling out the enclosed “Benefits of Collecting Incident Response Data Task Analysis” form, candidates will also complete their local Incident Response Form or the attached provincial Standard Incident Report (S.I.R.).



ADMINISTRATION – NFPA 1021-2014, 4.4.5

EXPLAIN THE BENEFITS OF COLLECTING INCIDENT RESPONSE DATA

STUDENT NAME:

SKILL SHEET # 4

Skill Procedure: The candidate will complete the attached Task Analysis form explaining how the timely and accurate collection of incident response data supports the mission of the organization, along with their local Incident Response Form or the attached provincial Standard Incident Report (S.I.R.).

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Identified the mission of the organization. [4.4.5]	
2. Explained how the timely and accurate collection of incident response data supports the mission of the organization. [4.4.5 (B-1)]	
3. Wrote legibly in filling out Task Analysis and Incident Report Forms. [4.4.5 (B-2)]	

Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade:

Pass

Fail

Evaluator's Signature: \_\_\_\_\_

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



**ADMINISTRATION – NFPA 1021-2014, 4.4.5**

***EXPLAIN THE BENEFITS OF COLLECTING INCIDENT RESPONSE DATA***

STUDENT NAME:

**SKILL SHEET # 4**

***Benefits of Collecting Incident Response Data Task Analysis***

***Describe the mission of a fire department:***

***Explain how the timely and accurate collection of incident response data supports the mission of the organization:***



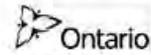
ADMINISTRATION – NFPA 1021-2014, 4.4.5

EXPLAIN THE BENEFITS OF COLLECTING INCIDENT RESPONSE DATA

STUDENT NAME:

SKILL SHEET # 4

Standard Incident Report



Ministry of Community Safety and Correctional Services
Office of the Fire Marshal and Emergency Management
OFM/ISPC: Low

Standard Incident Report form with sections: Section A - All Emergency Responses, Section B - ALL FIRES or explosions (Response types 01 and 02), Section C - ALL STRUCTURE fires or explosions (Response types 01 and 02), Section D - Incident Address: All incidents



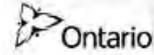
ADMINISTRATION – NFPA 1021-2014, 4.4.5

EXPLAIN THE BENEFITS OF COLLECTING INCIDENT RESPONSE DATA

STUDENT NAME:

SKILL SHEET # 4

SIR: Injury Report



Ministry of Community Safety and Correctional Services
Office of the Fire Marshal and Emergency Management
OFM/ISPC: Low

Form containing sections: Section A SIR identification fields, Section B Civilian Injury or Fatality (in fire incidents only) Fire Fighter Injury or Fatality (all incidents), Status, Gender, Age, Physical Condition, Action of Casualty, Location where injured, Cause of Injury or Death, Injury, Severity, Fire fighter injuries, Employment status, Clothing or equipment worn at time of injury, Clothing (civilian).



## **DIRECTING A TRAINING EVOLUTION**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

### **Fire Officer I Standard**

**4.2.2** 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.

**4.2.3** 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.

**4.2.6** 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 supervised during the completion of the assignments.



**HUMAN RESOURCE MANAGEMENT – NFPA 1021-2014, 4.2.2, 4.2.3, 4.2.6**

***DIRECTING A TRAINING EVOLUTION***

STUDENT NAME:

**SKILL SHEET # 5**

**DIRECTING A TRAINING EVOLUTION**

**Scenario:**

The candidate will select a training evolution and assume the role of a Fire Officer conducting a training evolution for those under his or her command. The candidate will communicate verbal instructions so that the evolution is safely and efficiently performed according to applicable policies and procedures.

The candidate will also complete the enclosed “Directing a Training Evolution Task Analysis” form and fully describe the following items:

1. The tasks that are required to meet the desired training objective.
2. Priority tasks and the breakdown of specific individual performance requirements.
3. The plan of execution (assigns specific tasks and describes the desired outcome and safety requirements for each).
4. How the completion of each task was supervised and performed safely, efficiently, and as directed.
5. How the outcomes were achieved for each task, if procedures were followed, and determine if there were any safety violations.



HUMAN RESOURCE MANAGEMENT – NFPA 1021-2014, 4.2.2, 4.2.3, 4.2.6

DIRECTING A TRAINING EVOLUTION

STUDENT NAME:

SKILL SHEET # 5

Skill Procedure: The candidate will direct unit members during a training evolution, given a fire training evolution along with training policies and procedures, so that the evolution is performed safely, efficiently, and as directed. Tasks should be developed based on job performance requirements of the evolution. They should be prioritized with an established plan for completion. Specific tasks should be assigned with safety considerations and desired outcomes conveyed to unit members. Candidate will supervise the completion of tasks.

Table with 2 columns: Items to be checked, Pass/Fail. Rows include: Directed unit members during a training evolution (e.g. Cleaning a nozzle, tying a figure eight knot, etc.) [4.2.3 (B-1)]; 1. Gave understandable verbal directions; 2. Followed policies and procedures for given evolution; 3. Ensured evolution was performed in a safe and efficient manner; 4. Addressed improper methods or mistakes made by company members; 5. Successfully completed the training evolution; Assigned tasks or responsibilities to unit members (e.g. Cleaning a nozzle, tying a figure eight knot, etc.) [4.2.2 (B-1)]; 1. Gave instructions that are complete, clear, and concise; 2. Addressed any safety considerations thoroughly; 3. Provided for adequate supervision of each member; 4. Conveyed desired outcomes.

DIRECTING A TRAINING EVOLUTION CONTINUED ON NEXT PAGE



HUMAN RESOURCE MANAGEMENT – NFPA 1021-2014, 4.2.2, 4.2.3, 4.2.6

DIRECTING A TRAINING EVOLUTION

STUDENT NAME:

SKILL SHEET # 5

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
<b>Coordinated the completion of assigned tasks and projects by members.</b> (e.g. Cleaning a nozzle, tying a figure eight knot, etc.) [4.2.6 (B-1)]	
1. Developed tasks in accordance with job performance requirements.	
2. Prioritized assignment of tasks.	
3. Devised a plan for completion of all tasks.	
4. Assigned specific tasks.	
5. Supervised the completion of task.	

*Candidate MUST successfully master each step listed to pass this skill.*

*Candidate's Grade:*

*Pass*

*Fail*

*Evaluator's Signature:* \_\_\_\_\_

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



HUMAN RESOURCE MANAGEMENT – NFPA 1021-2014, 4.2.2, 4.2.3, 4.2.6

*DIRECTING A TRAINING EVOLUTION*

STUDENT NAME:

SKILL SHEET # 5

***Directing a Training Evolution Task Analysis***

***Describe the steps to prepare to teach the training evolution:***

***Describe the facilities and equipment needed to present the training evolution:***

***Describe the method of presentation to be used and the reasoning for choosing the method:***



**HUMAN RESOURCE MANAGEMENT – NFPA 1021-2014, 4.2.2, 4.2.3, 4.2.6**

***DIRECTING A TRAINING EVOLUTION***

STUDENT NAME:

**SKILL SHEET # 5**

***Directing a Training Evolution Task Analysis***

***Describe how the students' completion of each task was supervised and performed safely, efficiently, and as directed:***

***Describe how the students were evaluated, if procedures were followed, and determine if there were any safety violations:***



**PERSONNEL POLICY ACTION**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

**Fire Officer I Standard**

**4.2.4** 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.

**4.2.5\*** Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.



**HUMAN RESOURCE MANAGEMENT – NFPA 1021-2014, 4.2.4, 4.2.5**

***PERSONNEL POLICY ACTION***

STUDENT NAME:

**SKILL SHEET # 6**

**PERSONNEL POLICY ACTION**

**Scenario:**

The candidate will assume the role of a Fire Officer. A fire fighter approaches the officer at the beginning of the shift and asks to speak privately. The fire fighter reports feeling depressed and having difficulty dealing with a recent traumatic on-duty incident involving a critically injured child. The fire fighter is not sure if they will be able to perform at full effectiveness due to these problems. The candidate must carefully listen to determine the true nature of the problem and provide emotional support through active listening. Candidate will determine an initial course of action within the officer's scope of authority, explain the course of action to the fire fighter, and make appropriate written notification to the officer's next line supervisor.



HUMAN RESOURCE MANAGEMENT – NFPA 1021-2014, 4.2.4, 4.2.5

PERSONNEL POLICY ACTION

STUDENT NAME:

SKILL SHEET # 6

Skill Procedure: The candidate will 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. The candidate will also apply human resource policies and procedures, given a situation requiring action, so that policies and procedures are followed. This skill will be demonstrated through a training evolution (e.g. role play event).

Table with 2 columns: Items to be checked, Pass/Fail. Rows list 8 criteria for the skill, such as 'Explained the need for privacy during the conversation with the subordinate' and 'Wrote legibly'.

Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade:

Pass

Fail

Evaluator's Signature:

Date:



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE OFFICER I (NFPA 1021-2014)*

*PRACTICAL SKILLS*

**HUMAN RESOURCE MANAGEMENT – NFPA 1021-2014, 4.2.4, 4.2.5**

***PERSONNEL POLICY ACTION***

**STUDENT NAME:**

**SKILL SHEET # 6**

**Confidential Report to File**

**Date:**

**To: Human Resources Department**

**From:**

**RE:**

**Issue identified?**

**What action was taken?**



## RESPONDING TO A CITIZEN'S CONCERN AND INQUIRY

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

### Fire Officer I Standard

**4.1.2 General Prerequisite Skills.** The ability to effectively communicate in writing utilizing technology provided by AHJ; 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 utilized by the AHJ.

**4.3.1** Initiate action on a community need, given policies and procedures, so that the need is addressed.

**4.3.2** 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.

**4.3.3** 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.



**COMMUNITY AND GOVERNMENT RELATIONS – NFPA 1021-2014, 4.1.2, 4.3.1,  
4.3.2, 4.3.3**

***RESPONDING TO A CITIZEN'S CONCERN AND INQUIRY***

STUDENT NAME:

SKILL SHEET #7

**RESPONDING TO A CITIZEN'S CONCERNS AND INQUIRY**

**Scenario:**

You are the Fire Officer when a citizen comes into the fire station to complain about careless driving and excessive noise of the fire department vehicles in their neighborhood. The citizen states that the problem not only occurs when apparatus is responding to emergencies but anytime they pass through their neighbourhood. They say that there are a number of children in the area and are concerned about their safety. The citizen says that they have discussed this problem with their neighbors and it was also discussed at the property owner's association. They want to know what can be done about this problem and how the Fire Officer could help resolve the situation.

**Assignment:**

The candidate shall then assume the role of the Fire Officer with another member of their service serving as the concerned citizen. The candidate should take the necessary actions to handle the concern and complaint, following the appropriate policy.

The candidate shall then prepare a written memorandum to the appropriate superior describing the complaint, the discussion with the citizen, and the action taken.



COMMUNITY AND GOVERNMENT RELATIONS – NFPA 1021-2014, 4.1.2, 4.3.1, 4.3.2, 4.3.3

RESPONDING TO A CITIZEN’S CONCERN AND INQUIRY

STUDENT NAME:

SKILL SHEET #7

Skill Procedure: The candidate will initiate action to a citizen’s concern, given policies and procedures, so that the concern is answered or referred to the appropriate individual for action and all policies and procedures are complied with. The candidate will also respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately and courteously. The candidate, in conjunction with the above will create a report and file it appropriately. Scenario will be responding to a community need, citizen’s concern or public inquiry such as fire apparatus speeding in their neighbourhood.

Table with 2 columns: Items to be checked, Pass/Fail. Rows include: Assured citizen that action will be taken to alleviate their concern, Acted in a respectful, professional, and courteous manner, Allowed the citizen time to adequately communicate the concern, Answered the concern correctly, Initiated proper action as required by policy, Completed memo and referred complaint to proper individual.

Candidate MUST successfully master each step listed to pass this skill.

Candidate’s Grade: [ ] Pass [ ] Fail

Evaluator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE OFFICER I (NFPA 1021-2014)*

*PRACTICAL SKILLS*

**COMMUNITY AND GOVERNMENT RELATIONS – NFPA 1021-2014, 4.1.2, 4.3.1,  
4.3.2, 4.3.3**

***RESPONDING TO A CITIZEN'S CONCERN AND INQUIRY***

**STUDENT NAME:**

**SKILL SHEET # 7**

## **Memorandum**

**Date:**

**To:**

**From:**

**RE:**



## INSPECTION PROCEDURES

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

### Fire Officer I Standard

**4.5.1** 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:

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

#### NOTE:

The Ontario Building Code (OBC) classifications will be followed as per Ontario requirements, which are listed in Appendix A of the most current OBC edition. Please note that “A-3.1.2.1(1) Major Occupancy Classification” from the *2012 Building Code Compendium* has been attached to Skill Sheet #8 for your convenience.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE OFFICER I (NFPA 1021-2014)*

*PRACTICAL SKILLS*

**INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.5.1**

*INSPECTION PROCEDURES*

**STUDENT NAME:**

**SKILL SHEET # 8**

## **INSPECTION PROCEDURES**

### **Scenario:**

As the Fire Officer, you are to determine and describe the procedures for conducting inspections in various occupancies.

### **Assignment:**

The candidate will complete the task analysis sheet explaining the inspection requirements for the occupancies listed.



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.5.1

INSPECTION PROCEDURES

STUDENT NAME:

SKILL SHEET # 8

Skill Procedure: The candidate will list two elements required to be inspected in at least one of the occupancy classifications listed on the following page.

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Chose two elements from the Ontario Fire Code required to be inspected in at least one of the occupancy classifications listed. [4.5.1 (B-2)]	
2. Referenced the appropriate codes and standards. [4.5.1 (B-2)]	
3. Wrote legibly. [4.5.1 (B-1)]	

**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:

Pass

Fail

Evaluator's Signature: \_\_\_\_\_

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



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.5.1

INSPECTION PROCEDURES

STUDENT NAME:

SKILL SHEET # 8

Two elements required to be inspected must be entered for at least one or more of the occupancy classifications listed below. These elements may include such requirements described in the seven principles of life safety such as means of egress, fire protection systems, flame spread, compartmentalization, fire alarm and detection systems, which may be specifically required for a particular occupancy. It is acceptable to repeat an element if it is required for more than one occupancy.

Occupancy	Required inspection elements
A. Assembly	1. 2.
B. Care, Treatment and Detention	1. 2.
C. Residential	1. 2.
D. Business and Personal Services	1. 2.
E. Mercantile	1. 2.
F. Low, Medium and High Hazard Industrial	1. 2.



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.5.1

INSPECTION PROCEDURES

STUDENT NAME:

SKILL SHEET # 8

INSPECTION FORM

(To support Fire Officer I Skill Sheet #8)

Name of Business: \_\_\_\_\_ Date: \_\_\_\_\_

Property/Business Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Occupancy Classification: \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

After-Hours Contact Name: \_\_\_\_\_ After-Hours Contact Number: \_\_\_\_\_

		Yes	No
1.	Is there a fire safety plan for the building? Approved – Implemented?		
2.	Does the building have a fire alarm system? If yes, what was the last inspection date: _____		
3.	Does the building have a sprinkler system? If yes, what was the last inspection date: _____		
4.	Do the fire extinguishers appear to be in operating condition? When were the extinguishers last inspected: _____		



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.5.1

INSPECTION PROCEDURES

STUDENT NAME:

SKILL SHEET # 8

		Yes	No
5.	Does the suppression system appear to be in operating condition? When was the system last inspected: _____		
6.	Are fire separations maintained?		
7.	Are the exits free and clear of obstructions?		
8.	Are the exits clearly marked and signs illuminated?		
9.	Is emergency lighting operational?		
10.	Are carbon monoxide alarms needed and installed? Are they in working order?		
11.	Are smoke alarms needed and installed? Are they in working order?		

Please note any additional comments/observations:

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INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.5.1

INSPECTION PROCEDURES

STUDENT NAME:

SKILL SHEET # 8

2012 BUILDING CODE COMPENDIUM

**A-3.1.2.1.(1) Major Occupancy Classification.**

The following are only examples of the major occupancy classifications described in Table 3.1.2.1. To ensure the correct classification, refer to the definitions for each occupancy in Part 1 of Division A.

**Group A, Division 1**

Motion picture theatres  
Opera houses  
Television studios admitting a viewing audience  
Theatres, including experimental theatres

**Group A, Division 2**

Art galleries  
Auditoria  
Bowling alleys  
Child care facility  
Churches and similar places of worship  
Clubs, nonresidential  
Community halls  
Courtrooms  
Dance halls  
Exhibition halls (other than classified in Group E)  
Gymnasias  
Lecture halls  
Libraries  
Licensed beverage establishments  
Museums  
Passenger stations and depots  
Recreational piers  
Restaurants  
Schools and colleges, nonresidential  
Undertaking premises

**Group A, Division 3**

Arenas  
Indoor swimming pools  
Rinks

**Group A, Division 4**

Amusement park structures (not elsewhere classified)  
Bleachers  
Grandstands  
Reviewing stands  
Stadia

**Group B, Division 1**

Jails  
Penitentiaries  
Police stations with detention quarters  
Prisons  
Psychiatric hospitals with detention quarters  
Reformatories with detention quarters



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.5.1

INSPECTION PROCEDURES

STUDENT NAME:

SKILL SHEET # 8

**Group B, Division 2**

Facilities for people with developmental disabilities  
Homes for the aged  
Hospitals  
Infirmaries  
Long term care  
Nursing homes  
Psychiatric hospitals without detention quarters  
Reformatories without detention quarters  
Sanatoria without detention quarters

**Group B, Division 3** (See also Sentence 3.1.2.5.(1).)

Children's custodial homes  
Convalescent homes  
Group homes for people with developmental disabilities  
Residential care facilities  
Sanatoria without detention quarters

**Group C**

Apartments  
Boarding houses  
Camps for housing workers  
Clubs, residential  
Colleges, residential  
Convents  
Dormitories  
Group homes  
Halfway houses, drug and alcohol treatment  
Hostels  
Hotels  
Houses  
Lodging houses  
Monasteries  
Motels  
Open and semi-secure detention for youth  
Recreational camps  
Rooming houses  
Schools, residential  
Shelters for homeless  
Shelters for women

**Group D**

Banks  
Barber and hairdressing shops  
Beauty parlours  
Dental offices  
Dry cleaning establishments, self-service, not using flammable or explosive solvents or cleaners  
Laundries, self-service  
Medical offices  
Offices  
Police stations without detention quarters  
Radio stations  
Small tool and appliance rental and service establishments

**Group E**

Department stores  
Exhibition halls  
Markets  
Restaurants with an occupant load not more than 30 persons consuming food and drink  
Shops  
Stores  
Supermarkets

**Group F, Division 1**

Bulk plants for flammable liquids  
Bulk storage warehouses for hazardous substances  
Cereal mills  
Chemical manufacturing or processing plants  
Distilleries  
Dry cleaning plants using flammable or explosive solvents or cleaners  
Feed mills  
Flour mills  
Grain elevators  
Lacquer factories  
Paint, varnish and pyroxylin product factories  
Rubber processing plants  
Spray painting operations

**Group F, Division 2**

Aircraft hangars  
Cold storage plants  
Dry cleaning establishments not using flammable or explosive solvents or cleaners  
Electrical substations  
Freight depots  
Helicopter landing areas on roofs  
Laboratories  
Laundries, except self-service  
Planing mills  
Printing plants  
Repair garages  
Self-service storage buildings  
Service stations  
Storage rooms  
Television studios not admitting a viewing audience  
Tire storage  
Warehouses  
Woodworking factories

**Group F, Division 3**

Creameries  
Laboratories  
Power plants  
Storage garages, including open air parking garages  
Storage rooms  
Warehouses



## DEVELOP A PRE-INCIDENT PLAN

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

### Fire Officer I Standard

**4.1.2 General Prerequisite Skills.** The ability to effectively communicate in writing utilizing technology provided by AHJ; 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 utilized by the AHJ.

**4.5.2** 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:

- (1) Public assembly
- (2) Educational
- (3) Institutional
- (4) Residential (a single-family or two-family dwelling is not to be used for this skill)
- (5) Business
- (6) Industrial
- (7) Manufacturing
- (8) Storage
- (9) Mercantile
- (10) Special properties

#### NOTE:

The Ontario Building Code (OBC) classifications will be followed as listed in Appendix A of the most current OBC edition. Please note that “A-3.1.2.1(1) Major Occupancy Classification” from the *2012 Building Code Compendium* has been attached to Skill Sheet #9 for your convenience.



**INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.1.2, 4.5.2**

***DEVELOP A PRE-INCIDENT PLAN***

**STUDENT NAME:**

**SKILL SHEET # 9**

**DEVELOP A PRE-INCIDENT PLAN**

**Scenario:**

The candidate shall conduct a pre-incident plan of one of the following facilities:

- a) Assembly
- b) Care, Treatment, and Detention
- c) Residential
- d) Business and Personal Services
- e) Mercantile
- f) Low, Medium, and High Hazard Industrial

The candidate shall complete the attached “Building Pre-Incident Survey Form” and diagram form provided for the facility. This plan must 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.



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.1.2, 4.5.2

DEVELOP A PRE-INCIDENT PLAN

STUDENT NAME:

SKILL SHEET #9

Skill Procedure: The candidate will develop a pre-incident plan, given an assigned facility, pre-planning policies, procedures, and forms, so that all required elements are identified, and the appropriate forms are completed and processed in accordance with company policies and procedures.

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Initiated initial contact with courtesy and professionalism. [4.5.2 (B-2)]	
2. Exhibited a professional appearance and demeanor for the site visit. [4.5.2 (B-2)]	
3. Developed pre-incident plan with all necessary elements according to policy. [4.1.2 (3, 4), 4.5.2 (B-1, B-3)]	
4. Identified 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. [4.5.2 (B-1)]	
5. Produced a completed plan using appropriate forms and reports. [4.1.2 (3, 4), 4.5.2 (B-3)]	

*Candidate MUST successfully master each step listed to pass this skill.*

Candidate's Grade:

Pass

Fail

Evaluator's Signature: \_\_\_\_\_

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



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.1.2, 4.5.2

DEVELOP A PRE-INCIDENT PLAN

STUDENT NAME:

SKILL SHEET #9

Building Pre-Incident Survey Form based on NFPA 1620

Date of Survey \_\_\_\_\_

Conducted by \_\_\_\_\_

Does a Fire Safety Plan exist for the building? N/A \_\_\_\_\_

Approved? \_\_\_\_\_. Implemented? \_\_\_\_ Location of Fire Safety Plan \_\_\_\_\_

Building Information

Building Name (or local designation): \_\_\_\_\_

Address: \_\_\_\_\_

Current Occupancy (type) \_\_\_\_\_

Previous Occupancy? \_\_\_\_\_

Owner Information

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

Address: \_\_\_\_\_

Phone Numbers? \_\_\_\_\_ Emergency contact? \_\_\_\_\_

Fax number: \_\_\_\_\_ Emergency phone#? \_\_\_\_\_

SECURITY: \_\_\_\_\_

Emergency Contact Person

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

Day phone & fax numbers: \_\_\_\_\_

Night phone & fax numbers: \_\_\_\_\_

Fire Dept. Access? Yes No "Key Box" \_\_\_\_\_ "Gate Code" \_\_\_\_\_



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.1.2, 4.5.2

DEVELOP A PRE-INCIDENT PLAN

STUDENT NAME:

SKILL SHEET #9

Occupant Information

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone and fax numbers: \_\_\_\_\_
(ATTACH SEPARATE SHEET OF NAMES ETC.IF NECESSARY)

Number of Occupants: Day \_\_\_\_\_
Night \_\_\_\_\_

Number and location of persons requiring assistance?-
Day \_\_\_\_\_
Night \_\_\_\_\_
Special Considerations? \_\_\_\_\_

Mutual Aid: \_\_\_\_\_ Automatic Aid: \_\_\_\_\_

Building Construction and Layout

Age of Building? \_\_\_\_\_

Wall Construction & Type? \_\_\_\_\_

Roof Construction & Type? \_\_\_\_\_

SIZE No. of stories above ground \_\_\_\_\_ below ground \_\_\_\_\_
Dimensions ( L, W, H ) meters \_\_\_\_\_ (attach Floor & Plot Plan)

Amount of water required if fully involved: (L x W x H) metres x 2 = \_\_\_\_\_ LPM
Add 25% for exposures.

EXPOSURES:

North: Name \_\_\_\_\_
Address \_\_\_\_\_
Phone # \_\_\_\_\_
Type \_\_\_\_\_
Construction \_\_\_\_\_



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.1.2, 4.5.2

DEVELOP A PRE-INCIDENT PLAN

STUDENT NAME:

SKILL SHEET #9

South: Name \_\_\_\_\_
Address \_\_\_\_\_
Phone # \_\_\_\_\_
Type \_\_\_\_\_
Construction \_\_\_\_\_

East: Name \_\_\_\_\_ Address \_\_\_\_\_
Phone # \_\_\_\_\_ Type \_\_\_\_\_
Construction \_\_\_\_\_

West: Name \_\_\_\_\_ Address \_\_\_\_\_
Phone # \_\_\_\_\_ Type \_\_\_\_\_
Construction \_\_\_\_\_

H.V.A.C.
System / Type \_\_\_\_\_ Zoned? Y N
Control location \_\_\_\_\_
SPECIAL SHUTDOWN PROCEDURES? \_\_\_\_\_

Ventilation Locations

Horizontal \_\_\_\_\_

Vertical \_\_\_\_\_

Access to Building \_\_\_\_\_

Access to Attic \_\_\_\_\_

Access to Basement \_\_\_\_\_

Public elevators \_\_\_\_\_

Firefighter elevators \_\_\_\_\_ Key location? \_\_\_\_\_



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.1.2, 4.5.2

DEVELOP A PRE-INCIDENT PLAN

STUDENT NAME:

SKILL SHEET #9

LOCATION of SPECIFIC ROOMS

Utilities \_\_\_\_\_

Boiler \_\_\_\_\_

Garbage \_\_\_\_\_

Lockers \_\_\_\_\_

High Value \_\_\_\_\_

Fire Safe Areas? Refuge? \_\_\_\_\_

Hazardous Materials? \_\_\_\_\_

Location(s)? \_\_\_\_\_

**UTILITIES:**

Location of Hydro Panels/Vaults? \_\_\_\_\_

Gas Shut-offs? \_\_\_\_\_

Sprinkler Shut-offs? \_\_\_\_\_

Identify company(s) responsible? \_\_\_\_\_

**OTHER CONSIDERATIONS:**

Staging area? \_\_\_\_\_

Initial Response vehicles, equipment required? \_\_\_\_\_

Emergency Access (forcible entry)? \_\_\_\_\_

Rehabilitation Area? \_\_\_\_\_



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.1.2, 4.5.2

DEVELOP A PRE-INCIDENT PLAN

STUDENT NAME:

SKILL SHEET #9

Fire Protection/Detection Information

Automatic Sprinkler System (s)?

Location / type of fire department connections

Stand pipes

Hose cabinets

Location of Hydrants?

Public? 1st Main Size 2nd Main Size

Private:

Other water supplies?

Type?:

Location?:

Anticipated Water Problem (s)? Y N - explain

Alarm System? Y N

Monitored Y N

If monitored?

Monitoring company?

Phone number?

Single stage?: Two stage?: Zoned?:

Smoke Alarms / Detectors: Y N Zoned?: CO detectors?: Y N

Location of Annunciator Panel?

TARGET HAZARDS?

Type Location

Type Location

Type Location

**MSDS Sheets Obtained?** Y N \_\_\_\_\_



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE OFFICER I (NFPA 1021-2014)*

*PRACTICAL SKILLS*

**INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.1.2, 4.5.2**

***DEVELOP A PRE-INCIDENT PLAN***

STUDENT NAME:

**SKILL SHEET #9**

**IS THERE A “CONTROL BURN OPTION” APPROVED BY MOL ON THIS PROPERTY?**

Additional Comments:

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**\*\*\*INCLUDE PRE-INCIDENT SURVEY DIAGRAM AND ATTACH\*\*\***



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.1.2, 4.5.2

*DEVELOP A PRE-INCIDENT PLAN*

STUDENT NAME:

SKILL SHEET #9

2012 BUILDING CODE COMPENDIUM

**A-3.1.2.1.(1) Major Occupancy Classification.**

The following are only examples of the major occupancy classifications described in Table 3.1.2.1. To ensure the correct classification, refer to the definitions for each occupancy in Part 1 of Division A.

**Group A, Division 1**

Motion picture theatres  
Opera houses  
Television studios admitting a viewing audience  
Theatres, including experimental theatres

**Group A, Division 2**

Art galleries  
Auditoria  
Bowling alleys  
Child care facility  
Churches and similar places of worship  
Clubs, nonresidential  
Community halls  
Courtrooms  
Dance halls  
Exhibition halls (other than classified in Group E)  
Gymnasias  
Lecture halls  
Libraries  
Licensed beverage establishments  
Museums  
Passenger stations and depots  
Recreational piers  
Restaurants  
Schools and colleges, nonresidential  
Undertaking premises

**Group A, Division 3**

Arenas  
Indoor swimming pools  
Rinks

**Group A, Division 4**

Amusement park structures (not elsewhere classified)  
Bleachers  
Grandstands  
Reviewing stands  
Stadia

**Group B, Division 1**

Jails  
Penitentiaries  
Police stations with detention quarters  
Prisons  
Psychiatric hospitals with detention quarters  
Reformatories with detention quarters



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.1.2, 4.5.2

DEVELOP A PRE-INCIDENT PLAN

STUDENT NAME:

SKILL SHEET # 9

**Group B, Division 2**

Facilities for people with developmental disabilities  
Homes for the aged  
Hospitals  
Infirmaries  
Long term care  
Nursing homes  
Psychiatric hospitals without detention quarters  
Reformatories without detention quarters  
Sanatoria without detention quarters

**Group B, Division 3** (See also Sentence 3.1.2.5.(1).)

Children's custodial homes  
Convalescent homes  
Group homes for people with developmental disabilities  
Residential care facilities  
Sanatoria without detention quarters

**Group C**

Apartments  
Boarding houses  
Camps for housing workers  
Clubs, residential  
Colleges, residential  
Convents  
Dormitories  
Group homes  
Halfway houses, drug and alcohol treatment  
Hostels  
Hotels  
Houses  
Lodging houses  
Monasteries  
Motels  
Open and semi-secure detention for youth  
Recreational camps  
Rooming houses  
Schools, residential  
Shelters for homeless  
Shelters for women

**Group D**

Banks  
Barber and hairdressing shops  
Beauty parlours  
Dental offices  
Dry cleaning establishments, self-service, not using flammable or explosive solvents or cleaners  
Laundries, self-service  
Medical offices  
Offices  
Police stations without detention quarters  
Radio stations  
Small tool and appliance rental and service establishments

**Group E**

Department stores  
Exhibition halls  
Markets  
Restaurants with an occupant load not more than 30 persons consuming food and drink  
Shops  
Stores  
Supermarkets

**Group F, Division 1**

Bulk plants for flammable liquids  
Bulk storage warehouses for hazardous substances  
Cereal mills  
Chemical manufacturing or processing plants  
Distilleries  
Dry cleaning plants using flammable or explosive solvents or cleaners  
Feed mills  
Flour mills  
Grain elevators  
Lacquer factories  
Paint, varnish and pyroxylin product factories  
Rubber processing plants  
Spray painting operations

**Group F, Division 2**

Aircraft hangars  
Cold storage plants  
Dry cleaning establishments not using flammable or explosive solvents or cleaners  
Electrical substations  
Freight depots  
Helicopter landing areas on roofs  
Laboratories  
Laundries, except self-service  
Planing mills  
Printing plants  
Repair garages  
Self-service storage buildings  
Service stations  
Storage rooms  
Television studios not admitting a viewing audience  
Tire storage  
Warehouses  
Woodworking factories

**Group F, Division 3**

Creameries  
Laboratories  
Power plants  
Storage garages, including open air parking garages  
Storage rooms  
Warehouses



## SCENE SECURITY PROCEDURES

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

### **Fire Officer I Standard**

**4.5.3** 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.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE OFFICER I (NFPA 1021-2014)*

*PRACTICAL SKILLS*

**INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.5.3**

***SCENE SECURITY PROCEDURES***

**STUDENT NAME:**

**SKILL SHEET # 10**

## **SCENE SECURITY PROCEDURES**

### **Scenario:**

As the Fire Officer, you and your company have been dispatched to the scene of a mobile home fire.

### **Assignment:**

The candidate shall complete the enclosed Scene Security Task Analysis, diagramming the locations of scene security and explaining the types of scene security and evidence protection procedures that would be implemented.



INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.5.3

SCENE SECURITY PROCEDURES

STUDENT NAME:

SKILL SHEET # 10

Skill Procedure: The candidate will determine the methods by which the scene must be secured and potential evidence must be protected.

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Adequately secured the fire scene to protect evidence. [4.5.3 (B-1)]	
2. Established a perimeter using rope, barrier tape, or barriers. [4.5.3 (B-1)]	
3. Described the procedures to monitor entry and exit. [4.5.3 (B-1)]	
4. Diagrammed scene security measures. [4.5.3 (B-1)]	
5. Described how evidence is to be protected. [4.5.3 (B-1)]	
6. Described how evidence locations are to be documented. [4.5.3 (B-1)]	

*Candidate MUST successfully master each step listed to pass this skill.*

*Candidate's Grade:*

*Pass*

*Fail*

*Evaluator's Signature:* \_\_\_\_\_

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



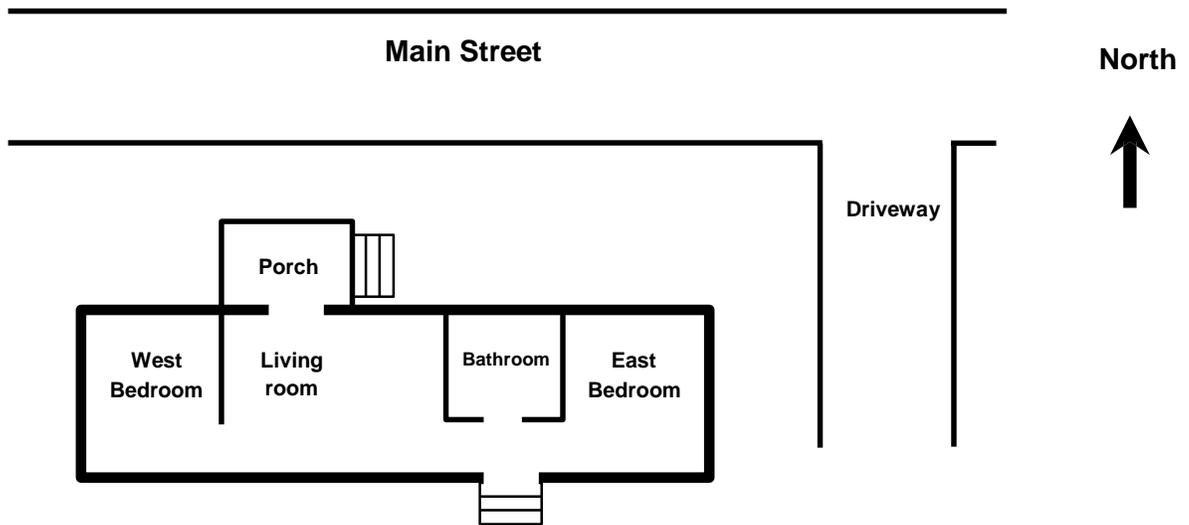
INSPECTION AND INVESTIGATION – NFPA 1021-2014, 4.5.3

SCENE SECURITY PROCEDURES

STUDENT NAME:

SKILL SHEET # 10

**Indicate on the diagram below the location and types of scene security which you would put in place for this incident.**



***What types of scene security measures are to be put in place at this scene?***

***What measures are to be taken to protect and document potential evidence?***



## ACCIDENT INVESTIGATION

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

### **Fire Officer I Standard**

**4.1.2 General Prerequisite Skills.** The ability to effectively communicate in writing utilizing technology provided by AHJ; 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 utilized by the AHJ.

**4.7.1** 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.

**4.7.2** 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.



**HEALTH AND SAFETY – NFPA 1021-2014, 4.1.2, 4.7.1, 4.7.2**

***ACCIDENT INVESTIGATION***

STUDENT NAME:

**SKILL SHEET # 11**

**ACCIDENT INVESTIGATION**

**Scenario:**

As the Fire Officer, you are dispatched to the scene of a vehicle accident involving Pumper 101 and two members of the department. It is your assignment to conduct an investigation for the fire department. No one was injured in the accident and no other vehicles were involved. **The operator and passenger weren't wearing their seat belts.**

**Assignment:**

The candidate shall complete the enclosed "Vehicle Accident Investigation Report" and the "Accident Investigation Task Analysis" form, including the following:

1. Address any department policies and procedures.
2. Identify what acts, failures to act, and/or conditions most directly contributed to this accident. (Immediate Cause)
3. Identify the basic or fundamental reasons for the existence of these acts and/or conditions. (Fundamental Cause)
4. Identify what actions have or will be taken to prevent recurrence.
5. Explain how any safety policy violations related to this accident will be conveyed to personnel.



HEALTH AND SAFETY – NFPA 1021-2014, 4.1.2, 4.7.1, 4.7.2

ACCIDENT INVESTIGATION

STUDENT NAME:

SKILL SHEET # 11

Skill Procedure: The candidate will conduct an initial accident investigation involving personnel, apparatus and equipment given departmental safety regulations and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures. The candidate must apply and incorporate the applicable safety regulations and provide in-service training to personnel once a new departmental policy is devised and implemented to correct any safety deficiencies.

Table with 2 columns: Items to be checked, Pass/Fail. Rows list 7 tasks for accident investigation.

Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade: [ ] Pass [ ] Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE OFFICER I (NFPA 1021-2014)

PRACTICAL SKILLS

HEALTH AND SAFETY – NFPA 1021-2014, 4.1.2, 4.7.1, 4.7.2

ACCIDENT INVESTIGATION

STUDENT NAME:

SKILL SHEET # 11

VEHICLE ACCIDENT INVESTIGATION REPORT

Name of Agency		Date Report Filed	
Address of Agency		/ /	
Name of Person Filing Report		Title	
<b>DETAILS OF ACCIDENT</b>			
Date of Accident	Time of Accident	Location of Accident	
/ /			
<input type="checkbox"/> Head-On	<input type="checkbox"/> Rear-end	<input type="checkbox"/> Broadside	<input type="checkbox"/> Roll-over
<input type="checkbox"/> Pedestrian Struck	<input type="checkbox"/> Vehicle vs. object		
<input type="checkbox"/> Roadway	<input type="checkbox"/> Parked	<input type="checkbox"/> Intersection	<input type="checkbox"/>
<input type="checkbox"/> Responding to emergency call	<input type="checkbox"/> Driver training	<input type="checkbox"/> On	
<input type="checkbox"/> Responding for non-emergency	<input type="checkbox"/> Not on assignment		
<b>VEHICLE INFORMATION</b>			
Vehicle Number	License Plate Number	VIN Number	
Vehicle Out of Service? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, _____			
<input type="checkbox"/> Emergency Lights On?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was Siren On?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If None, _____			

CONTINUED ON NEXT PAGE



**ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT**

***FIRE OFFICER I (NFPA 1021-2014)***

***PRACTICAL SKILLS***

**HEALTH AND SAFETY – NFPA 1021-2014, 4.1.2, 4.7.1, 4.7.2**

***ACCIDENT INVESTIGATION***

**STUDENT NAME:**

**SKILL SHEET # 11**

**SUMMARY OF ACCIDENT**

--

Police Report:  Yes  No If No, \_\_\_\_\_

Injured Staff:  Yes  No Other Injuries:  Yes  No



**HEALTH AND SAFETY – NFPA 1021-2014, 4.1.2, 4.7.1, 4.7.2**

***ACCIDENT INVESTIGATION***

STUDENT NAME:

**SKILL SHEET # 11**

***Accident Investigation Task Analysis***

***What acts, failures to act, and/or conditions contributed most directly to this accident?  
(Immediate Cause)***

***What are the basic or fundamental reasons for the existence of these acts and/or  
conditions? (Fundamental Cause)***

***What actions have or will be taken to prevent reoccurrence?***



## **BENEFITS OF PHYSICAL AND MEDICAL FITNESS FOR FIRE FIGHTING**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

### **Fire Officer I Standard**

**4.7.3** 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.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE OFFICER I (NFPA 1021-2014)*

*PRACTICAL SKILLS*

**HEALTH AND SAFETY – NFPA 1021-2014, 4.7.3**

***BENEFITS OF PHYSICAL AND MEDICAL FITNESS FOR FIRE FIGHTING***

STUDENT NAME:

**SKILL SHEET # 12**

**BENEFITS OF PHYSICAL AND MEDICAL FITNESS FOR FIRE FIGHTING**

**Assignment:**

The candidate shall complete the enclosed “Benefits of Physical and Medical Fitness for Fire Fighting Task Analysis” form, listing three benefits of being physically capable and three benefits of being medically capable of performing assigned duties and effectively functioning during fire fighting activities. Based on these benefits, the candidate shall explain the need to participate in wellness and fitness programs.



HEALTH AND SAFETY – NFPA 1021-2014, 4.7.3

BENEFITS OF PHYSICAL AND MEDICAL FITNESS FOR FIRE FIGHTING

STUDENT NAME:

SKILL SHEET # 12

Skill Procedure: The candidate shall complete the enclosed Task Analysis, listing three benefits of being physically capable and three benefits of being medically capable of performing assigned duties and effectively functioning during firefighting activities. Based on these benefits, the candidate shall explain the need to participate in wellness and fitness programs.

Table with 2 columns: Items to be checked, Pass/Fail. Rows include candidate instructions and 4 numbered items for evaluation.

Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade:

Pass

Fail

Evaluator's Signature:

Date:



HEALTH AND SAFETY – NFPA 1021-2014, 4.7.3

*BENEFITS OF PHYSICAL AND MEDICAL FITNESS FOR FIRE FIGHTING*

STUDENT NAME:

SKILL SHEET # 12

***Benefits of Physical and Medical Fitness for Fire Fighting  
Task Analysis***

***Lists three benefits of being physically capable of performing assigned duties and effectively functioning during firefighting activities:***

- 1.
- 2.
- 3.

***Lists three benefits of being medically capable of performing assigned duties and effectively functioning during firefighting activities:***

- 1.
- 2.
- 3.

***Explain the need to participate in wellness and fitness programs:***



## DEVELOP AN INITIAL ACTION PLAN

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

### **Fire Officer I Standard**

**4.1.2 General Prerequisite Skills.** The ability to effectively communicate in writing utilizing technology provided by AHJ; 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 utilized by the AHJ.

**4.6.1** 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.



**EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.1.2, 4.6.1**

***DEVELOP AN INITIAL ACTION PLAN***

STUDENT NAME:

**SKILL SHEET # 13**

**DEVELOP AN INITIAL ACTION PLAN**

**Scenario:**

The Fire Chief or designate (e.g. Training Officer) will provide an appropriate multi-unit response scenario to an emergency call during which the candidate will be able to pass command to the arriving senior officer after having completed an initial size up, resource deployment, implementation of incident command system (ICS)/incident management system (IMS) and request for additional resources such as mutual aid.

As a minimum example, the scenario shall include ONE of the following:

- Structure fire (e.g. single family dwelling, multi-unit dwelling, mixed occupancy, or vulnerable occupancy)
- Motor vehicle collision (MVC), persons trapped, large spill, fire

**Assignment:**

As the incident commander (I/C) you are to:

- a) review all the materials provided
- b) complete the enclosed Initial Action Plan (IAP) Form



EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.1.2, 4.6.1

DEVELOP AN INITIAL ACTION PLAN

STUDENT NAME:

SKILL SHEET # 13

Skill Procedure: Based on the following incident, the candidate will develop an initial action plan, and assign tasks or responsibilities to unit members. Candidate must be able to analyze emergency scene conditions, to allocate resources, communicate verbally and in writing, operate within an incident command system (ICS)/incident management system (IMS), and supervise and account for personnel so that resources are effectively deployed to mitigate the situation.

Table with 2 columns: Items to be checked, Pass/Fail. Rows include: If the candidate: 1. Evaluated initial size-up information and available resources. [4.6.1 (B-1)] 2. Developed an initial action plan and incident objectives [4.1.2 (3, 4), 4.6.1 (B-1, B-2)] 3. Detailed deployment of resources. [4.6.1 (B-3, B-4)] 4. Recognized the need to evacuate. [4.6.1 (B-2)] 5. Communicated orally by notifying Fire Chief to possibly activate local Emergency Plan. [4.1.2 (3, 4), 4.6.1 (B-2)] 6. Implemented and operated within the Incident Command System (ICS)/ Incident Management System (IMS). [4.1.2 (3, 4), 4.6.1 (B-2)]

Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade:

Pass

Fail

Evaluator's Signature:

Date:



EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.1.2, 4.6.1

*DEVELOP AN INITIAL ACTION PLAN*

STUDENT NAME:

SKILL SHEET # 13

**NOTE:**

The candidate may use a provided Tactical Worksheet from their own department when completing Skill Sheet #13 or the Tactical Worksheet attached on the following pages.

***Incident Action Plan (IAP) Form***

**1. Strategic Goals:**

*(e.g. mitigation of the three tactical priorities, life safety, scene stabilization, property conservation)*

**2. Tactical Objectives:**

*(e.g. fire suppression, search and rescue, first aid, ventilation, RIT, ISO, accountability)*

**3. Support:**

*(e.g. resources required to mitigate the emergency)*

**4. Scene Safety:**

*(e.g. firefighters, civilians, other agencies, exposures)*







EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.1.2, 4.6.1

DEVELOP AN INITIAL ACTION PLAN

STUDENT NAME:

SKILL SHEET # 13

(GENERIC TRAINING) TACTICAL WORKSHEET

MAYDAY PROCEDURES

<p>CALL FOR RADIO SILENCE</p> <p>HAVE R.I.T. STANDBY</p> <p>CONSIDER EVACUATION</p> <p>CALL FOR ADDITIONAL HELP</p> <p>CONDUCT P.A.R.</p> <p>ACTIVATE R.I.T.</p> <p>ALTERNATE RADIO CHANNEL</p> <p>NOTES:</p>	<p>AN ON-SCENE OFFICER WILL ASSUME COMMAND OF THE R.I.T. OPERATION, AND REPORT TO I.C.</p> <p>OR</p> <p>INCIDENT COMMAND SHALL BE TRANSFERRED TO ANOTHER ON-SCENE OFFICER AND CURRENT I.C. WILL DIRECT RESCUE OPERATIONS.</p>
<p><input type="checkbox"/></p>	<p>TIME OF MAYDAY SITUATION: _____</p> <p>NAME(S) OF INJURED/MISSING FIREFIGHTERS</p> <p>_____ CREW</p> <p>_____ CREW</p> <p>_____ CREW</p> <p>_____ CREW</p> <p>TIMES</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>MAYDAY</p> <p>P.A.R.</p> <p>R.I.T.</p> <p>RESCUE(S)</p> <p>P.A.R.</p>



## ASSIGN TASKS AT AN EMERGENCY INCIDENT

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

### **Fire Officer I Standard**

**4.1.2 General Prerequisite Skills.** The ability to effectively communicate in writing utilizing technology provided by AHJ; 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 utilized by the AHJ

**4.2.1** 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.

**4.6.2\*** 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.



**HUMAN RESOURCE MANAGEMENT AND EMERGENCY SERVICE DELIVERY –  
NFPA 1021-2014, 4.1.2, 4.2.1, 4.6.2**

***ASSIGN TASKS AT AN EMERGENCY INCIDENT***

STUDENT NAME:

**SKILL SHEET # 14**

**ASSIGN TASKS AT AN EMERGENCY INCIDENT**

**Assignment:**

The skill is to be completed at an *actual or simulated emergency incident* with the candidate serving in the role of the Fire Officer. The incident need not be a fire situation but should involve command decisions for the first-arriving unit. The candidate need not be in command of the overall incident and can serve in the role of a sector officer or in charge of a team with a specific assignment (such as search and rescue, ventilation, extrication, etc.). The candidate must have been responsible for the assignment of tasks or responsibilities to unit members, so that the instructions were complete, clear, and concise; safety considerations were addressed, and the desired outcomes were conveyed.

**A copy of the incident documentation shall be retained by the local department.**



HUMAN RESOURCE MANAGEMENT AND EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.1.2, 4.2.1, 4.6.2

ASSIGN TASKS AT AN EMERGENCY INCIDENT

STUDENT NAME:

SKILL SHEET # 14

Skill Procedure: The candidate shall assume the role of the Fire Officer and supervise their crew at an emergency incident or simulation. The candidate will assign tasks or responsibilities in a complete, clear, and concise manner so that safety considerations are addressed and desired outcomes are conveyed.

Table with 2 columns: Items to be checked, Pass/Fail. Rows list 8 tasks such as 'Utilized resources in a reasonable, safe and prudent manner' and 'Maintained supervision and accountability for personnel'.

Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade:

Pass

Fail

Evaluator's Signature:

Date:



**DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1021-2014:

**Fire Officer I Standard**

**4.6.3** 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.



**EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.6.3**

***DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS***

STUDENT NAME:

**SKILL SHEET # 15**

**DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS**

**Assignment:**

The skill is to be completed following *an actual or simulated emergency incident involving a single unit operation*. The incident may be either a fire or rescue situation. The candidate need not be in command of the overall incident and can serve in the role of a sector officer or in charge of a team with a specific assignment (such as search and rescue, ventilation, extrication, etc.). The candidate shall review the details of the incident and complete a Post-Incident Analysis Report (PIAR) form. If candidate's fire department does not have a P.I.A.R. form, please use the attached P.I.A.R. on the following pages.

**A copy of the incident documentation shall be retained by the local department.**



EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.6.3

DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS

STUDENT NAME:

SKILL SHEET # 15

Skill Procedure: The skill is to be completed following an actual or simulated emergency incident involving a single unit operation. The incident need not be a fire situation but should involve command decisions for the first-arriving unit. The candidate need not be in command of the overall incident and can serve in the role of a sector officer or in charge of a team with a specific assignment (such as search and rescue, ventilation, extrication, etc.). The candidate shall review the details of the incident and complete a Post-Incident Analysis Report (PIAR) form.

Table with 2 columns: Items to be checked, Pass/Fail. Rows include: If the candidate: 1. Organized and conducted a P.I.A.R. [4.6.3], 2. Ensured the P.I.A.R. is properly documented and submitted as a written report. [4.6.3 (B-1)], 3. Identified efficiencies and deficiencies and made recommendations, both orally and in writing. [4.6.3 (B-1, B-2, B-3)], 4. Completed forms are processed in accordance with policies and procedures. [4.6.3 (B-1, B-3)]

NOTE:

If candidate’s fire department does not have a P.I.A.R. form, please use the attached P.I.A.R. on the following pages.

Candidate MUST successfully master each step listed to pass this skill.

Candidate’s Grade:

Pass

Fail

Evaluator’s Signature:

Date:



EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.6.3

DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS

STUDENT NAME:

SKILL SHEET # 15



POST-INCIDENT ANALYSIS REPORT (PIAR)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Incident #: \_\_\_\_\_

Address: \_\_\_\_\_

Incident Commander: \_\_\_\_\_

Type of Incident:  Fire  EMS  HAZ/MAT  OTHER

1. COMMUNICATION

a) Was radio communication from responding units clear, concise and complete? If no, please explain. Yes No

Four horizontal lines for writing an answer to question a)

b) Did dispatcher allocate appropriate radio frequency (ies) for use by all responding units? If no, please explain. Yes No

Four horizontal lines for writing an answer to question b)



EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.6.3

DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS

STUDENT NAME:

SKILL SHEET # 15

c) General comments.

Four horizontal lines for writing general comments.

2. SIZE UP (RULE OF 8)

a) Was the initial size-up, by the first arriving unit, communicated over the radio? Yes No
If no, please explain

Four horizontal lines for explaining the answer to question 2a.

3. INCIDENT COMMAND SYSTEM – INITIATION AND SECTORING

a) Did the first arriving unit assume command? Yes No
If no, please explain.

Four horizontal lines for explaining the answer to question 3a.



EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.6.3

DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS

STUDENT NAME:

SKILL SHEET # 15

b) What mode did the first unit use? Please comment on the rationale for adopting such mode.

Offensive Defensive

Four horizontal lines for writing the answer to question b.

c) Was the incident sectored by task, geographical location/functional task? Please comment on the rationale of your choice.

Yes No

Four horizontal lines for writing the answer to question c.

d) Were sector objectives communicated to sector officers? If no, please explain.

Yes No

Four horizontal lines for writing the answer to question d.

e) Did sector officers provide adequate, timely progress reports to you? If no, please explain.

Yes No

Four horizontal lines for writing the answer to question e.



EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.6.3

DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS

STUDENT NAME:

SKILL SHEET # 15

- f) Did sector officers report to Command on completion of their assignments? If no, please explain. Yes No

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4. FIRE TASKS

- a) Was a primary search and rescue done? Yes No  
If no, please explain.

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- b) Was a secondary search and rescue done? Yes No  
If no, please explain.

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**c)** Was ventilation done?  
If no, please explain.

**Yes    No**

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EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.6.3

DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS

STUDENT NAME:

SKILL SHEET # 15

d) If yes, please check off the types(s) of ventilation accomplished.

- PPV Yes    No
- Horizontal Yes    No
- Vertical Yes    No
- Mechanical Yes    No
- Other

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e) If exposures were apparent, were they protected? Yes    No  
If no, please explain.

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f) Was overhaul done? Yes    No  
If no, please explain.

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EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.6.3

DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS

STUDENT NAME:

SKILL SHEET # 15

g) Was salvage done?
If no, please explain.

Four horizontal lines for writing an answer to question g)

h) Were utilities (hydro and gas) handled early? Yes No
If no, please explain.

Four horizontal lines for writing an answer to question h)

i) Were water pressure and flow adequate? Yes No
If no, please explain.

Four horizontal lines for writing an answer to question i)

5. SAFETY

a) Was the lighting provided adequate? Yes No
If no, please explain.

Three horizontal lines for writing an answer to question a)



EMERGENCY SERVICE DELIVERY – NFPA 1021-2014, 4.6.3

DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS

STUDENT NAME:

SKILL SHEET # 15

<b>b)</b>	Were the following safety practices in place?	<b>Yes</b>	<b>No</b>
	Command Established	<b>Yes</b>	<b>No</b>
	Personal Accountability Report (PAR)	<b>Yes</b>	<b>No</b>
	Accountability System	<b>Yes</b>	<b>No</b>
	Entry Control	<b>Yes</b>	<b>No</b>
	Rapid Intervention Team (RIT)	<b>Yes</b>	<b>No</b>
	Safety Officer (SO) Assigned	<b>Yes</b>	<b>No</b>
	Rehab	<b>Yes</b>	<b>No</b>

If no, please explain.

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<b>6.</b>	<b>a)</b>	Was the apparatus and equipment dispatched to the fire scene adequate? If no, please explain.	<b>Yes</b>	<b>No</b>
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STUDENT NAME:

SKILL SHEET # 15

b) Did all the vehicles function properly? If no, please explain. Yes No

Four horizontal lines for writing an explanation.

c) Did all the miscellaneous equipment function properly? (i.e.: SCBA, Fire Hose, etc...) If no, please explain. Yes No

Four horizontal lines for writing an explanation.

7. BENCHMARKS

- a) Was "working fire" transmitted? Yes No
b) Was "primary search" completed and all clear on "primary search" transmitted? Yes No
c) Was "secondary search" completed and transmitted? Yes No
d) Was "all PAR's completed" and transmitted? Yes No
e) Was "under control" transmitted? Yes No
f) Was "loss stopped" transmitted? Yes No
g) Was "Command terminated" transmitted? Yes No

8. APPARATUS PLACEMENT

a) Was the first arriving pump positioned appropriately? If no, please explain. Yes No

One horizontal line for writing an explanation.



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b) Were subsequent units positioned appropriately for the strategy selected? If no, please explain. Yes No

Four horizontal lines for writing an explanation.

9. POLICE, HYDRO, GAS AND TEMPORARY SHELTER

a) Did police provide good traffic control? If no, please explain. Yes No

Four horizontal lines for writing an explanation.

b) Did police provide good crowd control? If no, please explain. Yes No

Four horizontal lines for writing an explanation.

c) Were victim support groups called? If no, please explain. Yes No

Two horizontal lines for writing an explanation.



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d) Did police use good vehicle placement procedure? Yes No
If no, please explain.

Four horizontal lines for providing an explanation if the answer is 'No'.

10. GENERAL COMMENTS

Eight horizontal lines for general comments.

Signature of Incident Commander:

A horizontal line for the Incident Commander's signature.

Date:

A horizontal line for the date.