



Arab Fire Safety and Security Academy (AFSSAC)
FIRE OFFICER II
PERFORMANCE STANDARDS
NEPA 1021, 2014 Edition

SKILL SHEET PACKAGE

Based on NFPA 1021: Standard for
Fire Officer II Professional Qualifications, 2014 Edition

June 2016



Arab Fire Safety and Security Academy (AFSSAC)
FIRE OFFICER II
PERFORMANCE STANDARDS
NEPA 1021, 2014 Edition

Human Resources Management II

PERFORMANCE TEST # 1

Maximizing or Correcting Performance

PERFORMANCE STANDARD

The fire officer candidate will initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision. (NFPA 1021, 5.2.1)

INSTRUCTIONS

Using the human resources policies and procedures and other information provided, demonstrate the proper method to initiate actions to maximize member performance and/or to correct unacceptable performance, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

INSTRUCTOR/EXAMINER NOTES:

It is suggested that you provide examinees with the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures or modification thereof to complete this skill. Instructors are encouraged to develop their own scenarios for this performance skill.

PREPARATION & EQUIPMENT

Policies and procedures document(s)
Selected scenario



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Human Resources Management II

PERFORMANCE TEST#1

Maximizing or Correcting Performance

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Identifies what policy or procedure has been broken.....P/F	___	___	___	___
b. *Identifies what actions are to be taken.....P/F	___	___	___	___
c. *Identifies consequences if the infraction reoccurs.....P/F	___	___	___	___

Other

- _____
- _____

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



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Human Resources Management II

PERFORMANCE TEST# 2

PERFORMANCE STANDARD

The fire officer candidate will evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures. (NFPA 1021, 5.2.2)

INSTRUCTIONS

Using the policies, procedures and other information provided, evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

INSTRUCTOR/EXAMINER NOTES:

It is suggested that you provide examinees with the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures or modification thereof to complete this skill.

PREPARATION & EQUIPMENT

Simulated personnel records including both performance data and past goals and objectives
Evaluation forms
Policies and procedures document(s)



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Human Resources Management II

PERFORMANCE TEST# 2

Maximizing or Correcting Performance

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Identify what policy or procedure has been broken.....P/F	___	___	___	___
b. *Identifies what action are to be taken.....P/F	___	___	___	___
c. *Identifies consequences if the infraction reoccurs.....P/F	___	___	___	___

Other

- _____
- _____

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



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Human Resources Management II

PERFORMANCE TEST# 3

Create a Professional Development Plan

PERFORMANCE STANDARD

The fire officer candidate will create a professional development plan for a member of the organization, given the requirements for the promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. (NFPA 1021, 5.2.3)

INSTRUCTIONS

Using the policies, procedures and other information provided, create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills and abilities to be eligible for the examination for the position.

INSTRUCTOR/EXAMINER NOTES:

It is suggested that you provide examinees with the policies and procedures of your department as well as promotional study materials. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures or modification thereof to complete this skill.

PREPARATION & EQUIPMENT

Promotional Exam study material
Policies and Procedures document(s)
Sample professional development plans



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Human Resources Management II

PERFORMANCE TEST# 3

Create a Professional Development Plan

Candidate's Name (Print & Sign): _____ **Date** _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Create the outline of a professional development plan.....P/F	___	___	___	___
b. *Assembles a list of materials necessary for promotion exam study...P/F	___	___	___	___
c. *Establishes a daily study schedule using a calendar and listing the exam study materialsP/F	___	___	___	___
d. *Verifies that the member is eligible for promotion by reviewing the requirements for the promotion.....P/F	___	___	___	___

Other

1. _____
2. _____

Proctor Comments:

Proctor (Print & Sign): _____ **Date** _____

Re-Test Proctor (Print & Sign): _____ **Date** _____

Re-Test candidate (Print & Sign): _____ **Date** _____



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PERFORMANCE TEST# 4

Fire Prevention Education Program to Community

PERFORMANCE STANDARD

The fire officer candidate will explain the benefits of the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained. (NFPA 1021, 5.3.1)

INSTRUCTIONS

Using the policies, procedures and other information provided, explain the benefits of a fire prevention education program to a community organization, given a specific problem or issue in the community, so that the purpose for establishing external agency relationship is clearly explained with the goal of reducing life and fire loss.

INSTRUCTOR/EXAMINER NOTES:

It is suggested that you provide examinees with the policies and procedures and fire prevention education programs on your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures or modification thereof to complete this skill.

PREPARATION & EQUIPMENT

Policies and Procedures document(s)
Selected scenario



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PERFORMANCE TEST# 4

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Selects a fire prevention education program that can relate to the community's needs.....P/F	___	___	___	___
b. *Identifies the benefits to the community.....P/F	___	___	___	___
c. *Explain how the use of describing a fire prevention education program can reduce life and property lossesP/F	___	___	___	___
d. *Projects the image of the organization to the community with the goal of establishing better relationship.....P/F	___	___	___	___

Other

- 1. _____
- 2. _____

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

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Re-Test candidate (Print & Sign): _____ Date _____



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Administration II

PERFORMANCE TEST# 5

Recommend Policy or Procedure Changes

PERFORMANCE STANDARD

The fire officer candidate will prepare recommendations for changes to an existing policy or procedure, given a policy or procedure in need of change, so that the recommendations identify the problem and propose a solution. (NFPA 1021, 5.4.1)

INSTRUCTIONS

You are to prepare recommendations for changes to an existing policy or procedure, given a policy or procedure in need of change, so that the recommendations identify the problem and propose a solution.

INSTRUCTOR/EXAMINER NOTES:

It is suggested that you provide examinees with the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures or modification thereof to complete this skill.

PREPARATION & EQUIPMENT

Policies and procedures document(s)



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PERFORMANCE TEST# 5

Recommend Policy or Procedure Changes

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Policy problem is identified in the documentation.....P/F	___	___	___	___
b. *A recommended solution is proposed in the documentation.....P/F	___	___	___	___
c. *The document is grammatically correct and properly formatted.....P/F	___	___	___	___

Other

- 1. _____
- 2. _____

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



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PERFORMANCE TEST# 6

Prepare a Budget Request

PERFORMANCE STANDARD

The fire officer candidate will prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data. (NFPA 1021, 5.4.2)

INSTRUCTIONS

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

INSTRUCTOR/EXAMINER NOTES:

It is suggested that you provide examinees with the policies, procedures, and forms of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies, procedures, and forms or modification thereof to complete this skill.

PREPARATION & EQUIPMENT

Budget forms
Policies and procedures document(s)



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PERFORMANCE TEST# 6

Prepare a Budget Request

Candidate's Name (Print & Sign): _____ **Date** _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail

Submitted a budget request form that does the following:

a. *Identifies a need.....P/F	___	___	___	___
c. *Identifies the benefits.....P/F	___	___	___	___
d. *Identifies the consequences of non-purchase.....P/F	___	___	___	___
e. *Identifies the costs.....P/F	___	___	___	___
f. *Uses proper grammar, punctuation, and format.....P/F	___	___	___	___

Other

1. _____	___	___	___	___
2. _____	___	___	___	___

Proctor Comments:

Proctor (Print & Sign): _____ **Date** _____

Re-Test Proctor (Print & Sign): _____ **Date** _____

Re-Test candidate (Print & Sign): _____ **Date** _____



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PERFORMANCE TEST# 7

Prepare a News Release

PERFORMANCE STANDARD

The fire officer candidate will prepare a news release, given an event or topic, so that the information is appropriate, accurate and formatted correctly. (NFPA 1021, 5.4.4)

INSTRUCTIONS

You are serving as the department's public information officer for today. You are to prepare a news release, given an event or topic, so that the information is appropriate, accurate, and formatted correctly.

INSTRUCTOR/EXAMINER NOTES:

It is suggested that you provide examinees with the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures or modification thereof to complete this skill. Instructors should develop multiple newsworthy scenarios to base the news release on.

PREPARATION & EQUIPMENT

Newsworthy scenario to base news release on

Policies and procedures document(s)



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PERFORMANCE TEST# 7

Prepare a News Release

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Includes who, what, where, when, and why in the first paragraph.....P/F	___	___	___	___
b. *Does not disclose confidential information.....P/F	___	___	___	___
c. *Uses proper spelling and punctuation.....P/F	___	___	___	___
d. *Uses proper format.....P/F	___	___	___	___
e. *Produces a release which is clear, concise, and free of technical or esoteric terminology.....P/F	___	___	___	___

Other

- _____
- _____

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



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PERFORMANCE TEST# 8

PERFORMANCE STANDARD (NFPA 1021, 5.4.3)

Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.

- (a) **Requisite Knowledge:** Purchasing laws, policies, and procedures.
(b) **Requisite Skills:** The ability to use evaluative methods and to communicate orally and in writing.

PERFORMANCE OUTCOME

The candidate will describe the process of purchasing, including soliciting and awarding bids, for a predetermined product with established specifications. Candidate will ensure competitive bidding is used and entire process is documented.

CONDITIONS

The Candidate will complete all elements of the assigned task.

EQUIPMENT REQUIRED

Pen pencil, computer if applicable. Purchasing forms and purchasing policies and procedures. Reference data to be gathered by Candidate.



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PERFORMANCE TEST# 8

Prepare a News Release

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Gather all applicable information before beginning.....P/F	___	___	___	___
b. *Describe the process of soliciting for bids both verbally and in writing.....P/F	___	___	___	___
c. *Describe the process of awarding bids both verbally and in writing.....P/F	___	___	___	___
d. *Describe the process of purchasing both verbally and in writing.....P/F	___	___	___	___
e. *Ensure competitive bidding is utilized.....P/F	___	___	___	___
f. *Utilize clear and concise written communication.....P/F	___	___	___	___

Other

- _____
- _____

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



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PERFORMANCE TEST# 9

PERFORMANCE STANDARD (NFPA 1021, 5.4.5)

Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics.

- (a) Requisite Knowledge.** The data processing system.
- (b) Requisite Skills.** The ability to communicate in writing and to interpret data.

PERFORMANCE OUTCOME

The Candidate will answer a specific request for information regarding trends, variances, or other related topics from a supervisor. Candidate will use department records from which to gather information to create a written report to transmit to the Supervisor.

CONDITIONS

The Candidate will complete all elements of the assigned task

EQUIPMENT REQUIRED

Specific request for information from a supervisor. Fire department records, information management system, or data processing system. Paper, pen pencil, computer if applicable.



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PERFORMANCE TEST# 9

Prepare a News Release

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Create a written report for transmittal to the supervisor.....P/F	___	___	___	___
b. *Directly answer the specific request for information.....P/F	___	___	___	___
c. *Use an appropriate report format.....P/F	___	___	___	___
d. *Utilize clear and concise written communication.....P/F	___	___	___	___
e. *Correctly analyze and interpret reference data.....P/F	___	___	___	___

Other

1. _____	___	___	___	___
2. _____	___	___	___	___

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



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Inspection and Investigation

PERFORMANCE TEST # 10

Plan to accomplish change in the Organization

PERFORMANCE STANDARD

Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner. (NFPA 1021, 5.4.6)

PERFORMANCE OUTCOME

The fire officer candidate will describe the procedures for developing a plan to accomplish change in the organization by listing components of the proposed plan including step that would involve people in the organization contributing so that the members of the organization can see the clear picture and where the change will fit into the organization.

CONDITIONS

The candidate will complete all elements of the assigned task.

EQUIPMENT REQUIRED

Policy and Procedure(s)



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Administration II

PERFORMANCE TEST # 10

Plan to accomplish change in the Organization

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Identify components of a change plan.....P/F	___	___	___	___
b. *Identify the need for change.....P/F	___	___	___	___
c. *Identify resistance to change and the methods to overcome it.....P/F	___	___	___	___
d. *Create a preliminary action plan for change.....P/F	___	___	___	___
e. *Implement the change planP/F	___	___	___	___
f. *Design a follow up component in the change plan.....P/F	___	___	___	___
g. *Ability to clearly communicate in writing.....P/F	___	___	___	___

Other

- | | | | | |
|----------|-----|-----|-----|-----|
| 1. _____ | ___ | ___ | ___ | ___ |
| 2. _____ | ___ | ___ | ___ | ___ |

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



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PERFORMANCE STANDARDS
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Inspection and Investigation

PERFORMANCE TEST # 11

Determine Point of Origin and Preliminary Cause

PERFORMANCE STANDARD

The fire officer candidate will determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, pertinent data, and/or sketches, to determine if arson is suspected. (NFPA 1021, 5.5.1)

INSTRUCTIONS

Given a fire scene, photographs, diagrams, pertinent data, and/or sketches, determine the point of origin and preliminary cause of the fire, and determine if arson is suspected.

INSTRUCTOR/EXAMINER NOTES

You are encouraged to develop scenarios for this exercise using one or more of the following: a fire scene, photographs, diagrams, pertinent data, and sketches.

EQUIPMENT REQUIRED

Scenario and materials which will allow the completion of all grading elements.



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Inspection and Investigation

PERFORMANCE TEST # 11

Determine Point of Origin and Preliminary Cause

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. * Use deductive reasoning to determine origin and cause....P/F	___	___	___	___
b. *Determine the point of origin.....P/F	___	___	___	___
c. *Determine a preliminary cause of fire.....P/F	___	___	___	___
d. *Determine if arson is suspected.....P/F	___	___	___	___

Other

1. _____ Pass Fail Pass Fail
 2. _____ Pass Fail Pass Fail

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



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Emergency Services Delivery

PERFORMANCE TEST # 12

Emergency Incident requiring Multi-unit Operations

PERFORMANCE STANDARD

The fire officer candidate will produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures, so that required resources and their assignments, are obtained and plans are carried out in compliance with NFPA 1600 and approve safety procedures resulting in the mitigation of the incident. (NFPA 1021, 5.6.1)

INSTRUCTIONS

Using the policies and procedures and NFPA 1600 provided, the candidate will produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources, their assignments, and safety conditions for successful control of the incident are identified.

INSTRUCTOR/EXAMINER NOTES:

This skill can be performed using a variety of methods, including field exercises, computer simulations, written assignments, or table-top exercises.

This skill should be based on the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures or modification thereof to complete this skill.

PREPARATION & EQUIPMENT

Policies and procedures

NFPA 1600 *“Disaster/Emergency Management and Business Continuity Programs”*

Equipment and materials which will allow the completion of all grading elements



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Emergency Services Delivery

PERFORMANCE TEST # 12

Multi-Unit/Hazardous Materials

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Utilized an disaster/incident management system.....P/F	___	___	___	___
b. *Identified all the required resources.....P/F	___	___	___	___
c. *Identified resource assignments.....P/F	___	___	___	___
d. *Identified safety considerations for successful incident control.....P/F	___	___	___	___
e. *Produced a complete operational plan.....P/F	___	___	___	___
f. *Followed standard operating procedures.....P/F	___	___	___	___

Other

- _____
- _____

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



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Emergency Services Delivery

PERFORMANCE TEST # 13

PERFORMANCE STANDARD

Develop and conduct a post-incident analysis, given multi-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. (NFPA 1021, 5.6.2)

- (a) **Requisite Knowledge.** Elements of a post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response, strategy tactics and operations, and customer service.
- (b) **Requisite Skills.** The ability to write reports, to communicate orally, and to evaluate skills.

PERFORMANCE OUTCOME

Candidate will conduct a post-incident analysis, given a multi-unit incident scenario. Candidate must be able to analyze the elements of a post-incident analysis, identify all of the required critical elements, complete approved forms, and communicate verbally and in writing their findings.

CONDITIONS

The candidate will complete all elements of the assigned task.

EQUIPMENT REQUIRED

Emergency multi-unit incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.



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PERFORMANCE TEST # 13

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Gather information from the multi-unit incident/scenario.....P/F	___	___	___	___
b. *Analyze policies, procedures, guidelines and forms.....P/F	___	___	___	___
c. *Identify critical elements of a post-incident analysis.....P/F	___	___	___	___
d. *Complete approved forms.....P/F	___	___	___	___
e. *Communicate effectively using both verbal and written methods.....P/F	___	___	___	___

Other

- | | | | | |
|----------|-----|-----|-----|-----|
| 1. _____ | ___ | ___ | ___ | ___ |
| 2. _____ | ___ | ___ | ___ | ___ |

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



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Emergency Services Delivery

PERFORMANCE TEST # 14

PERFORMANCE STANDARD

Prepare written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization. (NFPA 1021, 5.6.3)

(a) **Requisite Knowledge:** Analyzing data.

(b) **Requisite Skills:** The ability to write clearly and to internet response data correctly to identify the reason for service demands.

PERFORMANCE OUTCOME

The Candidate will write a report that identifies major causes for service demands in the various planning areas within the service area of the organization, given incident reporting data from the jurisdiction. Candidate must be able to analyze the incident reporting data from the jurisdiction to prepare the report.

CONDITIONS

The candidate will complete all elements of the assigned task.

EQUIPMENT REQUIRED

Incident reporting data
Policies and Procedures
Pen pencil and paper
Computer, if applicable



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Emergency Services Delivery

PERFORMANCE TEST # 14

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Gather information from the incident reporting data for the past 3 years.....P/F	___	___	___	___
b. *Identify major causes for service demand from various planning areas within the service area within the past 3 years.....P/F	___	___	___	___
c. *Analyze incident data from the past 3 years.....P/F	___	___	___	___
d. *Interpret response data correctly.....P/F	___	___	___	___
e. *Communicate effectively using clear, concise, and accurate.....P/F	___	___	___	___

Other

1. _____
2. _____

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____



Arab Fire Safety and Security Academy (AFSSAC)
FIRE OFFICER II
PERFORMANCE STANDARDS
NFPA 1021, 2014 Edition

Emergency Services Delivery

PERFORMANCE TEST # 15

PERFORMANCE STANDARD

Analyze a member's accident, injury, or health exposure history, given the case study, so that a report including action taken and recommendations made is prepared for a supervisor. (NFPA 1021, 5.7.1)

- (a) **Requisite Knowledge:** The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths.
- (b) **Requisite Skills:** The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.

PERFORMANCE OUTCOME

The Candidate will examine a case study of a member's accident injury, or health exposure and prepare a written report for a supervisor. Report will identify unsafe environments and behaviors, document action taken, and make recommendations to prevent reoccurrence.

CONDITIONS

The candidate will complete all elements of the assigned task.

EQUIPMENT REQUIRED

Case Study described above. Pen pencil and paper. Health and safety policies and procedures. Injury/Illness reports. Computer, if applicable



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FIRE OFFICER II
PERFORMANCE STANDARDS
NEPA 1021, 2014 Edition

Emergency Services Delivery

PERFORMANCE TEST # 15

Candidate's Name (Print & Sign): _____ Date _____

Performance Outcome:

*Mandatory passing is required

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
a. *Create a written report of illness, injury, or health exposure.....P/F	___	___	___	___
b. *Include all contributing factors in the report based on the case study.....P/F	___	___	___	___
c. *Identify unsafe work environment and/or behavior.....P/F	___	___	___	___
d. *Document actions taken in response to illness, injury, or exposure.....P/F	___	___	___	___
e. *Provide recommendations to prevent reoccurrence.....P/F	___	___	___	___
f. *Present a clear and concise written report.....P/F	___	___	___	___

Other

1. _____
2. _____

Proctor Comments:

Proctor (Print & Sign): _____ Date _____

Re-Test Proctor (Print & Sign): _____ Date _____

Re-Test candidate (Print & Sign): _____ Date _____