



**Arab Fire Safety and Security Academy (AFSSAC)**  
**FIRE INSTRUCTOR I**  
**PERFORMANCE STANDARDS**  
**NFPA 1041, 2012 Edition**

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# **SKILL SHEET PACKAGE**

Based on NFPA 1041: Standard for  
Fire Instructor I Professional Qualifications, 2012 Edition

November 2016



**Arab Fire Safety and Security Academy (AFSSAC)**  
**FIRE INSTRUCTOR I**  
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# **Fire Instructor I**

# **PERFORMANCE TEST # 1**



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**PERFORMANCE TEST # 1**

**TOOLS, EQUIPMENT OR MATERIALS CHECK LIST**

**Examiners Provide:**

- Station Performance Criteria
- Clip Boards
- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Lesson Plan (ISFTA Essentials of Fire Fighting 3rd Edition - Portable Extinguishers)
- Other Lesson Plans (ISFTA Essentials of Fire Fighting 3rd Edition)

**Site Provides:**

Class Room with table and chairs  
Overhead Projector  
Slide Projector  
TV & VCR  
Screen  
Flip Chart / Easel  
Markers  
Masking Tape  
Stopwatch  
Fire Extinguishers  
Videos – Including Portable Fire Extinguishers  
Transparencies – (Portable Extinguishers)



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**PERFORMANCE TEST # 1**

**TASK to be Performed**

**Assemble Course Material**

Please read to examinee's and ask if they understand what they are expected to do.

**Evaluation Parameters**

In this performance examination station you are expected to demonstrate your ability to assemble all the course materials needed for a lesson on Portable Fire Extinguishers. You will describe your department's policies and procedure for obtaining material, equipment, and resources . You will be provided the lesson plan and more then enough equipment to complete the task.

After you have assembled all your materials needed, you will be expected to set up the class room in a manner conducive to the students learning the subject being presented; giving considerations to lighting, distraction, climate control and weather, noise control, seating, audiovisual equipment, teaching aids and safety.

Then after properly setting up the classroom, you will deliver about a 15 minute presentation from the lesson plan after being given five minutes to look at the lesson plan.

**Performance Outcomes**

1. From the materials assembled, pick the items necessary to meet the requirements of the lesson plan you have been assigned.
2. Describe your department's policies and procedure for obtaining equipment, materials and resources.
3. Once you have picked all the items necessary to deliver the lesson plan, set up the class room; giving consideration to lighting, distractions, climate control and weather, noise control, seating, audiovisual equipment, teaching aids and safety.
4. Then once you have your classroom set up, you will be given 5 minutes to look at the lesson plan of Fire Extinguishers. Then you will deliver your presentation beginning on the top of page IG 2-8 and go through the bottom of page IG 2-9. You will be expected to start the video presentation and then terminate the video presentation at the evaluator's request and continue on with your presentation.



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**PERFORMANCE TEST # 1**

Candidate's Name (Print & Sign): \_\_\_\_\_ Date \_\_\_\_\_

**Performance Outcome:**

Candidate must receive 70 of 100 points for passing.

\*Mandatory passing required.

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
<b><u>Deduction Points</u></b>				
1. Pick all equipment required by lesson plan:				
Stopwatch.....2.5 pts	___	___	___	___
Fire Extinguishers.....2.5 pts	___	___	___	___
Television / VCR.....2.5 pts	___	___	___	___
Extinguisher Video.....2.5 pts	___	___	___	___
Overhead Projector & Screen.....2.5 pts	___	___	___	___
Fire Extinguisher Transparencies.....2.5 pts	___	___	___	___
Flip Chart and Marking Pens.....2.5 pts	___	___	___	___
Masking tape.....2.5 pts	___	___	___	___
Items asked for & not justified (each).....2.5 pts	___	___	___	___
2. Describe department policies and procedures.....2.5 pts	___	___	___	___
3. When organizing class room consider the following:				
Lighting.....2.5 pts	___	___	___	___
Distractions.....2.5 pts	___	___	___	___
Climate or Weather Control.....2.5 pts	___	___	___	___
Noise Control.....2.5 pts	___	___	___	___
Seating.....2.5 pts	___	___	___	___
Audiovisual Equipment.....2.5 pts	___	___	___	___
Teaching Aids.....2.5 pts	___	___	___	___
4. Presents Prepared Lesson Plan.....				
5. Met stated objectives and learning outcomes:				
Followed Lesson Plan 10..... 10 pts	___	___	___	___
Used Transparencies Effectively.....5 pts	___	___	___	___
Introduced Video.....5 pts	___	___	___	___
Asked for Any Questions.....5 pts	___	___	___	___
Demonstrated Proper Operation of Extinguisher.....5 pts	___	___	___	___



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6. Spoke Loud Enough.....5 pts	___	___	___	___
Physical Stance / Movement.....5 pts	___	___	___	___
Operated Overhead Projector				
Correctly.....5 pts	___	___	___	___
Operated TV / VCR Correctly.....5 pts	___	___	___	___

**Overall Score**      \_\_\_

**Other**

7. ....	___	___	___	___
8. ....	___	___	___	___

**Proctor Comments:**

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**Proctor Comments:**

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

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

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



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**Fire Instructor I**

**PERFORMANCE TEST # 2**



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**PERFORMANCE TEST # 2**

**TOOLS, EQUIPMENT OR MATERIALS CHECK LIST**

**Examiners Provide:**

Station Performance Criteria

Clip Boards

Pencils

Examinee's Schedule

Printed Evaluation / Competency Checklists For Each Examinee

Fire Fighter Oral Test, Answer Sheet, Answer Key, and Evaluator's Answer Key

Test to be Graded, Answer Key, Evaluation Form, and Evaluator's Answer Key

Scenario Fire Department Training Report, Procedures, and Training Record.

**Site Provides:**

A Quiet Room with a Table and Two Chairs





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**PERFORMANCE TEST # 2**  
**EVALUATION PARAMETERS**

**Tasks to be Performed.**

**Administer Oral, Written and Performance Test**  
**Grade Student Oral, Written and Performance Test**  
**Report Test Results**

Please read to examinee's and ask if they understand what they are expected to do.

**Evaluation Parameters**

In this performance examination station you are expected to demonstrate your ability to give an oral test to the examiner from prepared material. After giving the oral test, you will be expected to grade the answers received from the examiner and compare the answers to a given answer sheet.

Then you will grade a written examination given a filled in answer sheet and a answer key. From the information gained from the grading of the test, you will provide feedback to the examiner in regards to the results of the examination scores from the provided guidelines.

Finally, you will prepare a department training report give the information necessary to fully complete the report. After filling out the report you will fill out training records as supplied by the examiner.

**Performance Outcomes**

1. From a packet containing oral examination questions, an answer sheet, and a test key, you will administer to the examiner the questions from the oral examination while following procedures and maintaining security. You will place the answers on the provided answer sheet. Then you will accurately grade the examination according to procedures and maintain the security of the materials.
2. You will be provided a filled in answer sheet from a written examination, and you will be required to accurately grade the answer sheet given an answer key. You will then fill out the provided evaluation form for that test. Upon completing that form, you will provide feed back to the examiner (as if he/she was the student that took that examination) given the guidelines on the evaluation form.
3. Finally, you will be given a scenario (part of a lesson plan) and your will accurately fill out a training report on the provided form following the procedures provided with the scenario. You will then fill out a training record from that information on the form provided.



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**PERFORMANCE TEST # 2**

**GRADING, RECORDS AND REPORTS**

Candidate's Name (Print & Sign): \_\_\_\_\_ Date \_\_\_\_\_

**Performance Outcome:**

Candidate must receive 70 of 100 points for passing.

\*Mandatory passing required.

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail
Did the examinee, as instructed, demonstrate competency in the following:				
1. Administer Oral Examination				
Read questions slowly & clearly.....	10 pts	___	___	___
Listen carefully to student answers .....	10 pts	___	___	___
Mark down students answers correctly ....	5 pts	___	___	___
Correctly scores test .....	5 pts	___	___	___
Maintains security of test and answers.....	5 pts	___	___	___
Maintains privacy of student score.....	5 pts	___	___	___
2. Accurately score written examination & provide feedback				
Accurately scores completed written answer sheet.....	5 pts	___	___	___
Correctly record scores on evaluation form.....	5 pts	___	___	___
Provide feedback to student according to form.....	10 pts	___	___	___
3. Fill out training report and record				
Accurately & completely fill out "Training Report" .....	20 pts	___	___	___
Correctly fill out "Preliminary Class List" ...	20 pts	___	___	___
<b>Overall Score</b>			_____	
<b>Other</b>				
4. ....		___	___	___
5. ....		___	___	___



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**Proctor Comments:**

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**Proctor Comments:**

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

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



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**PERFORMANCE TEST # 2**

**TRAINING REPORT**

Date \_\_\_\_\_ Location \_\_\_\_\_

Time Started \_\_\_\_\_ Time Ended \_\_\_\_\_

Training Objective: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Equipment and Training Aids Needed: \_\_\_\_\_

\_\_\_\_\_

Specific Activities Accomplished: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor: \_\_\_\_\_

**Signature of Those in Attendance**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Approved by \_\_\_\_\_ Recorded \_\_\_\_\_



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**Fire Instructor I**  
**PERFORMANCE TEST # 3**



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**PERFORMANCE TEST # 3**

**TOOLS, EQUIPMENT OR MATERIALS CHECK LIST**

**Examiners Provide:**

Station Performance Criteria

Clip Boards

Pencils

Examinee's Schedule

Printed Evaluation / Competency Checklists For Each Examinee

Instructors Guide "Recognizing and Identifying Hazardous Materials"

Scenario: Fire Instructor I, Station 3, Number 1

Scenario: Fire Instructor I, Station 3, Number 2

Scenario: Fire Instructor I, Station 3, Number 3

**Site Provides:**

A Quiet Room with a Table and Two Chairs



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**PERFORMANCE TEST # 3**  
**EVALUATION PARAMETERS**

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**Task to be Performed**

- Review Instructional Material**
- Adapt a Lesson Plan**
- Adjust Presentation**
- Adjust to Differences in Learning Styles**

Please read to examinee's and ask if they understand what they are expected to do.

**Evaluation Parameters**

In this performance examination station you are expected to review instructional material, given a specific topic, target audience, and learning environment and identify the elements of that lesson plan, learning environment and resources that need to be adapted to fit the needs of the specified group. In addition, you will adapt a prepared lesson plan, given course materials and an assignment, so that there needs of the student and the objectives of the lesson plan are met. You will also adjust a presentation, given a lesson plan and changing circumstance in their class environment so that the class continuity and the objectives or learning outcomes are achieved. Finally, you will adjust you presentation from a giving lesson plan to take care of the differences in learning style, abilities and behaviors so that the learning objective are accomplished, the disruptive behavior is addressed and a safe learning environment is maintained.

Do you have any questions at this time?

**Performance Outcomes**

1. You will be given a lesson plan cover the topic "Hazardous Material - Awareness Level". Your target audience is new recruit volunteer fire fighters. You will be given a scenario with information regarding the items available, class room conditions and other pertinent information. You will then tell the test evaluator the changes to the lesson plan that you would make to best full fill the needs of the students and that the objectives of the lesson plan are met.
2. In this part of the practical examination, you will adjust your presentation from the same lesson plan, given another scenario, to meet the changing circumstance in the class environment so that the class continuity and objectives are still achieved.
3. Finally, in this part of the practical examination, you will adjust your presentation from the same lesson plan, given another scenario; to take care of the differences in learning style, abilities and behaviors so that the learning objectives are accomplished, the disruptive behavior is addressed and a safe learning environment is maintained.



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**PERFORMANCE TEST # 3**

**SCENARIO # 1**

You have been given the presenter's guide for the course "Recognizing and Identifying Hazardous Materials" by the department training officer. He tell you that you will have 15 students in your class and they are brand new recruits. You have three hours to present your class and you are to do your best to keep the class interesting. You know the department have taken pictures of most of the buildings in your fire protection area. Within two blocks of the station is a trucking terminal, and a propane tank farm. Within four block in the other direction in a railroad switching yard. You also have access to the latest DOT Placard and Label Chart.

The class starts at 7:00 PM and is scheduled to end at 10:00 PM. It is the second week of September when you are presenting the class and the weather is supposed to be nice for that time of year.

What are the changes you would make to the lesson plan and what consideration go along with those changes?





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**PERFORMANCE TEST # 3**

**SCENARIO # 2**

In this scenario, you are using the same lesson plan you were given in the previous scenario, “Recognizing and Identifying Hazardous Materials”. You have previously decided to use slides of existing hazardous material locations within your fire protection area to familiarize the students with local conditions rather than using the slides that came with the presentation which don’t match your area. About half way through your presentation, a utility contractor start work on the street outside your training room using jack hammers and heavy equipment. This creates a lot of noise and your students are unable to hear you clearly. How would you adjust your presentation so that the class continuity and objectives are still achieved.

Give what steps and actions you would take and the reasons behind the action.



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**PERFORMANCE TEST # 3**

**SCENARIO # 3**

In this final scenario, you have decided to take the students to the railroad yard to show them the different types of railroad cars that carry hazardous materials that pass through your fire protection district. The reason you decided to do this is because a number of the students became restless during your presentation. On the way walking to the railroad yard, which is four blocks away, some of the students are horse playing with each other. Upon arrival at the railroad yard a couple of the students leave the group and head off by themselves. Some other students are talking while you are trying to show the different type railroad cars and the placarding on them.

How will you adjust your teaching style to address the issues caused by your students and meet the objectives of your class in a safe learning environment?



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**PERFORMANCE TEST # 3**

**ADJUSTING PRESENTATIONS**

Candidate's Name (Print & Sign): \_\_\_\_\_ Date \_\_\_\_\_

**Performance Outcome:**

Candidate must receive 70 of 100 points for passing.  
 \*Mandatory passing required.

Performance Criteria	First Test		Retest	
	Pass	Fail	Pass	Fail

Did the examinee, as instructed, demonstrate competency in the following:

<b>1. Adjust presentation - Needs of Student</b>				
Used latest DOT Placard and Label Chart ... 10 pts	___	___	___	___
Use local slides rather than slides from Presentation ..... 15 pts	___	___	___	___
Go to Propane Tank Farm ..... 5 pts	___	___	___	___
Go to Trucking Company..... 5 pts	___	___	___	___
Consider times of daylight (safety for students) ..... 5 pts	___	___	___	___
<b>2. Adjust presentation - Changing Circumstance</b>				
Check with contractor on time frame..... 10 pts	___	___	___	___
Move to another building or visit Haz. Mat. Site..... 10 pts	___	___	___	___
<b>3. Adjust presentation - Problem Students</b>				
Stop horse play while walking to site..... 10 pts	___	___	___	___
Keep group together..... 10 pts	___	___	___	___
Stop the talking students..... 10 pts	___	___	___	___
Have students point out the cars & placarding..... 10 pts	___	___	___	___
<b>Overall Score</b>			_____	



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**Other**

- 4. .... — — — —
- 5. .... — — — —

**Proctor Comments:**

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**Proctor (Print & Sign):**

.....Date.....

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

.....Date.....

**Re-Test candidate (Print &**

**Sign):.....Date.....**