



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 1

JPR: NFPA 1021 6.2.1 & 6.2.7

Establish Personnel Assignments and Training Needs		Possible Points	Score
1	Creates crew assignments for personnel	1	
2	All personnel are utilized	1	
3	Crew assignments comply with existing policy	1	
4	Identifies top three training priorities	1	
5	Justifies each training priority	1	
6	Training priorities comply with existing policy	1	
7	Writes at least one recommendation to the chief to support training program continuation	1	
8	Submissions are free of spelling and grammatical errors	1	
		Total 8	
		% Score	

POINTS	% SCORE
8	100%
7	88%
6	75%
5	63%
4	50%
3	38%
2	25%
1	13%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test

Station #: FO3 - 1

STATION:

Establish Personnel Assignments and Training Needs

OBJECTIVE:

Establish minimum staffing requirements, given available human resources; policies and procedures; federal, state, and provincial laws; and rules and regulations, so that AHJ job related credentials are maintained.
Develop an ongoing continuing education and training program, given organizational training requirements, so that members of the organization are given appropriate training to meet the mission of the organization.

JPR:

NFPA 1021 6.2.1 & 6.2.7

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given a roster of personnel qualifications, will assign personnel to positions and determine training needs consistent with the department mission and policies in accordance with NYS Fire Officer 3. The candidate will be given seventy-five (75) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 2

JPR: NFPA 1021 6.2.2 & 6.2.3

Develop Procedures for Hiring and Promoting Members		Possible Points	Score
1	Determines eligibility requirements for Firefighter	1	
2	Minimum qualifications are consistent with courses offered and applicable policies	1	
3	Determines eligibility requirements for Lieutenant	1	
4	Minimum qualifications are consistent with courses offered and applicable policies	1	
5	Determines eligibility requirements for Captain	1	
6	Minimum qualifications are consistent with courses offered and applicable policies	1	
7	Develops a procedure for candidate selection	1	
8	Develops a training plan for 10 candidates	1	
9	Training plan is supported by applicable policies for all candidates	2	
10	Submissions are free of spelling and grammatical errors	1	
		Total 11	
		% Score	

POINTS	% SCORE
11	100%
10	91%
9	82%
8	73%
7	64%
6	55%

POINTS	% SCORE
5	42%
4	33%
3	25%
2	17%
1	8%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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CANDIDATE #

Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test

Station #: FO3 - 2

STATION:

Develop Procedures for Hiring and Promoting Members

OBJECTIVE:

Develop procedures for hiring members, given policies of the AHJ and legal requirements, so that the process is valid and reliable.
Develop procedures and programs for promoting members, given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory.

JPR:

NFPA 1021 6.2.2 & 6.2.3

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given policies for hiring and promoting members, will develop eligibility requirements and procedures for appointments to positions within the department. The candidate will also determine training needs consistent with the department mission and policies in accordance with NYS Fire Officer 3. The candidate will be given sixty (60) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 3

JPR: NFPA 1021 6.2.4

Methods to Facilitate and Encourage Members		Possible Points	Score
1	Additional training and education assigned is consistent with the professional development model	1	
2	Identifies at least one purpose of a mentoring program	1	
3	Identifies and justifies two members to be mentored	2	
4	Identifies and justifies two members to be mentors	2	
5	Identifies at least two methods to provide mentoring	2	
6	Identifies at least one method to track progress	1	
7	Identifies at least one process for remediation	1	
8	Submissions are free of spelling and grammatical errors	1	
		Total 11	
		% Score	

POINTS	% SCORE
11	100%
10	91%
9	82%
8	73%
7	64%
6	55%

POINTS	% SCORE
5	42%
4	33%
3	25%
2	17%
1	8%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test

Station #: FO3 - 3

STATION:

Methods to Facilitate and Encourage Members

OBJECTIVE:

Describe methods to facilitate and encourage members to participate in professional development, given a professional development model, so that members achieve their personal and professional goals.

JPR:

NFPA 1021 6.2.4

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given a professional development model, will develop processes for mentoring members. The candidate will be given forty-five (45) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 4

JPR: NFPA 1021 6.2.5

Proposal for Improving Employee Benefit		Possible Points	Score
1	Identifies at least one highlight for each benefit	1	
2	Correctly calculates the cost range per individual for all benefits provided	1	
3	Correctly calculates the total cost range for all benefits provided	1	
4	Selects one benefit proposal to implement	1	
5	Justifies choice of benefit chosen	1	
6	Recommends one measure to offset some of the costs of the new benefit	1	
7	Identifies one means to implement the new benefit	1	
8	Identifies at least one method to track employee feedback after implementation	1	
9	Identifies one additional benefit, not originally provided, for future consideration	1	
10	Submissions are free of spelling and grammatical errors	1	
		Total 10	
		% Score	

POINTS	% SCORE
10	100%
9	90%
8	80%
7	70%
6	60%
5	50%
4	40%
3	30%
2	20%
1	10%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 4

STATION:

Proposal for Improving Employee Benefit

OBJECTIVE:

Develop a proposal for improving a member benefit or for a new member benefit, given a need in the organization, so that adequate information is included to justify the requested benefit improvement.

JPR:

NFPA 1021 6.2.5

EQUIPMENT:

- Pen/Pencil
- Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given a list of proposed benefits, will identify and justify a benefit for implementation. The candidate will be given forty-five (45) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
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Practical Skills Test**



CANDIDATE #

Station #: FO3 - 5

JPR: NFPA 1021 6.2.6

Provide Employee Accommodation		Possible Points	Score
1	Candidate submits their fire department data summary	1	
2	Completes a response form for each request	1	
3	A decision is made for each accommodation	1	
4	At least 2 job duties for the accommodation are identified, if granted	1 AND/OR	
5	At least 1 hardship on the employer is explained, if the accommodation is denied	1	
6	At least 1 impact to the organization is listed for each request	2	
7	Submissions reference applicable laws and policies	1	
		Total 7 OR 8	
		% Score	

POINTS	% SCORE
7	100%
6	86%
5	71%
4	57%
3	43%
2	29%
1	14%
0	0%

POINTS	% SCORE
8	100%
7	88%
6	75%
5	63%
4	50%
3	38%
2	25%
1	13%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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CANDIDATE #

Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test

Station #: FO3 - 5

STATION:

Provide Employee Accommodation

OBJECTIVE:

Develop a plan for providing an employee accommodation, given an employee need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s).

JPR:

NFPA 1021 6.2.6

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given requests for accommodation, will process the requests and justify the decision made for each. The candidate will be given sixty (60) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
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Practical Skills Test**



CANDIDATE #

Station #: FO3 - 6

JPR: NFPA 1021 6.3.1

Develop Community Risk Reduction		Possible Points	Score
1	Risk is categorized	1	
2	Target population is identified and supported	1	
3	At least two hazards from the risk are identified	1	
4	At least one local government and/or community partnership is identified	1	
5	The local government and/or community partnerships are justified	1	
6	A plan is developed and explained	1	
7	The ability of the plan to reduce the impact of the risk is clearly communicated	1	
8	The 5 E's of the plan are completed	5	
9	A SWOT analysis is completed	4	
		Total 16	
		% Score	

POINTS	% SCORE	POINTS	% SCORE
16	100%	8	50%
15	94%	7	44%
14	88%	6	38%
13	81%	5	31%
12	75%	4	25%
11	69%	3	19%
10	63%	2	13%
9	56%	1	1%
		0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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CANDIDATE #

Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test

Station #: FO3 - 6

STATION:

Develop Community Risk Reduction

OBJECTIVE:

Develop a community risk reduction program, given risk assessment data, so that program outcomes are met.

JPR:

NFPA 1021 6.3.1

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given a risk to the community as well as supporting data, will develop a plan to reduce the risk. The candidate will be given ninety (90) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
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CANDIDATE #

Station #: FO3 - 7

JPR: NFPA 1021 6.4.1 & 6.4.2

Develop and Manage Budget		Possible Points	Score
1	Budget is developed for station upgrade and year 1 operation	1	
2	Capital costs are determined	1	
3	At least 3 capital costs are justified	3	
4	Operating costs are determined and justified	1	
5	At least 2 operating costs are justified	2	
6	Personnel costs are determined and at least one is justified	2	
7	Total budget need is identified	1	
8	Calculations are correct	2	
9	Operating budget for year 2 is developed	1	
10	Anticipated revenue is calculated	1	
11	Known expenses are calculated	1	
12	Calculations are correct	2	
13	Revenue surplus or shortfall is identified	1	
14	Recommendations for revenue surplus or shortfall are made and justified	1	
		Total 20	
		% Score	

POINTS	% SCORE
20	100%
19	95%
18	90%
17	85%
16	80%
15	75%
14	70%

POINTS	% SCORE
13	68%
12	63%
11	58%
10	53%
9	47%
8	42%
7	37%

POINTS	% SCORE
6	32%
5	26%
4	21%
3	16%
2	11%
1	5%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL <i>(Circle one)</i>
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**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 7

STATION:

Develop and Manage Budget

OBJECTIVE:

Develop a divisional or departmental budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

Develop a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority.

JPR:

NFPA 1021 6.4.1 & 6.4.2

EQUIPMENT:

- Pen/Pencil
- Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given an expansion initiative, will develop a budget to support the initiative and manage the implemented budget to ensure that no negative financial impact is created. The candidate will be given ninety (90) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 8

JPR: NFPA 1021 6.4.3

Process for Developing RFP		Possible Points	Score
1	Answers all questions provided	1	
2	The answers demonstrate an understanding of the process provided	2	
3	Scores vendor submissions	1	
4	Scores are correct as guided by policy	1	
5	Selects the appropriate vendor for award as outlined in provided policy	1	
6	At least one justification is provided to support the vendor selection	1	
7	At least one justification each is provided for not selecting the two remaining vendors	2	
		Total 9	
		% Score	

POINTS	% SCORE
9	100%
8	89%
7	78%
6	67%
5	56%
4	44%
3	33%
2	22%
1	11%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 8

STATION:

Process for Developing RFP

OBJECTIVE:

Describe the agency's process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications and the agency's policies and procedures, so that competitive bidding is ensured.

JPR:

NFPA 1021 6.4.3

EQUIPMENT:

- Pen/Pencil
- Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given RFP policies and procedures, will demonstrate an understanding of the process and award a bid based upon the procedure provided. The candidate will be given sixty (60) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 9

JPR: NFPA 1021 6.4.4

Develop Department Record Management System		Possible Points	Score
1	Identifies three department activities to be tracked	1	
2	Identifies three department record types to collect	1	
3	Explains how the data should be entered, stored and accessed	3	
4	Identifies who will have access to the data	1	
5	Explains how the data should be reported	1	
6	Identifies two risks of improper data collection and management	2	
7	Identifies two benefits of data collection and management	2	
8	Identifies an external agency that should have access to the data	1	
9	Justifies method chosen to collect the data	1	
		Total 13	
		% Score	

POINTS	% SCORE
13	100%
12	92%
11	85%
10	77%
9	69%
8	62%
7	54%

POINTS	% SCORE
6	50%
5	42%
4	33%
3	25%
2	17%
1	8%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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Fire Officer 3
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CANDIDATE #

Station #: FO3 - 9

STATION:

Develop Department Record Management System

OBJECTIVE:

Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved.

JPR:

NFPA 1021 6.4.4

EQUIPMENT:

- Computer
Printer
Timer

INSTRUCTIONS:

The Fire Officer 3 candidate, given white papers pertaining to fire department data collection, will identify data and system needs for collection, entry, storage and reporting. The candidate will be given sixty (60) minutes to complete this task. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 10

JPR: NFPA 1021 6.4.6 & 6.2.1

Model Plan for Organizational Improvement		Possible Points	Score
1	Identifies one SOP non-compliance	1	
2	Identifies minimum staffing needed to resolve the SOP non-compliance	1	
3	Assigns additional staff to support existing mission and SOP's	1	
4	Determines minimum number of additional staff needed	1	
5	Assigns additional staff to support existing mission and SOP's	1	
6	Identify at least two recommendations for organizational improvement that support the SOP's provided and/or NFPA 1710	2	
		Total 7	
		% Score	

POINTS	% SCORE
7	100%
6	86%
5	71%
4	57%
3	43%
2	29%
1	14%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test

Station #: FO3 - 10

STATION:

Model Plan for Organizational Improvement

OBJECTIVE:

Develop a model plan for continuous organizational improvement, given resources for an area to be protected, so that resource utilization is maximized.
Establish minimum staffing requirements, given available human resources; policies and procedures; federal, state, and provincial laws; and rules and regulations, so that AHJ job-related credentials are maintained.

JPR:

NFPA 1021 6.4.6

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given current organizational resources and procedures, will make program and staffing recommendations in order to support organizational improvement. The candidate will be given forty-five (45) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 11

JPR: NFPA 1021 6.5.2

Develop Fire Safety Plan		Possible Points	Score
1	Fire safety problem is identified and summarized	1	
2	At least two issues are identified that are enhancing the threat	2	
3	At least two barriers to public buy-in are identified	2	
4	Identifies the fire prevention campaign type to be used	1	
5	Identifies the target population for the campaign	1	
6	Identifies the timing and location for the campaign	1	
7	Identifies who will represent the fire department during implementation	1	
8	Provides yes/no answer to the ability to implement the campaign with existing budget	1	
9	Explains answer to #8	1	
10	Identifies at least two ways to measure campaign success	2	
		Total 13	
		% Score	

POINTS	% SCORE
13	100%
12	92%
11	85%
10	77%
9	69%
8	62%
7	54%

POINTS	% SCORE
6	50%
5	42%
4	33%
3	25%
2	17%
1	8%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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CANDIDATE #

Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test

Station #: FO3 - 11

STATION:

Develop Fire Safety Plan

OBJECTIVE:

Develop a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation, form of public education, or fire safety code is facilitated.

JPR:

NFPA 1021 6.5.2

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given a fire safety problem, will develop a plan to deliver information and education to the public to reduce the perceived risks of the problem. The candidate will be given sixty (60) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 12

JPR: NFPA 1021 6.6.1

Prepare Action Plan		Possible Points	Score
1	Establishes unified command	1	
2	Identifies at least two additional incident concerns	1	
3	Identifies at least two additional agencies needed at the incident	1	
4	Justifies the utilization of each of the additional agencies	2	
5	Determines updated objectives for fire department resources	1	
6	Assigns resources to accomplish life safety	1	
7	Assigns resources to accomplish incident stabilization	1	
8	Assigns resources to accomplish property conservation	1	
9	Ensures the safety of all personnel	1	
10	Ensures the accountability of all personnel	1	
		Total 11	
		% Score	

POINTS	% SCORE
11	100%
10	91%
9	82%
8	73%
7	64%
6	55%
5	45%
4	36%
3	27%
2	18%
1	9%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 12

STATION:

Prepare Action Plan

OBJECTIVE:

Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident.

JPR:

NFPA 1021 6.6.1

EQUIPMENT:

- Computer
- Printer
- Timer

INSTRUCTIONS:

The Fire Officer 3 candidate, given a scenario where multiple companies are operating, will take command of the incident and identify and justify additional agencies to assist. The candidate will be given sixty (60) minutes to complete this task. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 13

JPR: NFPA 1021 6.6.2

Develop & Conduct a Post Incident Analysis		Possible Points	Score
1	Completes the PIA form	1	
2	Incident overview provided	1	
3	At least one incident priority identified	1	
4	Incident strategy identified	1	
5	At least two incident assignments identified	1	
6	At least one safety and/or SOP violation identified	1	
7	At least one of each recommendation documented	1	
8	PIA presented orally	1	
9	PIA complies with department policies	1	
		Total 9	
		% Score	

POINTS	% SCORE
9	100%
8	89%
7	78%
6	67%
5	56%
4	44%
3	33%
2	22%
1	11%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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CANDIDATE #

Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test

Station #: FO3 - 13

STATION:

Develop & Conduct a Post Incident Analysis

OBJECTIVE:

Develop and conduct a post-incident analysis, given a multi-agency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures.

JPR:

NFPA 1021 6.6.2

EQUIPMENT:

- Computer
Printer
Timer

INSTRUCTIONS:

The Fire Officer 3 candidate, given a multi-agency incident, will document and conduct a post incident analysis so that all critical elements are identified in accordance with NYS Fire Officer 3. The candidate will be given thirty (30) minutes to complete the PIA form and ten (10) minutes to present the PIA orally. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 14

JPR: NFPA 1021 6.6.3

Develop Plan for Unmet Need		Possible Points	Score
1	Writes a summary statement of risk of given hazard to the community	1	
2	Provides at least two examples of current operational risk to firefighters	2	
3	Writes a plan to address the given hazard	1	
4	Plan identifies at least one personnel need	1	
5	Plan identifies at least one training need	1	
6	Plan identifies at least three equipment needs	3	
7	Plan identifies at least one collaborative need	1	
8	Plan contains a statement of impact	1	
		Total 11	
		% Score	

POINTS	% SCORE
11	100%
10	91%
9	82%
8	73%
7	64%
6	55%

POINTS	% SCORE
5	42%
4	33%
3	25%
2	17%
1	8%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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Fire Officer 3
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Practical Skills Test



CANDIDATE #

Station #: FO3 - 14

STATION:

Develop Plan for Unmet Need

OBJECTIVE:

Develop a plan for the agency, given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need.

JPR:

NFPA 1021 6.6.3

EQUIPMENT:

- Computer
Printer
Timer

INSTRUCTIONS:

The Fire Officer 3 candidate, given a need that exceeds current capabilities, will develop a plan to address the need. The candidate will be given sixty (60) minutes to complete this task. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 15

JPR: NFPA 1021 6.7.1

Accident and Injury Prevention Program		Possible Points	Score
1	Identifies the type of prevention program	1	
2	At least two issues associated with choice	2	
3	Provides details on how the recommended program will work to prevent the issues identified	1	
4	Describes how the program will be implemented	1	
5	Identifies one benefit to the employee	1	
6	Identifies one benefit to the employer	1	
7	Identifies how program success will be measured	1	
8	Identifies how program success will be reported to stakeholders	1	
		Total 9	
		% Score	

POINTS	% SCORE
9	100%
8	89%
7	78%
6	67%
5	56%
4	44%
3	33%
2	22%
1	11%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 15

STATION:

Accident and Injury Prevention Program

OBJECTIVE:

Develop a measurable accident and injury prevention program, given relevant local and national data, so that the results are evaluated to determine effectiveness of the program.

JPR:

NFPA 1021 6.7.1

EQUIPMENT:

- Pen/Pencil
- Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given data surrounding fire department accidents and injuries, will recommend a program to reduce the occurrence of the accidents and injuries. The candidate will be given sixty (60) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 16

JPR: NFPA 1021 6.8.1

Community Emergency Management Plan		Possible Points	Score
1	One large scale event is identified	1	
2	At least two hazards from the event are identified	2	
3	Fire department resource integration is identified for planning	1	
4	Fire department resource integration is identified for response	2	
5	Fire department resource integration is identified for incident management	1	
6	Fire department resource integration is identified for continuity of operations	1	
7	At least one means to ensure continuity of operations is identified	1	
8	Fire department resource integration is identified for recovery	1	
9	A means to communicate the fire department's role in the event is identified	1	
10	At least two additional equipment, facility or staffing needs are identified to support integration	2	
		Total 13	
		% Score	

POINTS	% SCORE	POINTS	% SCORE
13	100%	6	46%
12	92%	5	38%
11	85%	4	31%
10	77%	3	0%
9	69%	2	15%
8	62%	1	8%
7	54%	0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test

Station #: FO3 - 16

STATION:

Community Emergency Management Plan

OBJECTIVE:

Develop a plan for the integration of fire services resources in the community's emergency management plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state/provincial, and national requirements.

JPR:

NFPA 1021 6.8.1

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, using their existing fire department resources and an identified emergency response plan, will identify means to integrate the fire department into the plan. The candidate will be given ninety (90) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test**



CANDIDATE #

Station #: FO3 - 17

JPR: NFPA 1021 6.5.1

Evaluate Inspection Program		Possible Points	Score
1	Correctly calculates the daily inspection requirement per inspector	1	
2	Identifies one advantage of the inspection program	1	
3	Identifies two disadvantages of the inspection program	2	
4	Identifies one SOP non-compliance	1	
5	Makes two recommendations for improvement to the inspection program	2	
		Total 8	
		% Score	

POINTS	% SCORE
8	100%
7	88%
6	75%
5	63%
4	50%
3	38%
2	25%
1	13%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL (Circle one)
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Fire Officer 3
NFPA 1021, 2020 Edition
Practical Skills Test

Station #: FO3 - 17

STATION:

Evaluate Inspection Program

OBJECTIVE:

Evaluate the inspection program of the AHJ, given current program goals, objectives, performance data, and resources so that the results are evaluated to determine effectiveness.

JPR:

NFPA 1021 6.5.1

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 3 candidate, given current organizational resources and procedures, will make inspection program recommendations in order to enhance program effectiveness. The candidate will be given thirty (30) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)