

FIRE OFFICER I

PRACTICAL SKILLS MATERIALS

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



ALABAMA FIRE COLLEGE

REVISED 06/27/17



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Fire Officer I

Projects Instructions

Revised 06/27/17

Thank you for being a part of making the fire service better through training and education.

The projects are a testing item. The projects that you will be completing are individual projects. You must turn in your own work that you have created. You are not to turn in projects that others have completed.

- You are free to discuss your work with your fellow students just like you would in your everyday life on the job as an Incident Safety Officer. But, the work you submit has to be your own.
- All of the projects are required by NFPA. We get complaints about there being too many projects. They are all necessary to meet the NFPA Standard and allow us to issue certification based on our current accreditation through IFSAC and Pro Board. So eliminating projects is not a realistic option.
- As you complete the projects, the internet is an excellent source to get material that you can then alter to fit your needs. But, do not just copy and paste content to complete a project. If you do use content from an online source, you are required to list the source and why it meets your needs for that project. Credit will not be given if content is copied from another source and that source is not listed.
- All projects are to be completed by the end of the last scheduled class. Our procedure is to grade the projects after the course has completed. If a project is submitted and needs to be reopened for a legitimate reason, have your Instructor to contact the Program Manager and the Certification Division (Certification@alabamafirecollege.org). Once the course has ended, access to the projects is closed.
- All projects are to be submitted in Microsoft Office or Adobe PDF. If another format has to be used, please have your Instructor to contact the Program Manager and the Certification Division.



ALABAMA FIRE COLLEGE

Fire Officer I (NFPA 1021, 2014 edition)

Grading Rubric

(revised 06/28/17)

Project completion must be the original work of the individual. Submissions are required in Microsoft Office or Adobe PDF format. The Projects are developed to meet the intent of the standard and prepare the individual to function as a Fire Officer I. The Project work is evaluated by an evaluator not involved with the instruction of the course.

Project # and Description	Points
Project # 1; Explain Management Components of an Organization; NFPA 4.4.4 (Individual Project)	3
Project #2; Complete a Schedule that Coordinates the Completion of Tasks and Projects; NFPA 4.1.2, 4.2.6 (Individual Project)	5
Project # 3; Recommend Action for Member-Related Problems; NFPA 4.2.4 (Individual Project)	5
Project #4; Respond to an Employee Grievance; NFPA 4.2.5, 4.4.2 (Individual Project)	4
Project # 5; Implementing New Policy to Apply Safety Regulations; NFPA 4.4.1, 4.7.1, 4.7.3 (Individual Project)	6
Project # 6; Prepare a Budget Request; NFPA 4.4.3 (Individual Project)	5
Project # 7; Needs & Benefits of Data Collection; NFPA 4.4.5 (Individual Project)	5
Project # 8; Conduct an Initial Accident Investigation; NFPA 4.7.2 (Individual Project)	4
Project # 9; Directing a Training Evolution; Assign Tasks to Unit Members; NFPA 4.2.2, 4.2.3 (Individual Project)	6
Project # 10; Initiate Action on a Community Need; NFPA 4.3.1(Individual Project)	5
Project # 11; Respond to a Public Inquiry; NFPA 4.3.3 (Individual Project)	4
Project # 12; Initiate Action to a Citizen’s Concern; NFPA 4.3.2 (Individual Project)	8
Project # 13; Describe the Procedures for Conducting Fire Inspections; Creates a Pre-Incident Plan; NFPA 4.5.1, 4.5.2 (Individual Project)	10
Project # 14; Develop & Implement an Initial Action Plan; Assign Tasks to Unit Members; Conduct a Post-Incident Analysis; NFPA 4.2.1, 4.6.1, 4.6.2, 4.6.3 (Individual Project)	20

Project # 15; Evaluate Fire Scene information & Secure a Scene; NFPA 4.5.3 (Individual Project)	10
Required Assignments - NFFF-Fire Hero Learning Network – Courage to be Safe and LACK completion certificate	Certificates Submitted
Total Points	100

Project # 1 NFPA 4.4.4	Points Possible
Distinguish among the various components of organizational management <ul style="list-style-type: none"> • Purpose of each management position outlined in chart • Where personnel from their organization fit on chart • General roles/responsibilities of positions on chart • Direct supervisor of and/or any subordinates of the management positions 	2
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely • Utilizes organizational chart • Identifies purpose and mission of an organization 	1
Total Points	3

Project # 2 NFPA 4.1.2, 4.2.6	Points Possible
Complete a schedule that coordinates the completion of tasks and projects <ul style="list-style-type: none"> • All leave request and scheduled off days must be considered • Tasks and projects are scheduled to be completed • Training is completed • Priorities are set 	5
Total Points	5

Project # 3 NFPA 4.2.4	Points Possible
Propose a plan of action to alleviate a member-related problem <ul style="list-style-type: none"> • Identifies member problem • Follows departmental policy • Recommends appropriate course of action 	3
Develop short, informal presentation outlining plan for speaking with & assisting subordinate in distress. Plan should include: <ul style="list-style-type: none"> • Ways to determine the problem • Types of problems that might be encountered 	2
Total Points	5

Project # 4 NFPA 4.2.5, 4.4.2	Points Possible
Respond to an employee grievance <ul style="list-style-type: none"> • Follows department policy • Maintains station level staffing • Written communication is used 	2
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	4

Project # 5 NFPA 4.4.1, 4.7.1, 4.7.3	Points Possible
Develop an informal written document that outlines an implementation plan for a new policy, including <ul style="list-style-type: none"> • Details on how the changes are implemented • Training requirements • Communication process • Member responsibilities • Completion of required reports • Identifies safety concerns 	4
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely • Describes methodology 	2
Total Points	6

Project # 6 NFPA 4.4.3	Points Possible
Prepare a budget request <ul style="list-style-type: none"> • Recognizes needs • Completes budget request • Request is supported by data • Utilizes proper format 	5
Total Points	5

Project # 7 NFPA 4.4.5	Points Possible
Review and report on incident response data <ul style="list-style-type: none"> • Identifies data • Identifies trends • Completes report 	3
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	5

Project # 8 NFPA 4.7.2	Points Possible
Conduct an accident investigation, including <ul style="list-style-type: none"> • Completion of required forms • Follows department policy • Interviews witnesses • Makes recommendations 	2
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	4

Project # 9 NFPA 4.2.2, 4.2.3	Points Possible
Direct a training evolution <ul style="list-style-type: none"> • Assigns tasks or responsibilities to unit member • Follows policy and procedures • Issues instruction/demonstration • Follows safety plan • Distributes issue-guided directions to unit member 	6
Total Points	6

Project # 10 NFPA 4.3.1	Points Possible
Initiate action on a community need <ul style="list-style-type: none"> • Recognizes community need • Demonstrates familiarity with public relations 	1.5
Develop a program proposal to address the community need, including <ul style="list-style-type: none"> • Communication process • Timeframe for implementation • Cost of the program 	1.5
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	5

Project # 11 NFPA 4.3.3	Points Possible
Respond to a public inquiry <ul style="list-style-type: none"> • Follows department policy • Inquiry is answered correctly • Courtesy and professionalism are shown in the answer 	4
Total Points	4

Project # 12 NFPA 4.3.2	Points Possible
Initiate action to a citizens concern <ul style="list-style-type: none"> • Concern is addressed • Policies and procedures are complied with 	2
Write a memo to the Chief's office explaining how you plan to deal with the matter and any recommendations you feel are appropriate <ul style="list-style-type: none"> • Clear purpose and organization • Professional tone • Proper grammar • Error-free punctuation and spelling 	2
Compose a short formal letter that demonstrates good written communication skills to address the concern <ul style="list-style-type: none"> • Correct format (business letter) • Clear purpose and organization • Professional tone • Proper grammar • Error-free punctuation and spelling 	2
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	8

Project # 13 NFPA 4.5.1, 4.5.2	Points Possible
Conduct a fire inspection <ul style="list-style-type: none"> Evaluates construction, alarm, detection and suppression features Identifies hazards that may exist Completes required forms Applies appropriate codes and standards Provides a sketch to use in the pre-incident plan 	10
Total Points	10

Project # 14 NFPA 4.2.1, 4.6.1, 4.6.2, 4.6.3	Points Possible
Develop an initial action plan <ul style="list-style-type: none"> Analyze emergency scene conditions (size-up, background) Activate the local emergency plan Allocate resources Places apparatus 	7
Implement an action plan <ul style="list-style-type: none"> Implement Incident Management System Tactical considerations Manage scene safety Supervise and account for personnel Outside agency involvement 	7
Develop and conduct a post-incident analysis <ul style="list-style-type: none"> Completes post-incident questionnaire Conducts critique of tactical assignment to crew Completes critique summary 	4
Present and discuss findings to class <ul style="list-style-type: none"> Communicates clearly and concisely 	2
Total Points	20

Project # 15 NFPA 4.5.3	Points Possible
Develop an informal written document that outlines a security plan for an incident scene , including <ul style="list-style-type: none"> Salvage and overhaul Protecting the point of origin Securing the area from unintentional disturbance of evidence unauthorized personnel Protection of evidence Securing the scene from unauthorized personnel 	10
Total Points	10

Required Assignments	
NFFF-Fire Hero Learning Network - <ul style="list-style-type: none"> Courage to be Safe completion certificate LACK completion certificate 	Certificates Submitted



Fire Officer I Project Grade Sheet

(NFPA 1021, 2014 edition)
Revised 07/29/16

(Proctors: Collect Project Grade Sheet & project work ONLY if AFC Online is NOT being used for project submission)

Last Four Digits of SSN/ID #: _____

Student Name (Please Print): _____

Graded Item	JPRs	Possible Points	Final Score
Project 1 – Explain Management Components of an Organization	4.4.4	3	
Project 2 – Complete a schedule that coordinates the completion of task and projects	4.1.2,4.2.6	5	
Project 3 – Recommend Action for Member-Related Problems	4.2.4	5	
Project 4 – Respond to an employee grievance	4.2.5,4.4.2	4	
Project 5 – Implementing New Policy to Apply Safety Regulations	4.4.1, 4.7.1, 4.7.3	6	
Project 6 – Prepare a Budget Request	4.4.3	5	
Project 7 – Needs & Benefits of Data Collection	4.4.5	5	
Project 8 – Conduct an Initial Accident Investigation	4. 7.2	4	
Project 9 – Directing a Training Evolution; Assign Tasks to Unit Members	4.2.2, 4.2.3	6	
Project 10 – Initiate Action on a Community Need	4.3.1	5	
Project 11 – Respond to a Public Inquiry	4.3.3	4	
Project 12 – Initiate Action to a Citizen’s Concern	4.3.2	8	
Project 13 – Describe the Procedures for Conducting Fire Inspections; Creates a Pre-Incident Plan	4.5.1, 4.5.2	10	
Project # 14; Develop & Implement an Initial Action Plan; Assign Tasks to Unit Members; Conduct a Post-Incident Analysis	4.2.1, 4.6.1, 4.6.2, 4.6.3	20	
Project 15 – Evaluate Fire Scene Information & Secure a Scene	4.5.3	10	
Required Assignments – NFFF-Fire Hero Learning Network - Courage to be Safe and LACK completion certificate		Certificates Submitted	
Total Project Points Awarded		100	

Student’s Signature

Instructor’s Printed Name & Signature

Certification Evaluator’s Printed Name & Signature
(*must be an Approved AFC Evaluator)