

FIRE OFFICER I

PRACTICAL SKILLS MATERIALS

Based on *NFPA 1021: Standard for Fire Officer Professional Qualifications*, 2020 Edition.



ALABAMA FIRE COLLEGE

REVISED 08/12/21

ALABAMA FIRE COLLEGE

AND PERSONNEL STANDARDS & EDUCATION COMMISSION



Fire Officer I
Grading Rubric
Reference source: NFPA 1021, <i>Standard for Fire Officer Professional Qualifications</i> , 2020 Edition
Project completion must be the original work of the individual and each project must be submitted to pass practical skills portion of this course. 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.
Any work submitted that violates fire service safety and service standards will have points deducted.

Project # 1 NFPA 4.4.4 Explain Management Components of an Organization	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
<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 4.2.6 Complete a Schedule that Coordinates the Completion of Tasks and Projects	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 Recommend Action for Member-Related Problems	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
<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 Respond to an Employee Grievance	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
<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 Implementing a New Policy to Apply Safety Regulations	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 including exposures Identifies safety concerns 	4
<ul style="list-style-type: none"> Communicates clearly and concisely Describes methodology 	2
Total Points	6

Project # 6 NFPA 4.4.3 Prepare a Budget Request	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 Needs and Benefits of Data Collection	Points Possible
Review and report on incident response data <ul style="list-style-type: none"> Identifies data Identifies trends Completes report 	3
<ul style="list-style-type: none"> Communicates clearly and concisely 	2
Total Points	5

Project # 8 NFPA 4.7.2 Conduct an Initial Accident Investigation	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
<ul style="list-style-type: none"> Communicates clearly and concisely 	2
Total Points	4

Project # 9 NFPA 4.2.2, 4.2.3 Directing a Training Evolution by Assigning Tasks to Unit Members	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 Implement a Community Risk Reduction Plan	Points Possible
Initiate action on a community risk <ul style="list-style-type: none"> Recognizes community risk 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
<ul style="list-style-type: none"> Communicates clearly and concisely 	2
Total Points	5

Project # 11 NFPA 4.3.3 Respond to a Public Inquiry	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 Initiate Action to a Citizen's Concern	Points Possible
Initiate action to a citizen's 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
<ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	8

Project # 13 NFPA 4.5.1, 4.5.2 Conduct a Fire Inspection and Create a Pre-incident Plan	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 Develop and Implement an Initial Action Plan/Assign Tasks to Unit Members/Conduct a Post-Incident Analysis	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 Place 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
<ul style="list-style-type: none"> Communicates clearly and concisely 	2
Total Points	20

Project # 15 NFPA 4.5.3 Evaluate Fire Scene Information and Secure a Scene	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

Total Fire Officer Course Project (1-15) Points	100
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