FIRE PROTECTION BUREAU
FIRE SERVICE CERTIFICATION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3945

FIRE OFFICER III
NFPA 1021, 2020 Edition
Practical Skills/Test Construction Guide

Skill sheets developed for Fire Officer III assessment are intended to serve as a guide to aid candidates in preparing their project/presentation supporting documents, and for scoring by evaluators.

Candidates will take a 50-question written exam and prepare 7 projects to be evaluated post-course. When all projects are complete and submitted to the TCO, the SFMO will randomly select three projects for each candidate to present for evaluation.

All projects must be the candidate's original work. All projects will be submitted to the SFMO (in PDF format) by the TCO.

- Human Resource Management (NFPA 1021 6.2)
- Community and Government Relations (NFPA 1021 6.3)
- Fire Department Administration (NFPA 1021 6.4)
- Inspection and Investigation (NFPA 1021 6.5)
- Emergency Service Delivery (NFPA 6.6)
- Health and Safety (NFPA 6.7)
- Emergency Management (NFPA 6.8)

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FIRE OFFICER III

Candidate Name _____ **Skill Sheet** 1

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.1.1 & 6.2.1**	**SKILL AREA: Human Resource Management: Establish Personnel Assignments**
TASK: Establish personnel assignments to maximize efficiency:		
CONDITIONS: Given knowledge, training, and experience of the members available, in accordance with AHJ policies and procedures;		
PERFORMANCE OUTCOME: So that human resources are used in an effective manner.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Describe department policies and procedures pertaining to assignments.	☐	☐	☐	☐
2.	Develop personnel assignment rosters for the department.	☐	☐	☐	☐
3.	Identify any shortcomings of minimum staffing levels when providing additional services.	☐	☐	☐	☐
4.	Recommend solutions for providing additional service with existing personnel roster.	☐	☐	☐	☐
5.	Develop a written report for items 3 and 4.	☐	☐	☐	☐
6.	Present the findings of the written report in item 5.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

Evaluator/Candidate Comments _____

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Retest Approved by _____

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FIRE OFFICER III

Candidate Name _____ **Skill Sheet** 2

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.2.2**	**SKILL AREA: Human Resource Management: Develop Procedures for Hiring Process**
TASK: Develop procedures for hiring members:		
CONDITIONS: Given policies of the AHJ and legal requirements;		
PERFORMANCE OUTCOME: So that the hiring process is valid and reliable.		

NO.	**TASK STEPS**	**FIRST TEST**		**RETEST**	
		Pass	**Fail**	**Pass**	**Fail**
1.	Describe department policies and procedures pertaining to assignments.	☐	☐	☐	☐
2.	Develop personnel assignment rosters for the department.	☐	☐	☐	☐
3.	Identify any shortcomings of minimum staffing levels when providing additional services.	☐	☐	☐	☐
4.	Recommend solutions for providing additional service with existing personnel roster.	☐	☐	☐	☐
5.	Develop a written report for items 3 and 4.	☐	☐	☐	☐
6.	Present the findings of the written report in item 5.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 3

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.2.3**	**SKILL AREA: Human Resource Management: Develop Procedures for Promotion Process**
TASK: Develop procedures and programs for promoting members:		
CONDITIONS: Given applicable policies and legal requirements;		
PERFORMANCE OUTCOME: So that the hiring process is valid and reliable, job related, and non-discriminatory.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Describe department policies and procedures pertaining to assignments.	☐	☐	☐	☐
2.	Develop personnel assignment rosters for the department.	☐	☐	☐	☐
3.	Identify any shortcomings of minimum staffing levels when providing additional services.	☐	☐	☐	☐
4.	Recommend solutions for providing additional service with existing personnel roster.	☐	☐	☐	☐
5.	Develop a written report for items 3 and 4.	☐	☐	☐	☐
6.	Present the findings of the written report in item 5.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 4

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.2.4 & 6.2.5**	**SKILL AREA: Human Resource Management: Professional Development Participation**
TASK: Develop procedures and programs for promoting members:		
CONDITIONS: Given applicable policies and legal requirements;		
PERFORMANCE OUTCOME: So that the hiring process is valid and reliable, job related, and non-discriminatory.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Research and develop a list of professional development models.	☐	☐	☐	☐
2.	Identify required courses/training that should be completed before consideration for promotion, and a time frame for completion.	☐	☐	☐	☐
3.	Develop and counsel and employee about a benefit plan that will provide a pay incentive.	☐	☐	☐	☐
4.	Prepare a report on items 1 & 2.	☐	☐	☐	☐
5.	Present the report identified in item 4.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 5

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.2.6**	**SKILL AREA: Human Resource Management: Member Accommodation**
TASK: Develop a plan for providing a member accommodation:		
CONDITIONS: Given a member need, the requirements, and applicable law;		
PERFORMANCE OUTCOME: So that adequate information is included to justify the requested change(s).		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Demonstrate the ability to conduct research relevant to reasonable accommodation in the fire service.	☐	☐	☐	☐
2.	Identify a concern or issue related to reasonable accommodations.	☐	☐	☐	☐
3.	Research information relevant to solving the circumstance.	☐	☐	☐	☐
4.	Select an action that is most appropriate for the circumstance that is consistent with state and federal laws/regulations.	☐	☐	☐	☐
5.	Design an evaluation tool to collect information appropriate to assess the results of accommodations.	☐	☐	☐	☐
6.	Prepare a report on research findings and evaluation tool created in item 5.	☐	☐	☐	☐
7.	Present report/findings.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 6

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.2.7**	**SKILL AREA: Human Resource Management: Develop an ongoing continuing education and training program.**
TASK: Develop an ongoing continuing education and training program:		
CONDITIONS: Given organizational training requirements;		
PERFORMANCE OUTCOME: So that members so that members of the organization are given appropriate training to meet the mission of the organization.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Perform an evaluation of the existing training program, including the mission statement and training goals of the organization.	☐	☐	☐	☐
2.	Conduct a needs assessment based on the evaluation in item 1.	☐	☐	☐	☐
3.	Develop a revised ongoing training/education program based on needs identified in item 2.	☐	☐	☐	☐
4.	Develop a list of recommended training courses based on personnel positions and training requirements in the organization.	☐	☐	☐	☐
5.	Design an evaluation tool to collect information appropriate to assess the results of accommodations.	☐	☐	☐	☐
6.	Prepare a report on research findings and evaluation tool created in item 5.	☐	☐	☐	☐
7.	Present report/findings.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 7

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.3.1 & 6.5.2**	**SKILL AREA: Community and Government Relations: Develop community relations programs.**

TASK: Develop a community risk reduction (CRR) program:

CONDITIONS: Given risk assessment data;

PERFORMANCE OUTCOME: So that program outcomes are met.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review available risk assessment data for the jurisdiction.	☐	☐	☐	☐
2.	Identify major fire and life safety hazard(s) to be addressed.	☐	☐	☐	☐
3.	Develop a plan for a community awareness program concerning the identified safety problems: • Develop non-traditional services • Program increases safety and injury prevention • Convenient public services	☐	☐	☐	☐
4.	Plan development includes use of the five-step planning process.	☐	☐	☐	☐
4.	Plan includes components of a formal CRR program: • Created to meet specific nonemergency need to support the efforts of another agency	☐	☐	☐	☐
5.	Plan includes components of an informal program: • Create a policy statement that encourages officers and department members to become involved with the public in the designed safety and injury prevention program	☐	☐	☐	☐
6.	Select the most effective and efficient solution(s) to the hazard(s).	☐	☐	☐	☐
7.	Design the most effective means of delivering the program's elements to the service area.	☐	☐	☐	☐
8.	Describe (in writing) the program's implementation: • Organizational structure • Resource allocation • Personnel	☐	☐	☐	☐
9.	Determine and describe the evaluation method for the program.	☐	☐	☐	☐
10.	Present the program.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 8

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.4.1**	**SKILL AREA: Administration: Develop a Divisional or Department budget**
TASK: Develop a divisional or departmental budget:		
CONDITIONS: Given schedules and guidelines concerning its preparation;		
PERFORMANCE OUTCOME: So that capital, operating, and personnel costs are determined and justified.		

NO.	**TASK STEPS**	**FIRST TEST**		**RETEST**	
		Pass	**Fail**	**Pass**	**Fail**
1.	Develop a five-year operating budget.	☐	☐	☐	☐
2.	Develop a budget code sheet for each fiscal year.				
3.	Show the total budget amount requested for each category: • Capital • Operating • Personnel	☐	☐	☐	☐
4.	Include line-item budgets for the following: • Training cost for line firefighter • Training cost for a company officer • Training materials for each station • Salaries and benefits for each fiscal year	☐	☐	☐	☐
5.	Provide a justification for each budget category in item 3, and each line-item category in item 4.	☐	☐	☐	☐
6.	Develop a five-year budget summary.	☐	☐	☐	☐
7.	Present the budget proposal.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 9

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.4.2**	**SKILL AREA: Administration: Develop a budget management system.**
TASK: Develop a budget management system:		
CONDITIONS: Given fiscal and financial policies;		
PERFORMANCE OUTCOME: So that the division or department stays within its budget boundary.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop a budget management system that:	☐	☐	☐	☐
2.	includes a budget code sheet for each fiscal year.				
3.	Indicates anticipated revenue and revenue receiving dates.	☐	☐	☐	☐
4.	Records actual dates and categories of revenue, noting discrepancies from anticipated dates/amounts.				
5.	Indicates anticipated expenditures and dates.	☐	☐	☐	☐
6.	Records encumbrances and amounts.				
7.	Records actual dates and categories of expenditures, noting discrepancies from anticipated dates.	☐	☐	☐	☐
8.	Develops and delivers presentation on budget management system.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 10

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.4.3**	**SKILL AREA: Administration: Develop a budget management system.**
TASK: Describe the organization's process for developing requests for proposal (RFP's) and soliciting/awarding bids:		
CONDITIONS: Given established specifications and the organization's policies and procedures;		
PERFORMANCE OUTCOME: So that competitive bidding is ensured.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Describe the organization's policies, procedures, and the process for developing requests for proposals (RFP's) for purchasing equipment.	☐	☐	☐	☐
2.	Prepare an announcement concerning the acceptance of bids.	☐	☐	☐	☐
3.	Research and prepare specifications for specific equipment items.	☐	☐	☐	☐
4.	Describe solicitation process to ensure a competitive bid.	☐	☐	☐	☐
5.	Create bid specifications and information.	☐	☐	☐	☐
6.	Evaluate and score bids.	☐	☐	☐	☐
7.	Select awarded bid and prepare justification.	☐	☐	☐	☐
8.	Award purchase contract.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 11

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.4.4**	**SKILL AREA: Administration: Department Record and Management System**
TASK: Direct the development, maintenance, and evaluation of a department record and management system:		
CONDITIONS: Given policies and procedures;		
PERFORMANCE OUTCOME: So that completeness and accuracy are achieved.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Create a department policy based on given needs for a system.	☐	☐	☐	☐
2.	Create a method for documenting equipment testing and maintenance.	☐	☐	☐	☐
3.	Define detailed requirements for a record keeping system.	☐	☐	☐	☐
4.	Describe in detail the development of the proposed record keeping system.	☐	☐	☐	☐
5.	Plan and implement the system.	☐	☐	☐	☐
6.	Develop a written report detailing the design, creation, and implementation of the system.	☐	☐	☐	☐
7.	Present the report.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 12

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.4.5 & 6.4.6**	**SKILL AREA: Administration: Model a plan for continuous improvement**
TASK: Analyze and interpret records and data:		
CONDITIONS: Given a fire department records system;		
PERFORMANCE OUTCOME: So that validity is determined, and improvements are recommended.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review and summarize the organization's current continuous improvement plan.	☐	☐	☐	☐
2.	Identify an area where utilization of resources may be maximized.	☐	☐	☐	☐
3.	Identify a survey method (group discussion, interview, data collection).	☐	☐	☐	☐
4.	Evaluate the area to determine if resources could be used more effectively.	☐	☐	☐	☐
5.	Establish a quantifiable goal for increasing resources used in that area.	☐	☐	☐	☐
6.	Develop a plan to increase resource utilization for the goal in item 6.	☐	☐	☐	☐
7.	Identify a method of measuring the change in resource utilization.	☐	☐	☐	☐
8.	Prepare and present a report detailing items 1-7.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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NFPA STANDARD: 1021, 2020 edition	**JPR: 6.5.1**	**SKILL AREA: Inspection and Investigation: Evaluate an Inspection Program**
TASK: Evaluate the inspection program of the AHJ:		
CONDITIONS: Given current program goals, objectives, and performance data;		
PERFORMANCE OUTCOME: So that the results are evaluated to determine effectiveness.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Analyze the organization's inspection program.	☐	☐	☐	☐
2.	Determine if the organization's inspection program meets current adopted standards of the AHJ.	☐	☐	☐	☐
3.	Identify areas needing revision in order to match outcomes to program goals or to address deficiencies in the program.	☐	☐	☐	☐
4.	Collect and analyze data that supports areas needing revision.				
5.	Determine if inspection staffing levels are sufficient to meet organizational goals.	☐	☐	☐	☐
6.	Determine the number of additional inspectors needed (if any) and the cost of hiring those inspectors.	☐	☐	☐	☐
7.	Prepare and present a report outlining: • The current state of the inspection program • Any amendments to policy to ensure the program meets applicable codes/standards/laws of the AHJ • Any additional inspector positions required to meet standards, including cost • How effectiveness of any changes will be measured	☐	☐	☐	☐
8.	Present the report in item 7.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 14

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NFPA STANDARD: 1021, 2020 edition	**JPR: 6.6.1**	**SKILL AREA: Emergency Service Delivery: Prepare an Action Plan**
TASK: Prepare an incident action plan (IAP):		
CONDITIONS: Given an emergency incident requiring multi-agency operations;		
PERFORMANCE OUTCOME: So that the required resources are assigned and placed to mitigate the incident.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
	Based on the provided incident scenario:				
1.	Develop and Incident Action Plan (IAP) for the scenario that includes: • Incident Objectives • Organizational Structure • Assignments • Support Materials • Safety message	☐	☐	☐	☐
2.	Identify incident objectives: • Clearly stated • Measurable, to be achieved in a specific time interval	☐	☐	☐	☐
3.	Description of the ICS organizational chart: • Agencies involved • Units involved	☐	☐	☐	☐
4.	Assignments delegated: • Specific tactical assignments divided by branch, division/group, and sector	☐	☐	☐	☐
5.	Develop strategy and tactics to mitigate the assignment	☐	☐	☐	☐
6.	Makes unit assignments	☐	☐	☐	☐
7.	Delegates authority	☐	☐	☐	☐
8.	Identifies and requires needed additional resources	☐	☐	☐	☐
9.	Develops and conducts a post-incident analysis • Uses AHJ forms to complete report(s) • Lists organizational chart • All critical elements are identified and communicated	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

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Candidate Name _____ **Skill Sheet** 15

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.6.2**	**SKILL AREA: Emergency Service Delivery: Develop Post Incident Analysis**
TASK: Prepare an incident action plan (IAP):		
CONDITIONS: Given an emergency incident requiring multi-agency operations;		
PERFORMANCE OUTCOME: So that the required resources are assigned and placed to mitigate the incident.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develops and conducts post-incident analysis (PIA).				
2.	Identifies and communicates all critical elements of response.	☐	☐	☐	☐
3.	Completes all AHJ post-incident forms. • Critical elements identified in form • Critical elements clearly stated • Form completed	☐	☐	☐	☐
4.	Narrative section of form(s) completed • Identifies areas of improvement and successes, and why. • Clearly states identified items.	☐	☐	☐	☐
5.	Completed documentation includes organizational chart for incident.	☐	☐	☐	☐
6.	Presents completed report.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

Evaluator/Candidate Comments _____

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Retest Approved by _____

Evaluator (Print & Sign)	**Candidate Signature**	**Date**
Retest Evaluator (Print & Sign)	**Candidate Signature**	**Date**

FIRE PROTECTION BUREAU
FIRE SERVICE CERTIFICATION
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Olympia WA 98504-2642
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FIRE OFFICER III

Candidate Name _____ **Skill Sheet** 16

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.6.3**	**SKILL AREA: Emergency Service Delivery: Develop a Plan for Unmet Resource Needs**
TASK: Develop a plan for the organization:		
CONDITIONS: Given an unmet need for resources that exceed what is available in the organization;		
PERFORMANCE OUTCOME: So that the mission of the organization is capable of being performed in time of extreme need.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Researches and evaluates organization's unmet resource needs.	☐	☐	☐	☐
2.	Evaluates available resources of external agencies.	☐	☐	☐	☐
3.	Creates a list of items related to meeting the organization's plan for unmet resource needs, focusing on contingency planning.	☐	☐	☐	☐
4.	Develops a report outlining items 1-3, including recommendations.	☐	☐	☐	☐
5.	Presents completed report.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

Evaluator/Candidate Comments _____

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Candidate Name _____ **Skill Sheet** 17

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.7.1**	**SKILL AREA: Health and Safety: Develop an Injury Prevention Program.**
TASK: Develop a measurable accident and injury prevention program:		
CONDITIONS: Given relevant local and national data;		
PERFORMANCE OUTCOME: So that results are evaluated to determine effectiveness of the program.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluates current organization health and safety program.				
2.	Identifies strengths and efficiencies of health and safety program.	☐	☐	☐	☐
3.	Develops specific steps needed to become fully compliant with local, state, and federal regulations. • Equipment purchase(s) • Policy/Procedure development • Training • Other	☐	☐	☐	☐
4.	Identifies budgetary needs to become fully compliant.	☐	☐	☐	☐
5.	Identifies timeline to become fully compliant.	☐	☐	☐	☐
6.	Prepares report and presents findings.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

Evaluator/Candidate Comments _____

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Retest Evaluator (Print & Sign)	**Candidate Signature**	**Date**

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Candidate Name _____ **Skill Sheet** 18

FEMA ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 edition	**JPR: 6.8.1**	**SKILL AREA: Emergency Management: Interagency Planning and Coordination**
TASK: Develop a plan for the integration of fire service resources in the community's emergency management plan:		
CONDITIONS: Given the requirements of the community and the resources available in the fire department;		
PERFORMANCE OUTCOME: So that the role of the fire service is in compliance with local, state, and national requirements.		

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluates a current copy of the Local Emergency Planning Committee (LEPC) plan.				
2.	Defines the role of the fire service in the community's LEPC plan.	☐	☐	☐	☐
3.	Defines the role of the fire service in local community planning efforts.	☐	☐	☐	☐
4.	Identifies how the fire service's role at the local EOC is integrated to comply with local, state, and federal regulations.	☐	☐	☐	☐
5.	Identifies areas for improvement in items 2-4.	☐	☐	☐	☐
6.	Prepares report and presents findings.	☐	☐	☐	☐
Overall Skill Sheet Score:		☐	☐	☐	☐

Candidate Stop Safety: Yes ☐	**Equipment Stop Safety: Yes** ☐

Evaluator/Candidate Comments _____

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Retest Approved by _____

Evaluator (Print & Sign)	**Candidate Signature**	**Date**
Retest Evaluator (Print & Sign)	**Candidate Signature**	**Date**