



Fire Officer 1
NFPA 1021, 2014 Edition
Tabletop Evaluation

Candidate: _____

Date: _____

Fire Department: _____

1021-JPR- 02
Evaluation Format
Practical

STANDARD: NFPA 1021, 4.2.1 and 4.2.1(B), 4.5.3 and 4.5.3(B), 4.6.1 and 4.6.1(B), 4.6.2 and 4.6.2(B)

TOPIC: Human Resource Management, tabletop evaluation.

TASK: The candidate will assign tasks or responsibilities to unit members, given an assignment at an emergency incident. The instructions will be complete, clear and concise: considering safety and conveying the desired outcomes.

PERFORMANCE OUTCOME: The candidate will assume the role of Company Officer supervising other firefighters at an emergency scene. The candidate will assign specific tasks or responsibilities to unit members at an emergency incident. Make a written plan of what specific tasks or responsibilities are assigned to each firefighter. Establish an order of priority of tasks and a timeline for completion.

Conditions: See attached assignment instructions

No.	TASK STEPS	Successful	Unsuccessful
1.	Develop Incident Action Plan		
2.	Describe emergency scene size-up conditions		
3.	Identify hazards		
4.	Implement an initial action plan		
5.	Implement incident management system		
6.	Make provisions for accountability for emergency personnel		
7.	Deploy resources to mitigate the situation		
8.	Allocate resources		
9.	Notification provided to activate local emergency plan, including localized evacuation procedures		
10.	Manage scene safety		
11.	Assign tasks or responsibilities to unit members during an emergency incident		
12.	Give instructions that are complete, clear and concise		
13.	Address safety considerations		
14.	Convey desired outcomes		
15.	Prioritize assignments		
16.	Supervise members during tasks		
17.	Identify fire and life safety hazards		
18.	Establish perimeters at an incident scene		



Fire Officer 1
NFPA 1021, 2014 Edition
Tabletop Evaluation

No.	TASK STEPS	Successful	Unsuccessful
19.	Identify evidence		
20.	Identify importance of fire scene security		
21.	Identify salvage and overhaul plan		
22.	Show indication of evidence preservation		
23.	Identify method(s) to secure scene until investigator arrives		

<input type="checkbox"/> Pass <input type="checkbox"/> Fail

Evaluator/Candidate Comments: _____

Evaluator (sign)

Candidate (sign)



Fire Officer 1
NFPA 1021, 2014 Edition
Tabletop Evaluation

JPR #FOI- 02

Fire Officer Level 1 Practical Evaluation Criteria

Tabletop Evaluations

Candidates will be assessed on the following criteria when being evaluated on the tabletop evaluation. The Evaluator will have to use his/her judgment on the sequential order based on the scenario.

General Considerations for the Candidate

Please Note: *Not all criteria will be applicable to all scenarios.*

- The Candidate will be known as the IC, the IC cannot transfer command.
- Proper radio communications must be demonstrated:
 - Who are they calling and who is the caller
 - Confirmation the receiver has received and understands the message.
- Additional resources must be called for and justified i.e BCAS, RCMP, utilities etc.
- If BCAS leaves the scene with a patient a second BCAS unit must be called.
- Incident Safety Officer may or may not be assigned in Fire Officer 1
 - If assigned the ISO should not be designated until higher priority tasks have been assigned such as confinement, RIT, interior attack.
 - If an ISO is assigned the IC must explain his/her IAP to the ISO.
 - If not assigned the candidate should be able to justify his/her decision, i.e IC can handle the ISO responsibility with an acceptable span of control
- PPV/PPA may or may not be used depending on the IC's tactical objectives.
 - If PPV is used the location of the fire must be known and be coordinated with fire attack, the IC should consider shutting the fan down when fire attack indicates they have the fire under control and smoke is no longer a concern.
 - If PPV is not used then the tactic of transitional attack should be used and is effective.
- If a 2½ " is used as an attack line a minimum of 3 crew must be assigned to manage the line, if a 2½ " is static i.e. exposure protection 2 crew are sufficient to manage the line.
- In Fire Officer 1 all smart resources should be utilized and staging should not be established (the IC only has 10 smart resources to accomplish all tactical objectives)



Fire Officer 1 NFPA 1021, 2014 Edition Tabletop Evaluation

Specific Considerations for the Candidate

Please Note: Not all criteria will be applicable all scenarios.

- When approaching the scene the IC should instruct the driver to drive by the address so that three sides of the structure have been viewed. The apparatus should be positioned so it is not obstructing or impeding access to the incident and well outside of the collapse zone.
- The IC must ensure an adequate water supply is established.
- Complete on-scene broadcast before the IC leaves the apparatus i.e.:
 - Who and where are you?
 - What do you have (building type, size, occupancy class and current conditions)?
 - What are you doing?
 - What will you need?
 - Command is established by location and who is command
 - Announcement command going mobile (optional)
 - Offensive/defensive/transitional
- The IC should give his/her initial command instructions to the Pump Operator and the two remaining Fire Fighters before they leave the apparatus.
- The IC must announce and complete a 360 and give a report back to dispatch after the 360 is complete.
- The IC must establish hot, support and cold zones
- Fast water should be one of the IC's first considerations (note some scenarios may not be conducive to this consideration)
- RIT must be established within 10 minutes of a team entering the structure or prior to the second team entering the structure.
- The IC must brief the RIT team on the IAP
- The IC must give clear instructions to the RIT team i.e. complete a 360 establish a second means of egress to report back to, RIT will be set-up at location X
- The IC must announce to the Fire Ground the location(s) of means of egress
- Appropriate call signs assigned by task, i.e.:
 - Attack 1, search 1 ETC
- Call signs will not be changed during the scenario unless ICS is expanding to groups and/or divisions
- RECEO-VS is not sequential but the IC must justify their decision
- The IC must demonstrate his/her ability to re-assign smart resources when a tactical objective has been met or is no longer needed, i.e.:
 - 2 crews have been assigned to establish PPV, once the fan is engaged the IC should re-assign them to a new task, and assign the monitoring of the PPV to the pump operator or RIT, etc.
 - 2 crews are assigned to exterior exposure protection, when exposure protection is no longer needed, the IC re-assigns the smart resources



Fire Officer 1
NFPA 1021, 2014 Edition
Tabletop Evaluation

- A primary and secondary search must be called for, and where possible, the secondary for a given area should be conducted by a different team. When the secondary search of the entire building is completed the IC will communicate an 'all clear' with dispatch. Primary search started in area of greatest risk to occupants or in area that occupant would most likely be found (bed room at night).

Conclusion

- When the scenario has been called by the Evaluator, the Candidate will account for all responders at the incident including RCMP, BCAS and utilities. The Candidate will identify the tactical assignment, location and which apparatus the team(s) are from.
- The Candidate will explain his/her decision-making process for the IAP he/she implemented.
- The lead evaluator will ask the Candidate: "in hindsight would you have done anything different?". This is an opportunity for the Candidate to identify any key criteria mentioned above that were missed.
- The lead Evaluator will provide immediate feedback to the Candidate successful or unsuccessful.