



**Fire Officer 1
NFPA 1021, 2014 Edition**

Candidate: _____

Date: _____

Fire Department: _____

**1021-JPR-07
Evaluation Format
Project**

STANDARD: NFPA 1021, 4.4.2 and 4.4.2(B), 4.4.5 and 4.4.5(B), 4.6.3 and 4.6.3(B)

TOPIC: Administration Post-Incident Analysis

TASK: The Candidate will develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.

The candidate will execute routine unit-level administrative functions, given forms and records management systems, so that the report and logs are complete and files are maintained in accordance with policies and procedures.

The Candidate will explain the needs and benefits of collecting incident response data, given the goals and the mission of the organization, so that incident response reports are timely and accurate.

PERFORMANCE OUTCOME: The Candidate, given a single unit incident, will develop and conduct a post-incident analysis, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures

The candidate will complete a Fire Incident Report Form in order to execute routine unit-level administrative functions, so that the report and logs are complete and files are maintained in accordance with policies and procedures.

The Candidate will write a narrative to explain the needs and benefits of collecting incident response data, so that incident response reports are timely and accurate.

Conditions: See attached assignment instructions

No.	TASK STEPS	Task Value	Project Score
1.	Assignment # 1: Develop and conduct a post-incident analysis	Pass/Fail	
2.	Identify strategies used	2	
3.	Identify items for improvement	2	



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No.	TASK STEPS	Task Value	Project Score
4.	Assignment # 2: Complete Fire Incident Report Form from FES	Pass Fail	
5.	Followed appropriate guidelines	2	
6.	Form is legible and accurate	2	
7.	Form has all applicable areas completed	2	
8.	Form is signed off	1	
9.	Reports are completed in a timely manner	1	
10.	Assignment # 3: Narrative explaining importance of collecting Incident Response Data	Pass/ Fail	
11.	Identify importance of collecting incident response data	2	
12.	Correct grammar and sentence structure	1	
13.	Correct paragraphing	1	
	Total	16	

Total Points Possible = 16
Points Needed to Pass = 12
Points Scored = _____
 Pass **Fail**

Evaluator/Candidate Comments: _____

Evaluator (sign)

Candidate (sign)



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JPR #FOI - #7

Information for this Assignment:

Single Unit Response Scenario

At 6:30 am on November 23, 2013, the Marine Fire/Rescue Department is called to a single vehicle fire on Rugged Edge Drive. There are no exposures. The responding equipment includes only the 1050 E-One Pumper with four firefighters on board. The Fire Chief is also in attendance in his personal vehicle.

Upon arrival, the vehicle is fully engulfed with flames. After a quick extinguishment, overhaul and clean-up, the department returns to the station to complete their reports and logs.

The driver of the vehicle managed to escape with no injuries and was able to provide information to the firefighters for their report forms. This information included the following:

Owner/Driver:	Mr. Mark Ward
Driver's Complete Address:	7 Hynes Road, Marine Institute, NL, A2N 2Y3
Driver's License Number:	H7089289990
Vehicle Make and Model:	2012 4 Door, Desert Green, Ford Focus
License Plate Number:	AKB 700
Serial Number:	SR99999888866999900DP
Driver Contact Number:	(709) 333-8800 (h) and (709) 333-9900 (w)
Driver Cellular Number:	(709) 222-7700 (cell)

Other Details Provided by Driver: Driver first noticed the smell of smoke while driving to work. The Driver was driving in the NW direction. After stopping, he opened the bonnet of the vehicle to see a small fire under the hood. There was no fire extinguisher on board the vehicle. Rugged Edge Drive in Highlands has a non-residential or business area; therefore there were no nearby structures where he could obtain an extinguisher or assistance. Mr. Ward did utilize his cell phone to call the fire department. Unfortunately, there were no other vehicles passing by to assist.

For the Fire Department, there is no water supply in this area (no hydrants), therefore only the water from the pumper and extinguishers on board are available to use.

Weather and Road Conditions observed at the time of the incident: Dark outside, black ice conditions on the road, no rain or snow falling, winds were in the SW direction (causing flames from under the hood of the vehicle to shoot back over the roof of the vehicle).

Other Fire Department Information: Immediately upon arrival, the Officer on board conducted a scene size-up, then assisted one firefighter in pulling the 1 ¾-inch pre-connected fire hose from the pumper truck and got it charged while two other firefighters donned SCBA. The Officer asked for foam to be utilized, which was completed. Two firefighters in SCBA attacked and successfully put out the vehicle fire. Ice road conditions made it difficult for firefighters to obtain footing during their operations. The firefighter who remained with the Pumper also provided Accountability.



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Post-Incident Information:

Upon returning to the station, firefighters were cleaning the truck and discussing an incident that occurred during the Vehicle Fire Response.

As company officer for this crew, it is departmental policy for you to return to the fire station to complete a Fire Incident Response Form for submission to Fire and Emergency Services. While completing this form, you overhear a discussion about one firefighter (Firefighter Penny) who did not follow departmental procedures involving wearing SCBA while at all vehicle fires. This person was coughing excessively while washing the pumper. As well, the driver of the pumper (Firefighter Short) parked the truck on the wrong side of the road.



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Assignment Instructions

JPR #FOI-7

Here are some of the questions to help you while conducting your critique of the incident. Be sure to consider this information when completing your post-incident analysis report.

CRITIQUE SUMMARY

- Incident Address
- Incident Date and Time
- Describe the conditions of the scene upon arrival
- What size of attack line was deployed?
- Were you an officer in charge? If so, of what section?
- Identify and describe any unique problems you may have encountered.
- Describe any events or actions at this emergency that assisted you in accomplishing your objectives or tasks.
- Describe any events or actions at this emergency that may have hindered you in accomplishing your objectives or tasks
- Did you experience any equipment failures? List/describe failures.
- Did you encounter any SAFETY problems? If so, identify.
- What would you do differently the next time?
- Any recommended changes in plan, procedures, training, or equipment as a result of this incident?
- Was accountability established?



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Assignment One:

After reading the above material, provide a written description of how you will develop and conduct a post-incident analysis of this single unit response scenario. All critical elements must be identified and communicated in accordance with your departmental policies, procedures and operating guidelines.

Assignment Two:

Now refer back to the information in the scenario and your completed post-incident analysis to obtain all of the information required to complete Step Two.

As the Company Officer, you return to your office to complete your department's Fire Incident Reporting Form. It is the policy of Fire and Emergency Services that all Fire Departments complete the Fire Incident Reporting Form within 24 hours after the incident is terminated.

Assignment Three:

Now that the post-incident analysis report and the Fire Incident Report Form have been completed, as a Company Officer, you are expected to provide a brief narrative outlining the needs and benefits of collecting incident response data, so that incident response reports are timely and accurate.