



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-21

Certification title

Fire Officer I
ADMINISTRATION
EXPLAIN THE NEEDS AND BENEFITS OF COLLECTING
INCIDENT RESPONSE DATA

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021- 2009 Edition
4.4.5

Task

Explain the needs and benefits of collecting incident response data, so that incident response reports are timely and accurate

Conditions and Outcome

Given Department policies and procedures, forms/reports, and computer/agency's records management system the candidate will collect all incident response data and complete all organizational incident response forms. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures and shall demonstrate the ability to communicate both orally and in writing. **The candidate will complete this task with a minimum of 3 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Collect and record information throughout incident						
2	Condense information to an understandable format						
3	Conduct an incident response report using proper policies, forms and procedures						
4	Conduct a post-incident analysis using proper policies, forms and procedures						
5							
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #2	
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments	
Candidate signature	Date	Candidate signature	Date	Candidate signature	Date

Form DFS-SS-1 10/12

Approved by NJ SME Committee 12/3/2013.