



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**IFBE-33**

Certification title

**Industrial Fire Brigade  
Basic Advance Exterior Member  
SKILL REQUIREMENTS – INITIATING A  
RESPONSE TO AN EMERGENCY**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:  
NFPA 1081,  
Chapter 5.3.7 & (B)  
2018 Edition**

Task

The brigade member will demonstrate initiating a response to a simulated reported emergency.

**Conditions and Outcome**

The brigade member shall be able to obtain all necessary information, properly operate communications equipment, and promptly and accurately relay the information to the dispatch center.

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
<b>1</b>	<p>Answer promptly and professionally. Identify yourself, and your location. Determine immediately whether there is an emergency. If the call involves an emergency, follow your SOPs. Organize your questions to get the following information:</p> <ul style="list-style-type: none"> <li>Incident location (including cross streets and identifying landmarks)</li> <li>Type of incident/situation</li> <li>Who is the safety spotter</li> <li>Scene safety information</li> <li>When the incident occurred</li> <li>Caller's name</li> <li>Location of the caller, if different from the incident location</li> <li>Caller's callback number</li> </ul> <p>Always terminate the call in a courteous manner, and let the caller hang up first.</p>						
<b>2</b>	Determine the type of alarm. (trouble / supervisory) and the correct notification process to be taken to restore the alarm to normal operation.						
<b>3</b>	Confirm the alarm notification has been recorded and who is responsible to reset the alarm to normal operation.						
<b>4</b>	Record the information needed, including the date and time of the call. Initiate a response following the protocols of your communications center.						
<b>5</b>	The protocols in your department may vary from the steps listed here. Follow the protocols of the						

	agency having jurisdiction for your department's communications.						
<b>Final Test Result for Entire Task</b>							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
<b>Candidate signature &amp; acknowledgement, Test #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>	
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