



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FO1-19**

Certification title

**Fire Officer 1**  
**ADMINISTRATION**  
**EXPLAIN THE NEEDS AND BENEFITS OF COLLECTING**  
**INCIDENT RESPONSE DATA**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021- 2020 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**

**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.

**Pass**

**Fail**

**Pass**

**Fail**

**Pass**

**Fail**

**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