



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## ***PRACTICAL SKILLS EXAMINATION REPORT***

Skill Sheet #

**FO3-17**

Certification title

**Fire Officer 3**  
**EMERGENCY SERVICES DELIVERY**  
***PREPARE AN ACTION PLAN***

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021, 2021 Edition**  
**6.6.1**

**Task**

Prepare an action plan so that the required resources are determined and the resources are assigned and placed to mitigate the incident.

**Conditions and Outcome**

Given a multi-agency emergency scenario including type of incident, size-up information, assigned agencies, policies and procedures, the candidate shall prepare an action plan in which the candidate uses an evaluative method, delegates authority, organizes a plan, and communicates 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
<b>1</b>	Prepare an Incident Action Plan to mitigate the multi-agency emergency incident based on an effective evaluation of the incident.						
<b>2</b>	Allocate, supervise, and account for human and equipment resources.						
<b>3</b>	Implement necessary safety precautions and personnel accountability.						
<b>4</b>	Verbally communicate or provide completed Incident Action Plan to appropriate personnel during briefing						
<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
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 04/2021

Approved by NJ SME Committee 06/15/2021.