



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	
		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.						
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

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Approved by NJ SME Committee 04/23/2021.