



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
1	Prepare an Incident Action Plan to mitigate the multi-agency emergency incident based on an effective evaluation of the incident.						
2	Allocate, supervise, and account for human and equipment resources.						
3	Implement necessary safety precautions and personnel accountability.						
4	Verbally communicate or provide completed Incident Action Plan to appropriate personnel during briefing						
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