

FIRE OFFICER I MANIPULATIVE SKILL OBJECTIVES

HUMAN RESOURCE MANAGEMENT

- 1- Assign tasks or responsibilities to unit members during an emergency operation, so that the instructions are complete, clear, and concise.**

REFERENCE: NFPA 1021, 2014 Edition, 4.2.1, 4.2.1(B)

CONDITION: Given an assignment at an emergency operation, 4-firefighter team.

COMPETENCE:

- Instruction to team is complete.
- Instruction to team is clear.
- Instruction to team is concise.
- Safety issues are addressed.
- Expected outcomes are conveyed to team.

TIME: 5:00 Minutes

- 2. Assign tasks or responsibilities to unit members during non-emergency conditions at the station, so that the instructions are complete, clear, and concise.**

REFERENCE: NFPA 1021, 2014 Edition, 4.2.2, 4.2.2(B), 4.1.2

CONDITION: Given an assignment at a non-emergency conditions, (i.e., station tasks, apparatus cleaning, etc.).

COMPETENCE:

- Instruction to members is complete.
- Instruction to members is clear.
- Instruction to members is concise.
- Safety issues are addressed.
- Expected outcomes are conveyed to team.

TIME: 5:00 Minutes

- 3 – Direct unit members during a training evolution so that the evolution is performed safely, efficiently, and as directed.**

REFERENCE: NFPA 1021, 2014 Edition, 4.2.3, 4.2.3(B)

CONDITION: Given a company training evolution, training policies and procedures, and a 4-member team.

COMPETENCE:

- Instruction to members is complete.
- Instruction to members is clear.
- Instruction to members is concise.
- Safety issues are addressed.
- Expected outcomes are conveyed to team.
- Task is completed.

TIME: 5:00 Minutes

4 – Recommend action for member related problem so that the situation is identified and the actions taken are within the established policies and procedures.

REFERENCE: NFPA 1021, 2014 Edition, 4.2.4, 4.2.4(B), 4.1.2

CONDITION: Given a member with a situation requiring assistance (i.e., substance abuse, delayed stress, financial, etc.) and the member assistance policies and procedures.

COMPETENCE:

- Identify signs and symptoms of member related problems.
- Identify the causes of stress in emergency services personnel.
- Conduct interview with member.
- Establish proper environment to conduct interview process.
- Establish relationship with member to open lines of communication.
- Identify problem during interview with members
- Develop plan with member to resolve problem.
- Direct member to other assistance if needed and available.
- Assist member in understanding policies and procedures where applicable.
- Document interview following SOP's.
- Conclude interview.

TIME: 10:00 Minutes

5 – Apply human resource policies and procedures so that policies and procedures are followed.

REFERENCE: NFPA 1021, 2014 Edition, 4.2.5, 4.2.5(B), 4.1.2

CONDITION: Given an administrative situation requiring action (i.e., transfer, promotions, commendations, etc.).

COMPETENCE:

- Conduct interview with member.
- Establish proper environment to conduct interview process.
- Establish relationship with member to open lines of communication.
- Explain purpose of meeting.
- Discuss with member process or department policies.
- Assist member in understanding policies and procedures where applicable.
- Document interview following SOP's.
- Conclude interview

TIME: 10:00 Minutes

6 – Coordinate the completion of assigned tasks and projects by members so that the assignments are prioritized, a plan of completion of each assignment is developed and members are assigned to specific tasks and supervised during the completion of the assignments.

REFERENCE: NFPA 1021, 2014 Edition, 4.2.6, 4.2.6(B)

CONDITION: Given a list of projects and tasks and the job requirements of subordinates.

COMPETENCE:

- Identify member qualifications.
- Match member qualification to project requirements.
- Meet with member to delegate assignment for project.
- Establish projects priorities.
- Establish requirements necessary to complete projects.
- Assist member in understanding project requirements.
- Establish plan of completion for the assigned project.
- Establish report and follow-up procedures.
- Conclude interview

TIME: 10:00 Minutes

COMMUNITY and GOVERNMENT RELATIONS

7 – Initiate action to a citizen’s concern or public inquiry so that the concern or inquiry is answered or referred to the appropriate individual for action following policies and procedures.

REFERENCE: NFPA 1021, 2014 Edition, 4.3.1, 4.3.1(B), 4.3.2, 4.3.2(B), 4.3.3, 4.3.3(B), 4.4.4, 4.4.4 (B), 4.1.2

CONDITION: Given a citizen’s complaint and department policies.

COMPETENCE:

- Understand the components of your department organization.
- Understand how your department works in relation to other departments within your city/parish government.
- Establish lines of communication with citizen.
- Identify the nature of the complaint or inquiry.
- Identify possible solutions to complaint or inquiry.
- Direct citizen to proper department or person if situation is not within fire department area of responsibility.
- Be positive and honest while dealing with citizen.
- Assist the citizen with information, forms or other resources to resolve the concern or inquiry.
- Document situation as required.

TIME: 10:00 Minutes

ADMINISTRATION

- 8 – Recommend changes to existing department policies or implement a new departmental policy at the unit level so that the policy is communicated to and understood by unit members.**

REFERENCE: NFPA 1021, 2014 Edition, 4.4.1, 4.4.1(B), 4.1.2

CONDITION: Given a new department policy.

COMPETENCE:

- Set meeting time with unit members.
- Explain purpose of meeting.
- Explain new policy to unit members.
- Answer questions from unit members as needed.
- Be positive and honest while dealing with unit members.
- Be supportive of new policy and department.
- Conclude meeting.

TIME: 10:00 Minutes

- 9 – Execute routine unit-level administrative functions, completion of a fire incident report and a medical report (EMS), so that the reports are complete and files are maintained in accordance with policies and procedures.**

REFERENCE: NFPA 1021, 2014 Edition, 4.4.2, 4.4.2(B), 4.4.5, 4.4.5(B), 4.1.2

CONDITION: Given a fire incident or a medical incident, proper forms, and reference material.

COMPETENCE:

- Obtain completed information in regards to the incident.
- Completely fill in report forms in appropriate boxes.
- Complete narrative if needed.
- Sign and date report.
- File report(s) as per department policy.
- Explain the needs and benefits of collecting incident response data.

TIME: 15:00 Minutes

- 10 – Prepare a budget request so that the request is in the proper format and is supported with data.**

REFERENCE: NFPA 1021, 2014 Edition, 4.4.3, 4.4.3(B), 4.1.2

CONDITION: Given a scenario for a budget need.

COMPETENCE:

- Identify a need for budget request.
- Determine source of revenue.
- Gather data (internal/external) to support request.
- Develop a written proposal for request.
- Complete request form, obtain signatures for request.

TIME: 15:00 Minutes

INSPECTION and INVESTIGATION

11. Describe the procedures for conducting fire inspections so that all hazards are identified, appropriate forms are completed, and appropriate action is initiated.

REFERENCE: NFPA 1021, 2014 Edition, 4.5.1, 4.5.1(B), 4.1.2

CONDITION: Given one of the following occupancies: Assembly, Educational, Health Care, Detention and Correctional, Residential, Mercantile, Business, Industrial, Storage, Unusual Structures and Mixed Occupancies.

COMPETENCE: Prior to inspection:

- Contact owner/occupant of building to be inspected and establish appointment for an inspection.
- Review previous inspection reports of address/occupancy.
- Review applicable code information for type of occupancy to be inspected.
- Gather necessary equipment to conduct inspection.

Conducting the inspection:

- Meet with owner/occupant at appointed time, explain purpose of inspection and obtain permission to inspect building.
- Review with owner/occupant inspection record information, i.e., address, ownership of the building, etc.
- Request owner/occupant or representative of company to accompany inspection team during inspection.
- Begin inspection process following a general pattern, (i.e., working outside in or top floor down).
- Inspect the building for the following:
 - General housekeeping habits including waste management.
 - Access and egress areas.
 - Any "processes" applicable to the location.
 - Storage of raw, flammable, combustible or hazardous materials.
 - Fire detection, alarm, and protection systems.
- Conclude inspection with owner/occupant.
- Document inspection on appropriate forms.

TIME: 30:00 Minutes

12 – Develop a pre-incident plan so that all required elements are identified and the appropriate forms are completed and processed in accordance with policies and procedures.

REFERENCE: NFPA 1021, 2014 Edition, 4.5.2, 4.5.2(B), 4.1.2

CONDITION: Given one of the following occupancies: Assembly, Educational, Health Care, Detention and Correctional, Residential, Mercantile, Business, Industrial, Storage, Unusual Structures and Mixed Occupancies. assigned facility and preplanning policies, procedures, and forms.

COMPETENCE: PRE-INCIDENT SURVEY

- Set-up appointment with owner or manager of facility to be preplanned.
- Take proper equipment; paper, pencils, ruler, survey forms, flashlight, camera, tape measure, water pressure gauge and clipboard.

CONDUCTING THE SURVEY

- Introduce crew members to facility staff/owner.
- Conduct survey following a systematic process.
- Identify type of building construction.
- Identify type of roof.
- Identify built in fire protection systems.
- Identify water supply for facility.
- Create a drawing of facility locating vital information (i.e., electrical shut off, gas shut off, FDC, standpipe connections, etc.)
- Create PLOT plan and FLOOR plan for facility.

POST SURVEY

- Complete survey forms.
- Attach PLOT and FLOOR plan with QAP's or other forms.

TIME: 60:00 Minutes

13- Secure an incident scene so that unauthorized persons can recognize the perimeters of the scene, persons are kept from restricted areas and all evidence or potential evidence is protected from damage or destruction.

REFERENCE: NFPA 1021, 2014 Edition, 4.5.3, 4.5.3(B)

CONDITION: Given a rope or barrier tape, marking devices for evidence, incident information.

COMPETENCE:

- Locate point of origin.
- Identify possible items of evidence.
- Mark and protect evidence "as is" and document location.
- Secure fire scene.
- Secure perimeter by use of rope, barrier tape.
- Determine access point to scene.
- Establish log to record who enters and exits fire scene

TIME: 20:00 Minutes

EMERGENCY SERVICE DELIVERY

14 – Develop and implement an initial action plan so that resources are deployed to control the emergency.

REFERENCE: NFPA 1021, 2014 Edition, 4.6.1, 4.6.1(B), 4.6.2, 4.6.2(B)

CONDITION: Given an incident, size-up information, appropriate responding units for type of incident.

COMPETENCE:

- Determine type of emergency.
- Determine incident priority (Life safety, Incident stabilization, Property conservation).
- Determine method of attack (offensive, defensive, rescue, transitional)
- Establish command.
- Conduct size-up of incident.
- Communicate incident plan to unit members.
- Supervise unit members during completion of action plan.
- Maintain personnel accountability.

TIME: 5:00 Minutes

15 – Develop and conduct a post-incident analysis so that all required critical elements are identified and communicated.

REFERENCE: NFPA 1021, 2014 Edition, 4.6.3, 4.6.3(B), 4.1.2

CONDITION: Given a single unit incident and post-incident analysis policies and procedures.

COMPETENCE:

- Gather information of incident i.e., incident report, pre-planning information and forms, and dispatch information, etc.
- Set time and location for post-incident discussion that is free of distractions.
- Review information on incident; pre-plans, building features, water, fire behavior, tactics, etc.
- Discuss each individual's role during the incident.
- Discuss positive/negative outcomes without focusing on blame.
- Observe members of crew for post-incident stress indicators.
- Document analysis process.

TIME: 15:00 Minutes

SAFETY

16 – Conduct an in-service safety training at the unit level so that safety regulations are applied and member responsibilities are conveyed.

REFERENCE: NFPA 1021, 2014 Edition, 4.7.1, 4.7.1(B), 4.7.3, 4.7.3(B), 4.1.2

CONDITION: Given safety policies and procedures used in daily activities and department forms for training.

COMPETENCE:

- Set meeting time.
- Determine topic of safety briefing.
- Review policies and procedures for topic of meeting.
- Conduct meeting, present safety message.
- Explain the benefits of being physically and medically fit for duty
- Answer questions regarding policy.
- Conclude meeting and document according to department policy.

TIME: 10:00 Minutes.

17 – Conduct an initial accident investigation so that the incident is documented and reports are processed in accordance with policies and procedures.

REFERENCE: NFPA 1021, 2014 Edition, 4.7.2, 4.7.2(B), 4.1.2

CONDITION: Given an accident scenario and department investigation forms.

COMPETENCE:

- Review department policies for type of incident.
- Identify who was involved.
- Conduct interviews as necessary to determine the following:
 - Identify the behavior or condition that caused the accident.
 - Identify what were the circumstances involved.
 - Determine root cause for the accident.
- Identify previously unrecognized hazards.
- Complete report forms.

TIME: 30:00 Minutes