

# **PENNSYLVANIA FIRE SERVICE VOLUNTARY CERTIFICATION PROGRAM**



## **FIRE OFFICER I CANDIDATE HANDBOOK**

OFFICE OF THE STATE FIRE COMMISSIONER  
PENNSYLVANIA STATE FIRE ACADEMY

Dear Certification Candidate,

Welcome to the Pennsylvania Fire Service Voluntary Certification Program. This manual provides information to assist you in successfully participating in the certification test. This manual outlines the pre-requisites, testing, and application process and provides a study guide reference list. Tests are conducted under the sanction and approval of the Pennsylvania Office of the State Fire Commissioner, with accreditation granted by the National Board on Fire Service Professional Qualifications (National Pro-Board) and the International Fire Service Accreditation Congress (IFSAC)

In accordance with Section 7384 of the Emergency Management Services Code (35 Pa. C.S. §§ 7101 *et seq.*), OSFC Office of the State Fire Commissioner is entrusted with the duty to implement a statewide firefighter training and certification program. The voluntary certification program in Pennsylvania is available to any Commonwealth resident, regardless of religion, gender, or national origin; any resident may apply for consideration as a test candidate (18) eighteen years of age or older who resides in Pennsylvania may apply for consideration as a test candidate.

All certification candidates are required to have an established and up to date user portal account in the PA State Fire Academy's Acadis Learning Management System prior to participating in ANY certification testing opportunity. Please log in to your Acadis portal account and update all personal information before submitting your certification application. (Access can be gained through the OSFC website – [Training and Certification Portal](#)).

Good luck and thank you for participating in the Pennsylvania Fire Service Voluntary Certification Program.

## **Application Process**

Obtain an application from either the Office of the State Fire Commissioner (OSFC) [website](#) or an approved test site. You must fill out the form in full and provide all required documentation. The completed application and accompanying documents are to be submitted to an approved test site or PA State Fire Academy (PSFA). Your application is then reviewed and accepted or rejected based on compliance and deficiencies (i.e., lack of pre-requisites, no signatures, etc.).

The general test process is as follows:

1. A candidate must submit a complete application including all supporting documents;
2. After the application is approved, the candidate takes the written and subsequently the skills tests (NOTE: the skills test cannot be taken before the written test);
3. Upon completing the written and skills tests and reviewing the application for completeness by the test site and PSFA or Delegated Authority, the candidate can be certified for the level tested. If a candidate should not pass any part of the testing process, a retest can be administered up to (2) more times and completed within one (1) year of the original test date.

## **Application Pointers**

1. Make sure the application is legible and complete. Applications **MUST** be typed.
2. Application **MUST** have your FEMA Student Identification Number. (FEMA-SID)
3. Social Security Number: please provide the last four (4) digits.
4. Provide your complete name including suffix (Jr, Sr, III, etc.) **NO** nicknames. As it appears on your driver's license, state ID, or birth certificate.
5. Ensure your mailing address includes street, apartment number, city, state, and zip.
6. Ensure all signatures are obtained and signed in **BLUE** or **BLACK** ink. (**DIGITAL SIGNATURES ARE NOT ACCEPTED. YOU MUST SIGN WITH A PEN, A "WET SIGNATURE"**)
  - a. *Chief Officers **CAN NOT** sign for themselves where a Chief Officer's signature is required;*
  - b. *For this requirement, another Chief Officer **MUST** sign this application section.*
7. Legible copies of all pre-requisites must be attached and signed where applicable. **NOTE:** *Copies must include both the front and back of the document where appropriate. (i.e., CPR & Medical cards).*
8. Ensure your Pre-requisite Verification Form (found on the back of the application) is appropriately marked off and signed in **BLUE** or **BLACK** ink.

## **Pre-requisites**

### **1. Successful completion of Incident Command System Course**

The following are the recognized courses:

- a) NIMS ICS for Fire Service
- b) NIMS ICS for EMS
- c) National Fire Academy, Incident Command System Course
- d) NFA ICS 100 and 200 (Independent Study or Facilitated Courses)
- e) Incident Command System and Resource Management for the Fire Service

2. **Hazardous Materials Training or Certification:** Candidates **MUST** be trained or certified at the Hazardous Materials Operations Level in accordance with NFPA 472 (2017) *Standard for Professional Competency of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, Chapter 5 (Core Competencies) and Chapter 6 (Mission-Specific), Section 6.2 (PPE) and Section 6.6 (Product Control) **OR** NFPA 1072 (2017) *Standards for Hazardous Material /Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications*, Chapter 5 (Operations Level Responders) and Chapter 6 (Mission-Specific), Section 6.2 (PPE) and Section 6.6 (Product Control). **OR** NFPA 470 (2022) *Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders*. Chapters 6 (Operations Core Competencies 472), chapter 7 (Operations Core Competencies 1072), chapter 8 (Operations Mission Specific 472) section 8.2 (PPE) and section 8.6 (Product Control) and Chapter 9 (Operations Mission Specific 1072) section 9.2 (PPE) and section 9.6 (Product Control)

Attach a copy of one of the following recognized certificates (Must be Jones & Bartlett curriculum):

- Hazardous Materials Operations Level, **OR**
- Hazardous Materials Operations Level Annual Refresher (candidate must have completed an approved operations initial course) **OR**
- Hazardous Materials Operations Level Responder National Certification (ProBoard or IFSAC)

**NOTE:** The certificate (training, refresher training, or certification) **MUST** be current and dated within one (1) year of the certification application and **MUST** meet the requirements of NFPA 1072 (2017) **OR** NFPA 470 (2022).

3. **Firefighter II Certification:** You **MUST** be certified (Pro-Board / IFSAC) at the Firefighter II level. You will need to submit a copy of your certification with this application.
4. **Fire Service Instructor I Certification:** You **MUST** be certified (Pro-Board / IFSAC) at the Fire Service Instructor I level. You will need to submit a copy of your certification with this application.

## **METHOD FOR COMPLETING CERTIFICATION**

Fire Officer I certification is completed either by open challenge or following (i.e., post) an approved training program. **Please Check Method Used:** \_\_\_\_\_ Open Challenge \_\_\_\_\_ Post-Course Completion

### **Open Challenge:**

All skills are mandatory through the open challenge process. To begin, candidates must submit a completed application, which will be reviewed for accuracy. Once the application is successfully processed, the candidate will receive the necessary documents from the Pennsylvania State Fire Academy (PSFA) to achieve the required skills based on the Urtown Fire & Emergency Services organization standards.

**Skills A, B, and C** are in-person skills that can be tested at the PSFA or an approved Fire Officer I test site.

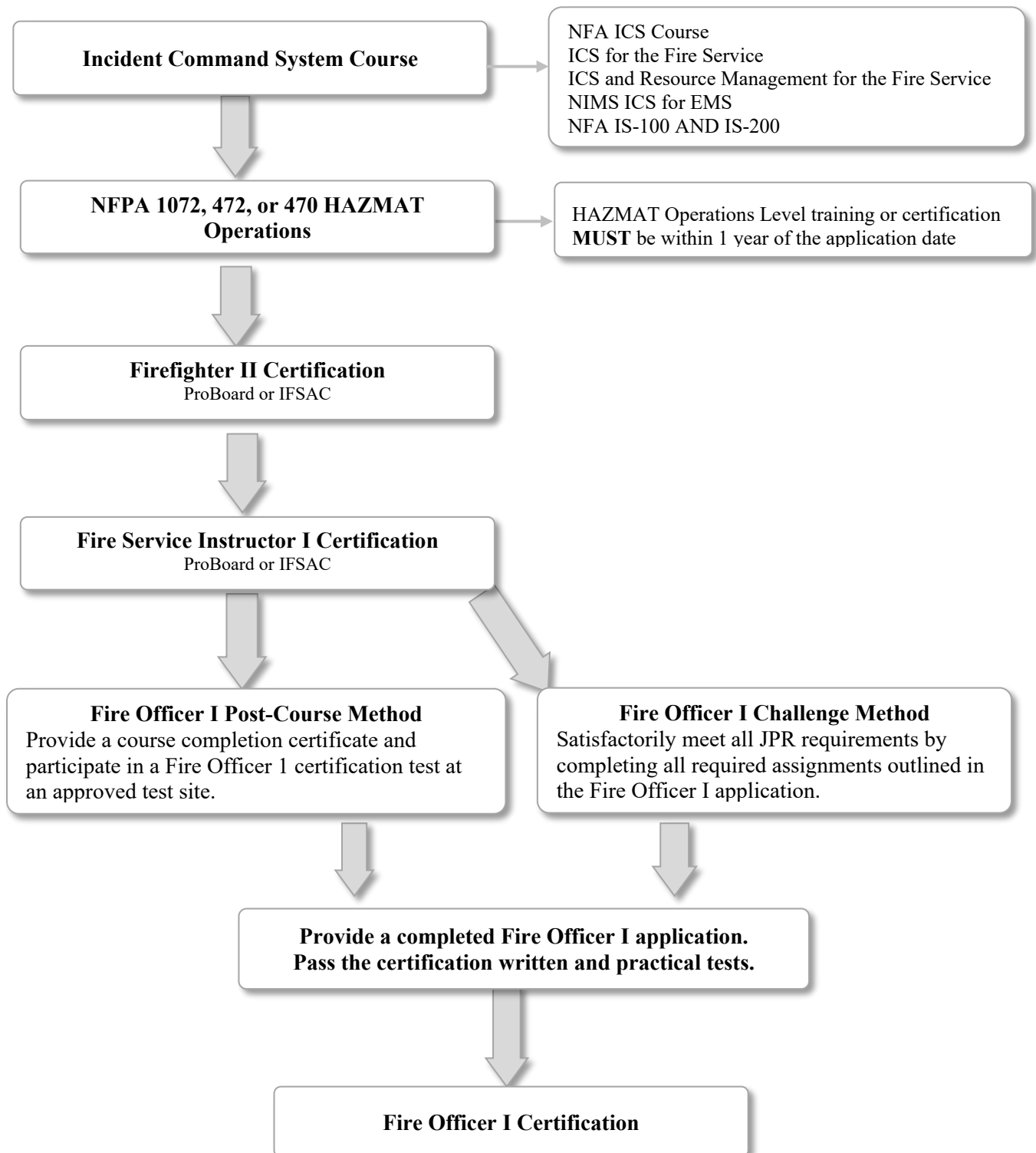
Once all required skills are completed, the documentation should be sent to the Pennsylvania State Fire Academy, ATTN: Certification. At that point, the candidate can schedule a test at the State Fire Academy or an approved test site.

### **Post-Course Challenge:**

To certify by this method, you **MUST** successfully complete a Fire Officer I course of instruction approved by the State Fire Academy within one (1) year of the date of this application. You **MUST** also successfully pass the written and practical skills and provide a current certification application. Applying, taking the written test, and completing the required practical skills are coordinated through an approved test site.

**NOTE:** You must submit a copy of your Fire Officer I course completion certificate with your application.

# Fire Officer I Certification Pathway



## **Test Policy**

**Written Test:** The written test consists of one hundred (100) questions and is randomly generated. Candidates have two (2) hours to complete the test. The passing score for the written test is seventy percent (70%).

**Skills Test:** Candidates must pass one hundred percent (100%) of the skill stations offered.

## **Retest Policy**

**Written Test:** If unsuccessful, you have two (2) retest attempts and one (1) year to complete the retest. You will need to contact the fire academy or a test site of your choice to schedule a retest.

**Skills Test:** You must pass 100% of the skill stations offered.

- If you are unsuccessful on three (3) or fewer skill stations, you may retest the same day (only one retest per skill station)
- If unsuccessful on four (4) or more skill stations, you may NOT retest the same day. Skill retests must be scheduled for a later date and time.
- A total of eight (8) retest attempts are permitted and must be completed in one (1) year to complete the testing process successfully.

## **Appeals**

A candidate may request a review of their performance records by the State Fire Academy within thirty (30) days of receipt of a failure notice. Appeals **MUST** be in writing and in accordance with the policies and procedures of the Certification Program.

Send to: Pennsylvania State Fire Academy  
Attn: Certification Program Manager  
1150 Riverside Drive  
Lewistown, PA 17044

## **Accommodations**

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodations for the written certification exams for individuals with documented disabilities. Only written requests for accommodations for certification examinations are reviewed, and each request is reviewed on a case-by-case basis. Requests must be submitted on the Accommodation Request Form. The Pennsylvania Fire Service Voluntary Certification Program provides written notification of its decision to the candidate upon completion of its review and the review by legal counsel of the accommodation request.

The ***Accommodation Request Form*** is located on page 8 of this manual or is available from the Pennsylvania State Fire Academy and test site coordinators. Contact the Certification Program Manager for further information. The candidate requesting accommodation must complete the request form at the time of application submission or as soon as the need for an accommodation is recognized. Requests must be submitted before the scheduled date of the examination. Any request for accommodation not submitted at least twenty (20) working days before the scheduled exam will delay the candidate's examination date.

Documentation of a specific disability that would impact a candidate's performance on the written examination must be current (within five (5) years of the date of application). Such documentation should include a signed explanation on letterhead stationery from a professional familiar with the applicant's disability or a copy of an Individual Education Plan (IEP) from an educational institution.

The statement must confirm and describe the disability for which the accommodation is requested. The professional must have expertise in the specific disability for which the accommodation is requested.



## **Request for Accommodation Form**

Name of Candidate: \_\_\_\_\_  
Last Name First Name Middle

Address of Candidate: \_\_\_\_\_

Telephone Number (area code): \_\_\_\_\_  
[Please list a number where you can be reached from 8 am – 4 pm.]

County of Residence: \_\_\_\_\_ Email Address: \_\_\_\_\_

Certification Level Requesting Accommodation for: \_\_\_\_\_ Date of Test: \_\_\_\_\_

Test Site to which you have submitted your application: \_\_\_\_\_

I reviewed the NFPA job performance requirements for the level of certification I am seeking; I am requesting the following accommodation(s) due to my disability-related needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I have attached a statement on letterhead stationery from a professional who is familiar with my disability. I understand that the professional must have expertise in the specific disability for which I am seeking accommodation. The statement must confirm and describe the disability for which the accommodation is requested. The statement is signed by the professional.

\_\_\_\_\_ I am submitting a copy of an IEP (Individual Education Plan), which I have obtained from my educational institution.

\_\_\_\_\_  
Signature of individual completing this form Date

\_\_\_\_\_  
Printed or type the name of the individual completing this form

Return this form to: Pennsylvania State Fire Academy  
Attn: Certification Program Manager  
1150 Riverside Drive  
Lewistown, PA 17044  
(717) 247-3743

### **Recertification**

Issuance of a certificate indicates the candidate has successfully passed the certification test. The certificate issued indicates the candidate is certified based on the edition and year of the standard. Furthermore, the issuance of a certification certificate does not imply nor guarantee any indication of future performance because of the testing process. In the Commonwealth of Pennsylvania, certification is a voluntary process; currently, there is no requirement for recertification.

### **Safety Policy**

A candidate should meet the requirements of *NFPA 1580 (2025) Standard for Emergency Responder Occupational Health and Wellness* before participating in any physical test to ensure their ability to perform the required tasks safely.

For the safety and protection of all participants, all equipment, and Personal Protective Equipment (PPE) used in a test must meet the NFPA standard at the time of manufacturing. PPE will be inspected before use in a test.

The facial hair policy states candidates with facial hair that interferes with the operation or use of a Self-Contained Breathing Apparatus (SCBA) will not be permitted to participate in a test that requires an SCBA.

### **Test Results & Release of Results**

The Office of the State Fire Commissioner / PA State Fire Academy, or Delegated Authority notifies candidates of their results in writing via the US Postal Service (i.e., mail). Only Pass/Fail grades are given.

In accordance with the Federal Education Records and Privacy Act (FERPA) of 1974 (a federal law that established a minimum standard for the protection of educational records), PSFA requires prior consent from a candidate before any records or other personally identifiable information can be released. If a third party requests a test result, a Consent to Release Information form **MUST** be completed, signed, and submitted by the candidate to the PSFA before records are released to the third party.

### **No show policy**

If a candidate is accepted for testing and fails to show up without an acceptable reason, the test site has the right to enforce their no-show policy that could include but is not limited to suspension from testing for an identified time period or financial penalties.

### **Professional Testing Integrity and Dishonesty**

All certification candidates shall act with personal integrity, respect others' rights and property, and help maintain a professional environment where all can succeed. Dishonesty in the professional test environment includes but is not limited to; cheating, plagiarizing, facilitating acts of testing dishonesty by others, having unauthorized possession of examinations, or submitting work of another person. Any instance(s) of testing dishonesty constitutes the need for disciplinary or legal actions.

Test Site Coordinators, Assistant Coordinators, Test Proctors, Evaluators, and Instructors should take reasonable steps to anticipate and deter acts of dishonesty, reinforce integrity, and support appropriate behavior to protect the rights and trust of honest candidates. At the beginning of each test process, the test site coordinators must provide candidates with the "Testing Integrity and Dishonesty" policy and clarify questions.

### ***Falsification of Documents***

Any individual found to have forged, altered, or falsified documentation for certification testing will be indefinitely suspended from participating in any certification exam within the Commonwealth of Pennsylvania. Further action may be taken in accordance with the Pennsylvania Crimes Code 18 Pa C.S. 4904, relating to unsworn falsifications.

### ***Cheating on Test***

All candidates are expected to work entirely independently while taking any exam. Violations of test integrity consist of any attempt to receive assistance from written or printed aids unless provided by the test proctor for a specific test, or any persons, papers, or electronic devices, or of any attempt to give assistance

### ***Document Integrity***

Certification candidates are expected to complete all work individually. All essay answers must be the candidate's own work. A source reference must be given for any material obtained from other sources such as plot plans, web maps, etc.

### **Study Reference List**

The following list contains references and texts that may be helpful in preparation for the test.

1. National Fire Protection Association NFPA 1021 (2020 Ed) Standard for Fire Officer Professional Qualifications
2. Jones and Bartlett, Fire Officer: Principles and Practices, 4<sup>th</sup> Edition
3. Jones & Bartlett: Public Safety Group Navigate 2 Test Prep: Fire Officer I & II
4. [Fire Officer: Principles and Practice includes Navigate Advantage Access](#)
5. Skill Sheets can be found under [“Skills we’re looking for”](#)

### **Additional Information**

1. Applications shall be submitted to the test site by their established deadline or three weeks before the test date.
2. Please contact the test site of your choice to receive information about testing fees.
3. A Photo ID is required at the written and skills test.

Certification applications and skill sheets, in addition to the test schedule and test site contact information, can be found at [Firefighter Certifications | Commonwealth of Pennsylvania](#). A page will open with information about the certification program and process. Scroll through the page to find the links for certification applications, skill sheets, test schedules, and test site contact information.

If you have additional questions or concerns about the test process, please contact the test site coordinator at the site where you applied to be tested or contact the PA State Fire Academy Certification Program Staff.

# **Skills Completion Information**

## **Post-Course Completion Method**

The Fire Officer 1 certification employs a written exam at the test site facilitating the exam. The examination process also uses mandatory and random skills stations. Candidates will participate in a face-to-face skills session for two skills (Skills A and C), given these are mandatory and possibly Skill B (i.e., a random skill) if selected.

Candidates must complete six mandatory and two random skills for eight skills in a Fire Officer 1 certification test. Candidates should review all skills and be prepared to test the Mandatory skills and any of the six Random skills. Skill sheets are posted on the Office of the State Fire Commissioner's [website](#).

Skills A and C are mandatory; therefore, candidates will complete these two skills face-to-face on test day. Skill B is a random skill; candidates **MAY** need to perform this skill if chosen for a test session. Content used in Skills A, B, and C is provided to the test site by the Academy.

For Skills D, E, F, J, and M, the content needed to complete the skills is contained within this handbook and in the Urtown Fire and Emergency Services Department SOP/Policy Manual found at the Office of the State Fire Commissioner's [website](#).

For Skill G, I, and K, the Academy provides the content to the test sites, which then provides the content to the candidates. The forms and format for competing in this skill are supplied within the Urtown FES SOP/Policy Manual.

For Skills H and L, the facility/topic is chosen by the candidate. Please review the guidance in this handbook to ensure your selections meet the criteria necessary to complete the skills successfully. Also, the forms and format for competing these skills are provided within this handbook.

**NOTE:** On test day, **candidates will have their test packet (i.e., skills) completed and ready to turn in before the written test.** This applies to **ALL** skills **EXCEPT** Skills A, B, and C (face-to-face format).

All forms, reports, and paperwork generated for the certification will be typed. All paperwork generated will use the supplied Urtown FD paperwork. **All SOPs referenced and forms used for all skill stations will be found in the Urtown FESD SOP Manual or the Urtown FES Forms Manual.**

## **Challenge Method**

Contact PSFA certification staff for the information needed to complete the stations for candidates who choose the challenge method.

# Fire Officer 1

## Guide 1

### **Skill Station A- Emergency Incident** (NFPA 1021 - JPRs 4.1.1, 4.1.2, 4.2.1, 4.6.2, 4.6.3)

This skill is evaluated in person during the scheduled test time. The candidate is given an emergency scenario involving a fire or other incident types and is required to manage the incident until the arrival of a command officer and will document the incident using a tactical worksheet (see next page). The candidate will evaluate the situation, determine a course of action, implement the plan, supervise personnel, and evaluate the plan's outcomes. As the first-due command officer, appropriate aspects (e.g., safety, accountability, RIT) must be addressed in coordination with the tactical operations to mitigate the scenario. Safety concerns **MUST** be addressed to pass this skill. Test sites will provide the scenario on the day of the test. The Academy will provide five scenarios to the test site to be used on test day. Test sites will provide the tasks on the day of the test.

### **Skill Station B- Non-Emergency Incident** (NFPA 1021 - JPRs 4.1.1, 4.1.2, 4.2.2, 4.2.6, 4.6.3)

This skill is evaluated in person during the scheduled test time. The candidate is given a non-emergency scenario involving a specific work detail, evaluates what needs to be done, determines a course of action, develops a plan, makes assignments, and supervises the personnel to complete the objective(s). Safety concerns **MUST** be addressed to pass this skill. The Academy will provide five scenarios to the test site to be used on test day. Test sites will provide the tasks on the day of the test.

### **Skill Station C- Directing a Training Evolution** (NFPA 1021 - JPRs 4.1.1, 4.1.2, 4.2.3, 4.7.1)

This skill is evaluated in person during the scheduled test time. The candidate is given a company-level training topic and is asked to deliver a 5 to 10-minute impromptu training session. The candidate evaluates the training need, the experience, knowledge, and skills of the personnel to determine the appropriate level for instruction and implement the training session. Safety concerns of the training conducted **MUST** be addressed to pass this skill. The content used for this skill is determined by the Academy and provided to the test site. You will find the list of training topics below. The test sites will be given a list of 6 subjects, from which the evaluator will select one for you to demonstrate. This skill emulates a "tailboard" training session. As a company officer, you want to take a few minutes to review some aspects of operational performance. It does not warrant a lesson plan. Topics are basic and are ones a fire officer should be able to discuss with company personnel proficiently.

**Continue to Next Page**

**Cont.’ - Skill Station C- Directing a Training Evolution** (NFPA 1021 - JPRs 4.1.1, 4.1.2, 4.2.3, 4.7.1)

The following list of topics are the topics that will be sent to the test site on a revolving schedule:

1. Use of the US DOT Emergency Response Guide (ERG)
2. Basics about dry chemical and carbon dioxide extinguishers and their use
3. Cleaning and inspecting hand tools
4. SCBA procedures – daily checks
5. SCBA donning procedures (free-standing)
6. SCBA donning procedures (seated)
7. Extension 24-ft ladder - estimating height & extending/placing for rescue
8. Extension 24-ft ladder - estimating height & placement for working from a ladder
9. Extension 28-ft ladder - estimating height & placement for roof access
10. Ropes and Knots – trying appropriate knots for hoisting a power saw and pike pole
11. Ropes and Knots – trying appropriate knots for hoisting an axe and an exhaust fan
12. Ropes and Knots – trying appropriate knots for hoisting a charged and uncharged hoseline
13. Forcible Entry – Irons to force an outward swinging door
14. Forcible Entry – Irons to force an inward swinging door
15. Forcible Entry – Cutting window bars with a rescue saw
16. Hose line –load a cross lay (minuteman, triple-layer, or Cincinnati lay)
17. Hose line – deploy hose line to the door
18. Hose line – pull 5" supply line off of the pumper for hydrant connection
19. Hydrant – making hydrant connection
20. Apparatus positioning for both Engine and Truck companies

**Skill A: Work Sheet. (Continue to Next Page)**

Candidates may use an alternative command worksheet. The form must be turned in with the skill evaluation form.

<b>Tactical Objectives</b>	
<b>S</b> ize Up	
<b>C</b> all for Help (Upgrade Alarm)	
<b>S</b> ave Lives (Search/Rescue)	
<b>C</b> over and Contain <input type="checkbox"/> Fire Attack <input type="checkbox"/> Exposures	
<b>V</b> entilation <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	
<b>R</b> apid Intervention Team <input type="checkbox"/> IRIT <input type="checkbox"/> RIT	
<b>E</b> xtinguish <input type="checkbox"/> Water Supply <input type="checkbox"/> Back Up Line	
<b>O</b> verhaul	
<b>S</b> alvage	

<b>Structural Stability Check</b> 10 min. __ 15 __ 20 __ 25 __ 30 __
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<b>Fire Department Strategic &amp; Tactical Worksheet</b>	
Incident Location _____	Time _____
Box Card # _____	Temperature _____ Wind _____
Staging Area _____	

ENGAGEMENT EVALUATION					
	HIGH				LOW
Rescue	1	2	3	4	5
	EARLY				LATE
Fire Stage	1	2	3	4	5
	HIGH				LOW
Savable Property	1	2	3	4	5
	LOW				HIGH
FF Danger	1	2	3	4	5

INCIDENT STRATEGY		
OFFENSIVE INTERIOR	MARGINAL RESCUE	DEFENSIVE EXTERIOR
BENCHMARK	COMPLETE	PAR
All Clear		
Fire Control		
Loss Stopped		
Secondary All Clear		
10 Mins		
20 Mins		
30 Mins		
OFF to DEF		

<b>Fire Flow</b> _____ GPM L x W / 3 (per floor)
--

<b>Add. Considerations</b> <input type="checkbox"/> Adequate EMS <input type="checkbox"/> REHAB Established <input type="checkbox"/> Utilities <input type="checkbox"/> Police <input type="checkbox"/> Investigators
--

Company	Task / Assignment	PAR 1	PAR 2	Division Located	Task Completed

**MAYDAY PROCEDURES ON BACK**



# **MAYDAY**

## **Command Team Checklist (Report of a Lost or Downed Firefighter)**

- ☐ **Ascertain from Mayday Caller:**
  - ☐ **LOCATION**
  - ☐ **UNIT**
  - ☐ **NAME**
  - ☐ **ASSIGNMENT**
  - ☐ **RESOURCES NEEDED FOR RESCUE**
- ☐ **Emergency Traffic Declaration to Alert Fireground That A Mayday Has Been Declared**
- ☐ **Move Non Affected Units to a Secondary Fireground Channel**
- ☐ **PAR conducted by Operations on Secondary Channel**
- ☐ **Immediately Request Additional Alarm(s)**
- ☐ **Commit the Rapid Intervention Team**
- ☐ **Change Plan to a High Priority Rescue Effort**
- ☐ **Withdraw Companies from Affected Areas (As Needed)**
- ☐ **Re-enforce Firefighting Positions**
- ☐ **Open / Unlock All Doors**
- ☐ **Ventilate - Maintain Tenability**
- ☐ **Provide Additional Lighting**
- ☐ **Closely Coordinate and Control Search Efforts**
- ☐ **Special Call for TRT Teams if needed**
- ☐ **Monitor Structural Stability**
- ☐ **Maintain Strong Supervision and Control of Crews**
- ☐ **Assign Additional Chief Officers to Area of Rescue**
- ☐ **Control the Media**



**Fire Officer I**  
**Guide 2**  
**Skill Sheet D**  
**Personnel Policy Action**

### **Skill Station D – Personnel Policy Action**

(NFPA 1021 - JPRs 4.1.1, 4.1.2, 4.2.4, 4.2.5)

#### **Personnel Policy Action**

For this skill, the candidate will assess a personnel situation, apply a course of action according to the provided policy, and write a memorandum to their supervisor to identify and document the incident and what actions were taken. The memo must reference the applicable components of the policy and procedures; in addition, the memo must describe how the policy and procedures were applied. The memo shall be coherent and logically structured. All policies and procedures referenced will be found in the Urtown SOP/Policy Manual

#### **Task**

Given the scenario provided below, review the situation, determine your course of action based on the policy, and write a memo to your supervisor identifying and documenting the problem, the course of events, and what measures you implemented to manage the concern. The memo shall reference the appropriate policy(s) and procedures for the situation and how the policy and applicable procedures were applied. The memo shall be written on the supplied form.

**NOTE:** Please check your work against Skill Sheet D to ensure you incorporated all required tasks.

#### **SCENARIO # 1**

You are a shift captain at UFESD Rescue 11, and when you come on shift, you are told by FF Jones that he believes that FF Warren may be under the "Influence." He is unsure, but he noticed that FF Warren slurs his speech, is unsteady on his feet, and has glassy half-lidded eyes.

You talk to FF Warren to ascertain what is going on. When you speak to FF Warren, you notice that he is slurring his speech and has difficulty answering your questions. You also see that he is unsteady on his feet and has glassy eyes. This is not normal behavior for FF Warren.

As you continue to talk with FF Warren, he states that he just got his "Card." You ask what he means, and FF Warren says, "You know, my card. My medical marijuana card."

#### **SCENARIO # 2**

You are the LT of 3 Engine of the UFESD, with three additional firefighters assigned. Upon arrival at work, you find derogatory stickers and slogans outside Firefighter Smith's locker. These stickers have anti-female and racist slogans on them. Firefighter Smith states that the locker is "His," and he can place anything he wants on "His" property. He has "Freedom of Speech" guaranteed by the First Amendment. Firefighter Smith has never been a problem at the firehouse. FF Smith has become belligerent in his speech to you. This is FF Smith's second warning about stickers and the slogans on his locker.

#### **SCENARIO # 3**

You are the shift captain at UFESD Truck 6. You have noticed that FF Washington has been gaining weight over the past year. He has gained over 100 pounds in one year. He has had to get issued new gear twice in the last year because he could no longer fit into his issued gear. FF Washington is also no longer able to perform his duties as a Truck Company member. He is unable to climb the aerial ladder while carrying tools, without stopping to "catch his breath." During company training and drills, he has either fallen out of training, refused to join in the training because he didn't "feel well," or has called off sick when Aerial ladder training has been scheduled.

FF Washington spends most of his on-shift time alone in the bunkroom watching TV or asleep in his bunk. He does not socialize with his crew. These are not everyday actions for FF Washington. After speaking to FF Washington, he confided in you that his wife has had an affair, is leaving him, and has not seen his three small children in over six months.

**Fire Officer I**  
**Guide 3**  
**Skill Sheet E**  
**Community Relations Concerns & Inquiries**

## **Community Relations - Concerns and Inquires**

(NFPA 1021 - JPR's 4.1.1, 4.1.2, 4.3.1, 4.3.3, 4.4.2)

The candidate is provided a choice of scenarios describing a citizen's inquiry or concern. The candidate will choose one scenario and complete the required forms and write a memorandum to their immediate supervisor (or other officer as referenced in the SOGs) documenting the citizen's request and their actions according to the authority having jurisdiction's policy and procedures.

### **Task**

Given policies and procedures, an inquiry or concern from a citizen, and forms and a record management system, the candidate will respond to the request, initiate action, and document the query or problem following the current NFPA 1021 standard so that the following are addressed:

1. The request is answered accurately and courteously
2. The request is answered or referred to the appropriate individual for action
3. Policies and procedures are followed
4. All actions taken are in accord with the policies and procedures
5. All reports and logs are complete, and files are maintained per the policies and procedures.

The following documents are in the Urtown FES Forms booklet and must be completed by the candidate:

1. Community Relations Request
2. Daily Station Shift Log
3. UFESD Form # 4 Memorandum

**NOTE:** Please check your work against Skill Sheet E to ensure you have completed all tasks required.

### **SCENARIO # 1**

You are the Lieutenant on duty when Mr. Smith, a local business owner, comes to your station to gather information regarding two drums left in the building he just purchased. Mr. Smith owns and operates Smith's Machining & Manufacturing, located on the outskirts of Urtown's commercial district.

Smith machines and manufactures parts for precision equipment using various ferrous and non-ferrous metals. Mr. Smith purchased the building next door as warehouse space for his raw materials. During his walk-through of the property, employees smelled a pungent odor and discovered two 30+ gallon containers, one container was full, and the other was half-full. Only one label on the full container identifies the product as hydrazine anhydrous. Mr. Smith would like to start renovating within the next two weeks.

Mr. Smith has two questions regarding these drums. First, is it safe to remove the drums and second, once the drums are removed, how can he dispose of them? Mr. Smith's availability is Monday – Friday 08:00 – 17:00. His contact information is provided below.

In accordance with your department policies and standard operating guidelines, you document the information received from Mr. Smith and move this inquiry forward through the proper channels. You will construct a memo to your supervisor outlining the pertinent details and your concerns and recommendations related to this inquiry.

#### **Citizen Information**

Mr. John Smith

Smith's Machining & Manufacturing

1717 Morningside Road

Urtown, PA 15700

888-123-4567; [jsmith@smithsmachine.com](mailto:jsmith@smithsmachine.com)

## **SCENARIO # 2**

It is an early fall day, and schools in your neighborhood are back in session. You are assigned to cover the watch desk at the station for the afternoon shift. Given the watch station is at the main entrance, you are the first individual visitors to meet upon entering the station. A little after 3 pm, Ms. Marianna Potter, Deputy Director for the Mountainside Childcare Center, enters and requests a fire prevention program to be scheduled for her center. She indicates that since childcare schedule varies during the day, there need to be two sessions: one in the morning around 9 am and the other in the afternoon around 2 pm. Ms. Potter leaves her name and phone number (provided below) and indicates she will be the point of contact to schedule the sessions. She also requests that she be contacted as soon as possible to schedule the sessions and asks you if you have any questions. She thanks you for your time and leaves the station.

Ms. Marianna Potter, Deputy Director  
Mountainside Childcare Center  
1313 Hemingway Way  
Urtown, PA 15700  
(717) 987-6543  
[mpotter@mccpotter.amnot](mailto:mpotter@mccpotter.amnot)

**Fire Officer I**  
**Guide 4**  
**Skill Sheet F**  
**Policy Implementation**

### **Administrative Policy Implementation**

(NFPA 1021 - JPRs 4.1.1, 4.1.2, 4.4.1, 4.4.2)

For this skill, the candidate reviews the policy assigned and writes a memorandum explaining how they would implement it. Be sure to explain how the policy is communicated and how you confirm all members understand the policy. Be sure to address all tasks from Skill Sheet F in the memorandum.

#### **Task:**

Given a new department policy, implement the policy at the unit level in accordance with the current NFPA 1021.

#### **Scenario**

New SOG to be covered is SOG 49 Electric Vehicle Fires from the Urtown Standard Operating Guidelines Manual

**Fire Officer I**  
**Guide 5**  
**Skill Sheet G**  
**Scene Security & Cause Determination**



## Scene Security & Area of Origin Determination

(NFPA 1021 – JPRs 4.5, 4.5.3, 4.5.2, 4.1.2)

Given a scenario and images of a fire scene, the candidate will describe how the scene is secured and how evidence is preserved following the authority having jurisdiction's policy and procedures. Additionally, the candidate shall provide a written report or narrative of the fire scene investigation. A candidate worksheet is provided to assist in constructing the report or narrative.

**Task:** Given a fire incident, resources to secure a fire scene and scene observations, demonstrate the ability to secure an incident and preserve the scene or any evidence. Once secured, explain how you would conduct a preliminary investigation; be sure to address the following:

- procedures for contacting the fire marshal and local police
- how you would communicate your findings to the investigators
- when to interview witnesses
- how individuals were interviewed and what information was provided, if they gave a statement
- an overview of potential causes and your assessment of the cause
- noticeable patterns or other relevant information that informs the investigation as to cause.

The candidate will provide responses to the above in the form of a report. This report can be an incident report or a written narrative; regardless of which format is used, all relevant information must be included and is in accord with the skills required by NFPA 1021. A worksheet is provided in the Urtown Forms Manual to assist candidates in organizing the data in the collection process.

**NOTE:** Please check your work against Skill Sheet G to ensure you have completed all tasks required. In addition, the following question can be used to assist in writing the report or narrative.

1. What aspects of the fire scene should be considered in investigating the fire and determining its cause?
2. What indications do you see that may explain how the fire started?
3. Where do you think was the location/origin of this fire?
4. How do you think this fire started?
5. Who needs to be interviewed, by whom, and what information should be solicited?
6. How is the scene secured until the fire investigation is complete?

## Completion Method

### Post-Course Completion Method

The scenario for this skill is provided by the Academy to the test site for distribution to the candidates in adequate time to complete the skill before the test date.

### Challenge Method

For candidates who choose the challenge method, contact PSFA certification staff for the scenario information needed to complete this station.

**Fire Officer I**  
**Guide 6**  
**Skill Sheet H**  
**Emergency Services Delivery**  
**Pre-Incident Plan**

## **Emergency Services Delivery: Pre-Incident Plan**

(NFPA 1021 – JPRs 4.5.1, 4.5.2, 4.1.1, 4.1.2)

Using the forms provided, prepare a preplan of a commercial building. The preplan packet shall include the following:

- Preplan form (provided below)
- Building plan
- Plot plan and any other significant information.

**Task:** Given a facility and criteria per NFPA 1021, preplan policies and procedures, size-up information for an incident and emergency response resources, and the provided preplan forms, prepare a preplan for a commercial building which includes a plot plan, a floor plan, and all other significant information following the current NFPA 1021 standard.

**The candidate selects the facility to preplan; however, please read Notes 1 and 2 below.**

**NOTE - 1:** Please check your work against Skill Sheet H to ensure you have completed all the tasks. You **MUST** use the forms provided in this handbook.

**NOTE - 2:** Aerial imagery (photography or satellite imagery) cannot be used for the plot plan. However, the use of existing digital maps, architectural floor plans (for the floor plan), site plans, or Graphic Information System (GIS) maps will be accepted. However, the required details **MUST** be drawn/diagramed by hand by the candidate (e.g., utilities, hazards, fire suppression/smoke detectors, hydrants, water supply distances, large obstacles [furniture, office desk/equipment, machinery], directional orientation symbols, fire department connections [FDC], and fire alarm control panels). This preplan **CANNOT** be the same facility used for your Firefighter 2 certification test. In addition, the facility selected **MUST** be an occupied commercial structure; have some form of fire protection system (i.e., detectors, suppression system, standpipes) or infrastructure (i.e., fire walls, fire-rated doors, etc.). Furthermore, the facility **CANNOT** be a fire, EMS, or other first responder facility nor a facility designated as secure/classified by a governing authority (i.e., state or Federal).

**Be sure the preplan is complete, accurate, and legible.**

### **Preplan Criteria: Commercial Floor Plan & Plot Plan**

1. A complete Pre-Incident Planning Form (3 pages)
2. Building use and occupancy type
3. Construction type and year built
4. Any additions to the building and their construction types
5. Any life hazards
6. Access points into the interior of the building: including emergency exits and Knox box locations

7. Fire-rated doors, smoke curtains, fire pump locations, smoke management systems, fire command center, emergency communication systems, location, etc.
8. Diagrams/sketches of the building floor plan (each floor of the building must be included)
9. A plot plan of the target building and surrounding area (separate from the floor plan)
10. An Index Key; use standard pre-incident plan symbols
11. A directional symbol indicating north and the address side marked (Side A, B, C, D)
12. All hazards identified (utility entrances and shut-off locations – gas, water, electric, overhead wires, transformers, generators (fuel location), hazardous materials, parapet walls, HVAC, etc.)
13. Indicate fire detection system(s) and/or suppression system(s)
14. Hydrant & Water Supply Source identified
15. Distance from water supply to target building noted on plot plan (300', etc.)
16. All surrounding structures identified (target building, all exposures, etc.)
17. Distances to all exposure(s)
18. Dimensions of structures noted: length, width, and height, number of stories below ground and above ground
19. Stairway and elevator (service and passenger) locations (Basement and roof access)
20. All roadways labeled
21. Any special hazards for the building or processes used in the building
22. Alternative power locations and shut offs
23. Staging areas for fire crews
24. Unique security for the building
25. Fire flow calculations for building
26. Products are candidate's original work, no photocopies (*See Note Below*)

**Plans and details are clearly labeled, well-drawn, and legible.**

#### **NOTE**

Existing base maps, architectural floor plans, site plans, or Graphic Information System (GIS) mapping programs will be accepted; however, the required details noted above **MUST** be hand-drawn by the candidate. Also, Google images or other **aerial imagery CANNOT** be used for either plan.

Any information included in the preplan form, **MUST** be included on either the plot plan or the building/floor plans and vice versa.

Additional information for this section can be referenced in the following text:

- IFSTA Essentials of Fire Fighting 7<sup>th</sup> ed., pp. 990-1018
- Jones & Bartlett Fundamentals of Fire Fighting Skills 4<sup>th</sup> ed., pp. 1016-1032
- Jones & Bartlett, Fire Officer Principles & Practice, 4<sup>th</sup> ed., pp. 160-188
- IFSTA, Fire & Emergency Services Company Officer, 4<sup>th</sup> Edition Pages 379-409
- IFSTA, Essentials of Firefighting, 5<sup>th</sup> Edition, Pages 970-982
- NFPA 1620, Recommended Practices for Pre-Incident Planning
- NFPA 220, Standard on Types of Building Construction
- NFPA 170, Standard for Fire Safety & Emergency Symbols

**Fire Officer I**  
**Guide 7**  
**Skill Sheet I**  
**Emergency Service Delivery**  
**Action Plan**

## Emergency Service Delivery: Action Plan

(NFPA 1021 JPRs 4.6.1, 4.6.2, 4.1.1, 4.1.2)

The candidate utilizes an action plan for this skill station to deploy resources and control the emergency for the given scenario. The plan will include strategic goals, tactical objectives, and resources needed. The candidate, using the plan, will describe how it will be implemented so that the goals are achieved.

**Task:** Using the scenario provided to you by the Academy, prepare an initial action plan to deploy resources and control the emergency. Describe the strategic goals, tactical objectives, and needed resources. Then, using the completed plan, explain how you would deploy the resources to implement the strategies and achieve your goals.

Using the scenario provided, preplanning policies and procedures, size-up information for an incident, and assigned emergency response resources, develop, and implement an action plan per the current NFPA 1021 standard. **ICS forms are preferred in plan development;** however, a written report (narrative) is also acceptable. If using a report format, all pertinent information regarding the size-up information, strategic goals, tactical objectives, assignments, resources, and other operational information must be included and be clearly labeled and legible.

For the ICS Forms, click on the following link: <https://training.fema.gov/icsresource/icsforms.aspx>, scroll down to the bottom of the page, and use the NIMS Forms Booklet. That will download the most current version of each form. You must use the following form:

ICS 201, ICS 202, ICS 208. A

**NOTE:** Please check your work against Skill Sheet I to ensure you have completed all tasks required. In addition, the following question can be used to assist in writing the report or narrative.

1. What factors should be considered in the size-up of this incident?
2. Based on the scene and size-up, what are the priorities for this incident?
3. What strategic goals would be used in managing this incident?
4. What are the tactical objectives?
5. What safety concerns exist for this incident, and how should they be managed?
6. What resources are needed to handle this incident?
7. What are your tactical assignments?
8. What is your ICS/IMS structure?
9. Functions of Rescue, Exposures, Confinement, Extinguishment, Overhaul, Ventilation, and Salvage (RECEO-VS)
10. RIT requirements

**Fire Officer I**  
**Guide 8**  
**Skill Sheet J**  
**Safety Accident Investigation**



## **Safety Investigation of an Accident/Incident**

(NFPA 1021 JPRs 4.7.2, 4.7.1, 4.1.1, 4.1.2)

For this skill, the candidate is provided an accident scenario and will document all relevant, appropriate information concerning the incident.

**Task:** Given an incident and policies and procedures, analyze the situation, conduct a basic accident investigation involving personnel, apparatus, and equipment, and using the forms provided to document the accident, be sure to fill in all appropriate information.

**NOTE:** Please check your work against Skill Sheet J to ensure you have completed all tasks required. Include a detailed narrative with your documentation explaining what occurred.

### **Forms:**

Forms are provided in the UFESD Form manual. Use the form-fillable version available to be downloaded from:

### **Accident Investigation Scenario**

It is a clear, sunny day in mid-summer, and your department is responding to an automatic alarm at an adult assisted living facility. The facility is east/southeast of your station. The call was received at 20:03 hours. You are the Lieutenant of UFESD Engine 1, driven by Driver/Engineer Clemons. Engine 1 is traveling westbound on PA 631. You are following Truck 1 from the same station, on the same alarm. Engine 1 is approximately 200 feet behind Truck 1. Both apparatus have all warning devices active. You are traveling at 48 mph, with the low-setting sun behind you. As you are driving down PA 631, a pickup truck turns in front of you from the center turning lane into a Sheetz Gas Station, on the corner of PA 631 and Glass Hollow Road. Your driver is unable to stop and strikes the pickup in the right front fender area. The Driver/Engineer Clemons stopped the apparatus. You advised dispatch of the incident and check your personnel. As you examine the situation, you notice two individuals on the sidewalk walking their dog. The driver of the pickup is still in his vehicle but seems to be OK.

### **Vehicle 1:**

Engine 1: 2005 E One pumper. License plate EV-99084. Lieutenant [FO-1 Candidate], Driver/Engineer Clemons, Firefighter/EMTs Patterson, and Clark.

### **Vehicle 2:**

2021 Chevy Silverado pickup, Driver James Robinson, PA license plate GFP-4239

### **Situation Status**

The incident area is a three-lane business road in the business district of your response area. Several controlled intersections exist along the route as there are many cross-streets. The speed limit in the area is posted at 35 miles per hour. Following departmental policy, you are traveling at your permitted speed for a response.

Weather: It was a mid-summer evening, skies were clear, and the temperature was warm. The road was dry. No obstructions at the intersection could have created a line-of-sight issue for either driver.

All Engine 1 personnel were wearing their seatbelts and hearing protection. There are no injuries to your personnel. Engine 1 has minor damage to the Officer's side front corner of the bumper area and the bell was broken off of the apparatus, yet the apparatus is drivable. Your department is insured through VFIS.

The pickup driver, James Robinson, was wearing his seatbelt and was not complaining of any medical/trauma issues. You have your personnel do a patient survey and obtain a release form. However, the impact of the crash caused the right front fender area to fold back into the tire-well area, thus deflating the right rear tire. He is not able to drive the pickup away. The pickup is insured through General Travelers Insurance Company. His license is from PA 98-765-432 with an expiration date of Dec 31, 2025.

**NOTE:** For information not explicitly indicated in the narrative above, please use your resources to provide this information (e.g., addresses, contact numbers, policy numbers, registration numbers, date, etc.)

**Fire Officer I**  
**Guide 9**  
**Skill Sheet K**  
**Emergency Service Delivery:**  
**Post Incident Analysis**

## **Emergency Service Delivery: Post-Incident Analysis**

(NFPA 1021 JPRs 4.7.1, 4.6.3)

In this skill station, the candidate is expected to develop and conduct a Post-Incident Analysis (PIA). Given a single unit incident scenario provided by the Academy, demonstrate the ability to create and conduct a PIA that addresses the strategy, tactics, and safety factors to identify and communicate all required critical elements. The PIA will include a narrative processed according to the department's policy and procedures.

### **Task:**

Given department response and operation policies and procedures and a single unit incident, develop a Post Incident Analysis (PIA) to determine the incident's strengths, weaknesses, and lessons. The PIA document shall narrate all relevant information (i.e., label each topic or component) in addition to the incident report and be processed following the department's policy and procedures. The post-incident analysis is fact-based and does not contain unsubstantiated information.

**NOTE:** Please check your work against Skill Sheet K to ensure you have completed the tasks required. A single unit is one apparatus staffed with a company officer and personnel. A single unit incident is an operation or task managed or controlled by a single apparatus. The operation, however, may be part of a larger incident, yet the candidate is accountable for the functions of the single-unit task.

Utilize UFESD Form # 24 Post Incident Analysis to assist with completing this skill station.

### **Completion Method**

#### *Post-Course Completion Method*

The Academy provides the scenario for this skill to the test site for distribution to the candidates in adequate time to complete the skill before the test date.

#### *Challenge Method*

For candidates who choose the challenge method, contact PSFA certification staff for the scenario information needed to complete this station.

The following table provides some general topics to consider for a small-scale, single-unit PIA; not all items may apply to your narrative:

<b>Scene Management</b> Scene organized Hazards controlled Traffic controlled	<b>Incident Command</b> ICS established Operational plan per procedure used Accountability maintained
<b>Communications</b> Information provided to the team Command officer effective Orders clear and concise Dispatch updated	<b>Safety</b> Operations conducted safely Full PPE/SCBA used (as applicable) Hazards eliminated
<b>Exposures</b> Exposures protected Control implemented in a timely manner Occupant exposure controlled	<b>Ventilation</b> Ventilation is timely, correctly, and effective Correct ventilation was used for the incident If roof scenario, operations done safely
<b>Confinement</b> Fire confined quickly with minimal extension Protection features effective and Protection features used in accord with tactics	<b>Extinguishment</b> Water supply adequate and timely established Hose line management effective Attack technique appropriate and effective
<b>Rescue</b> Patient management is appropriate and effective Rescue operations were completed promptly Patient transfer managed well	<b>Overhaul/Salvage:</b> Contents protected during operations Overhaul done effectively without additional significant damage
<b>Equipment</b> Equipment performed as expected Damage to any equipment /how damaged Personnel knew how to use the equipment	<b>Other Agencies:</b> Interact well with the Police Interact well with other fire/EMS agencies Interact well with homeowner /property owner/public

**Fire Officer I**  
**Guide 10**  
**Skill Sheet L**  
**Budget Request**

## **Budget Request**

(NFPA 1021 JPR 4.4.3)

**Directions:** From a company officer's level, prepare a budget request based on an identified need (e.g., a resource addressing a life safety risk identified from a community needs assessment, etc.) using a memo so that the request is in the proper format with supporting data. The candidate chooses the topic for this skill.

In developing the budget request, the candidate should address the following criteria in the memo and reflect the cost associated with the budget request:

- A need with justification (what information or data supports the need)
- A solution or mitigation method that defines an expected outcome and the concern if no action occurs
- A narration of what resources (supplies, personnel, etc.) are needed and the associated cost
- Identifies project or activity
- Consequences to the unit if the request is not funded

Candidate will complete the Purchase Requisition Form

**NOTE:** Please check your work against Skill Sheet L to ensure you have completed the tasks required.

**Fire Officer I**  
**Guide 11**  
**Skill Sheet M**  
**Community Risk Reduction**



### **Community Risk Reduction (NFPA 1021 JPRs 4.3.1)**

In this skill station, the candidate is expected to deliver the authority having jurisdiction's (AHJ) community risk reduction (CRR) plan. Following the policies and procedures outlined in the Urtown Fire Department's Policy and Procedures Manual and the Urtown Community Risk Reduction Plan, demonstrate the ability to deliver the CCR plan to community groups.

#### **Task:**

Implement a CCR plan at the unit level, given department CCR plan, policies and procedures, materials, and an assignment to address a community's needs. In a memo to the Fire Prevention Officer, explain how you delivered the CCR to the community and document the company's activities and resources on the provided forms.

#### **Scenario**

Your first due area has a 5-story midrise apartment building that consists of 50 apartment units. The building is a senior citizen housing complex for the self-reliant. There are no overnight services, but there is a community room that has staff from 8-5, Monday through Friday. The building has a monitored fire alarm system, which only covers the common areas (vestibules, hallways, laundry room, etc.), and apartments have battery-operated smoke detectors. There is also no sprinkler system within the building.

You just transferred to this district as a newly appointed company officer and have never been in this building prior to your first shift at your new assignment. Your engine responds to this building for an AFA. Your crew investigates and determines this is smoke in apartment 501 due to unattended cooking. You find the tenant of apartment 501 and talk to her and find out that she forgot she had food on the stove and went down to play cards in the Community Room on the 1<sup>st</sup> floor with some neighbors. Over the next three (3) shifts, you respond to five (5) additional alarms at this same building, and four (4) of those alarms are due to some type of cooking incident.

When you return to the station, you contact your Battalion Chief and have a conversation with her regarding your concern about cooking safety at this building. She advises that she would like for you to put a program together on cooking safety practices and present it to the occupants of the building.

You contact the building owner/management team to set up meetings. Contact information is:

Hussar Senior Living

Mr. Alex Dumas

Building Manager

3 Hussar Ave

(717) 899-0012

Email: edantes@CMC.net

Contact during business hours

**NOTE:** Please check your work against Skill Sheet M to ensure you have completed the tasks required. A single unit is considered one apparatus staffed with a company officer and personnel. The operation, however, may be part of a larger incident, yet the candidate is accountable for the functions of the single-unit task.

# Firefighter Code of Ethics

**I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...**

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department, and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or others' dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment, and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests, or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap.
- Never harass, intimidate, or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my organization, the fire service, and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

**Developed by the National Society of Executive Fire Officers**