



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

** 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](#)).

Fire Officer I Skill Stations

NFPA 1021 – Chapter 4 (2020 Edition)

Station A	Emergency Incident	Mandatory Station
Station B	Non-Emergency Incident	Random Station
Station C	Directing a Training Evolution	Mandatory Station
Station D	Personnel Policy Action	Mandatory Station
Station E	Community Relations Concerns and Inquires	Random Station
Station F	Administrative Policy Implementation	Random Station
Station G	Scene Security and Area of Origin Determination	Random Station
Station H	Emergency Service Delivery (Pre-Incident Plan)	Mandatory Station
Station I	Emergency Service Delivery (Initial Action Plan)	Mandatory Station
Station J	Investigation of an Accident/Incident	Random Station
Station K	Emergency Service Delivery (Post Incident Analysis)	Mandatory Station
Station L	Budget Request	Random Station
Station M	Community Risk Reduction	Random Station



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

STATION A – Emergency Incident		Reference NFPA 1021 (2020 Edition), Chapter 4 Mandatory Station: JPRs 4.1.2, 4.2.1, 4.2.6, 4.6.2	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Evaluator Note: In addition to personnel assignments for the scenario, Task 4 **MUST** account for resources in the command structure (i.e., RIT, Safety, and Accountability Officer, etc.).

Directions: Given an emergency scenario involving a fire in a single-family dwelling; an assignment at an emergency operation; a list of projects and tasks and the job requirements of subordinates; and an action plan; evaluate the situation, determine a course of action, implement the plan, and evaluate the plan's outcomes. Utilizing a fire ground command sheet, assign each subordinate task(s) as required to implement incident command and the action plan, and supervise the members and their tasks given the job requirements of each position.

Please refer to Guide 1 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **15 of 15** tasks correctly performed.

No.	Tasks	Yes	No
1	Provides complete instructions		
2	Provides clear instructions		
3	Provides concise instructions		
4	Safety concerns are met		
5	Desired outcomes are conveyed and met		
	Action Plan		
6	Ability to evaluate and size up the scenario		
7	Ability to implement an appropriate action plan for the scenario		
8	Ability to use an Incident Management System (IMS)		
9	Effectively utilizes resources for the given scenario		
10	Ability to evaluate the effectiveness of the plan		
	Task Coordination		
11	Ability to define all tasks needed to mitigate the scenario		
12	Able to prioritize tasks		
13	Assures all tasks are accomplished		
14	Effectively supervises response personnel		
15	Ability to evaluate activities on an ongoing basis to mitigate the scenario		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

STATION B – Non-Emergency Incident		Reference NFPA 1021 (2020 Edition), Chapter 4 Random Station: JPRs 4.1.2, 4.2.2, 4.2.6	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

Evaluator Note: Task 4 **MUST** be met to pass. The candidate shall address any safety concerns (i.e., hand protection, falling hazards, lifting techniques) to personnel given the scenario used for this station.

Directions: Given a non-emergency scenario, or a specific work detail, assess the situation, determine a course of action, develop a plan, implement assignments utilizing appropriate resources, supervise assignments to personnel, and evaluate the outcomes to make sure the plan's objectives are met.

Please refer to Guide 1 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **7 of 10** tasks correctly performed.

No.	Tasks	Yes	No
	Task Assignment		
1	Provides complete instructions		
2	Provides clear instructions		
3	Provides concise instructions		
4	Safety concerns are met (<i>Mandatory Yes to Pass</i>)		
5	Desired outcomes are conveyed and met		
	Task Coordination		
6	Ability to define the tasks needed for the assignment		
7	Able to prioritize tasks		
8	Assures all tasks are accomplished		
9	Effectively supervises all personnel		
10	Ability to evaluate the personnel and assignments to complete the need		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

STATION C – Direct a Training Evolution		Reference NFPA 1021 (2020 Edition), Chapter 4	
		Mandatory Station: JPRs 4.1.2, 4.2.3	
Test Site	Test Date	Candidate #	Check the Test Type
			____ Initial ____ Retest

Evaluator Note: The candidate shall address any safety concerns (i.e., hand protection, falling hazards, lifting techniques) to personnel, given the scenario used for this station.

Directions: Given a company-level training evolution and policies and procedures, evaluate the situation, carefully determine the knowledge and skill objectives needed given the training and experience of the personnel, and then implement a training plan and evaluate the training outcomes. Make sure to supervise the personnel given the job requirements of each position.

Please refer to Guide 1 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **9 of 9** tasks correctly performed.

No.	Tasks	Yes	No
	Task Assignment		
1	Provides complete instructions		
2	Provides clear instructions		
3	Provides concise instructions		
4	Safety concerns are met		
5	Desired outcomes are conveyed and met		
	Task Coordination		
6	Conducts the evolution(s) in a safe manner		
7	Able to prioritize tasks		
8	Assures all tasks are safely accomplished		
9	Effectively supervises all personnel		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

STATION D – Personnel Policy Action		Reference NFPA 1021 (2020 Edition), Chapter 4 Mandatory Station: JPRs 4.1.2, 4.2.4, 4.2.5, 4.7.3	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

Directions: Given a scenario, review the situation and write a memo to your supervisor to identify and document the problem and what you did about it. The memo shall reference the appropriate policy(s) and procedures for the situation and how you applied the policy and applicable procedures. The memo may be written on the supplied form or your agency's letterhead.

Please refer to Guide 2 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **10 of 10** tasks correctly performed.

No.	Tasks	Yes	No
	Member Assistance Program		
1	Recognizes and identifies signs and symptoms of a problem		
2	Explains the available assistance under the existing policy(s) to the member		
3	Recommends a course of action to deal with the problem/situation		
	Human Resources Policies and Procedures		
4	The situation is dealt with following the appropriate policy		
5	The action(s) taken are explained to the individual		
6	A Memo is prepared about the actions performed		
7	The memo includes: <i>To, From, Date, and Subject headings</i>		
8	The memo contains a brief statement of what happened		
9	The memo explains what was done		
10	All documents are typed, complete, accurate, grammatically correct and no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

STATION E – Community Relations Concerns & Inquiries		Reference NFPA 1021 (2020 Edition), Chapter 4 Random Station: JPRs 4.1.2, 4.3.2, 4.3.3, 4.4.2, 4.4.4	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Directions: Given a scenario describing a citizen's concerns or inquiry, describe your actions taken using the provided forms about the citizen's concern/inquiry. Describe how the inquiry/concern is handled per the AHJ's policy and procedures. Complete a memo to be forwarded up the chain of command.

Please refer to Guide 3 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **8 of 8** tasks correctly performed.

No.	Tasks	Yes	No
Citizen Concern or Inquiry Criteria			
1	Assesses the citizen's inquiry/concern and collects essential information		
2	Accurately researches the specifics associated with the citizen's concern/inquiry		
3	Initiates action on the citizen's concern/inquiry in the proper manner		
4	The concern/inquiry was handled appropriately per department procedure		
Paperwork Criteria			
5	Document activities in the daily station shift log		
6	Complete Community Relations Request Form		
7	Forms, logs, and correspondence are accurate and complete		
8	All documents are typed, complete, accurate, grammatically correct and no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

STATION F – Administrative Policy Implementation		Reference NFPA 1021 (2020 Edition), Chapter 4 Random Station: JPRs 4.1.1, 4.1.2, 4.2.5, 4.4.1, 4.4.2, 4.4.4	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a departmental policy, review the document and write a memorandum that explains how you would implement the policy. Be sure to include the criteria below within the memo. Be sure to describe how you would communicate the policy to your personnel and determine all personnel understood the policy.

Please refer to Guide 4 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **7 of 10** tasks correctly performed.

No.	Tasks	Yes	No
Presenting			
1	Policy and its purpose are explained to all members		
2	Members are provided opportunities for expressing questions and concerns.		
3	Candidate's implementation process ensures that all members receive all pertinent information, and that the policy is understood.		
4	Candidate's implementation process addresses evaluation and revision strategies as needed.		
Documenting			
5	The memo clearly and accurately explains the new policy and its purpose		
6	The memo indicates the effective date of implementation of the policy		
7	Posting locations and training/information sessions are indicated in the memo		
8	Documentation including the method that confirms personnel received policy		
9	Documentation including how to present information to members not present		
10	All documents are typed, complete, accurate, grammatically correct and no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

STATION G – Scene Security & Area of Origin Determination		Reference NFPA 1021 (2020 Edition), Chapter 4 Random Station: JPRs 4.1.2, 4.5.3	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

Directions: In memorandum form and given a Standard Operating Procedure and a scenario of a simulated fire scene, describe appropriate methods for securing the fire scene, procedures for contacting the fire marshal, what information shall be given to the fire investigator, etc. Include the appropriate techniques for preserving fire scene evidence according to the authority having jurisdiction's policy.

Please refer to Guide 5 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **9 of 12** tasks correctly performed.

No.	Tasks	Yes	No
	Contacts the Fire Investigation Team		
1	Describes the procedure for contacting the Fire Investigator		
2	Describes the procedure for contacting local police		
3	Communicates information to the investigators		
	Secures the Area		
4	Establishes a fire scene perimeter (<i>Mandatory Yes to Pass</i>)		
5	Controls the perimeter's entrance and exit (<i>Mandatory Yes to Pass</i>)		
6	Prohibits unauthorized persons inside the perimeter/scene		
	Locates Origin		
7	Describes common clues to the origin of the fire		
8	Describes four common causes of fires		
9	Describes any possible or common causative items		
	Evidence protection		
10	Describes how to protect evidence or potential evidence from damage or destruction (list four ways to protect evidence)		
11	Describe the interview process for witnesses, responders, and bystanders		
	Completes Reports		
12	All documents are typed, complete, accurate, grammatically correct and no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

STATION H – Emergency Service Delivery (Pre-Incident Plan)		Reference NFPA 1021 (2020 Edition), Chapter 4 Mandatory Station: JPRs 4.1.2, 4.5.1, 4.5.2	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Note: This preplan **CANNOT** be the same facility used for your Firefighter 2 certification test. In addition, the facility selected **MUST** be a commercial structure occupied and in use with a monitored fire alarm system and some other form of fire protection infrastructure (i.e., detectors, suppression system, firewalls, etc.). Furthermore, the facility selected **CANNOT** be a fire, EMS, or other first responder station/facility nor a secured/classified facility.

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

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

Please refer to Guide 6 in the candidate handbook for additional information and the form to complete this skill.

Performance Outcome: Pass / Fail is determined by **7 of 7** tasks correctly performed.

No.	Tasks	Yes	No
1	Preplan is complete (all information is provided or is marked <i>N/A</i> if not applicable)		
2	Preplan is accurate (information does not conflict amongst its requisite parts)		
3	Preplan is correctly documented		
4	The plot plan is complete and legible		
5	The floor plan is complete and legible		
6	The preplan, plot, and floor plans include all information listed in the candidate handbook		
7	Preplan is neat and legible (sketches, drawings, and text is typed and readable)		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

Station I – Emergency Service Delivery (Initial Action Plan)		Reference NFPA 1021 (2020 Edition), Chapter 4 Mandatory Station: JPRs 4.1.2, 4.4.5, 4.6.1, 4.6.2	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: 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 in a memo to your immediate supervisor how you would deploy the resources to implement the strategies and achieve your goals

Please refer to guide 7 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **9 of 9** tasks correctly performed.

No.	Tasks	Yes	No
1	Resources are identified		
2	Strategic goals are identified		
3	Tactical goals are identified		
4	Resources are appropriately deployed		
5	ICP established		
6	- Safety officer appointed		
7	- RIT established		
8	- Action Plan is neat and legible (text, sketches, or drawings are readable)		
9	All documents are typed, complete, accurate, grammatically correct and no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

Station J – Investigation of an Accident/Incident		Reference NFPA 1021 (2020 Edition), Chapter 4 Random Station: JPRs 4.1.2, 4.7.1, 4.7.2	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

Note: The Commonwealth of Pennsylvania Form AA-600 (10-21) **MUST** be used for this skill station.

Directions: Given an accident scenario, analyze the situation, conduct a basic accident investigation involving personnel, apparatus, and equipment, and use the forms provided to document the accident; be sure to fill in all appropriate information, and recommend any additional training as needed.

Please refer to Guide 8 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **9 of 12** tasks correctly performed.

No.	Tasks	Yes	No
	Ability to conduct a basic investigation and interview personnel/individual(s):		
1	Identifies personnel/individual(s) and/or equipment involved		
2	Obtains all facts relevant to the incident and provides an accurate summary of events and conditions at the time of the incident		
3	Identifies any potential witnesses		
4	Utilizes all available resources to document the accident conditions		
	Ability to identify factors contributing to the accident		
5	Operator(s)		
6	Operational and environmental factors (i.e., weather, speed, visibility, obstructions)		
	Documents investigation information in writing		
7	Preliminary findings		
8	Paperwork provides who, what, where, and when		
9	Recommends additional training as needed		
10	Makes appropriate accident notifications following the departmental policy		
11	Completes appropriate forms and investigation reports		
12	All documents are typed, complete, accurate, grammatically correct and no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

Station K – Emergency Service Delivery (Post Incident Analysis)		Reference NFPA 1021 (2020 Edition), Chapter 4 Mandatory Station: JPRs 4.6.3, 4.7.1	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Using the scenario given by the State Fire Academy and given a department policy and procedure, develop a Post Incident Analysis (PIA). Write the PIA to document your single unit and their response to the incident. According to the department's response and operations criteria, determine strengths, weaknesses, and lessons learned from the incident. Utilize the UFESD Form # 24 Post-Incident Analysis Worksheet and write a memo to your immediate supervisor about the incident.

The post-incident analysis is fact-based and does not contain unsubstantiated information. The PIA document shall narrate all relevant information (i.e., shall label each topic or component) in addition to the incident report and be processed following the department's policy and procedures.

Please refer to Guide 9 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **8 of 8** tasks correctly performed.

No.	Tasks	Yes	No
1	Develops and conducts a PIA dealing with strategy, tactics, and safety concerns		
2	Identifies all critical elements relevant to the incident		
3	Identifies the strengths and weaknesses, and safety concerns in tactical operations		
4	Identifies safety concerns in the tactical operations based on department policies/procedures		
5	Communicates/discusses PIA outcomes with personnel		
6	Completes and processes forms following policy(s) and procedure(s)		
7	Memo to the immediate supervisor includes all information of the incident and PIA process		
8	All documents are typed, complete, accurate, grammatically correct and no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

Station L – Budget Request		Reference NFPA 1021 (2020 Edition), Chapter 4 Random Station: JPR 4.4.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Prepare a budget request based on an identified need (e.g., a company-level need) using a memo so that the request is in the proper format with supporting data.

Please refer to Guide 10 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **6 of 8** tasks correctly performed.

No.	Tasks	Yes	No
1	Identifies a company need		
	Identifies proposed solution to address the need/risk		
2	Expected outcome or impact		
3	Consequences if not funded		
	Identifies specific project or activity to include		
4	Estimate project expenditure & income		
5	Identifies personnel cost (if any)		
6	Identifies resource availability & cost		
7	All documents are typed, complete, accurate, grammatically correct and no spelling errors		
8	Supporting data included for justification of the expense		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER I SKILL STATIONS

Station M – Community Risk Reduction		Reference NFPA 1021 (2020 Edition), Chapter 4 Random Station: JPR 4.1.2, 4.3.1	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

Directions: In memorandum form, given a department community risk reductions (CRR) plan and departmental policies and procedures, at the unit level, implement the program to the citizens of the community so that information has is conveyed, that citizens have received informational pamphlets/handouts or services, that departments goals for the program are met, and reports/forms are filled out correctly.

Please refer to Guide 11 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **6 of 8** tasks correctly performed.

No.	Tasks	Yes	No
	Citizen Concern or Inquiry Criteria		
1	Describe the community risk reduction program in the memo		
2	Describe how the program for the scenario would be accomplished		
3	Initiate action so that the needs of the community are met		
4	The company actions were handled appropriately per department procedure		
	Paperwork Criteria		
5	Document activities in the daily station shift log		
6	Complete CRR request form		
7	All reports and logs were accurate and complete		
8	All documents are typed, complete, accurate, grammatically correct and no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____