Project 1 – Fire Officer I Practical Exam Score Sheet
Scenarios 1- 5

	Possible Points	Points Awarded

1. Did the applicant clearly establish command?   15   _____
Remember, they can not pass or transfer command

2. a) Did the applicant provide a detailed size-up of the   10   _____
 incident based upon the information provided?

2. b) Did the applicant communicate the incident   10   _____
 priorities?
Examples: Life Safety, Incident Stabilization,
        Property Conservation

3. Did the applicant communicate their strategies   10   _____
 for the incident?
How will the applicant accomplish the incident
        priorities?

4. Did the applicant develop the written action plan?   5   _____

  a) Did the applicant include the tactics to meet the   5   _____
     strategies?

  b) Did the applicant include accountability of   5   _____
     personnel?

  c) Did the applicant comply with two in/two out?   5   _____

5. Did the applicant use the resources given in the   10   _____
scenario to accomplish the strategies?
Deduction for using resources not listed in the scenario -10

Project 1 – Fire Officer I Practical Exam Score Sheet
Scenarios 1- 5
Page 2

6. Did the applicant diagram the incident showing   <u>5</u>   _____
assignments of personnel and placement of
resources? <u>Diagram mirrors the Incident Action Plan</u>
a.   Command Post
b.   Water Supply
c.   Attack Pumper
d.   Rehab
e.   Staging Area
f.   EMS
g.   Truck

7. Spelling   <u>5</u>   _____

8. Grammar and Punctuation   <u>5</u>   _____

9. Clarity of Expression   <u>10</u>   _____

                                        TOTAL SCORE   _____

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:

        Evaluator should be open to any additional items that are important.
        Safety considerations that may not be mentioned above that could act as substitutions.
        Failure to provide a continuous water supply.

Project #2 Scenario 1

Grading Item	Possible Points	Points Awarded
1. Historical data on emergency responses	<u>10</u>	_____
2. Data explaining why cut should be other than personnel	<u>10</u>	_____
3. Mathematical data of personnel minimum staffing	<u>10</u>	_____
4. Staffing current in-service resources	<u>10</u>	_____
5. Specific and accurate impact data	<u>10</u>	_____
6. Letterhead was created	<u>10</u>	_____
7. Spelling	<u>10</u>	_____
8. Grammar and Punctuation	<u>10</u>	_____
9. Clarity of Expression	<u>20</u>	_____
	TOTAL	_____

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:

Evaluators – Figures and cost are not actual but approximates.

Project #2 Scenario 2

Grading Item	Possible Points	Points Awarded
1. Past maintenance issued noted	<u>15</u>	_____
2. Projected maintenance issues and service improvements noted	<u>15</u>	_____
3. Safety issues/concerns noted	<u>15</u>	_____
4. New Standard mandates noted	<u>15</u>	_____
5. Spelling	<u>10</u>	_____
6. Grammar and Punctuation	<u>10</u>	_____
7. Clarity of Expression	<u>20</u>	_____
	TOTAL	_____

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:
Evaluators – Figures and cost are not actual numbers but approximates.

Project #2 Scenario 3

Grading Item	Possible Points	Points Awarded
1. Identify problems retaining trained personnel	<u>15</u>	_____
2. Turn-over rate of trained personnel	<u>15</u>	_____
3. Make recommendations to address the problem	<u>15</u>	_____
4. Must Submit Annual Cost for Corrective Actions	<u>15</u>	_____
5. Spelling	<u>10</u>	_____
6. Grammar and Punctuation	<u>10</u>	_____
7. Clarity of Expression	<u>20</u>	_____
	TOTAL	_____

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:

Figures and Cost are not actual but approximates

Project #2 Scenario 4

Grading Item	Possible Points	Points Awarded
1. Accomplishments with Department	10	_____
2. Longevity with Department	10	_____
3. Education, Certification, SOPs	10	_____
4. Leadership/Management abilities	10	_____
5. Letter is addressed to correct person	10	_____
6. Follow Professional Letter Format		
a. appropriate letter head	2	_____
b. date	2	_____
c. inside address	2	_____
d. salutation	2	_____
e. complimentary closing	2	_____
7. Spelling	10	_____
8. Grammar and Punctuation	10	_____
9. Clarity of Expression	20	_____

TOTAL _____

Project #2 Scenario 5

Grading Item	Possible Points	Points Awarded
1. Benefit and purpose of thermal imaging	25	_____
2. Cost to purchase	10	_____
3. Cost to train personnel	10	_____
4. Vendor recommendation and justification	15	_____
5. Spelling	10	_____
6. Grammar and Punctuation	10	_____
7. Clarity of Expression	20	_____
	TOTAL	_____

Project #3 Scenario 1

Grading Item	Possible Points	Points Awarded
1. Documentation of unit history is in a logical progression	15	_____
2. Addresses current problems	15	_____
4. Addresses what needs to be done so as not to keep having the same problem.	15	_____
5. Contains how to contact you for further information	5	_____
6. Potential results of not correcting the problem	10	_____
7. Spelling	10	_____
8. Grammar and Punctuation	10	_____
9. Clarity of Expression	20	_____
	TOTAL	_____

Project #3 Scenario 2

Grading Item	Possible Points	Points Awarded
1. Documentation of unit history is in a logical progression	15	_____
2. Addresses current problems	15	_____
4. Addresses what needs to be done so as not to keep having the same problem.	15	_____
5. Contains how to contact you for further information	5	_____
6. Potential results of not correcting the problem	10	_____
7. Spelling	10	_____
8. Grammar and Punctuation	10	_____
9. Clarity of Expression	20	_____
	TOTAL	_____

Project #3 Scenario 3

Grading Item	Possible Points	Points Awarded
1. Documentation of unit history is in a logical progression	<u>15</u>	_____
2. Addresses current problems	<u>15</u>	_____
4. Addresses what needs to be done so as not to keep having the same problem.	<u>15</u>	_____
5. Contains how to contact you for further information	<u>5</u>	_____
6. Potential results of not correcting the problem	<u>10</u>	_____
7. Spelling	<u>10</u>	_____
8. Grammar and Punctuation	<u>10</u>	_____
9. Clarity of Expression	<u>20</u>	_____
	TOTAL	_____

Project #3 Scenario 4

Grading Points	Possible Points	Points Awarded
1. Documentation of unit history is in a logical progression	15	_____
2. Addresses current problems	15	_____
4. Addresses what needs to be done so as not to keep having the same problem.	15	_____
5. Contains how to contact you for further information	5	_____
6. Potential results of not correcting the problem	10	_____
7. Spelling	10	_____
8. Grammar and Punctuation	10	_____
9. Clarity of Expression	20	_____
	TOTAL	_____

Project #4 Scenario 1

Grading Item	Possible Points	Points Awarded

Identify the assignments to be utilized using the Incident Command System of a hazmat scene. Utilize the resources in a logical manner. All tactics should be in accordance with NFPA and other standards. Information provided should have a logical flow.

Grading Item	Possible Points	Points Awarded
1. Protection of exposures	7	_____
2. Priorities listed in a logical manner	7	_____
3. Identification of hazmat product	7	_____
4. Assignments clear and concise	8	_____
5. All priorities listed as required	7	_____
6. Tactics involved in extinguishment	7	_____
7. Establish water supply	15	_____
8. Accountability of personnel	7	_____
9. Spelling	5	_____
10. Grammar and Punctuation	5	_____
11. Clarity of Expression	10	_____
12. Utilizes Incident Command System	15	_____
TOTAL		_____

AUTOMATIC FAILURE IF THE FOLLOWING ARE NOT INCLUDED:
Does not incorporate Incident Command.

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:
Utility companies and law enforcement can be used.

Project #4 Scenario 2

Grading Item	Possible Points	Points Awarded
Identify the assignments to be utilized using the Incident Command System. Utilize resources in a logical manner. Utilize all tactics in accordance with NFPA and other Standards. Information provided should have a logical flow.		
1. Priorities listed in a logical manner	8	_____
2. Identification of hazmat product	8	_____
3. Defining hot and cold zones	8	_____
4. Assignments clear and concise	8	_____
5. All priorities listed as required	8	_____
6. Tactics involved in extinguishment	8	_____
7. Establish Safety Officer for hazmat	4	_____
8. Accountability of personnel	8	_____
9. Establish Safety Officer for scene	5	_____
10. Spelling	5	_____
11. Grammar and Punctuation	5	_____
12. Clarity of Expression	10	_____
13. Utilizes Incident Command System	15	_____
TOTAL		_____

AUTOMATIC FAILURE IF THE FOLLOWING ARE NOT INCLUDED:
Does not incorporate Incident Command System for hazmat.

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:
Utility companies and law enforcement can be used.

Project #4 Scenario 3

Grading Item	Possible Points	Points Awarded

Identify the assignments to be utilized
using the Incident Command System.
Utilize resources in a logical manner.
All tactics used should bein accordance
with NFPA and other standards. Information
provided should have a logical flow.

Grading Item	Possible Points	Points Awarded
1. Establish safety perimeter	10	_____
2. Locate and secure from vehicle bill of lading	5	_____
3. Identify product (potassium fluoride)	5	_____
4. Notify utility company	15	_____
5. Assignments clear and concise	5	_____
6. All priorities listed as required	5	_____
7. Tactics involved in securing scene	5	_____
8. Extrication and rescue of victim	15	_____
9. Spelling	5	_____
10. Grammar and Punctuation	5	_____
11. Clarity of Expression	10	_____
12. Utilizes Incident Command System	15	_____
TOTAL		_____

AUTOMATIC FAILURE IF THE FOLLOWING ARE NOT INCLUDED:
Failure to follow Incident Command System.

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:
Safety of all emergency scene personnel and accountability of personnel.
The power lines being secured.
 Utility companies and law enforcement can be used.

Project #4 Scenario 4

Grading Item	Possible Points	Points Awarded

Identify the assignments to be utilized.
Utilize the Incident Command System.
Utilize resources in a logical manner.
All tactics in accordance with NFPA and
other standards. Information
provided should have a logical flow.

1. Establish safety perimeter	<u>10</u>	_____
2. Locate and secure from vehicle bill of lading	<u>5</u>	_____
3. Identify product (Ethylene Glycol)	<u>5</u>	_____
4. Notify utility company	<u>15</u>	_____
5. Assignments clear and concise	<u>5</u>	_____
6. All priorities listed as required	<u>5</u>	_____
7. Tactics involved in securing scene	<u>5</u>	_____
8. Extrication and rescue of victim	<u>15</u>	_____
9. Spelling	<u>5</u>	_____
10. Grammar and Punctuation	<u>5</u>	_____
11. Clarity of Expression	<u>10</u>	_____
12. Utilizes Incident Command System	<u>15</u>	_____
	TOTAL	_____

AUTOMATIC FAILURE IF THE FOLLOWING ARE NOT INCLUDED:
Setting up Incident Command System

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:
Safety of all emergency scene personnel and accountability of personnel
Also, the power lines being secured.
Utility companies and law enforcement can be used.

Project #5 Scenario 1

Grading Item	Possible Points	Points Awarded
1. Reference complaint of firefighters selling smoke detectors	15	_____
2. State departmental policy and/or procedures for issuing smoke detectors to citizens	10	_____
3. State in the letter the results of the investigation	10	_____
4. Provide contact information to citizen	10	_____
5. Correct letter format		
a. addressed to correct person	3	_____
b. appropriate letterhead	2	_____
c. date	2	_____
d. inside address	2	_____
e. salutation	2	_____
f. complimentary closing	2	_____
g. signature	2	_____
6. Spelling	10	_____
7. Grammar and Punctuation	10	_____
8. Clarity of Expression	20	_____
TOTAL		_____

Project #5 Scenario 2

Grading Item	Possible Points	Points Awarded
1. Reference complaint of hydrant flow testing flooding the citizen's flowerbed	5	_____
2. Offer an apology to the citizen	5	_____
3. State departmental policy and/or procedure for handling the citizen's complaint and state in letter the complaint has been investigated	10	_____
4. Give the citizen a specified period of time and/or date for follow-up	5	_____
5. Provide contact information to citizen	10	_____
6. Correct letter format		
a. addressed to correct person	3	_____
b. appropriate letter head	2	_____
c. date	2	_____
d. inside address	2	_____
e. salutation	2	_____
f. complimentary closing	2	_____
g. signature	2	_____
7. Provide details on resolution	10	_____
8. Spelling	10	_____
9. Grammar and Punctuation	10	_____
10. Clarity of Expression	20	_____
	TOTAL	_____

Project #5 Scenario 3

Grading Item	Possible Points	Points Awarded
1. Reference complaint from homeowner about missing pocket knives	5	_____
2. Offer an apology to the homeowner	5	_____
3. State departmental policy and/or prodecure for handling the homeowner's complaint and state in letter the complaint is under investigation	10	_____
4. Give the homeowner a specified period of time and/or date for follow-up	5	_____
5. Provide contact information to citizen	10	_____
6. Correct letter format		
a. addressed to correct person	3	_____
b. appropriate letter head	2	_____
c. date	2	_____
d. inside address	2	_____
e. salutation	2	_____
f. complimentary closing	2	_____
g. signature	2	_____
7. Provide resolution	10	_____
8. Spelling	10	_____
9. Grammar and Punctuation	10	_____
10. Clarity of Expression	20	_____
TOTAL		_____

Project #5 Scenario 4

Grading Item	Possible Points	Points Awarded
1. Reference customer complaint about firefighters writing tickets and laughing	5	_____
2. Offer an apology to the customer	5	_____
3. State departmental policy and/or procedure for handling the customer complaint and state in a letter the complaint has been investigated	10	_____
4. Give the customer findings of the investigation	5	_____
5. Provide contact information to citizen	10	_____
6. Correct letter format		
a. addressed to correct person	3	_____
b. appropriate letter head	2	_____
c. Date	2	_____
d. inside address	2	_____
e. salutation	2	_____
f. complimentary closing	2	_____
g. signature	2	_____
7. Provide resolution	10	_____
8. Spelling	10	_____
9. Grammar and Punctuation	10	_____
10. Clarity of Expression	20	_____

TOTAL _____

Project #6 Scenario 1

Grading Item	Possible Points	Points Awarded
1. Clearly identify problem of ongoing conflict between members	<u>10</u>	_____
2. Clearly identify personnel involved: John Martin and Dennis Allen	<u>5</u>	_____
3. Develop a written plan of action to resolve conflict	<u>15</u>	_____
4. Plan of action must be in compliance with fire department and/or human resources policy	<u>10</u>	_____
5. Develop a list of disciplinary steps to be taken if individuals do not comply with plan of action	<u>15</u>	_____
6. Plan of action must be professional and unbiased	<u>5</u>	_____
7. Spelling	<u>10</u>	_____
8. Grammar and Punctuation	<u>10</u>	_____
9. Clarity of Expression	<u>20</u>	_____
	TOTAL	_____

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:
Plan should include references to SOPs and SOGs

Project 6 Scenario 2

Grading Item	Possible Points	Points Awarded
1. Identify the problem. Station officer Larry Carter's problems from home having a negative effect on job performance	<u>10</u>	_____
2. Clearly identify personnel involved: Larry Carter	<u>5</u>	_____
3. Develop a written plan of action to resolve problem	<u>15</u>	_____
4. Plan of action must be in compliance with fire department/human resources SOP/SOG	<u>10</u>	_____
5. Develop a list of disciplinary steps to be taken if individual does not comply with plan of action	<u>15</u>	_____
6. Plan of action must be professional and unbiased	<u>5</u>	_____
7. Spelling	<u>10</u>	_____
8. Grammar and Punctuation	<u>10</u>	_____
9. Clarity of Expression	<u>20</u>	_____
	TOTAL	_____

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:
Plan should include references to SOPs and SOGs

Project #6 Scenario 3

Grading Item	Possible Points	Points Awarded
1. Identify the problem. Station officer's problems at home affecting job performance	6	_____
2. Clearly identify personnel involved: Larry Carter	6	_____
3. Develop a written plan of action to resolve problem	15	_____
4. Plan of action must be in compliance with fire Department/human resources SOPs/SOGs	6	_____
5. Plan must provide for immediate intervention	15	_____
6. Develop a list of disciplinary steps to be taken if individuals do not comply with action plan	6	_____
7. Plan of action must be professional and unbiased	6	_____
8. Spelling	10	_____
9. Grammar and Punctuation	10	_____
10. Clarity of Expression	20	_____
	TOTAL	_____

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:
Plan should include references to SOPs/SOGs

Project #6 Scenario 4

Grading Item	Possible Points	Points Awarded
1. Clearly identify the problem: qualified firefighter feels he was overlooked for promotion.	<u>10</u>	_____
2. Clearly identify personnel involved: Jerry Truman	<u>10</u>	_____
3. Develop a written plan of action to resolve the problem	<u>15</u>	_____
4. Plan of action must be in compliance with fire Department/human resources SOPs/SOGs	<u>15</u>	_____
5. Plan of action must be professional unbiased	<u>10</u>	_____
6. Spelling	<u>10</u>	_____
7. Grammar and Punctuation	<u>10</u>	_____
8. Clarity of Expression	<u>20</u>	_____
	TOTAL	_____

OTHER NOTES TO BE INCUDED IN THE GRADING CRITERIA:
Plan should reference SOPs/SOGs

Project #7 Scenario 1

Grading Item	Possible Points	Points Awarded
1. Pertinent information ascertained from interviews (size of the fire, color of flames and smoke, unusual circumstances, location of the fire)	10	_____
2. Pertinent information about persons interview (names, addresses, phone numbers)	5	_____
3. Date, time, address of incident scene	10	_____
4. Probable cause and origin of fire stated	10	_____
5. Cause and origin stated fits information provided	10	_____
6. Determination of cause and origin justified	10	_____
7. Steps taken to preserve chain of evidence	10	_____
8. Steps taken to protect evidence	10	_____
9. Secure scene for further investigation	10	_____
10. Clarity of Expression	15	_____
	TOTAL	_____

Project #8 Scenario 1 – 4

Grading Item	Possible Points	Points Awarded

1. Identify and list factors contributing to
the accident (behavior/conditions) — <u>15</u> — _____

2. List steps taken to investigate accident — <u>15</u> — _____

3. Correct form(s) selected and completed — <u>10</u> — _____

4. Identify and list possible corrective actions
that may prevent this type of accident from
occurring in the future — <u>15</u> — _____

5. Correct letter format
   - a. addressed to correct person — <u>2</u> — _____
   - b. appropriate letter head — <u>2</u> — _____
   - c. date — <u>1</u> — _____
   - d. inside address — <u>2</u> — _____
   - e. salutation — <u>1</u> — _____
   - f. complimentary closing — <u>1</u> — _____
   - g. signature — <u>1</u> — _____

6. Individuals involved are identified — <u>10</u> — _____

7. Spelling — <u>5</u> — _____

8. Grammar and Punctuation — <u>5</u> — _____

9. Clarity of Expression — <u>15</u> — _____

TOTAL _____

AUTOMATIC FAILURE IF THE FOLLOWING ARE NOT INCLUDED:
Failure to follow directions.

OTHER NOTES TO BE INCLUDED IN THE GRADING CRITERIA:
Report(s) should include vital information: date and time of incident/accident, exact location of incident/accident, type of activity employee was engaged in, thorough description of how incident/accident occurred, description of type of injury or damage, cost of repair/replacement or time out of service for equipment.

Project #9 Scenario 1

Grading Item	Possible Points	Points Awarded
1. Lesson plan has logical sequence and is easy to understand	15	_____
2. Smoke Detectors Information		
a. importance of a smoke detector	15	_____
b. proper installation location(s)	10	_____
c. proper mounting guidelines	10	_____
d. proper maintenance	10	_____
3. Spelling	10	_____
4. Grammar and Punctuation	10	_____
5. Clarity of Expression	20	_____
	TOTAL	_____

Project #10 Scenario 1
Page 1

Grading Item	Possible Points	Points Awarded

1. Identifies   up to <u>10</u>   _____

At least two employees enter the IDLH atmosphere and remain in visual or voice contact with one another at all times;

2. Identifies   up to <u>10</u>   _____

At least two employees are located outside the IDLH atmosphere. Employee(s) located outside the IDLH atmospheres are equipped with: Pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry.

3. Identifies   up to <u>10</u>   _____

Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere;

4. Identifies   up to <u>10</u>   _____

One of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

5. Identifies   up to 10   _____

The employer or designee is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue;

6. Correct memo format:
    a. addressed to a supervisor   <u>3</u>   _____
    b. appropriate letterhead with address   <u>4</u>   _____
    c. date   <u>1</u>   _____
    e. signature   <u>2</u>   _____
    f. subject   <u>2</u>   _____

Project #10 Scenario 1
Page 2

    7. Spelling   <u>10</u>   _____

    8. Grammar and Punctuation   <u>10</u>   _____

    9. Clarity of Expression   <u>20</u>   _____

                                     <u>TOTAL</u>   _____

Project #10 Scenario 2
Page 1

Grading Item   Possible Points   Points Awarded

1. Identifies   up to <u>10</u>   _____

When backing the apparatus, all members (excluding the driver and tiller person) should dismount and act as spotters for the backing operation. Spotters should not be permitted to ride the apparatus from an exposed position such as the tailboard.

2. Identifies   up to <u>10</u>   _____

The spotters should discuss a backing plan with the driver and agree on the communication or warning process prior to beginning. Communication could be verbal, by a remote electronic signaling device, hand signals, or radio.

3. Identifies   up to <u>10</u>   _____

The vehicle should not be moved until the spotters are in position and have communicated their approval to start backing. Once the backing begins, the spotters should remain visible to the driver.

4. Identifies   up to <u>10</u>   _____

Spotters who are not in their turnout gear should always wear high visibility reflective vests. At least one spotter should be positioned at the left rear corner and operate as the primary spotter. Whenever the driver cannot see the primary spotter, the backing operation should immediately stop.

5. Recommendations   up to 15   _____

Fire apparatus could be equipped or retrofitted with additional mirrors, commercially available video cameras, or sensing devices. This would help to alleviate some of the risk involved with backing operations; however, these devices cannot take the place of spotters, who are not riding on the apparatus, but assisting and directing the driver while backing.

6. Correct memo format:
     a. addressed to a supervisor   <u>3</u>   _____
     b. appropriate letterhead with address   <u>4</u>   _____
     c. date   <u>1</u>   _____
     e. signature   <u>1</u>   _____
     f. subject   <u>1</u>   _____

Project 10, Scenario 2
Page 2

    7. Spelling   <u>10</u>   _____

    8. Grammar and Punctuation   <u>10</u>   _____

    9. Clarity of Expression   <u>15</u>   _____

                                      TOTAL   _____

Project #10 Scenario 3

Grading Item	Possible Points	Points Awarded

Must address the following and reference NFPA 1451:

1. Identifies the need for:
Non–fire department vehicular traffic shall
be excluded from the area or shall be under
the control of authorized traffic control   15   _____

2. Identifies the need for:
The fire apparatus shall be driven only in a
forward direction at a speed of 8 kph (5 mph)
or less.   15   _____

3. Identifies the need for:
No member shall be allowed to stand on the
tail step, side steps, running boards, or any
other location on the apparatus while the
apparatus is in motion.   15   _____

4. Identifies the need for:
Where compliance with the standard operating
procedure is not possible, or where there is any
question as to the safety of the operation for the
specific situation, the hose shall not be loaded
onto the moving fire apparatus.   15   _____

5. Correct memo format:
  a. addressed to a supervisor   1   _____
  b. appropriate letterhead with address   1   _____
  c. date   1   _____
  e. salutation   1   _____
  f. complimentary closing   1   _____

6. Spelling   10   _____

7. Grammar and Punctuation   10   _____

8. Clarity of Expression   15   _____

                                TOTAL   _____

Project #10 Scenario 4

Grading Item	Possible Points	Points Awarded
1. Identifies the need for the Incident Command System to be established on all incident scenes with appropriate justification.	25	_____
2. Identifies the requirement for the first arriving officer/unit/member to establish the Incident Command System with appropriate justification.	25	_____
3. Correct memo format:		
a. addressed to a supervisor	3	_____
b. appropriate letterhead	4	_____
c. date	1	_____
d. subject	1	_____
e. signature	1	_____
4. Spelling	10	_____
5. Grammar and Punctuation	10	_____
6. Clarity of Expression	20	_____
TOTAL		_____

Project #11 Scenario 1
Page 1

Grading Item	Possible Points	Points Awarded

1. Complete an outline for the post incident
   analysis. Include the following information:
   a description of the involved facts. Including: <u>10</u>   _____

     a. date
     b. time
     c. location
     d. weather conditions
     e. hazardous materials
     f. water supply
     g. occupancy (if applicable)
     h. building construction (if applicable)
     i. special conditions (such as traffic,
        crowds, etc.)

2. Fire Department operations should be discussed   <u>20</u>   _____
   in chronological order allowing the involved officer
   and firefighters to recount and discuss their
   observations and actions in order of the their
   arrival at the scene.

     a. size-up
     b. strategies
     c. resource assignments
     d. initial action plan

3. Once the facts and a description of the operations   <u>10</u>   _____
   involved have been presented, discussion should
   be opened for questions and answers and expression
   of opinions from all those present at the critique. The
   emphasis must be on overall operational improvement
   and should not focus on embarrassing any individual
   or group.

Project 11, Scenario 1
Page 2

4. Concluded the critique by summarizing the key   <u>20</u>   _____
    points involved and providing additional comments
    as may be necessary:

        a. lessons learned
        b. safety concerns
        c. positive things accomplished
        d. items to be improved upon

5. Spelling   <u>10</u>   _____

6. Grammar and Punctuation   <u>10</u>   _____

7. Clarity of Expression   <u>20</u>   _____

                                       TOTAL   _____

Project #12 Scenario 1

Grading Item	Possible Points	Points Awarded
1. Must establish RIT team	<u>12</u>	_____
2. Must establish accountability system	<u>12</u>	_____
3. Must establish rehab	<u>12</u>	_____
4. Must explain action plan correctly	<u>12</u>	_____
5. Strategy and tactics and rescue; Must explain department SOP, SOG and policy and procedures when on emergency scenes.	<u>12</u>	_____
6. Spelling	<u>10</u>	_____
7. Grammar and Punctuation	<u>10</u>	_____
8. Clarity of Expression	<u>20</u>	_____

TOTAL   _____