

NFPA 1081

Incipient Level Performance Skill Sheets

Participant Pass Fail

Name: _____
(Surname) (First Name) (Middle Name/Initial)

Birth Date: _____ ID Number: _____ Evaluation Date: _____
(DD/MM/YYYY) (Remember this number)

Department: _____ Location: _____

Evaluator 1

Name: _____
(Surname) (First Name) (Middle Name/Initial)

Representing: _____

Evaluator 2

Name: _____
(Surname) (First Name) (Middle Name/Initial)

Representing: _____

Evaluator 3

Name: _____
(Surname) (First Name) (Middle Name/Initial)

Representing: _____

Advisory

Practical evaluations for Certification may be physically strenuous and potentially hazardous. Significant physical demands may be placed on you during testing. If you are not physically capable of taking part in all practical evaluation sessions, please withdraw from the evaluation. If at any time you feel yourself unable to continue the evaluation because of health issues **inform an Evaluator or Safety Officer Immediately.**

Evaluator Signature: _____

Participant Signature: _____

Practical Evaluations

Safety First! Safety, before success, is essential. Each practical evaluation exercise is designed and executed with personnel safety as the highest priority. Each participant not only has the authority, but the duty and obligation, to ensure evaluations are carried out safely. Fire fighters will not be penalized for interrupting an evaluation exercise to deal with safety issues. When you have a safety concern or see a problem developing, tell the evaluation staff immediately.

Physical Preparedness

Practical evaluations for certification may be physically strenuous and potentially hazardous. You will be asked to sign a statement with your application form affirming you understand the demands that will be placed on you during testing, and that you are physically capable of taking part in all practical evaluation sessions.

Personal Protective Equipment

Everyone taking an active role in practical skills evaluation must use the correct personal protective clothing and equipment. All personal protective equipment, including Self Contained Breathing Apparatus (SCBA) and Personal Alert Safety System (PASS) devices, must meet the requirements set out in Saskatchewan Occupational Health and Safety regulations and in accepted NFPA Standards. Evaluators may conduct an inspection of personal protective clothing and equipment prior to an evaluation exercise.

SCBA

Special attention will be paid to SCBA units. Units must have been tested and maintained in accordance with the manufacturer's recommendations. Air bottles must have been inspected and hydro-tested (as applicable) according to the manufacturer's recommendations. Everyone participating in drills requiring the use of SCBA must be able to demonstrate they have been adequately fit-tested with the mask they are using during the evaluation.

Practical Evaluation Sessions

Practical evaluation exercises begin with a safety briefing and explanation of what tasks are to be completed during the exercise. All participants will be given opportunity to ask questions. Evaluators will announce clearly when the exercise is starting and when it finishes. At the conclusion of the exercise, each participant will have an opportunity for discussion with the evaluator.

All practical evaluations involving live fire scenarios are conducted in compliance with Occupational Health and Safety regulations. NFPA Standard 1403 — Live Fire Training Evolutions is used as a guide.

During practical skills testing each participant is evaluated individually. However, fire fighting depends on safe and effective teamwork. Participants may be evaluated on their performance as part of a team depending on the requirements of the appropriate NFPA Standard. With the exception of safety issues, participants are strongly cautioned to avoid interfering in any way with the performance of other participants during evaluations.

Participants will be permitted two attempts to complete an assigned task. Participants who do not complete a practical evaluation within the permitted time limits, or fail in their second attempt, must challenge the entire Standard again.

Evaluation Conduct

All participants are expected to partake fully and honestly in the certification process. Participants who have behaved in an unprofessional or dishonest manner during an evaluation will be failed. Accusations of unacceptable or unprofessional behaviour brought against a participant by another candidate will be investigated by the SPSA staff. All participants are expected to behave appropriately at all times, even when not actively engaged in evaluation and testing.

Skill Stations:

The following skill sets were developed to support the evaluation of the NFPA 1081 (2018) Incipient Level. Evaluators can choose to use their own department's scenarios, or adjust the ones provided here to meet the department's specific training needs.

Practical Stations:

- Station #1: Emergency Communication
- Station #2: Respond to Facility Emergency
- Station #3: Incident Report Writing
- Station #4: Fire Extinguishers
- Station #5: Salvage
- Station #6: Incident Fire Stream
- Station #7: Master stream / Water Supply
- Station #8: Perform a Fire Safety Survey

Core Competencies

- Skill 1:** Initiate a response to a reported emergency, given the report of an emergency, facility standard operating procedures, and communications equipment, so that all necessary information is obtained, and communications equipment is operated properly. **(4.1.2.1)**
- Operate facility communications equipment.
 - Relay necessary information.
 - Record information.
- Skill 2:** Transmit and receive messages via the facility communications system, given facility communications equipment and operating procedures, so that the information is promptly relayed and is accurate, complete, and clear. **(4.1.2.2)**
- Operate facility communications equipment.
 - Discriminate between routine and emergency communications.
- Skill 3:** Respond to a facility emergency, given the necessary equipment and facility response procedures, so that the team member arrives in a safe manner. **(4.1.2.3)**
- Recognize response hazards.
 - Safely use each piece of response equipment provided.
- Skill 4:** Return equipment to service, given an assignment, policies, and procedures, so that the equipment is inspected, damage is noted, the equipment is clean, and the equipment is placed in a ready state for service or is reported otherwise. **(4.1.2.4)**
- Clean, inspect, and maintain equipment.
 - Complete recording.
 - Reporting procedures.
- Skill 5:** Complete a basic incident report, given the report forms, guidelines, and information, so that all pertinent information is recorded, the information is accurate, and the report is complete. **(4.1.2.5)**
- Collect necessary information.
 - Proof reports.
 - Operate facility equipment necessary to complete reports.
- Skill 6:** Activate an emergency call for assistance, given vision-obscured conditions, personal protective equipment (PPE), and department standard operating procedures (SOPs), so that the firefighter can be located and rescued. **(4.1.3), [1001:4.2.4]**
- Initiate an emergency call for assistance in accordance with the AHJ's procedures, the ability to use other methods of emergency calls for assistance.
- Skill 7:** Extinguish incipient fires, given an incipient fire and a selection of portable fire extinguishers, so that the correct extinguisher is chosen, the fire is completely extinguished, proper extinguisher-handling techniques are followed, and the area of origin and fire cause evidence are preserved. **(4.2.1)**
- Select portable fire extinguishers.
 - Carry portable fire extinguishers.
 - Operate portable fire extinguishers.
 - Use the appropriate extinguisher based on the size and type of fire.
- Skill 8:** Conserve property, given special tools and equipment and an assignment within the facility, so that the facility and its contents are protected from further damage. **(4.2.2)**
- Deploy covering materials.
 - Control extinguishing agents
 - Cover building openings including:
 - Doors
 - Windows
 - Floor openings
 - Roof openings
- Skill 9:** Exit hazardous area, given that the fire has progressed beyond the incipient stage, so that a safe haven is found and the team members' safety is maintained. **(4.2.3)**
- Follow facility evacuation routes.

- b. Evaluate areas for hazards
- c. Identify a safe haven.

Site-Specific Competencies

- Skill 10:** Attack an incipient stage fire, given a hose line flowing up to 473 L/min (125 gpm) , appropriate equipment, and a fire situation, so that the fire is approached safely, exposures are protected, the spread of fire is stopped, agent application is effective, the fire is extinguished, and the area of origin and fire cause evidence are preserved.
- a. Recognize inherent hazards related to the material's configuration. **(4.3.1)**
 - b. Operate handlines.
 - c. Prevent water hammers when shutting down nozzles.
 - d. Open, close, and adjust nozzle flow.
 - e. Advance charged and uncharged hose.
 - f. Extend hose lines.
 - g. Operate hose lines.
 - h. Evaluate and modify water application for maximum penetration.
 - i. Assess patterns for origin determination.
 - j. Evaluate for complete extinguishment.
- Skill 11:** Activate a fixed fire protection system, given a fixed fire protection system, a procedure, and an assignment, so that the steps are followed, and the system operates. **(4.3.2)**
- a. Operate fixed fire protection systems via electrical or mechanical means.
- Skill 12:** Utilize master stream appliances, given an assignment, an extinguishing agent, and a master stream device, so that the agent is applied to the fire as assigned. **(4.3.3)**
- a. Put into service a fixed master stream appliance.
 - b. Evaluate and forecast a fire's growth and development.
- Skill 13:** Establish a water supply for fire-fighting operations, given an assignment, a water source, and tools, so that a water supply is established and maintained. **(4.3.4)**
- a. Operate the site water supply components.
 - b. Identify damage or impairment.
- Skill 14:** Perform a fire safety survey in a facility, given an assignment, survey forms, and procedures, so that fire and life safety hazards are identified, recommendations for their correction are made, and unresolved issues are referred to the proper authority. **(4.3.5)**
- a. Complete forms.
 - b. Recognize hazards.
 - c. Match findings to pre-approved recommendations.
 - d. Effectively communicate findings to proper authority.

Station #1: EMERGENCY COMMUNICATIONS – MAYDAY / LUNARS

Practical Checklist Skill #'s: 1, 2, and 6

CANDIDATE: _____ DATE: _____

STANDARD: NFPA 1081 (2018) 4.1.2.1, 4.1.2.2, 4.1.3

Initiate the response to a reported emergency, given the report of an emergency, facility SOPs, and communications equipment, so that all necessary information is obtained, communications equipment is operated correctly, and the information is relayed promptly and accurately to the dispatch center. (4.1.2.1)

Transmit and receive messages via the facility communication equipment, given facility communication equipment and operating procedures, so that the information is promptly relayed, accurate, complete, and clear. (4.1.2.2)

Activate an emergency call for assistance, given a vision-obscured conditions, personal protective equipment (PPE), and department standard operating procedures (SOPs), so that the fire fighter can be located and rescued (4.1.3)

NO.	TASK STEPS	TEST		RETEST	
		Pass	Fail	Pass	Fail
	<i>Initiate a response to an emergency.</i>				
1.	Obtained necessary information related to the emergency.				
2.	Operates radio communication equipment.				
3.	Information promptly relayed to the dispatch center.				
4.	Information accurately relayed to dispatch center.				
	<i>Receive and transmit emergency call.</i>				
1.	Follows proper procedures in gathering or giving information.				
2.	Accurately gathers information from caller.				
3.	Accurately transmits caller's information.				
4.	Correctly interprets alarm signal				

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Station #1: EMERGENCY COMMUNICATIONS - MAYDAY / LUNARS

Practical Checklist Skill #'s: 1, 2, and 6

Activating Emergency Call:					
1.	Locates safe haven if possible				
2.	Correctly turns on and off personal alert safety system (PASS) device. (If applicable.)				
3.	Correctly activates PASS device alarm. (If applicable.)				
4.	Using a radio, activates emergency call procedures.				
5.	Transmits location and nature of emergency.				
Pass/Fail					
Evaluator Comments:					
Evaluator (Print & Sign) Date					
Re-Test Evaluator (Print & Sign) Date					

Station 2: RESPOND TO FACILITY EMERGENCY

Practical Checklist Skill #: 3

CANDIDATE: _____ DATE: _____

STANDARD: NFPA 1081 (2018) 4.1.2.3

Respond to a facility emergency, given the necessary equipment and facility response procedures, so that the team member arrives in a safe manner.

The candidate should respond to an emergency in a safe manner.

NO.	TASK STEPS	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Reported to staging area				
2.	Checked into incident accountability system				
3.	Responded with appropriate PPE, equipment, and apparatus to incident				
4.	Use hand holds when mounting/dismounting				
5.	Fasten seat belts				
6.	All personnel before moving apparatus are seated and belted				
7.	Wore hearing protection				
8.	Removed hearing protection, donned helmet/hard hat				
9.	Dismounted appropriately				
	Pass/Fail				
	Evaluator Comments:				
	Evaluator (Print & Sign) Date				
	Re-Test Evaluator (Print & Sign) Date				

Station #3: INCIDENT REPORT WRITING

Practical Checklist Skill #: 5

CANDIDATE: _____ DATE: _____

STANDARD: NFPA 1081 (2018) 4.1.2.5

The candidate will complete a basic incident report, given the report forms, guidelines, and incident information, so that all pertinent information is recorded, the information is accurate, and the report is complete

NO.	TASK STEPS	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Described paper work initiation process				
2.	Filled in paper work correctly				
3.	Proper codes are used on paper work				
4.	Described the paper work flow after completion				
5.	Report is complete based on the given incident				
6.	Report is accurate based on the given incident				
7.	Report contains a brief description of incident				
8.	The report is neat and legible				
	Pass/Fail				
	Evaluator Comments:				
	Evaluator (Print & Sign) Date				
	Re-Test Evaluator (Print & Sign) Date				

Station #4 : FIRE EXTINGUISHERS

Practical Checklist Skill #: 7

CANDIDATE: _____ DATE: _____

STANDARD: NFPA 1081 (2018) 4.2.1

Extinguish incipient fires, given an incipient fire, and a selection of portable fire extinguishers, so that the correct extinguisher is chosen, the fire is completely extinguished, proper extinguish and correct extinguisher-handling techniques are followed, and the origin and fire cause evidence are preserved. (4.2.1)

PERFORMANCE OUTCOME: The candidate will select, carry, and operate portable fire extinguishers, using the appropriate extinguished based on size and type of fire so that the approach and retreat is part of a coordinated team.

NO.	TASK STEPS	RETEST		RETEST	
		Pass	Fail	Pass	Fail
Suppression with a fire extinguisher:					
1.	Wears PPE				
2.	Evaluate the scene				
3.	Safely carry portable fire extinguishers				
4.	Choose correct extinguisher				
5.	Tests extinguisher prior to approaching fire				
6.	De-energizes equipment				
7.	Establishes safe retreat route				
8.	Fire extinguishing agent delivered to seat of fire				
9.	Retreats from fire while constantly observing conditions				
	Pass/Fail				
	Evaluator Comments:				
	Evaluator (Print & Sign) Date				
	Re-Test Evaluator (Print & Sign) Date				

Station #5: SALVAGE

Practical Checklist Skill #'s: 4 and 8

CANDIDATE: _____ DATE: _____

STANDARD: NFPA 1081 (2018) 4.1.2.4, 4.2.2

Return equipment to service, given an assignment, policy and procedures, so that equipment is inspected, equipment is cleaned, equipment is checked for damage and equipment is place in a ready state for service or is reported otherwise. (4.1.2.4)

Conserve property, given special tools and equipment and an assignment, within the facility so that the Facility and its contents are protected from further damage. (4.2.2)

Exercise: Candidate will be able to operate as a member of a team to conserve property, given salvage tools, equipment and an assignment, will implement proper methods for use of salvage cover and salvage tools, so that the building and its contents and environment are protected from further damage.

NO.	TASK STEPS	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Wears Personal Protective Equipment				
2.	Position cover on top of critical equipment.				
3.	Deploy cover over salvageable items (covered completely).				
4.	All lose edges are secure.				
5.	Demonstrate the construction and use of a water chute.				
6.	Demonstrate the construction and use of a water catchall.				
7.	Demonstrate the covering or closing of building openings, including doors, windows, floors, and roofs				
8.	Demonstrate the removal of debris and the removal and routing of water from a structure.				
9.	Demonstrate the procedures of inspection, cleaning, and maintaining Salvage equipment				
10	Demonstrate 2 folds and rolls for salvage covers.				
11.	Demonstrate shutting of main control valve of sprinkler				
12.	Demonstrate using sprinkler wedge or wedges to control flow of the sprinkler head.				

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Station #5: SALVAGE

Practical Checklist Skill #'s: 4 and 8

		Pass/Fail				
	Evaluator Comments:					
	Evaluator (Print & Sign) Date					
	Re-Test Evaluator (Print & Sign) Date					

Station #6: INCIPIENT FIRE STREAM

Practical Checklist Skill #'s: 4, 9, 10, and 11

CANDIDATE: _____ DATE: _____

STANDARD: NFPA 1081 (2018) 4.1.2.4, 4.2.3 4.3.1, 4.3.2

Return equipment to service given an assignment, policy and procedures, so that the equipment is inspected, the equipment is cleaned, the equipment is placed in a ready state for service or is reported otherwise. (4.1.2.4)

Exit hazardous area, given that the fire has progressed beyond the incipient stage, so that a safe haven is found and team members' safety is maintained (4.2.3)

Attack an incipient stage fire, given a hand line flowing up to 473L/MIN/125gpm, appropriate equipment, and a fire situation so that the fire is approached safely, exposures are protected, spread of the fire is stopped, agent application is effective, the fire is extinguished, and area of origin and fire cause evidence are preserved. (4.3.1)

Activate a fixed fire suppression system, given PPE and a fixed fire suppression system, a procedure and an assignment so that the correct steps are followed and the system operates. (4.3.2)

EXERCISE: The candidate using the fixed fire suppression system, will extinguish an incipient fire using appropriate tools and equipment. Connect and advance an uncharged hose line to a point indicated, open the fixed fire suppression system, charge the line, adjust stream pattern and flow as directed and extinguish fire. The candidate cleans, inspects and returns equipment to service.

NO.	TASK STEPS	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Select appropriate tools and equipment				
2.	Inspect the standpipe				
3.	Connect the facility hose				
4.	Charge the hose line slowly to prevent water hammer				
5.	If nozzle charged when open				
6.	Advance the hose line to an established point				
7.	Determines a safe emergency exit route				
8.	Open and demonstrate: <ul style="list-style-type: none"> a. 30 degree fog pattern b. 60 degree fog pattern c. Straight stream 				

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Station #6: INCIPIENT FIRE STREAM

Practical Checklist Skill #'s: 4, 9, 10, and 11

9.	Attacks base of the fire				
10.	Extinguishes deep seated fire				
11.	Shut down the nozzle				
12.	Drain hose lines				
13.	Closes standpipe				
14.	Clean and inspect hose and equipment				
15.	Dry and return hose and equipment to service				
Pass/Fail					
	Evaluator Comments:				
	Evaluator (Print & Sign) Date				
	Re-Test Evaluator (Print & Sign) Date				

Station #7: MASTER STREAM / WATER SUPPLY

Practical Checklist Skill #'s: 12 and 13

CANDIDATE: _____ DATE: _____

STANDARD: NFPA 1081 (2018) 4.3.3, 4.3.4

Utilize master stream appliances, given an assignment, an extinguishing agent, a master stream device, and a supply hose, so that the appliance is set up correctly and the agent is applied as assigned. (4.3.3)

Establish a water supply for fire-fighting operations, given a water source and tools, so that a water supply is established and maintained. (4.3.4)

Exercise: The candidate will correctly put a master stream appliance in service and apply agent:

NO.	TASK STEPS	RETEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Flushes hydrant				
2.	Attach hose fittings				
3.	Deploy and attach hose				
4.	Deploy master stream				
5.	Secures master stream				
6.	Open hydrant and charges hose line (need pump & operator)				
7.	Operates master stream device (vertically and horizontally)				
8.	Changes nozzle tips and/or pattern				
9.	Explains the purpose/use of different fire streams				
10.	Properly shuts down master stream and hose line				
11.	Shuts down hydrant				
12.	Returns equipment to a ready state of service				

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Station #7: MASTER STREAM / WATER SUPPLY

Practical Checklist Skill #'s: 12 and 13

		Pass/Fail				
	Evaluator Comments:					
	Evaluator (Print & Sign) Date					
	Re-Test Evaluator (Print & Sign) Date					

Station #8: PERFORM A FIRE SAFETY SURVEY

Practical Checklist Skill #: 14

CANDIDATE: _____ DATE: _____

STANDARD: NFPA 1081 (2018) 4.3.5

The candidate will perform a fire safety survey in a facility, given survey forms and procedures, so that fire and life safety hazards are identified, recommendations for their correction are made to the occupant, and unresolved issues are referred to the proper authority. (4.3.5, 5.3.1, 6.3.10)

PERFORMANCE OUTCOME: The candidate will complete forms recognize hazards, match findings to pre-approved recommendations, and effectively communicate findings to proper authority

NO.	TASK STEPS	RETEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Contacts business representative and schedules visit				
2.	Conducts survey in timely fashion				
3.	Properly records concerns				
4.	Identifies common causes and hazards				
5.	Communicate findings to business representative/safety team				
6.	Files and records documents				
Pass/Fail					
	Evaluator Comments:				
	Evaluator (Print & Sign) Date				
	Re-Test Evaluator (Print & Sign) Date				