



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Office of State Fire Marshal
State Fire Training

Skill Sheet # 2-1

Candidate: _____ Date: _____

ID#: _____

Skill Sheet 2-1

NFPA Standard 1001, 2013 Edition, JPR#6.2.1

Complete a Basic Incident Report					
Evaluator Instructions: For this skill evaluation, the candidate shall complete a basic report documenting all pertinent information related to the simulated incident you will need to develop a simulation					
Equipment Needed: Blank incident report form, NFIRS Reference Guide, department computer					
Task: Complete a basic incident report that completely and accurately records all pertinent information.					
Performance Outcome: The candidate, given report forms, guidelines, and information, will be able to complete a basic incident report that completely and accurately records all pertinent information.					
Candidate Directive: Given a report form (hard copy or computer reporting system), complete an incident report using the following incident information					
No.	Task Steps	First Test		Retest	
		P	F	P	F
1.	Determine the necessary data management/NFIRS codes used for to complete the report				
2.	Operate the equipment normally used by local agency for completing incident reports (i.e. computer or hand written report)				
3.	Complete all applicable alarm information sections				
4.	Record all pertinent information within the report and complete all applicable narrative sections				
5.	Proof reads the report to ensure accuracy and completeness				
6.	Route, file, and/or forward report in accordance with local agency criteria				
Retest Approved By:		Retest Evaluation:			

Evaluator Comments:	Candidate Comments:



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Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date