



Fire Service Training The University of Kansas

National Certification Program

NFPA 1021-1997 Fire Officer II Study Guide

August 2002

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Introduction to Fire Officer II Certification

Each individual seeking certification within the University of Kansas Fire Service Training Certification System must submit an application and the appropriate fee to secure entrance into the system. Candidates are given one year in which to complete the certification process. An application form is included in this document and may be used and/or duplicated at the local level. Applications forms may also be downloaded at: <http://www.kuce.org/fst/>

A list of current fees may be obtained by calling 785-864-4790. Purchase orders from cities/organizations will be accepted. The University of Kansas Fire Service Training will not “bill” individuals for the certification fee. Checks or credit cards are accepted from individuals. Upon receipt of the application and fee, the candidate will be scheduled into a specific exam site as requested or the candidate may select an exam site from the schedule on the KUCE website.

Applicants may register for an exam site at the time of application by completing the appropriate block on the application form. Candidates requesting a specific test site should contact the University of Kansas Fire Service Training (785 - 864 - 4790) to confirm that they have a reserved place at the exam.

Certification candidates are given two (2) attempts at each component, written and practical projects. If the candidate takes either component of the exam two (2) times without passing, the candidate is required to resubmit a certification application form as well as an additional certification fee before being scheduled to retest a third time.

Candidates failing the written exam are responsible for notifying Fire Service Training of their desire to retest and enroll at the next scheduled exam that has available space. Candidates may not take the written exam more than once per day.

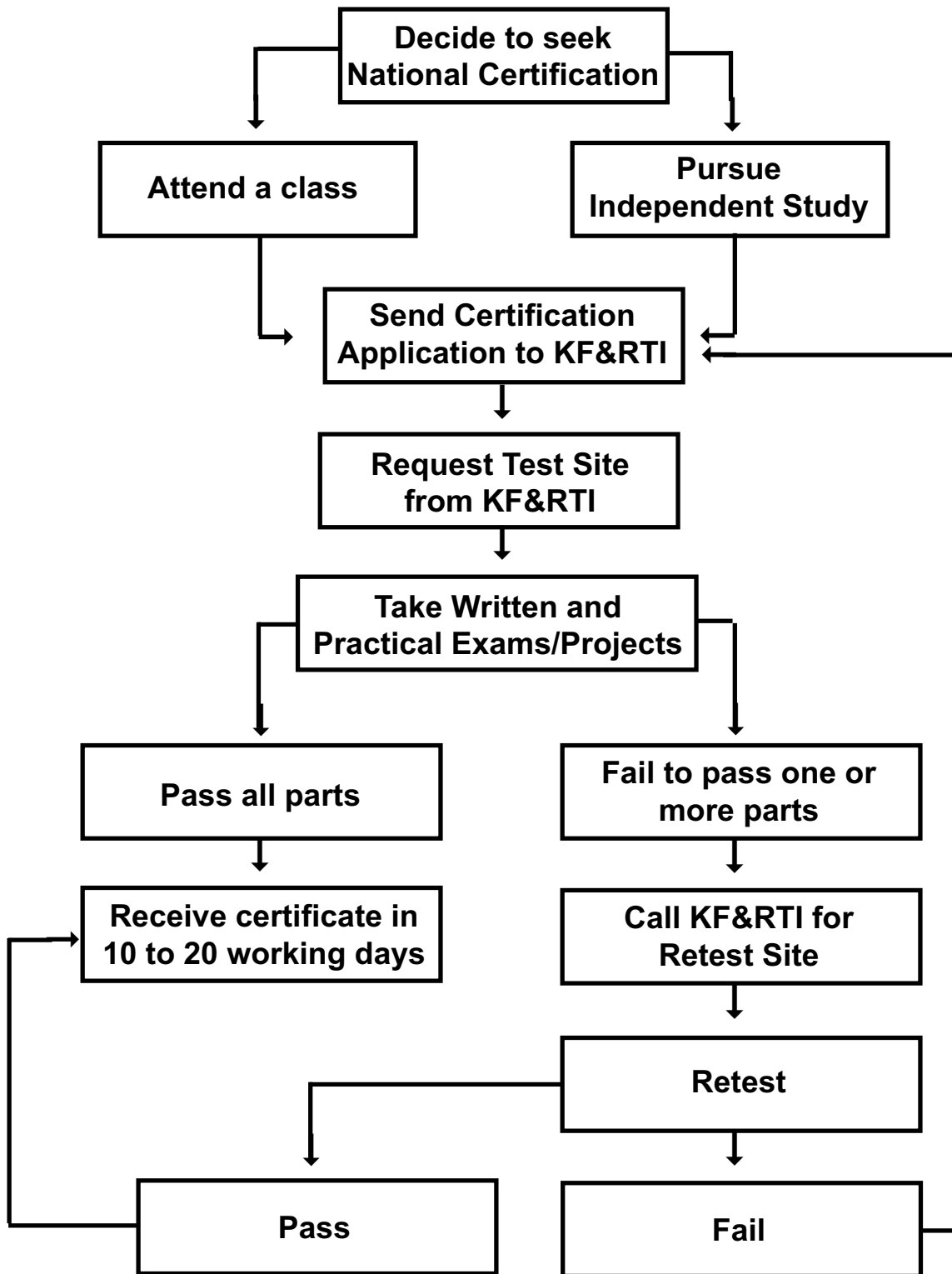
Candidates are responsible for **all of the practical projects** required by the applicable standard during the practical exam. An exact list of specific practical projects is included in this study guide. Two to three practical projects will be selected to be tested at each exam site. Candidates should be prepared to test on any practical project outlined in the standard. The intent of this process is to insure that candidates are prepared to test on all practical projects required by a standard (see page 5).

Practical project exams are graded on a pass/fail basis. Candidates must successfully complete all practical projects at an exam site to receive a passing grade, of 70% per practical project, for the practical project portion of exam. The candidate will receive one (1) hour and 15 minutes to complete each practical project numbers 1 through 6. Practical Projects A-E will be completed at the candidates home department and must be submitted to Fire Service Training within one year of the written test date.

Candidates failing the practical project portion of the exam are responsible for notifying Fire Service Training of their desire to retest by preregistering for another regularly scheduled exam. Candidates may not take the practical portion more than once per exam day.

An official picture ID must be shown for admittance to a written or practical project exam.

Certification Flow Chart for Fire Officer II



**Kansas Fire & Rescue Training Institute
The University of Kansas
National Certification Application Form**

Return Application to: **Kansas Fire & Rescue Training Institute
University of Kansas Continuing Education
1515 St. Andrews Dr.
Lawrence, KS 66047-1625
FAX: 785-864-5074**

Personal Information

First Name _____ MI _____ Last Name _____ Date of Birth _____
 Home Address _____ Home City _____ State _____ Home Zip _____
 Home Phone _____ Daytime Phone _____ E-mail Address _____ FAX _____
 Fire Department/Organization _____ Fire Department Address _____

Please circle the category/level of certification for which you are applying. Please contact Kansas Fire & Rescue Training Institute for specific certification fee information (1-866-804-8841).

Levels:

- Fire Fighter I* (includes Haz Mat Awareness)
- Fire Fighter II* (includes Haz Mat Operations)
- Driver/Operator-Aerial
- Driver/Operator-ARFF
- Driver/Operator-Pumper
- Hazmat Awareness
- Hazmat Operations*
- Hazmat Technician*
- Inspector I
- Instructor I
- Instructor II
- Officer I
- Officer II
- Airport Fire Fighter*

***Level requires verification of SCBA Fit Testing. See statement below.**

Payment Method

Each application must be accompanied by payment of appropriate certification fees. Approved methods of payment are listed below. Please indicate method of payment you will use. (Please do not send cash through the mail.)

Payment enclosed (check or money order) Bill my department/organization
 MasterCard VISA Discover American Express
 Account number: _____ Expiration Date: _____

Name as it appears on card: _____

Testing Site Registration (optional)

If you know the location and date of the test site that you wish to attend, please list that information below. A certification exam schedule can be obtained by contacting the Kansas Fire & Rescue Training Institute at 785-864-4790 (phone), 1-866-804-8841 (toll free) or e-mail to kufst@ku.edu or visit our web site ([address: http://www.kuce.org/fst/](http://www.kuce.org/fst/)).

I wish to register for the following test site: Location: _____ Test Date: _____

I verify that I have reviewed the certification guidelines as stated in the Kansas Fire & Rescue Training Institute Certification Criteria and Procedures document and agree to conform to those guidelines. I further verify that all information submitted on this form is accurate.

Applicant's Signature

I verify the person listed on this form has been fit tested as per OSHA 29 CFR Part 1910.134. This form must be signed by the person conducting the fit testing or the Fire Chief.

Signature of Verifying Authority

Special Accommodation: If you will need special accommodation, please check the box preceding this statement and you will be contacted by a staff member.

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University of Kansas Fire Service Training Certification System

Fire Officer II

NFPA 1021-1997

Prerequisites:

Any candidate seeking certification, for **Fire Officer II Certification**, within the Kansas University Fire Service Training Certification System must meet the following requirements:

1. Residency and Membership
 - Must be at least 18 years of age
 - Be a current member of a Kansas fire, emergency responder or allied professional organization.
 - Must be a resident of the state of Kansas or live in a border area and serve on a Kansas Fire Department.

Residency is not required if the candidate is a member of the armed services of the United States. Individuals not meeting these requirements who seek Kansas certification should submit their requests for individual exceptions to the Fire Service Training Certification Manager.

2. Certification by NPQB **or** IFSAC accredited agency in the following standards and levels:
 - NFPA 1001 Fire Fighter I & II
 - NFPA 1021 Fire Officer I
 - NFPA 1041 Fire Instructor I
3. Candidate must be competent in all objectives listed in:
NFPA Standard 1021 for Fire Officer Professional Qualifications Chapter 3.

Written Examination:

The Fire Officer II Certification written exam is based on knowledge objectives listed in the *NFPA Standard 1021 1997 for Fire Officer Professional Qualifications Chapter 3*. Candidates are required to score a minimum of 70%. The written exam consists of seventy-five (75) true/false and/or multiple choice questions and is based on objectives listed in the standard.

Practical Examination Project:

The Fire Officer II certification practical examination project is based on the *NFPA Standard 1021-1997 for Fire Officer Professional Qualifications Chapter 3*. The practical exam consists of two parts. Part I consists of two (2) scenarios chosen from six (6) projects given with the written exam. Part II consists of two take home projects randomly chosen from five (5) topics, at the time of the written test, to be completed by the candidate in his/her own department. Candidates are required to score a minimum of 70% on each project/topic. Part II of the practical exam must be submitted to Fire Service Training within one year of the candidate's written exam date.

Part I - Two (2) selected scenarios chosen from six (6) projects to be given with the written test.

Part II- Two (2) selected take Home Projects be completed after the written test.
#A-Public Education, #B-Fire Inspections, #C-Operational Plans, #D-Transmittal Report, #E-Fire Investigation

References/Textbooks:

Fire Department Company Officer, IFSTA 3rd edition, first printing

Fire Officer II Student Manual, Maryland Univ. Fire and Rescue Institute, September 1999, revised edition

Written Exam Study Guidesheets Fire Officer II

Standard: NFPA 1021, *Standard for Fire Officer II Professional Qualifications*, 1997 Edition

References: The Reading/Study References listed below represent references from which certification exam questions are taken.

Unless otherwise noted all references listed below are from
Fire Department Company Officer, IFSTA, 3rd Edition, 1st printing

NFPA Standard Requirement Number	Reading/Study Reference
3-1.1	pp. 31-43 and 97-112
3-2.1	pp. 59-67, 73-85, 145-149, 160-169, 179-183
3-2.2	pp. 77-85, 145-149, 160-169, 179-183
3-3.1	pp. 87-89 and 122-136
3-4.1	See Guidesheet with student manual references
3-4.2	pp. 151-157 and 171-175
3-4.3	pp. 167-169 and 183-186
3-4.4	pp. 160-175 and 283-286
3-5.1	pp. 189-204 and 231-235
3-5.2	See Guidesheet with student manual references
3-6.1	pp. 22-23, 87-89, 230-234, 242-247, 271-294
3-7.1	pp. 297-313 and 88-89

Written Exam Study Guidesheets Fire Officer II

Standard: NFPA 1021, *Standard for Fire Officer II Professional Qualifications*, 1997 Edition

References: The Reading/Study References listed below represent references from which certification exam questions are taken.

Unless otherwise noted all references listed below are from
Fire Officer II Student Manual, Maryland Univ. Fire and Rescue Institute, September 1999, revised edition

NFPA Standard Requirement Number	Reading/Study Reference
3-2.2	Lesson 6-1, pp. 9-15, Lesson 10-1, p. 5
3-4.1	Lesson 3-1, p. 6
3-5.1	Lesson 10-1, p. 5-18
3-5.2	Lesson 10-1, pp. 20-23
3-6.1	Lesson 12-1, p. 21
3-7.1	Lesson 8-1, p. 6

Practical Exam Study Guidesheets Fire Officer II

Standard: NFPA 1021, *Standard for Fire Officer II Professional Qualifications*, 1997 Edition

References: The Reading/Study References listed below represent references from which certification practical skills are taken. *Fire Department Company Officer*, IFSTA, 3rd Edition, 1st printing (unless otherwise noted).

Practical Project Number	NFPA 1021 Objective	Pages in <i>Fire Department Company Officer</i> , IFSTA, 3rd Ed., 1st printing
1	3-2.1	pp. 69-85
2	3-2.2	pp. 69-85 and 164-169
3	3-4.1	pp. 180-181
4	3-4.2	pp. 151-157
5	3-4.3	p. 185, Also see example on pp. 311-312 of <i>Fire and Life Safety Educator</i> , IFSTA, 2nd Ed., 1st printing
6	3-7.1	pp. 311-312 and 160-164

Practical Project Study Guidesheets Fire Officer II

Standard: NFPA 1021, *Standard for Fire Officer II Professional Qualifications*, 1997 Edition

References: The Reading/Study References listed below represent references from which certification practical skills are taken. *Fire Department Company Officer*, IFSTA, 3rd Edition, 1st printing.

Practical Project Number	NFPA 1021 Objective	Pages in <i>Fire Department Company Officer</i> , IFSTA, 3rd Ed., 1st printing
A	3-3.1	pp. 122-123
B	3-5.1	pp. 189-214
C	3-6.1	pp. 259-280
D	3-4.4	pp. 169-175
E	3-5.2	pp. 217-226

Fire Officer II Project Instructions

April 1, 2002

To: Fire Officer II Candidate

From: Jess Andrews, Certification Program Manager

Fire Officer Project Instructions

Attached are the six (6) projects for the Fire Officer II Test Project series to help you prepare for your upcoming Fire Officer II exam. Two of the numbered projects (1-6), selected at random, will be given to you with scenarios, along with the seventy-five (75) question multiple choice test when you take the exam. You will have one hour and fifteen minutes to complete each of the scenarios/projects and one and a half hours for the multiple choice exam.

The scenarios/projects must be hand written during the exam period using pen or pencil and paper. No computers or typewriters will be allowed. This ensures the security of exam scenarios and gives everyone an equal opportunity. You may use a dictionary that we will supply; however, no additional resource materials, other than what is supplied by Fire Service Training, will be allowed. Any paper, state forms, etc. needed for the for the exam will be supplied at the test site. We suggest writing a rough draft and then a final draft. The final draft will be the one you turn in to be graded. **All rough drafts, notes, etc. must be turned in to the exam coordinator before you leave the exam room.**

You will not know the exact scenarios that go with the projects until you see them at the exam, but we suggest that for practice you make up some from your past fire department experience or perhaps your training officer has some that you could use for practice writing.

Part II consists of two take home projects randomly chosen from five (5) topics, at the time of the written test, Fire Officer projects #A through #E, must be completed at your department and submitted for grading. These must be completed and received by KU Fire Service Training within the one year period from the date of your written exam. Each of the projects #A through #E has individual instructions attached.

All questions on the multiple choice test are taken from:

Fire Department Company Officer, IFSTA, 3rd edition, first printing

Fire Officer II Student Manual, Maryland Univ. Fire & Rescue Institute, September 1999, revised edition

Fire Officer II NFPA 1021 1997
Project #1-Supervising Member/Unit Performance
3-2.1

Introduction:

Acting as a Fire Officer II, given a scenario regarding supervising member/unit performance you will:

1. Keep your correspondence brief and complete. You will be writing two (2) memos (or letters).
2. You will be graded on the following:
 - Use of proper memo (or letter) format
 - Correct completion of appropriate forms (if needed they will be supplied).
 - Correct spelling (may use a dictionary)
 - Use of grammar and punctuation
 - Clarity of expression
3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete:

1. List department policies, procedures or guidelines pertaining to the problem.
2. Accurately identify the problem and inform the fire fighter in writing of the problem.
3. In the memo, clearly state the level of performance that is expected of the firefighter.
4. List the steps/actions that the firefighter must take to correct the performance problem.
5. Also list his rights and options and give him timelines to correct the problem.
6. List the steps/actions that you, his supervisor, will be taking to help him correct the problem.
7. Document your actions to your supervisor by writing a memo describing the problem, action taken by you and your suggested resolution of the problem.

Fire Officer II NFPA 1021 1997
Project #2 - Employee Evaluation
3-2.2

Introduction:

Acting as a Fire Officer II, given a scenario regarding the evaluation of an employee you will conduct a job performance evaluation on a subordinate member.

1. The written evaluation you submit must be your own work. You will be writing several lists and two (2) memos
2. You will be graded on the following:
 - Use of proper evaluation techniques
 - Correct completion of appropriate forms
 - Correct spelling (may use a dictionary)
 - Use of grammar and punctuation
 - Clarity of expression
3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete:

1. List all performance information you will need to assemble prior to the evaluation.
2. List fire department policies, procedures or guidelines pertaining to the evaluation.
3. List steps you will use to ensure confidentiality of the evaluation.
4. Identify and list how you will use the evaluation as a tool for enhancing the subordinate member's performance.
5. Write a memo to the employee detailing your evaluation of him/her.
6. Include praise for the things they did right, positive strokes, any goals not achieved and goal expectations for the next evaluation period.
7. Document the evaluation by writing a memo to your chief briefly summarizing your evaluation of the employee and your plans for helping him reach his new goals.

Fire Officer II NFPA 1021 1997
Project #3 - Policy Change
3-4.1

Introduction:

Acting as a Fire Officer II, you will be given a policy or procedure that is in need of change, you will write a recommendation to your supervisor identifying the problem, propose a change to the policy or procedure in accordance with departmental goals to solve the problem.

1. The written policy/procedure change you submit must be your own work. You will be writing a memo to your chief to include the items in the Tasks to complete section.
2. You will be graded on the following:
 - Use of proper evaluation
 - Correct spelling (may use a dictionary)
 - Use of grammar and punctuation
 - Clarity of expression
3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete:

1. In a memo to your chief, identify the need for the change of a particular policy or procedure change. This would be for a policy or procedure that you think is incorrect, out of compliance or that is not working correctly.
2. Prepare a written draft of a new policy or procedure that will solve the problem.
3. Describe how the proposed change will benefit the department.
4. List any anticipated costs involved with the proposed change.
5. Suggest a plan for implementing your new policy/procedure.
6. Ask for his ideas or feedback on your proposed new policy.

Fire Officer II NFPA 1021 1997
Project #4 - Budget Request
3-4.2

Introduction:

Acting as a Fire Officer II, given a need for one item for your department and using your department's policies and procedures, prepare a budget request addressed to your Chief requesting purchase of that item. You must include relevant data to support your request.

1. The name of the item you will request will be given to you by the exam coordinator at the time of the test.
2. You will be graded on the following:
 - Use of proper format for the request
 - Relevant data included to support request
 - Budget request reflects candidates understanding of department's budget process
 - Correct spelling (may use a dictionary)
 - Use of grammar and punctuation
 - Clarity of expression
3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete:

1. Prepare a written budget request in letter or memo format addressed to your Chief.
2. Tell why the department needs the item requested.
3. Include any relevant data to support request for item.
4. Describe how the proposed item will benefit the department.
5. List cost of the requested item (cost may be estimated).

Fire Officer II NFPA 1021 1997
Project #5 - Press Release
3-4.3

Introduction:

Acting as a Fire Officer II, Select a recent topic or event that occurred in your department or response area and prepare a press release or Public Service Announcement that contains accurate information in the proper format. **Examples:** *Residential house fire, fire prevention week events, vehicle accident with flammable materials, drowning involving four year old child.*

(NOTE: Do not prepare this item ahead of time as it will not always be one of the two chosen for the written test. If chosen, all of the writing must be done during the testing period).

1. The draft press release you submit can be in a format suitable for either radio or newspaper. Select either format and indicate which you are using. You also will need to make several lists as directed by the "Tasks to Complete" section.
2. You will be graded on the following:
 - Use of proper format
 - Correct spelling (may use a dictionary)
 - Use of grammar and punctuation
 - Clarity of expression
3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete:

1. List information you will need to gather prior to writing a press release.
2. List your department's policies and procedures that pertain to the press release.
3. List pertinent information from the topic or event on which you will be writing the press release.
4. Prepare a formal written press release (either radio or newspaper) that provides accurate information and clearly conveys your message.

Note: A sample press release may be found on page 311 and 312 of IFSTA, ***Fire and Life Safety Educator***, second edition, first printing.

Fire Officer II NFPA 1021 1997
Project #6 - Injury/Illness Report
3-7.1

Introduction:

Acting as a Fire Officer II, given a case study involving an accident, injury or health exposure history, you will analyze the information and prepare a written report for your supervisor that accurately documents facts from the case study and includes recommendations and/or action taken.

1. The written injury/illness report you submit must include lists and the report to your chief contained in the "Tasks to Complete" section below.
2. You will be graded on the following:
 - Use of proper format for written report
 - Correct spelling (may use a dictionary)
 - Use of grammar and punctuation
 - Clarity of expression
3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete:

1. Identify and list all factors that contribute to the injury/illness from the case study.
2. List any unsafe behavior by the member.
3. Identify and list any unsafe work or environmental factors.
4. Document all actions taken concerning the illness, injury or exposure by listing them in chronological order.
5. Prepare a written report to your chief that includes recommendations for additional action to be taken as well as how to prevent reoccurrence.

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Fire Officer II NFPA 1021 1997
Project #A-Deliver a Public Education Program
3-3.1

Introduction:

Acting as a Fire Officer II, select a public education program topic on fire prevention, life safety or injury prevention and deliver it to a target audience you have selected. Complete the items below and submit them to University of Kansas Fire Service Training. This presentation must be made to a group that is outside your fire department such as a public school, business group, club, safety fair, etc. Presentations to fire service personnel in other departments and/or within your own department will not be accepted and receive a score of zero.

1. Prepare a cover sheet that gives date, location, type and age of audience and the name of the public fire education program that you delivered.
2. You must have the attached comment/ evaluation sheet filled out and signed by the supervisor/responsible person with the group to which you made the presentation. In addition, an adult audience presentation would require a class sign in sheet. A comment/evaluation sheet filled out by anyone in your own department will not be accepted.
3. You will be graded on the following:
 - Selection of appropriate topic for selected audience and age group
 - Use of proper Instructional techniques for topic/audience
 - Audience reception of your presentation
 - Appropriate representation of your Fire Department
 - Clarity and effectiveness of delivery
4. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete:

1. Give a brief written description of the public education program you presented.
2. List techniques, methods, demonstrations, etc. you used when delivering your public education program.
3. List why you chose your target audience.
4. List steps you took in adjusting your presentation to reflect audience age, background and other factors.
5. Describe how you demonstrated professional demeanor and appearance.
6. List how you made certain the message was conveyed clearly.
7. Describe any audience reaction.
8. Submit a comment/evaluation sheet.

Fire Officer II NFPA 1021 1997
Project #B-Conducting Fire Inspections
3-5.1

Introduction:

Acting as a Fire Officer II, given your fire department's codes, policies, procedures and forms for conducting a fire inspection, describe the procedures for conducting and then conduct a fire inspection on any two (2) of the following occupancies.

- | | | |
|-----------------|-----------------|--|
| (a) Assemblies | (d) Business | (g) Detention or correctional facility |
| (b) Educational | (e) Residential | (h) Industrial |
| (c) Health Care | (f) Mercantile | (i) Storage |

The inspection must identify all hazards, including hazardous materials and be correctly written on the appropriate form(s) or in a format used by your department. If applicable you must report and ensure the initiation of appropriate action to correct any observed code violations.

1. The written descriptions of procedures and fire inspections you submit must be your own work. Be sure to complete all Items in "Tasks to Complete" section.
2. You will be graded on the following:
 - Use of proper format and/or forms
 - Correct spelling
 - Use of grammar and punctuation
 - Clarity of expression
3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete:

1. List key points regarding professional conduct when initiating contact with occupants.
2. List steps you will take to ensure you exhibit a professional demeanor and appearance for the site visit.
3. Explain how you will obtain cooperation from occupants/owners.
4. Identify all hazards including type and location of hazardous materials.
5. List local fire and/or safety codes that apply to the visit.
6. Prepare a written document describing initiating appropriate action for ensuring correction of code violations.
7. Correctly complete the inspection form/format clearly and concisely.

Fire Officer II NFPA 1021 1997
Project #C-Operational Plans
3-6.1

Introduction:

Acting as a Fire Officer II, given a hazardous materials incident and another emergency requiring multiple unit operations you will produce an operational plan identifying available resources, safety considerations and assigning equipment and personnel necessary for the successful control of both incidents.

1. Prepare an effective operational plan to control the hazardous materials incident.
2. Prepare another effective operational plan to control a multiple unit emergency (i.e., a large downtown fire)
 - The written operational plans you submit must be your own work, but should reflect the operational plans your home department would use for these incidents.
3. You will be graded on the following:
 - Correct spelling
 - Use of grammar and punctuation
 - Clarity of expression
4. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete for Each Operational Plan:

1. Use written descriptions, Tactical worksheets, etc. to show how your Operational Plans will control each emergency incident.
2. Identify and list available resources.
3. Explain how you will assign, supervise and account for resources.
4. List procedures and policies that apply to each incident.
5. Explain how you will assign, supervise and account for equipment.
6. Explain how you will assign, supervise, implement safety precautions and provide accountability for personnel (use of IMS).

Fire Officer II NFPA 1021 1997
Project #D-Transmittal Report
3-4.4

Introduction:

Acting as a Fire Officer II, you will answer a specific request for information regarding trends, variances, or other related researchable topics from a supervisor. You may use department records, public records, library research documents, etc. to collect your data. Be sure to attach the original request from your supervisor.

1. The written transmittal report you submit must be your own work.
2. You will be graded on the following:
 - Use of proper format
 - Correct spelling (may use a dictionary)
 - Use of grammar and punctuation
 - Clarity of expression
3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete:

1. Identify information required to directly answer the request for information.
2. List policies and procedures that pertain to the request/release of information.
3. Identify and list steps for accessing reference data.
4. Correctly interpret and analyze reference data.
5. Prepare a clearly written transmittal report in the proper format to your supervisor.

Fire Officer II NFPA 1021 1997
Project #E-Fire Investigation
3-5.2

Introduction:

Acting as a Fire Officer II, given policies and procedures for conducting a fire investigation and a fire scene, you will investigate the fire and prepare a written description and conclusions of your investigation.

1. The written fire investigation you submit must be your own work but it does not need to be the “official” investigation submitted for fire department documentation, insurance, prosecution of arson or other criminal activity.
2. You will be graded on the following:
 - Use of proper format
 - Correct spelling (may use a dictionary)
 - Use of grammar and punctuation
 - Clarity of expression
3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Task(s) to Complete:

1. List all sources/tools you will use in your investigation
2. List techniques used during investigation.
3. Identify the point of origin
4. Explain factors or evidence which helped you determine the point of origin.
5. Identify a preliminary cause of the fire.
6. Explain factors or evidence which led you to determine the preliminary cause.
7. Document preliminary investigation procedures and results in written form.
8. Prepare a written investigation report in an appropriate format that includes all pertinent data and your conclusions.