



Fire & Rescue Services ITO

Assessor Assessment Guide Unit Standard 3290

Exercise initial response, command, and control for vegetation fire operations (Level 5, Credit 4, Version 4)

In order to achieve competency in this unit standard a candidate must display an understanding of the knowledge components by completing an oral or written assessment tasks and practically demonstrate knowledge of health and safety management, demonstrate hazard identification, size-up, incident action planning, resource deployment and implementation of an IAP, and meet logging and recording requirements.

This assessment may take place at a real fire where candidates work as the initial incident controller or at a simulated practical event.

The assessor may elect to question candidates during completion of the practical assessment to ensure theoretical knowledge can be applied during practice. This technique also provides the assessor with reinforcement that knowledge has been retained.

Where a candidate is being assessed on the basis of a RCC process, evidence must be produced that indicates a candidate has successfully performed in the role as initial incident controller at vegetation fires, maintained safety of personnel, sized up, developed an IAP and implemented it, reviewed and adjusted the plan with incident variables and resources, deployed resources, and completed recording requirements.

At this level the candidate is expected to demonstrate efficient application of operational leadership, knowledge of a range of procedures, be able to work with autonomy and be responsible for the quality of the result, safety of those under their control, ability to create and implement an incident action plan, handover procedures, and administration requirements.

Assessors may use this guide to record evidence of a candidates overall performance but should be aware that this may not, on its own be an adequate record for moderation purposes without appropriate notes or appendices. Notes should include a summary of the process used and a statement about the quality of the candidate's performance.

ASSESSORS SHOULD ALWAYS REVIEW THE REQUIREMENTS CONTAINED IN THE UNIT STANDARD DOCUMENT PRIOR TO CONDUCTING ASSESSMENTS

For this unit the following resources are available from FRSITO to assist Learners, Instructors and Assessors:

- Assessor Assessment Guide
- Learner Assessment Guide

Assessors General Notes:

Candidate is recommended to gain Unit Standard 14564, *Demonstrate knowledge of the fire environment on vegetation fire behaviour*, before attempting this unit standard.

An initial response incident controller must be capable of performing all the roles and functions of a crew leader.

Check practice notes to ensure any additional criteria are considered.

http://www.frsito.org.nz/assessors/resources/Practice_notes.html

Assessor Name	_____	Assessor No.	_____
Candidate Name	_____	NZQA No.	_____
Date of Assessment	_____	Final Result	_____

Level Descriptor

Level	Process	Employing	Responsibility
5	Carrying out processes that: <ul style="list-style-type: none"> Require a wide range of specialised technical or scholastic skills Involve a wide choice of standard and non-standard procedures Are employed in a variety of routine and non-routine contexts 	Employing: <ul style="list-style-type: none"> A broad knowledge base with substantial depth in some areas Analytical interpretation of a wide range of data The determination of appropriate methods and procedures in response to a range of concrete problems with some theoretical elements 	Applied: <ul style="list-style-type: none"> In self-directed and sometimes directed activity with broad general guidelines or functions With full responsibility for the nature, quantity and quality of outcomes With possible responsibility for the achievement of group outcome

	Information or actions that may provide support for competency	
General	Has the candidate: <ul style="list-style-type: none"> <input type="checkbox"/> Completed Unit Standard 14564? <input type="checkbox"/> Satisfactorily completed a pre course self test? <input type="checkbox"/> Satisfactorily completed an oral or written on course or post knowledge assessment? <input type="checkbox"/> Satisfactorily completed simulation exercises? <input type="checkbox"/> Attend a course covering the Unit Standard subject matter? <input type="checkbox"/> Provided proof of experience through records? <input type="checkbox"/> Provided proof of experience through attestations? <input type="checkbox"/> Practically demonstrated in a practical scenario? <input type="checkbox"/> Other (please list)? <hr/> <hr/>	Assessor Notes:

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
1	Demonstrate knowledge of the initial command controller's obligations to health and safety at vegetation fire incidents.		
1.1	<p>Candidate must define principles of risk management.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • situation awareness • hazard assessment • hazard control • decision point • evaluation <p>Normally done as a written or oral question.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Define principles?</p> <p>Assessor notes:</p>	Principles defined.	
1.2	<p>Candidate must explain the allocation of tasks in respect to personnel competencies and equipment.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • training for job • fitness for the task • suitable equipment for the job <p>Normally done as a written or oral question.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Explain task allocation?</p> <p>Assessor notes:</p>	Task allocation explained.	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
1.3	<p>Candidate must explain the process used to deal with identified hazards, in accordance with policy.</p> <p>Consider the following:</p> <p>Use the safe person concept or a process involving elimination, isolation, and minimisation.</p> <p>Or safety briefing, recorded in IAP.</p> <p>May be done using a blank hazard register and asking candidate to fill in controls for a selection of hazards.</p> <p>The hazards presented should suit a range of control methods (E, I, M).</p> <ul style="list-style-type: none"> • a burnt spar presenting an overhead hazard – eliminate by cutting down; • a washout on a track presenting a hazard to vehicle traffic – isolate by shutting gate / taping off and provide an alternative access; • operating a wajax pump presenting a hearing hazard – minimise by wearing earmuffs <p>Did the candidate:</p> <p><input type="checkbox"/> Explain process for dealing with hazards?</p> <p>Assessor notes:</p>	<p>Hazard control process explained.</p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
2	Demonstrate knowledge of initial response, command, and resource mobilisation at a vegetation fire incident.		
2.1	<p>The candidate must describe the information required upon initial activation for a fire.</p> <p>Consider the following: At this level, the candidate should be able to produce a checklist that covers key information required. The candidate should also demonstrate the fire call information sheet contained within the fire plan or used by his/her organisation.</p> <p>Key points include:</p> <ul style="list-style-type: none"> • contact details of caller • address/location details of fire • nature/size of fire • direction and rate of spread • fuels • weather • topography • fire behaviour • access • current action being taken • resources available • values/assets/ • life at risk or being threatened <p>Did the candidate:</p> <p><input type="checkbox"/> Describe initial information required?</p> <p>Assessor notes:</p>	10 items of initial information described.	
2.2	<p>Candidate must explain the type and level of response required for the fire or simulated situation in accordance with the fire authority's fire plan.</p> <p>Consider the following: The assessor may ask for an explanation of the differences in response / mobilisation for a higher fire danger rating.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Choose correct response/mobilisation as per fire plan?</p> <p>Assessor notes:</p>	Response/mobilisation meets requirements of fire plan.	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
3	Size-up situation and develop initial incident action plan for vegetation fire situations.		
3.1	<p>Candidate must demonstrate a size-up and analysis of the situation.</p> <p>Range: must take into account:</p> <ul style="list-style-type: none"> <input type="checkbox"/> extent of fire <input type="checkbox"/> hazards to personnel <input type="checkbox"/> resources available <input type="checkbox"/> fire environment factors <input type="checkbox"/> assets at risk <input type="checkbox"/> time and distance considerations <input type="checkbox"/> communications <input type="checkbox"/> personnel safety requirements <p>Can be done using a situation report form or task sheet.</p> <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify main points during size-up? <p>Assessor notes:</p>	Size up covers all main points.	
3.2	<p>Candidate must demonstrate the completion of documentation of operational objectives and tactics for the situation.</p> <p>This may be done using the national CIMS forms or organisation's own forms.</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> organisation policy <input type="checkbox"/> fire environment <input type="checkbox"/> expected fire behaviour <input type="checkbox"/> fire fighter safety <input type="checkbox"/> Incident Action Plan <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set objectives that meet SMART principles? <input type="checkbox"/> Determine tactics that will enable the objectives to be met? <p>Assessor notes:</p>	Objectives set and tactics determined to achieve objectives.	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
3.3	<p>Candidate must demonstrate the completion of documentation of resources required to contain a fire in the situation and account for resource type, resource productivity.</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> resource type <input type="checkbox"/> resource productivity <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Document resources required? <input type="checkbox"/> Consider productivity rates relevant to situation? <p>Assessor notes:</p>	Resources documented and appropriate to situation.	
3.4	<p>Candidate must describe the factors that may alter the initial incident action plan developed for the situation.</p> <p>Consider the following factors:</p> <ul style="list-style-type: none"> • weather changes • resources failing to arrive on time • change of topography or fuel type • escalation of fire behaviour <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Describe factors that may cause a change of plan? <p>Assessor notes:</p>	Factors identified and described.	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
4	Implement initial incident action plan for vegetation fire incidents.		
4.1	<p>The candidate must implement the initial incident action plan for the fire or simulation.</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> delivering a safety and operational briefing <input type="checkbox"/> allocation of tasks to crews <input type="checkbox"/> establishment of communications <input type="checkbox"/> deployment of resources <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Brief crews? <input type="checkbox"/> Allocate tasks? <input type="checkbox"/> Establish communications with base and crews? <input type="checkbox"/> Deploy resources according to the IAP? <p>Assessor notes:</p>	Crews briefed and resources tasked and deployed as per IAP and communications established.	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
4.2	<p>Candidate must manage hazards and safety and maintain welfare of crews at all times.</p> <p>Consider the following:</p> <p>Safety briefing outlines hazards and controls required to mitigate risk to fire fighters and public. Crews must be wearing PPE, LACES form base of briefing, relevant dangerous situations addressed.</p> <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monitor for hazards and act to mitigate risk where hazards exist? <input type="checkbox"/> Brief crews about hazards and enforce controls? <p>Assessor notes:</p>	<p>Crew safety takes priority at all times.</p>	
4.3	<p>The initial incident action plan is reviewed and revised throughout the fire or simulation.</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> resource availability <input type="checkbox"/> resource performance <input type="checkbox"/> fire behaviour monitoring <p>Consider the following:</p> <p>Situation is monitored and reanalysed in response to changes. Tactics altered relevant to changes.</p> <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review progress? <input type="checkbox"/> Make adjustments to resources to meet demands of the incident? <p>Assessor notes:</p>	<p>Progress against IAP is reviewed and adjusted as required by changing situation.</p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
4.4	<p>The candidate must ensure that the area of origin and evidence of fire cause is secured and preserved for subsequent fire investigation.</p> <p>Consider the following:</p> <p>This includes fire suppression methods in the area, physical marking / cordons, posting a guard, chain of evidence.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Manage security and protection of the area of origin?</p> <p>Assessor notes:</p>	<p>Area of origin secured and preserved.</p>	
4.5	<p>The candidate must hand control of the incident over to another person, either another candidate or the assessor acting as an incoming IC.</p> <p>Consider the following:</p> <p>The handover should be done using a SMEACS briefing with relevant maps, documents.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Hand over giving a SMEACS briefing? <input type="checkbox"/> Provide all relevant details?</p> <p>Assessor notes:</p>	<p>Handover completed and full details passed to incoming incident controller.</p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
5	Complete recording and reporting procedures.		
5.1	<p>Candidate must maintain logs continuously.</p> <p>Consider the following: At this level candidate must be using a personal notebook or log book and having the base radio operator record and time key information. The candidate may assign a crew member to keep a log and operate a radio to achieve this.</p> <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain a personal log of all key decisions? <input type="checkbox"/> Maintain a log of all incident activities by radio or using a log keeper? <p>Assessor notes:</p>	Log maintained.	
5.2	<p>Candidate must complete the reporting in accordance with fire and rescue service provider's requirements.</p> <p>Consider the following: Such reporting requirements should be contained within organisations SOPs or in the fire plan. May also include completion NZ Fire Service report.</p> <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete reporting requirements? <p>Assessor notes:</p>	Reporting requirements completed.	