



FIRE OFFICER – NFPA 1021  
PRACTICAL CHECK SHEETS

Candidate: \_\_\_\_\_

Successful

Evaluator: \_\_\_\_\_

Unsuccessful

Date: \_\_\_\_\_

**1021-PRODUCT-32**

<b>Standard:</b>	NFPA 1021 – 2020 edition – 5.4.4
<b>Task:</b>	Prepare a news release.
<b>Performance Outcome:</b>	The information is accurate and formatted correctly.
<b>Conditions:</b>	Given an event or topic.
<b>Candidate Directive:</b>	“Prepare a news release to inform the public about relevant details of the provided event or topic.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
2	Information was accurate	All information was accurate and detailed	The release was lacking pertinent details	Major information was missing or inaccurate	Most information was missing or inaccurate	
3	News release was formatted correctly	Format perfectly matched the provided template	Format mostly matched the provided template	Format only matched some of the provided template	Format was incorrect	

**Evaluator/Candidate  
Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Candidate (print and sign)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Evaluator (print and sign)**

\_\_\_\_\_  
**Date**