



Alabama Fire College

Fire Officer I

Syllabus

FSC 291

40 Clock Hours

Prerequisite(s)	<ul style="list-style-type: none"> • (Pro Board or IFSAC) Certified Fire Fighter II • (Pro Board or IFSAC) Certified Fire Instructor I <p>Alternative Certification:</p> <ul style="list-style-type: none"> • Individuals not certified to the Fire Fighter II and or Fire Instructor I level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions: <ul style="list-style-type: none"> ○ Alabama state licensed Emergency Medical Technicians certified as EMS or Rescue Instructors may be certified as EMS Officer I. ○ Individuals certified as EMS or Rescue Instructors and able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Officer I.
Course Description	<p>This course is based on NFPA 1021: Standard for Fire Officer Professional Qualifications (Chapter 4) and may lead to Pro Board and IFSAC certification. The course identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration on such topics as Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery, and Safety.</p>
Student Learning Objectives	<ul style="list-style-type: none"> • Assign tasks or responsibilities to unit members. • Direct unit members during a training evolution. • Recommend action for member-related problems. • Apply human resource policies and procedures. • Coordinate the completion of assigned tasks and projects by members. • Initiate action on a community need. • Initiate action to a citizen's concern. • Respond to a public inquiry. • Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level. • Execute routine unit-level administrative functions. • Prepare a budget request. • Explain the purpose of each management component of the organization. • Explain the needs and benefits of collecting incident response data. • Describe the procedures of the AHJ for conducting fire inspections. • Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another. • Secure an incident scene. • Develop an initial action plan. • Implement an action plan at an emergency operation. • Develop and conduct a post-incident analysis. • Apply safety regulations at the unit level. • Conduct an initial accident investigation. • Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities.

Required Textbook and Course Materials	<ul style="list-style-type: none"> • <u>Fire and Emergency Services Company Officer, IFSTA, 5th Edition</u> <p>Other required materials:</p> <ul style="list-style-type: none"> • Laptop with Excel or equivalent, PowerPoint or equivalent, Word or equivalent and a USB Thumb Drive with 1GB
Reading Prior to Arrival	<ul style="list-style-type: none"> • Textbook material suggested
Daily Activities and Class Participation	This course will involve discussion, questions and answers on the materials, and case studies. Class participation is expected from all students.
Basis	Alabama Fire College and Personnel Standards Commission, Administrative Code, Chapter 360-X-6-.01: Requirements for Certified Fire Officer I
Certification Requirements	To be issued certification, the candidate will: <ul style="list-style-type: none"> • provide documentation of prerequisites. • complete required training hours including skills training. • successfully complete cognitive written exam. • successfully complete practical exam.
Grade Assessment	<ul style="list-style-type: none"> • Written Examination: Perform to a minimum 70% competency on the examination, calculated at 50% of the final score for the course. (One retest is allowed after 30 days but within one year of course end date.) • Practical Examination (if applicable): Successfully complete a skills/project evaluation to a minimum of 70% competency and successful completion of all critical points. Evaluators will test at least 25% of the skills for each level of skill sheets. Skill sheets will be randomly selected by AFC Certification Unit for this practical examination. The Practical Examination portion is calculated at 50% of the final score. (One retest is allowed after 30 days but within one year of course end date.) <p>Example:</p> <p>Written examination - 70/100 possible points 70 x 50% = 35 points awarded for written exam portion</p> <p>Practical/project - 40/100 possible points 40 x 50% = 20 points awarded for practical portion</p> <p>Total Points = 55 points (student awarded F, score not 70%>)</p>
Accreditation	Alabama Fire College and Personnel Standards Commission maintains accreditation with Pro Board and IFSAC. Each student will automatically receive national registration and certification upon successful completion of all requirements for certification.
Contact Information	<p>Link: Alabama Fire College Website 1-800-241-2467</p> <p>Link: Alabama Fire College Bookstore Website 1-866-984-3545</p>
Academic Misconduct	Academic misconduct or dishonesty, such as cheating and plagiarism, is not permitted in class. Suspected cases of academic misconduct will be reported to the Executive Director. Conduct detrimental to the fire service, on or off campus, will not be tolerated. AFC will investigate any complaints. If a complaint is valid, the student will be dismissed and his/her agency will be notified.
Attendance Policy	<p>Attendance will be recorded at every class or lab meeting at the beginning of class and after long breaks for required hours. For a week-long certification course, students are required to attend all sessions to obtain certification. For VA students, it is especially important because they will receive benefits only for those days in attendance.</p> <p>Special Policy: Fire Fighter I/II: Students are expected to attend all classes. Failure to appear in class for a scheduled activity will be considered an absence unless prior permission is received from the instructor. For any absence to be excused and makeup work allowed, it must be accompanied by a written description of extenuating circumstances.</p> <p>No-Show: Students who have registered for a fee-waived or stipend course and fail to withdraw according to Alabama Fire College withdrawal policy will not be allowed to register for another fee-waived or stipend course for a period of one year.</p>

	Department Delivery: In order to qualify for department delivery courses, students must be an Alabama resident or a member of an Alabama fire department.
Tardiness	Students must adhere to class schedules. Students are required to be punctual for all classes and class activities. Classes will begin promptly at the scheduled time unless specific instructions are given otherwise.
Safety	Safety of the students is the top priority for Alabama Fire College. Students must adhere to safety regulations while attending a class at the Fire College. Safety instructions are posted in every classroom, as well as escape routes and tornado actions.
Quality Enhancement Plan	An evaluation form will be provided for each student at the end of the course. Students may use this evaluation form as a means of communicating their opinion of the overall course, course content, instructor, and facilities.
Course Schedule	<p><i>Suggested Course Schedule</i></p> <p>Day 1 Chapter 1 Chapter 2 -Project 1 Chapter 3 -Project 2</p> <p>Day 2 Chapter 4 -Project 3 Project 4 Chapter 5 -Project 5 Chapter 6 -Project 6 Project 7</p> <p>Day 3 Chapter 7 -Project 8 Chapter 8 -Project 9 Chapter 9 -Project 10 Project 11 Project 12</p> <p>Day 4 Chapter 10 -Project 13 Chapter 11 -Project 14 Project 15</p> <p>Day 5 Project Completion Review and Test <i>The schedule is subject to change.</i></p>