

**J. Sargeant Reynolds Community College**  
**Course Content Summary**

**Course Prefix and Number:** FST 140

**Credits:** 4

**Course Title:** Fire Officer I

**Course Description:**

Presents a basic course to help individuals develop the skills needed to supervise and direct personnel and manage resources at the company level, and is based on the current requirements of the NFPA 1021, Standards for Fire Officer Professional Qualifications. Prepares the student for certification as Fire Officer I. Lecture 4 hours per week.

**General Course Purpose:**

Engine and truck company officers, fire service administrators and chief officers, fire inspectors, fire marshals, and fire investigators will benefit from this course.

**Course Prerequisites and Co-requisites:** (List prerequisites and co-requisites separately)

**Course Objectives:**

Upon completing the course, the student will be able to

- a. Effectively communicate in writing utilizing technology provided by the AHJ; write reports, letters, and memos utilizing word processing and spreadsheet programs; operate in an information management system; and effectively operate at all levels in the incident management system utilized by the AHJ;
- b. Condense instructions for frequently assigned unit tasks based on training and standard operating procedures;
- c. Issue instructions for frequently assigned unit tasks based on department policy;
- d. Distribute issue-guided directions to unit members during training evolutions;
- e. Recommend a course of action for a member in need of assistance;
- f. Communicate orally and in writing and to relate interpersonally;
- g. Plan and to set priorities;
- h. Demonstrate familiarity with public relations and the ability to communicate verbally;
- i. Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures;
- j. Relate interpersonally and to communicate change in a positive manner;
- k. Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures;
- l. Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data;
- m. Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization;
- n. Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate;
- o. Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated;
- p. 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, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for occupancies is developed;

- q. Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency;
- r. Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation;
- s. Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures;
- t. Integrate health and safety plans, policies, and procedures into daily activities as well as the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a work environment that is in accordance with health and safety plans for all assigned members, according to job performance requirements;
- u. Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ; and
- v. Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.

**Major Topics to Be Included:**

- a. Organizational structure of the department;
- b. Geographical configuration and characteristics of response districts;
- c. Departmental operating procedures for administration, emergency operations, incident management system, and safety;
- d. Fundamentals of leadership;
- e. Departmental budget process; information management and recordkeeping;
- f. The fire prevention and building safety codes and ordinances applicable to the jurisdiction;
- g. Current trends, technologies, and socioeconomic and political factors that affect the fire service;
- h. Cultural diversity;
- i. Methods used by supervisors to obtain cooperation within a group of subordinates;
- j. Management and supervision; and
- k. Ethical practices and code of ethics.

**Effective Date of Course Content Summary:** March 18, 2015