

Pennsylvania State Fire Academy

717.248.1115 In PA: 1.800.459.4096

1150 Riverside Drive Lewistown, PA 17044-1979

FAX 717.248.3580

www.osfc.pa.gov

Minimum Standard for Accreditation (MSA)

Date: July, 1995 Last Revision: Sept. 01, 2016

Course Title: Introduction to Fire Officership

SFA Course Code: INFO

Course Length: 16 Hours **Lecture/Lab Breakdown:** 11/5

Prerequisites: EBM or equivalent

Referenced Text(s): NFPA Handbook, 17 edition; IFSTA Company Officer, 2nd edition; Fire Command, Brunicini; NFPA Standards, Current Edition

<u>Course Goal:</u> To provide students with an overview of the skills necessary to effectively manage volunteer and career fire organizations.

Course Description: Introduction to Fire Officership will give the student a basic overview of company officer responsibilities, personnel issues, their role in fire ground operations, and the development of a sound and effective administrative and fire ground organizational structure.

<u>Description of Methodology:</u> The course presentation will be a mixture of lecture, group and individual exercises. The student will interact with other students to solve problems within their own organizations.

Student Equipment & Supplies: Pen/Pencil; Note Taking Materials

Equipment/Audiovisual/Facility/Supply Requirements: Screen, LCD projector, laptop, whiteboard or easel, handouts.

Special Notes & Conditions:

Course Outline

<u>Time</u>	<u>Topic</u>	<u>Notes</u>
1:00	Course Goals and Objectives	
	Introductions	
3:00	Leadership Principles	

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Course Outline(continued)

<u>Time</u>	<u>Topic</u>	<u>Notes</u>
4:00	Organizational Structure and Administration	
2:00	Pre-Fire Planning / Organizing the Response	
4:00	Strategy and Tactics	
	Simulations Exercises	
1:00	Company Officer role in training system	
	Using the training system to increase personal skills and effectiveness	
1:00	Personal Improvement Plan / Exam / Course Evaluation	

<u>Competency Evaluation Mechanism:</u> Competence will be demonstrated by participation in group activities, development of a personal action plan for improvement, and written final exam.

Learning Outcomes (Behavioral Objectives):

Upon completion of this course, the student will be able to:

- 1. Describe three characteristics of an effective leader.
- 2. Describe the basic types of organizational structures in emergency service organizations.
- 3. Perform an effective size up of an emergency scene and develop and initial incident action plan.
- 4. Determine methods of estimating needed equipment and human resources at an emergency scene.
- 5. Define the role of a company officer in the training system.
- 6. Develop a personal action plan to improve their skills as a company officer.

Questions/Comments: Please contact the Assistant State Fire Academy
Administrator

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