



Northeastern Illinois Public Safety Training Academy

Course Syllabus

402

Title: Advanced Fire Officer	Program Duration: 120 Hours
Type: Online-Campus Training Program	Coordinator: M. Stewart

Course Description

NIPSTA's Advanced Fire Officer program is designed to exceed the requirements outlined by the Illinois Office of the State Fire Marshal ("OSFM"), and provides students with the knowledge and skills needed to perform as an Advanced Fire Officer, as defined by NFPA 1021.

Prerequisites

The purpose of pre-requisite course work is to ensure students have sufficient backgrounds to understand the terminology, tactics and practical applications presented in NIPSTA programs. At a minimum, NIPSTA requires successful completion of the following:

- Member of a recognized fire department or brigade
- OSFM Company Fire Officer or Fire Officer I

In order to receive OSFM certification for Advanced Fire Officer, students will need to complete the following three (3) phases:

- Phase I - Education: presented via online learning platform
- Phase II - Practical Application: presented on campus via discussion and exercises
- Phase III - Task Book: to be completed within three (3) years with the student's employing fire department.

Attendance

In order to receive a Certificate of Course Completion, NIPSTA requires students to be present for all lectures, demonstrations and evolutions.

Safety

NIPSTA Instructors will ensure hazards have been identified and addressed prior to the start of each program. All course safety guidelines are discussed prior to operations and at a minimum, a one (1) to six (6) instructor to student ratio will be maintained at all times. Unsafe actions or behaviors will not be tolerated and will be grounds for dismissal.

Academic Integrity

NIPSTA aspires to the highest possible standards of academic honesty and integrity in all programs as key tenants of the NIPSTA experience. NIPSTA Instructors set forth clear ethical expectations, promote consistency of standards, and expect reporting of dishonest and unsafe behaviors. While education through participation is the central goal for every NIPSTA program, it is only possible when honesty and integrity are part of the overall mission.

Performance Testing & Evaluation

NIPSTA employs multiple methods of measuring subject matter competency, including cognitive and performance-based skill testing. Cognitive skills will be measured by utilizing a comprehensive written exam at the conclusion of the course. Students must achieve a minimum score of 70% to successfully pass the written exam. Performance skill tests measure an individual's ability to perform specific tasks or applications based on given or known job performance requirements ("JPRs"). Unless otherwise specified, performance-based skill tests will be measured on a pass or fail basis.

ADA Compliance

Students with a documented disabilities, as that term is used in the American with Disabilities Act (ADA), may qualify for reasonable accommodations as defined in Section 504 of the Rehabilitation Act of 1973. Additional information is available at www.nipsta.org.

Textbook

Students are responsible for purchasing their textbook(s). The following textbook is recommended for NIPSTA's Advanced Fire Officer Course:

- Ward, M. J. (2021). *Fire officer: Principles and practice (4th ed.)*. Burlington, MA: Jones and Bartlett Learning.

**Supplemental learning materials may be provided to students by the Course Coordinator on or prior to the first day of the program.*

Pre-course Assignments

The purpose of pre-course assignments is to ensure students are prepared for success at the onset of the program. The pre-course assignments for NIPSTA's Advanced Fire Officer Course are as follows:

- **Register for Navigate2:** Prior to the first day, students are required to register for "Fire Officer: Principles & Practice" via the Navigate2 platform. A course ID will be provided to students via email with ample time to prepare before the course begins.
- **Review:** "Fire Officer: Principles & Practice", Chapter 1 – 8 (Fire Officer I)

Time Management & Performance

Time and task management are key attributes of a successful fire officer. Students are expected to complete course assignments, quizzes and tests on time.

120 Hour Course Content

Course content is broken into subject area modules or “Mods”. NIPSTA’s Advanced Fire Officer program is comprised of the following thirty six (36) Mods:

- | | |
|--|---|
| Mod: Intro to AdFO Phase II | Mod: Discipline/Documentation Exercise |
| Mod: Professional Development | Mod: Managing Problem Employees |
| Mod: Assessment Center Exercise | Mod: Problem Employee Exercise |
| Mod: Resume & Dossier Exercise | Mod: Health, Safety & Injuries |
| Mod: Labor Management | Mod: Rules of Engagement |
| Mod: Evaluating Performance | Mod: Hazard Identification Exercise |
| Mod: Performance Eval Exercise | Mod: CISD & Peer Support |
| Mod: Developing Policies & Guidelines | Mod: CISD Exercise |
| Mod: SOG Development Exercise | Mod: Fire Attack Strategy |
| Mod: Community Gov. Relations | Mod: Size-up Exercise |
| Mod: Addressing Community Issues | Mod: Incident Management |
| Mod: Budgeting & Finance | Mod: IAP Development Exercise |
| Mod: Budgeting & Purchase Assignment | Mod: Fireground Management Exercise |
| Mod: Government Purchasing | Mod: Training & Coaching |
| Mod: Government Revenue Sources | Mod: Training Plan Exercise |
| Mod: Pre-incident Planning | Mod: EMS Incidents |
| Mod: Code Enforcement | Mod: Law Enforcement Incidents |
| Mod: Pre-plan Exercise | Mod: Phase II Review |
| Mod: Fire Cause & Origin | Mod: Phase II Evaluation |
| Mod: Cause & Origin Exercise | Mod: Phase III Overview |
| Mod: Employee Conduct, Expectations | |

Learning Outcomes & Evaluation

Following the conclusion of these modules, students will be familiar with the requisite knowledge and skills needed to perform as an advanced fire officer. Written and practical evaluations will be conducted at the completion of this course.

PHASE I – Online (40 Hours)

Week 1

Day 1 – Classroom Orientation
Mandatory

Discussion: Intro to AdFO: Phase I
Review: Chapters 1 – 8 (Fire Officer I)
Activity: Review Ph 1 report assignment
Quiz: None

Day 2 – Fire Officer II as a Manager

Read: Ch 9, pages 251 – 259
Activity: Advanced Officer Scenario 1
Video: None
Quiz: None

Day 3 – Fire Officer II as a Manager

Read: Ch 9, 259 (Collective Barg.) - 267
Activity: Advanced Officer Scenario 2
Video: None
Quiz: Chapter 9

Day 4 – Video Break

Read: None
Activity: Advanced Officer Scenario 3
Video 1: “ISO Roles & Responsibilities”
Video 2: “ISO Incident Scene Safety”
Quiz: None

Day 5 – Applications of Leadership

Read: Ch 10, 272 - 284
Activity: Advanced Officer Scenario 4
Video: None
Quiz: None

Week 2

Day 6 – Applications of Leadership

Read: Ch 10, 284 (Health & Safety) - 294
Activity: Advanced Officer Scenario 5
Video: None
Quiz: Chapter 10

Day 7 – Video Break

Read: None
Activity: Advanced Officer Scenario 6
Video 3: “National Incident Management System”
Quiz: None

Day 8 - Managing Community Risk

Read: Chapter 11, 300 - 304
Activity: Advanced Officer Scenario 7
Video: None
Quiz: None

Day 8 - Managing Community Risk

Read: Chapter 11, 305 (PIO) - 310
Activity: None
Video: None
Quiz: Chapter 11

Day 9 – Video Break

Read: None
Activity: Advanced Officer Scenario 8
Video 4: “Fire Service: Initial Command”
Quiz: None

Week 3

Week 4

<p>Day 11 – Admin. Communications Read: Chapter 12, 316 - 319 Activity: Advanced Officer Scenario 9 Video: None Quiz: None</p>	<p>Day 16 – Video Break Read: None Activity: Advanced Officer Scenario 12 Video 6: “ICS: EMS Operations” Video 7: “Fire/EMS: Active Shooter” Quiz: None</p>
<p>Day 12 – Admin. Communications Read: Chapter 12, 319 (Budgeting) - 331 Activity: None Video: None Quiz: Chapter 12</p>	<p>Day 17 – Managing Major Incidents Read: Chapter 14, 354 – 362 Activity: Advanced Officer Scenario 13 Video: None Quiz: None</p>
<p>Day 13 – Video Break Read: None Activity: Advanced Officer Scenario 10 Video 5: “Fire Service: Expanding Command” Quiz: None</p>	<p>Day 18 – Managing Major Incidents Read: Chapter 14, 362 (Greater Alarms) – 370 Activity: None Video: None Quiz: Chapter 14</p>
<p>Day 14 – Fire Cause & Determination Read: Chapter 13, 334 - 350 Activity: None Video: None Quiz: None</p>	<p>Day 19 – Phase I Review Read: None Activity: Review Officer II Book Material Video: None Quiz: None</p>
<p>Day 15 – Fire Cause & Determination Read: None Activity: Advanced Officer Scenario 11 Video: None Quiz: Chapter 13</p>	<p>Day 20 – Course Final Read: None Activity: None Video: None Test: Phase I Final Exam</p>

PHASE II – On Campus (80 Hours)

DAY 1

Morning (4 hours)

- Mod:** Intro to AdFO Phase II
- Mod:** Professional Development
- Mod:** Assessment Center Exercise
- Mod:** Resume & Dossier Exercise

Afternoon (4 hours)

- Mod:** Labor Management
- Mod:** Evaluating Performance
- Mod:** Performance Evaluation Exercise

DAY 2

Morning (4 hours)

- Mod:** Developing Policies, Procedures & Guidelines
- Mod:** SOG/Policy Development Exercise

Afternoon (4 hours)

- Mod:** Community Government Relations
- Mod:** Addressing Community Issues

DAY 3

Morning (4 hours)

- Mod:** Employee Conduct, Expectations
- Mod:** Discipline & Documentation Exercise

Afternoon (4 hours)

- Mod:** Managing Problem Employees
- Mod:** Problem Employee Exercise

DAY 4

Morning (4 hours)

- Mod:** Incident Management
- Mod:** Fire Attack Strategy
- Mod:** IAP Development Exercise

Afternoon (4 hours)

- Mod:** Size-up Exercise (group session)

DAY 5

Morning (4 hours)

- Mod:** Fireground Management Exercise (Session 1)
- Fireground Communications & Accountability
 - Fireground Command Staff Functions

Afternoon (4 hours)

- Mod:** Size-up Workshop (Session 1)
- Individual sessions

DAY 6

Morning (4 hours)

- Mod:** Budgeting & Finance
- Mod:** Budgeting Exercise Review

Afternoon (4 hours)

- Mod:** Government Revenue Sources
- Grants and nontraditional sources

DAY 7

Morning (4 hours)

- Mod:** Pre-incident Planning
- Mod:** Code Enforcement
- Mod:** Pre-plan Exercise

Afternoon (4 hours)

- Mod:** Fire Cause & Origin
- Mod:** Cause & Origin Exercise

DAY 8

Morning (4 hours)

- Mod:** Fireground Management Exercise (Session 2)
- Fireground Communications & Accountability
 - Fireground Command Staff Functions

Afternoon (4 hours)

- Mod:** Size-up Workshop (Session 2)
- Individual sessions

DAY 9

Morning (4 hours)

Mod: Training & Coaching
Mod: Training Plan Exercise

Afternoon (4 hours)

Mod: Health, Safety & Injuries
Mod: Rules of Engagement
Mod: Hazard Identification Exercise

DAY 10

Morning (4 hours)

Mod: CISD & Peer Support
Mod: CISD Exercise

Afternoon (4 hours)

Mod: Crew Resource Management
Mod: Phase II Course Evaluation
Mod: Phase III Overview

Reference List

Ward, M. J. (2021). *Fire Officer: Principles and Practice (4th ed.)*. Burlington, MA: Jones & Bartlett Learning.

NFPA, Standard for Fire Officer Professional Qualifications. (2014). Quincy, MA: National Fire Protection Association.

Illinois Office of the State Fire Marshal, Advanced Fire Officer Instructor Reference Manual. July 1, 2016 / Version 1

Action Training Systems: Incident Command & Management, 7 DVD (n.d.) Poulsbo, WA