



Pennsylvania State Fire Academy

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Minimum Standard for Accreditation (MSA)

July 1995

Course Title: Introduction to Fire Officership (INFO)

Length of Course: 16 Hours

Lecture/Lab Breakdown: 14/2

Prerequisites: EBM or equivalent

Referenced Texts: NFPA Handbook, 17 edition; IFSTA Company Officer, 2nd edition; Fire Command, Brunicini

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

Description of Course: Fire Officers will give the student a basic overview of fire ground officer responsibilities, personnel issues, fire ground operations, and the development of a sound and effective administrative and fire ground organizational structure.

Description of Methodology to be used: (Brief) The course presentation will be a mixture of lecture, group and individual exercise. The student will interact with other students to solve problems within their own organizations.

Student Equipment/Supply Needs: Pen/Pencil; Note Taking Materials

Equipment/Audiovisual/Supply requirements: Screen, VCR with monitor, overhead projector, chalkboard, and chalk.

COURSE OUTLINE **(General - Not Detailed)**

<u>Time</u>	<u>Content</u>	<u>Instructor Notes</u>
2:00	Course Goals and Objectives Introductions	
2:00	Introduction to Fire Department Management Recruiting and Retaining Members	
2:00	Dealing with Problems Fire Department Organizational Concepts	
2:00	Company Operations Pre-Fire Planning Activities	
continued		

COURSE OUTLINE continued
(General - Not Detailed)

<u>Time</u>	<u>Content</u>	<u>Instructor Notes</u>
2:00	Organizing the Response Standard Operating Procedures Box Assignments Riding Positions	
2:00	Strategy and Tactics	
2:00	Simulations Exercises Problems Solving Exercises	
2:00	Exam Critique	

Competency Evaluation Mechanism (Brief description-attach copy): Competence will be demonstrated by a review of individual exercises by the instructor. A true/false exam will be given at course end.

Course Objectives (specific): Upon completion of this course, the student will be able to:

1. describe the basic concepts of emergency scene strategy and tactics.
2. begin the process of examining emergency scene operations for possible cost-effective alternates.
3. identify the necessary characteristics of a control system using standard operating procedures.
4. begin the process of identifying ways to handle the vast array of human resource (people) issues that arise in fire service organizations.