

ARIZONA WESTERN COLLEGE  
SYLLABUS

FSC 216 FIRE OFFICER 1

Credit Hours: 3 Lec: 2 Lab: 2

PREREQUISITES: Certification as Fire Fighter 2 and Certification as Fire Instructor 1 or permission of instructor

COURSE DESCRIPTION

This course provides personnel with the knowledge and skills in the organizational structure of the department; departmental operating procedures for administration, emergency operations, and safety; departmental budget process; information management and record keeping; the fire prevention and building safety codes and ordinances applicable to the jurisdiction; incident management system; socioeconomic and political factors that impact the fire service; cultural diversity; methods used by supervisors to obtain cooperation within a group of subordinates; the rights of management and members; agreements in force between the organization and members; policies and procedures regarding the operation of the department as they involve supervisors and members. This course meets selected objectives of NFPA 1021 Standard for Fire Officer Professional Qualifications as published by the National Fire Protection Association.

1. COURSE GOALS

- 1.1 Introduce the student to the skills necessary to communicate verbally and in writing, to write reports, and to operate in the incident management system.
- 1.2 Expose the student to the techniques used in human resources to accomplish assignments in a safe and efficient manner and supervising personnel during emergency and nonemergency work periods.
- 1.3 Introduce the student to dealing with inquiries and concerns from members of the community and projecting the role of the department to the public.
- 1.4 Provide information on general administrative functions and the implementation of departmental policies and procedures at the unit level.
- 1.5 Introduce the student to techniques of performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence will be presented.
- 1.6 Illustrate methods in supervising emergency operations, conducting preincident planning, and deploying assigned resources.
- 1.7 Present the student with information on implementing safety plans, policies, and procedures into the daily activities to ensure a safe work environment for all assigned members.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 assign tasks or responsibilities to unit members, given an assignment at an emergency operation, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.
- 2.2 assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.
- 2.3 direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently, and as directed.
- 2.4 recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.
- 2.5 apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.
- 2.6 coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments.

- 2.7 initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the appropriate individual for action and all policies and procedures are complied with.
  - 2.8 respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.
  - 2.9 implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.
  - 2.10 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.
  - 2.11 evaluate available information, given a fire incident, observations, and interviews of first-arriving members and other individuals involved in the incident, so that a preliminary cause of the fire is determined, reports are completed, and, if required, the scene is secured and all pertinent information is turned over to an investigator.
  - 2.12 secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene, are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.
  - 2.13 develop a preincident plan, given an assigned facility and preplanning policies, procedures, and forms, so that all required elements are identified and the appropriate forms are completed and processed in accordance with policies and procedures.
  - 2.14 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.
  - 2.15 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.
  - 2.16 apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
  - 2.17 conduct an initial accident investigation, given an incident and investigation form, so that the incident is documented and reports are processed in accordance with policies and procedures.
3. METHODS OF INSTRUCTION
    - 3.1 Lecture
    - 3.2 Instructional technology
    - 3.3 Student participation
    - 3.4 Classroom exercises
    - 3.5 Field trips
    - 3.6 Practical skill application
4. LEARNING ACTIVITIES
    - 4.1 Lectures
    - 4.2 Demonstrations
    - 4.3 Presentations
    - 4.4 Practical application
    - 4.5 Field trips
    - 4.6 Written exercises
    - 4.7 Participation in class discussions and demonstrations
5. EVALUATION
    - 5.1 Learning activities
    - 5.2 Exams
    - 5.3 Assignments
    - 5.4 Participation
6. STUDENT RESPONSIBILITIES
    - 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.

- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
- Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course