



## Northeastern Illinois Public Safety Training Academy

### Course Syllabus

402

<b>Title:</b> <i>Advanced Fire Officer</i>	<b>Program Duration:</b> <i>120 Hours</i>
<b>Type:</b> <i>Online-Campus Training Program</i>	<b>Coordinator:</b> <i>M. Stewart</i>

#### 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 that hazards have been identified and addressed prior to the start of each program. Course safety guidelines are discussed prior to operations. Unsafe actions or behaviors will not be tolerated and will be grounds for student 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](http://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 (4<sup>th</sup> 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.
- **Read:** "Fire Officer: Principles & Practice", Chapter 1

## 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:

- |  |   |
|--|---|
| <b>Mod 1:</b> Intro to AdFO Phase II           | <b>Mod 22:</b> Discipline & Document Exercise |
| <b>Mod 2:</b> Professional Development         | <b>Mod 23:</b> Managing Problem Employees     |
| <b>Mod 3:</b> Assessment Center Exercise       | <b>Mod 24:</b> Problem Employee Exercise      |
| <b>Mod 4:</b> Resume & Dossier Exercise        | <b>Mod 25:</b> Health, Safety & Injuries      |
| <b>Mod 5:</b> Labor Management                 | <b>Mod 26:</b> Rules of Engagement            |
| <b>Mod 6:</b> Evaluating Performance           | <b>Mod 27:</b> Hazard Identification Exercise |
| <b>Mod 7:</b> Performance Eval Exercise        | <b>Mod 28:</b> CISD & Peer Support            |
| <b>Mod 8:</b> Developing Policies & Guidelines | <b>Mod 29:</b> CISD Exercise                  |
| <b>Mod 9:</b> SOG Development Exercise         | <b>Mod 30:</b> Fire Attack Strategy           |
| <b>Mod 10:</b> Community Gov. Relations        | <b>Mod 31:</b> Size-up Exercise               |
| <b>Mod 11:</b> Addressing Community Issues     | <b>Mod 32:</b> Incident Management            |
| <b>Mod 12:</b> Budgeting & Finance             | <b>Mod 33:</b> IAP Development Exercise       |
| <b>Mod 13:</b> Budgeting Exercise              | <b>Mod 34:</b> Fireground Mgmt Exercise       |
| <b>Mod 14:</b> Government Purchasing           | <b>Mod 35:</b> Training & Coaching            |
| <b>Mod 15:</b> Purchasing Exercise             | <b>Mod 36:</b> Training Plan Exercise         |
| <b>Mod 16:</b> Pre-incident Planning           | <b>Mod 37:</b> EMS Incidents                  |
| <b>Mod 17:</b> Code Enforcement                | <b>Mod 38:</b> Law Enforcement Incidents      |
| <b>Mod 18:</b> Pre-plan Exercise               | <b>Mod 39:</b> Crew Resource Management       |
| <b>Mod 19:</b> Fire Cause & Origin             | <b>Mod 40:</b> Phase II Review                |
| <b>Mod 20:</b> Cause & Origin Exercise         | <b>Mod 41:</b> Phase II Evaluation            |
| <b>Mod 21:</b> Employee Conduct, Expectations  | <b>Mod 42:</b> Phase III Overview             |

## 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

### Week 2

<p style="text-align: center;"><b>Day 1 – Classroom Orientation</b> <b>Mandatory</b></p> <p><b>Discussion:</b> Intro to AdFO: Phase I  <b>Read:</b> Chapter 1, pgs 16 – 21  <b>Activity:</b> Advanced Officer Scenario 1  <b>Quiz:</b> Chapter 1</p>	<p style="text-align: center;"><b>Day 6</b></p> <p><b>Read:</b> Chapter 7, pgs 135 – 139  <b>Activity:</b> Advanced Officer Scenario 6  <b>Video:</b> Fire Service: Initial Command  <b>Quiz:</b> Chapter 7</p>
<p style="text-align: center;"><b>Day 2</b></p> <p><b>Read:</b> Chapter 2, pgs 24 – 37  <b>Activity:</b> Advanced Officer Scenario 2  <b>Video:</b> None  <b>Quiz:</b> Chapter 2</p>	<p style="text-align: center;"><b>Day 7</b></p> <p><b>Read:</b> Chapter 8, pgs 152 – 161  <b>Activity:</b> Advanced Officer Scenario 7  <b>Video:</b> Fire Service: Expanding Command  <b>Quiz:</b> Chapter 8</p>
<p style="text-align: center;"><b>Day 3</b></p> <p><b>Read:</b> Chapter 4, pgs 72 – 83  <b>Activity:</b> Advanced Officer Scenario 3  <b>Video:</b> National Incident Management System (NIMS)  <b>Quiz:</b> Chapter 4</p>	<p style="text-align: center;"><b>Day 8</b></p> <p><b>Read:</b> Chapter 9, 171 – 181  <b>Activity:</b> Advanced Officer Scenario 8  <b>Video:</b> None  <b>Quiz:</b> Chapter 9</p>
<p style="text-align: center;"><b>Day 4</b></p> <p><b>Read:</b> Chapter 5, pgs 101 – 109  <b>Activity:</b> Advanced Officer Scenario 4  <b>Video:</b> Incident Safety Officer: Roles and Responsibilities  <b>Quiz:</b> Chapter 5</p>	<p style="text-align: center;"><b>Day 9</b></p> <p><b>Read:</b> Chapter 10, pgs 190 – 199  <b>Activity:</b> Advanced Officer Scenario 9  <b>Video:</b> None  <b>Quiz:</b> Chapter 10</p>
<p style="text-align: center;"><b>Day 5</b></p> <p><b>Read:</b> Chapter 6, 121 – 125  <b>Activity:</b> Advanced Officer Scenario 5  <b>Video:</b> None  <b>Quiz:</b> Chapter 6</p>	<p style="text-align: center;"><b>Day 10</b></p> <p><b>Read:</b> Chapter 11, pgs 213 - 221  <b>Activity:</b> Advanced Officer Scenario 10  <b>Video:</b> None  <b>Quiz:</b> Chapter 11</p>

**Week 3****Week 4**

<p style="text-align: center;"><b>Day 11</b></p> <p><b>Read:</b> Chapter 13, pgs 264 - 269  <b>Activity:</b> Advanced Officer Scenario 11  <b>Video:</b> None  <b>Quiz:</b> Chapter 13</p>	<p style="text-align: center;"><b>Day 16</b></p> <p><b>Read:</b> Chapter 17, pgs 352 – 360  <b>Activity:</b> Advanced Officer Scenario 15  <b>Video:</b>  <b>Quiz:</b> Chapter 17</p>
<p style="text-align: center;"><b>Day 12</b></p> <p><b>Read:</b> Chapter 14, 280 – 289  <b>Activity:</b> Advanced Officer Scenario 12  <b>Video:</b> ICS: EMS Operations  <b>Quiz:</b> Chapter 14</p>	<p style="text-align: center;"><b>Day 17</b></p> <p><b>Read:</b> Chapter 18, pgs 368 - 380  <b>Activity:</b> Advanced Officer Scenario 16  <b>Video:</b>  <b>Quiz:</b> Chapter 18</p>
<p style="text-align: center;"><b>Day 13</b></p> <p><b>Read:</b>  <b>Activity:</b> None  <b>Video:</b>  <b>Quiz:</b> None</p>	<p style="text-align: center;"><b>Day 18</b></p> <p><b>Read:</b>  <b>Activity:</b> None  <b>Video:</b>  <b>Quiz:</b> None</p>
<p style="text-align: center;"><b>Day 14</b></p> <p><b>Read:</b> Chapter 15, pgs 291 – 315  <b>Activity:</b> Advanced Officer Scenario 13  <b>Video:</b> Fire &amp; EMS: Active Shooter  <b>Quiz:</b> Chapter 15</p>	<p style="text-align: center;"><b>Day 19</b></p> <p><b>Read:</b> None  <b>Activity:</b> Review Officer II Book Material  <b>Video:</b> None  <b>Quiz:</b> None</p>
<p style="text-align: center;"><b>Day 15</b></p> <p><b>Read:</b> Chapter 16, pgs 317 – 337  <b>Activity:</b> Advanced Officer Scenario 14  <b>Video:</b> ISO: Scene Safety  <b>Quiz:</b> Chapter 16</p>	<p style="text-align: center;"><b>Day 20</b></p> <p><b>Read:</b> None  <b>Activity:</b> None  <b>Video:</b> None  <b>Test:</b> Phase I Final Exam</p>

## **PHASE II – On Campus (80 Hours)**

### **DAY 1**

#### **Morning (4 hours)**

---

- Mod 1:** Intro to AdFO Phase II
- Mod 2:** Professional Development
- Mod 3:** Assessment Center Exercise
- Mod 4:** Resume & Dossier Exercise

#### **Afternoon (4 hours)**

---

- Mod 5:** Labor Management
- Mod 6:** Evaluating Performance
- Mod 7:** Performance Evaluation Exercise

### **DAY 2**

#### **Morning (4 hours)**

---

- Mod 8:** Developing Policies, Procedures & Guidelines
- Mod 9:** SOG/Policy Development Exercise

#### **Afternoon (4 hours)**

---

- Mod 10:** Community Government Relations
- Mod 11:** Addressing Community Issues

### **DAY 3**

#### **Morning (4 hours)**

---

- Mod 21:** Employee Conduct, Expectations
- Mod 22:** Discipline & Documentation Exercise

#### **Afternoon (4 hours)**

---

- Mod 23:** Managing Problem Employees
- Mod 24:** Problem Employee Exercise

### **DAY 4**

#### **Morning (4 hours)**

---

- Mod 32:** Incident Management
- Mod 30:** Fire Attack Strategy
- Mod 33:** IAP Development Exercise

#### **Afternoon (4 hours)**

---

- Mod 31:** Size-up Exercise (group session)

## **DAY 5**

### **Morning (4 hours)**

---

**Mod 34:** Fireground Management Exercise (Session 1)

- Fireground Communications & Accountability
- Fireground Command Staff Functions

### **Afternoon (4 hours)**

---

**Mod 31:** Size-up Workshop (Session 1)

- Individual sessions

## **DAY 6**

### **Morning (4 hours)**

---

**Mod 12:** Budgeting & Finance

**Mod 13:** Budgeting Exercise

### **Afternoon (4 hours)**

---

**Mod 14:** Government Purchasing

**Mod 15:** Purchasing Exercise

## **DAY 7**

### **Morning (4 hours)**

---

**Mod 16:** Pre-incident Planning

**Mod 17:** Code Enforcement

**Mod 18:** Pre-plan Exercise

### **Afternoon (4 hours)**

---

**Mod 19:** Fire Cause & Origin

**Mod 20:** Cause & Origin Exercise

## **DAY 8**

### **Morning (4 hours)**

---

**Mod 34:** Fireground Management Exercise (Session 2)

- Fireground Communications & Accountability
- Fireground Command Staff Functions

### **Afternoon (4 hours)**

---

**Mod 31:** Size-up Workshop (Session 2)

- Individual sessions

## **DAY 9**

### **Morning (4 hours)**

---

- Mod 35:** Training & Coaching
- Mod 36:** Training Plan Exercise

### **Afternoon (4 hours)**

---

- Mod 25:** Health, Safety & Injuries
- Mod 26:** Rules of Engagement
- Mod 27:** Hazard Identification Exercise

## **DAY 10**

### **Morning (4 hours)**

---

- Mod 28:** CISD & Peer Support
- Mod 29:** CISD Exercise

### **Afternoon (4 hours)**

---

- Mod 39:** Crew Resource Management
- Mod 41:** Phase II Course Evaluation
- Mod 42:** Phase III Overview

### **Reference List**

Ward, M. J. (2021). *Fire Officer: Principles and Practice (4<sup>th</sup> 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

*The Right Seat: Officer Development Beyond the Textbook*, Vol. 2 DVD. (n.d.). Retrieved from <https://www.pennwellbooks.com/fire-rescue/leadership-management/the-right-seat-officer-development-beyond-the-textbook-volume-2/>. December 2018.

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