

	<b>Northeastern Illinois Public Safety Training Academy</b> <b>Course Syllabus</b>	<b>402</b>
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<b>Title:</b> Advanced Fire Officer	<b>Program Duration:</b> 120 Hours
<b>Type:</b> Online-Campus Training Program	<b>Coordinator:</b> 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 accomodations 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.
- **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:** Professional Development  
**Mod:** Assessment Center Exercise  
**Mod:** Resume & Dossier Exercise  
**Mod:** Labor Management  
**Mod:** Evaluating Performance  
**Mod:** Performance Eval Exercise  
**Mod:** Developing Policies & Guidelines  
**Mod:** SOG Development Exercise  
**Mod:** Community Gov. Relations  
**Mod:** Addressing Community Issues  
**Mod:** Budgeting & Finance  
**Mod:** Budgeting & Purchase Assignment  
**Mod:** Government Purchasing  
**Mod:** Government Revenue Sources  
**Mod:** Pre-incident Planning  
**Mod:** Code Enforcement  
**Mod:** Pre-plan Exercise  
**Mod:** Fire Cause & Origin  
**Mod:** Cause & Origin Exercise  
**Mod:** Employee Conduct, Expectations

**Mod:** Discipline/Documentation Exercise  
**Mod:** Managing Problem Employees  
**Mod:** Problem Employee Exercise  
**Mod:** Health, Safety & Injuries  
**Mod:** Rules of Engagement  
**Mod:** Hazard Identification Exercise  
**Mod:** CISD & Peer Support  
**Mod:** CISD Exercise  
**Mod:** Fire Attack Strategy  
**Mod:** Size-up Exercise  
**Mod:** Incident Management  
**Mod:** IAP Development Exercise  
**Mod:** Fireground Management Exercise  
**Mod:** Training & Coaching  
**Mod:** Training Plan Exercise  
**Mod:** EMS Incidents  
**Mod:** Law Enforcement Incidents  
**Mod:** Phase II Review  
**Mod:** Phase II Evaluation  
**Mod:** 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**

#### **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

### **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 2 – Fire Officer II as a Manager**

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

#### **Day 7 – Video Break**

**Read:** None  
**Activity:** Advanced Officer Scenario 6  
**Video 3:** “National Incident Management System”  
**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 8 - Managing Community Risk**

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

#### **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 8 - Managing Community Risk**

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

#### **Day 5 – Applications of Leadership**

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

#### **Day 9 – Video Break**

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

**Week 3****Day 11 – Admin. Communications****Read:** Chapter 12, 316 - 319**Activity:** Advanced Officer Scenario 9**Video:** None**Quiz:** None**Week 4****Day 16 – Video Break****Read:** None**Activity:** Advanced Officer Scenario 12**Video 6:** “ICS: EMS Operations”**Video 7:** “Fire/EMS: Active Shooter”**Quiz:** None**Day 12 – Admin. Communications****Read:** Chapter 12, 319 (Budgeting) - 331**Activity:** None**Video:** None**Quiz:** Chapter 12**Day 17 – Managing Major Incidents****Read:** Chapter 14, 354 – 362**Activity:** Advanced Officer Scenario 13**Video:** None**Quiz:** None**Day 13 – Video Break****Read:** None**Activity:** Advanced Officer Scenario 10**Video 5:** “Fire Service: Expanding Command”**Quiz:** None**Day 18 – Managing Major Incidents****Read:** Chapter 14, 362 (Greater Alarms) – 370**Activity:** None**Video:** None**Quiz:** Chapter 14**Day 14 – Fire Cause & Determination****Read:** Chapter 13, 334 - 350**Activity:** None**Video:** None**Quiz:** None**Day 19 – Phase I Review****Read:** None**Activity:** Review Officer II Book Material**Video:** None**Quiz:** None**Day 15 – Fire Cause & Determination****Read:** None**Activity:** Advanced Officer Scenario 11**Video:** None**Quiz:** Chapter 13**Day 20 – Course Final****Read:** None**Activity:** None**Video:** None**Test:** Phase I Final Exam

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

### **DAY 1**

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

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

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

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

### **DAY 2**

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

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

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

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

### **DAY 3**

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

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

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

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

### **DAY 4**

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

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

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

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

## **DAY 5**

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

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

- Fireground Communications & Accountability
- Fireground Command Staff Functions

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

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

- Individual sessions

## **DAY 6**

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

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**Mod:** Budgeting & Finance

**Mod:** Budgeting Exercise Review

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

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**Mod:** Government Revenue Sources

- Grants and nontraditional sources

## **DAY 7**

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

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**Mod:** Pre-incident Planning

**Mod:** Code Enforcement

**Mod:** Pre-plan Exercise

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

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**Mod:** Fire Cause & Origin

**Mod:** Cause & Origin Exercise

## **DAY 8**

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

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

- Fireground Communications & Accountability
- Fireground Command Staff Functions

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

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

- Individual sessions

## DAY 9

### Morning (4 hours)

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**Mod:** Training & Coaching  
**Mod:** Training Plan Exercise

### Afternoon (4 hours)

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

## DAY 10

### Morning (4 hours)

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**Mod:** CISD & Peer Support  
**Mod:** CISD Exercise

### Afternoon (4 hours)

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**Mod:** Crew Resource Management  
**Mod:** Phase II Course Evaluation  
**Mod:** 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

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