



FEMA



National Fire Academy

F0458 – Preparation for Initial Company Operations

Version: 2nd Edition, 2nd Printing, July 2016

Quarter:

ACE Credit: In the lower division baccalaureate/associate degree category, 1 semester hour in fire tactics and strategy.

IACET Continuing Education Units: 1.6

Length of Course: 2 Days (16 contact hours)

Prerequisite: None

Curriculum: Incident Management

Training Specialist: Robert Bennett

Instructor:

Instructor email/phone:

Classroom: J-

Meeting Time: 8 AM – 5 PM

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Course Description (Catalog)

F0458 – “Preparation for Initial Company Operations.” (Formerly Managing Company Tactical Operations: Preparation (MCTO:P)) This course is designed to develop a better understanding of the roles and responsibilities of a Company Officer in preparing their company for incident operations. In addition, to clarify the transition from firefighter to company officer and the new roles relating to leadership and safety. This course is designed for company officers, acting company officers, or senior firefighters responsible for the management of a single fire company at an emergency incident. Those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operation.

Student Qualifications (Primary and Secondary Audience)

The primary target audience for the “Preparation for Initial Company Operations” (PICO) course is:

- Newly promoted COs and firefighters acting in the CO role.
- First and second COs who arrive on an incident scene.

Course Scope (Goal)

The goal of the course is to clarify the role the Company Officer (CO) plays in the preparation and education of firefighters.

Course Objectives (Course Learning Outcomes – TLOs)

The students will be able to:

- Identify the roles and responsibilities of the Company Officer (CO).
- Describe how the five elements of readiness and personal values contribute to firefighter safety.
- Identify the benefits of effective communications on and off the fireground.
- Identify the types of building construction, how fire behavior reacts with each type, and how the knowledge can provide for firefighter safety.
- Explain why preplanning is important to both the safety of the firefighter and community risk reduction.

Course Delivery Method

The National Fire Academy (NFA) offers specialized training courses and advanced management programs of national impact in an academic classroom environment [on campus at the National Emergency Training Center \(NETC\) in Emmitsburg, Maryland](#) and through their State, local, and tribal training partners. This classroom course is designed for the national level fire service officer from State and local fire service organizations. All course materials are designed for interactive classroom environments, in either paper notebook or electronic formats.

Course Schedule

DAY 1	DAY 2
Introduction, Welcome and Administrative	Unit 3: Communications (cont'd)
<i>Break</i>	<i>Break</i>
Unit 1: Roles and Responsibilities	Unit 3: Communications (cont'd)
<i>Break</i>	<i>Break</i>
Unit 1: Roles and Responsibilities (cont'd)	Unit 3: Communications (cont'd) Unit 4: Building Construction and Fire Behavior Factors
<i>Lunch</i>	<i>Lunch</i>
Unit 1: Roles and Responsibilities (cont'd)	Unit 4: Building Construction and Fire Behavior Factors (cont'd) Unit 5: Preincident Planning
<i>Break</i>	<i>Break</i>
Unit 2: Mission Readiness Unit 3: Communications	Unit 5: Preincident Planning (cont'd) Final Exam

Course Resources (Instructional Materials)

In order to be fully prepared, obtain a copy of the required textbooks and other instructional materials prior to the first day of class.

Required Readings

The student must complete required readings during the course to be able to thoughtfully participate in discussions and activities.

None.

Suggested Reading/Resources

Suggested readings and resources are not evaluated, but may enhance the student's understanding, serve as additional sources for citation and promote discussion of course material.

None.

Required Resources (Course Textbook)

Student Manual.

Supplemental Resources (Supplemental Course Textbook)

None.

Grading Methodology (Evaluation Procedures)

The required performance to successfully complete the course is attained by completing the examination with at least a "C" by answering correctly a minimum of 21 out of 30 questions.

Letter Grade	Point Range
A	90-100
B	80-89
C	70-79
F	69 or lower

Required Reading Assignments

Student completion of reading assignments will be done via evaluation of their class participation and will not be a separately graded activity.

Suggested Readings

Suggested readings are not evaluated, but may enhance the student's understanding and promote discussion of course material.

Course Outline

Introduction

Objectives

None.

Unit 1: Roles and Responsibilities

Objectives

Terminal Objective

The students will be able to:

- 1.1 Identify the roles and responsibilities of the Company Officer (CO).

Enabling Objectives

The students will be able to:

- 1.1 List the eight elements of CO leadership.
- 1.2 Identify the key safety factors that affect safe tactical operations.
- 1.3 Describe the transitional steps from firefighter to CO, and discuss the importance of each.
- 1.4 Recognize the 16 Firefighter Life Safety Initiatives.
- 1.5 Identify the primary size-up factors, and discuss their impact on strategies and tactics.
- 1.6 Explain the Command Sequence Action Cycle.

Unit 2: Mission Readiness

Objectives

Terminal Objective

The students will be able to:

- 2.1 Describe how the five elements of readiness and personal values contribute to firefighter safety.

Enabling Objectives

The students will be able to:

- 2.1 Explain each of the five elements of readiness and their importance.
- 2.2 Prioritize personal values, and recognize how they affect incident management and fire safety.

Unit 3: Communications

Objectives

Terminal Objective

The students will be able to:

- 3.1 Identify the benefits of effective communications on and off the fireground.

Enabling Objectives

The students will be able to:

- 3.1 Identify the benefits of incident communications, and explain the importance of each.
- 3.2 Define the communications model steps, and discuss the importance of each.
- 3.3 Demonstrate tactical communication responsibilities and skills in the capacity of the Company Officer (CO), given a simulation.

Unit 4: Building Construction and Fire Behavior Factors

Objectives

Terminal Objective

The students will be able to:

- 4.1 Identify the types of building construction, how fire behavior reacts with each type, and how the knowledge can provide for firefighter safety.

Enabling Objectives

The students will be able to:

- 4.1 List the five building classifications, and explain the characteristics of each.
- 4.2 Recognize the strengths and concerns for each building construction type.
- 4.3 List and explain the critical fire behavior factors and how they relate to tactical operations, given a scenario.

Unit 5: Preincident Planning

Objectives

Terminal Objective

The students will be able to:

- 5.1 Explain why preplanning is important to both the safety of the firefighter and community risk reduction.

Enabling Objectives

The students will be able to:

- 5.1 Calculate the required fire flow for given structures using the National Fire Academy (NFA) fire flow formula.
- 5.2 Identify and apply critical preplan information for target hazards given a Quick Access Prefire (QAP) Plan.

Policies

Class Attendance and Cancellation Policy

Attendance

- You are required to attend all sessions of the course. If you do not, you may not receive a certificate, and your stipend may be denied.
- If you need to depart campus early and miss any portion of the course and/or graduation, you must make the request in writing to the NFA training specialist. The training specialist, in collaboration with the superintendent, may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements. If you receive approval for departing early, you must forward the approval to the Admissions Office so your stipend reimbursement is not limited.

Student Substitutions

Substitutions for NFA courses are made from waiting lists; your fire department can't send someone in your place.

Cancellations or No-Shows

NFA's mission for delivery of courses is impaired significantly by cancellations and no-shows. It is very difficult and costly to recruit students at the last minute. Currently there is a two-year ban on student attendance for students who are no-shows or cancel within 30 days of the course start date without a valid reason. If you receive such a restriction, your supervisor needs to send a letter to our Admissions Office explaining the cancellation/no-show.

Course Failure

If you fail an on-campus course, you will not be issued a stipend for that course. You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

Student Code of Conduct Policy

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus and denial of stipends.

Writing Expectations

Student writing will conform to the generally accepted academic standards for college papers. Papers will reflect the original work of the student and give appropriate credit through citations for ideas belonging to other authors, publications or organizations. Student written work should be free of grammatical and syntax errors, free of profanity or obscene language or ideas, and reflect critical thinking related to the course subject matter.

Citation and Reference Style

Attention Please: Students will follow the APA, Sixth Edition as the sole citation and reference style used in written work submitted as part of coursework to NFA. Assignments completed in a narrative essay, composition format, abstract, and discussion posts must follow the citation style cited in the APA, Sixth Edition.

Late Assignments

Students are expected to submit classroom assignments by the posted due date (11:59 p.m. EDT/EST) and to complete the course according to the published class schedule. As adults, students, and working professionals, you must manage competing demands on your time. Discussion board postings submitted within 3 days after the submission deadline will receive up to a 20% deduction. Those that do not submit their discussion board postings within this timeline will receive a “0” grade for the week. Final assignment papers will not be accepted after the deadline. Any paper submitted after the deadline will receive a “0” grade for that assignment.

Netiquette

Online learning promotes the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a professional learning setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the forum of others.

- **Technology Limitations.** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The NFA Online classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note.** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺ .

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Grading

Please review the above grading methodology that explains how grades will be awarded. Students who do not complete the entire course will be awarded an Incomplete (I) grade. In accordance with National Fire Academy academic policies, an Incomplete (I) grade must be removed by the end of the next semester following the course, or it automatically becomes a Failing (F) grade.

If you fail an on-campus course, you will not be issued a stipend for that course. You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

http://www.usfa.fema.gov/training/nfa/admissions/student_policies_campus_information.html

Academic Honesty

Students are expected to exhibit exemplary ethical behavior and conduct as part of the NFA community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical behaviors will not be tolerated.

Students are expected to report academic misconduct when they witness a violation. All cases of academic misconduct shall be reported by the instructor to the Training Specialist.

If a student is found to have engaged in misconduct and the allegations are upheld, the penalties may include, but are not limited to one or a combination of the following:

- expulsion,
- withholding of stipend or forfeiture of stipend paid,
- exclusion from future classes for a specified period; depending on the severity it could range from 1-10 years, and/or
- forfeiture of certificate for course(s) enrolled in at NETC.

Refer to NFA-specific Standard Operating Procedure 700.1 – *Academic Code of Conduct and Ethics* for more information.