



## National Fire Academy

**F0458 – Preparation for Initial Company Operations  
Version: 2nd Edition, 3rd Printing, October 2016**

**Quarter:**

**ACE Credit: In the lower division baccalaureate/associate degree category, one semester hour in firefighting operations or fire science.**

**IACET Continuing Education Units: 1.6**

**Length of Course: 2 Days (13 hr., 5 min. contact hours)**

**Prerequisite: None**

**Curriculum: Incident Management**

**Training Specialist: Richard Sexton**

**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.” 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, tribal, and US territories training partners. 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

Note: Times listed reflect approximate instructional time blocks and may be adjusted to meet individual course preferences.

## **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.

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

## **EXAMINATION ADMINISTRATION PROCEDURES**

Students will be given exams at the end of the class, and only the instructor will grade the exams. While the exams are being graded by the instructor, students will be asked to complete end-of-course evaluations.

Exams are to be completed individually and not as a group or a group activity, unless specifically directed within the instructor guide for the specific course. Students should use pencils to complete answer sheets if bubble sheets and a scoring key overlay are being used.

There should only be one answer for any given question marked by the student. A question with multiple answers is considered incorrect. Please mark number of incorrect answers on completed exam sheets, record score (percentage), and mark the appropriate letter grade.

Transfer the letter grades to the corresponding student name on the course roster.

If a student does not obtain a passing grade on the first attempt, the instructor will provide remediation<sup>1</sup> prior to a retest. Students who do not pass the first exam will be allowed to take one retest of a new exam before departing from the class. A second failure will result in a grade of "F" being recorded on the grade roster.

Once all exams have been graded, instructors should review the exam as a group.

In the event of unusual events (storm, fire response, family emergency) or early departure, the host agency or state representative may be asked to proctor the exam at a later date. The instructor is responsible to notify the Training Specialist as soon as practical of the situation and name of person responsible for the exams and testing process.

### **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.
- If you need to depart the training facility early and miss any portion of the course, you must make the request in writing to the sponsoring agency (e.g., State training director, etc.). The State training director may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements.

#### **Course Failure**

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.

#### **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**

All assignments must be turned in by the established deadline. Late submissions could result in a 10 percent decrease in grade.

## **Disclaimer Statement**

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

## **Grading**

Please review the following rubrics that explain 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.

[https://www.usfa.fema.gov/training/nfa/admissions/student\\_policies.html](https://www.usfa.fema.gov/training/nfa/admissions/student_policies.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 State training director or host agency and to the NFA 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,
- 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.