



National Fire Academy

**N0670 – Community Risk Reduction: A Policy Approach
Version: 1st Edition, 4th Printing, October 2019**

Quarter:

ACE Credit: In the lower division baccalaureate/associate degree category, two semester hours in public policy or emergency management.

IACET Continuing Education Units: 4.0

Length of Course: 6 Days (38 hr., 55 min. contact hours, Sunday – Friday)

Prerequisite: Yes

Curriculum: Fire Prevention: Management

Training Specialist: Mike Weller

Instructor:

Instructor email/phone:

Classroom: J-

Meeting Time: 8 AM – 5 PM

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Course Description (Catalog)

N0670 – “Community Risk Reduction: A Policy Approach.” The purpose of this course is to empower students with the ability to create, evaluate and defend public policy in their home community. The course is also designed to facilitate understanding of how codes and regulations can be used as an effective component of fire prevention, fire mitigation, and overall community risk reduction. A risk assessment is used to prioritize risk. The course presents the stages of the policy process which include problem identification and agenda setting; policy formation; issue resolution and policy adoption; implementation and application; and evaluation.

Student Qualifications (Primary and Secondary Audience)

The potential target audiences for the CRR: PA course include: fire marshals, inspectors, code practitioners, plans reviewers, building officials, public education officers, Emergency Medical Services (EMS) officers, company officers and fire chiefs.

Course Scope (Goal)

The goal of CRR: PA is to empower students with the ability to create, evaluate and defend public policy in their home community.

The scope of CRR: PA is to facilitate an understanding of how public policy can be used as an effective component of community risk reduction.

Course Objectives (Course Learning Outcomes – TLOs)

After successfully completing this course, you will be able to accomplish the following:

- Describe how public policy can be used as a component of community risk reduction.
- Select a priority risk and develop an agenda for proposing public policy as a component of risk reduction.
- Develop a public policy proposal.
- Facilitate a successful issue resolution process for a proposed public policy.
- Develop an implementation and application plan for a newly adopted public policy.
- Evaluate the effectiveness of a public policy.

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

The purpose of the course schedule is to give you, at a glance, the required preparation, activities, and evaluation components of your course.

	DAY 1	DAY 2
	Introduction	Unit 2: Problem Identification and Agenda Setting (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 1: Public Policy 101	Unit 2: Problem Identification and Agenda Setting (cont'd) Activity 2.2: Selecting a Priority Risk Issue or Situation — Grady County
	<i>Break</i>	<i>Break</i>
	Unit 1: Public Policy 101 (cont'd) Activity 1.1: Application of Public Policy	Unit 2: Problem Identification and Agenda Setting (cont'd) Activity 2.2: Selecting a Priority Risk Issue or Situation — Grady County (cont'd) Activity 2.3: Developing a Problem Statement — Grady County Risk Issue Activity 2.4: Strategic Approach to Reducing Risk
	<i>Lunch Break</i>	<i>Lunch Break</i>
	Unit 1: Public Policy 101 (cont'd) Activity 1.2: Review of the Vision 20/20 Initiative	Unit 2: Problem Identification and Agenda Setting (cont'd) Activity 2.4: Strategic Approach to Reducing Risk (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 2: Problem Identification and Agenda Setting Activity 2.1: Comparison of Pre-course Assignment Findings Assign roles	Unit 2: Problem Identification and Agenda Setting (cont'd) Activity 2.5: Intervention Strategy — Grady County Risk
Evening Graded Assignment 1		Activity 2.6: Intervention Strategy — Selected Home Community Risk — graded assignment due Wednesday morning.

	DAY 3	DAY 4
	Unit 3: Policy Development Activity 3.1: Stakeholders — Grady County Risk	Unit 4: The Issue Resolution Process
	<i>Break</i>	<i>Break</i>
	Unit 3: Policy Development (cont'd) Activity 3.1: Stakeholders — Grady County Risk (cont'd) Activity 3.2: Selecting the Policy Planning Group — Grady County Risk Activity 3.3: Selecting a Public Policy — Grady County Risk	Unit 4: The Issue Resolution Process (cont'd) Activity 4.1: Understanding the Reality of Opposing Views
	<i>Break</i>	<i>Break</i>
	Unit 3: Policy Development (cont'd) Activity 3.3: Selecting a Public Policy — Grady County Risk (cont'd)	Unit 4: The Issue Resolution Process (cont'd) Activity 4.2: Preparing for the Issue Resolution Process — Grady County
	<i>Lunch Break</i>	<i>Lunch Break</i>
	Activity 3.3: Selecting a Public Policy — Grady County Risk (cont'd) Activity 3.4: Drafting a Public Policy — Grady County Risk	Unit 4: The Issue Resolution Process (cont'd) Activity 4.3: Issue Resolution Process — Grady County
	<i>Break</i>	<i>Break</i>
	Unit 3: Policy Development (cont'd)	Unit 4: The Issue Resolution Process (cont'd) Activity 4.3: Issue Resolution Process — Grady County (cont'd)
Evening Graded Assignment 2	Activity 3.5: Public Policy Considerations — Home Community Risk — graded assignment due Thursday morning.	

Day 3 Homework:
Read Unit 4

Day 4 Homework:
Read Unit 5

	DAY 5	DAY 6
	Unit 4: The Issue Resolution Process (cont'd) Activity 4.4: Negotiation and Compromise — Grady County	Unit 5: Policy Implementation and Application (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 4: The Issue Resolution Process (cont'd) Unit 5: Policy Implementation and Application	Unit 6: Evaluating the Effectiveness of Public Policy Activity 6.1: Evaluation Strategy for Public Policy — Grady County
	<i>Break</i>	<i>Break</i>
	Unit 5: Policy Implementation and Application (cont'd)	Unit 6: Evaluating the Effectiveness of Public Policy (cont'd) Activity 6.1: Evaluation Strategy for Public Policy — Grady County (cont'd)
	<i>Lunch Break</i>	<i>Lunch Break</i>
	Activity 5.1: Analysis of an Implementation and Application Process Activity 5.2: Create an Implementation and Application Plan — Grady County Public Policy	Unit 6: Evaluating the Effectiveness of Public Policy (cont'd) Activity 6.2: Evaluation Strategy for Public Policy — Home Community Risk Unit 7: Course Recap Final Examination Course Evaluation
	<i>Break</i>	<i>Break</i>
	Unit 5: Policy Implementation and Application (cont'd) Activity 5.2: Create an Implementation and Application Plan — Grady County Public Policy (cont'd)	Graduation
Evening Assignment 3	Activity 4.5: Preparing for the Issue Resolution Process — Home Community — graded assignment due Friday morning.	

Day 5 Homework:
Read Unit 6

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.

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.

Required Resources (Course Textbook)

Student Manual.

Supplemental Resources (Supplemental Course Textbook)

None.

Grading Methodology (Evaluation Procedures)

INSTRUCTOR'S GRADING GUIDE WITH STUDENT ACTIVITY SCORING PLAN

Grading Structure and Rubrics by Student Activity With Individual Student Score Cards

Pre-course Assignment	100 points
Course Final Examination	100 points
Individual Student Activities	
Intervention Strategy — Selected Home Community Risk (Activity 2.6)	100 points
Public Policy Considerations — Home Community Risk (Activity 3.5)	100 points
<u>Preparing for the Issue Resolution Process — Home Community (Activity 4.5)</u>	<u>100 points</u>
TOTAL	500 points

Instructions for Application of Student Activity Scoring Plan

1. All students must receive a fair score reflecting their efforts to complete each identified individual student project.
2. When introducing the student activity, refer students to the copy in their Student Manuals (SMs). Explain that this sheet contains the range of scoring requirements for successful completion of the identified activity. Instructors should reinforce the activity scoring requirements and ascertain that students understand.
3. Upon completion of the activity, each student will print his or her name and current date in the upper right-hand box, then submit the scoring sheet to the instructor for scoring the student's performance in the specified activity.
4. Once a point selection is determined for the student score, the instructor will record that point on the student's sheet and on the Class Grade Sheet and return the individual activity sheet to the students.
5. At the completion of the course, the instructor will tally each student's activity scores and then add the score from the final examination. Points equate to the following grades: A — 90-100; B — 80-89; C — 70-79. Instructors will record, sign and date then deliver the completed Class Grade Sheet to the Training Specialist responsible for that course delivery.

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 remediation¹ 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 (Day 1)

Objectives

None.

Unit 1: Public Policy 101 (Day 1)

Objectives

Terminal Objective

The students will be able to:

- 1.1 Describe how public policy can be used as a component of community risk reduction.

Enabling Objectives

The students will be able to:

- 1.1 Describe the concept and classification of public policy.
- 1.2 Explain the differences between codes, standards, recommended practices, state statutes and local ordinances.

- 1.3 Compare and contrast the difference between prescriptive- and performance-based public policy.
- 1.4 Describe the origins of public policy.
- 1.5 Explain the impact that can be created through the use of public policy.
- 1.6 Summarize the development cycle of a public policy.
- 1.7 Describe the purpose of evaluating public policy.

Unit 2: Problem Identification and Agenda Setting (Day 1)

Objectives

Terminal Objective

- 2.1 Select a priority risk and develop an agenda for proposing public policy as a component of risk reduction.

Enabling Objectives

The students will be able to:

- 2.1 Explain why conducting an objective community risk assessment is the logical first step in strategic risk reduction.
- 2.2 Describe the components of a community risk assessment.
- 2.3 Analyze data to select a priority risk and populations being affected.
- 2.4 Develop a problem statement that describes the proposed risk to be addressed.
- 2.5 Analyze the feasibility of using public policy to address the selected risk issue.
- 2.6 Select potential stakeholders to engage in the public policy development process.

Unit 3: Policy Development (Day 3)

Objectives

Terminal Objective

The students will be able to:

- 3.1 Develop a public policy proposal.

Enabling Objectives

The students will be able to:

- 3.1 Describe the role and impact of stakeholders in the development of public policy.
- 3.2 Analyze the potential interests and agendas of stakeholders.
- 3.3 Select a policy planning group to develop a public policy proposal.
- 3.4 Design a strategy to build support for use of public policy as a prevention intervention.

Unit 4: The Issue Resolution Process (Day 4)

Objectives

Terminal Objective

The students will be able to:

- 4.1 Facilitate a successful issue resolution process for a proposed public policy.

Enabling Objectives

The students will be able to:

- 4.1 Explain the concept of issue resolution as applied to proposing a public policy.
- 4.2 Define the importance of the issue resolution process.
- 4.3 Describe the steps of the issue resolution process.
- 4.4 Analyze concerns that may impact the successful adoption of public policy.
- 4.5 Revise a public policy proposal during its issue resolution stage after gathering feedback from stakeholders.

Unit 5: Policy Implementation and Application (Day 5)

Objectives

Terminal Objective

The students will be able to:

- 5.1 Develop an implementation and application plan for a newly adopted public policy.

Enabling Objectives

The students will be able to:

- 5.1 Analyze potential implementation options for a new or modified public policy.
- 5.2 Develop a strategy to educate stakeholders and customers about the implementation of a new or modified public policy.
- 5.3 Explain the difference between implementation and application of a policy.
- 5.4 Select and train team members to provide good customer service.
- 5.5 Implement and apply public policy.

Unit 6: Evaluating the Effectiveness of Public Policy (Day 6)

Objectives

Terminal Objective

The students will be able to:

- 6.1 Evaluate the effectiveness of a public policy.

Enabling Objectives

The students will be able to:

- 6.1 Describe the purpose of evaluating the efficiency and effectiveness of a public policy.
- 6.2 Apply the four stages of policy evaluation.
- 6.3 Summarize how to evaluate the implementation and application of a public policy.

Unit 7: Course Recap (Day 6)

Terminal Objective

The students will be able to:

- 7.1 Summarize their experience in the “Community Risk Reduction: A Policy Approach” (CRR: PA) course.

Enabling Objectives

The students will be able to:

- 7.1 Relate what they learned from the course to their own work environment.
- 7.2 Revisit their expectations from the first day to ensure that they were met.

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

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.

Grading Rubrics

GRADING RUBRIC: PRE-COURSE ASSIGNMENT

Units of Course for Criterion Reference: Pre-Course Assignment Workbook; Units 1, 2, 3, and 4.

The instructor will enter the student's score in the overall evaluation plan or record.

Grading Schedule

Grades for this assessment item shall be based on the following scale:

1. Did the student complete Part 1: Building a Demographic Profile of Your Community (25 points)?
2. Did the student complete Part 2: Building a Risk Profile of Your Community (25 points)?
3. Did the student complete Part 3: Public Policy in Your Community (25 points)?
4. Did the student complete Part 4: Fire is Everyone's Fight?

Scoring

The instructor shall critique the pre-course assignment using the above schedule and the rubric on the following page. Total the number of points for the four rating elements. Enter the student's score in the overall evaluation plan or record.

STUDENT SCORING DIMENSIONS GUIDE

Activity 2.6: Intervention Strategy — Selected Home Community Risk (100 Points)

Date: _____

Student Name: _____

Student Score (0 to 100 points): _____

Purpose

To propose a risk-reduction strategy (that includes a public policy component) for a risk occurring in their home community.

Directions

1. The Student Scoring Dimensions Guide is a graded student activity evaluation instrument and uses three categories that are worth a maximum total of 100 points. The written student activity should demonstrate that the student successfully selected a local risk and developed a potential intervention strategy.
2. The instructors will use the Student Scoring Dimensions Guide to evaluate the student-written documented responses based on the elements included in each of the identified scoring dimensions. The Student Scoring Dimensions Guide will identify the student and be given to the Training Specialist at the conclusion of the course along with completed answer sheets and course grade sheets.

Instructor Comments:

STUDENT SCORING DIMENSIONS GUIDE

Graded Assignment 1

Activity 2.6: Intervention Strategy — Selected Home Community Risk (100 points)

Assessment Area	Poor (0-11 points)	Good (12-22 points)	Excellent (23-33 or 34 points)	Points
Identify and justify a priority risk from your home community.	Failed to identify and justify a priority risk from home community.	Identified and justified a priority risk from home community.	Developed problem statement and fully developed justification for why risk was chosen.	_____/33
Develop a problem statement for the priority risk selected.	Weak problem statement, not fully developed.	Developed problem statement but not clear and concise.	Developed problem statement that was clear and concise.	_____/33
Develop a strategy of proposed solutions for the risk issue integrating prevention interventions — the 5 E’s and feasibility of using public policy.	Partial development of strategy. Prevention interventions not fully developed, three or more of the 5 E’s not considered. Feasibility of public policy not fully developed.	Developed a strategy. Did not incorporate all prevention interventions — the 5 E’s. Feasibility of using public policy development.	Developed a strategy. Incorporated all prevention interventions — 5 E’s. Developed a comprehensive strategy addressing the feasibility of using public policy.	_____/34

STUDENT SCORING DIMENSIONS GUIDE

Activity 3.5: Public Policy Considerations — Home Community Risk (100 Points)

Date: _____

Student Name: _____

Student Score (0 to 100 points): _____

Purpose

To develop a draft version of a public policy proposal for their home community risk.

Directions

1. The Student Scoring Dimensions Guide is a graded student activity evaluation instrument and uses four categories that are worth a maximum of 100 points. The written documentation should demonstrate that the student identified his or her policy community, proposed members for a planning team, and developed an outline of a proposed policy.
2. The instructors will use the Student Scoring Dimensions Guide to evaluate the student-written documented responses based on the elements included in each of the identified scoring dimensions. The Student Scoring Dimensions Guide will identify the student and be given to the Training Specialist at the conclusion of the course along with completed answer sheets and course grade sheets.

Instructor Comments:

STUDENT SCORING DIMENSIONS GUIDE

Graded Assignment 2

Activity 3.5: Public Policy Considerations — Home Community Risk (100 points)

Assessment Area	Poor (0-11 points)	Good (12-22 points)	Excellent (23-33 or 34 points)	Points
Identify stakeholders you would recruit and why you would recruit them to serve on planning team.	Failed to identify stakeholders and why they are being recruited to serve on planning team.	Identified stakeholders. Developed adequate rationale for why they were recruited to serve on planning team.	Identified stakeholders. Rationale fully developed for why they were recruited to serve on planning team.	_____/33
Describe the role, impact and agendas of key stakeholders who could comprise the policy.	Failed to describe the role, impact and agendas of key stakeholders who could comprise the policy.	Described the role, impact and agendas of key stakeholders who could comprise the policy.	Fully addressed the role, impact and agendas of key stakeholders who could comprise the policy.	_____/33
Create a draft proposal for identified risk.	Failed to develop a draft proposal for identified risk.	Developed a draft proposal but not fully developed.	Developed a comprehensive draft proposal.	_____/34

STUDENT SCORING DIMENSIONS GUIDE

Activity 4.5: Preparing for the Issue Resolution Process — Home Community (100 Points)

Date: _____

Student Name: _____

Student Score (0 to 100 points): _____

Purpose

To develop a strategy to address stakeholder concerns that may challenge the resolution process for the policy proposed for their home community.

Directions

1. The Student Scoring Dimensions Guide is a graded student activity evaluation instrument and uses three categories that are worth a maximum total of 100 points. The official written documentation should demonstrate that the student successfully researched, communicated and collaborated in determining his or her ability to develop a strategy to address concerns that may challenge the resolution process for the proposed policy.
2. The instructors will use the Student Scoring Dimensions Guide to evaluate the student-written documented responses based on the elements included in each of the identified scoring dimensions. The Student Scoring Dimensions Guide will identify the student and be given to the Training Specialist at the conclusion of the course along with completed answer sheets and course grade sheets.

Instructor Comments:

STUDENT SCORING DIMENSIONS GUIDE

Graded Assignment 3

Activity 4.5: Preparing for the Issue Resolution Process — Home Community (100 Points)

Assessment Area	Poor (0-11 points)	Good (12-22 points)	Excellent (23-33 or 34 points)	Points
Identify stakeholders, including elected officials, who may have concerns that could challenge the resolution process for the proposed policy.	Failed to identify stakeholders who may have concerns for the proposed policy.	Identified some stakeholders who may have concerns for the proposed policy.	Identified stakeholders, including elected officials, who may have concerns for the proposed policy.	_____/33
Describe what concerns stakeholders' might have toward the proposed policy.	Failed to describe concerns stakeholders' might have toward the proposed policy.	Described concerns stakeholders' might have toward the proposed policy.	Fully described concerns, including those of elected officials, toward the proposed policy.	_____/33
Prepare a strategy for how stakeholders' concerns could be address.	Failed to develop a strategy for how stakeholders' concerns could be addressed.	Developed a strategy for how stakeholders' concerns could be addressed.	Developed a comprehensive strategy to address concerns, including those of elected officials.	_____/34