

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Fire Technology</u>
COURSE RUBRIC AND NUMBER	<u>FIRT 2351</u>
COURSE TITLE	<u>Company Fire Officer</u>
COURSE CREDIT HOURS	<u>3 3 1</u> Credits Lec Lab

I. Catalog Description

Covers a capstone course with fire ground operations and supervisory practices. Includes performance evaluation of incident commander, safety officer, public information officer, and shift supervisor duties. **(3:1)**.

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Communicate verbally and in writing the procedures needed for unit and program operation.
- B. Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.
- C. Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.
- D. Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.
- E. Evaluate inquiries and concerns from the community for the purposes of public education and public relations.
- F. Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit or program level, given a new departmental policy, so that the policy is communicated to and understood by unit members.
- G. Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.
- H. Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate.
- I. Describe the procedures of the AHJ for conducting fire inspections, given a variety of occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated.
- J. Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any occupancy is developed.

- K. Apply safety regulations at the unit and program level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- L. Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.
- M. Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.
- N. Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.
- O. Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.
- P. Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.
- Q. Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.
- R. Prepare a news release, given an event or topic, so that information is accurate and formatted correctly.
- S. Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected.
- T. Produce operational plans, given emergency incidents requiring single- and multi-unit operations, so that required resources and their assignments are obtained and plans are carried out in compliance with approved safety procedures resulting in the mitigation of the incident.
- U. Develop and conduct a post-incident analysis, given single- and multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.
- V. Describe the roles and responsibilities of the safety officer.
- W. Describe the duties of an incident safety officer at a structural fire.
- X. Analyze a member's accident, injury, or health exposure history, given a case study, so that a report, including action taken and recommendations made, is prepared for a supervisor.

III. THECB Learning Outcomes (WECM)

- 1. Communicate verbally and in writing the procedures needed for departmental operation.
- 2. Evaluate inquiries and concerns from the community for the purposes of public education and public relations.
- 3. Integrate safety plans, policies, and procedures.

IV. Evaluation

Withdrawal Policy: Students who desire to withdraw are responsible for initiating withdrawal action through the EPCC Registrar's Office according to the policy in the Credit Class Schedule. After the drop date listed in the Credit Class Schedule and the Course Calendar, students will receive a grade based upon all required items. Items not completed will be given a grade of "0". Students requesting an Incomplete, "I", must comply with EPCC policies and procedures listed in the Credit Class Schedule.

Cheating Policy: Students determined to be cheating on an exam or plagiarizing another student's assignment will be given a grade of "0" for that exam or assignment. An incident report documenting the circumstances will be prepared by the Instructor and submitted to the Instructional Coordinator of Fire Technology and then forwarded to the Instructional Dean Occupational Education. A copy of the report

will be provided to the student. A second such incident will be grounds for dismissal of the student from the course with a grade of "F".

Grading Scale

- A: 90 - 100
- B: 80 - 89
- C: 75 - 79
- D: 70 - 74
- F: 0 - 69

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.