

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Fire Technology</u>
COURSE RUBRIC AND NUMBER	<u>FIRT 1342</u>
COURSE TITLE	<u>Fire Officer I</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u> Credits Lec Lab

I. Catalog Description

Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I certification. ****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION.**** Students must have instructor or Fire Technology Coordinator approval. **(3:1). Lab fee.**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to demonstrate competencies set forth in the TCFP curriculum for Fire Officer I including:

- A. Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (TCFP 901-4.2.1)
- 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. (TCFP 901-4.2.2)
- C. Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed. (TCFP 901-4.2.3)
- D. Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures. (TCFP 901-4.2.4)
- E. Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. (TCFP 901-4.2.5)
- F. Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments. (TCFP 901-4.2.6)
- G. Initiate action on a community need, given policies and procedures, so that the need is addressed. (TCFP 901-4.3.1)
- H. Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with. (TCFP 901-4.3.2)
- I. Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures. (TCFP 901-4.3.3)

- J. Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members. (TCFP 901-4.4.1)
- K. 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. (TCFP 901-4.4.2)
- L. Prepare a budget request, given a need and budget (purchase) forms, so that the request is in the proper format and is supported with data. (TCFP 901-4.4.3)
- M. Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization. (TCFP 901-4.4.4)
- N. Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that the incident response reports are timely and accurate. (TCFP 901-4.4.5)
- O. Describe the procedures of the AHJ for conducting fire inspections, given any occupancy, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated. (TCFP 901-4.5.1)
- P. 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 given occupancy is developed. (TCFP 901-4.5.2)
- Q. Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. (TCFP 901-4.5.3)
- R. Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. (TCFP 901-4.6.1)
- S. Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. (TCFP 901-4.6.2)
- T. Develop and conduct a post-incident analysis, given a single 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 in accordance with policies and procedures. (TCFP 901-4.6.3)
- U. Apply safety regulations at unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed. (TCFP 901-4.7.1)
- V. 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 AHJ. (TCFP 901-4.7.2)
- W. 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. (TCFP 901-4.7.3)

III. THECB Learning Outcomes (WECM)

Demonstrate competencies set forth in the TCFP curriculum for Fire Officer I.

IV. Evaluation

Attendance Policy: Attendance and class participation is critical to student success in the classroom. Consequently, students will be required to be prepared by completing all reading assignments and to participate in open class discussions. Students who do not attend class for two or more consecutive weeks without a valid excuse may be dropped from the course at the instructor's discretion.

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 found plagiarizing another student's work will be given a grade of "0" for that assignment. An incident report documenting the circumstances will be prepared by the Instructor and submitted to the Instructional Dean of Occupational Education. A copy of the report will be provided to the student. A second such incident will be grounds for dismissal from the course with a grade of "F".

The Course Grade will be based on the following four grades: an average of grades for Participation, an average of grades for Course Activities, the course project, and an average of the Exams.

Grade Scale: The following grade scale will be utilized to determine the Course Grade:

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. **Six 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.