GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: JFT 230   DIVISION: 50   ALSO LISTED AS:

TERM EFFECTIVE: Spring 2022   CURRICULUM APPROVAL DATE: 04/12/2022

SHORT TITLE: Chief Fire Officer 3D

LONG TITLE: Chief Fire Officer 3D Emergency Service Delivery Responsibilities

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours
1	18	Lecture:	.45	8.1
		Lab:	1.9	34.2
		Other:	0	0
		Total:	2.35	42.3
		Total Learning Hrs:	58.5	

COURSE DESCRIPTION:

This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the authority having jurisdiction (AHJ). Prerequisite JFT 8.

PREREQUISITES:
        Completion of JFT 8, as UG, with a grade of C or better.

COREQUISITES:

CREDIT STATUS: C - Credit - Degree Non Applicable

GRADING MODES
        P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:
        02 - Lecture and/or discussion
        03 - Lecture/Laboratory
        04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. be able to develop a plan for integrating fire services resources in the community's emergency management plan, ensuring that the role of the fire service complies with local, state/provincial, and national requirements.

2. Develop a plan for the agency to ensure the mission of the organization is performed in times of extraordinary need.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Identify the roles and responsibilities of a Chief Fire Officer.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 04/12/2022

LECTURE CONTENT:

I. Unit 1: Overview (1 hour)

A. Orientation Administration

1. Identify facility requirements

2. Identify classroom requirements

3. Review course syllabus

B. Executive Chief Officer Certification Process

1. Identify different levels certification track

2. Identify the courses required for Chief Fire Officer

3. Identify any other requirements for Chief Fire Officer

4. Describe the certification task book process

5. Describe the certification testing process

II. Unit 2: Leadership (7 hours)

A. The leadership concepts and principles that will provide the foundation for developing incident command skills

1. Take charge

2. Motivate

3. Demonstrate initiative

4. Communicate

5. Supervise

B. The values of duty, respect, and integrity

C. The importance of communication responsibilities

1. Brief others

2. Debrief actions

3. Communicate hazards

4. Acknowledge messages

5. Ask for information or clarification

D. Communicating the leaders intent

LAB CONTENT:

III. Unit 3: Pre-response Planning (2 hours)

A. Identifying jurisdictional authority and applying agreements

1. Define authority/jurisdiction

2. Describe mutual aid

3. Describe assistance by hire

4. Describe local agreements

5. Describe state agreements

6. Describe federal agreements

7. Describe environmental and political concerns

8. Describe the incident commander?s role in fiscal accountability, cost apportionment, and cost sharing

B. Developing an agency resource contingency plan

1. Describe a needs-assessment-and-planning process

2. Identify local hazards and events that may require outside resources

3. Conduct a resource needs assessment

C. Evaluate availability and capability of external resources

1. Create NIMS-compliant emergency resource directory

D. Developing a Plan for the Integration of Fire Services Resources

1. Define the role of the fire service within the integrated emergency management system

2. Assess preparedness and emergency management planning activities

3. Describe the roles and responsibilities of the emergency operations centers (EOCs)

4. Describe the roles of local, state/provincial, and national emergency management agencies

5. Describe the organization of an integrated emergency management plan

6. Describe emergency management interagency planning and coordination process

E. Identifying assistive technology

1. Describe the various sources of intelligence or predictive tools available to the incident commander

2. Demonstrate the various incident management technology available to the incident commander

IV. Unit 4: Obtaining Incident Information to Assume Command Chief Fire Officer 3D (5.2 hours)

A. Identify authority having jurisdiction (AHJ) policies and procedures for transfer of command

1. The incoming Incident Commander (IC) should, if at all possible, personally perform an assessment of the incident situation

with the initial IC

2. The incoming IC must be adequately briefed

3. Incident Command and Staff (ICS 201) Incident Briefing Form

4. Document resource summary

5. Incident map

6. Document fire organization chart

7. Summary of current actions: POST (priorities, objectives, strategies, tactics)

8. Incoming IC should determine appropriate time for transfer of command

9. At the appropriate time, make notifications of a change in incident command

10. Incoming IC may give the initial IC another assignment on the incident

B. Unifying command

1. Identify the primary features of unified command

2. List the advantages of unified command

3. Describe how unified command functions on a multi-jurisdiction or multiagency incident

V. Unit 5: Continuous Situational Awareness and Risk Management (5 hours)

A. Improving situational awareness and identifying the risk-management process

1. Continuously improving situational awareness

2. Barriers to situational awareness

3. Critical factors

4. Assess hazards

5. Develop controls, including decision points, and mitigations for hazards

6. Implementing controls

7. Supervise personnel and evaluate the effects of the risk-management process (exercise)

8. Matching resources to the situation (exercise)

9. The response to a refusal of risk

VI. Unit 6: Communications (2 hours)

A. Managing an integrated communication network

1. The process for communicating leader?s intent

2. Describe briefing incoming resources and communicating hazardous situations

3. Describe the process for evaluating and revising the communications plan

4. Describe minimum requirements for interoperability between resources

5. Demonstrate the enforcement of radio discipline

VII. Unit 7: Incident Action Plans, Priorities, Objectives, Strategies, and Tactics (8 hours)

A. Developing and using Incident action plans

1. Applicable policies, procedures, and standards, including

2. Incident priorities based on personnel safety and values at risk

3. Incident objectives

4. Strategy

5. Determine tactics

6. Develop plans: primary, alternate, contingency, and emergency (PACE) (Class Exercise)

7. The elements of an incident within an incident (IWI)

8.Resources, capabilities, roles, responsibilities, and authority of support agencies

9. Establish incident priorities and objectives

10. Select correct strategies and tactics

11. Organize plans and delegate authority in accordance with established incident action plan (class exercise)

VIII. Unit 8: Developing an Incident Organization (6 hours)

A. Developing an effective incident organization

1. Managing the strategic operations

2. Managing resources according to the incident?s evolving needs

3. Maintaining unity of command and span of control

4. Maintaining accountability at all levels

B. Describing the Responsibility to Provide Logistical Support

1. Identify the support needs of various resources

2. Determining varying levels of resource needs for current and subsequent operational periods

3. The effects of reflex time in logistical planning and how it affects providing timely logistical support

C. Evaluating incident facilities

1. The factors affecting the need for appropriate incident facilities

2. Evaluate and establish incident facilities

IX. Unit 9: Deploying and Managing Resources (2 hours)

A. Ordering resources according to incident priorities and objectives

1. Determining resource needs

2. Describing methods of ordering resources

3. Describing methods of resource tracking

4. The relationship between resource ordering and reflex time

5. Tactical reserve

6. The planning process as it relates to resources for the next operational

B. Deploying and Supervising Multiple Resources

1. Describe agency policies and procedures covering the movement of multiple resources

2. Assess the readiness of assigned resources prior to deployment

3. The use of air resources

4. Levels of engagement: defend, reinforce, advance, withdraw, delay (DRAW-D)

X. Unit 10: Reviewing, Evaluating, and Revising the IAP (2 hours)

A. The critical factors and risk assessment

B. The adequacy of contingencies

C. The IAP as necessary using the planning process

D. Forecast future needs to support the plan

XI. Unit 11: Continuing, Transferring, or Terminating Command and After-Action Reports (1 hours)

A. Continuing, transferring, or terminating command

1. Analyze the critical factor

2. The considerations

XII. Unit 12: Conducting Post-incident Activities (1 hour)

A. Developing and conducting a post-incident analysis

1. Describe the elements of a multiagency post-incident analysis

2. Review incident action plan objectives and process

3. Identify critical issues:

4. Write post-incident analysis reports and communicate results orally (class assignment)

5. Skills and performance of assigned personnel to identify training needs

B. Maintaining Incident Records

C. Agency incident documentation procedures

METHODS OF INSTRUCTION:
Lecture Lab Skills Demonstration Class Exercise

OUT OF CLASS ASSIGNMENTS:
Required Outside Hours 16
Assignment Description
Reading: Chief Officer: Principles and Practice

METHODS OF EVALUATION:

Problem-solving assignments

Evaluation Percent 40

Evaluation Description

Class exercises

Students to demonstrate identifying jurisdictional authority and applying the appropriate agreements at an expanding incident.

Students an emergency incident that exceeds their local capabilities as an example and having them break into groups and

develop a resource contingency plan (e.g., an emergency resource directory) for their agency.

Activities to be graded by SFT Instructor for accuracy.

Objective examinations

Evaluation Percent 30

Evaluation Description

Written exam to be graded by SFT instructor for accuracy.

Writing assignments

Evaluation Percent 30

Evaluation Description

Students to receive a complete briefing from the initial-attack incident commander on a wildland fire, ensuring the receipt

of all necessary information to operate and assume command, using the IRPG briefing checklist and the ICS 201 incident briefing form or their AHJ?s tactical worksheet

Worksheet to be graded by SFT instructor for accuracy.

REPRESENTATIVE TEXTBOOKS:

Chief Fire Officer 3 D Student manual , 2021.

RECOMMENDED MATERIALS:

Chief Officer: Principles and Practice, State Fire Training , State Fire Training , 2016.
ISBN: 9780763779290
12 Grade Verified by: Doug Achterman

ARTICULATION and CERTIFICATE INFORMATION

   Associate Degree:
   CSU GE:
   IGETC:
   CSU TRANSFER:
      Not Transferable
   UC TRANSFER:
      Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000631284

Sports/Physical Education Course: N

Taxonomy of Program: 213300