



Emergency Services Delivery for the Executive Chief Fire Officer Course Plan

Course Details

Certification:	Executive Chief Fire Officer
CTS Guide:	Executive Chief Fire Officer CTS Guide
Description:	This course provides the skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently. The overarching themes of this curriculum are developing a comprehensive disaster plan and a comprehensive plan for the organization to operate at a civil disturbance.
Designed For:	Executive Chief Fire Officer Candidate
Prerequisites:	Meet educational requirements for Chief Fire Officer or five (5) years as career chief officer, or seven (7) years as a volunteer officer
Standard:	Complete all activities and formative tests. Complete all summative tests with a minimum score of 80%.
Hours:	Lecture: 33:30 Activities: 3:00 Testing: 2:00
Hours (Total):	38:30
Maximum Class Size:	24
Instructor Level:	Instructor Level II
Instructor/Student Ratio:	1:24
Restrictions:	None
SFT Designation:	CFSTES

Required Resources

Instructor Resources

To teach this course, instructors may use:

- *Chief Officer Principles and Practice*, Jones & Bartlett Learning, ISBN: 9780763779290
- *Chief Fire Officer's Desk Reference*, Jones & Bartlett Publishers, ISBN: 9780763729356
- *Managing Fire and Emergency Services*, ICMA Publications, ISBN: 9780873267632

Reference manual options:

- *Chief Officer: Principles and Practice Instructor's Toolkit* CD-ROM
(International Association of Fire Chiefs, Cdr Edition, Jones & Bartlett Learning, ISBN: 9780763798390)
- *Chief Officer: Principles and Practice Instructor's Test Bank* CD-ROM
(International Association of Fire Chiefs, Cdr Edition, Jones & Bartlett Learning, ISBN: 9780763798406)

Online Instructor Resources

The following instructor resources are available online at

<http://osfm.fire.ca.gov/training/resources>:

1. Activity 2-1: Comprehensive Disaster Planning

Student Resources

To participate in this course, students need:

- Required textbook chosen by the instructor
- Access to a computer and printer

Facilities, Equipment, and Personnel

The following facilities, equipment, or personnel are required to deliver this course:

- None

Unit 1: Introduction

Topic 1-1: Orientation and Administration

Terminal Learning Objective

At the end of this topic, a student will be able to identify facility and classroom requirements and identify course objectives, events, requirements, assignments, activities, resources, evaluation methods, and participation requirements in the course syllabus.

Enabling Learning Objectives

2. Identify facility requirements
 - Restroom locations
 - Food locations
 - Smoking locations
 - Emergency procedures
3. Identify classroom requirements
 - Start and end times
 - Breaks
 - Electronic device policies
 - Special needs and accommodations
 - Other requirements as applicable
4. Review course syllabus
 - Course objectives
 - Calendar of events
 - Course requirements
 - Student evaluation process
 - Assignments
 - Activities
 - Required student resources
 - Class participation requirements

Discussion Questions

1. What is a formative test? What is a summative test?

Activities

1. To be determined by the instructor.

Topic 1-2: Executive Chief Fire Officer Certification Process

Terminal Learning Objective

At the end of this topic, a student will be able to identify the different levels of Company Officer certification, the courses and requirements for Executive Chief Fire Officer certification, and be able to describe the capstone task book and testing process.

Enabling Learning Objectives

1. Identify the different levels of certification in the Executive Chief Fire Officer certification track

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- Company Officer
 - Chief Fire Officer
 - Executive Chief Fire Officer
2. Identify the courses required for Executive Chief Officer
 - Human Resource Management for the Executive Chief Fire Officer
 - Community and Government Relations for the Executive Chief Fire Officer
 - Administration for the Executive Chief Fire Officer
 - Emergency Services Delivery for the Executive Chief Fire Officer
 - Health and Safety for the Executive Chief Fire Officer
 3. Identify any other requirements for Executive Chief Officer
 - Certified Company Officer
 - Certified Chief Fire Officer
 4. Describe the capstone task book process
 - Complete all prerequisites and course work
 - Submit fees and request capstone task book
 - Complete all job performance requirements included in the task book
 - Must have identified evaluator verify individual task completion via signature
 - Must have Fire Chief or authorized representative verify task book completion via signature
 - Must be employed by a California Fire Organization in the position prior to submitting completed task book to State Fire Training
 5. Describe the testing process
 - Content to be developed

Discussion Questions

1. How many levels are there in the Company Officer certification track? What are they?

Activities

1. To be determined by the instructor.

Topic 1-3: Definition of Duty for Executive Chief Fire Officer

Terminal Learning Objective

At the end of this topic, a student will be able to discuss the topic below.

Enabling Learning Objectives

1. Develop plans for major disasters, according to the specified job performance requirements

Discussion Questions

1. None

Activities

1. To be determined by the instructor.

CTS Guide Reference: CTS 1-1

Unit 2: Emergency Services Delivery

Topic 2-1: Developing a Comprehensive Disaster Plan

Terminal Learning Objective

At the end of this topic, a student, given relevant community and organization data, will be able to develop a comprehensive disaster plan that integrates other organizations' resources in order to rapidly and effectively mitigate the impact on a community.

Enabling Learning Objectives

1. Review major incident policies and procedures
2. Assess physical and geographic characteristics
3. Identify demographics
4. Identify target hazards
5. Review incident management systems
 - Emergency Operation Center (EOC) activation
 - National Incident Management levels
 - Incident Management Teams (IMT) activation
6. Assess communications systems and their interoperability
7. Review contractual and mutual-aid agreements
8. Apply local, state/ provincial, and federal laws, statutes, regulations, and ordinances
9. Assess local, state/provincial, and federal resources
10. Perform interorganization planning and coordination
11. Develop a disaster plan

Discussion Questions

1. What are the elements of your organization's comprehensive disaster plan? How often is it updated?
2. How is a comprehensive disaster plan validated and implemented into the community?
3. How do you integrate other organization resources into the comprehensive disaster plan?
4. What are some ways to coordinate with city, county, state, and federal organizations?

Activities

1. Activity 2-1: Comprehensive Disaster Planning

Instructor Notes

1. Instructor may need to provide an example of a comprehensive disaster plan.
2. The instructor may develop or adopt several additional activities based on the ELOs to support the JPR.

CTS Guide Reference: CTS 5-1

Topic 2-2: Developing a Comprehensive Civil Disturbance Plan

Terminal Learning Objective

At the end of this topic, a student, given relevant community and organization data, will be able to develop a comprehensive plan for the organization to operate at a civil disturbance,

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integrate with other organizations' actions, and provide for the safety and protection of members.

Enabling Learning Objectives

1. Review major incident policies and procedures
2. Assess physical and geographic characteristics
3. Identify demographics
4. Review incident management systems
 - Emergency Operation Center (EOC) activation
 - National Incident Management levels
 - Incident Management Teams (IMT) activation
5. Assess communications systems and their interoperability
6. Review contractual and mutual-aid agreements
7. Apply local, state/provincial, and federal laws, statutes, regulations, and ordinances
8. Assess local, state/provincial, and federal resources
9. Perform interorganization planning and coordination
10. Develop a disaster plan for civil disturbance

Discussion Questions

1. In what ways does a comprehensive civil disturbance plan differ from traditional disaster planning?
2. What types of events have historically triggered civil disturbances?
3. What are the special considerations for the safety and protection of members during a civil disturbance?
4. How do you coordinate between different organizations (i.e. police enforcement, public works, etc.)?

Activities

1. To be determined by the instructor.

Instructor Notes

1. Use a guest speaker from local law enforcement or the fire service who can help explain the details of a comprehensive civil disturbance plan.

CTS Guide Reference: CTS 5-2

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Time Table

The hours listed in the timetable are the minimum required to complete the lectures and activities included. These hours do not include any additional activities added by the instructor. Please keep in mind that this timetable is a guideline and does not allot any time for breaks or lunches. Please plan accordingly.

Segment	Lecture Time	Activity Time	Total Unit Time
Unit 1: Introduction			
Topic 1-1: Orientation and Administration			
Lecture	1:00		
Activity 1-1: To be determined by instructor		00:00	
Topic 1-2: Executive Chief Fire Officer Certification Process			
Lecture	0:20		
Activity 1-2: To be determined by the instructor		00:00	
Topic 1-3: Definition of Duty for Executive Chief Fire Officer			
Lecture	0:10		
Activity 1-3: To be determined by the instructor		00:00	
Unit 1 Totals	1:30	00:00	1:30
Unit 2: Emergency Services Delivery			
Topic 2-1: Developing a Comprehensive Disaster Plan			
Lecture	24:00		
Activity 2-1: Comprehensive Disaster Planning		3:00	
Topic 2-2: Developing a Comprehensive Civil Disturbance Plan			
Lecture	8:00		
Activity 2-2: To be determined by the instructor		00:00	
Unit 2 Totals	32:00	3:00	35:00
Lecture, Activity, and Unit Totals:	33:30	3:00	36:30

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Course Totals

Segment Type	Time
Total Lecture Time (LT)	33:30
Total Activity Time (AT)	3:00
Total Testing Time (TT)	2:00
Total Course Time	38:30