Virginia Department of Fire Programs

The Virginia Department of Fire Programs (VDFP) strives to be the internationally recognized and trusted leader in providing fire and emergency services support to communities throughout Virginia. In cooperation with our public and private partners - as one team, with one voice - achieve excellence in everything we do through effective communication, coordination and resource management. Virginia Department of Fire Programs is comprised of regional offices operated by dedicated staff along with the Virginia Fire Services Board, working together for the good of Virginia's fire and emergency services community. VDFP coordinates and delivers specialized training across the Commonwealth to emergency response personnel at no or minimal cost. VDFP training programs also provide the opportunity for professional development with comprehensive, nationally-accredited training courses for career and volunteer emergency responders in specialized areas, including structural firefighting, Aircraft Rescue & Fire Fighting, HTR, and the Virginia Fire Marshal Academy. VDFP integrates training and education to enhance the professional development of fire and rescue personnel. This integration of educational support is accomplished through public and private partnerships. VDFP serves as a fire/rescue training delivery and certification agency in collaboration with academic fire programs to provide an efficient path for fire service professional development. The focus of these providers is to align the Virginia professional development pathway with emerging national models.

Airport Fire Fighter

ACE Number: VDFP-0007
Credit Type: Course

Version 1

Course Number: 1003-10
Course Title: Airport Fire Fighter
Location: Virginia Department of Fire Programs
Length: 48 hours (4 weeks).
Version Dates: 06/01/2005 - Present
Description: 48 HOURS (4 WEEKS). STUDENT WILL BE ABLE TO OPERATE ON A COMMERCIAL AIRPORT AND BE ABLE TO EFFECT RESCUE OPERATIONS, AIRCRAFT SHUT-DOWNS, AND SAFELY RESPOND AND OPERATE AIRCRAFT RESCUE FIREFIGHTING APPARATUS.

Objective: To provide basic information needed by firefighters to effectively perform the various tasks involved in aircraft rescue and firefighting.

Learning Outcome: Upon successful completion of this course, the student will be able to operate on a commercial airport and be able to effect rescue operations, aircraft shut-downs, and safely respond and operate aircraft rescue firefighting apparatus.

Instruction: Major topics covered in the course are aircraft and airport familiarization, extinguishing agents, safety, aircraft rescue tools and equipment and airport emergency plans. Methods of instruction include lecture, practical exercises, observations and final examination.

Credit Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 2 semester hours in Fire Science (12/05).

Arson Detection First Responder

ACE Number: VDFP-0038
Credit Type: Course

Version 1

Course Title: Arson Detection First Responder
Location: Virginia Department of Fire Programs
Length: 12.5 hours.
Version Dates: 07/01/1996 - Present
Description: (12.5 HRS) STUDENTS WILL RECOGNIZE THE INDICATORS OF AN INTENTIONALLY-SET FIRE; PRESERVE EVIDENCE; AND REPORT THE INFORMATION TO AN APPROPRIATE OFFICIAL.
Objective: To provide a clear definition of the role of the initial responder organizations; to provide essential knowledge to enable them to recognize the potential of an intentionally-set fire; to preserve evidence; and to properly report the information to appropriate officials.

Learning Outcome: Upon successful completion of this course, the student will be able to recognize the indicators of an intentionally-set fire; preserve evidence; and report the information to an appropriate official.

Instruction: Major topics covered in the course are fire behavior, critical observations of the first responder, fire cause, scene security and evidence preservation, legal considerations, and reporting of findings. Methods of instruction include lecture, discussion, classroom exercises, and case studies.

Credit Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science, Criminology, Criminal Justice, or Law Enforcement (7/97) (6/00) (7/03).

Confined Space Rescue Technician

ACE Number: VDFP-0020
Credit Type: Course

Version 1
Course Number: 1006-50
Course Title: Confined Space Rescue Technician
Location: Virginia Department of Fire Programs
Length: 24 hours (1 week).
Version Dates: 11/01/2005 - Present
Description: 24 HOURS (1 WEEK). STUDENT WILL BE ABLE TO MITIGATE CONFINED SPACE EMERGENCIES THROUGH THE USE OF KNOTS, RIGgings, AND VICTIM HANDLING TECHNIQUES.

Objective: To prepare the student to operate proficiently in the confined space environment.
Learning Outcome: Upon successful completion of this course, the student will be able to mitigate confined space emergencies through the use of knots, riggings, and victim handling techniques.
Instruction: Major topics covered in the course are overview of confined space, types of confined space, phases of confines spaces including preparations, assessments pre-entry operations, entry and rescue operations, patient recovery and removal, and termination. Methods of instruction include lecture, practical skills, demonstrations, and final examination.
Credit Recommendation: In the vocational certificate category, 1 semester hour in Fire Science or Emergency Medical Service Technology (12/05).

Driver/Operator Aerial Device

ACE Number: VDFP-0006
Credit Type: Course

Version 1
Course Number: 1002-20
Course Title: Driver/Operator Aerial Device
Location: Virginia Department of Fire Programs
Length: 32 hours (4 weeks).
Version Dates: 07/01/2005 - Present
Description: 32 HOURS (4 WEEKS). STUDENT WILL BE ABLE TO INSPECT, MAINTAIN, OPERATE AND POSITION AERIAL FIRE APPARATUS, USE AERIAL EQUIPMENT TO PERFORM A RESCUE AND DEPLOY AND OPERATE AN ELEVATED MASTER STREAM.

Objective: To provide students with the knowledge and skills to operate an aerial fire apparatus.
Learning Outcome: Upon successful completion of this course, the student will be able to inspect, maintain, operate and position aerial fire apparatus, use aerial equipment to perform a rescue and deploy and operate an elevated master stream.
Instruction: Major topics covered in the course are types and construction of aerial fire apparatus, driving and positioning aerial apparatus, stabilizing the apparatus, operating aerial equipment, aerial apparatus strategies and tactics, and inspecting and testing aerial apparatus. Methods of instruction include lecture, practical skills exercises, quizzes, observations, and final examination.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science (12/05).

Driver/Operator Pump
ACE Number: VDFP-0005
Credit Type: Course

Version 1
Course Number: 1002-10
Course Title: Driver/Operator Pump
Location: Virginia Department of Fire Programs
Length: 48 hours (6 weeks).
Version Dates: 06/01/2004 - Present
Description: 48 HOURS (6 WEEKS). STUDENT WILL BE ABLE TO INSPECT, MAINTAIN, OPERATE, AND POSITION FIRE PUMP-EQUIPPED APPARATUS, PERFORM WATER FLOW HYDRAULIC CALCULATIONS, USE WATER AND WATER SUPPLY SYSTEMS TO ESTABLISH AND MAINTAIN FIRE STREAMS, AND OPERATE FOAM EQUIPMENT AND SYSTEMS.

Objective: To provide students with the knowledge and skills to operate an emergency vehicle apparatus equipped with fire pumps.

Learning Outcome: Upon successful completion of this course, the student will be able to inspect, maintain, operate, and position fire pump-equipped apparatus, perform water flow hydraulic calculations, use water and water supply systems to establish and maintain fire streams, and operate foam equipment and systems.

Instruction: Major topics covered in the course are basic responsibilities and requirements of the driver operator, fire pump-equipped apparatus, apparatus inspection and maintenance, operating emergency vehicles, water supply systems, static water supply, fire hose and nozzles, and hydraulics. Methods of instruction include lecture, audio/visual materials, practical skills exercises, observations, tests, and final examination.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Fire Science (12/05).

Fire Fighter I
ACE Number: VDFP-0003
Credit Type: Course

Version 1
Course Number: 1001-10
Course Title: Fire Fighter I
Location: Virginia Department of Fire Programs
Length: 99 hours (12 weeks).
Version Dates: 06/01/2002 - Present
Description: 99 HOURS (12 WEEKS). STUDENT WILL BE ABLE TO UNDERSTAND AND APPLY THE PRINCIPLES OF FIRE BEHAVIOR, PERFORM FIRE SUPPRESSION OPERATIONS, BUILDING CONSTRUCTION, WATER DISTRIBUTION SYSTEMS, FIXED FIRE PROTECTION SYSTEMS, VENTILATION, HOSE STREAMS, FIRE PREVENTION, AND INSPECTION LADDERS, AND RESCUE TECHNIQUES.

Objective: To provide students with the knowledge and skills to safely and effectively perform firefighting operations as part of a firefighting team.
### Fire Fighter II

**ACE Number:** VDFP-0004  
**Credit Type:** Course

<table>
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| **Course Number:** | 1001-20  
| **Course Title:** | Fire Fighter II  
| **Location:** | Virginia Department of Fire Programs  
| **Length:** | 40 hours (6 weeks).  
| **Version Dates:** | 06/01/2002 - Present  
| **Description:** | 40 HOURS (6 WEEKS). STUDENT WILL BE ABLE TO APPLY PRINCIPALS OF INCIDENT MANAGEMENT SYSTEMS, RADIO COMMUNICATION, PRE-INCIDENT SURVEY, RESCUE EXTRICATION, HOSE AND WATER RESOURCES, INDUSTRIAL FIRES, FIRE CAUSES AND ORIGIN, AND PROVIDE LEADERSHIP ROLE IN INTERIOR FIRE ATTACK AND SEARCH OPERATIONS.  
| **Objective:** | To prepare the student to perform advance firefighter operations and non-emergency firefighter duties.  
| **Learning Outcome:** | Upon successful completion of this course, the student will be able to apply principals of incident management systems, radio communication, pre-incident survey, rescue extraction, hose and water resources, industrial fires, fire causes and origin, and provide leadership role in interior fire attack and search operations.  
| **Instruction:** | Major topics covered in the course are communication, cause and origin, fire prevention, rescue and extrication, building construction, fire hose, water supply, fire streams, and fire control. Methods of instruction include lecture, practical skill exercises, observations, tests and final examination.  
| **Credit Recommendation:** | In the vocational certificate or lower division baccalaureate/associate degree category, 2 semester hours in Fire Science Technology (12/05). Prerequisite: Firefighter I (1001-10).  

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### Fire Inspector I

**ACE Number:** VDFP-0012  
**Credit Type:** Course

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| **Course Number:** | 1031-10  
| **Course Title:** | Fire Inspector I  
| **Location:** | Virginia Department of Fire Programs  
| **Length:** | 80 hours (2 weeks).  
| **Version Dates:** | 10/01/2005 - Present  
| **Description:** | 80 HOURS (2 WEEKS). STUDENT WILL BE ABLE TO PERFORM FIRE SAFETY INSPECTIONS CONSISTENT WITH LOCAL CODES, THE FIRE PREVENTION CODE AND APPLICABLE LAWS.  

Objective: To provide the student with the knowledge and skills to perform fire safety inspections and enforce the fire prevention code.

Learning Outcome: Upon successful completion of this course, the student will be able to perform fire safety inspections consistent with local codes, the fire prevention code and applicable laws.

Instruction: Major topics covered in the course are history of the development of fire codes, code administration, general fire code provisions, use and occupancy, construction and fire resistance, fire protection systems, means of egress, hazardous material storage, warrants and summons, special uses, and other topics to meet the specifications of NFPA 1031. Methods of instruction include lecture, discussion, audio/visual material, quizzes, and final examination.

Credit Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 5 semester hours in Fire Science, Occupational Health and Safety, or Construction Engineering (12/05).

Fire Instructor I

ACE Number: VDFP-0015
Credit Type: Course

Version 1
Course Number: 1041-10
Course Title: Fire Instructor I
Location: Virginia Department of Fire Programs
Length: 32 hours (4 weeks).
Version Dates: 11/01/2005 - Present
Description: 32 HOURS (4 WEEKS). STUDENT WILL BE ABLE TO DELIVER BASIC FIREFIGHTER LEVEL PROGRAMS.

Objective: To provide the skills necessary to organize and deliver basic firefighter programs.

Learning Outcome: Upon successful completion of this course, the student will be able to deliver basic firefighter level programs.

Instruction: Major topics covered in the course are psychology of learning, safety, compliance with NFPA 1403, legal considerations, instructional delivery, testing and evaluation and instructional media. Methods of instruction include lecture, discussion, classroom discussion, audio/visual material, learner presentations/reports, exercises, observations, tests, and final examination.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Education, Public Administration, or Fire Science (12/05).

Fire Instructor II

ACE Number: VDFP-0016
Credit Type: Course

Version 1
Course Number: 1041-20
Course Title: Fire Instructor II
Location: Virginia Department of Fire Programs
Length: 32 hours (4 weeks).
Version Dates: 06/01/2004 - Present
Description: 32 HOURS (4 WEEKS). STUDENT WILL BE ABLE TO SERVE AS AN INSTRUCTOR AND SERVE AS A LEAD INSTRUCTOR FOR VIRGINIA DEPARTMENT OF FIRE PROGRAMS COURSES.

Objective: To provide student with necessary skills and knowledge to develop, administer and evaluate training programs.

Learning Outcome: Upon successful completion of this course, the student will be able to serve as an instructor and serve as a lead instructor for Virginia Department of Fire Programs courses.
Instruction: Major topics covered in the course are educational methodology, course development, lesson plan development, management and supervision of training, and testing and evaluations. Methods of instruction include lecture, discussion, classroom exercises, audio/visual material, learner presentations/reports, observations, tests, and final examination.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hour in Fire Science or Education (12/05).

Fire Investigator

ACE Number: VDFP-0013
Credit Type: Course

Version 1
Course Number: 1033-10
Course Title: Fire Investigator
Location: Virginia Department of Fire Programs
Length: 96 hours (3 weeks).
Version Dates: 11/01/2005 - Present
Description: 96 HOURS (3 WEEKS). STUDENT WILL BE ABLE TO DETERMINE THE ORIGIN AND CAUSE OF FIRES, COLLECT AND PRESERVE EVIDENCE, CONDUCT FIRE INVESTIGATIONS AND EXPLOSION INVESTIGATIONS UNDER THE CODE OF VIRGINIA, AND TO EFFECTIVELY TESTIFY IN COURT.

Objective: To provide the knowledge and skills to determine the origin and cause of fires and to perform fire investigations under the Code of Virginia 27-37.

Learning Outcome: Upon successful completion of this course, the student will be able to determine the origin and cause of fires, collect and preserve evidence, conduct fire investigations and explosion investigations under the Code of Virginia, and to effectively testify in court.

Instruction: Major topics covered in the course are chemistry of fire, fire behavior, safety, evidence collection, combustible properties of liquid and gaseous fuels, sources of ignition, electrical causes of fires, insurances, fatal fire investigations, accidental causes of fires, arson, explosives recognition, legal aspects of investigations and other topics to meet the intent of NFPA 1033. Methods of instruction include lecture, discussion, audio/visual material, quizzes, observations, and final examination.

Credit Recommendation: In the upper division baccalaureate degree category, 6 semester hours in Fire Science or Criminal Justice (12/05).

Fire Officer I

ACE Number: VDFP-0008
Credit Type: Course

Version 1
Course Number: 1021-10
Course Title: Fire Officer I
Location: Virginia Department of Fire Programs
Length: 64 hours (6 weeks).
Version Dates: 02/01/2002 - Present
Description: 64 HOURS (6 WEEKS). STUDENT WILL BE ABLE TO COMMUNICATE EFFECTIVELY WITH SUBORDINATES, APPLY THE PRINCIPLES OF LEADERSHIP, MANAGE THE OPERATIONS OF A FIRE COMPANY CREW, OPERATE SAFELY, PREVENT FIRES IN THE COMPANY'S DISTRICT, FUNCTION WITHIN THE INCIDENT COMMAND SYSTEM, AND UNDERSTAND BUILDING CONSTRUCTION, FIRE BEHAVIOR AND FIRE INVESTIGATIONS.

Objective: To provide entry-level training in company operations and administration at the front line supervisory level.
Learning Outcome: Upon successful completion of this course, the student will be able to communicate effectively with subordinates, apply the principles of leadership, manage the operations of a fire company crew, operate safely, prevent fires in the company's district, function within the Incident Command System, and understand building construction, fire behavior and fire investigations.

Instruction: Major topics covered in the course are effective communications, organization, management, managing resources, leadership, personal safety, leading others, building construction, fire prevention and investigation, planning and readiness, and incident management. Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, learner presentations/reports, quizzes, and final examination.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 4 semester hours in Fire Science, Emergency Medical Service Technology, Emergency Management or Public Administration (12/05). Prerequisites: Fire Instructor I (1041-10) and Hazardous Materials First Responder at the Operational Level (472-20).

Fire Officer II

ACE Number: VDFP-0022
Credit Type: Course

Version 1
Course Number: 1021-20
Course Title: Fire Officer II
Location: Virginia Department of Fire Programs
Length: 40 hours (4 weeks).
Version Dates: 04/01/2003 - Present
Description: 40 HOURS (4 WEEKS). STUDENT WILL BE ABLE TO EFFECTIVELY MANAGE HUMAN RESOURCES, COMMUNITY RELATIONS, DEPARTMENT ORGANIZATION AND ADMINISTRATION INCLUDING BUDGET REPORTS AND PLANNING, FIRE INSPECTIONS, PUBLIC EDUCATION AND EMERGENCY SERVICE DELIVERY AND SAFETY.
Objective: To prepare fire company officers to effectively and efficiently lead a fire company and to contribute to the administration of the department.
Learning Outcome: Upon successful completion of this course, the student will be able to effectively manage human resources, community relations, department organization and administration including budget reports and planning, fire inspections, public education and emergency service delivery and safety.
Instruction: Major topics covered in the course are human resource management, administration, information management, planning budgets, community awareness, media relations, inspections, investigations and emergency service delivery. Methods of instruction include lecture, discussion, classroom exercises, audio/visual material, learner presentations/reports, and final examination.
Credit Recommendation: In the lower division baccalaureate/associate degree or upper division baccalaureate degree category, 3 semester hours in Fire Science Technology, Emergency Medical Service Technology, Emergency Management, or Public Administration (12/05). Prerequisites: Fire Officer I (1021-10) and Fire Instructor I (1041-10).

Fire Officer III

ACE Number: VDFP-0010
Credit Type: Course

Version 1
Course Number: 1021-40
Course Title: Fire Officer III
Location: Virginia Department of Fire Programs
Length: 40 hours (1 week).
Version Dates: 04/01/2005 - Present
Description: 40 HOURS (1 WEEK). STUDENT WILL BE ABLE TO MANAGE RESOURCES AND LEAD HUMAN RESOURCES, MANAGE COMMUNITY AND GOVERNMENT RELATIONS, ADMINISTER FIRE DEPARTMENT PROGRAMS AND MANAGE THE HEALTH AND SAFETY OF DEPARTMENT MEMBERS.

Objective: To develop the fire officer to administer and lead a program or major component of the department.

Learning Outcome: Upon successful completion of this course, the student will be able to manage resources and lead human resources, manage community and government relations, administer fire department programs and manage the health and safety of department members.

Instruction: Major topics covered in the course are organizational structure, human resource management, administration, information management, planning, budgeting, community awareness, public relations, public fire education, inspections, investigations and emergency services delivery. Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, observations, and independent research project.

Credit Recommendation: In the lower division baccalaureate/associate degree or upper division baccalaureate degree category, 3 semester hours in Fire Science, Emergency Management Service Technology, Emergency Management, or Public Administration (12/05). Prerequisites: Fire Officer II (1021-20) and Fire Instructor II (1041-20).

Hazardous Materials First Responder at the Awareness Level

ACE Number: VDFP-0001
Credit Type: Course

Version 1
Course Number: 472-10
Course Title: Hazardous Materials First Responder at the Awareness Level
Location: Virginia Department of Fire Programs
Length: 8 hours (1 day or 2 days/4 hours per day).
Version Dates: 04/01/2001 - Present
Description: 8 HOURS (1 DAY OR 2 DAYS/4 HOURS PER DAY). STUDENT WILL BE ABLE TO UNDERSTAND THE MEANING OF PLACARDS, ENOUGH KNOWLEDGE TO SECURE HAZARDOUS AREAS AND TO NOTIFY FIRST RESPONDERS TO MITIGATE THE HAZARDOUS SITUATIONS.

Objective: To provide the technical skills needed for professional competencies of responders to hazardous materials incidents.

Learning Outcome: Upon successful completion of this course, the student will be able to understand the meaning of placards, enough knowledge to secure hazardous areas and to notify first responders to mitigate the hazardous situations.

Instruction: Major topics covered in the course are hazard recognition and use of DOT Emergency Response Guide Book. Methods of instruction include lecture, discussion, classroom exercises, audio/visual material, and final examination.

Credit Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science, Fire Management, Fire Technology, Environmental Safety, or Chemistry (12/05). NOTE: Student must successfully complete Hazardous Materials First Responder at the Operations Level (471-10) in order to receive credit recommendation for this course.

Hazardous Materials First Responder at the Operational Level

ACE Number: VDFP-0002
Credit Type: Course

Version 1
Course Number: 472-20
Course Title: Hazardous Materials First Responder at the Operational Level
Location: Virginia Department of Fire Programs
Length: 32 hours (4 days or 8 days/4 hours per day).
Version Dates: 04/01/2001 - Present
Description: 32 HOURS (4 DAYS OR 8 DAYS/4 HOURS PER DAY). STUDENT WILL BE ABLE TO UNDERSTAND THE MEANING OF PLACARDS; HAVE ENOUGH KNOWLEDGE TO PERFORM DEFENSIVE TACTICS AND SECURE HAZARDOUS AREAS; AND TO ASSIST TECHNICALLY TRAINED RESPONDERS TO MITIGATE HAZARDOUS SITUATIONS.
Objective: To provide the technical skills needed for professional competencies of responders to hazardous materials.
Learning Outcome: Upon successful completion of this course, the student will be able to understand the meaning of placards; have enough knowledge to perform defensive tactics and secure hazardous areas; and to assist technically trained responders to mitigate hazardous situations.
Instruction: Major topics covered in the course are properties of hazardous materials, chemical hazard profile, behavior of hazardous materials, incident analysis and risk assessment, personal protective equipment, detection and monitoring equipment, decontamination, defensive tactical control operations, and incident planning and management. Methods of instruction include lecture, discussion, classroom exercises, audio/visual material, outside skill activities, class assignments, and final examination.
Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Fire Science, Fire Management, Fire Technology, Environmental Safety, or Chemistry (12/05).

Health and Safety Officer
ACE Number: VDFP-0168
Credit Type: Course

Version 3
Course Number: W720
Course Title: Health and Safety Officer
Location: Virginia Department of Fire Programs
Length: 18.5 hours.
Version Dates: 06/01/2005 - Present
Description: 18.5 hours. Student will be able to identify the components of fire department Occupational Safety and Health Program; explain the principles of risk management for the fire service; explain how the Health and Safety Officer manages risk; describe the components of a health maintenance program; describe firefighter safety concerns relating to current issues in the fire service; and identify continuous improvement programs.
Objective: To examine the health and safety officer’s role in identifying, evaluating, and implementing policy and procedure that affect the safety and health of emergency responders.
Learning Outcome: Upon successful completion of this course, the student will be able to identify the components of fire department Occupational Safety and Health Program; explain the principles of risk management for the fire service; explain how the Health and Safety Officer manages risk; describe the components of a health maintenance program; describe firefighter safety concerns relating to current issues in the fire service; and identify continuous improvement programs.
Instruction: Major topics covered in the course are the role of the health and safety officer; the laws, standards, and regulations; health maintenance; accident investigation; and post incident evaluation. Methods of instruction include lecture, classroom exercises, observations, and final examination.
Credit Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 1 semester hour in Occupational Health and Safety or Fire Science (2/95) (8/98).

Version 2
Course Number: W720
Course Title: Health and Safety Officer
Location: Virginia Department of Fire Programs
Length: 14 hours (2 days).
### Version 1

**Course Number:** W720  
**Course Title:** Health and Safety Officer  
**Location:** Virginia Department of Fire Programs  
**Length:** 14 hours (2 days).  

**Description:**  
14 HRS. (2 DAYS) Student will be able to understand the role of the health and safety officer in both emergency and nonemergency situations.

**Objective:**  
To examine the health and safety officer's role in identifying, evaluating, and implementing policy and procedure that affect the safety and health of emergency responders.

**Learning Outcome:**  
Upon successful completion of this course, the student will be able to understand the role of the health and safety officer in both emergency and nonemergency situations.

**Instruction:**  
Major topics covered in the course are the role of the health and safety officer; the laws, standards, and regulations; health maintenance; accident investigation; and post incident evaluation. Methods of instruction include lecture, classroom exercises, observations, and final examination.

**Credit Recommendation:**  
In the lower division baccalaureate/associate degree category, 1 semester hour in Occupational Health and Safety or Fire Science (8/01)(6/05).

### Incident Safety Officer

**ACE Number:** VDFP-0009  
**Credit Type:** Course

### Version 3

**Course Number:** W719  
**Course Title:** Incident Safety Officer  
**Former Course Title:** Incident Safety Officer  
**Location:** Virginia Department of Fire Programs  
**Length:** 16 HOURS (2DAYS).  

**Description:**  
16 HOURS (2DAYS). Student will be able to describe the roles of the Incident Safety Officer within the Incident Command system; identify emergency responder fatalities and their causes; describe the classic risk management model and discuss risk control measures; and outline the major components of NFPA 1500 and NFPA 1521 as they relate to the roles of various emergency response officers.

**Objective:**  
To provide the company officer with skills to function effectively as the Incident Command Safety officer at fire department incident operations. The primary focus is on developing decision-making skills through the recognition of clues that affect personal safety.
**Learning Outcome:** Upon successful completion of this course, the student will be able to describe the roles of the Incident Safety Officer within the Incident Command system; identify emergency responder fatalities and their causes; describe the classic risk management model and discuss risk control measures; and outline the major components of NFPA 1500 and NFPA 1521 as they relate to the roles of various emergency response officers.

**Instruction:** Major topics covered in the course are role of the Incident and Safety Officer, regulations, standards and policies, record keeping and documentation, and risk management. Methods of instruction include lecture, audio/visual material, and a final examination.

**Credit Recommendation:** In the lower division baccalaureate/associate degree or the upper division category, 1 semester hour in Occupational Health and Safety, Fire Science, or Fire Administration (6/05).

**Version 2**

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<td>Objective:</td>
<td>To provide an understanding of the safety officer’s role at emergency response situations, with specific emphasis on the role of the safety officer in the Incident Command System.</td>
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<td>Learning Outcome:</td>
<td>Upon successful completion of this course, the student will be able to provide the Company Officer with the skills to function effectively as a Safety Officer at emergency incidents.</td>
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<tr>
<td>Instruction:</td>
<td>Major topics covered in the course are the role of the Safety Officer; regulations, standards, and policies; record keeping and documentation; and risk management and communications. Methods of instruction include lecture, classroom exercises, observations, and final examination.</td>
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<td>Credit Recommendation:</td>
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**Version 1**

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Leadership I: Strategies for Company Success

ACE Number: VDFP-0081
Credit Type: Course

Version 2
Course Number: F803
Course Title: Leadership I: Strategies for Company Success
Location: Virginia Department of Fire Programs
Length: 12 hours (2 days or in four 3-hour modules).
Version Dates: 07/01/2003 - Present
Description: 12 hours (2 days or in four 3-hour modules). Student will be able to apply appropriate decision-making styles to given situations; outline critical steps in problem-solving methods; identify services provided by a "typical" fire company and the resources needed to provide these services; understand the relationship between resources and services provided by a fire company; and describe the requirements involved in running effective meetings.
Objective: To provide the student with leadership skills of mid-level managers, especially fire company officers.
Learning Outcome: Upon successful completion of this course, the student will be able to apply appropriate decision-making styles to given situations; outline critical steps in problem-solving methods; identify services provided by a "typical" fire company and the resources needed to provide these services; understand the relationship between resources and services provided by a fire company; and describe the requirements involved in running effective meetings.
Instruction: Major topics covered in the course are decision-making, problem-solving, brainstorming, and meeting management. Methods of instruction include lecture, discussion, audiovisual aids, role-playing, and examinations.
Credit Recommendation: In the vocational or lower division baccalaureate/associate degree category, 1 semester hour in Business Administration, Fire Science, Public Administration, Urban/Regional Planning, Criminal Justice, Emergency Medical Services or Emergency Management (7/03).

Version 1
Course Number: F803
Course Title: Leadership I: Strategies for Company Success
Location: Virginia Department of Fire Programs
Length: 12 hours (2 days or in four 3-hour modules).
Version Dates: 04/01/1989 - 06/30/2003
Description: 12 hours (2 days) THE STUDENT WILL BE ABLE TO APPLY APPROPRIATE DECISION-MAKING STYLES TO GIVEN SITUATIONS; OUTLINE CRITICAL STEPS IN PROBLEM-SOLVING METHODS.
Objective: To provide the student with leadership skills of mid-level managers, especially fire company officers.
Learning Outcome: Upon successful completion of this course, the student will be able to apply appropriate decision-making styles to given situations; outline critical steps in problem-solving methods; identify services provided by a "typical" fire company and the resources needed to provide these services; understand the relationship between resources and services provided by a fire company; and describe the requirements involved in running effective meetings.
Instruction: Major topics covered in the course are decision-making, problem-solving, brainstorming, and meeting management. Methods of instruction include lecture, discussion, audiovisual aids, and examinations.
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Business Administration, Fire Science, Public Administration, Urban/Regional Planning, Criminal Justice, Emergency Medical Services or Emergency Management (7/97) (6/00).

Leadership II: Strategies for Personal Success
ACE Number: VDFP-0082
Leadership II: Strategies for Personal Success

**Version 2**

**Course Number:** F804  
**Course Title:** Leadership II: Strategies for Personal Success  
**Location:** Virginia Department of Fire Programs  
**Length:** 12 hours (2 days or in four 3-hour modules).  
**Version Dates:** 07/31/2003 - Present  
**Description:** 12 hours (2 days or in four 3-hour modules). Student will be able to identify typical roles and responsibilities of a commanding officer; identify, define, and analyze the role of creativity and innovation in fire service organizations; identify the sources and limits of different types of power; and make appropriate decisions involving ethical issues.  
**Objective:** To provide the student with an understanding of leadership skills and tasks associated with management of multiple roles of managers, ethics, abuse of power, and personal creativity.  
**Learning Outcome:** Upon successful completion of this course, the student will be able to identify typical roles and responsibilities of a commanding officer; identify, define, and analyze the role of creativity and innovation in fire service organizations; identify the sources and limits of different types of power; and make appropriate decisions involving ethical issues.  
**Instruction:** Major topics covered in the course are ethics, role conflict, fostering creativity and innovation, and power. Methods of instruction include lecture, discussion, audiovisual aids, role playing, and examinations.  
**Credit Recommendation:** In the vocational or lower division baccalaureate/associate degree category, 1 semester hour in Business Administration, Fire Science, Public Administration, Urban/Regional Planning, Criminal Justice, Emergency Management, or Emergency Medical Services (7/03).

**Version 1**

**Course Number:** F804  
**Course Title:** Leadership II: Strategies for Personal Success  
**Location:** Virginia Department of Fire Programs  
**Length:** 12 hours (2 days or in four 3-hour modules).  
**Version Dates:** 04/01/1989 - 06/30/2003  
**Description:** 12 HOURS (2 DAYS) THE STUDENT WILL BE ABLE TO IDENTIFY TYPICAL ROLES AND RESPONSIBILITIES OF A COMMANDING OFFICER; IDENTIFY, DEFINE, AND ANALYZE THE ROLE OF CREATIVITY AND INNOVATION IN FIRE SERVICE.  
**Objective:** To provide the student with an understanding of leadership skills and tasks associated with management of multiple roles of managers, ethics, abuse of power, and personal creativity.  
**Learning Outcome:** Upon successful completion of this course, the student will be able to identify typical roles and responsibilities of a commanding officer; identify, define, and analyze the role of creativity and innovation in fire service organizations; identify the sources and limits of different types of power; and make appropriate decisions involving ethical issues.  
**Instruction:** Major topics covered in the course are ethics, role conflict, fostering creativity and innovation, and power. Methods of instruction include lecture, discussion, audiovisual aids, role playing, and examinations.  
**Credit Recommendation:** In the lower division baccalaureate/associate degree category, 1 semester hour in Business Administration, Fire Science, Public Administration, Urban/Regional Planning, Criminal Justice, or Emergency Medical Services (11/89) (2/95) (7/97) (6/00).

Leadership III: Strategies for Supervisory Success

**ACE Number:** VDFP-0083  
**Credit Type:** Course

**Version 2**
Course Number: F805
Course Title: Leadership III: Strategies for Supervisory Success
Location: Virginia Department of Fire Programs
Length: 12 hours (2 days or in four 3-hour modules)
Version Dates: 07/01/2003 - Present
Description: 12 hours (2 days or in four 3-hour modules). Student will be able to describe the relationship between development level and leadership style; identify benefits derived from effective delegation and barriers that prevent it; recognize similarities that characterize effective coaches and effective leaders; and use discipline to correct improper employee behavior.
Objective: To provide the student with an understanding of basic leadership skills related to supervision of personnel.
Learning Outcome: Upon successful completion of this course, the student will be able to describe the relationship between development level and leadership style; identify benefits derived from effective delegation and barriers that prevent it; recognize similarities that characterize effective coaches and effective leaders; and use discipline to correct improper employee behavior.
Instruction: Major topics covered in the course are situational leadership, delegation, coaching, and discipline. Methods of instruction include lecture, discussion, audiovisual aids, role-playing, and examinations.
Credit Recommendation: In the vocational or lower division baccalaureate/associate degree category, 1 semester hour in Business Administration, Fire Science, Public Administration, Urban/Regional Planning, Criminal Justice, Emergency Management, or Emergency Medical Services (7/03).

Version 1
Course Number: F805
Course Title: Leadership III: Strategies for Supervisory Success
Location: Virginia Department of Fire Programs
Length: 12 hours (2 days or in four 3-hour modules).
Version Dates: 04/01/1987 - 06/30/2003
Description: 12 HOURS (2 DAYS) THE STUDENT WILL BE ABLE TO DESCRIBE THE RELATIONSHIP BETWEEN DEVELOPMENT LEVEL AND LEADERSHIP STYLE; IDENTIFY BENEFITS DERIVED FROM EFFECTIVE DELEGATION & BARRIERS THAT PRESENT IT.
Objective: To provide the student with an understanding of basic leadership skills related to supervision of personnel.
Learning Outcome: Upon successful completion of this course, the student will be able to describe the relationship between development level and leadership style; identify benefits derived from effective delegation and barriers that prevent it; recognize similarities that characterize effective coaches and effective leaders; and use discipline to correct improper employee behavior.
Instruction: Major topics covered in the course are situational leadership, delegation, coaching, and discipline. Methods of instruction include lecture, discussion, audiovisual aids, role-playing, and examinations.
Credit Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Business Administration, Fire Science, Public Administration, Urban/Regional Planning, Criminal Justice, or Emergency Medical Services (7/03).

Training Operations in Small Departments
ACE Number: VDFP-0150
Credit Type: Course

Version 1
Course Number: F290 and W290
Course Title: Training Operations in Small Departments
Location: Virginia Department of Fire Programs
Length: 15.40 hours (2 days).
<table>
<thead>
<tr>
<th>Version Dates:</th>
<th>06/01/2000 - Present</th>
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<tbody>
<tr>
<td>Description:</td>
<td>15.40 HRS. (2 DAYS) Student will be able to fulfill the role of the fire department Training Officer by influencing others to achieve organizational goals and to facilitate change; identify legal issues affecting the Training Division; implement a proactive process to identify the gap between goals and existing conditions, prioritize training needs; understand the need to justify a training budget for a fire department; apply leadership skills to the training function; and manage the delivery and evaluation of training.</td>
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<tr>
<td>Objective:</td>
<td>To provide the student with the essential tools and skills to lead and manage a training program in a small department. The course is not designed specifically to enhance development or presentation skills, nor is it related to the public education discipline.</td>
</tr>
<tr>
<td>Learning Outcome:</td>
<td>Upon completion of this course, the student will be able to fulfill the role of the fire department Training Officer by influencing others to achieve organizational goals and to facilitate change; identify legal issues affecting the Training Division; implement a proactive process to identify the gap between goals and existing conditions, prioritize training needs; understand the need to justify a training budget for a fire department; apply leadership skills to the training function; and manage the delivery and evaluation of training.</td>
</tr>
<tr>
<td>Instruction:</td>
<td>Major topics covered in the course are leadership in training, legal issues, training needs assessment, financial management, marketing safety and conflict resolution, course delivery, and evaluation. Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, learner presentations/reports, learning activities, and final examination.</td>
</tr>
<tr>
<td>Credit Recommendation:</td>
<td>In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Education, Public Administration, Fire Service, Emergency Medical Services, Management, Human Resource Management, or Vocational/Technical Education (8/01) (6/05).</td>
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