

Course:	Basic Firefighter Refresher Training	
Lesson/Job Title:	Leadership & Incident Command	
Level of Instruction:	Basic	Clock Time: 1:00:00
Type of Lesson:	Cognitive	
Objective(s):	<p>Terminal Objective: Given a period of instruction the firefighter shall describe in their own words three operational principles and explain each in accordance with IFSTA “<i>Essentials of Fire Fighting</i>” 6th Edition Chapter 1.</p> <p>Enabling Objective: Given a period of instruction on the Incident Command System the firefighter shall recite the main roles or components of the command and general staff in accordance with FEMA’s IS-100 course materials.</p> <p>Enabling Objective: Given a period of instruction the firefighter shall be able to list at least two recommended best practices for radio communications in the fire service with 100% accuracy.</p>	
Training Aids:	Laptop, projector	
Classroom/Drill Facility:	Main Hall – Massena Fire Department	
References:	IFSTA “ <i>Essentials of Firefighting</i> ” 6 th Edition Chapter 1, FEMA “ <i>Introduction to the Incident Command System</i> ” IS-100b	
Method of Instruction:	Lecture with discussion and illustration	
Student Preparation:	Students should read IFSTA “ <i>Essentials of Firefighting</i> ” 6 th Edition Chapter 1	
Student Assignment:	N/A	



<p>I. PREPARATION</p> <p>A. Introduce self</p> <p>B. Terminal Objective: Given a period of instruction the firefighter shall describe in their own words three operational principles and explain each in accordance with IFSTA “<i>Essentials of Fire Fighting</i>” 6th Edition Chapter 1.</p> <p>C. Enabling Objective: Given a period of instruction on the Incident Command System the firefighter shall recite the five main roles or components in the Incident Command Staff in accordance with FEMA’s IS-100 course materials.</p> <p>D. Enabling Objective: Given a period of instruction the firefighter shall be able to list at least two recommended best practices for radio communications in the fire service with 100% accuracy.</p> <p>E. Students should read IFSTA “<i>Essentials of Firefighting</i>” 6th Edition Chapter 1</p> <p>F. Safety: In the event of a fire or other emergency we will move as a group out of the classroom and follow emergency exit signs until clear of the building and conduct a head count</p> <p>G. Introduce lesson</p>	<p>SLIDE 1</p> <p>CLOCK: 00:00</p> <p>SLIDE 2</p> <p>SLIDE 3</p>
<p>II. PRESENTATION</p> <p>❖ Organizational Principles</p> <ul style="list-style-type: none"> ○ Division of Labor <ul style="list-style-type: none"> ▪ Larger jobs split into smaller ones ▪ Fire scene is an example ▪ Eliminates duplication of efforts ▪ Clarifies job responsibilities ○ Unity of Command <ul style="list-style-type: none"> ▪ You can only report to one person ▪ What happens on a fire scene when multiple people give one person orders? 	<p>SLIDE 4</p> <p>CLOCK: 02:00</p> <p>Discuss Fire Scene Example – Multiple smaller task</p> <p>SLIDE 5</p>



<ul style="list-style-type: none"> ○ Span of Control <ul style="list-style-type: none"> ▪ How many can you really supervise? ▪ 3-7, 5 being optimal ▪ Also how many groups (Ex. Massena Chief controls 3 companies) 	<p>SLIDE 6</p>
<ul style="list-style-type: none"> ○ Discipline <ul style="list-style-type: none"> ▪ Not in a punitive way ▪ Clear expectations of requirements and following through on enforcing them ▪ Hard to accomplish in volunteer departments sometimes where people are more friends than co-workers. Need to balance the need for enforcement with the need to maintain relationships. You can't always be the good guy. 	<p>SLIDE 7</p>
<ul style="list-style-type: none"> ❖ Leadership & Implementing Organizational Principles <ul style="list-style-type: none"> ○ Need to be fair while setting and enforcing expectations ○ Need to be a good communicator <ul style="list-style-type: none"> ▪ Listen more than you talk ▪ Solicit feedback ○ Everyone makes mistakes <ul style="list-style-type: none"> ▪ Admit them, own them and move on ▪ Blaming others hurts your credibility ○ It's okay to admit you don't know it all <ul style="list-style-type: none"> ▪ "I don't know but I will find out" ○ Be decisive <ul style="list-style-type: none"> ▪ It's okay to think things over ▪ Don't be so scared to make the wrong decision you fail to make any ○ Don't take on too much <ul style="list-style-type: none"> ▪ Learn to delegate utilizing organizational principles 	<p>CLOCK: 06:30 SLIDE 8</p> <p>SLIDE 9</p> <p>SLIDE 10 SLIDE 11</p> <p>SLIDE 12</p> <p>SLIDE 13</p>



<p>❖ Incident Command in Action</p> <ul style="list-style-type: none"> ○ Incident Priorities <ul style="list-style-type: none"> ▪ Life Safety <ul style="list-style-type: none"> • Ours and then theirs ▪ Incident stabilization <ul style="list-style-type: none"> • Don't make it worse ▪ Property Conservation <ul style="list-style-type: none"> • Salvage & Overhaul • Lost art ▪ We'll add a fourth <ul style="list-style-type: none"> • Remember this is the age of Facebook live where we should act at every incident as though we are being recorded • Show empathy ○ Incident Action Plan <ul style="list-style-type: none"> ▪ Sets goals and objectives for incident ▪ Sets period of operational time ○ Incident Commander <ul style="list-style-type: none"> ▪ In overall control of the event <ul style="list-style-type: none"> • ESTABLISH COMMAND • For small scale incidents the IC may assume all roles • Typically, the most senior officer on scene at the beginning • Maybe be transferred or relinquished • Appoints COMMAND STAFF for larger incidents ○ Command Staff <ul style="list-style-type: none"> ▪ Information Officer <ul style="list-style-type: none"> • Will be the point of contact for media ▪ Safety Officer <ul style="list-style-type: none"> • Monitors safety conditions and makes plans to maintain responder safety ▪ Liason Officer <ul style="list-style-type: none"> • Coordinates between IC and various agencies and resources 	<p>CLOCK: 12:00</p> <p>SLIDE 15 – Play Video to introduce incident priorities then transition to SLIDE 16</p> <p>Empathy: The old saying “Everybody goes home”. Remember everybody EXCEPT the homeowner. This could be your 5th emergency of the day, might be their first in a lifetime</p> <p>SLIDE 17</p> <p>SLIDE 18</p>
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- General Staff
 - Planning Section
 - IC will fulfill this function at small incidents
 - Collects, disseminates and uses information about the incident to plan and arrange resources
 - Operations Section
 - IC will fulfill this function at small incidents
 - Implements actions laid out in the Incident Action Plan
 - Logistics Section
 - IC will fulfill this function at small incidents
 - Arranges facilities, materials and personnel to meet incident need
 - Finance/Administration
 - IC will fulfill this function at small incidents
 - Tracks and records expenditures and justifies to allow for reimbursement

SLIDE 19

❖ Radio Protocol Reminder

- Hey you! It's me!
 - Remember: State the person you are calling first, followed by who you are
 - Police are the holdouts. They do the reverse of worldwide standard protocol

CLOCK: 18:00
SLIDE 20

- Use common terminology and phrasing
- Speak clearly and concisely

- Establishing Command
 - Who you are calling
 - Who you are
 - That you are establishing command
 - Where you will be

SLIDE 21



<p>III. APPLICATION</p> <ul style="list-style-type: none"> ❖ Group Discussion: Radio Procedures <ul style="list-style-type: none"> ○ Give students the following examples and correct to ensure proper sequence: Hey you, it's me! <ul style="list-style-type: none"> ▪ Engine 31 calling Central Dispatch ▪ 23-1 calling Massena Station to notify St. Lawrence Gas of a leak ▪ 23-3 calling Engine 31 ▪ 23-7 calling 23-1 ▪ Massena Station calling Central Dispatch <p>IV. EVALUATION</p> <ul style="list-style-type: none"> A. Pass out prepared 5-question test for individual completion (rotate available tests from stock) allow 5 minutes for completion. B. Collect tests and answer sheets C. Review test <p>V. CONCLUSION/SUMMARY</p> <ul style="list-style-type: none"> A. Comment on evaluation B. Restate learning objectives C. Summarize lesson in own words hitting all key points D. Next assignment E. Thank you for coming! 	<p>CLOCK: 23:00 SLIDE 22</p> <p>Black out screen</p> <p>SLIDE 23</p> <p>DISCUSS: Not letting authority go to your head</p>
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