

Virginia Department of Fire Programs
FIRE ATTACK: Essentials, NFPA 1001-08
COURSE ADMINISTRATIVE GUIDELINES



FIRE ATTACK ESSENTIALS
ADMINISTRATIVE GUIDELINES

NFPA 1001-08
Curriculum

For the purposes of VDFP NFPA 1001-08 the following are acceptable:

IFSTA Essentials of Fire Fighting, 5th Edition
Delmar Firefighter's Handbook, 3rd Edition
Jones and Bartlett Fundamentals of Fire Fighter Skills, 2nd Edition

Effective – January 1, 2010

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Preface

The role of the firefighter and the demands on the fire service have gone through dramatic changes in the past twenty-five years and future changes promise to be even more dramatic. The Virginia Department of Fire Programs continues to update our programs to keep up with these changes and to provide the best possible training to all facets of the fire and emergency services in the Commonwealth.

This package is designed for use by the student and the instructor. It contains the performance standards for the Firefighter I and II programs as well as class information and a skills check sheet. The course schedules contain the *recommended* sequence of classes.

As with the previous Fire Attack programs, the teaching methods in this course are based on the philosophy that learning is the dissemination of thoughts, concepts, and ideas that are developed through practice and verified by testing, and that results in observable changes in behavior. Instruction is heavily oriented toward skills development and concentrates on enabling an individual to perform safely and effectively as a firefighter and as a member of a team.

Teaching materials may be drawn from any of the following three curriculums:

- a. IFSTA Essentials of Fire Fighting, 5th Edition
- b. Delmar Firefighter's Handbook, 3rd Edition
- c. Jones and Bartlett Fundamentals of Fire Fighter Skills, 2nd Edition

The Fire Attack Student and Instructor Packages are, based on the NFPA 1001-08 standard, which are provided by all three publishers, Students and Instructors should read and review the appropriate chapter(s) in the manual before class or practical sessions. It is required that the instructor have the appropriate teaching outline(s) available when teaching.

The performance skills sheets used in this program are provided by the publisher of curriculum chosen by host jurisdiction. Some jurisdictions may choose to provide skill sheets that they have developed. Written and Skills testing criteria are provided in this package.

Questions and comments are welcomed and should be addressed to:

Training and Technical Assistance Branch Chief
1005 Technology Park Drive
Glen Allen, Virginia 23059-4500
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Fire Attack: Essentials Course Overview

1. The Virginia Department of Fire Programs' Fire Attack: Essentials training program consists of 24 hours of classroom instruction and practical evolutions.
2. The Virginia Department of Fire Programs Fire Attack: Essentials training program educates students through classroom instruction as well as hands on practical evolutions. The classroom instruction and props are designed to prepare the firefighter to take the certification exam for the Firefighter I certification.
3. To ensure firefighter students meet the Virginia Department of Fire Programs, National Fire Protection Association's 1001-08, "Standards for Fire Fighter Professional Qualifications", and the National Board on Fire Service Professional Qualifications, students must successfully participate and complete all sessions and successfully pass all practical scenarios.

Course Curriculum

1. For the purposes of VDFP NFPA 1001-08 the following materials are acceptable:
 - (a) IFSTA Essentials of Fire Fighting, 5th Edition
 - (b) Delmar Firefighter's Handbook, 3rd Edition
 - (c) Jones and Bartlett Fundamentals of Fire Fighter Skills, 2nd Edition

PRE-COURSE REQUIREMENTS

Prerequisites: Students must be at least 18 years of age in order to enroll in the course. Junior Firefighters must comply with all Junior Firefighters' pre-requisites as defined by Department of Labor and Industry (DOLI) standards.

Equipment Required: Full turnout gear and SCBA

Hours: 24

Standard/Regulation: NFPA 1001-08

Curriculum Text: For the purposes of VDFP NFPA 1001-08 the following are acceptable:

- a. IFSTA Essentials of Fire Fighting, 5th Edition
- d. Delmar Firefighter's Handbook, 3rd Edition
- e. Jones and Bartlett Fundamentals of Fire Fighter Skills, 2nd Edition

Note: To be issued a Fire Fighter I certificate the student must complete all of the Fire Attack series (Essentials, Enhanced, Intermediate and Evolutions), have a current CPR card, May Day: Awareness and Hazardous Materials Operations certificates. Any questions regarding Firefighter I and II trainer qualifications, Firefighter I and II curriculum, Firefighter I and II Student performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief or the Firefighter I & II Certification Program's Manager. Consult the "Operations and Training Guidelines" (Current Edition) for names, addresses, and contact numbers for Division Offices.

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I. Terminology:

- A. Fire Attack Student:** A registered student in the Virginia Department of Fire Programs' Firefighter I certification program who meets all pre-course requirements and is currently in the process of completing the following:
Successful completion of 24 hours of classroom and skills instruction;
- B. Fire Attack Trainer:** A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Firefighter I/II, NFPA 1001-08: Standard for Fire Fighter Professional Qualification and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.
- C. Lead Instructors Status (also known as Class Coordinator):** A Fire Instructor II with Firefighter I/II Train-The-Trainer that has demonstrated organizational and management skills within the training field.
- D. Fire Attack Evaluator:** *A qualified Firefighter I Trainer (Instructor II, III, or IV) is responsible for the quality assurance component (evaluation) of instructional cadre delivering the Firefighter I program.*
- E. Program Manager:** *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Firefighter I certification program.*
- F. Curriculum:** For the purposes of VDFP and NFPA 1001-08 the following texts are acceptable:
- a. IFSTA Essentials of Fire Fighting, 5th Edition
 - b. Delmar Firefighter's Handbook, 3rd Edition
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II. Fire Attack Trainer Qualifications and Requirements:

A. Qualifications:

1. Currently certified Fire Fighter I, II or III
Currently Certified VDFP Hazardous Materials Operations (Virginia Program) or VDEM Hazardous Materials Technician or VDEM Hazardous Materials Specialist
Currently Certified Instructor I, II, III or IV
Approval from Instructor's VDFP Division Chief.

B. Requirements:

For Certified Instructors without a current Firefighter I/II Train-the-Trainer

1. Successful completion of the **Online Instructor I Orientation** training program held after July 1, 2009
 - a. **NOTE: The Firefighter I/II Trainer is responsible for forwarding the completion certificate to the appropriate Division Chief for entry into FSTRS.**
2. At the Firefighter I/II Trainer level:
 - a. Successful completion of the **NFPA 1001-08 Firefighter I/II "Train-The-Trainer"** program, to include practical and live fire evolution training.
 - b. The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (if this program is taken online).
 - c. Successful Completion of the **Firefighter I/II TTT Homework Assignment**. This is to be completed and submitted within **30 days** after receipt of approval from the VDFP Division Chief.
 - d. Successful Completion of **16 hours of Instructional Shadowing** with a minimum of 8-hours of Classroom instruction and 8-hours of Practical Instruction. This will be completed in an approved Firefighter I or II program under the supervision of an approved instructor. The instructor will be approved by the VDFP Division Chief. Documentation of the Instructional Shadowing will be submitted to the VDFP Division Office in which the TTT was taken. The Division Chief will review and approve or deny the documentation.

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3. **At the Firefighter I/II Lead Instructor level:, The Trainer will be required to attend additional VDFP and NFPA compliance and live fire orientation**
 - a. Note: Lead Instructor Status, also known as the Class Coordinator, is awarded to the Fire Instructor II that has demonstrated organizational and management skills within the training arena.
4. **Successful Completion of the VDFP NFPA 1403 Awareness training.**
 - a. The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (this program is taken online).
5. **Successful Completion of the VDFP Mayday Awareness Train-The-Trainer**
 - a. The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (this program is taken online).
6. **Successful Completion of the MVP Ethical Decision Making**
 - a. The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (this program is taken online).

For Certified Instructors with a previous 4th Edition of the Firefighter I/II Train-the-Trainer

1. At the Firefighter I/II Trainer level:
 - a. Successful completion of the **NFPA 1001-08 Firefighter I/II “Train-The-Trainer”** program, to include practical and live fire evolution training.
 - b. The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (if this program is taken online).
2. **Successful Completion of the VDFP Mayday Awareness Train-The-Trainer**
 - a. The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (this program is taken online).

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3. Successful Completion of the **MVP Ethical Decision Making**

- a. The Firefighter I/II Trainer is responsible for forwarding completion certificate to the appropriate Division Chief for entry into FSTRS (this program is taken online).

C. Maintaining Fire Attack Trainer Status:

1. To maintain Fire Attack Trainer Status, Trainers shall complete the following:

- a. Conduct, assist, and/or monitor 16 hours of classroom and 16 hours of practical training in an approved Fire Attack or Firefighter I or II Certification training programs within a 24 month period.
- b. Fire Attack Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their Division Chief and successfully complete another Firefighter I/II “Train-The-Trainer”.

2. Quality Assurance:

a. The Division Chief assigned to Program Management of the Firefighter Certification programs will be responsible for ensuring the quality of Instructional Cadre within the Virginia Department of Fire Programs delivery system.

b. The Program Manager/Division Chief has the authority to assign qualified Instructor Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery.

c. When circumstances indicate a need for an evaluation of an individual instructor or instructional cadre (i.e. poor student evaluations, student/department complaints on instructional delivery, and/or written and performance test indicators).

d. When an evaluation and/or assessment is required by the program Administrative Guidelines or VDFP “OPERATION AND TRAINING GUIDELINES”, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee.

(1) Respective Division Chiefs may/may not be notified of evaluations/assessments.

(2) Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.

(3) Instructor Evaluators will be trained by a representative of the Instructor Review Committee and approved by the Instructor Certification Program’s Manager.

e. The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.

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III. Student Qualifications and Requirements:

A. Pre-Course Qualifications and Requirements for Firefighter I Students:

1. At least 18 years of age on the first day of class, unless they are currently certified at the Fire Fighter I Level and Hazardous Materials Operations.
 - a. This is to meet DOLI requirements
 - b. Those students who are between 16-18 years old on the first day of class must bring **a copy of their Fire Fighter I, May Day Awareness and Hazardous Materials Operations (Virginia Program) certificates**, a signed parental permission form with them no later than the second day of class to continue the course. An original copy of the VDFP parental consent form will be kept on file in the appropriate Division Office.
 - c. Be a member of a recognized fire department which provides insurance requirements.
 - d. Ordinance in place recognizing minors as firefighters.

B. Course Completion Requirements for Fire Attack Students:

1. Fire Attack students are required to attend 100% of classroom and skill sessions to meet all of the standards set forth in the National Fire Protection Association’s 1001-08 Standards, “Standards for Fire Fighter Professional Qualifications”.
 - a. Missed classes or skill sessions must be made up prior to the date of the written test or live burn day, whichever comes first.
 - b. Not more than 10% of the class may be made up with a current FF I/II trainer. A VDFP “Training Validation Form” shall be completed and included with the course paperwork for each class made up.

IV. Course Curriculum and Delivery:

A. Course Curriculum:

1. Classroom instruction and Skill sessions 24 hours:

Firefighter I Topics	Classroom Hours	Practical Hours	Total Hours
Firefighter Safety	4		4
Fire Behavior	4		4
PPE and SCBA	4	8	12
Portable Extinguishers	2	2	4
Certification Hours	14	10	24

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A. Course Delivery

1. Course design is developed not to exceed 24 students.
2. Classroom instruction requires one (1) qualified instructor to deliver the training program. (The VDFP Firefighter I/II Review Committee recommended two (2) qualified instructors during a consecutive 8-hour block).
3. Moderate Risk Skill Sessions Instructor/Student ratio is: 1:10
 - a. See Operations and Training Guidelines Section IS4.
4. High Risk Instructor/Student ratio is: 1:5
 - a. See Operations and Training Guidelines Section IS4.
5. All instructor ratios will be maintained:
 - a. See Operations and Training Guidelines Section IS5 for Live Fire Training.
6. This course is approved for blended/online learning with the following requirements:
 - a. Course request submission for blended/online delivery for Fire Attack: Essentials
 - b. Course schedule with location(s), times, dates and instructors must accompany the course request.

Notes:

- a. Credit for courses taken for Fire Attack: Essentials via the Knowledge Center will only be valid for 60 Days. This must be concurrent with the course request submitted to the Division Office.
- b. Students must submit a copy of their Knowledge Center certificate to the Lead Instructor in accordance with the course schedule.
- c. Traditional classroom delivery can not be combined with the blended/online delivery.

V. Course Completion Requirements

A. Required paperwork for completion of a Fire Attack Essentials program

1. Fire Attack Trainers are to submit the following documentation to the governing VDFP Division Office within 10 working days from last day of training. (as stated in the VDFP Instructor's Manual):

Course Request/Completion Form-

Completed form to include section "B" (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor. (This form is available from the Program Manager upon request).

Daily Attendance Sheets -

For each day of attendance, with columns for the students printed name, student's signature, students' FDID, and Fire Attack Trainer's Initials. (This form is available from the Program Manager upon request).

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Standard Roll Call Form - Maintained and completed by the Fire Attack Trainer. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. Students failing to appear on the Daily Attendance Sheet WILL NOT RECEIVE CREDIT on the Standard Roll Call Form for that day's attendance.

Purple/Orange Data Forms: *Appropriately completed Registration (orange) and Personal Data (orange reverse side of Registration form), and Written Test/Course Completion (purple) "bubble" forms. All submitted forms must be reviewed by Firefighter I Trainer for accuracy and completeness. Errors on forms will be returned to the Fire Attack Trainer for correction. (Forms available from local Division Office).*

Practical Skills

Check Off Form: *Appropriate Practical Skills check off form for each student in the Firefighter I class must be completed including dates of each skill completed, pass/fail and Firefighter I Trainer signature. If a student fails any of the skills, trainer should note reason for failure.*

Course Critique Forms: *VDFP Course Critique forms are to be completed by Fire Attack students critiquing the Firefighter I Trainer/Course performance. Forms are to be distributed to all students on the first day of the course. Fire Attack Trainers are to instruct students to use the forms throughout the training program and submit them on the last day of the course.*

Additional NFPA 1403 requirements:

- Completed VDFP Live Burn Accountability Checklist for Each Student (excluding vitals sheet, see HIPPA requirements).
- Completed VDFP Live Fire Evolution Checklist for each Live Burn Evolution, as completed by the NFPA 1403 Compliance Officer.

B. Student Requirements for Completion of the Fire Attack Essentials Course:

1. 100% attendance of **24** hours of classroom and practical sessions as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association's 1001-08 "Standards for Firefighter Professional Qualifications".
2. Successful completion of all required practical skills as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association's 1001 "Standards for Firefighter Professional Qualifications" 2008 edition.

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C. VDFP Requirements for Completion of the Firefighter I Course:

1. When all conditions of completion have been met by the Fire Attack student, enter the new Fire Attack: Essentials, Enhanced, Intermediate, Evolutions, May Day: Awareness, CPR and Hazardous Materials Operations courses and successful completion of the skills and written exam into the VDFP Fire Service Training Record System (FSTRS), and forward the certification information to the National Board on Fire Service Professional Qualifications (NBFSPQ, "Pro Board").

VI. Material Requirements:

A. Fire Attack Trainer Materials:

1. VDFP Approved Course Administration and Instruction Guide.
2. Approved Instructor Curriculum package.
3. Approved Curriculum Textbook.
4. Approved Curriculum Study Guide (Recommended).
5. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office.
6. DVD Player, Computer, and LCD Projector.

B. Fire Attack Student Materials

1. Approved Curriculum Textbook.
2. Approved Curriculum Study Guide (Recommended).
3. VDFP Student Package for Firefighter I/II.
4. Additional materials requested by Jurisdiction hosting the course.