



Fire Service Central Training Programme  
**Course: Fire Service Sub Officer**  
Sligo Fire Station (27<sup>th</sup> March - 7<sup>th</sup> of April, 2017)

19 January, 2017

**To Each Director of Services (Fire) and Each Chief Fire Officer**

The Sub Officer Course will be held in Sligo Fire Station from the 27<sup>th</sup> of March to the 7<sup>th</sup> of April 2017, as part of the Fire Service Central Training Programme.

Further information on the course is provided in the Course Details which accompany this notification.

Fire authorities who wish to nominate candidates for this course should forward nomination(s) to arrive with the Management Support Unit of the National Directorate for Fire and Emergency Management **not later than Friday the 10<sup>th</sup> of February 2017**. Nominations will not be considered unless a completed nomination form and relevant documentation (see Section 5.2 of the Course Details) has been received in the Management Support Unit by the closing date.

Fire authorities may wish to provide notice of nominations to the by Telephone (01 – 888 2098 or 2460) or by Fax (01 - 888 2645), in the first instance, and follow up by post or e-mail with the completed nomination form and relevant documentation in time for the closing date.

The appropriate e-mail address is: **fire-service-training@housing.gov.ie**

The appropriate postal address is: **Management Support Unit, National Directorate for Fire and Emergency Management, Room G59, Custom House, Dublin 1.**

If the fire authority does not propose to nominate personnel for the course, it would be appreciated if the Management Support Unit could be notified immediately.

Yours sincerely,

Linda Cullen  
Management Support Unit  
National Directorate for Fire and Emergency Management.



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### 1. Course Aim

The aim of this two-week course is to enhance the ability of fire authorities to deliver efficient and effective fire and rescue services by providing fire service officers with the skills and knowledge necessary to allow them to fulfil the leadership, command, training, and officer-ship roles assigned to them.

The course is also intended to develop the participants' attitude in the discharge of their roles.

### 2. Course Objectives

At the end of the course successful participants will have participated in a number of exercises and practiced fire-fighting skills appropriate to the training activities on the course, and will be able to:

- (a) describe and list the duties and responsibilities of a Fire Service Sub Officer;
- (b) identify the key concepts of leadership and have practiced its application;
- (c) demonstrate how to effectively exercise command and control at incidents, utilising the National Incident Command System;
- (d) describe the sources of information for the development of his/her own knowledge or for use in training and operational activities; and
- (e) demonstrate the preparation and delivery of fire service training (including fire service drills, facts and skills lessons) at station level.

### 3. Course Dates / Venue / Capacity

- 3.1 The course will be held at Sligo Fire Station.
- 3.2 The 10-day course is scheduled to run from the 27<sup>th</sup> of March to the 7<sup>th</sup> of April 2017.
- 3.3 There are 18 places on the course.

### 4. Eligibility

- 4.1 The course is aimed primarily at retained and whole-time Sub Officers. It is open to retained and whole-time Station Officers who have not previously completed this course or an equivalent course.

Nominations will also be considered for a limited number of places on the course for senior officer entrants to the fire service. As a pre-requisite such nominees must have successfully completed a recruit course and a breathing apparatus wearer course. Their interest and involvement with operational work should also be outlined with the nomination.

- 4.2 Nominees for the course are required to be qualified Breathing Apparatus Wearers.



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- 4.3 Nominees for the course should have received training in manual handling techniques appropriate to fire service operations and each participant will be required to confirm this in writing as per the nominee form on page 5.
- 4.4 Nominees for the course should be in good physical condition, as the course programme contains a substantial number of practical exercises. Nominees will be required to confirm in writing that they are not aware of any reason that would prevent them from taking part in practical and physical work of the nature expected of a fire service trainee, as per the nominee form on page 5.
- 4.5 In addition, for the nominees allocated a place on the course, the fire authorities should satisfy themselves that they are medically fit to attend the course and the medical fitness certification should be submitted as outlined in section 5.3.

### 5. Nominations

- 5.1 The nomination form is attached and a separate form should be completed in respect of each nominee. Completed nomination forms should be sent to arrive with the Management Support Unit **not later than the 10<sup>th</sup> of February 2017**. Nominations will not be considered unless the fully completed nomination and nominee confirmation forms are received by the closing date.
- 5.2 **Checklist:** A nomination for each nominee for the course must include:
- Completed nomination form;
  - Completed nominee confirmation form with the manual handling training and physical fitness confirmations signed by the nominee.
- 5.3 Medical fitness certification *for nominees allocated a place* on the course are to be received in the Management Support Unit by the 15<sup>th</sup> of March 2017. The certification should be provided in either of two formats: -
- (a) Where medical fitness certification is effected using the Occupational Health Scheme for Members of the Retained Fire Service, a copy of the final page of the examination documentation should be provided, showing the local authority name, the nominee's name and rank and the doctor's medical decision – expressed in the range (\*a) to (\*e), confirmed by the doctor's signature and date of examination, or
- (b) A medical certificate, bearing a current date, provided by a doctor and confirming that the nominee is medically fit to participate in the specific training course.

### 6. Participation

- 6.1 The personnel who are allocated a place on the course will be notified through their fire authorities and joining instructions (with further details on the required pre-course preparation and requirements) will also issue at that time.

### 7. Pre-Course Preparation

- 7.1 Prospective nominees should be made aware that the course is intensive and is demanding of time and application both in the pre-course work and during the course. Personnel who are allocated a place on the course will be required to undertake pre-course preparation and local consultation.
- 7.2 Personnel who are allocated a place on the course should have received the local training in the Incident Command System.



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- 7.3 Personnel who are allocated places should, familiarise and practice, in advance of the course: -
- Standard Tests (Theory and Practice)
  - Pumps and Primers
  - Breathing Apparatus Wearing in an Operational context
  - Basic Foot Drill
  - Familiarisation with Equipment
  - Basic Drills in Hydrants, Pumps, Ladders
  - Basic Fire-fighting Skills
  - Radio Procedures
  - A practical working knowledge of the Use of Foam and Foam Making Equipment

Participants should be familiar with the Standard Drills set out at Section 4 in the Fire-Fighter Handbook.

- 7.4 Where a fire authority's nominee is allocated a place on the course, the authority is required to facilitate consultation, between the officer concerned and an appropriate supervisory officer, to provide/reinforce the officer's awareness of the structure, format and lesson plan for a class-room lesson and fire service drill, as set out in the Junior Officer Handbook (see Section 6 of the Junior Officer Handbook particularly the Lesson Plans in sub-sections 6.2.2.3 and 6.3.6 and Safety in Drill Instruction at 6.3.5).
- 7.5 The supervisory officer should confirm in writing that the officer concerned has received any necessary refresher training (paragraphs 6.3 above) and has consulted on the process for the preparation and delivery of lessons and drills (paragraph 6.4 above). The consultation form will be forwarded with the Joining Instructions and should be provided to the Management Support Unit by the 16<sup>th</sup> of March 2017.

### **8. Assessments**

- 8.1 The Fire Service Sub Officer Course is designed to train and qualify participants to improve the participant's knowledge and to develop his/her skills, capabilities and personal qualities as a fire service officer.
- 8.2 Participants will be subject to continuous assessment by their instructors during the course and, for successful completion of the course, will be required to demonstrate appropriate skill and knowledge through participation in practical lessons and exercises. An assessment of participant performance, including grades awarded for specific skills and knowledge, will be provided to the course participants and their employing fire authority.

### **9. Freedom of Information Act**

- 9.1 The Freedom of Information Act contains obligations to disclose certain information if it is requested. Any decision to release information will be in compliance with the Act and will have due regard to the sensitivity of the information.



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### 10. Insurance

- 10.1 The Department of Housing, Planning, Community and Local Government and the fire authorities at whose training centres courses are being provided, hereby notify that they will not be responsible in the event of injuries or accident to participants during the course. Fire authorities whose nominations are accepted will, accordingly, be required to make whatever arrangements they consider appropriate against such an eventuality, and inter alia, extend their public liability and employers' liability insurance policies to indemnify the Department and Sligo County Council (at whose centre the course is being held) against claims in the event of injuries or accidents on this course involving the participating personnel of the authority.

### 11. Course Content – Fire Service Sub Officer

- Role of Junior Officer
  - Responsibilities
  - Leadership
  - Administration and report writing
- Command and Control – utilising the Incident Command System
- Fire Fighting Tactics
  - Fire behaviour
  - Dealing with common situations
- Road Traffic Collisions
- Hazardous Materials
- Methods of Instruction
  - Facts and skills instruction
  - Drill instruction
- Sources of Information
- Foot Drill



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# NOMINEE CONFIRMATION FORM

*This form should be completed by each nominee and returned to the National Directorate Management Support Unit with the completed nomination form.*

**Name of Nominee :** \_\_\_\_\_  
(BLOCK CAPITALS PLEASE)

### Manual Handling Training Confirmation

I confirm that I have received training in manual handling of loads appropriate to fire service operations.

**Signed :** \_\_\_\_\_

**Date :** \_\_\_\_\_

### Physical Fitness Confirmation

I am not aware of any reason that would prevent me from taking part in practical and physical work of the nature expected of a fire service trainee.

**Signed :** \_\_\_\_\_

**Date :** \_\_\_\_\_



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## NOMINATION FORM

1. Fire Authority : \_\_\_\_\_
2. Name of Nominee : \_\_\_\_\_ 3. Fire Station : \_\_\_\_\_
4. Rank : \_\_\_\_\_ Date Appointed to Present Rank : / /
5. Date of Birth : / /19 \_\_\_\_\_ Date of Entry to the Fire Service : / /

6. Confirmation of qualification as a Breathing Apparatus Wearer.

Breathing Apparatus Wearer Training	Course	Dates	Training Location
	Most Recent Refresher Course		

7. Confirmation of Manual Handling Training appropriate to fire service operations.

Manual Handling Training	Course	Dates	Training Location
	Most Recent Refresher Course		

8. Is the Nominee qualified as a First Responder? Yes  No

First Responder Training	Course	Dates	Training Location
	Initial Training Course		
	Most Recent Refresher Course		

9. Has the Nominee received training in the Incident Command System i.e.

- The one-day local training course for fire-fighters..... Yes  No
- The three-day local training course for Sub Officers/Station Officers... Yes  No

10. Is the nominee qualified to drive a fire appliance? Yes  No  Licence Class \_\_\_\_\_

11. Brief Outline Statement in Support of the Nomination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Home Address : \_\_\_\_\_  
(for issue of assessment)  
- BLOCK CAPITALS  
PLEASE  
\_\_\_\_\_  
\_\_\_\_\_

Contact Telephone Number or E-Mail Address: \_\_\_\_\_

13. The above-named officer is nominated to attend the course. I confirm that he/she satisfies the eligibility conditions for the course and that the information supplied above in respect of the nominee is correct.

14. Signed : \_\_\_\_\_ Rank : \_\_\_\_\_  
(On behalf of Fire Authority) Date: \_\_\_\_\_