



Fire Service Central Training Programme

Course: Senior Officer Operational Command

Tullamore 30th and 31st of May and Clonmel Fire Training Centre 11th to 22nd of June, 2018

10th April, 2018

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

The Senior Officer Operational Command will be held as part of the Fire Service Central Training Programme, as follows:

Venue : Tullamore Fire Station (**Orientation**) and Clonmel Fire Training Centre (**Course**)
Dates : 30th and 31st of May, 2018 and 11th to 22nd of June, 2018

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 27th of April, 2018**. 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 Management Support Unit by Telephone (01 – 888 2334 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 the course is to enhance the ability of fire authorities to provide effective and efficient fire and emergency services by providing senior fire service officers with skills and knowledge necessary to allow them to fulfil the senior officer's operational role. The course is also intended to develop the participant's attitude in the discharge of his/her role.

2. Course Objectives

At the end of the course successful attendees 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 understand the operational role of senior officers in the Fire Service;
- (b) Demonstrate development of their knowledge of the leadership and management aspects of the role;
- (c) Exercise command and control at emergencies as a senior officer, including utilisation of the Incident Command System;
- (d) Describe the methodology for carrying out pre-fire planning;
- (e) Describe the principles of major emergency management and have examined the issues involved in the response to major emergency; and
- (f) Describe and have participated in the planning and staging of a fire service training exercise.

3. Course Dates / Venue / Capacity

- 3.1 The course will be held in
 - (a) Tullamore Fire Station (for 2 days, as orientation for the Clonmel Course)
 - (b) Clonmel Fire Training Centre (for 10 days).
- 3.2 The course Dates will will be held in
 - (a) Tullamore Fire Station - 30th and 31st of May, 2018
 - (b) Clonmel Fire Training Centre - 11th to the 22nd of June, 2018).
- 3.3 There are 18 places on the course.

4. Eligibility

- 4.1 The course is open to officers of the following ranks:
 - Graduate Engineer.
 - Assistant Fire Officer.
 - Assistant Chief Fire Officer.
 - Executive Fire Prevention Officer.
 - Senior Executive Fire Prevention Officer.
 - Senior Assistant Chief Fire Officer.



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- 4.2 Nominees for the course should have completed a Fire Service Recruit Course or Operational Foundation Course.
- 4.3 Nominees for the course are required to be qualified Breathing Apparatus Wearers.
- 4.4 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 enclosed nominee confirmation form.
- 4.5 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 enclosed nominee confirmation form.
- 4.6 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 27th of April, 2018**. 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 Monday the 21st of May, 2018. 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.
- 6.2 Personnel allocated places on the course should receive appropriate refresher training, where necessary, before their attendance at the course. Basic fire-fighter skills with which the participant should be familiar before attendance at the course include:-



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- (a) Standard Tests (Theory and Practice).
- (b) Pumps and Primers.
- (c) Breathing Apparatus.
- (d) Basic Foot Drill.
- (e) Familiarisation with Equipment.
- (f) Basic Drills in Hydrants, Pumps, Ladders.
- (g) Basic Fire-fighting Skills.
- (h) Radio Procedures.
- (i) Foam and Foam Making Equipment.

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

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.

8. Assessments

- 8.1 The Senior Officer Operational Command Course is designed to improve the participant's knowledge and to develop his/her skills and capabilities in the management of incidents involving shipping, ports and associated risks.
- 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.

10. Insurance

- 10.1 The Department of Housing, Planning 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 Offaly and Tipperary County Councils (at whose centre's the course is being held) against claims in the event of injuries or accidents on this course involving the participating personnel of the authority.



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11. Course Content – Senior Officer Operational Command

- Operational Role of the Senior Fire Officer
 - Local Authority Context
 - Officership and Leadership
 - Industrial Relations
 - Management
 - Incident Command System
 - Command and Control including the implementation of the Incident Command System
 - Legislation
 - Media
 - Major Emergency Management
 - Exercise Planning and Staging

- Fire Behaviour and Fire Fighting Tactics

- Road Traffic Collisions

- Hazardous Materials



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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. Course Attended

Recruit Course or Operational Foundation (or equivalent) Location/Dates: _____

Breathing Apparatus Initial Wearer's Course (or equivalent) Location/Dates: _____

Others (as applicable): _____

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

11. Brief Outline Statement in Support of the Nomination (particularly identifying ship and port incident risk in your functional area): _____

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 the nominee has completed the requisite Recruit / Operational Foundation course(s), is a qualified B.A. wearer and satisfies the eligibility conditions for the course in all other respects and that the information supplied above in respect of the nominee is correct.

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