



An Roinn Tithíochta,  
Pleanála agus Rialtais Áitiúil  
Department of Housing,  
Planning and Local Government



An Stiúirthóireacht Náisiúnta um Bainistíocht Dóiteáin agus Éigeandála  
National Directorate for Fire and Emergency Management

Fire Service Central Training Programme  
**Course: Fire Service Station Officer**  
Bray Fire Station (15<sup>th</sup> to the 26<sup>th</sup> of October, 2018)

26<sup>th</sup> July, 2018

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

The Station Officer Course will be held in Bray Fire Station from the 15<sup>th</sup> to the 26<sup>th</sup> of October, 2018, 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 24<sup>th</sup> of August, 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 by Telephone (01 – 888 2334 or 2460), 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 G.59, 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



## Course: Fire Service Station Officer

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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 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 the duties and responsibilities of Fire Service Officers at Station level,
- (b) Identify the concepts of management and leadership at station level and its practical application,
- (c) Demonstrate how to effectively exercise the principles of command and control at two-pump and larger incidents,
- (d) Describe and have practised the planning of a fire service exercise as part of a team, and
- (e) Demonstrate the preparation and delivery of fire service training (including facts and skills lessons) appropriate to station level.

### 3. Course Dates / Venue / Capacity

- 3.1 The course will be held at Bray Fire Station.
- 3.2 The 10-day course is scheduled to run from the 15<sup>th</sup> to the 26<sup>th</sup> of October, 2018.
- 3.3 There are 18 places on the course.

### 4. Eligibility

- 4.1 The course is primarily aimed at retained and whole-time station officers, who are qualified BA wearers and who have completed a Fire Service Sub Officer Course. Consideration will also be given to the nomination of Sub Officers. Please note that in order to structure course participation to best effect, preference in the allocation of places to junior officers will be given to personnel who are station officers or who hold the rank of sub officer in a substantive capacity.

Nominations will be considered for a limited number of places on the course for senior officer entrants to the fire service. As a minimum pre-requisite, such nominees should have completed a Recruits Course, a BA Wearers Course and a Fire Service Sub Officer Course. Their interest in and involvement with operational work should also be outlined with the nomination.



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- 4.2 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 confirmation form on page 4.
- 4.3 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 confirmation form on page 4.
- 4.4 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 24<sup>th</sup> of August, 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 successfully allocated a place* on the course are to be received in the Management Support Unit by the 3<sup>rd</sup> of October, 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.

### 7. Assessments

- 7.1 The Fire Service Station 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.



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- 7.2 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.

### 8. Freedom of Information Act

- 8.1 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.

### 9. Insurance

- 9.1 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 Wicklow 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 Station Officer

- Role of Station Officer
  - Responsibilities
  - Leadership and officer-ship
  - Managing people, including scenarios
- Command and Control at various incident types (through the use of the National Incident Command System)
- Station Management
- Fire-fighting Tactics
- Methods of instruction
  - facts and skills instruction
  - exercise preparation
- Fire Investigations & Court Appearances
- Pre-Fire Planning
- Major Emergencies

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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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Bray Fire Station (15<sup>th</sup> to the 26<sup>th</sup> of October, 2018)**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. Confirmation of the completion of Fire Service Sub Officer Course, or similar  
Dates: \_\_\_\_\_ Training Location: \_\_\_\_\_
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: \_\_\_\_\_