

# H S E

HEALTH

SAFETY

ENVIRONMENT



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## **Fire Officer's Duties, Roles & Responsibilities (NFPA 1021)**

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**Duration:** 5 Days

### **Introduction:**

This unique program conforms to the elements, regulations and standards of National Fire Protection Association (NFPA 1021). It aims to provide the candidates with a deep understanding of fire office/room administration, control and operations. It also enhances leadership quality to coordinate activities

with the fire team. The candidates will be more able to command fire personnel to mitigate emergency throughout their workplace. Fire officers and senior staff will gain much insight that will enable them to carry out their responsibilities towards providing and promoting fire preventions, emergency readiness, code enforcement, safeguard personnel, personnel management, mentoring, community relations, security measures & leadership. Thus, they will be more able to command fire control room throughout their workplace. They will improve their abilities to manage a fire service organization

## Who Should Attend?

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Fire Officers, Senior Fire Officer, Chief Fire Officers, Senior Fire & Equipment Personnel, Fire Coordinators, Managers, Team Leaders, First Line Supervisors and General Supervisors, Fire Executives & Industry Personnel

## Course Objectives:

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### **By the end of this course delegates will be able to:**

Supervise, direct and perform all activities of assigned employees in fire operations department

- Inspect all operational areas to enforce fire prevention regulations & procedures
- Deal with fire equipment , inspect extinguishing systems and equipment
- Avoid fire incidents, provide and promote fire preventions
- Assumes commands and ensure that correct firefighting techniques are applied
- Implement immediate safety measures to protect plant and employees
- Organize, provide and coordinate department staff training
- Understand fire station's administration and operations
- Enhance leadership quality to coordinate activities
- Command fire crew to mitigate emergency
- Promote emergency readiness, safeguard personnel and installation

- Enhance EHS measures & leadership
- Interpret and enforce department rules and regulations
- Establish, maintain and foster positive team working relationships
- Learn about Loss Control & Prevention

## **Course Outline:**

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### **Introduction & Orientation**

- NFPA 1021
- Roles of the Fire Officer
- Fire Officer Responsibilities in Compliance & Accountability
- Introduction to Basic Supervisor Functions
- Safety Regulations and Basic Investigation
- Incident Management
- Administrative Functions and Fire Investigation
- Public Relations and Effective Communication Skills

- Recognizing & Managing Cultural Diversity
- Fire Officer Communications and Organizational Communication
- Safety & Wellness of Fire Personnel
- Safety Programs & Risk Management
- Inspection & Investigation Programs
- Loss Control & Prevention
- Fire Ground & Emergency Management
- Management within Organizational Structure
- Human Resource Management
- Information Management Systems
- Managing Affirmative Action
- Incident Command System (ICS)
- Fire Safety Inspection
- Functional Leadership

- Fire Cause Determination
- Problem Solving
- Performance Appraisals
- Specialized fire protection equipment
- Strategic Planning
- Health & Safety Regulations & Standards