



Virginia Department of Fire Programs
INCIPIENT FIRE BRIGADE 2ND EDITION
COURSE ADMINISTRATIVE GUIDELINES

I. Terminology:

- A. Incipient Fire Brigade Candidate** - *A registered student in the Virginia Department of Fire Programs' Incipient Fire Brigade certification program who meets all pre-course requirements and is currently in the process of completing the following: the successful completion of 24 hours of classroom instruction and practical skills as well as the successful completion of the final written test.*
- B. Incipient Fire Brigade Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Incipient Fire Brigade, NFPA 1081 Standards for Industrial Fire Brigade Member Qualifications, and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.*
- C. Incipient Fire Brigade Evaluator** - *A qualified Incipient fire Brigade Trainer (Instructor II, III, or IV) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Incipient Fire Brigade program.*
- D. Program Manager** - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Incipient Fire Brigade certification program.*
- E. Incipient Fire Brigade Certification Course** - *A Virginia Department of Fire Programs' certification training program designed to meet the NFPA 1081 Standards for Industrial Fire Brigade Member Qualifications: Incipient Level, and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ) and/or the International Fire Service Accreditation Congress(IFSAC).*

II. Incipient Fire Brigade Trainer Qualifications and Requirements:

A. Pre-Course Qualifications:

1. 1 year experience as a certified Instructor I, II, III, or IV, or validated and approved by the appropriate Division Chief.
2. Prior (documented) monitoring or completion of a current 24 hour Incipient Fire Brigade certification training program.
 - a. *Incipient Fire Brigade Trainers previously approved in the delivery of the Incipient Fire Brigade Certification Program will not be required to monitor or complete the Incipient Fire Brigade Certification Program.*
 - b. *Incipient Fire Brigade Trainer "candidates", not previously approved to conduct an Incipient Fire Brigade Certification Program will be required to monitor or complete the current 24-hour Incipient Fire Brigade Certification Program.*

B. Course Completion Requirements (Recognition as an "Incipient Fire Brigade Trainer"):

1. Successful completion of the Incipient Fire Brigade “Incipient Fire Brigade Trainer” training program with an additional 8 hours of required Field Instruction which includes:
 - a. *Serving as an assistant or lead instructor during the delivery of an Incipient Fire Brigade certification training program*
 - b. *Receive a satisfactory evaluation prepared by the “Incipient Fire Brigade Certification Course” Program Manager or a member of the Incipient Fire Brigade Review Committee.*

C. Maintaining Incipient Fire Brigade Trainer Status

1. Incipient Fire Brigade Trainers shall conduct, assist, and/or monitor 16-hours of an approved Incipient Fire Brigade Certification training program within a 24 month period
 - a. *Incipient Fire Brigade Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their Division Chief and successfully complete an Incipient Fire Brigade “Train-the-Trainer”.*

D. Quality Assurance

1. The Division Chief assigned to Program Management of the Incipient Fire Brigade Certification programs will be responsible for ensuring the quality of Instructional Cadre within the Virginia Department of Fire Programs delivery system.
2. 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.
 - a. *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.)*
 - b. *When an evaluation and/or assessment is required by program administrative guidelines or VDFP Policy/Procedure, 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 Incipient Fire Brigade Review Committee and approved by the Instructor Certification Program’s Manager.*
 - c. *The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.*

III. Incipient Fire Brigade Candidate Pre-Course Qualifications and Requirements:

A. Pre-Course Qualifications and Requirements for Incipient Fire Brigade Candidates

Candidates must be a minimum of 18 years of age

B. Course Completion Requirements for Incipient Fire Brigade Candidates

1. Incipient Fire Brigade Candidates are required to attend 100% of classroom sessions to meet all of the standards set forth in the National Fire Protection Association's 1081, "Standards for Industrial Fire Brigade Member Qualifications", Incipient Level.
2. Prior to being certified the candidate must attain Virginia Department of Fire Programs' recognition/certificate for Hazardous Materials Awareness (or above) which meets or exceeds one or more of the following:

Virginia Department of Fire Programs (VDFP)

National Board on Fire Service Professional Qualification (NBFSPQ)

International Fire Service Accreditation Congress (IFSAC)

- AND -

Virginia Department of Fire Programs' recognition/certificate for Hazardous Materials Awareness training which meets or exceeds one or more of the following:

- a. *Virginia Department of Fire Programs training in Hazardous Materials Awareness*
- b. *Virginia Department of Fire Programs training in Hazardous Materials Operations*
- c. *Virginia Department of Emergency Management as a Hazardous Materials Technician -OR- Specialist*

The VDFP Hazardous Materials Awareness class is available online using the VDFP Knowledge Centre. A link to the site can be found at www.vafire.com

IV. Course Curriculum and Delivery

A. Course Curriculum

1. Classroom instruction 24 Hours
2. The final written state certification test is NOT included in the 24 hours of instructional training.
3. It is important to note that the addition of the written test will make the program a total 25 hours.

B. Course Delivery

1. Classroom instruction
Requires a minimum of one (1) qualified instructor to deliver the training program. (VDFP recommends two (2) qualified instructors during a consecutive 8-hour block.) Class size is not to exceed 24 students. Minimum class size is 6.

2. Practical sessions
Instructor/Student ratio is not to exceed one (1) instructor for every eight (8) students. (1:8 ratio important to complete practical skills within allotted time limits.)

C. Student Load/Registration

1. Maximum number of students for the Virginia Department of Fire Programs' Incipient Fire Brigade Certification Course is not to exceed 24 Instructor Candidates
 - a. Classroom Instructor/Student ratio is: 1:24
 - b. Practical session Instructor/Student ratio is: 1: 8

V. Course Completion Requirements

A. Incipient Fire Brigade Trainer Course Completion Requirements

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

Standard Roll Call Form - *maintained and completed by the Incipient Fire Brigade 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.*

Blue/Green Data Forms - *appropriately completed Registration (green) and Personal Data (green, reverse side of Registration form), and Written Test/Course Completion (blue) "bubble" forms. All submitted forms must be reviewed by Incipient Fire Brigade Trainer for accuracy and completeness. Errors on forms will be returned to the Incipient Fire Brigade Trainer for correction. (Forms available from local Division Office)*

Incipient Fire Brigade Candidate skill ledger *Candidate skill ledger for each student completing
A candidate MUST receive a "passing" in all areas*

Course Critique Form -

VDFP Course Critique forms are to be completed by Candidates critiquing the Incipient Fire Brigade Trainer/Course performance. Forms are to be distributed to all candidates on the first day of the course. Incipient Fire Brigade Trainers are to instruct candidates to use the forms throughout the training program and submit them on the last day of the course.

B. Incipient Fire Brigade Candidate Course Completion Requirements

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 1081 "Standards for Industrial Fire Brigade Member Qualifications", Incipient level.
2. Successful completion of the final written test and all practical skills.
3. When all conditions of certification have been met by the Incipient Fire Brigade Candidate, the VDFP will issue a certificate of certification, enter the new Incipient Fire Brigade members' certification in 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. Incipient Fire Brigade Trainer Materials

1. VDFP Approved Course Administration and Lesson Plans
2. IFSTA "Industrial Emergency Services Training: Incipient Level" Textbook (Second Edition)
3. VDFP Incipient Fire Brigade PowerPoint Presentation
4. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office
5. VDFP Industrial Fire Brigade Candidate Package

B. Incipient Fire Brigade Candidate Materials

1. IFSTA "Industrial Emergency Services Training: Incipient Level" Textbook, (Second Edition)
2. VDFP Industrial Fire Brigade Candidate Package.

VII. Course Curriculum and Presentation

A. Course Overview

1. The Virginia Department of Fire Programs' Incipient Fire Brigade training program consists of 24 hours of classroom instruction and practical skills sessions.

B. During the classroom and skills portion of the Incipient Fire Brigade training program, candidates are required to satisfactorily complete all skills as identified in the course curriculum and VDFP Incipient Fire Brigade Candidate Package as well as participate in the lecture component.

To ensure instructor candidates meet the Virginia Department of Fire Programs, National Fire Protection Association's 1081, "Standards for Industrial Emergency Services Member Professional Qualifications", and the National Board on Fire Service Professional Qualifications, candidates must successfully complete a written test following the last component of classroom training. Candidates must receive a minimum score of **70%**.

C. Course Curriculum

PRE-COURSE REQUIREMENTS

Registration letter to student (*forwarded 2-weeks prior to the start date of the program.*)

Candidate materials

Schedule of the entire program

IFSTA "Industrial Emergency Services Training: Incipient Level" Textbook (Second Edition)

Must be purchased prior to start of training program

VDFP Incipient Fire Brigade Candidate Package

Must be purchased prior to start of training program

SESSION 1

Organization and Responsibilities

1 Hour

SESSION 2

Fire Behavior

2 Hours

SESSION 3

Hose, Nozzles, and Appliances

8 Hours

SESSION 4

Portable Fire Extinguishers

4 Hours

SESSION 5

Fire Detection and Signaling Systems

2 Hours

SESSION 6

Fixed Fire Extinguishing Systems

3 Hours

SESSION 7

Hazard Recognition

1 Hour

SESSION 8

Incident Management

1 hour

SESSION 9

Loss Control

2 Hours

24 Hours

Additional NON-CURRICULAR requirements:

INCIPIENT FIRE BRIGADE CERTIFICATION TEST (Non-Curricular)

1.0 Hour

TOTAL ATTENDANCE HOURS

25 Hours

The Virginia Department of Fire Programs Incipient Fire Brigade training program may be

conducted in one of the following scheduled formats

Model One:

4 hours per day/evening (Final test administered no sooner than 5 days after last module of class)

Model Two:

Three consecutive days. (Final test administered no sooner than 5 days after last day of class)

Model Three:

Three days each 8 hours in length (Final test administered no sooner than 5 days after last day of class)

Proposed dates and times for the Final Written Test must be pre-approved by the appropriate Division Chief a minimum of 30 days prior to the proposed date(s).

The Virginia Department of Fire Programs must approve all schedules prior to delivery.

Incipient Fire Brigade Trainers and/or Organizations requesting to deviate from the Incipient Fire Brigade schedule models must submit their proposed schedules to the Incipient Fire Brigade Review Committee Program Manager through their Division Chief for approval. An answer will be returned to the requestor through the appropriate Division Chief within 5 business days following the receipt of the request by the Incipient Fire Brigade Program Manager.

VII. Candidate Written Evaluations

A. Final Written Test

1. Candidates failing to receive a minimum score of **70%** on the written test will be allowed to retest one time. Retests will not be permitted earlier than 10 calendar days from the original test date, and no later than 90 calendar days following the original test date. (*Must retest 10-90 days following original test*). Failure of candidates to re-test within the specified time, or successfully complete the re-test will be required to retake the entire Incipient Fire Brigade Certification Course again.

Candidate's failing to successfully complete the Final Written Certification Test a second time will be required to retake the entire 24-hour Incipient certification course. (No exceptions!)

VIII. Course Completion Requirements

A. Documentation / Course Completion

1. The following forms and documents are required within 10 working days following the final day of the Incipient Fire Brigade training Program by the Lead Incipient Fire Brigade Trainer:

Training Request/Completion Form (Section “B” completed)

Daily Attendance Sheet for each day of training Program

Course Roster/Attendance Record (Maintained & completed by the lead instructor)

Registration, Personal Data, and Written Test/Course Completion forms Instructor I
Training “Make-Up” Forms (if applicable)

Incipient Fire Brigade skill ledger for each student

Course Critique Form – In provided sealed envelope

Any/All AV and Training Materials loaned to instructor(s)

2. Any questions regarding Incipient Fire Brigade Trainer qualifications, Incipient Fire Brigade curriculum, Incipient Fire Brigade Candidate performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief or the Incipient Fire Brigade Certification Program’s Manager. Consult the VDFP’s Instructor Manual (Current Edition) for names, addresses, and contact numbers for division offices.



VIRGINIA DEPARTMENT OF FIRE PROGRAMS INCIPIENT FIRE BRIGADE 2nd EDITION COURSE ADMINISTRATIVE GUIDELINES

The Incipient Fire Brigade Review Committee has reviewed the Guidelines for the Incipient Fire Brigade Certification program identified in the previous pages. All undersigned have agreed to its presentation.

Committee Acceptance:

Jason Collins
Quebecorworld

Signature

Date

James A. Calvert
Babcock and Wilcox

Signature

Date

Perry Hornbarger
VFCA Industrial Section

Signature

Date

VDFP Representatives:

Branch Chief of Training and Operations
Donald E. Hansen

Signature

Date

Chief, Curriculum Development
David M. Jolly

Signature

Date

Division Chief / Program Manager
Thomas E. Berry

Signature

Date