

## **National Fire Academy Criteria for Contract Instructor Selection**

**Course:** Executive Analysis of Community Risk Reduction (R0274)

### **Curriculum: Fire Prevention: Management**

This course is the second course in the Executive Fire Officer Program (EFOP). The course is a mixture of philosophy and application — the value of community risk reduction and the process of applying risk reduction to the community. It involves developing partnerships with the community to implement programs, initiatives and services that prevent and/or mitigate the risk of human made or natural disasters. Traditional fire prevention programs are addressed.

There is an extensive pre-course assignment where students are required to research the history of fire prevention and its evolution into community risk reduction. Students build a demographic and risk profile of their home community. They examine social, cultural, economic and environmental trends that impact community risk. The course examines the executive fire officer as a community risk-reduction leader, assesses community risk, develops a draft plan for a local risk-reduction initiative, and applies change management models and addresses organizational and community politics.

### **Criteria for Contract Instructor Selection**

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the National Fire Academy's (NFA's) Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

The instructional team will consist of one person with experience at the department chief level and another person with extensive background as a prevention/risk-reduction practitioner. This provides the team with a balance of leadership and technical expertise. This composition strongly reflects the content composition of the course. A response that addresses each of the criteria listed must be submitted for chief officer **or** practitioner. Candidates should have attained a fully professional level in each item. Factors under consideration include experience, level and extent of activity, unique programs, leadership skills, involvement with comparable instructional programs not sponsored by NFA, and speaking engagements at conferences. It is important for the candidates to provide this type of information on each item.

### **Chief Officer (Lead)**

#### **1. Academic Requirement**

The candidate must possess a graduate level degree from an accredited institution of higher education. Consideration will be given to those applicants who possess a bachelor's degree from an accredited institution of higher education and who have vast experience in community risk reduction. Academic degrees should be in a discipline closely related to subjects covered in this course, public administration, emergency management, public health, or other related fields.

## **2. Instructional Experience**

Candidates must have successfully completed a recognized education methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, state, and/or federal training academies, colleges, or universities. Candidates must be proficient in the facilitation of intensive, small work groups.

## **3. Documented Knowledge and Experience in the Subject Area**

The candidate must have experience as a chief executive officer of a department or as a division/deputy chief officer at the second level of the organization. This is needed to ensure the instructor has the experience developing and implementing organizational strategy, establishing department policy, and working with senior appointed and elected officials. Other minimum qualifications should include:

- a. Experience establishing policy, establishing and implementing organizational or program goals and objectives, managing a department or program budget, and management of some type of change in the department (program implementation, change in types of services delivered, staff increase or decrease, etc.).
- b. Experience supervising or delivering prevention/risk-reduction activities in a fire department. May be at the company, division or department level. This may include community education, code enforcement, plans review, fire investigations, or a combination thereof.
- c. Experience in fire department emergency operations.
- d. Direct experience working with local senior appointed and elected officials as part of formal fire department responsibilities.
- e. Documented successful experience facilitating courses at the senior manager level involving discussions, debate, and small and large group activities.
- f. Graduate degree in public administration, emergency management, or other related fields. EFOP graduate preferred.
- g. Successful completion of NFA's 10-day resident "Executive Analysis of Community Risk Reduction" (EACRR) course.

## **4. Continuing Practice or Education**

Ability to maintain currency in the field and the specific course by:

- a. teaching a similar course at the college or university level;
- b. taking a similar course within the last five years;
- c. writing and researching a paper or article related to the course topic for at least one of the fire service or related disciplines' trade journals within the last two years; or
- d. attending and/or speaking at a conference related to the field at the local, state or national level within the last three years.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

## **Practitioner**

### **1. Academic Requirement**

The candidate must possess a graduate level degree from an accredited institution of higher education. Consideration will be given to those applicants who possess a bachelor's degree from an accredited institution of higher education and who have vast experience in community risk reduction. Academic degrees should be in a discipline closely related to subjects covered in this course, public administration, emergency management, public health, or other related fields.

### **2. Instructional Experience**

Candidates must have successfully completed a recognized education methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, state, and/or federal training academies, colleges, or universities. Candidates must be proficient in the facilitation of intensive, small work groups.

### **3. Documented Knowledge and Experience in the Subject Area**

The candidate must have solid experience as a prevention program provider in the public or private sector. Other minimum qualifications should include:

- a. Experience in managing a prevention/community risk-reduction process that involved assessing risk in the community and development of a program which incorporated multiple intervention strategies, i.e., education, enforcement, engineering.
- b. Experience in planning, implementing and evaluating a successful prevention/community risk-reduction program involving multiple community partners.
- c. Experience in representing the fire department or other organizations in a community-based prevention/risk-reduction coalition(s).
- d. Evidence of work experience and leadership involving community development skills.
- e. Demonstration of instructional ability to relate complex concepts and tie-in major course themes in an instructional setting.
- f. Experience involving facilitation of discussions and small and large group activities.
- g. Emergency operations experience beneficial but not mandatory.
- h. Successful completion of NFA's 10-day resident EACRR course may be required.

#### **4. Continuing Practice or Education**

Ability to maintain currency in the field and the specific course by:

- a. teaching a similar course at the college or university level;
- b. taking a similar course within the last five years;
- c. writing and researching a paper or article related to the course topic for at least one of the fire service or related disciplines' trade journals within the last two years; or
- d. attending and/or speaking at a conference related to the field at the local, state or national level within the last three years.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

#### **Submit cover letter and documentation to:**

National Fire Academy  
Deputy Superintendent for Curriculum and Instruction  
16825 South Seton Ave.  
Emmitsburg, Maryland 21727  
[fema-nfainstructorapp@fema.dhs.gov](mailto:fema-nfainstructorapp@fema.dhs.gov)