

FIRE 024: REPORT WRITING FOR THE FIRE SERVICE

New Course Proposal

Date Submitted: Wed, 11 Sep 2019 19:26:31 GMT

Originator

asventura

Justification / Rationale

Add elective course to the Fire Technology Associate Degree for Employment Preparation. This degree requires 22 fire elective units in addition to the 18 required units. Many students pursuing this degree path are able to acquire the 22 elective units by attending the fire academy which provides 18.5 units. Those students seeking a career in fire prevention, code enforcement, safety education or plan reviews have difficulty meeting this requirement. Adding this elective course provides fire prevention students an opportunity to earn the needed electives for this degree.

Effective Term

Fall 2020

Credit Status

Credit - Degree Applicable

Subject

FIRE - Fire Technology

Course Number

024

Full Course Title

Report Writing for the Fire Service

Short Title

REPORT WRITING FOR FIRE

Discipline

Disciplines List

Fire Technology

Modality

Face-to-Face

Catalog Description

This course covers forms, formats, and techniques of written reports used in the Fire Service. Topics report content and form; principles of clear writing; report writing steps; applications of report writing that meet statistical, legal requirements in the Fire Service; and the use of report writing technology. Students learn how to gather, record, and organize facts from a fire or Emergency Medical Services (EMS) incident and then use those facts to describe the incident in a complete, clear, concise, and correctly formatted narrative report. Students also learn to prepare various personnel-related reports. This course is intended for students majoring in Fire Prevention, Fire Investigation or preparing for employment as a firefighter.

Schedule Description

This course covers forms, formats, and techniques of written reports used in the Fire Service. Topics report content and form; principles of clear writing; report writing steps; applications of report writing that meet statistical, legal requirements in the Fire Service; and the use of report writing technology. Advisory: ENG 061

Lecture Units

3

Lecture Semester Hours

54

Lab Units

0

In-class Hours

54

Out-of-class Hours

108

Total Course Units

3

Total Semester Hours

162

Prerequisite Course(s)

Advisory: ENG 061

Required Text and Other Instructional Materials**Resource Type**

Book

Author

Hess, Karen M., Orthmann, Christine H., Lahera Laz

Title

For the Record Report Writing For The Fire Service

Edition

Third

City

Rosemount, Minnesota 55068

Publisher

Innovative Systems - Publishers, Inc

Year

2020

College Level

Yes

Flesch-Kincaid Level

Yes

ISBN #

9780940309227

Class Size Maximum

24

Entrance Skills

Write organized summaries and responses to readings.

Requisite Course Objectives

ENG 061-Use theses to organize paragraphs into coherent analyses.

ENG 061-Demonstrate the ability to think critically and express ideas using various patterns of development.

ENG 061-Recognize features of style such as purpose, audience and tone integrate these elements into academic and professional writing.

ENG 061-Demonstrate the ability to use research skills including library resources such as books, periodicals, electronic databases and online resources such as the internet.

ENG 061-Demonstrate the ability to read and respond in writing beyond the literal interpretation of the text.

ENG 061-Utilize a handbook to properly cite and document source material in MLA format.

Course Content

1. Introduction to reports
 - a. Definitions
 - b. Types of reports
 - c. Uses of reports
 - d. Audience
 - e. Reader focus
 - f. Importance
2. Report content and form
 - a. Facts
 - b. Accuracy
 - c. Purpose and objectives
 - d. Comprehensiveness
 - e. Conciseness
 - f. Clarity
 - g. Mechanical correctness
 - h. Standard English
3. Principles of clear writing
 - a. First person
 - b. Active voice
 - c. Modifiers
 - d. Pronoun reference
 - e. Parallelism
 - f. Word choice and phrases
 - g. Tone
 - h. Grammar
4. Mechanical correctness
 - a. Spelling
 - i. Common words with difficult spellings
 - ii. Words frequently used in fire service reports
 - b. Apostrophes
 - c. Abbreviations
 - d. Numbers
 - e. Capitalization
 - f. Commas
 - g. Other punctuation marks
5. Sentences that make sense
 - a. Sentence fragments
 - b. Run-on sentences
 - c. Combining sentences
6. Steps in report writing
 - a. Gathering facts
 - i. Observing and field notes
 - ii. Investigating
 - iii. Interviewing
 - b. Recording the facts
 - c. Organizing the facts
 - d. Writing the report
 - i. Sample reports
 - ii. Narrative structure
 - iii. Incident description
 - iv. Use of names and courtesy titles

- v. Omitting questions
- vi. Using past tense
- e. Evaluating, editing, and proofreading the report
- 7. Applications of report writing
 - a. Fire service specific writing
 - b. Memorandums
 - c. Staff reports
 - d. Evaluations and discipline
 - e. Incident investigation reports
 - f. Fire incident narratives
 - g. Emergency Medical Services (EMS) incident narratives
 - h. Report forms required for trials
- 8. Report writing technologies
 - a. Electronic EMS reports
 - b. Electronic Fire Service reports
 - c. Electronic inspection reports

Course Objectives

Objectives	
Objective 1	Write a narrative fire report that demonstrates correct spelling, sentence structure, punctuation, and vocabulary.
Objective 2	Demonstrate the proper way to use field notes while conducting an interview and writing a report narrative.
Objective 3	Analyze fire service reports for correct grammar, spelling and sentence structure.
Objective 4	Apply tactical report writing skills for fire service report narratives.
Objective 5	List information required in fire incident narratives.
Objective 6	Identify Emergency Medical Service patient assessment tools required for EMS incident narratives.
Objective 7	Describe the process of preparing fire investigation narratives.
Objective 8	Discuss written documentation required when writing personnel performance evaluations.
Objective 9	Describe written documentation required when writing disciplinary reports.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Identify various types and uses of reports used in the Fire Service.
Outcome 2	Explain the importance of accurate documentation in fire service reports.
Outcome 3	List common abbreviations used in the fire service.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Lecture	Classroom lecture focused on specific fire service reports supported by facilitated learning activities.
Demonstration, Repetition/Practice	Framework required for each type of report will be discussed and presented in class. Students will use that framework to practice writing various types of fire service reports listed in the course objectives. Students will write various types of fire service reports multiple times to demonstrate format and content correctness.
Discussion	Students will participate in small facilitated group discussions where they will review classmates written report narratives. Peer reviews will be designed to promote positive feedback as outlined in the text book.
Activity	Group activities designed to have students prepare fire service report narratives after reading case studies and/or watching videos scenarios in the classroom.
Participation	Students to participate in a mock trial and interviewed by peers on their fire service report narratives.

Role Playing	Student based mock trial scenarios illustrating courtroom examples that analyze fire service report narratives.
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Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
College level or pre-collegiate essays	Prepare various types of fire service report narratives that will include EMS incidents, fire emergency incidents, fire investigation incidents, fire inspection incidents.	In and Out of Class
Reading reports	Read various types of fire service report narratives that will include EMS incidents, fire emergency incidents, fire investigation incidents, fire inspection incidents.	In and Out of Class
Mid-term and final evaluations	Study for mid-term and final exams.	In Class Only
Term or research papers	Prepare one complete fire service report narrative from multiple case study scenarios outlined in the text book or from scenario based videos.	Out of Class Only
Other	Complete assigned reading from text book. Complete workbook assignments.	Out of Class Only
Self/peer assessment and portfolio evaluation	Peer reviews activities of prepared report writing assignments. Students will be evaluating spelling, grammar, sentence structure, terminology and factual documentation.	In and Out of Class

Assignments

Other In-class Assignments

1. Group activities to prepare various types of fire service report narratives.
2. Written exercises demonstrating the application of proper grammar, spelling, terminology, and sentence structure.

Other Out-of-class Assignments

1. Read and review chapter content.
2. Complete text book assignments at the end of each chapter.
3. Proof read fire service reports and make necessary corrections.
4. Prepare fire service report narratives to review in class. Reports to include:
 - a. Tactical reports
 - b. Ems reports
 - c. Fire Incidents
 - d. Fire Investigations
 - e. Fire Inspections
 - f. Interview techniques
5. Practice proper grammar and sentence structure requirements necessary for writing fire service report narratives.
6. Research preparation for in class report writing activities/presentations.

Grade Methods

Letter Grade Only

MIS Course Data

CIP Code

43.0202 - Fire Services Administration.

TOP Code

213300 - Fire Technology

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

10/17/2019

Academic Senate Approval Date

10/24/2019

Board of Trustees Approval Date

11/13/2019

Chancellor's Office Approval Date

12/09/2019

Course Control Number

CCC000609664

Programs referencing this courseFire Technology Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=146/>)Fire Technology AS Degree (employment preparation) (<http://catalog.collegeofthedesert.eduundefined?key=63/>)