



Message from the Provincial Fire Commissioner

I am pleased to introduce the 2007/2008 edition of the Manitoba Emergency Services College course catalogue.

The Emergency Services College section of the Office of the Fire Commissioner is committed to continuing its work towards ensuring that the highest level of training is available to members of the Manitoba Emergency Services. This commitment is demonstrated through the ongoing development of courses to the latest standards.

This will be a busy year for the Emergency Services College as many of our programs will be under redevelopment. Many NFPA Standards have changed which means programs must be updated to reflect those changes. Also, we are beginning to prepare for our upcoming reaccreditation in 2009.

We hope that you will take part in any of the courses being offered this year that you feel will assist you in your profession. We look forward to seeing you at the Emergency Services College.

Original signed by Douglas M. Popowich

*DOUGLAS M. POPOWICH
Fire Commissioner
Province of Manitoba*

*"It's easy to make a buck, It's a lot tougher to make a difference."
Tom Brokaw*



Contents

A Message from the Fire Commissioner	1
Philosophy and Goals	4
Copyright	4
General Information	4
Policies	5 – 12
Program Listing	13
Accreditation	14
Course Dates/Locations	15 - 17

Programs

Fire Fighting Practices	
Fire Fighting Practices Level I	19
Fire Fighting Practices Level II	19
Emergency Services Instructor	
Emergency Services Instructor Level I	20
Emergency Services Instructor Level II	20
Certified Instructor Status	21
Emergency Services Instructor Continuing Education	21
Vehicle Extrication Instructor	21
Surface Water Rescue Instructor	22
Farm Accident Rescue Instructor	22
Emergency Vehicle Driving Skills Instructor	23
Pump Operations Instructor	23
Public Safety	
Fire & Life Safety Educator I	24
Youth Fire Stop	24
Fire Extinguisher Seminar	25
Critical Incident Stress Management-Basic	25
Critical Incident Stress Management-Advanced	26
Community Trauma Postvention	26
Rescue	
Rescue Practices	27
Confined Space Rescue Technician	27
Rope Rescue Technician	28
Surface Water Rescue Technician	28
Structural Collapse Level I	29
Ground Search & Rescue - Basic	29
Ground Search & Rescue – Team Leader	30
Vehicle Extrication Seminar	30
Surface Water Rescue Seminar	31
Farm Accident Rescue Seminar	31
Hazardous Materials	
Hazardous Materials - Awareness	32
Hazardous Materials - Operations	32
Hazardous Materials – Technician	33
Hazardous Materials – Incident Commander	33
Chemical, Biological, Radiological & Nuclear (CBRN) First Responder – Basic	34
EMS Response to Hazardous Materials Incidents Level I	34
EMS Response to Hazardous Materials Incidents Level II	34
Driver/Operator	
Pump Operations	35
Emergency Vehicle Driving Skills	35
Fire Service Hydraulics	36
Driver Operator NFPA 1002	36



Institutional Fire Protection	
Fire Protection and Emergency Planning	36
Management	
Risk Management – An Emergency Services Perspective	37
Fire Ground Management Seminar	37
Fire Department Management	38
Managing Emergency Services	38
Managing Human Resources	39
Incident Safety Officer	39
Fire Officer I (Distance Education)	40
Fire Officer I Certification	40
Fire Officer II Certification	40
Incident Command 100	41
Incident Command 200, 300	41
Fire Investigation	
Fire Investigation Level I	42
Fire Investigation Level II	43
Fire Investigation Level III	43-44
Report Writing for Fire Investigators	44
Fire Investigation NFPA 1033	44
Fire Inspector	
Fire Inspector Level I	45
Fire Inspector Level II	46
Building Standards	
Part 9: The House-Building Envelope	47
Part 9: The House-Health & Safety	47
Part 9: Building Plumbing Inspection	48
Part 9: Buildings-Structural Requirements	48
Part 9: Buildings-HVAC & Fire Protection	49
Part 3: Large Buildings-Classification & Construction	49
Part 3: Large Buildings-Health & Safety Requirements	50
Part 3: Large Buildings-Life Safety Systems	50
Municipal Building By-Law Administration	51
Wood Heat Safety	51
Emergency Medical	
Emergency Medical Responder	52
Emergency Medical Responder Refresher	52
Emergency Medical Responder Refresher – Home Study Option	53
Primary Care Paramedic Bridging	53
Forms	
Certified Instructor Status Form	55
Transcript Release Form	57
Medical Clearance Form	59
Course Application Form	



Philosophy

With the increasing complexity of modern technology and the continuing emphasis on professionalism, it is apparent that the emergency services and related areas have evolved into a highly technical and sophisticated science requiring competently trained individuals. Aware of this situation, the Office of the Fire Commissioner, Manitoba Emergency Services College is dedicated to providing programs and services of superior quality to meet the immediate, as well as the future needs in our ever changing society and to enhance the quality of life safety to all.

Goals

- To seek international recognition as a provider of quality education and training in the areas of Life Safety, Emergency Response and Emergency Management;
- To preserve and disseminate knowledge and skills now available in the various professional disciplines relative to the emergency services;
- To extend the boundaries of knowledge and skills through research and development;
- To plan and implement the educational programs necessary to provide individuals with the experience and competencies required to reduce the fire problem, enhance life safety and better respond to public safety issues; and
- To serve the Province and the public at large by providing educational services and counsel wherever possible.

Changes

The Emergency Services College reserves the right to change programs and testing as industry and standards deem necessary. All fees are subject to change without notice.

Copyright

All courses, programs and materials developed by the Office of the Fire Commissioner for the Manitoba Emergency Services College are owned and copyrighted by the Province of Manitoba. No part of any course, program or material covered under this copyright may be reproduced or used in any form or by any means – graphics, electronic, or mechanical, including photocopying, recording, taping, web distribution or information storage and retrieval system without the written permission of the Office of the Fire Commissioner. All courses, programs and materials developed by the Office of the Fire Commissioner for the Manitoba Emergency Services College are for the sole use of individuals authorized by the Manitoba Emergency Services College to utilize those courses, programs or materials.

The Manitoba Emergency Services College will not recognize unauthorized use of any courses, programs or materials and appropriate legal action may be undertaken.

General Information

Mailing Address

Manitoba Emergency Services College
1601 Van Horne Avenue East
Brandon, Manitoba, Canada R7A 7K2

Office: (204) 726-6855

Fax: (204) 726-6847

Toll Free: 1-888-253-1488

E-mail: firecomm@gov.mb.ca

Website: www.firecomm.gov.mb.ca



Policies

■ Registration

Admission to all courses at the Emergency Services College is by advanced registration only on a College Application Form (a copy of this form is at the back of this catalogue and may be copied). **The Emergency Services College reserves the right to limit access on any course to those individuals who are active in the discipline they are applying for. WALK-IN ATTENDANCE ON THE FIRST DAY OF ANY COURSE OR APPLICATION BY TELEPHONE WILL NOT BE ACCEPTED.**

All applicants must fully complete a College Application Form for every course applied for (one form per course). This form must be completed accurately with all pertinent information. Writing must be legible or the application will be returned to the applicant. Names will be recorded on certificates as they are received on the application form. If the certificate must be changed the certificate replacement fee will be charged. Faxed applications will be accepted but originals must be mailed.

Upon receipt of an application form, eligibility will be determined by assuring all prerequisites are met. Upon acceptance of the application, a letter of confirmation will be forwarded directly to the applicant. When a course is full, applicants are notified and their applications held in case of cancellations on that course. If there are no cancellations the applicant must re-apply for the course at a future date. **Applicants must notify the College immediately if they wish to cancel their attendance on a course as a standby list is maintained on all courses.** Applicants must cancel their attendance on a course 15 working days prior to the start date of the course to give an opportunity to an individual from the standby list to attend the course. Applicants who do not cancel 15 working days prior to the start date of the course will not be eligible for a refund. Applicants who are exempt from the regular tuition fee and do not cancel within 15 working days from the start of date of the course will be invoiced for the \$50.00 registration fee for the course. Please read the refund and cancellation policies carefully.

■ Registration Fee (Applicants exempt from the regular tuition fee)

Applicants exempt from the regular tuition fee must attend the course or must cancel in writing 15 working days prior to the start date of the course. If the applicant does not attend and fails to cancel 15 working days prior to the start of the course, they or their Emergency Services Department will be invoiced for the \$50.00 registration fee. The applicant and their Emergency Services Department will not be allowed to register for any further courses or access any Emergency Services College materials until the registration fee is paid.

When a course has a standby list and an individual who is exempt from the regular tuition fee withdraws from that course after it has begun, that individual or their Emergency Services Department may be invoiced for the full course tuition fee. An incomplete (INC) will be recorded on the individual's transcript. The applicant and their Emergency Services Department will not be allowed to register for any further courses or access any Emergency Services College materials until the tuition fee is paid.

If you require further information regarding registration for Emergency Services College courses and programs please contact:

The Admissions Officer
Manitoba Emergency Services College
1601 Van Horne Avenue East
Brandon MB R7A 7K2
E-mail: Marla.Bryan@gov.mb.ca
Telephone: (204) 726-6556
Fax: (204) 726-6847

■ Manitoba Municipal Fire Department Members

Anyone exempt from the regular tuition fee must be an "active member" of a Manitoba Municipal Fire Department. The definition of Municipality is "a municipality that is continued or formed under the "Municipal Act". The definition of an "active member" of a Manitoba Municipal Fire Department is an individual who is involved in emergency responses, participates in training sessions, and is covered by Worker's Compensation or other applicable insurance with that Municipality. The Emergency Services College reserves the right to request proof that an individual is an active member of a Manitoba Municipal Fire Department and/or proof of Worker's Compensation or other applicable insurance. The Emergency Services College will refuse entry into any course or testing if an individual does not provide the proof requested. **The Emergency Services College reserves the right to limit access on any course to those individuals who are active in the discipline they are applying for.**



■ Worker's Compensation

Individuals registering for courses with the Emergency Services College must be covered by Worker's Compensation with their respective Emergency Services Department. The Emergency Services College reserves the right to request proof of this coverage. **Effective November, 2003 individuals not providing proof of Worker's Compensation coverage will not be allowed to register on any courses or participate in any testing with the Manitoba Emergency Services College.**

■ Prerequisites

All prerequisites identified at the beginning of each course outline must be completed before applying for the course.

■ Beards

The Emergency Services College adheres to Manitoba Regulation M53 which refers to CSA Z94.4 sec 9.1.1.1 – persons using respirators shall be clean-shaven where the face piece seals to the skin. **Evaluators will not test anyone who does not comply with this regulation.**

■ Harassment

Harassment takes on many forms but can be generally defined as unwelcome, inappropriate, belittling or otherwise offensive remarks or behaviour directed at a person or group of persons thus creating an uncomfortable, hostile and/or intimidating learning environment. It may be a one-time event or a series of incidents and may also exist systemically as part of the learning environment.

Freedom from harassment is a fundamental right of all employees, students and clients. The Emergency Services College will not condone or tolerate harassment in any form, whether it occurs on Emergency Services College property or in relation to Emergency Services College activities. The Emergency Services College is committed to creating and supporting a learning environment which is harassment free. Individuals involved in any type of harassment will be asked to leave the course or activity immediately and may be refused entry on future courses or activities.

■ Age Requirement

Anyone wishing to attend a course at the Emergency Services College must be 18 years of age. **The Emergency Services College will NOT test anyone under the age of 18.**

■ Tuition Fees

These fees may not be applicable to active members of a Manitoba Municipal Fire Service. Tuition fees are listed with each course description or are available from the Manitoba Emergency Services College. All fees and tuitions are payable in advance to the "Minister of Finance". **Students are not registered on any course until the tuition fee is paid.** Fees and tuition listed in this catalogue are subject to change without notice.

■ Refunds Cancellations

In order to receive a refund for tuition fees, cancellations must be received no later than 15 working days prior to the start date of the course. Notice of cancellation and a request for a refund must be in writing by mail, e-mail or fax to the Admissions Officer. A \$50.00 administrative fee will be deducted from all refunds. If the Emergency Services College must cancel a course a full refund will be issued.

■ Outstanding Tuition & Fees

Individuals with outstanding fees will not be allowed to register on any future courses, participate in any testing and no new copies of transcripts will be issued. Certificates and transcripts that have not already been issued will be held.



■ NSF Cheques

A \$50.00 fee will be assessed to all NSF cheques.

■ Transcripts

Upon completion of a course the candidate will receive an updated transcript for their records. All transcripts are confidential and mailed directly to the candidate. Requests for duplicate transcripts will be assessed a \$10.00 fee. Requests for duplicate transcripts must be received in writing by mail, e-mail, fax or in person to the Admissions Officer. **This fee is payable to the “Minister of Finance” and must accompany the request.** Due to the “Personal Information Protection & Electronic Act (Jan.1, 2004)” course results will **NOT** be given by telephone or to any other individual or organization. Any individual or organization requesting a copy of a candidate’s transcript must submit an original transcript release form signed by the candidate (form at the back of this catalogue).

■ Certificate Replacement

Requests for the replacement of certificates must be received in writing by mail, e-mail or fax to the Admissions Officer and will be assessed a \$15.00 fee per certificate. **This fee is payable to the “Minister of Finance” and must accompany the request.**

■ Attendance

All Instructors are responsible for taking attendance at their courses. A listing of all accepted applicants will be compiled and a copy made available to the Instructor prior to the course. Upon completion of the course all attendance information for individuals taking the course will be returned to the Admissions Officer at the Emergency Services College.

Full attendance at seminars and courses is mandatory for successful completion. All absences must be reported to the Instructor. Absences from class do not relieve students of the responsibility for completing the work in courses and programs to the satisfaction of the Instructor. If the candidate requires assistance from an Instructor due to an absence, there will be an hourly fee assessed for the time of the Instructor. Absences of more than one day without notification to the Instructor will result in an incomplete (INC) for the course on the candidate’s transcript.

■ Distance Education Courses

Candidates are responsible to ensure that all course work is completed prior to exams.

■ Tardiness

Candidates are required to be punctual for class. Class will begin promptly at the time specified in the confirmation letter unless specific instructions from the Instructor are given to the contrary. Candidates arriving late may have to wait outside the classroom until the scheduled break.

■ Voluntary Withdrawal

Students may voluntarily withdraw from a course at the end of the first day and receive a 50% refund of the tuition fee. Students withdrawing after the first day will not receive a refund and a voluntarily withdrawal (VW) will be recorded on their transcript.

Students may voluntarily withdraw from a Distance Education course at the end of the second week after the start date of the course to receive a tuition refund. Students must notify the Admissions Officer in writing of their intention to withdraw. An Administrative Fee of \$150.00 plus a \$50.00 manual fee will be deducted from the refund. Students withdrawing after the second week will not receive a refund and a voluntarily withdrawal (VW) will be recorded on their transcript.

Students who are not claiming a refund must still formally withdraw from any course they do not plan to complete. Failure to formally withdraw from any course will result in a Fail (F) on the student’s transcript. Students exempt from the regular tuition fee who do not formally withdraw from a course will be invoiced for the full tuition fee and a Fail (F) will be recorded on their transcript.



Students exempt from the regular tuition fee who withdraw from a course after the course has begun will be allowed to do so only once. If the student registers for the course again and withdraws a second time they or their Emergency Services Department will be invoiced for the full tuition fee and a Fail (F) will be recorded on the student's transcript.

■ Credits

Individuals requesting a credit for a course taken from another jurisdiction must apply in writing to the Emergency Services College. A copy of the individual's certificates, the course objectives, course content and course hours must be supplied. A fee will be assessed based on the number of hours the review requires.

■ Auditing Courses

Individuals wishing to audit courses may do so if there is space available and with the permission of the Instructor. Individuals auditing a course will not be allowed to participate in discussions, practical skills or testing processes. No certificates will be issued for auditing courses. Courses that are audited cannot be used for advancing to the next level. Requests to audit a course must be forwarded in writing to the Admissions Officer. **There is a \$75.00 auditing fee payable to the "Minister of Finance" and must accompany the request.**

■ Academic Dishonesty

Dishonesty in academic matters includes cheating on assignments, aiding and abetting in the cheating, cheating on exams by use of crib notes, unauthorized retrieval of information previously stored in a computer or calculator outside the exam room, copying from another paper either before or during the exam or by any other means, theft of exams, deliberately allowing another student to copy one's work, falsifying results, buying or obtaining a paper or project and turning it in as an original, writing an exam for someone else or vice versa, unauthorized collaboration on the preparation of course work, plagiarism including the submission of the work of others, published or not, in whole or in part without acknowledgement of proper documentation. Academic misconduct will be dealt with by an immediate suspension of the student from the course and/or the Emergency Services College.

■ Assignments

Assignments on courses must be completed by the due date assigned by the Instructor. If the assignment is not completed by the due date and the student has not been granted an extension by the Instructor the assignment will receive a Fail (F) grade and the student may be asked to leave the course.

If a student is unsuccessful on an assignment they will be given one opportunity to re-do the assignment. If their second assignment is not successful they will receive a Fail (F) grade and may be asked to leave the course.

Students must complete all assignments before they will be allowed to take any exams (written and practical) or participate in any labs.

■ Exams

It is the responsibility of the candidate to know the method of examination and/or evaluation that is being used for courses they are registered on.

All exams must be written at the scheduled time and location. Requests for extensions may be granted by the Instructor, however, all exams must be completed no later than six (6) months after the end date of the course. Candidates who have not completed exams during this specified time will receive an incomplete (INC) for the course that will be recorded on their transcript. Re-scheduling of exams is the responsibility of the candidate. Re-scheduled exams will be written at a location determined by the Emergency Services College.

Exams for Fire Fighting Level I and II are done at pre-determined exam sites. Students must pre-register for these exams on an Emergency Services College application form 15 working days prior to the scheduled exam date they are planning to attend. Deadline dates for the exam sites are listed in the course schedule.



■ Accredited Exams

Written exams for any accredited level may have questions from the identified prerequisite level(s).

■ Exam Challenges

Individuals requesting to challenge an exam must apply in writing to the Emergency Services College. All certificates or other documentation pertinent to the challenge request should be attached to the request. Challenge exams will be provided at a location determined by the Emergency Services College. **Only one (1) challenge of an exam will be allowed.** If the challenge is unsuccessful the individual must attend the course. **There is a \$150.00 non refundable fee payable to the "Minister of Finance" and must accompany the request.**

■ Identification at Exams

The Emergency Services College reserves the right to request identification from candidates at any exam.

■ Grades & Examinations

Candidates who successfully complete a course or seminar and complete all written exams and practical testing (as outlined in each course or seminar description) will receive a certificate and an updated transcript. Due to the "Personal Information Protection & Electronic Act (Jan. 1, 2004)" course results will **NOT** be given by telephone or to any other individual or organization. Any individual or organization requesting a copy of a candidate's transcript must submit an original transcript release form signed by the candidate (form at the back of this catalogue).

■ Re-writes for Written Exams

All re-writes for written exams must be done within one (1) year after the completion of the first exam. Most courses are given two (2) re-write opportunities. Candidates who have not completed re-write exams during this specified time will receive a Fail (F) grade for the course that will be recorded on their transcript and will have to redo the course. Scheduling a re-write exam is the responsibility of the candidate. The Emergency Services College will determine the location of these re-write exams.

■ Practical Exams

Candidates who are unsuccessful on a practical exam may make arrangements with the Emergency Services College to be re-tested that day (if time permits) or reschedule for the next available practical exam. The Lead Evaluator shall make this determination. All re-tests for practical exams must be done within one (1) year after completion of the first practical test. Only two (2) re-test opportunities will be given. Candidates who have not completed re-tests during this specified time will receive a Fail (F) grade for the course that will be recorded on their transcript and will have to redo the course. Scheduling a re-tests for practical exams is the responsibility of the candidate. The Emergency Services College will determine the location of these re-test exams.

■ Exam Reviews

Exam reviews must be requested in writing to the Manager of the Emergency Services College. Exam reviews will not be done over the telephone.

■ Exam Reassessment

Candidates requesting a reassessment of an exam must do so in writing to the Manager of the Emergency Services College within 30 days of writing the exam. No reassessment will be done after the 30 day time period. **A fee will be assessed based on the number of hours the reassessment requires.**



■ Verbal Exams

All verbal exam requests must be received in writing to the Admissions Officer from the Instructor. This request must outline the reason the candidate is requesting a verbal exam. The Emergency Services College reserves the right to refuse a verbal exam when the National Fire Protection Association Standard (NFPA) being certified requires the candidates be able to read, write and interpret information to be part of an effective emergency response team. A fee may be assessed to the candidate or the organization for the cost of additional hours for the proctor or a second proctor to administer a verbal exam.

■ Fire Fighting Level I & II Certification

Manitoba candidates attending the Fire Fighting program will be given the practical exam first. Candidates will be recognized in Manitoba for the practical skills only, however, if candidates wish to further their certification to an accredited level they may do so by writing the written exam. Candidates will have one (1) year from the date of the practical exam to complete the written exam and all pre-requisites. Candidates who do not meet these requirements in the one (1) year time frame will have their practical exam recorded on their transcript and be issued a Manitoba certificate for practical skills. Candidates still wishing to achieve accredited certification after the one (1) year deadline will be required to redo the course.

NOTE: Candidates choosing to take the practical testing only will be issued a Manitoba certification. Manitoba certification cannot be used as a prerequisite into other accredited levels of courses.

■ Personal Items

The Emergency Services College will not assume responsibility for loss, theft, or damage of personal items for individuals attending courses.

■ Parking

Candidates attending courses at the Emergency Services College in Brandon must park their vehicle in the designated areas only and must display the parking pass issued to them. Candidates are to enter the building using entrance A or B only (south entrances off of Van Horne Avenue). **The Emergency Services College will not assume responsibility for any parking tickets.** The Emergency Services College is not responsible for parking when courses are offered in other locations.

■ Classroom Demeanour

Any candidate, who is disrespectful, makes vulgar remarks or disrupts the class activities will be asked to leave the classroom and possibly the course. An incomplete (INC) will be recorded on their transcript.

■ Cell Telephones, Pagers & Blackberries

Candidates are to turn cell telephones, pagers and blackberries **OFF** while in class. Candidates refusing to do so may be asked to leave the classroom and possibly the course. An incomplete (INC) will be recorded on their transcript and tuition or application fees will not be refunded.

■ Breaks

The Instructor will designate the time for breaks. Candidates must stay in their designated areas and are not allowed in the general office area during breaks without the Instructor's permission.

■ Designated Areas

Candidates are to stay in their designated course areas and are not to wander around the facility or training grounds without prior authorization from an Instructor, as other courses may be going on. This can be dangerous for candidates and Instructors. The Emergency Services College will not assume responsibility for candidates who do not stay in their designated areas.



■ Copying

Individuals requesting copies of materials may have them done for a fee.

■ Faxes

Individuals requesting to use the fax may do so for a fee.

■ Telephones

Use of the office telephones is restricted to Office of the Fire Commissioner staff only or if there is an emergency. In Brandon, candidates must use the pay phone located in the lower level at the Emergency Services College.

■ Medical Permission

For courses with strenuous practical work, candidates may be required to obtain permission from their doctor before participating. The Emergency Services College reserves the right to request the medical clearance form (Form at the back of this catalogue) prior to candidates being allowed to participate in any training or testing. **With some courses the Emergency Services College will be monitoring candidate's vital signs. If the Instructor determines a candidate does not meet predetermined clinical criteria they will be asked to leave the course. The decision of the Emergency Services College in this type of situation will be final.**

■ Course Cancellations or Postponements

The Emergency Services College reserves the right to cancel or postpone any courses that do not meet the minimum registration, is affected by inclement weather or for any situation requiring Office of the Fire Commissioner's Staff. Courses that do not meet minimum registration may be cancelled three (3) weeks prior to the start date. **The appearance of a course in this calendar is no guarantee that the course will be delivered.** Courses cancelled due to inclement weather or other situations may be rescheduled.

■ Dress

Dress is casual for all courses; however, candidates will be required to bring work clothes or a complete set of personal protective gear to specified courses. **The Emergency Services College does not supply personal protective gear for any course and is not responsible for damage to any clothing or personal protective gear.**

■ Accommodations & Travel

Accommodations and travel are the responsibility of the individual attending the course. Hotel information can be found at www.brandon.com

■ Textbooks

Courses requiring textbooks will list the textbook(s) at the end of the course description. Each candidate must have the textbook identified for the course or they may be asked to leave the course. **The Emergency Services College does not condone the copying of textbooks or any portion of textbooks for use on Emergency Services College courses and the Emergency Services College does not purchase or loan textbooks to candidates.**

Most textbooks are available from the bookstore at Assiniboine Community College or Annex Publishing & Printing Inc. (unless otherwise specified). To order textbooks, write or telephone:

ASSINIBOINE COMMUNITY COLLEGE
BOOKSTORE
1430 Victoria Avenue East
Brandon MB R7A 5Z9
Telephone: 725-8700 Ext. 6627
www.assiniboine.net

ANNEX PUBLISHING & PRINTING INC
Book Division
105 Donly Drive S.
Simcoe, Ontario N3Y 4L2
Telephone Toll Free: 1-877-267-3473
Fax Toll Free: 1-877-624-1940
www.annexbookstore.com



■ Definitions

NFPA – National Fire Protection Association

IFSAAC – International Fire Service Accreditation Congress

Prerequisite – required as a prior condition

Requisite – a thing that is necessary for the achievement of a specified end

■ Website

Look for updates on courses and program on our website www.firecomm.gov.mb.ca



PROGRAMS

FIRE FIGHTING PRACTICES PROGRAM

Fire Fighting Practices Level I NFPA 1001
Fire Fighting Practices Level II NFPA 1001
Conducting Live Fire Scenarios NFPA 1403

EMERGENCY SERVICES INSTRUCTOR PROGRAM

Emergency Services Instructor Level I NFPA 1041
Emergency Services Instructor Level II NFPA 1041
Emergency Services Instructor Continuing Education
Vehicle Extrication Instructor
Surface Water Rescue Instructor
Farm Accident Rescue Instructor
Emergency Vehicle Driving Skills Instructor
Pump Operations Instructor

PUBLIC SAFETY PROGRAM

Fire & Life Safety Educator I NFPA 1035
Youth Fire Stop Seminar
Fire Extinguisher Seminar
Critical Incident Stress Management – Basic
Critical Incident Stress Management – Advanced

FIRE PREVENTION PROGRAM

Fire Inspector Level I NFPA 1031
Fire Inspector Level II NFPA 1031

INSTITUTIONAL FIRE PROTECTION

Fire Protection & Emergency Planning

RESCUE PROGRAM

Rescue Practices
Confined Space Rescue Technician NFPA1006
Rope Rescue Technician NFPA 1006
Surface Water Rescue Technician NFPA 1006
Structural Collapse Level
Structural Collapse Level II
Trench Rescue
Ground Search and Rescue
Ground Search and Rescue – Team Leader
Ground Search and Rescue – Search Manager
Vehicle Extrication Seminar
Surface Water Rescue Seminar
Farm Accident Rescue Seminar

HAZARDOUS MATERIALS PROGRAM

Hazardous Materials – Awareness NFPA 472
Hazardous Materials – Operations NFPA 472
Hazardous Materials – Technician NFPA 472
Hazardous Materials – Incident Commander NFPA 472
EMS Response to Hazardous Materials Level I NFPA 473
EMS Response to Hazardous Materials Level II NFPA 473
Chemical, Biological, Radiological & Nuclear (CBRN)
- First Responder

DRIVER/OPERATOR PROGRAM

Pump Operations
Emergency Vehicle Driving Skills
Fire Service Hydraulics
Driver Operator NFPA 1002
Mobile Water Supply – NFPA 1002

FIRE INVESTIGATION PROGRAM

Fire Investigation Level I
Fire Investigation Level II
Fire Investigation Level III
Report Writing for Fire Investigators
Fire Investigator NFPA 1033

MANAGEMENT PROGRAM

Fire Officer I NFPA 1021
Fire Officer II NFPA 1021
Managing Emergency Services
Incident Command
Managing Human Resources
Risk Management – An Emergency Services Perspective
Fire Ground Management Seminar
Fire Department Management
Incident Safety Officer NFPA 1521

BUILDING STANDARDS

Municipal Building Bylaw Administration
Part 9: The House-Building Envelope
Part 9: The House-Health & Safety
Part 9: Building Plumbing Inspection
Part 9: Buildings-Structural Requirements
Part 9: Buildings-HVAC & Fire Protection
Part 3: Large Buildings-Classification & Construction
Part 3: Large Buildings-Health & Safety Requirements
Part 3: Large Buildings-Life Safety Systems
Wood Heat Safety

EMERGENCY MEDICAL PROGRAM

Emergency Medical Responder
Emergency Medical Responder Refresher
Primary Care Paramedic
Primary Care Paramedic Bridging

ADDITIONAL AND NEW PROGRAM AREAS:

Additional and new program/course areas are being reviewed and under development to assure future training is provided, consistent with the needs identified by the Manitoba Emergency Services College.



ACCREDITATION

The Manitoba Emergency Services College is accredited with the International Fire Service Accreditation Congress (IFSAC) to the current National Fire Protection Association (NFPA) Standards. The Emergency Services College received accreditation in 1994, was re-accredited in 1999 and re-accredited in June, 2004. The Emergency Services College has delegated our IFSAC Accreditation to the Winnipeg Fire Paramedic Service for their members. The Emergency Services College is also in partnership with the Winnipeg Fire Paramedic Service for accreditation with the Canadian Medical Association (CMA).

Accreditation is a status granted to an educational institution or program that has been found to meet or exceed standard criteria of educational quality. Voluntary self-regulation is the cornerstone on which the structure of accreditation has been built. While other agencies, public and private sometimes use the term "accreditation" historically, it refers to a voluntary activity in which institutions and programs have agreed to be judged by their peers. The most effective form of regulation comes from organizations that structure programs of peer review. The Emergency Services College currently has the following courses/programs accredited:

1. Fire Fighting Practices Level I NFPA 1001 – 2002 Edition – IFSAC
2. Fire Fighting Practices Level II NFPA 1001 – 2002 Edition - IFSAC
3. Emergency Services Instructor Level I NFPA 1041 – 2002 Edition - IFSAC
4. Emergency Services Instructor Level II NFPA 1041 – 2002 Edition - IFSAC
5. Fire Officer I NFPA 1021 - 2003 Edition - IFSAC
6. Fire Officer II NFPA 1021 – 2003 Edition - IFSAC
7. Hazardous Materials Awareness NFPA 472 – 2002 Edition – IFSAC
8. Hazardous Materials Operations NFPA 472 – 2002 Edition - IFSAC
9. Hazardous Materials Technician NFPA 472 – 2002 Edition - IFSAC
10. Hazardous Material Incident Commander NFPA 472 – 2002 Edition - IFSAC
11. EMS Response to Hazardous Materials Incidents Level I NFPA 473 – 2002 Edition – IFSAC
12. EMS Response to Hazardous Materials Incidents Level II NFPA 473 – 2002 Edition - IFSAC
13. Driver Operator NFPA 1002 – 2003 Edition – IFSAC
14. Mobile Water Supply NFPA 1002 – 2003 Edition - IFSAC
15. Fire Investigator NFPA 1033 – 2003 Edition - IFSAC
16. Fire Inspector Level I NFPA 1031 – 2003 Edition - IFSAC
17. Fire Inspector Level II NFPA 1031 – 2003 Edition - IFSAC
18. Aircraft Rescue and Fire Fighter NFPA 1003 – 2000 Edition - IFSAC
19. Confined Space Rescue Technician NFPA 1006 – 2003 Edition - IFSAC
20. Rope Rescue Technician NFPA 1006 – 2003 Edition - IFSAC
21. Surface Water Rescue Technician NFPA 1006 – 2003 Edition - IFSAC
22. Vehicle & Machinery Rescue Technician NFPA 1006 – 2003 Edition – IFSAC
23. Structural Collapse Rescue NFPA 1006 – 2003 Edition - IFSAC
24. Fire and Life Safety Educator I NFPA 1035 – 2000 Edition – IFSAC
25. Primary Care Paramedic - CMA
26. Primary Care Paramedic Bridging - CMA



**MANITOBA EMERGENCY SERVICES COLLEGE
COURSE SCHEDULE
September, 2007 – June, 2008**

DATE	COURSE	LOCATION
2007		
August 20 (Application Deadline)	Fire Inspector Level I (Distance Education) Exam Date: December 11, 2007	Brandon
September 7, 8, 9	Ground Search and Rescue – Team Leader	Grand Rapids
September 7, 8	Conducting Live Fire Scenarios (NFPA 1403)	Brandon
September 10 – 14	Fire Investigation Level I	Winnipeg
September 10 – 14	Hazardous Materials Operations	Brandon
September 14, 15, 16	Fire Ground Management	Thompson
September 14, 15, 16	Ground Search and Rescue – Basic	Ashern
September 17 – 21	Structural Collapse Level I	Brandon
September 18, 19, 20	Fire Fighting Level I & II Practical Exam Deadline for Registering August 28, 2007	Thompson
September 27	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering September 6, 2007	Dauphin
September 24 – 28 and October 1 – 5	Hazardous Materials Technician	Brandon
September 27	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering September 6, 2007	Thompson
September 29, 30	Critical Incident Stress Management – Basic	Thompson
September 28, 29, 30	Fire Fighter Level I & II Practical Exam Deadline for Registering September 7, 2007	Brandon
September 28, 29, 30	Emergency Vehicle Skills Driving Instructor	Brandon
October 1 – 5	Incident Safety Officer	Brandon
October 1 – 5	Municipal Building By-Law Administration	Brandon
October 1 – 5	Emergency Services Instructor Level I	Winnipeg
October 1 – 5	Rope Rescue Technician	Brandon
October 4	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering September 13, 2007	The Pas
October 11, 12, 13	Emergency Services Conference	Brandon
October 20, 21	Fire Fighting Level I & II Practical Exam Deadline for Registering September 27, 2007	Selkirk
October 20 (start date)	Emergency Medical Responder	Brandon
October 22 – 26	Part 9: The House - Building Envelope	Brandon
October 22 – 26	Risk Management – An Emergency Services Perspective	Brandon
October 26, 27, 28	Ground Search and Rescue – Basic	McAuley
October 27, 28	Community Trauma Postvention	Winnipeg
November 1	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering October 11, 2007	Brandon
November 3, 4	Critical Incident Stress Management - Basic	Dauphin
November 3, 4	Fire Fighting Level I & II Practical Exam Deadline for Registering October 12, 2007	Winkler
November 2, 3, 4	Fire Ground Management	Treherne
November 2, 3, 4	Ground Search and Rescue – Basic	Killarney
November 5 – 9	Confined Space Technician	Brandon
November 5 – 9	Part 9: The House - Health & Safety	Brandon
November 5 – 9	Emergency Services Instructor Level II	Winnipeg
November 5 – 9	Incident Command 200, 300	Brandon
November 14	Chemical, Biological, Radiological and Nuclear (CBRN) First Responder – Basic	Brandon
November 15	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering October 25, 2007	Selkirk
November 17, 18	Fire Fighting Level I & II Practical Exam Deadline for Registering October 26, 2007	Brandon



DATE	COURSE	LOCATION
November 17, 18	Critical Incident Stress Management – Advanced	Brandon
November 19 – 23	Part 9: The House – Structural Requirements	Brandon
November 23, 24, 25	Fire Ground Management	Morris
November 23, 24, 25	Fire Ground Management	Swan River
November 30, December 1, 2 & December 14, 15, 16	Emergency Services Instructor Level I	Brandon
December 3 – 7	Part 9: The House – HVAC and Fire Protection	Brandon
December 7, 8, 9	Critical Incident Stress Management – Basic	Steinbach
December 7, 8, 9	Fire Ground Management	Roblin
December 8, 9	Critical Incident Stress Management – Basic	Steinbach
December 20 (Application Deadline)	Fire Inspector Level I (Distance Education) Exam Date: April 8, 2008	Brandon
2008		
January 19, 20	Critical Incident Stress Management – Basic	Austin
January 18, 19, 20	Fire Ground Management	East St. Paul
January 21 – 25	Fire & Life Safety Educator I	Brandon
January 25, 26, 27	Risk Management – An Emergency Services Perspective	Dauphin
January 28 – February 1	Wood Heat Safety	Brandon
February 1, 2, 3 February 8, 9, 10	Fire Department Management	Hartney
February 4 – 8	Part 9: Buildings Plumbing Inspection	Brandon
February 4 – 8	Fire Investigation Level II	Winnipeg
February 9, 10	Critical Incident Stress Management – Basic	Sandy Lake
February 11 – 14	Provincial Winter Rescue & Survival Exercise	TBA
February 11 - 15	Part 3: Large Buildings - Classification and Construction	Brandon
February 11 – 15	Managing Emergency Services	Brandon
February 15, 16, 17	Critical Incident Stress Management – Basic	Sandy Lake
February 15, 16, 17	Fire Ground Management	Virден
February 20	Chemical, Biological, Radiological and Nuclear (CBRN) First Responder – Basic	Winnipeg
February 25 – 29	Fire Investigation Level I	Brandon
February 25 – 29	Part 3: Large Buildings - Health and Safety Requirements	Brandon
February 25 – 29	Fire Department Management	Thompson
February 29, March 1, 2 March 7, 8, 9	Fire Department Management	Oakbank
March 3, 4, 5	Brandon Career Symposium	Brandon
March 3 – 7	Fire Protection & Emergency Planning	Brandon
March 10 – 14	Part 3: Large Buildings - Life Safety Systems	Brandon
March 14, 15, 16 and March 28, 29, 30	Emergency Services Instructor Level I	Winnipeg
March 25 (Application Deadline)	Fire Inspector Level II (Distance Education) Exam Date: May 13, 2008	Brandon
March 31 – April 4	Report Writing for Fire Investigators	Winnipeg
April 1, 2, 3	Rescue Practices	Brandon
April 3	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering March 13, 2008	Dauphin
April 4, 5, 6	Ground Search & Rescue – Basic	Selkirk
April 7, 8, 9	Winnipeg Career Symposium	Winnipeg
April 10	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering March 20, 2008	Brandon
April 10	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering March 20, 2008	The Pas
April 11, 12, 13	Conducting Live Fire Scenarios (NFPA 1403)	Brandon
April 12, 13	Critical Incident Stress Management – Basic	The Pas
April 11, 12, 13 April 18, 19, 20	Fire Department Management	Glenboro



DATE	COURSE	LOCATION
April 16	Fire Investigator Accredited Testing Written Exam	Brandon & Winnipeg
April 14 – 18	Managing Human Resources	Brandon
April 19, 20	Fire Fighting Level I & II Practical Exam Deadline for Registering March 28, 2008	Brandon
April 21 – 25 and April 28 – May 2	Hazardous Materials Technician	Brandon
April 25, 26, 27	Ground Search and Rescue – Basic	Cross Lake
April 26, 27	Fire Fighting Level I & II Practical Exam Deadline for Registering April 4, 2008	Selkirk
May 1	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering April 10, 2008	Winnipeg
May 1	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering April 10, 2008	Brandon
May 3, 4	Fire Fighting Level I & II Practical Exam Deadline for Registering April 10, 2008	Winkler
May 3, 4	Critical Incident Stress Management – Basic	Stonewall
May 7, 8, 9	Fire Investigator Accredited Testing Practical Exam	Brandon
May 8	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering April 17, 2008	The Pas
May 5 – 9	Emergency Services Instructor Level II	Winnipeg
May 12 – 16	Fire Investigator Level I	Thompson
May 12 – 16	Structural Collapse Level II	Brandon
May 15	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering April 24, 2008	Brandon
May 27	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering May 6, 2008	Selkirk
May 26 – 30	Trench Rescue	Brandon
June 1	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering May 8, 2008	Winnipeg
June 7, 8	Youth Fire Stop	Thompson
June 8	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering May 15, 2008	Winkler
June 9 – 13	Water Rescue Technician	Brandon
June 12	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering May 22, 2008	Brandon
June 10, 11, 12	Fire Fighting Level I & II Practical and MESC Written Exams Written Exam Time: 7:00 pm – 10:00 pm Deadline for Registering May 19, 2008	Thompson
June 16 – 20	Fire Investigator Level III	Brandon
June 16 – 20	Water Rescue Technician	Thompson
June 21, 22	Fire Fighting Level I & II Practical Exam Deadline for Registering May 29, 2008	Brandon
June 26	MESC Written Exam (Time: 7:00 pm – 10:00 pm) Deadline for Registering June 5, 2008	Brandon
June 26	MESC Written Exams (Time: 7:00 pm – 10:00 pm) Deadline for Registering June 5, 2008	Winnipeg
August 22, 23, 24	Provincial Ground Search and Rescue Exercise	TBA



MANITOBA EMERGENCY SERVICES COLLEGE

COURSE DESCRIPTIONS



Fire Fighting Practices Level I NFPA 1001 100 Hours (approximately)

- Prerequisites:** Must be 18 years of age and physically and mentally capable of performing the functions of a fire fighter.
- Requisites:** Hazardous Materials Awareness, current Basic Rescuer or Level C CPR (8 hrs.), Standard First Aid (16 hrs.).
- Course Description:** This course is the first level in the Fire Fighting Practices Program. It is designed to provide the skills necessary to effectively perform the functions of a fire fighter and to upgrade and re-align those skills with the changing times. By the end of this course candidates should be able to; apply departments general operating guidelines, rules and regulations in any situations, effectively use fire department communications, perform fire ground operations necessary to ensure life safety, fire control and property conservation and, perform the activities of prevention, preparedness and maintenance to effectively reduce the loss of life and property due to fire.
- Blocks taught are Fire Fighter Orientation and Safety, Fire Behaviour, Building Construction, Fire Fighter Personal Protective Equipment, Portable Extinguishers, Ropes and Knots, Rescue Extrication, Forcible Entry, Ladders, Ventilation, Water Supply, Fire Hose, Fire Streams, Fire Control, Fire Detection, Alarm and Suppression Systems, Loss Control, Protecting Evidence for Fire Cause Determination, Fire Department Communications, Fire Prevention and Public Education.
- Certification:** Upon completion of all the Blocks in Level I, appropriate testing must be arranged that will evaluate a combination of knowledge and skills. An attestation form must be completed by the Instructor. Exams for Fire Fighting Level I are held at pre-determined exam sites. Students must pre-register for these exams on an Emergency Services College application form 15 working days prior to the scheduled exam date they are planning to attend.
- Candidates will be issued the appropriate certificate upon successful completion of all testing components.
- This level meets the current NFPA 1001 Standard (2002) for Fire Fighter and is accredited with the International Fire Service Accreditation Congress (IFSAC).
- Materials:** Fire Fighting Level I Log Book (available from the MESC). The textbook for this course is currently under review. Please check the website for further information on the textbook. www.firecomm.gov.mb.ca or contact the MESC.

Fire Fighting Practices Level II NFPA 1001 120 Hours

- Prerequisite:** Fire Fighting Practices Level I NFPA 1001 (proof of the prerequisites must be provided with the application form) and physically and mentally capable of performing the functions of a fire fighter.
- Requisites:** Vehicle Extrication, Hazardous Materials Operations NFPA 472, current Basic Rescuer or Level C CPR (8 hrs.) and Standard First Aid (16 hrs.).
- Course Description:** This course is the second level in the Fire Fighting Practices Program. It is designed to provide the skills necessary to perform the functions of a fire fighter. This includes suppression technology, and typical and special fire fighting abilities. By the end of this course candidates should be able to assume command within an incident management system, communicate effectively using both department communication systems and incident reporting systems, perform fire ground operations necessary to ensure life safety, fire control and property conservation, perform rescue operation activities related to accessing and disentangling victims from motor vehicle accidents and helping special rescue teams and perform activities related to reducing the loss of life and property due to fire through hazard identification, inspection and response readiness.
- Blocks taught are Fire Fighter Orientation and Safety, Rescue and Extrication, Water Supply, Fire Hose, Fire Streams, Fire Control, Fire Detection, Alarm and Suppression Systems, Protecting Evidence for Fire Cause Determination, Fire Department Communications, Fire Prevention and Public Relations.
- Certification:** Upon completion of all the Blocks in Level II, appropriate testing must be arranged that will evaluate a combination of knowledge and skills. An attestation form must be completed by the Instructor. Exams for Fire Fighting Level II are held at pre-determined exam sites. Students must pre-register for these exams on an Emergency Services College application form 15 working days prior to the scheduled exam date they are planning to attend.
- Candidates will be issued a certificate upon successful completion of all testing.
- This level meets the current NFPA 1001 Standard (2002) for Fire Fighter and is accredited with the International Fire Service Accreditation Congress (IFSAC).
- Materials:** Fire Fighting Level II Log Book (available from the MESC). The textbook for this course is currently under review. Please check the website for further information on the textbook. www.firecomm.gov.mb.ca or contact the MESC.



Emergency Services Instructor Level I NFPA 1041 40 Hours

Prerequisite:

One (1) of the following:

- Fire Fighting Practices Level I NFPA 1001 or
- Emergency Medical Responder (a current copy of EMR certificate and current copy of Basic Rescuer or Level C CPR certificate must be provided with application. **EMR Instructors must also be certified as a CPR Instructor.** Proof must be provided with application)

Course Description:

This course is designed to provide skills and teaching techniques for those who will be instructing emergency services courses. Areas covered are role of the Instructor, four-step method of instruction, lesson planning, objectives, learning environment, instructional techniques, principles of learning and lesson preparation. High risk teaching techniques and practical teaching sessions are emphasized.

Candidates are required to complete out-of-class study and preparation during the course. Candidates must read the IFSTA Fire and Emergency Services Instructor, Latest Edition. Chapters will be assigned in the confirmation letter.

Certification:

Candidates will be issued a certificate upon successful completion of a written exam and practical evaluations. Candidates must achieve 75% on the written exam and the practical evaluations. Instructors wanting to teach College programs must sign an Instructor Contract and agree to abide by the Instructor policies.

This level meets the current NFPA 1041 Standard (2002) for Fire Service Instructor and is accredited with the International Fire Service Accreditation Congress (IFSAC).

Materials:

All candidates must have a copy of the IFSTA Fire and Emergency Services Instructor, Latest Edition. **Fire Candidates** must have a copy of the IFSTA Essentials of Fire Fighting, Latest Edition. **EMS candidates** must have a copy of the current EMR or EMT textbook.

Cost:

\$360.00 (cheque payable to the Minister of Finance)

Minimum: 8

Maximum: 12

Emergency Services Instructor Level II NFPA 1041 36 Hours

Prerequisite:

Emergency Services Instructor Level I NFPA 1041 (Certified)

Course Description:

This course is designed to provide Instructors with a more in-depth knowledge of the instructional process, and testing and evaluating skills. This course will cover areas of identifying training problems, learner types, developing a training plan, planning the instruction, presenting lessons, teamwork communications, domains of learning and testing and evaluating procedures.

Candidates are required to complete out-of-class study and preparation during the course. Candidates must read the IFSTA Fire and Emergency Services Instructor, Latest Edition. Chapters will be assigned in the confirmation letter.

Certification:

Candidates will be issued a certificate upon successful completion of a written exam and practical evaluations. Candidates must achieve 75% on the written exam and the practical evaluations.

This level meets the current NFPA 1041 Standard (2002) for Fire Service Instructor and is accredited with the International Fire Service Accreditation Congress (IFSAC)

Materials:

All candidates must have a copy of the IFSTA Fire and Emergency Services Instructor, Latest Edition. **Fire Candidates** must also have a copy of the IFSTA Essentials of Fire Fighting, Latest Edition. **EMS candidates** must also have a copy of the current EMR textbook.

Cost:

\$360.00 (cheque payable to the Minister of Finance)

Minimum: 8

Maximum: 12



CERTIFIED INSTRUCTOR STATUS

Instructors who have instructed in a Manitoba Emergency Services Department for one year following the completion of the Emergency Services Instructor Level I course qualify for CERTIFIED Instructor Status. To apply complete the "Certified Instructor Status" form and return it to the Manitoba Emergency Services College.

Instructors must have Certified Instructor Status to proceed to Emergency Services Instructor Level II or any of the Speciality Instructor areas.

NOTE: There will be no exceptions to this requirement.

Emergency Services Instructor Continuing Education Seminar 8 Hours

Prerequisite:	Current Emergency Services Instructor Level I or Level II (Current refers to those Instructors who attended a Continuing Education session or were certified after January, 1998).
Course Description:	This seminar will provide Instructors with updated information on course administration and teaching techniques as well as provide Instructors with the opportunity to network with other Instructors. Candidates will be required to teach and perform selected skills from the fire fighting or medical programs.
Certification:	Candidates will be issued a certificate upon successful completion. Full attendance is mandatory for completion.
Materials:	Fire program candidates must bring their own personal protective clothing.
Cost:	\$165.00 (cheque payable to the Minister of Finance)
	Minimum: 8 Maximum: 40

Effective April, 1997 all Emergency Services Instructors must attend one Emergency Services Instructor Continuing Education Seminar and teach a minimum of 30 hours every three years to remain a current Emergency Services Instructor.

Vehicle Extrication Instructor 16 Hours

Prerequisite:	Emergency Service Instructor Level I (Certified), Manitoba Emergency Services College Vehicle Extrication (no alternate courses will be accepted), current Basic Rescuer or Level C CPR and Standard First Aid (proof must be provided with application).
Course Description:	This course is designed to provide instructional skills for those interested in instructing in this specialized area. Candidates will learn how to conduct a training session from prepared material in a predominantly skilled area, be evaluated on their techniques and knowledge, and demonstrate their ability to effectively conduct classroom and practical training in Vehicle Extrication. This course will also cover a skills review in Vehicle Extrication.
Certification:	Candidates will be issued a dated Certificate upon successful completion. Full attendance is mandatory for completion.
Materials:	Candidates must supply their own personal protective clothing.
Cost:	\$275.00 (cheque payable to the Minister of Finance)
	Minimum: 8 Maximum: 12
Re-Certification:	Vehicle Extrication Instructors <u>must</u> re-certify every three (3) years.



Fire and Life Safety Educator I 36 Hours

Prerequisite:

None.

Course Description:

This course is designed to provide the skills necessary to deliver and co-ordinate Fire and Life Safety Education at various levels within a community.

This course will outline the curriculum development process and give general guidelines for planning successful presentations. It will familiarize you with information on what motivates people to learn and how people learn differently. Other topics will include learning characteristics of different age groups, educational materials selection and program evaluation, working co-operatively with other community agencies, finding and using resources and working with the media.

Candidates are required to complete out-of-class study and preparation during the course. Candidates must read the IFSTA Fire and Life Safety Educator, Latest Edition, prior to the start of class.

Certification:

Candidates will be issued a Certificate upon successful completion of a written exam and practical evaluation. Candidates must achieve 75% on each the written exam and practical evaluation.

This level meets the current NFPA 1035 Standard (2000) for Fire & Life Safety Educator and is accredited with the International Fire Service Accreditation Congress (IFSAC)

Materials:

IFSTA Fire and Life Safety Educator, Latest Edition (this is a required textbook and must be purchased by all candidates).

Cost:

\$360.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12

Youth Fire Stop Seminar 16 Hours

Prerequisite:

Must provide a letter of support from the Local Fire Authority and be highly interested and self-motivated.

Course Description:

This seminar is designed to provide emergency services personnel, teachers, law enforcement, youth court officials, social workers, psychologists, and mental health workers with the latest information on assessment and effective management of youth fire setting. The seminar emphasizes a broadening of the knowledge base concerning children who set fires. At the conclusion of the program, the participants will have been exposed to specific, proven assessment tools and intervention strategies to deal with youth fire setting behaviour.

Certification:

Candidates will be issued a Certificate of Attendance upon successful completion. **Full attendance is mandatory for completion.**

Materials:

Required materials supplied.

Cost:

\$275.00 (cheque payable to the Minister of Finance)

Minimum: 12

Maximum: 50



Fire Extinguisher Seminar 3 Hours

Prerequisite:

None.

Course Description:

This seminar is designed to provide the skills necessary to effectively operate a portable fire extinguisher. The following topics will be covered:

- Sources of Heat Energy
- Heat Transfer
- Principles of Fire Behaviour
- Thermal Layering of Gases
- Products of Combustion
- Fire Extinguishment Theory
- Classification of Fires & Extinguishment Methods
- Extinguisher Classification and Rating Systems
- Selecting and Using Fire Extinguishers
- Types of Fire Extinguishers
- Damaged Fire Extinguishers
- Obsolete Fire Extinguishers
- Inspection of Fire Extinguishers
- Extinguisher Maintenance

Practical skills are taught by having the candidates work with Class A and B fires.

Certification:

Candidates will be issued a Certificate of Attendance upon successful completion. **Full attendance is mandatory for completion.**

Materials:

Required materials supplied.

Cost:

\$85.00 (cheque payable to Minister of Finance). **This fee is for courses offered in Brandon only. Courses offered outside of Brandon will also include Instructor expenses.**

Minimum: 10

Maximum: 16

Critical Incident Stress Management - Basic 16 Hours

Prerequisite:

None.

Course Description:

Basic CISM is available to any persons interested in knowing more about crisis intervention strategies for emergency personnel. This Basic CISM course assists candidates in developing and managing a CISM team. The two-day course prepares peer support personnel from the emergency services and Mental Health professionals to provide a variety of crisis services for distressed emergency personnel. The services described in the training include among others, pre-incident education, defusing, demobilizations and debriefings.

Certification:

Candidates will be issued a Certificate of Attendance upon successful completion. **Full attendance is mandatory for completion.**

Materials:

Required materials supplied.

Cost:

\$140.00 (cheque payable to the Minister of Finance)

Maximum: 50



Critical Incident Stress Management - Advanced 16 Hours

Prerequisite:	Critical Incident Stress Management – Basic
Course Description:	<p>This Advanced CISM training program has been designed to provide mental health clinicians and peer support personnel with the latest information on the assessment and effective treatment of critical incident stress and post-trauma syndromes. The course emphasizes a broadening of the knowledge base concerning critical incident stress reactions and Post Traumatic Stress Disorder, which was established in the basic program and/or in publications. At the conclusion of this program the candidates will have been exposed to specific, proven strategies to intervene with those suffering the ill effects of their exposure to trauma.</p> <p>Areas covered in this course will be Nature of Human Stress, Stressors and Traumatic Stress, Symptoms of Excessive Stress, Stress Related Diseases, Stress Management, Recovering from Excessive Stress, Nature of Post Traumatic Syndrome: A Rationale of CISM, Early Warning Signs and Symptoms of PTSD, A Rationale of CISM, Why CISM Works, Role of CISM in Prevention of PTSD, CISM vs Psychotherapy, Current Thinking on CISM, Spousal Education, Significant Other Team Members, Expanded Role of Peer Support Personnel, Preserving the CISM Team Members, Lessons Learned from CISM, Difficult Debriefings, Multiple Line of Duty Deaths, Symbolic Debriefings, Multiple Incident Debriefings</p>
Certification:	Candidates will be issued a Certificate of Attendance upon successful completion. Full attendance is mandatory for completion.
Materials:	Required materials supplied.
Cost:	\$165.00 (cheque payable to the Minister of Finance)
	Maximum: 50

Community Trauma Postvention 16 Hours

Prerequisite:	None.
Course Description:	<p><i>"When bad things happen to good communities."</i> Many communities in Manitoba, as in other parts of North America, have experienced major traumatic events, caused by natural or human factors (e.g. forest fires, floods, murders, plane crashes, etc.). One such event is the impact of September 11th, 2001.</p> <p>These events which are usually outside the range of usual human experience, can change the basic assumptions most people hold about the world - <i>"It is a safe world, things that happen make sense, and we have control over what happens to us"</i> - are shattered. A traumatic event has a profound effect upon these fundamental assumptions - destroying our sense of safety and confronting us with the terror of our own vulnerability. When these events occur they can severely tax the community's ability to recover or return to some level of homeostasis.</p> <p>Many healthy communities struggle with overcoming these events and do so with various levels of success. However, in many of these situations the community's natural helping systems may either be non-existent (as in transient or unstable communities) or severely disrupted due to the nature of the event. In these cases, there is a potential for communities and individuals to experience long lasting difficulties in social and family functioning. At the individual level, these events can potentially lead to acute stress disorder, post traumatic stress disorder, addictions, domestic problems and problems in living.</p> <p>This two-day course will examine how trauma affects individuals within a community and will describe a "psychological first aid" model to help a community cope with these events and it's aftermath.</p>
Certification:	Candidates will be issued a Certificate of Attendance upon successful completion. Full attendance is mandatory for completion.
Materials:	Required materials supplied.
Cost:	\$165.00 (cheque payable to Minister of Finance)
	Maximum: 50



Rescue Practices 20 Hours

- Prerequisite:** Current Basic Rescuer or Level C CPR and Standard First Aid (proof must be provided with application).
- Course Description:** This course is designed to prepare emergency services personnel with the skills to enter into other rescue specialities. The candidate will be able to operate under a recognized command structure, perform basic rescue skills, identify specific equipment and learn proper maintenance procedures. This course will teach the candidate the basic skills that can be applied to many rescue situations.
- Certification:** Candidates will be issued a Certificate upon successful completion of a written exam and demonstrated practical skills. **Full attendance is mandatory for completion.**
- Materials:** Rope Rescue Manual for Fire Rescue Services, Latest Edition (Reliant Safety distributes this book. They can be reached at 1-877-582-0734 (toll free) or 1-204-582-0734 or www.reliantsafety.com)
- Cost:** \$360.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12

Confined Space Rescue Technician NFPA 1006 36 Hours

- Prerequisite:** Incident Command 100, Rescue Practices and current Emergency Medical Responder (EMR) (proof must be provided with application). Attendance is restricted to persons having statutory authority/responsibility for this type of response with their Emergency Services Department. A letter of verification may be required. The Manitoba Emergency Services College reserves the right to limit acceptance to those individuals who demonstrate an active involvement in this type of response with their Emergency Services Department.
- Course Description:** This course is designed for emergency response personnel who will be required to respond to and work within the confined space environment. The candidate will learn to recognize confined spaces and the various types of hazards associated with confined spaces. Emergency response personnel will learn to minimize or eliminate the hazards of the confined space and then as a member of a team perform confined space rescues while maintaining maximum rescuer safety. The candidate will learn to use a variety of specialized equipment to monitor, stabilize and mitigate the incident along with special considerations for victim handling techniques. Special attention will be given to selection and use of personal protection equipment.
- Certification:** Candidates will be issued a Certificate upon successful completion of a written and practical exam. **Full attendance is mandatory for completion.**
- This course meets the NFPA 1006 Standard (2003) for Rescue and is accredited with the International Fire Service Accreditation Congress (IFSAC).
- Materials:** Candidates must bring their own personal protective clothing.
- Cost:** \$660.00 (cheque payable to the Minister of Finance)

Minimum: 8

Maximum: 12



Rope Rescue Technician NFPA 1006 36 Hours

Prerequisite: Incident Command 100, Rescue Practices and current Emergency Medical Responder (EMR) (proof must be provided with application). Attendance is restricted to persons having statutory authority/responsibility for this type of response with their Emergency Services Department. A letter of verification may be required. The Manitoba Emergency Services College reserves the right to limit acceptance to those individuals who demonstrate an active involvement in this type of response with their Emergency Services Department.

Course Description: This course is for emergency response personnel who will be required to work in any environment that requires a high level of technical rope skills and knowledge.

The candidate will learn a high level of personal rope skills as well as learn the skills to be fully functional as a member of a technical rope rescue team.

The candidate will learn to assess for and build single and multi-point anchor systems, build and operate belay systems and recognize their benefits, rappel using various devices and manoeuvre around obstacles, change over from rappel to ascending and vice-versa on a fixed rope system, operate as a member of a low angle rope rescue team, operate as a member of a high angle rope rescue team, perform rappel pick-offs, as a team member, operate raising and lowering systems and prepare and package patients and move them in the high angle environment.

Certification: Candidates will be issued a Certificate upon successful completion of a practical exam of their skills and an evaluation of their team performance skills. **Full attendance is mandatory for completion.**

This course meets the NFPA 1006 Standard (2003) for Rescue and is accredited with the International Fire Service Accreditation Congress (IFSAC).

Materials: Copy of "Rope Rescue Manual for Fire Rescue Services", Latest Edition.

Cost: \$880.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12

Surface Water Rescue Technician NFPA 1006 36 Hours

Prerequisite: Incident Command 100, Rescue Practices and current Emergency Medical Responder (EMR) (proof must be provided with application). Attendance is restricted to persons having statutory authority/responsibility for this type of response with their Emergency Services Department. A letter of verification may be required. The Manitoba Emergency Services College reserves the right to limit acceptance to those individuals who demonstrate an active involvement in this type of response with their Emergency Services Department. Candidates should be comfortable working in the water environment.

Course Description: This course provides emergency response personnel who will be required to respond to and work in the open surface water environment including river (low head dams) and flood applications (not swift water). This course is designed around the use of full flotation survival emersion suits and other specialized water rescue equipment.

The candidate will learn preplanning an incident, incident management, specialized equipment, boat operations (zodiac), shore based rescue, boat based rescue, patient management in the water environment, specialized patient packaging, survival techniques for the rescuer, consideration for night operations, incident termination and equipment maintenance

Certification: Candidates will be issued a Certificate upon successful completion of a practical exam. Full attendance is mandatory for successful completion.

This course meets the NFPA 1006 (2003) Standard for Rescue and is accredited with the International Fire Service Accreditation Congress (IFSAC).

Materials: Candidates must bring their own personal clothing appropriate for the weather. All safety and survival suits and equipment will be provided.

Cost: \$880.00 (Cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12



Structural Collapse Level I 36 Hours

Prerequisite: Incident Command 100, Rescue Practices, Current Basic Rescuer or Level C CPR, Standard First Aid (proof must be provided with application). **All applicants must submit a resume that includes all previous training and related job experience before being accepted into this course.**

Course Description: This course is the minimum requirement for individuals considering applying to be members of the Provincial Urban Search and Rescue Team.

Areas covered in this course will be emergency building shoring (interior and exterior), incident command, rescue knots and rope rescue systems, principles of heavy lifts, heavy lifts, patient packaging, moving heavy objects, search and recon, self rescue.

Certification: Candidates will be issued a Certificate upon successful completion of a written and practical exam. **Full attendance is mandatory for successful completion.**

Materials: Candidates must bring their own work gloves, safety boots and coveralls.

Cost: Currently only available to individuals selected to be part of the Manitoba Provincial Urban Search and Rescue Team.

Minimum: 16

Maximum: 24

Ground Search and Rescue - Basic 20 Hours

Prerequisite: Active Member of the Manitoba Emergency Services and Current Basic Rescuer or Level C CPR and Standard First Aid (proof must be provided with application).

Course Description: This course provides individuals with the information and training necessary to become an effective member of a team searching for lost individuals. Subject areas include personal requirements, navigation techniques, and basic search operations.

This course is required to be recognized as a trained searcher in the Province of Manitoba.

Certification: Candidates will be issued a Certificate of Attendance upon successful completion. **Full attendance is mandatory for completion.**

Materials: Orienteering compass, outdoor clothing, and a topographical map.

Cost: \$275.00 (cheque payable to Minister of Finance)

Minimum: 16

Maximum: 25



Ground Search and Rescue – Team Leader 20 Hours

- Prerequisite:** Active member of the Manitoba Emergency Services and Ground Search and Rescue.
- Course Description:** This course provides individuals previously trained and experienced in Ground Search and Rescue Basic with the skills necessary to be an effective Team Leader. Successful candidates will be used to lead both trained and volunteer searchers in a safe and effective manner during search operations.
- Subject areas will include personal requirements of searchers with an emphasis on inspection of team members, advanced navigation skills including night search operations and basic search management skills.
- Certification:** Candidates will be issued a Certificate of Attendance upon successful completion. **Full attendance is mandatory for completion.**
- Materials:** Orienteering compass, GPS, GSAR 24-hour redi-pak, outdoor clothing, lantern and/or flashlight
- Cost:** \$275.00 (cheque payable to Minister of Finance)

Minimum 16

Maximum 25

These courses available only in the Province of Manitoba

Vehicle Extrication Seminar 16 Hours

- Prerequisite:** Blocks 1, 4, 5 and 6 from Fire Fighting Practices Level I, Current Basic Rescuer or Level C CPR and Standard First Aid (proof must be provided with application). The Fire Department **must** have basic extrication tools and extrication capabilities to take this training (a list of basic extrication tools is available from the Emergency Services College).
- Course Description:** This seminar is designed to teach the skills of how to approach and size-up a motor vehicle accident and the correct procedures for getting into, stabilizing and disentangling vehicles. The procedures for packaging and removing victims are also demonstrated. Practical skills are taught by having the participants work on actual vehicles and perform the necessary skills.
- Certification:** Candidates will be issued a Certificate of Attendance upon successful completion. **Full attendance is mandatory for completion.**
- Materials:** Candidates **must** bring their own turnout gear.
- Cost:** \$275.00 (cheque payable to the Minister of Finance)

Minimum: 8

Maximum: 12

This course is offered in Manitoba either regionally or locally by qualified Vehicle Extrication Instructors (a list of these Instructors is available from the Emergency Services College).



Surface Water Rescue Seminar 16 Hours

Prerequisite: Blocks 1, 4, 5 and 6 from Fire Fighting Practices Level I, Current Basic Rescuer or Level C CPR and Standard First Aid (proof must be provided with application), MUST be comfortable in Surface Water. The Fire Department **must** have basic Surface Water rescue equipment and capabilities to take this training (a list of basic Surface Water rescue equipment is available from the Emergency Services College).

Course Description: This seminar is designed to teach the skills involved in various methods of performing surface water rescues, patient handling techniques and hazards to be aware of. It also describes how to set up a Surface Water rescue team. Practical is taught by having candidates perform rescues in Surface Water conditions using the methods taught.

Certification: Candidates will be issued a Certificate of Attendance upon successful completion. **Full attendance is mandatory for completion.**

Materials: Required materials supplied.

Cost: \$275.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12

This course is offered in Manitoba either regionally or locally by qualified Surface Water Rescue Instructors (a list of these Instructors is available from the Emergency Services College).

Farm Accident Rescue Seminar 16 Hours

Prerequisite: Blocks 1, 4, 5 and 6 from the Fire Fighting Practices Level I, Current Basic Rescuer or Level C CPR and Standard First Aid (proof must be provided with application).

Course Description: This seminar is designed to teach methods for responding to and proper handling of various types of farm accidents. Various methods of disentanglement and patient packaging and removal will be demonstrated.

This seminar is one-half theory and one-half practical. The theory is taught in a classroom setting using lecture, visual aid presentations and group discussion. The practical is taught by having the candidates perform rescues under simulated conditions using skills taught and equipment provided.

Certification: Candidates will be issued a Certificate of Attendance upon successful completion. **Full attendance is mandatory for completion.**

Materials: Required materials supplied.

Cost: \$275.00 (cheque payable to the Minister of Finance)

Minimum: 8

Maximum: 12

This course is offered in Manitoba either regionally or locally by qualified Farm Accident Rescue Instructors (a list of these Instructors is available from the Manitoba Emergency Services College).



Hazardous Materials Awareness 16 Hours

Prerequisite:	Must be an active member of the Emergency Services.
Course Description:	Emergency Response Team members at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of a hazardous materials emergency response. This course stresses how responders can protect themselves, call for trained personnel, and secure the area. Information is also provided on Transport Canada placarding, utilizing various resources like CANUTEC, and use of the Emergency Response Guidebook. This course meets the NFPA 472 Standard (2002) for Hazardous Materials and is accredited by the International Fire Service Accreditation Congress (IFSAC).
Certification:	Candidates will be issued a Certificate upon successful completion of a written and practical exam. Full attendance is mandatory for completion.
Materials:	Required materials supplied.
Cost:	\$275.00 (cheque payable to the Minister of Finance)
	Minimum: 10 Maximum: 24

Hazardous Materials Operations 40 Hours

Prerequisite:	Hazardous Materials Awareness and must be an active member of an Emergency Response Team.
Course Description:	Emergency Response Team members at the Operations level are those persons who respond to releases or potential releases of hazardous materials, for the purpose of protecting nearby persons, property and the environment from the effects of the product. Emergency Responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading. This course teaches skills needed for detecting the presence of hazardous substances, consulting references for additional information, and implementing work practices that will minimize the possibility of contamination. This course meets the NFPA 472 Standard (2002) for Hazardous Materials and is accredited by the International Fire Service Accreditation Congress (IFSAC).
Certification:	Candidates will be issued a Certificate upon successful completion of a written and practical exam. Full attendance is mandatory for completion.
Materials:	IFSTA Hazardous Materials for First Responders, Latest Edition (this is a required textbook and all candidates must have it). All candidates must complete the pre-course assignment that is available on the Office of the Fire Commissioner website www.firecomm.gov.mb.ca or from the Emergency Services College. Candidates must bring their own personal protective clothing and SCBA.
Cost:	\$415.00 (cheque payable to the Minister of Finance)
	Minimum: 8 Maximum: 16



Risk Management – An Emergency Services Perspective 24 Hours

Prerequisite:	None.
Course Description:	<p>This course will outline critical Risk Management information for Emergency Services Personnel. Included will be a broad-based look at community risk, organizational risk, operational risk, and information management.</p> <p>How an organization manages risk is essential to the health and well being of its personnel. This course takes concepts of Risk Management and places it in the hands of Managers, Chiefs, Incident Commanders, Line Officers and front line Emergency Services Personnel.</p> <p>Objectives covered in this course are:</p> <ul style="list-style-type: none">• Understand the meaning of risk as it relates to the Emergency Services• Understand probabilities and consequences of risk• Understand control measures available to the Emergency Services• Introduce a 5 step process for managing risk• Discuss and explore "Real Time" risk management principles• Pre-incident planning as a risk management tool• Information management as an integral part of risk management
Certification:	Candidates will be issued a Certificate upon successful completion. Full attendance is mandatory for completion.
Materials:	Candidates must bring a binder, pen and highlighter.
Cost:	\$275.00 (cheque payable to Minister of Finance)
	Minimum: 10 Maximum: 24

Fire Ground Management 16 Hours

Prerequisite:	Must be an active member of an Emergency Services Department.
Course Description:	<p>This course is designed to provide fire officers or potential officers with the necessary skills to organize and manage fire ground operations under emergency conditions. Topics covered are: Problems in Fire Ground Management, Fire Command System, Fire Ground Factors, Tactical Priorities, Rescue, Fire Control, Salvage Operations, Fire Stream Management, Support Activities, Pre-fire Planning, and Tactical Scenarios</p> <p>This course will include classroom presentations of fire fighting theories and approaches combined with both hands-on pre-fire planning and fire ground management exercises which involve the decision making process utilizing simulated structure fires.</p>
Certification:	Candidates will be issued a Certificate upon successful completion. Full attendance is mandatory for completion.
Materials:	Required materials supplied.
Cost:	\$275.00 (cheque payable to the Minister of Finance)
	Minimum: 12 Maximum: 20



Managing Human Resources

36 Hours

Prerequisite:

None.

Course Description:

This course is designed to provide participants with information on issues surrounding human resources. Topics covered are: Position Descriptions, Performance Evaluations, Leadership, Management Styles Personnel Performance, Policies and Procedures, Budgets, Media, Report Writing, Safety and Emergency Services.

Course Objectives covered are:

- Describe the roles of Municipal, Provincial and Federal Governments with regard to the creation of by-laws and Provincial and Federal legislation and regulations as they apply to the Emergency Services;
- List other agencies that interact on a regular basis with the Fire Service and be able to describe their roles and responsibilities;
- Describe methods of motivating personnel within the department;
- Describe the importance of human resource policies and procedures and be able to develop a human resource policy;
- Prepare a recommendation for changing a human resource policy or procedure;
- Describe leadership styles, and types of leadership authority and power;
- Understand and describe organizational behaviour, group and interpersonal dynamics, and effective team building as they apply to the emergency services;
- Describe effective communication techniques and demonstrate these techniques both verbally and written;
- Describe how to identify problems with the department and evaluate solutions, evaluate job performance of members, review job descriptions, and conduct employee evaluations;
- Understand and describe the importance of public education programs and how to access and implement them within the department;
- Understand basic budgeting procedures;
- Understand the basic requirements for developing media and news releases;
- Develop and prepare a report for submission to a higher level of management;
- Develop operational plans for multi-agency operations;
- Understand the causes of unsafe acts, health exposures or conditions that result in accidents or illness and review injury, accident and health exposure reports and develop policies and procedures to prevent reoccurrence.

This course meets the requirements of Fire Officer II NFPA 1021 (2003) (see Fire Officer II Certification).

Certification:

Candidates will be issued a Certificate upon successful completion of all assignments and group work.

Materials:

Candidates must have a copy of the IFSTA Fire Department Company Officer, Latest Edition.

Cost:

\$340.00 (cheque payable to the Minister of Finance)

Minimum: 12

Maximum: 24

Incident Safety Officer

36 Hours

Prerequisite:

Incident Command 100.

Course Description:

This course will prepare members of the Emergency Services to understand and function in the role of an Incident Safety Officer (ISO). This course meets the Incident Safety Officer requirements for NFPA 1521 standard for Emergency Services Safety Officer, Chapter 6. This course will cover: history, safety concepts, risk management, safety officer types, characteristics, function ISO, hazardous NRG release, fire behaviour building construction, building collapse, technical rescue, human effect, pre-planning, safety action planning, rehab, post incident analysis and accident investigation.

Certification:

Candidates will be issued a Certificate upon successful completion of. **Full attendance is mandatory for completion.**

Materials:

Candidates must bring a binder, pen and highlighter.

Cost:

\$340.00 (cheque payable to the Minister of Finance)

Minimum: 12

Maximum: 24



Fire Officer I Distance Education 12 Weeks

Prerequisite:

Must be an active member of an Emergency Services Department, a Fire Department Officer or a potential officer (letter of verification of responsibilities may be required from the Fire Chief or Supervisor), Fire Fighting Level II NFPA 1001, Emergency Service Instructor Level I NFPA 1041, Fire Investigation Level I and Fire Ground Management or Incident Command 100.

Course Description:

This course is designed to provide officers or potential officers in fire departments with the skills of communication, management, organization, leadership, budgeting, dealing with emergency operations, day-to-day operations, and working with the public.

By the end of this course candidates should be able to: describe the job of the Fire Officer; use effective communication skills to operate at a management level within a fire department; develop an organizational plan for a fire department; demonstrate leadership skills in managing human resources; understand the budgeting process; efficiently and effectively work with the public; efficiently and effectively manage day-to-day operations; efficiently and effectively manage emergency situations. Blocks taught are: the job of the Fire Officer, communicating, managing your unit, organizing your unit, developing and supporting your staff, budgeting, dealing with day-to-day operations, working with the public and dealing with emergencies.

Certification:

Candidates will be issued a Certificate upon successful completion of all assignments, a written exam, and the above prerequisites. (Note: Candidates will not be eligible to write the written exam until all assignments are complete).

This course meets the NFPA Standard 1021 (2003) and is accredited by the International Fire Service Accreditation Congress (IFSAC).

Materials:

IFSTA Fire Department Company Officer, Latest Edition (this is a required textbook and must be purchased by all candidates).

Cost:

\$770.00 (cheque payable to the Minister of Finance)

A maximum of 12 candidates will be accepted on each course offered.

Fire Officer I Certification

Upon successful completion of the "Managing Emergency Services" course, active members of an Emergency Services Department may apply to receive certification credit for Fire Officer Level I by meeting the following NFPA 1021 2003 Standard criteria:

1. Fire Fighter Level II (NFPA 1001) accredited
2. Emergency Services Instructor Level I (NFPA 1041)
3. Fire Investigation Level I
4. Fire Ground Management or Incident Command 100

If the above criteria has been met candidates must then write a letter to the Manager of the Emergency Services College requesting to write the Fire Officer I exam. A copy of the candidate's transcript or certificates must be attached to the letter.

Individuals missing any of the courses listed in items 1 to 4 above have one (1) year from the completion of the "Managing Emergency Services" course to complete the above criteria for Fire Officer I. **One (1) year after that date the opportunity to apply to write the Fire Officer I exam will no longer be available.**

Fire Officer II Certification

Upon successful completion of the "Managing Human Resources" course, active members of an Emergency Services department may apply to receive certification for Fire Officer II by meeting the following NFPA 1021 2003 Standard criteria:

1. Fire Officer 1 (NFPA 1021)
2. Fire Inspector Level II (NFPA 1031)
3. Fire Investigation Level II

If the above criteria has been met candidates must then write a letter to the Manager of the Emergency Services College requesting to write the Fire Officer II exam. A copy of the candidate's transcript or certificates must be attached to the letter.

Individuals missing any of the information listed in items 1 to 3 above have one (1) year from the completion of the "Managing Human Resources" course to complete the above criteria for Fire Officer II. **One (1) year after that date the opportunity to apply to write the Fire Officer II exam will no longer be available.**



Incident Command 100

Prerequisite:

None.

Course Description:

This introductory course will cover the basics of the Incident Command model of emergency management. All members of Emergency Services should take this course so they are aware of how the Incident Command model works.

Certification:

Candidates must successfully complete a written exam. Candidates wishing to receive an Emergency Services College certificate may do so for a fee of \$50.00 (members of Manitoba's Municipal Fire Service are exempt from this fee).

Materials:

This course is available in an e-learning format at the following link: www.firecomm.gov.mb.ca

Incident Command 200, 300 36 Hours

Prerequisite:

Incident Command 100 and must be an active member of an Emergency Services Department, or with a Municipal Council and have the responsibility for the area of Incident Management.

Course Description:

This course will cover the basics of Incident Command from pre-planning through the incident to incident debriefing. Incident size-up, planning, communications, command post operation and other key elements of running an emergency incident will be covered.

Actual situations will be discussed with individuals who were involved at some level with a major incident. Many of the requirements of NFPA 472 Incident Commander will be covered.

Course Objectives covered are:

- Understand and describe the need for an Incident Management System to deal with emergency incidents;
- Understand and describe how municipal and provincial legislation affect Incident Management Systems;
- Understand how recognized standards may have an effect on requirements for Incident Management Systems;
- Understand and describe the necessary elements and components of an effective Incident Management System;
- Understand and describe a unified command system;
- Describe the involvement and responsibilities of at least 3 responding emergency services agencies to emergency incidents;
- Understand and describe the Incident Command System;
- Understand and describe the 5 main functional areas of the Incident Command System;
- Understand and explain the difference between emergency incident, disaster and crisis;
- Understand and describe the roles of 3 command staff functions;
- Understand and describe the importance of pre-incident planning, size-up and incident action planning as it applies to an emergency incident;
- Given an emergency incident, complete a size-up, develop incident action plans and develop an incident command structure to mitigate the incident from response to demobilization;
- Understand the importance of and describe how to develop General Operating Guidelines;
- Develop General Operating Guidelines for implementing an Incident Command System within your department;
- Understand and describe what role the media plays at emergency incidents and how to work with the media;
- Understand and describe command considerations regarding multi-casualty situations at emergency incidents;
- Understand and describe command considerations regarding emergency incidents involving hazardous materials; and,
- Understand and describe command considerations regarding Critical Incident Stress Management at an emergency incident.

Certification:

Candidates will be issued a Certificate upon successful completion of a written exam.

Materials:

Required materials supplied.

Cost:

\$340.00 (cheque payable to the Minister of Finance)

Minimum: 12

Maximum: 24



Fire Investigation Level I

36 Hours

Prerequisite:

Attendance is restricted to fire/police or persons having statutory authority/responsibility for investigation of fires/explosions. A letter of verification may be required. The Emergency Services College reserves the right to limit acceptance to those individuals who demonstrate an active involvement in Fire Investigations.

Course Description:

This course is designed to provide candidates with comprehensive knowledge, which will be useful in fire cause determination investigations and will reinforce any experience and previous training. This course will introduce knowledge and procedures outlined in NFPA 921.

By the end of this course the candidate should be able to:

- Identify the roles and responsibilities of a fire investigator;
- List the other people involved in fire investigations and describe their roles and responsibilities;
- Identify the fire tetrahedron and its components and how it applies to fire investigation;
- Identify and define the terms used to describe fire;
- Identify and describe the ways that fire grows and moves through structures;
- Identify the steps in the process for determining the cause of a fire;
- Identify life safety features of buildings and how they apply to the job of fire investigator;
- Identify fire investigator safety procedures and apply them to an investigation;
- Take notes, photographs and complete a report for a fire investigation;
- Identify ways to collect and preserve evidence from a fire investigation;
- Describe the laws and court procedures fire investigators may encounter;
- Identify characteristics of fires that begin from electricity, how to identify them, and who to contact;
- Identify characteristics of fires that begin from heating appliances, how to identify them and who to contact;
- Identify characteristics of fires that begin from natural gas, how to identify them and who to contact;
- Identify characteristics of fires that begin from spontaneous heat, how to identify them and who to contact;
- Identify characteristics of fire setters and how to identify them;
- Identify the responsibilities of a fire investigator for a vehicle fire and how to identify/determine a vehicle as the cause of a fire; and,
- Identify the responsibilities of a fire investigator for a fatal fire and the laws involved in dealing with fatalities.

This course is divided into four sections:

1. The first section introduces the course participants to the job of the fire investigator. It covers what to expect when you work as a fire investigator and the basic information you need to have about fire and how it affects buildings;
2. The second section of the course teaches the skills needed to become a fire investigator;
3. The third section of the course discusses the different causes of fire, what each is, how they start and how to recognize a fire that originates from that cause; and,
4. The fourth section of the course discusses two special cases for fire investigators, fires in vehicles and fires where there has been a fatality.

Certification:

Candidates will be issued a Certificate upon successful completion of a written exam.

Materials:

All candidates **must** have a current copy of:
- IFSTA Introduction to Fire Cause and Origin, Latest Edition
- NFPA 921 Guide for Fire and Explosion Investigations, Latest Edition

Cost:

\$340.00 (cheque payable to the Minister of Finance)

Minimum: 12

Maximum: 25

Fire Investigation Level II

36 Hours

Prerequisite:

Fire Investigation Level I. Attendance is restricted to fire/police or persons having statutory authority/responsibility for investigation of fires/explosions. A letter of verification may be required. The Emergency Services College reserves the right to limit acceptance to those individuals who demonstrate an active involvement in Fire Investigations.

Course Description:

This course is designed to provide candidates with comprehensive knowledge, which will be useful in fire cause determination investigations and will reinforce any experience and previous training. This program will expand on the knowledge and procedures outlined in NFPA 921 in the areas of Diagrams and Drawings, Interview and Interrogations, and the Post-incident Investigation.

By the end of this course the candidate should be able to:

- Identify the roles and responsibilities of an insurance adjuster;
- Identify the roles and responsibilities of the Insurance Crime Prevention Bureau (ICPB);
- List the other people involved in fire investigation court process and describe their roles and responsibilities;
- Identify the steps in the process for determining the cause of an explosion;
- Identify construction features of buildings and how they apply to the job of a fire investigator;
- Identify ways to collect and preserve evidence from a fire investigation and work effectively with the lab;
- Identify characteristics of fires that begin from ignitable liquids, how to identify them and who to contact;
- Identify advanced characteristics of fires that involve electricity, separate cause and effect, how to identify them and who to contact;
- Identify characteristics of fraudulent fire setters and how to identify them;
- Identify the responsibilities of a fire investigator for a fatal fire and the interaction with the medical authority having jurisdiction;
- Identify the steps in delivering expert evidence/opinion evidence;
- Describe the steps involved in a successful interview; and,
- Identify the role of the Publication NFPA 921.

This course is divided into six sections:

- The first section introduces the candidates to the characteristics of deliberate fires. It covers the types of deliberate fires, who sets them, and the motives for setting them. Fire scene indicators are explored in detail to familiarize the candidates with all aspects of deliberate fires;
- The second section of the course provides a detailed analysis of fire investigations, ranging from interviews, fire scene indicators, pathology, and roles of the investigator;
- The third section discusses the role of the insurance adjuster and the investigator's relationship with the authorities;
- The fourth section examines the role of the expert witness when testifying in court;
- The fifth section provides the candidates with basic knowledge of building construction and its susceptibility to fire; and,
- The sixth section introduces the National Fire Prevention Association (NFPA) 921, and familiarizes the candidate with the contents of the guide.

Certification:

Candidates will be issued a certificate upon successful completion of a written exam.

Materials:

All candidates **must** have a current copy of:

NFPA 921 Guide for Fire and Explosion Investigations, Latest Edition
User's Manual for NFPA 921, Latest Edition

Cost:

\$340.00 (cheque payable to the Minister of Finance)

Minimum: 12

Maximum: 25

Fire Investigation Level III

36 Hours

Prerequisite:

Fire Investigation Level II. Attendance is restricted to fire/police or persons having statutory authority/responsibility for investigation of fires/explosions. A letter of verification may be required. The Emergency Services College reserves the right to limit acceptance to those individuals who demonstrate an active involvement in Fire Investigations.

Course Description:

This course is designed to provide candidates with comprehensive skills which will be useful in fire cause determination investigations and will reinforce any experience and previous training. This program will expand the knowledge and skills outlined in NFPA 921 in the area of fire scene examination. A large portion of this course will be held at simulated fire scenes and will allow for hands on practice. This will prepare the student for the practical testing portion of the evaluation for certification as a Fire Investigator.



Fire Investigation Level III Continued

Certification: Candidates will be issued a Certificate upon successful completion of a written examination.

Materials: Candidates **must** have a current copy of NFPA 921 Guide for Fire and Explosion Investigations, Latest Edition, turnout gear or coveralls, helmet, gloves, protective fire boots or protective work safety boots, note book, 35 mm camera, flash, two rolls of film (24's 400 ASA), film processing or an acceptable Digital camera, shovel, light and measuring tape.

Cost: \$340.00 (cheque payable to the Minister of Finance)

Minimum: 8

Maximum: 12

Report Writing for Fire Investigators 36 Hours

Prerequisites: Fire Investigation Level II. Attendance is restricted to fire/police or persons having statutory authority/responsibility for investigation of fires/explosions. A letter of verification may be required. The Emergency Services College reserves the right to limit acceptance to those individuals who demonstrate an active involvement in Fire Investigations.

Course Description: This course is designed to teach report writing methods for fire investigators. This is not a general report writing course. The Manitoba Office of the Fire Commissioner reports follow the National Fire Protection Association 1033 Standard, the 921 Guide and have been developed based on results of court decisions impacting the presentation and admissibility of evidence in the courtroom. This course will cover note taking for the fire investigator, presentations by the fire investigator to various entities and making up courtroom packages for the presentations accompanying verbal testimony, including photographs.

Certification: Candidates will be issued a Certificate upon successful completion of written reports and presentations.

Materials: Candidates **must** bring data and photographs from three fire investigations they have conducted.

Cost: \$340.00 (cheques payable to the Minister of Finance)

Minimum: 10

Maximum: 18

Fire Investigation NFPA 1033

Prerequisites: Hazardous Materials Awareness NFPA 472, Fire Investigation Level I, II and III, Report Writing for Fire Investigators. Attendance is restricted to fire/police or persons having statutory authority/responsibility for fire investigation of fires/explosions. A letter of verification may be required. The Emergency Services College reserves the right to limit acceptance to those individuals who demonstrate an active involvement in Fire Investigations.
NOTE: Candidates who took Fire Investigation Level III prior to 1999 should review the contents of the current Fire Investigation Level III course for changed material. This material is covered in the latest edition of "Kirks Fire Investigation" and the current "NFPA 921 Guide for Fire and Explosion Investigations". It is strongly recommended that these textbooks be reviewed prior to the exam.

Accreditation Process: Upon completion of the prerequisites the candidate must successfully complete a written and practical exam. The practical exam covers the six sections of the skills booklet for Fire Investigator.

This program meets the requirements of NFPA 1033 (2003) Professional Qualifications for Fire Investigator and is accredited with the International Fire Service Accreditation Congress (IFSAC).

Certification: Candidates will be issued a Certificate upon successful completion of the above.

Cost: \$340.00 (cheque payable to Minister of Finance)

A MAXIMUM OF SIX (6) CANDIDATES WILL BE ACCEPTED FOR THIS TESTING



Fire Inspector Level I (NFPA 1031) Distance Education

Requisites:

Hazardous Materials Awareness.

Course Description:

This is a Distance Education (DE) course. Information is presented in a way that will allow candidates to work at home and with an Instructor to apply the information from the distance education materials.

This course is tailored to help candidates learn and apply concepts and skills of the job. Not only do candidates learn about fire safety, codes and standards, and fire protection systems, but how to think their way through fire prevention inspections. The course covers:

- Preparing Inspection Reports
- Recognizing the need for a permit
- Recognizing the need for a plan review
- Investigate common complaints
- Identify the applicable code or standard
- Participate in legal proceedings
- Classify a single occupancy building
- Calculate occupant load of single occupancy
- Verify construction type
- Inspect means of egress
- Determine operational readiness of fire suppression systems
- Determine the readiness of fire extinguishers
- Recognize hazardous conditions
- Recognize modifications to a plan
- Verify emergency plan is in place
- Inspect emergency access
- Verify code compliance for storage
- Recognize fire growth potential
- Determine code compliance
- Verify fire flows

This course meets the current NFPA 1031 Standard (2003) for Fire Inspector Level I and is accredited with the International Fire Service Accreditation Congress (IFSAC).

Certification:

Candidates will be issued Certificates when the criteria listed below has been successfully completed:

- Hazardous Materials Awareness
- Successful completion of all of the assignments
- Successful completion of the Level I written exam

Candidates who have not completed and submitted **ALL** assignments prior to the scheduled exam day will **NOT** be eligible to write the exams. Refer to policy on "Assignments".

Materials:

Each candidate must have a copy of the following:

- Fire Inspection and Code Enforcement, Latest Edition (1988) ISBN: 0-87939-150-2
- Private Fire Protection and Detection, IFSTA, Latest Edition ISBN: 0-87939-110-3
- National Building Code, 2005 Ottawa: National Research Council of Canada (2005 Code)
- National Fire Code, 2005 Ottawa: National Research Council of Canada
- CAN/ULC – S524 – Standard for the Installation of Fire Alarm Systems, Referenced Edition
- CAN/ULC – S536 – Standard for the Inspection and Testing of Fire Alarm Systems, Referenced Edition
- CAN/ULC – S537 – Standard for the Verification of Fire Alarm Systems, Referenced Edition
- NFPA 10, Standard for Portable Fire Extinguishers, Referenced Edition
- NFPA 13, Standard for the Installation of Sprinkler Systems, Referenced Edition
- NFPA 25 Inspection Testing, Maintenance of Water Based Fire Protection Systems, Referenced Edition
- NFPA 96, Standard for the Installation of Equipment for the Removal of Smoke and Grease Laden Vapors from Commercial Cooking Equipment, Referenced Edition

All the above required materials are available from the Assiniboine Community College Bookstore

Cost:

\$547.50 this does NOT include the cost of the above materials (cheque payable to the Minister of Finance)

A maximum of 24 candidates will be accepted on each course offered.



Fire Inspector Level II (NFPA 1031) Distance Education

Prerequisites:

Fire Inspector Level I (NFPA 1031)

Course Description:

This is a Distance Education (DE) course. Information is presented in a way that will allow candidates to work at home and with an Instructor to apply the information from the distance education materials.

This course is tailored to help candidates learn and apply concepts and skills of the job. Not only do candidates learn about fire safety, codes and standards, and fire protection systems, but how to think their way through fire prevention inspections. The course covers:

- Process a permit application
- Process a plan review application
- Investigate complex complaints
- Recommend modifications to codes
- Classify a mixed use building
- Calculate occupant load of multi-use building
- Determine a buildings area height occupancy and construction type
- Analyze means of egress to codes
- Evaluate fire protection systems to code
- Evaluate hazardous conditions to code
- Evaluate emergency plan to code
- Inspect emergency access
- Verify code compliance for storage
- Determine fire growth potential
- Evaluate code compliance
- Verify plans

This course meets the current NFPA 1031 Standard (2003) for Fire Inspector Level II and is accredited with the International Fire Service Accreditation Congress (IFSAC).

Certification:

Candidates will be issued certificates when the criteria listed below has been successfully completed:

- Successful completion of all of the assignments
- Successful completion of the Level I written exam

Candidates who have not completed and submitted **ALL** assignments prior to the scheduled exam day will **NOT** be eligible to write the exams. Refer to policy on "Assignments".

Materials:

Each candidate must have a copy of the following:

- Fire Inspection and Code Enforcement, Latest Edition (1988) ISBN: 0-87939-150-2
- Private Fire Protection and Detection, IFSTA, Latest Edition ISBN: 0-87939-110-3
- National Building Code, 2005 Ottawa: National Research Council of Canada (2005 Code)
- National Fire Code, 2005 Ottawa: National Research Council of Canada
- CAN/ULC – S524 – Standard for the Installation of Fire Alarm Systems, Referenced Edition
- CAN/ULC – S536 – Standard for the Inspection and Testing of Fire Alarm Systems, Referenced Edition
- CAN/ULC – S537 – Standard for the Verification of Fire Alarm Systems, Referenced Edition
- NFPA 10, Standard for Portable Fire Extinguishers, Referenced Edition
- NFPA 13, Standard for the Installation of Sprinkler Systems, Referenced Edition
- NFPA 25 Inspection Testing, Maintenance of Water Based Fire Protection Systems, Referenced Edition
- NFPA 96, Standard for the Installation of Equipment for the Removal of Smoke and Grease Laden Vapors from Commercial Cooking Equipment, Referenced Edition

All the above required materials are available from the Assiniboine Community College Bookstore

Cost:

\$547.50 this does NOT include the cost of the above materials (cheque payable to the Minister of Finance)

A maximum of 24 candidates will be accepted on each course offered.



Part 9: The House - Building Envelope 36 Hours

Prerequisite: None (past experience in the construction industry and with the National Building Code is beneficial).

Course Description: This is the first course in the series of Part 9 courses. It will examine the exterior requirements for single or two-family dwellings. This course deals with plan examination and inspection of the house structure and the building envelope. The course will be a facilitated type course where the candidates work together in groups. The candidates first work on the course material individually, then discuss the answers with the group and then a class discussion is held. The Metric system of measure will be used.

The course materials include:

- An introduction to the National Building Code
- The House – General
- Difficulties confronting Building Inspectors
- Reading Plans
- Building Permit Applications
- Site Plans
- Footings
- Foundation Walls
- Concrete Slabs on Ground
- Roof and Ceiling Construction
- Floor Construction
- Wall Construction
- The requirements of a Building Inspector
- The requirements for conducting a building inspection

Certification: Candidates will be issued a Certificate upon successful completion of a written exam.

Materials: The National Building Code, Referenced Edition, Manitoba Amendments, a calculator and pen/pencil are required.

Cost: \$385.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12

Part 9: The House - Health & Safety 36 Hours

Prerequisite: Part 9: The House – Building Envelope

Course Description: This course examines the interior requirements for single and two-family dwellings. The course will be a facilitated type of course where the candidates work together in groups. The candidates first work on the course materials individually, then discuss the answers with the group and then a class discussion is held. The Metric system of measure will be used.

The course material includes:

- The use of the Manitoba Building Code
- The determination of the minimum requirements for spatial separations, smoke alarms, egress requirements, fire stopping, fire separations, chimneys, fireplaces and solid-fuel burning appliances, stairs, guards and insulation
- The requirements for conducting a building inspection
- Final Interior Inspection
- Final Exterior Inspection
- Inspection Field Trip

Certification: Candidates will be issued a Certificate upon successful completion of a written exam.

Materials: The National Building Code, Referenced Edition, Manitoba Amendments, a calculator and pen/pencil are required.

Cost: \$385.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12

Part 9: Building Plumbing Inspection 36 Hours

Prerequisite:

Part 9: The House – Building Structure, Part 9: The House – Health and Safety.

Course Description:

This course examines the plumbing requirements for Part 9 buildings. It covers the above ground plumbing in a single family dwelling using the MITEC House as an example. The course will be a facilitated type of course where the candidates will first work in groups, then work on the course material individually, then discuss the answers with the group and then a class discussion is held. The Metric and Imperial system of measure will be used.

The course content includes:

- The use of the National Building Code
- The use of the National Plumbing Code
- The determination of the minimum requirements for stacks and waste pipes, venting systems, Surface Water distribution systems and plumbing fixtures and appliances
- The entire drainage, waste and vent (DWV) system and potable water distribution system will be examined from the rough-in stage to the final inspection
- The requirements for conducting a plumbing inspection

Certification:

Candidates will be issued a Certificate upon successful completion of a written exam.

Materials:

The National Building Code, Referenced Edition, the National Plumbing Code, Referenced Edition, Manitoba Amendments for Building and Plumbing Codes, a calculator and pen/pencil are required.

Cost:

\$385.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12

Part 9: Buildings-Structural Requirements 36 Hours

Prerequisite:

Part 9: The House-Building Structure, Part 9: The House-Health & Safety.

Course Description:

This course examines the requirements for Part 9 buildings other than single and two-family dwellings. The course will be a facilitated type of course where the candidates work together in groups. The candidates first work on the course material individually, then discuss the answers with the group and then a class discussion is held. The Metric system of measure will be used.

The course material includes:

- The use of the National Building Code
- The determination of the minimum requirements for excavations, footing and foundation walls, insulation, vapour barriers and wall and floor systems
- Transfer of forces acting on a building
- Trusses
- Spatial Separations and exposure protection as they apply to the structural elements of a building
- The requirements for conducting a building inspection

Certification:

Candidates will be issued a Certificate upon successful completion of a written exam.

Materials:

The National Building Code, Referenced Edition, Manitoba Amendments, a calculator and pen/pencil are required.

Cost:

\$385.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12



Part 9: Buildings – HVAC & Fire Protection 36 Hours

Prerequisite: Part 9: The House – Building Structures, Part 9: The House – Health and Safety
Part 9: Building-Structural Requirements

Course Description: This course examines the interior requirements for Part 9 buildings other than single and two-family dwellings. The course will be a facilitated type of course where the candidates work together in groups. The candidates first work on the course material individually, then discuss the answers with the group and then a class discussion is held. The Metric system of measure will be used.

The course material includes:

- The use of the National Building Code
- The determination of the minimum requirements for fire detection systems, fire resistance ratings, fire stopping, fire separations, exiting and occupant loads
- Plan examination to ensure the compliance with the National Building Code
- The requirements for conducting a building inspection

Certification: Candidates will be issued a Certificate upon successful completion of a written exam.

Materials: The National Building Code, Referenced Edition, Manitoba Amendments, a calculator and pen/pencil are required.

Cost: \$385.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12

Part 3: Large Buildings - Classification & Construction 36 Hours

Prerequisite: None.

Course Description: This course is the first in a series that examines the requirements for Part 3 buildings. The course will be a facilitated type of course where the candidates work together in groups. The candidates first work on the course material individually, then discuss the answers with the group and then a class discussion is held. The Metric System of measure will be used.

The course material includes:

- The use of the Manitoba Building Code
- The determination of the minimum requirements for building classifications, separations of major occupancies, building heights and area, the building site, construction type, occupant loads, fire separations, fire stopping, fire resistance ratings, firewalls, closures, provisions for fire fighting, mezzanines and interconnected floor spaces
- The requirements for conducting a building inspection

Certification: Candidates will be issued a Certificate upon successful completion of a written exam.

Materials: The National Building Code, Referenced Edition, Manitoba Amendments, a calculator and pen/pencil are required.

Cost: \$385.00 (cheque payable to the Minister of Finance)

Minimum: 8

Maximum: 12



Municipal Building By-Law Administration 36 Hours

Prerequisites: Should be actively involved in the administration and enforcement of a Building By-Law.

Course Description: This course is designed to provide candidates with the information on issues involving the Acts and Regulations a Building Official (Inspector) may become involved with, and the Building Official's authority and responsibility with regards to the administration and the enforcement of a Building By-Law.

The course material includes:

The authority of the building official	Overlapping jurisdiction
Powers of entry	Nature of evidence
The Municipal Building By-Law	Confidentiality and liability
Issuing orders	Preparing for Court

Certification: Candidates will be issued a Certificate upon successful completion of a written exam.

Materials: The National Building Code, Referenced Edition, Manitoba Amendments to the Building Code, The Summary Convictions Act, The Freedom of Information and Protection of Privacy Act, The Municipal Act and the Buildings and Mobile Homes Act.

Cost: \$440.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12

Wood Heat Safety 36 Hours

Prerequisite: None.

Course Description: This course examines the requirements for approved and non-approved solid-fuel burning appliances. The course will be a facilitated type of course where the participants work in groups. The participants first work on the course material individually, then discuss the answers with the group and then a class discussion is held. The Metric and Imperial systems of measure will be used.

The course material includes:

- The use of the Manitoba Building Code
- The use of other standards
- The legal requirements
- The determination of the minimum requirements for combustion air, manufactured chimneys, masonry chimneys and installation of solid-fuel burning appliances
- The requirements for on-site inspections

Certification: Candidates will be issued a Certificate upon successful completion of a written exam.

This course is eligible for 8 credit hours from the General Insurance Council Education Committee.

Materials: National Building Code, Latest Edition, CAN/CSA-B365-M, Referenced Edition, Installation Code for Solid-Fuel Burning Appliances and Equipment, Manitoba Amendments, a calculator and pen/pencil are required.

Cost: \$440.00 (cheque payable to Minister of Finance)

Minimum: 8

Maximum: 12



Emergency Medical Responder EMR 120 Hours

- Prerequisite:** Must be 18 years of age and have a Current Basic Rescuer or Level C CPR certificate (proof must be provided with application). *An Emergency or Standard First Aid course would be an asset.*
- Course Description:** This course is designed to train participants, already familiar with some aspects of first aid and CPR, in the principles and techniques for providing emergency medical care. The emphasis is on practical skills development. Approximately seventy-five percent of this course is devoted to the actual "hands-on" experiences involved in patient assessment and management. Traditionally, this training has been considered the entry level to emergency medical services.
- Certification:** Candidates will be issued a Certificate upon successful completion of a written exam and practical skills evaluation qualifying them for the technician level of licensure in the Province of Manitoba.
- Material:** Textbook and materials will be announced in the confirmation letter to the candidate.
- Cost:** \$750.00 per student (In-College Only) (cheque payable to Minister of Finance)
- Minimum:** 8 **Maximum:** 12

Emergency Medical Responder Refresher 40 Hours

- Prerequisite:** Successful completion of an approved Emergency Medical Responder course (proof must be provided with application).
- Course Description:** This course reviews both the didactic and practical skills of an Emergency Medical Responder. The course follows the recommendations of Manitoba Health for individuals seeking the current Technician level of licensure.
- Certification:** Candidates will be issued a Certificate of Attendance upon successful completion.
- Material:** Textbook and materials will be announced in the confirmation letter to the candidate.
- Cost:** \$325.00.00 per student (In-College Only) (cheque payable to Minister of Finance)
- Minimum:** 8 **Maximum:** 12



Emergency Medical Responder Refresher – Home Study Option 20 Hours Instructor Led and 20 Hours Independent Study = 40 Hours

- Prerequisite:** Successful completion of an approved Emergency Medical Responder course (proof must be provided with application).
- Course Description:** This course reviews both the didactic and practical skills of an Emergency Medical Responder. The course follows the recommendations of Manitoba Health for individuals seeking the current Technician level of licensure. It is expected that the candidates will complete twenty hours of independent study (outline provided) and submit completed assignments prior to the Instructor led portion of the course. The twenty hours of Instructor led material focuses on practical skills. The four half day sessions, each dealing with a different skill area, will provide individuals with an opportunity to review EMR (Technician) skills, and practice skills related to skill test stations similar to those within Manitoba Health's Provincial EMR (Technician) licensing exam. Skills are airway management, fracture management, immobilization and childbirth. A brief overview of the theory component is included.
- Certification:** Candidates will be issued a Certificate of Attendance upon successful completion.
- Material:** Textbook and materials will be announced in the confirmation letter to the candidate.
- Cost:** \$325.00.00 per student (In-College Only) (cheque payable to Minister of Finance)
- Minimum:** 8 **Maximum:** 12

Primary Care Paramedic Bridging 64 Hours (plus Practicum Hours)

- Prerequisite:** Emergency Medical Technician and must be an active member of an EMS Service.
- Course Description:** This program emphasizes the development of student competency in professionalism, the recognition of signs and symptoms of illnesses and injuries, and proper procedures of emergency care. Candidates will function as a professional, practice effective oral communication skills, maintain good physical and mental health, provide patient assessment and diagnostics as a Primary Care Paramedic, as outlined in the National Occupational Profile, provide patient therapeutics as a Primary Care Paramedic, as outlined in the National Occupational Profile, utilize differential diagnosis skills, decision-making skills and psychomotor skills in providing care to patients and prepare an ambulance for service. Hospital Practicum – This practicum provides students with the opportunity to see, assess, and care for patients in the controlled setting of the hospital. Ambulance Practicum – This practicum provides students with the opportunity to assess and care for patients in the less controlled environment of the field.
- Certification:** Candidates will be issued a Certificate upon successful completion of all components of the course.
- Material:** Textbooks and materials will be announced in the confirmation letter.
- This course is offered in Manitoba to EMS Personnel through their local EMS Managers. EMS Personnel wishing to take the Primary Care Paramedic Bridging must have approval from their local EMS Manager.





CERTIFIED INSTRUCTOR STATUS (Gold Seal)

Instructor's Name (Please Print)

I _____ attest to the fact that the above
FIRE Chief or EMS Manager Name (Please Print) [This form will be returned if this name is not legible]

Instructor has been involved in instructional activities with _____
Emergency Services Department Name

for more than one year and that the Instructor activities displayed meet the standards set by the Manitoba

Emergency Services College for the Province of Manitoba.

Fire Chief or EMS Manager Signature

Date

Emergency Services College Manager Signature

Date

Note: This form must have the name of the Fire Chief or EMS Manager printed and the signature or the form will be returned to the applicant.

PLEASE PHOTOCOPY FOR ADMINISTRATIVE USE





**MANITOBA EMERGENCY
SERVICES COLLEGE
TRANSCRIPT RELEASE FORM**
(Please ensure that information is legible or form will be returned)

I _____
(please print)

authorize the Manitoba Emergency Services College to release a copy of my transcript to:

Name (please print)

Mailing Address (please print)

City *Province* *Postal Code*

Signature *Date*

Birth Date or MESC Student #: _____
(To verify this request, your date of birth or MESC student number must be provided above)

Due to the "Personal Information Protection & Electronic Act (Jan.1, 2004)" course results will NOT be given by telephone or to any other individual or organization. All transcripts are confidential and mailed directly to the Candidate. Any individual or organization requesting a copy of the Candidate's transcript must have this release form completed and signed by the candidate and returned to:

Admissions Officer
Manitoba Emergency Services College
1601 Van Horne Avenue East
Brandon, Manitoba
R7A 7K2
Telephone: (204) 726-6556
1-888-253-1488 Ext. 6556
Fax: (204) 726-6847

PLEASE PHOTOCOPY FOR ADMINISTRATIVE USE





**MANITOBA EMERGENCY
SERVICES COLLEGE
MEDICAL CLEARANCE**

For courses with strenuous practical work, candidates may be required to obtain permission from their doctor before participating. The Emergency Services College reserves the right to request this medical clearance form prior to candidates being allowed to participate in any training or testing. Please explain to your doctor what type of training or testing you will be expected to perform.

This Form is to be completed by your Medical Doctor;

This is to certify that I have examined

(Candidate Name – Please Print)

and they are physically fit to participate in

(Name of Activity)

Signed this _____ day of _____, 20_____

Doctor's Name (please print)

Doctor's Signature

Candidate's Name (please print)

Candidate's Signature

With some courses the Emergency Services College will be monitoring candidate's vital signs. If the Instructor determines a candidate does not meet predetermined clinical criteria they will be asked to leave the course. The decision of the Emergency Services College in this type of situation will be final.

PLEASE PHOTOCOPY FOR ADMINISTRATIVE USE





OFFICE OF THE FIRE COMMISSIONER MANITOBA EMERGENCY SERVICES COLLEGE



1601 Van Horne Ave East
Brandon Manitoba
Canada R7A 7K2

COURSE APPLICATION FORM

Email: firecomm@gov.mb.ca
Toll Free: 1-888-253-1488
Phone: (204)726-6855
Fax: (204)726-6847

Web Site www.firecomm.gov.mb.ca

Please ensure that all sections are completed. Incomplete forms will be returned. Photocopied forms will be accepted. All personal information contained on this form is necessary for the efficient operation of the Manitoba Emergency Services College and is strictly confidential.
It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act.

One application form per course. PLEASE PRINT CLEARLY.

Course Title

Course Location

Course Date(s)

I have previously attended an MESC course: Yes No

Personal Information (as it will appear on MESC correspondence, certificates & documents)

FAMILY NAME

FIRST NAME Middle Initial

Mailing Address

Community

Province Postal Code

Home Phone Work Phone

Fax Number E-mail Address

Female First Nations Inuit
 Male Metis Visible Minority (Non-Caucasian)

YEAR / MONTH / DAY
 BIRTHDAY

Emergency Contact Name & Phone:

Primary Affiliation / Emergency Service / Business / Department and Address

Name

Mailing Address

Community/Province Postal Code

Important (if applicable)

MAD

RHA

Level of Education / Training to Date

Complete appropriate box(es)	Grade School <input type="checkbox"/>	Technical/College/University <input type="checkbox"/>	Fire Fighting <input type="checkbox"/>	EMS <input type="checkbox"/>	Instructor <input type="checkbox"/>	Haz Mat <input type="checkbox"/>	Other <input type="checkbox"/>
Level Attained							

Date of Application _____ Signature of Applicant _____