

SOUTHERN MAINE COMMUNITY COLLEGE
South Portland, Maine 04106
(Version: 1/10/22)

Title: Community Risk Reduction Admin.	Catalog Number: FIRE 260
Credit Hours: 3	Total Contact Hours: 45
Format: Lecture, Discussion, Research Practicum, Writing	Semester: Spring, 2022
Instructors: Steve Willis, Nathan Schools + Jeff Emerson	Best instructor contact: via email:
swillis@smccME.edu , nschools@buxtonfr.org , JEmerson@brunswickme.org	Tel: 741-5808 / 929-3099 / 207-725-5541 x2

Course Syllabus

Course Description

This course prepares students to better protect community residents and first responders by applying a comprehensive risk-reduction process in collaboration with community partners. Community Risk Reduction (CRR) gets to the heart of community safety and health by “getting ahead of the emergency call” by assessing community risks, establishing priorities, developing plans and partnerships, and implementing targeted interventions designed to reduce the losses that negatively affect people, property and natural resources. This is a writing-intensive course with weekly draft and final paper assignments, and development of a community risk assessment and community risk reduction plan for a targeted risk. The course also requires the development and defense of a Fire Science Capstone Portfolio documenting attainment of Fire Science learning outcomes through student academic and professional growth.

Prerequisites: ENGL 100 and 2nd year status.

Fire Science Learning Outcomes

Successful completion of an associate’s degree in fire science from Southern Maine Community College will enable students to:

- 1) Analyze and apply proactive community risk reduction methods to protect people, property and natural resources.
- 2) Analyze and apply reactive community risk response methods to protect people, property and natural resources.
- 3) Analyze and apply community risk reduction leadership + management methods to protect people, property and natural resources.

Course Objectives

Upon successful completing the course, the student will be able to:

- Describe the concepts, practices and value of community risk reduction.
- Explain the characteristics of various communities and the challenges and benefits of targeted risk reduction.
- Relate historical events to the development of community risk reduction.
- Explain the role of organizational vision, mission, goals and culture in community risk reduction.
- Explain the role that community risk assessment, risk reduction priorities + strategies play in community risk reduction.
- Detail strategies for developing organizational and community support of community risk reduction.
- Apply the steps of the community risk reduction process model to develop a CRR action plan for a community.
- Demonstrate effective verbal and written communication skills.
- Develop, present and defend a Fire Science Capstone Portfolio documenting attainment of the Fire Science Learning Outcomes, application of community risk reduction strategies, personal and academic growth and career-readiness.

Writing Assignments (See National Fire Academy Community Risk Reduction Model – 2021)

1. Why Community Risk Reduction?
2. “Community” Defined
3. Fire and Emergency Services Organizations’ Role in Community Risk Reduction
4. Community Risk Assessment and Risk Reduction Strategies
5. Community Risk Reduction Plan

Writing assignments will comply with American Psychological Association (APA) style, as referenced in Hacker’s *A Writer’s Reference*, 7th edition and SMCC’s Writing Across the Curriculum (WAC) guidance.

Course Requirements

Students will be required to complete pre-class reading assignments and submit Pre-Class Note Taking Guides (PCNTGs) over the content to establish a foundation for interactive lectures, discussions and group application exercise. Student understanding of content and application challenges will be assessed by PCNTGs, online chapter quizzes and a comprehensive final exam. ***This is a writing-intensive course:*** Students will be required to complete (and submit prior to deadlines) draft and final versions of 5 writing assignments during the semester. In addition, a 1-week upgrade (to 90% maximum) opportunity for graded papers will be afforded students who meet submission deadlines and respond to instructor feedback on draft papers.

Fire Science Capstone Portfolio

Each student will be required to develop, submit, present and defend a Fire Science Capstone Portfolio documenting attainment of Fire Science learning outcomes, development of a community risk reduction plan, student academic growth and career readiness. Students will present and defend their capstone portfolios before a panel of stakeholders and community members in dress rehearsal and final presentations.

Mentoring Opportunity

Students may apply to serve as Fire Science Peer Mentors and/or Fire Science Ambassadors for the semester as an extra credit or SMCC Honors Program project. Student mentors will be assigned 1st year Fire Science student(s) to welcome, guide, advise and support throughout the semester. Student ambassadors will organize and represent the Fire Science department in prospective student briefings scheduled periodically throughout the semester. Mentoring and briefing activities must be documented, with reflections by both the mentor, mentee and ambassadors. Student mentors and ambassadors may earn up to a full letter higher course grade in FIRE 260 based on their mentoring and ambassador contributions. Application deadline will be the end of Week 2 of the semester. For more information, see course instructors and SMCC peer mentor coordinator.

Attendance + Completion of Assignments

Students will be graded on both weekly attendance and work completion. This course will meet primarily via Zoom. Attendance and engagement is expected at all times during sessions. ***Students are urged to keep their cameras on during all sessions.*** Attendance will be recorded at the start of – and random times during - each session, and will affect student’s grade. For the purpose of this course, students will be reported to the SMCC registrar as no longer attending after two consecutive, or a total of three, absences from the class resulting in a grade of “AF” for the course. Each tardy – or lack of response during a session - will count as ½ of an absence from that session. For more information, please refer to the SMCC Student Handbook. Students are expected to notify the instructor in advance concerning absences and are responsible for submitting all materials on time despite absences, excused or unexcused. **Students may partially make up absences by attending class that week with the other course section, or watching the Zoom video and posting lessons learned before that week’s deadline.**

Course Policies

Human dignity and integrity: All class participants are expected to treat others (instructor, students, guest speakers, etc.) with respect. Some of the communications in this course will be via e-mail and online discussions that lack the benefit of in-person, non-verbal context. Students are cautioned to carefully select words and phrases and maintain a professional in-class and online demeanor at all times.

Students are expected to:

- Respect the Zoom classroom, fellow students and faculty: *By being punctual, keeping your camera on, taking off hats, being mindful of distractions such as food and drinks, speaking non-judgmentally, listening to others and respecting differing views.*
- Staying engaged: *By keeping cameras on, turning off pagers, setting cell phones to vibrate, and not text-messaging during class.* Students should not share the same camera except in emergencies.
- Work hard and be accountable: *By taking the course seriously, managing your time, completing pre-class readings, getting assignments in on time, and studying for quizzes and tests.*
- Conform to netiquette requirements and guidelines in all electronic communications.

Original work: Students are expected to submit original work unless other sources are clearly credited, and to equitably share the load in group work. Cheating will not be tolerated. Students found to have cheated – or assisted another student in cheating - will be penalized with actions up to and including a failing course grade following policies listed in the SMCC Code of Student Conduct.

Add/Drop

SMCC's course add/drop deadline for this semester is Tuesday of Week 2 at 1700 hours. If you drop this course before the deadline, you will receive a full tuition refund. If not, you will be billed the full cost of the course. If you drop the course before 4/19/22 @ 1700 hours, a "W" will be assigned as the course grade.

Mid-Term Grades

Instructors will post mid-term grades for all students after Week 10 of the course. Unsatisfactory performance will be determined based on a combination of grades, attendance and assignment completion. Mid-term grades are intended to help students stay on track. Students with unsatisfactory mid-term grades will be urged to meet with Fire Science tutors weekly until performance returns to a satisfactory level.

Student Evaluation and Grading

Grading in accordance with SMCC policies. Each student's final grade will be based on the following percentages:

20%	Pre-Class Note Taking Guides
10%	Online Quizzes
30%	Writing Assignments (10% drafts, 20% final papers)
30%	Fire Science Capstone Portfolio & Presentation
10%	Comprehensive Final Exam

Texts, Tools, and/or Supplies: Required texts:

- 1) Community Risk Reduction, 1st edition, (Walker), Jones and Bartlett, ISBN 978-128-419-5057
- 2) Fire Officer Principles and Practice, 4th edition, (Ward), Jones and Bartlett, ISBN 978-128-417-2393
- 3) A Writer's Reference, 7th Ed., Diana Hacker, ISBN-10: 0-312-60246-8 (Hacker 6th edition is OK)

Your Keys to Success

Here are the recommended "*Seven Habits of Highly Effective FIRE 260 Students*":

- 1) ***I read the assigned chapter prior to class and complete a detailed PCNTG:*** Pre-class readings form the foundation of class discussions (see course schedule). Weekly PCNTGs and online quizzes will be required.
- 2) ***I stay engaged, keep my camera on and take good notes:*** Be an active participant in discussions and ask questions if you miss something. Note key points in your text as you read, and take notes during every class. **If it's an instructor visual, it should be in your notes!**
- 3) ***I study for quizzes and tests:*** Review the text + rewrite your notes' key points. Focus on chapter objectives.
- 4) ***I invest in my drafts:*** The time and energy you invest in your drafts will pay dividends in the quality (and grade) of your final papers. Ask someone you trust to review your draft papers. Make the most of upgrade opportunities!
- 5) ***I stay organized, meet deadlines + not get behind:*** Hold yourself accountable. Prioritize and manage your time and workload effectively. Late assignments will not be accepted and a "0" grade assigned. Zeros can kill your final grade!
- 6) ***I commit the time I need to be successful:*** You should expect to spend **at least 6-9 hours per week, every week** (3 hours in class, plus 3 to 6 hours outside of class) on this course. There are no shortcuts to success in this course.
- 7) ***I build a support network and ask for help when I need it:*** Find "study-buddies". Before you get too far behind, ask for help. You are responsible for doing the work but your classmates, instructor, tutors and the Academic Achievement Center want you to succeed and are ready to help you.

NONDISCRIMINATION STATEMENT

Southern Maine Community College does not discriminate in its education and employment programs on the basis of age, race, color, gender, sexual orientation, national origin, disability, or religion. The College complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries regarding Title VI and Title IX may be made to the

Affirmative Action Officer
Southern Maine Community College
2 Fort Road
South Portland, ME 04106
Telephone (207) 741-5798

If you have a disabling condition and wish to request accommodations in order to have reasonable access to programs and services offered by SMCC, you must register with the

ADA Services Coordinator
Southern Maine Community College
2 Fort Road
South Portland, ME 04106
Telephone (207) 741-5798 TTY (207) 741-5667

Southern Maine Community College, Fire Science
FIRE 260 CRR Administration - Spring, 2022 – All classes via Zoom (Version 1-10-22)
Tuesdays (Section 01) or Thursdays (Section 02), from 0800-1045 hrs.
Please be punctual and stay engaged!

Wk./Dates Lead Instr.	Pre-Class Assignment Ch = J+B CRR text (BrightSpace)	PCNTGs + Quizzes Due @ 2330 hours.	Writing Assignments Due Sunday @ 2330 hours	Notes
Wk 1: January 18 + 20	=Syllabus, Schedule, BrightSpace tour =Course + writing expectations =Mentor + Ambassador Opportunities Ch 1: Intro to CRR (all)	PCNTGs due night before class @ 2330 hrs. Quizzes due Sunday > class @ 2330 hours.	Project drafts will be due 1 week, and project final will be due the following week. -Mentor/Ambassador Commitments due	
Wk 2: January 25 + 27	Ch. 2: Community Defined PFD Noyes St. Fire (KG + AT)	PCNTG-Chs 1 + 2 Quizzes-Chs 1+2	-Project 1 Draft: CRR and the Community (Chapters 1+2)	
Wk. 3: February 1 + 3	Ch 3: CRR Defined CRR: Census Data (NS) =Intro Portfolio Assign. + Wrksht (SW)	Chapter 3 PCNTG Chapter 3 Quiz	-Project 1 Final: CRR + the Community -Census Data Practice Assignment Due -Portfolio Plan Worksheet due	
Wk 4: February 8 + 10	Ch 4: Role of Fire + EMS in CRR CRR: NFIRS Data (JE+RT)	Chapter 4 PCNTG Chapter 4 Quiz	-Proj. 2 Draft: CRR + the Fire/EMS Department (Chapters 3+4) -NFIRS Data Practice Assignment Due	
Wk. 5: Feb. 15 + 17	Ch. 5: Community Risk Assessment CRR: EMS Data (JE+WFD) Portfolio1: Bio + Thesis Stmt. (SW)	Chapter 5 PCNTG Chapter 5 Quiz	-Proj. 2 Final: CRR + the Fire/EMS Dept. -EMS Data Practice Assignment Due -Port1 Draft Bio + Thesis Statement	
Wk 6: Feb. 22 + 24	Ch 6: Risk Reduction Priorities CRR: From Assessment to Priorities (JE)	Chapter 6 PCNTG Chapter 6 Quiz	-Proj. 3 Draft: Community Risk Assessment + Risk Reduction Priorities (Chapters 5+6)	
Wk 7: March 1 + 3	Ch 7: Objectives for CRR Initiatives Portfolio2: Proactive Methods	Chapter 7 PCNTG Chapter 7 Quiz	-Proj. 3 Final: Community Risk Assessment + Risk Reduction Priorities -Port2: Draft Proactive Methods	
Wk 8: March 8 + 10	Ch 8: Risk Reduction Strategies CRR: Evidence-based decisions (NS)	Chapter 8 PCNTG Chapter 8 Quiz	-Proj. 4 Draft: CRR Plan – Problem Statement, Goals, Objectives + Strategies (Chapters 7+8)	
SMCC Spring Break 03/14/22 – 3/18/22 Enjoy!				
Wk 9: March 22 + 24	Ch. 9: High-Risk Communities Portfolio3: Reactive Methods	Chapter 9 PCNTG Chapter 9 Quiz	-Proj. 4 Final: CRR Plan – Problem Statement, Goals, Objectives + Strategies -Port3: Draft Reactive Methods	
Wk 10: March 29 + 31	Putting it all Together (NS) =CRR Plan Table of Contents + Sample Plans		-Proj. 5 Draft: Community Risk Reduction Plan for Targeted Community Risk	
Wk 11: April 5 + 7	=Group Advising (Summer/Fall) Portfolio4: Leadership & Management Methods		-Proj. 5 Final: Community Risk Reduction Plan for Targeted Community Risk -Port4: Draft Leadership & Management Methods	
Wk 12: April 12 + 14	Portfolio5: Final CRR Plan + Portfolio Document Workshop		-Final Capstone Portfolio Document Files Due	
Wk 13: April 19 + 21	Portfolio6: Presentation Schedule -Port. Presentation in-class Practice		Prepare Port. Presentation Outline/Notes	
Wk 14: April 26 + 28	-Capstone Presentation Dress Rehearsal with Panels =Debrief process + presentations		-Upgrade presentation based on feedback	
Wk 15: May 3+ 5	-Final Capstone Presentation with Panels -Final exam study plan		-Prepare for Final Exam	
Wk 16: May 10 + 12	Review + Final Exam Course Feedback (FIRE 260 Survey + SMCC)	Review + Final Exam	All parts of Final Exam due Friday, 5/13/22 @ 2355 hours. Celebrate success!	