

Loudoun County Fire and Rescue

Oliver Robert Dubé Fire & Rescue Training Academy
16600 Courage Court, Leesburg, VA 20175
Phone 703-737-8400 Fax 703-777-0235

TRAINING ADVISORY

Posted: 9/02/2025

COURSE:	Virginia EMS Officer I
DATES:	November 22, 2025 – November 23, 2025
TIMES:	Weekend: 0800-1700 (Saturday and Sunday)
LOCATION:	The Oliver Robert Dubé Fire and Rescue Training Academy in Classroom 2 of the Main Building. Click here for directions to the Training Academy.
COURSE DESCRIPTION:	<p>EMS Officer I is targeted for the entry level officer serving as the Crew Leader or AIC. Upon successful completion of this course, the student will be able to effectively manage EMS agency operations and administration. Major topics covered in this course are roles of the EMS Officer, facing compliance and accountability issues of the 21st century, recognizing and managing cultural diversity, safety/wellness, TQM, interfacing with the community and media at large, functional leadership, effective communications, incident management system(s) and managing MCIs. Students will need a computer.</p> <p>Please see the attached document from the Virginia Office of EMS that provides the EMS Officer I Syllabus for additional information regarding this course.</p>
PREREQUISITES:	<ul style="list-style-type: none">• Loudoun providers must be LC-CFRS locally authorized as a BLS or ALS Provider.• Certification as a Virginia EMT, AEMT, Intermediate, or Paramedic• Be a minimum of 18 years of age at the beginning of the date of the program.• No corrective action from EMS Agency, OEMS, or OMD• NIMS/IS 700, IS 800, IS 100, IS 200, or equivalent.
CLASS SIZE:	Minimum of 10 students, maximum of 30 students (This class may fill quickly)
REGISTRATION:	Students must register on the LCFR Training Request Form ONLY. See page #2 of this advisory for registration instructions. <i>Registration will close on October 10, 2025.</i>
CONTACT INFORMATION:	EMS Training Manager, Michelle Parsons at (571) 577-1283 or Michelle.Parsons@loudoun.gov

PROCEDURE TO COMPLETE THE LCFR ELECTRONIC TRAINING REQUEST FORM

1. Open the electronic [Training Request Form](#) located on the Loudoun County Fire and Rescue website the Training section. The site may be accessed from any computer with Internet access.
2. Complete all fields (gray boxes) of the Training Request Form under “Course Information” and “Applicant Data.” Hitting the “Tab” button upon completion of a field will move you to the next field.
3. Save the document to your computer in a place you will be able to locate it (i.e., “Desktop”) using the following format: {COURSE REQUESTED} {space}{YOUR FIRST INITIAL}{YOUR LAST NAME}. For example, if you are applying for Fire Fighter 1 and 2, and your name is John Doe, save as “FF1&2 JDoe and if you are applying for EMT-B and your name is Sally Smith, save as “EMT-B SSmith”.
4. Send an email with the completed Training Request form to your Career Battalion Chief, Volunteer Fire/Rescue Chief, or Station Training Officer, depending on your affiliation.

The Career Battalion Chief, Volunteer Fire/Rescue Chief, or Station Training Officer will send the completed and approved Training Request Form to LCFRTRNG@loudoun.gov.

5. Copies of pre-requisites (i.e., certifications, proof of age, high school diploma, etc.) listed on the Training Announcement (TA) may be either mailed to the Course Coordinator listed on the TA via the county courier or scanned and attached electronically to the email submission of your Training Request Form.
6. Within three full working days of the registration closing date for each training course, the Course Coordinator or designee shall send an email to those who submitted a Training Request Form indicating whether the student is enrolled in the course, placed in a pending status, or denied entrance into the program. If enrolled, the time, date, and location of the first class, will be included. If enrollment was not granted, the email shall provide an explanation for the denial.
7. ALS programs require approval by the Operational Medical Director; therefore, students applying for ALS classes will receive email notification within the required time period indicating that their “paperwork” will be submitted to the OMD and will be notified whether they have been endorsed within three business days after approval by the Operational Medical Director.

Chief Officers:

1. Upon review of your member’s/employee’s Training Request Form email, please forward your student’s completed Training Request Form with your endorsement or non-endorsement, to LCFRTRNG@loudoun.gov.
2. You must include in the subject line the name of the applicant and the course they are applying for (i.e., FF1&2 JDoe or EMT-B SSmith). Use this format for all correspondence concerning this student.
3. A separate e-mail for each course and applicant must be submitted to LCFRTRNG@loudoun.gov.

Training Requests will only be accepted after the Training Advisory for the class has been posted!

Any e-mail with multiple requests will be returned for individual submission.



COMMONWEALTH of VIRGINIA

Virginia Department of Health Office of EMS

Virginia EMS Officer I Syllabus

General Information: The Virginia EMS Officer I course is based on the Jones and Bartlett Fire Officer (3rd edition) textbook – with the appropriate EMS modifications. This is the first step in defining the roles and responsibilities of Virginia EMS Officers, as well as the education and experience required. This is an important step in creating an opportunity to enhance the level of leadership and management skills of Virginia's EMS leaders – that will in turn, lead to healthier and better managed Virginia EMS agencies. This is especially important to the continued viability and livelihood of volunteer rescue squads in Virginia.

Course Description

Objective: To provide students with entry-level training in company/departmental emergency medical services operations and administration at the first-line supervisory level. **EMS Officer I is intended to give the AIC (Attendant-in-Charge) the tools needed to successfully fulfill their role.**

Learning Outcome: Upon successful completion of this course, the student will be able to effectively manage human resources, community/public relations, EMS company/departmental organization and administration, including budgets, reports, incident pre-planning, public EMS education, safety, and emergency services delivery.

Course Content: Major topics covered in this course are: the role of the EMS Officer; facing compliance and accountability issues; recognizing and managing cultural diversity; provider safety and wellness; Total Quality Management (TQM); interfacing with the community and media; functional leadership; supervising EMS company/departmental operations; effective communications; introduction to EMS operations; incident management system(s), and managing multiple casualty incidents.

Methods of Instruction: Lecture, discussions, classroom exercises, case studies, audio/visual modules, observations, and completion of required skills.

Course Participation:

- Come to course prepared to actively participate in discussions
- Complete the online video modules prior to the class sessions
- Complete all homework assignments
- Respect the beliefs, opinions, and values of other students
- Have an open mind about the issues being discussed

Attendance Policy:

100% attendance of the course and 100% of completion of homework is required.

Prerequisites

- Certification as a Virginia EMT, Advanced EMT, Intermediate, or Paramedic.
- Be a minimum of 18 years of age at the beginning date of the program.
- No corrective action from EMS Agency, OEMS or OMD
- NIMS/IS 700, IS 800, IS 100, IS 200, or equivalent

Course Text

Ward, Michael. Fire Officer Principles and Practice 3rd edition. Burlington, MA, 2015.

Evaluation

- Assignments – 50%
- Activities – 50%

Academic Honesty

We expect the highest standards of academic honesty. Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; assisting others in any such act; or attempts to engage in such acts. Any incident of academic misconduct will result in the student being dropped from the course and the student's sponsoring agency being notified of the incident.