**COURSE COORDINATOR TASK LIST**

* Download the most current version of course from the BLM National Fire Training and Workforce Development website (<https://www.nifc.gov/about-us/our-partners/blm/training/fire-vehicle>)**.**
* Review **Student Pre-course Materials** (located in the ENOP Facilitator Toolkit).
* Revise the sample student acceptance letter.
* Order one friction loss calculator (**NFES 0897**) per student.
* Prepare one acceptance package per student. Each package will include:
* Student acceptance letter, including
	+ - Date for and instructions for returning pre-course work
		- Items to bring to class (see below)
* Pre-course work
* Friction loss calculator
* Send acceptance packages to prospective students.
* Assemble a cadre of instructors who possess good teaching skills and are knowledgeable in key field areas, such as engine operations, water hydraulics, foam technology, and engine equipment maintenance for both the classroom and field portions of the course.
* Review **Course Materials and Supplies** (located in the *ENOP Facilitator Toolkit*). Obtain items needed to deliver the course.
* Ensure the course coordinator and each instructor has a copy of all course instruction materials well in advance of the course start date.
* Ensure each student has a copy of the *ENOP Student Workbook* and the *ENOP Vehicle Inspection Job Aid.*
* Ensure the classroom is amply supplied and equipped to deliver the course.
* Ensure exercise areas are located, available, and set up prior to course delivery.
* Be present throughout the entire course.
* Provide written comments regarding course delivery and recommendations for course improvement to the National Fire Equipment Program (NFEP).

Materials Students Should Bring to Class

The following items should be brought (electronically or hard copy) to class as reference documents.

* Fire stream/friction loss calculator
* 1 per student – *Water Handling Equipment Guide*, **NFES 1275** (<https://www.nwcg.gov/publications/447-1>)

1 per student – *Incident Response Pocket Guide*, **NFES 1077** (<https://www.nwcg.gov/publications/461>)