

**FIRE TRAINING AND SAFETY OFFICER  
STUDY GUIDE**

A written examination for the class of **FIRE TRAINING AND SAFETY OFFICER** to be administered in **BAKER** on **SEPTEMBER 15, 2010**, will consist of approximately **105** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<p><b>TRAINING</b></p> <p>Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.</p>	17.1%
<p><b>FIREGROUND OPERATIONS</b></p> <p>Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, fire streams, ventilation, forcible entry, rescue, emergency medical assistance, fire attack, and hazardous materials.</p>	13.3%
<p><b>WATER SUPPLY AND PUMP OPERATIONS</b></p> <p>Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of fire streams; pump operations; hydraulics; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.</p>	9.5%
<p><b>TOOLS AND EQUIPMENT</b></p> <p>Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ladders, and extinguishers.</p>	13.3%
<p><b>SAFETY</b></p> <p>Knowledge of the procedures to eliminate hazards or to minimize risk and prevent accidents and injuries in the performance of fire department tasks in order to train department employees in this area.</p>	20.0%
<p><b>FIRE SERVICE MANAGEMENT</b></p> <p>Knowledge of the principles of effective fire service management, involving planing, organizing, and directing operations of the fire training and safety division; managing equipment, property, and supplies; and performing public relation duties.</p>	16.2%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p><b>RECORDS/REPORTS/CORRESPONDENCE</b></p> <p>Knowledge of effective records-keeping practices, including preparation and content, and knowledge of effective report preparation procedures, including the compilation, and organization of data into an effective written format for reports or official correspondence.</p>	10.5%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

#### PRIMARY REFERENCE LIST

#### INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Essentials of Firefighting, 4th ed., 1998.
- Fire and Emergency Services Instructor, 7th ed., 2006.
- Fire Department Safety Officer, 1st ed., 2001.
- Pumping Apparatus Driver/Operator, 2nd ed., 2006.
- Fireground Support Operations, 1st ed., 2002.
- Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

#### NATIONAL FIRE CODES/STANDARDS (NFC):

NFPA #1500 - Fire Department Occupational Safety and Health Program, NFPA, 1997 edition.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.