

**HAZARDOUS MATERIALS OFFICER
STUDY GUIDE**

A written examination for the class of **HAZARDOUS MATERIALS OFFICER** to be administered in **BATON ROUGE** on **MARCH 10, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>HAZARDOUS MATERIALS</p> <p>Knowledge of the procedures needed to handle a hazardous material emergency, including the following: coordinating fire department activities relating to hazardous materials; wearing and operating protective breathing apparatus; identifying materials unfamiliar to regular firefighting companies; determining the need for evacuation and ordering evacuation of an emergency area; performing firefighting and rescue functions or the handling of hazardous materials at the emergency scene; using equipment or tests to detect leakage of hazardous materials from containers or pipelines; and overseeing clean up or cleaning areas involved in hazardous material emergencies. Knowledge of procedures used to inspect storage facilities of hazardous materials in order to check for compliance with regulations and to make pre-fire plans.</p>	69.0 %
<p>RECORDS/REPORTS/CORRESPONDENCE</p> <p>Knowledge of effective records-keeping practices, and knowledge of effective report preparation procedures requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in logical order, and effective written format for official correspondence.</p>	11.0%
<p>MANAGING EQUIPMENT</p> <p>Knowledge of the maintenance of department equipment, including inspecting equipment for safety, and inspecting or testing equipment after repairs to make certain that repair was properly accomplished</p>	5.0%
<p>TRAINING</p> <p>Knowledge of training procedures sufficient to provide on the job training, prepare lesson plans, and to prepare, administer, and correct training tests.</p>	5.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, the public, and by talks, lectures, or demonstrations on the work of the division.	10.0%

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 MATERIAL

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

- Hazardous Materials for First Responder, 3rd ed., 2004.
- Hazardous Materials: Managing the Incident, 3rd ed., 2005.
- Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
- Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

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

FIRE PROTECTION GUIDE TO HAZARDOUS MATERIALS, National Fire Protection Association, 13th ed., 2002.

OTHER RECOMMENDED PUBLICATIONS:

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.

TRANSPORTATION (OF HAZARDOUS MATERIALS)/TITLE 49, Code of Federal Regulations (49 CFR 101.1), Published by: Office of the Federal Register, General Services Administration, 2001.

NOTE: Sold by Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

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.