

**FIRE PREVENTION EDUCATION OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE PREVENTION EDUCATION OFFICER** to be administered in **JEFFERSON PARISH F.P.D.** on **OCTOBER 19, 2015**, 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>PUBLIC FIRE PREVENTION EDUCATION</p> <p>Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties, as well as developing and conducting a public fire education program to address specific community needs.</p>	36.0%
<p>FIRE CODES</p> <p>Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority.</p>	6.0%
<p>FIRE HAZARDS</p> <p>Knowledge of the factors which constitute ordinary or special fire hazards, including materials, condition, or negligence which may contribute to the start of a fire, or increase the extent or severity of a fire incident.</p>	5.0%
<p>FIRE PROTECTION AND WATER SUPPLY SYSTEMS</p> <p>Knowledge of sprinklers and standpipe systems, water supply systems, portable fire extinguishers, and fire alarm devices and systems.</p>	5.0%
<p>BUILDING CONSTRUCTION</p> <p>Knowledge of building construction in order to verify conformance to fire safety codes and to identify any possible fire hazards.</p>	5.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>FIRE SERVICE MANAGEMENT</p> <p>Knowledge of the principles of fire service management, including organizing and planning operations to handle fire prevention problems or enhance division programs; training fire service personnel in safety education; and managing equipment and supplies.</p>	10.0%
<p>FIRE RECORDS, REPORTS, AND CORRESPONDENCE</p> <p>Knowledge of practices required to effectively maintain records of the fire prevention division, including preparation and content of records. Knowledge of procedures needed to effectively communicate information in a written format, including the compilation, analysis, and organization of data for required reports and other correspondence such as public service announcements and news releases.</p>	10.0%
<p>PUBLIC RELATIONS</p> <p>Knowledge of accepted public relations practices in order to interact with other agencies, and the public, the media, and with the public in various situations.</p>	18.0%
<p>TRAINING</p> <p>Knowledge of the procedures for developing training materials on fire prevention topics and for serving as an instructor in fire safety education.</p>	5.0%

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):

- Fire and Life Safety Educator, 2nd ed., 1997.
- Fire Inspection and Code Enforcement, 6th ed., 1998.
- Fire and Emergency Services Instructor, 7th ed., 2006.

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.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

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

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

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

NFPA #101 - Life Safety Code: NFPA, 2006 edition.

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

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.