

**FIRE SAFETY OFFICER  
STUDY GUIDE**

A written examination for the class of **FIRE SAFETY OFFICER** to be administered in **JEFFERSON F.P.D.** on **MARCH 17, 2016**, will consist of approximately **100** 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>FIRE SAFETY</b></p> <p>Knowledge of effective fire safety practices sufficient to identify and evaluate the causes or conditions that resulted in fire department accidents, injuries, or death, and to inspect fire safety equipment, apparatus, machinery, and other safety supplies.</p>	24.0%
<p><b>TRAINING</b></p> <p>Knowledge of the procedures for evaluating the training needs of the department and for implementing an effective training program, including serving as an instructor.</p>	10.0%
<p><b>FIREGROUND OPERATIONS</b></p> <p>Knowledge of fireground operations sufficient to observe and supervise emergency operations in firefighting, rescue, emergency medical operations, salvage and overhaul in order to assure compliance with established safety procedures; and to assist in handling emergencies involving hazardous materials.</p>	19.0%
<p><b>FIRE SERVICE MANAGEMENT</b></p> <p>Knowledge of the principles of effective fire service management, including researching, planning, organizing, and directing the operations of the safety division; financial management; managing departmental equipment and supplies, including purchasing and inventory; and performing public relations duties.</p>	33.0%
<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>	14.0%

## 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):

Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.  
Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.  
Fire Department Safety Officer, 1st ed., 2001.  
Chief Officer, 2nd ed., 2004.  
Fire and Emergency Services Instructor, 7th ed., 2006.  
Fireground Support Operations, 1st ed., 2002.

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.**

#### NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

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

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

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

#### OTHER RECOMMENDED 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.**

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.