

**FIRE TRAINING AND SAFETY OFFICER  
STUDY GUIDE**

A written examination for the class of **FIRE TRAINING AND SAFETY OFFICER** to be administered in **ST. GEORGE F.P.D.** on **APRIL 19, 2018**, 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>TRAINING</b></p> <p>Knowledge of the procedures for developing and evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor and supervising employees participating in a training program.</p>	28.0%
<p><b>FIREGROUND OPERATIONS</b></p> <p>Knowledge of fireground operations sufficient to train department personnel in areas of basic fire fighting, rescue, forcible entry, ventilation, salvage and overhaul, fire attack, and hazardous materials.</p>	11.0%
<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 pump operations; hydraulics; fire streams; nozzle and hose handling; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.</p>	6.0%
<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, ropes, extinguishers, and ladders.</p>	6.0%
<p><b>MEDICAL PROCEDURES AT THE EMERGENCY SCENE</b></p> <p>Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.</p>	5.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p><b>SAFETY</b></p> <p>Knowledge of safety practices and procedures, sufficient to develop a safety program and to make recommendations for improvements; to train departmental employees in safety; to identify, reduce, or eliminate occupational injuries, illnesses, deaths, and financial losses; to investigate all accidents; and to take charge of safety procedures at the scene of an emergency.</p>	28.0%
<p><b>FIRE SERVICE MANAGEMENT</b></p> <p>Knowledge of the principles of effective fire service management, involving planning, organizing, directing, and evaluating the operations of the training and safety division; making recommendations on departmental purchases; and performing public relations duties.</p>	16.0%

**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 Emergency Services Instructor, 7th ed., 2006.**
- Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.**
- Fire Department Safety Officer, 1st ed., 2001.**
- Fireground Support Operations, 1st ed., 2002.**
- Pumping Apparatus Driver/Operator, 2nd 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.**

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

**NFPA #1403 - Standard on Live Fire Training Evolutions, NFPA, 1997 edition.**

**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.