



# **Fire and Life Safety Educator I**

## **Participant Guide**

Participant Name: \_\_\_\_\_

## **Fire and Life Safety Educator I**

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First Edition

The leader guide and participant material for this program was created using LeaderGuide Pro™ version 6.0.

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# Overview

This participant guide is provided to the potential educator as a supplement to classroom discussion. The questions in this participant guide are taken from the information presented in the second edition of Fire and Life Safety Educator, an IFSTA validated manual. The questions are not validated test questions and are not to be duplicated or used for certification or promotional examinations; this guide is to be used as a tool for studying the information presented in Fire and Life Safety Educator I.



# Syllabus

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## GEORGIA FIRE ACADEMY

### PUBLIC FIRE AND LIFE SAFETY EDUCATOR I SYLLABUS

#### COURSE INFORMATION

**Days and hours of instruction:** 5 days; 36 hours

#### CONTACT INFORMATION

**GFC staff and contact email:**

Rodney Pickle [rpickle@gpstc.state.ga.us](mailto:rpickle@gpstc.state.ga.us)

#### TEXTBOOK/OTHER MATERIALS

**Required Text:**

IFSTA's *Fire and Life Safety Educator*, 2<sup>nd</sup> edition

**Supplementary readings:**

NFPA 1035, *Standard for Professional Qualification for Public Fire and Life Safety Educator*, 2000 edition

Available from NFPA at [www.nfpa.org](http://www.nfpa.org)

**Instructor materials:**

Teaching Outline and PowerPoint: Rev. 09/2007

#### COURSE DESCRIPTION/OBJECTIVES

**Pre-requisites:** None

**Description:**

This course will train the student to coordinate and deliver existing comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, and the environment.

**Goals:**

The purpose of this course is to specify, in terms of performance objectives, the minimum requirements for professional service as a fire and life safety educator. This course shall cover the requirements for the Public Fire and Life Safety Educator I levels of progression.

**Objectives:**

After completion of the Public Fire and Life Safety Educator I course, the candidate must be able to perform the following job performance requirements:

- Given a written evaluation instrument, the student will be able to justify the importance of fire and life safety education in their community in accordance with NFPA 1035
- Given a subject, the student will select instructional materials and program objectives and deliver a presentation to an intended audience in accordance with NFPA 1035.
- Given a prepared lesson plan, the Fire and Life Safety Educator I will present a fire safety educational program using current education and implementation methods, according to guidelines established in NFPA 1035 Section 5.4.
- Given a teaching topic, the Fire and Life Safety Educator I will prepare a program for a specific audience according to the guidelines established in NFPA 1035
- Given a collection of fire and life safety materials and props, the Fire and Life Safety Educator I will be able to select the materials appropriate for the audience and presentation style
- Given a scheduled event, the Fire and Life Safety Educator I will write a 15 second Public Service Announcement according to guidelines established by NFPA 1035.
- Given an evaluation instrument, the fire and life safety educator I will properly administer and score the evaluation tool to measure the lesson outcomes as required by NFPA 1035
- Given the required forms and activity reports, the Fire and Life Safety Educator I will properly document and record each activity conducted following the guidelines of NFPA 1035

**Please note: Test questions are taken from the instructor's lecture AND the assigned reading. While some questions from the assigned reading may not be covered during class due to time constraints, students are responsible for knowing and understanding ALL information assigned in the syllabus.**

**Instructional methods:** Classroom instruction

### COURSE SCHEDULE

(Tentative, subject to change depending on the progress of the class)

**Monday:**

Introduction to Fire and Life Safety Education, Learning Fire and Life Safety Fundamental, Education and Implementation

**Tuesday:**

Fire and Life Safety Messages, Available Resources for Conducting Programs

**Wednesday:**

Informing Your Community, Evaluation

**Thursday:**

Administration of Fire and Life Safety Programs, Presentation Practice, National Pro Board (NPQ) Written Testing

**Friday:**

National Pro Board (NPQ) Skill Testing

## **COURSE POLICIES**

### **CERTIFICATION**

There will be an examination for state certification provided by the Georgia Firefighter Standards and Training. An overall score of 70% is required to the successful completion of this examination. Re-tests may be taken after 30 days and within 12 months of the date of course completion.

### **STUDENT FEEDBACK**

An evaluation form will be provided for each student at the end of the course. Please use this evaluation form as a means of communicating your opinions on the course, course content, instructor and facilities.

### **DRESS CODE**

Some courses may require wearing uniforms or special attire. Course coordinators will advise class members when certain clothing is necessary. Students are otherwise expected to dress in attire appropriate for presenting a professional appearance. Unacceptable clothing includes, but is not limited to, flip flops, cut offs, short-shorts, & tank or halter tops.

### **EMERGENCY PROCEDURES**

Any student who is in need of emergency services personnel due to an illness, injury or criminal activity should contact them by dialing 911 from a cell phone or 7-911 from a GPSTC phone. If emergency personnel are summoned, please notify the GPSTC

Registration Desk by dialing "0" from a GPSTC phone.

Anyone discovering a fire should: 1) activate the nearest fire alarm, 2) notify the registration desk personnel, and 3) evacuate the building with the other students.

Injuries and illnesses during class hours should be reported to your Course Coordinator or, if after normal class hours, to the front lobby registration desk. Following an injury, a report must be filed by the course coordinator. Injuries sustained at the Center are covered by your employer's health insurance and/or Worker Compensation insurance carrier. Therefore, you must also notify your employer of any injury or accident.

## EXAMINATIONS

Tests at the Center shall generally consist of two types: 1) written exams which evaluate cognitive knowledge, and 2) performance exams, when appropriate, which evaluate psychomotor skills. Students must achieve a passing grade of at least 70% on examinations to graduate and get credit for training unless an even higher standard is established and communicated to the class by the Course Coordinator.

Students who fail a written examination shall not have the opportunity for a retest and will at that point be dismissed from the course. Prior to a performance examination, students will generally have a chance to practice any new skill. Once the performance exam begins, students who are unsuccessful on the first attempt of the exam shall not be retested and will at that point be dismissed from the course.

## EXCUSED ABSENCES

Students may miss scheduled class activities only in the event of illness, emergencies, or business related reasons. The Course Coordinator should be notified of planned absences. Most courses require 90% attendance while some basic classes require 95%.

## FACILITY USE

Food and beverages are not permitted in the classrooms. Smoking is prohibited inside the facilities, but is permitted during breaks outside the building. Tobacco chewing, dipping and spitting is regarded as an outdoor activity. Vending machines are located in the dorm recreation room and throughout the dormitory. Students may eat in the cafeteria and atrium areas, but please help keep your Training Center clean.

## FIREARMS

Weapons may not be worn or carried in the Academic Complex. Firearms will only be permitted in the Firearms Training Complex. Please secure weapons out of sight in locked vehicles or check them at the registration desk in the lobby for storage in the weapons vault. No weapons are allowed in the dormitory. Violations of this policy will result in expulsion from the course and notification of the student's agency head.

## FISHING

Students attending courses at the Center are permitted to fish after training hours and with a valid fishing license.

## GAMBLING

All forms of gambling are prohibited on State property.

## HOUSEKEEPING

Classrooms are to be maintained in an orderly fashion by all who use the facilities. Clean-up is provided after hours with inmate labor, so for that reason, all "valuables" should be secured by students after each class day.

## INMATES

Labor at the Training Center is provided mainly by inmates. These inmates are under the supervision of designated personnel. Students should avoid contact with inmates and at no time give anything to or receive anything from an inmate. If you observe an inmate behaving improperly, please notify your Course Coordinator or other GPSTC employee immediately.

## LIBRARY

The Learning Resources Center is available as a research and study center for students. Books and other materials may be checked out of the library, and computerized programs are available to assist in research efforts. Hours of operation are: Mon.-Thurs. 7:30 - 8:00 and Friday 7:30 - 5:00.

## LODGING

Effective January 1, 2004, lodging will be provided at no cost to eligible personnel employed by agencies located over 60 statute radial miles from the Training Center. If the course has a 9:00 a.m. or earlier starting time, lodging will be provided the night before class starts. Employees of agencies located less than 60 statute radial miles from the Center are not eligible for free lodging. Lodging may be purchased for \$14.00 per night double occupancy unless a student pays for a single room and space is

available. Payment for lodging is due upon check-in. Lodging will be in the GPSTC Dormitory. Lodging will be double occupancy. If a specific roommate is desired, you must check in together; otherwise, a roommate will be assigned.

Dormitory check-in is available 24 hours a day. Check-out times are: Mon.-Thurs. by 10:00am , and on Friday by 1:00pm . Arrange for late checkout at the registration desk. Students in classes longer than one week must lock up personal belongings or take them home over the weekend.

Quiet time hours after 10:00pm until 6:00am will be strictly enforced.

## LOST AND FOUND

Lost items recovered by students should be turned in to the lobby registration desk. If you lose an item, please contact the personnel at that same desk in the lobby of the Academic Complex.

## MEALS

Meal cards will be provided at no charge for eligible personnel. Meal limits are \$3.50 for breakfast and \$4.25 each for lunch and dinner. Eligible students from agencies located 60 statute radial miles or less from the Center will be entitled to the noon meal only. A \$5.00 replacement fee is charged for lost meal cards. Meals for ineligible personnel may be purchased in the GPSTC cafeteria on a cash basis. Meal tickets may be purchased at the registration desk using other methods of payment (see Payment Methods). Cafeteria hours are as follows:

	Weekdays	Weekends
Breakfast	6:30 - 8:30 a.m.	7:00 - 8:00 a.m.
Lunch ( <i>hot meals</i> )	11:00 - 1:00 p.m.	11:00 - 12:00 noon
Lunch Deli	11:00 - 1:30 p.m.	<i>not available</i>
Dinner	4:30 - 6:00 p.m.	4:30 - 5:30 p.m.
Dinner Del I	4:30 - 5:30 p.m	<i>not available</i>

## MESSAGES

Messages may be picked up from the front desk in the Academic Complex when on breaks. The telephone number for the Training Center is (478) 993-4000. Emergency messages will be routed through the Course Coordinator. Because of the disruptive nature of cell phones, pagers and other communication devices, all such devices must be turned off or put on silent mode (vibrate) while students are in the classroom or

participating in practical performance exercises. When emergency calls must be answered, the student shall step out of the classroom. Course coordinators have the authority to prohibit these devices if necessary to assure control of the training environment.

## PARKING

Entrance to the Georgia Public Safety Training Center requires the driver produce a valid driver's license and to state the nature of the visit, i.e. name of class, name of person visiting. Students will be issued a parking permit to be displayed on the dash of the vehicle during the entire length of the training program, and returned upon final departure. Student parking is in the south parking lot (to the left upon entering the main gate) with overflow parking and Conference Center parking on the north side. STUDENTS ARE NOT AUTHORIZED TO PARK IN THE FRONT PARKING AREA OR IN AREAS DESIGNATED AS "VISITOR" PARKING. Vehicles must be kept locked at all times. THERE WILL BE NO VISITORS PERMITTED ON CAMPUS AFTER QUIET HOURS, 10:00 P.M.

## PAYMENT METHODS

Tuition, meals, lodging and other charges may be paid by cash, check, money order, Master Card or Visa. Tuition should be paid in advance or upon arrival at the Training Center. If prearranged, charges may be billed to the agency. Checks should be made payable to: Georgia Public Safety Training Center.

## POSTAL SERVICE

Stamps may be purchased at the front lobby desk during normal business hours and a drop box is available for depositing mail. Mail for students should be addressed to: "Student Name", "Course Title", %GPSTC, 1000 Indian Springs Dr. , Forsyth , Ga. 31029 .

## RECREATION

Students are encouraged to use the gymnasium after hours when training classes are not scheduled. The athletic complex consists of a basketball court, four racquetball rooms, weight room, and aquatics training area. The after hours schedule of operation is as follows: Mon.-Thurs. until 7:00pm (when staffing is available); Friday until 5:00pm . Equipment and clothing may be checked out for student use.

## STUDENT CONDUCT

Students are expected to maintain a professional and courteous demeanor. Any student who fails to adhere to reasonable standards of conduct and personal discipline will be

subject to dismissal from training. Any student seen by a test administrator to be cheating on a written or performance examination, or after thorough investigation determined to have been cheating on such exam, shall be immediately dismissed from the Training Center . Copying, photographing or otherwise capturing the image of any examination, or unauthorized possession of any written/performance exam, is considered cheating.

## STUDENT COUNSELING

Course Coordinators are available to discuss with students any academic problems or to help with emergency situations.

## SUBSTITUTION and CANCELLATION

Substitution is preferred to cancellation. Substitute students should:

*Submit SAF two weeks in advance of the start date, if possible.*

*Attach a note to the SAF indicating a substitution, and for whom.*

*Meet the criteria and prerequisites for the course.*

*Bring a completed SAF to class if unable to register in advance.*

The Registrar's Office (478) 993-4412 should be notified of cancellations as soon as possible. This will provide an opportunity for another agency to enroll a student in the course.

## TRAINING CENTER PROPERTY

Students shall not damage or deface GPSTC property. Trainees who fail to return loaned Training Center property or incur indebtedness to the Center will not “graduate” until the debt is resolved or property returned.

## TRAINING ELIGIBILITY

Certified peace officers, emergency medical services personnel, and operational firefighters who are employed by state, county, or municipal public safety agencies in Georgia may attend training at no charge. Lodging, meals, and supplies are provided by the Training Center. Law enforcement support personnel, non-operational fire department employees, non-certified emergency medical services personnel, and civilian public safety employees may attend training at no charge for tuition, but must

pay for meals and lodging. Employees of federal agencies, out-of-state agencies, and private sector organizations may attend courses on a space-available basis. Tuition of \$12.00 per course hour is charged. An additional fee is applied to courses with significant supply costs; i.e. driver training, firearms, etc. The tuition does not include meals and lodging.

## VISITORS/GUESTS

As a controlled access facility, students must understand that visitors will be screened at the front gate and entry will be monitored to assure safety and eligibility. Unless a family emergency occurs, guests of students should arrange their visit after classroom hours and leave the GPSTC property by 10:00pm . At no time are visitors authorized to spend the night with students in the dorm. Guests of students are welcome to purchase their meals in the cafeteria but are restricted to the general break areas and may not use any of the training facilities.

## WHAT TO BRING

Students should bring the supplies and/or equipment required in the course description. Students should bring an alarm clock. Students should also bring court shoes and other items appropriate for free time activities in the physical training area.

## LEARNING RESOURCE CENTER

The Learning Resource Center of GPSTC offers instructional and support materials in all areas of public safety. These materials are intended strictly for the public safety community in Georgia. Search of these materials is now available online. We suggest you start with a SUBJECT search. If searching by title you must enter the exact title to match. We are here to support you and welcome your questions and inquiries. Reach us by phone: 478-993-4296 or fax: 478-993-4297.

### Hours of Operation

Monday - Thursday 7:30am - 8:00pm.

Friday 7:30am - 5:00pm.

Closed on Saturday and Sunday.

## GPSTC ONLINE REGISTRATION AND STUDENT TRANSCRIPTS

## Online Calendar

Due to the evolving nature of the web calendar, please check regularly for course additions and changes.

## Agency Online Registration and Transcripts

Public Safety Agencies can now register students online and receive immediate registration status and print student transcripts. An Agency PIN number and password are required to access this feature. For information regarding establishing or checking the status of an Agency Online Registration account, e-mail the webmaster or call (478) 993-4425.

## Student Transcripts

Students of the Georgia Public Safety Training Center can retrieve a copy of their individual training record online. A personal PIN number is required to display the record. For questions regarding registration status call (478) 993-4412.



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# Terminal Performance Objectives

**After completing this program, participants will be able to:**

- Given a written evaluation instrument, the student will be able to justify the importance of fire and life safety education in their community in accordance with NFPA 1035
- Given a subject, the student will select instructional materials and program objectives and deliver a presentation to an intended audience in accordance with NFPA 1035.
- Given a prepared lesson plan, the Fire and Life Safety Educator I will present a fire safety educational program using current education and implementation methods, according to guidelines established in NFPA 1035 Section 5.4.
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- Given the required forms and activity reports, the Fire and Life Safety Educator I will properly document and record each activity conducted following the guidelines of NFPA 1035



# Agenda

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## Day 1

- 8:00 to 9:00 – Introduction to Fire and Life Safety Education
- 9:00 to 12:00 – Learning Fire and Life Safety Fundamentals
- 12:00 to 1:00 – Lunch
- 1:00 to 2:00 – Learning Fire and Life Safety Fundamentals
- 2:00 to 5:00 – Education and Implementation

## Day 2

- 8:00 to 9:00 – Education and Implementation
- 9:00 to 12:00 – Fire and Life Safety Messages
- 12:00 to 1:00 – Lunch
- 1:00 to 2:00 – Fire and Life Safety Messages
- 2:00 to 5:00 – Available Resources for Conducting Programs

## Day 3

- 8:00 to 12:00 – Informing Your Community
- 12:00 to 1:00 - Lunch
- 1:00 to 4:00 - Evaluation
- 4:00 to 5:00 – Administration of Fire and Life Safety Programs

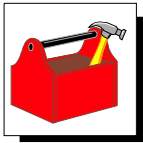
## Day 4

- 8:00 to 10:00 – Administration of Fire and Life Safety Programs
- 10:00 to 12:00 – Presentation Practice
- 12:00 to 1:00 – Lunch

- 1:00 to 3:00 – Presentation Practice
- 3:00 to 5:00 National Professional Qualification Written Test

## **Day 5**

- 0800 until – National Professional Qualification Presentation Delivery



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# Organizational Structure of a Typical Fire Prevention Bureau

## Purpose of a Fire Prevention Bureau

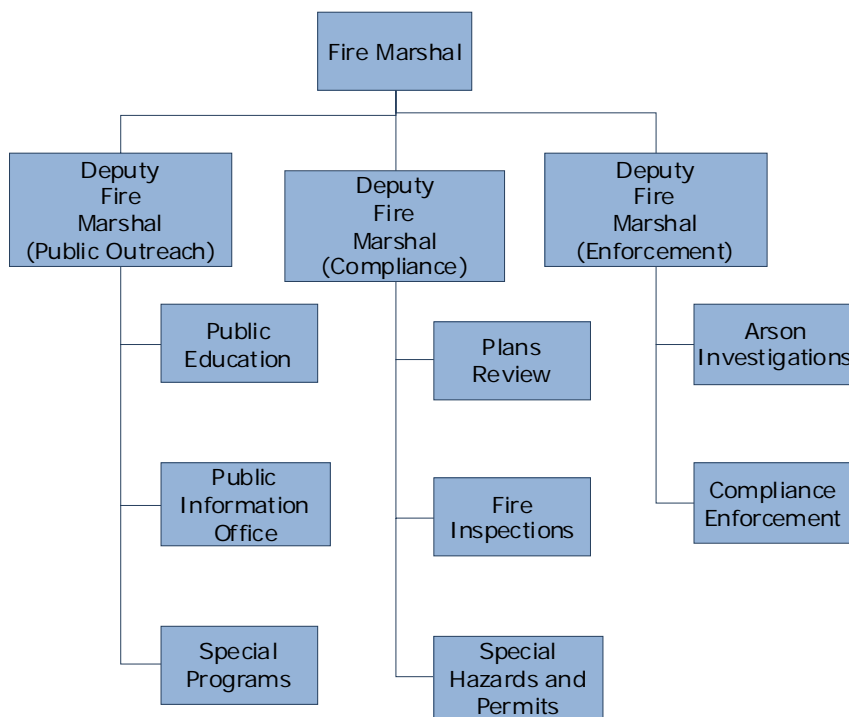
To provide a comprehensive prevention program that protects the lives and property of citizens is a formidable challenge for today's fire departments. By design, fire departments are often a reactive organization to all types of incidents, consequently a department's prevention efforts need to focus not only on fires but also on the expanded range of concerns commonly referred to in this day and age as the "All Hazards" approach.

The Fire Prevention Bureau is responsible for the key elements of a comprehensive fire prevention program: public education, fire investigation, enforcement of fire codes and ordinances, preconstruction plans review, issuance of permits, property inspections, training and program analysis, just to name a few.

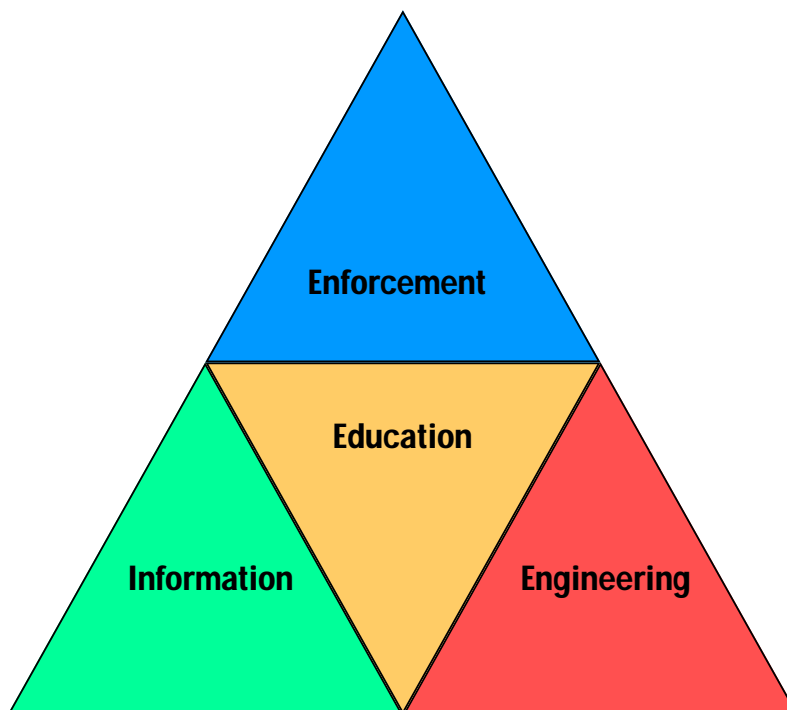
Limitations on personnel and budgetary resources and emphasis on other programs may limit fire prevention efforts. Despite such limits, however any department with a true commitment to fire prevention can maintain a Fire Prevention Bureau.

Fire Prevention Bureau can be as complex or as simple as necessary to complete the task at hand. The chart is at the design of the organization. It is essentially a "plug and play" system. The following organizational chart is a simple representation of that concept. Regardless of where you are at in the Nation, the jobs are still the same; the organizational chart depends on the local jurisdiction.

The following organizational chart is a representation of a typical Fire Prevention Bureau in existence today.



## The New Look of Prevention Bureaus



## The Modern Fire Prevention Approach

### Fire Prevention Tetrahedron (E3I)

Today's Fire Prevention Bureaus take a battlefield approach to issues and trends that they are facing. In these times, the issues and trends require the full cooperation of each division or section of the Bureau. Formerly, Fire Prevention utilized the 3E's approach, Engineering, Education and Enforcement, a reflection on the fire triangle.

The definition of a tetrahedron, a polyhedron with 4 faces and six distinct edges. The four edges are defined by the major components of the fire prevention unit:

- Enforcement
- Education
- Engineering
- Information

The edges correspond to the basic functions provided by the major components:

### **Education**

#### ***Fire and Life Safety Educator***

Develops and presents specialty fire and life safety education programs to audiences, including other educators, as a community service and public relations function of the Fire Department.

Develops and presents fire safety and injury prevention programs to children in the community. Develops specialty safety programs for developmentally and physically challenged individuals.

Writes grant proposals and researches possible grants for children's fire safety and injury prevention programs.

Teaches other fire safety professionals new educational strategies for injury and fire prevention and designs curriculum to do so.

Gathers data regarding injuries and analyzes data.

Interacts with higher education institutions for the purposes of research, board participation, intern mentoring and supervision.

Mentors other staff in the areas of curriculum development and grant work. Incorporates puppets and other educational media into programs to educate audiences, especially children, in the areas of fire and injury prevention.

Collaborates with other agencies to develop safety lists and tools for assessing environments to ensure they are safe from fire hazards and potential injury sources.

### ***Juvenile Firesetter Intervention Specialist***

The individual conducts an interview with a firesetter and their family using prepared forms and guidelines and who based on recommended practice may determine the need for referral for counseling and/or implement educational intervention strategies to mitigate effects of firesetting behavior.

## **Enforcement**

### ***Fire Investigator***

A Fire Investigator performs skilled, technical, professional work in conducting on-scene fire investigations, and responds to emergency alarms involving all types of fires (i.e., structure, vehicle, bush, dumpster), explosions, hazardous materials, civil disorders, special hazards posed by utilities, and hazardous conditions.

Duties include: enforcing laws, codes, ordinances; conducting investigations; determining the origin and cause of fires; issuing summons and/or citations and warnings; writing investigation reports; preparing case material for prosecution; making arrests; interacting with chief officers and all ranks below, other governmental (local, state, federal) and private agencies, and the community; and using discretion to solve problems.

A Fire Investigator is responsible for the protection of life and property through firefighting activities, provides technical investigation and assistance to fire suppression personnel, and enters fire conditions and advises firefighters regarding preservation of evidence and salvage and overhaul operations.

Fire Investigator also provides technical assistance to prevention staff and fire cause data to aid public education efforts. Fire Investigators may be certified as Peace Officers and have the authority to pursue, arrest, and book suspects in jail; search

persons, places, and things; seize and impound evidence. A Fire Investigator may also conduct fire inspections.

## ***Engineering***

### ***Plans Examiner***

Responsible for completing nonstructural plan reviews using the state-adopted building, fire and mechanical codes. The successful applicant will examine routine and complex plans and specifications of new, remodel, and alteration code compliance construction of building projects. This will include such occupancies as schools, hospitals, correctional facilities, large shopping centers and processing complexes representing industrial, commercial and multi-story residential structures. Additional duties include: read and interpret engineering, architectural, and construction drawings and diagrams; prepare clear and concise written plans review comments in order to specify information, requirements, and calculations that are necessary to prepare plans for approval; communicate clearly and comprehensively in order to explain technical requirements in everyday terms; establish and maintain effective working relationships with coworkers, engineers, architects, contractors, and the general public in order to confer with them on plans, to exchange information and resolve problems, often under stressful circumstances; and review commercial and multifamily plans for all on-site and off-site improvements associated with new building construction for compliance with accepted regulations, standards, procedures, and stipulations.

### ***Fire Inspector***

A Fire Inspector independently performs fire inspections of occupancies, of which a majority are considered high-hazard occupancies including institutional facilities such as hospitals, jails, and care facilities; large public assemblies with occupant loads of 300 or more; high-rises, semi-conductor facilities, chemical processing plants, and explosive processing facilities; aircraft repair facilities; facilities with special processes such as spraying or dipping processes; and high piled storage. An employee in this class performs technical inspections of buildings, facilities, event grounds, and processes to determine conformance with City codes and regulations. Delivers safety programs on topics such as fire safety, housekeeping, sprinkler systems, and smoke detectors; researches, analyzes, and reports on topics related to prevention programs; understanding City goals and policies. Conducts fire prevention inspections by ensuring the appropriate plans and permits are in place, verifying that installations match plans, inspecting fire sprinkler systems, conducting complete fire prevention assessments of businesses, moving immediate physical

hazards, following up on business inspections, and performing the final inspections for certificates of occupancy.

Investigates safety complaints and fire cause determinants while working in contaminated atmospheres by removing and moving fire debris, following up on fire complaints, conducting investigation research, and walking through heavily debris-littered internal and external areas.

Provides public education by developing, implementing, and presenting education programs, attending community and department special events, conducting fire safety demonstrations, reading and interpreting codes and regulations, providing local businesses with information on regulation compliance, and talking with the public regarding fire safety issues.

Conducts special inspections by overseeing the installation and removal of fireworks displays and ensuring code compliance at special events at various venues.

Performs related duties by maintaining the minimum fire fighter training and physical fitness, shipping hazardous materials according to set requirements, overseeing the safe removal of underground and above ground storage tanks, conducting fire code training, providing technical support, and complying with all procedures as outlined in department manuals and by management.

May be required to perform special hazardous material assignments by evaluating the degree of compliance with codes and regulations of waste storage and disposal and Occupational Safety and Health Administration regulations, maintaining hazardous materials equipment, preparing, inspecting, moving and loading full and empty drums, responding to chemical spills, and ensuring the proper clean up and disposal of chemicals according to regulations.

Performs administrative duties by preparing reports, documenting actions taken during inspections and investigations, filing, and inputting records and research into a computer.

## **Information**

### ***Public Information Officer***

Provides information to the public through a variety of means including: answering constituent phone calls and e-mails, maintaining contact with the news media, on-line communication, writing and distributing news releases, delivering presentations, planning and organizing special events and developing collateral materials. Conceptualizes and produces marketing packages and communications materials. Develops partnerships with public and private entities. Plans programs, presentations and special events by scheduling presentations and special events,

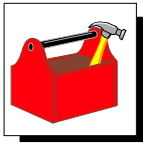
conducting research, meeting with personnel and the public, acting as a liaison and establishing relationships with organizations, writing and reviewing materials, reporting on program activities and results, preparing presentation materials, setting up displays, delivering presentations and answering questions.

Creates and distributes marketing packages and communications materials by researching, writing and designing materials, working with vendors, customers, coordinating the distribution of materials, monitoring budgets, preparing correspondence and assisting in buying advertising.

Communicates information through the media by planning and coordinating media events, writing and disseminating press releases and story ideas, developing and maintaining relationships with editors and reporters, maintaining and updating website, creating and developing advertisements, and tracking media coverage.

Performs administrative duties by answering telephone and email messages, requesting information, completing reports, running errands, photographing events, working collaboratively with City personnel, developing schedules, writing and coordinating newsletters and calendars of events.

Performs some or all of the following related duties: coordinating fundraisers, producing television shows, developing and overseeing contracts and grants. Commission and committees as requested proofs and edits written material as requested, and maintains media database.



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# Issues and Trends Affecting Today's Fire Prevention Bureau

## Discussion

There are numerous factors and trends affecting the operations of a modern Fire Prevention Bureau. In today's age, the Fire Service has been labelled with the term, "Jack of All Trades, Master of None," For many years, the Fire Service has been labelled as "reactive", while today we are striving to remain "proactive". Since the events of that infamous day in September of 2001, the fire service has taken on more and more tasks than ever before. Since 9/11, the fire service has been labelled as the subject matter experts for hazardous materials, weapons of mass destruction, hurricane preparedness, severe weather preparedness, campus fire safety, wildland/urban interface. Why? Because as an industry we typically embrace the situation, due to the fact it affects us in one form or another.

Additionally, because of the events of that day, all divisions of a modern Fire Prevention Bureau are affected. Fire Inspectors and Plans Examiners are constantly looking at ways to improve construction and life safety measures to eliminate hazards associated with terrorism, flooding, and severe weather. Educators are now providing "All Hazards" education to their respective jurisdictions. Investigators and Juvenile Firesetter Invention Specialists are now dealing with the crimes associated with terrorism or copycatting (individuals experimenting). Information Officers are delivery key messages associated with the Fire Prevention Bureau, getting the word out to the general public concerning dangers and mitigation factors associated with the current issues and trends. Also, with today's rapid technological advances, it is a constant battle to stay abreast of current trends and issues. Coupled with the fact that English is essentially no longer a predominate language in the United States. We are dealing with Spanish speaking individuals, persons with learning disabilities, persons with hearing disabilities, and handicap persons. We must constantly strive to further our knowledge and educational capabilities to fulfill these educational demands.

Some of the current topics of Education that are current are provided below:

Hazardous Weather Preparedness

Homeland Security

Water Safety

Child Care

Injuries in the Home

Home Sprinkler Systems

Child Car Seat Safety

Firewise™

Disaster Preparedness

Campus Fire Safety

If you will take a close look at the above topics, you will have basically read any major newspaper headlines in the last year. Why? As a division of the Fire Service, the Bureau is historically the lowest funded branch. We typically deal with the present and the past, failing to look to the future.

*“If the fire service leadership is not convinced that public education works, they will continue to cut that activity when budget crunches occur. . . . The field of public education will continue to be thought of as a luxury item, or a “fluff” program which has little substance. . . rather than [having the] ability to make a difference.”*

*Jim Crawford, Assistant Fire Marshal, Portland, Oregon; winner of the International Association of Fire Chiefs Fire Service Award for Excellence, 1989.*

Figure 3. Civilian Fire Deaths  
in the Home in the United States (1977-2006)



Source: NFPA Survey of Fire Departments  
for U.S. Fire Experience (1977-2006)

Question - What information does this chart provide the Educator with?

Answer – That fire and life safety education, fire inspections, plans examining and investigations are working. In a thirty year, the United States experienced an approximate 57% drop in Civilian Fire Deaths in the Home.

On the following two pages is the NFPA's 2006 United States Fire Loss Clock has been provided and a comparison between the previous year.

## 2006 United States Fire Loss Clock



One vehicle fire was reported every **113 seconds**.



Every **19 seconds** a fire department responded to a fire.



One structure fire was reported every **60 seconds**.



One outside fire was reported every **38 seconds**.



One civilian fire injury was reported every **32 minutes**.



One home structure fire was reported every **80 seconds**.



One civilian fire death occurred every **2 hours and 42 minutes**.

Source: *Fire Loss in the United States During 2006*, by Michael J. Karter, Jr., NFPA, Quincy, MA, 02169.

August 2007



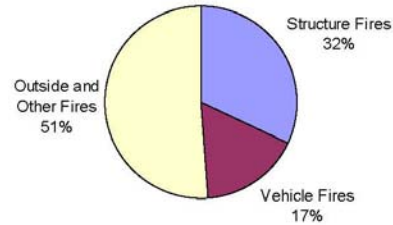
## Fires in the United States During 2006



**1,642,500** fires were reported in the U.S. during 2006.

- up **3%** from 2005
- **3,245** civilian fire deaths
- **16,400** civilian fire injuries
- **\$11.3 billion** in property damage
- **89** firefighter deaths

Fires in the United States During 2006



Firefighter deaths and injuries are not restricted to fires.

**524,000** structure fires occurred in the U.S. during 2006.

- up **3%** from 2005
- **2,705** civilian fire deaths
- **14,350** civilian fire injuries
- **\$9.6 billion** in property damage



**278,000** vehicle fires occurred in the U.S. during 2006.

- down **4%** from 2005
- **490** civilian fire deaths
- **1,200** civilian fire injuries
- **\$1.3 billion** in property damage

**840,500** outside and other fires occurred in the U.S. during 2006.

- up **5%** from 2005
- **50** civilian fire deaths
- **850** civilian fire injuries
- **\$0.4 billion** in property damage



Source: *Fire Loss in the United States During 2006*, by Michael J. Karter, Jr., NFPA, Quincy, MA, *Firefighter Fatalities in the United States-2006*, by Rita F. Fahy, Paul R. LeBlanc and Joseph L. Molis, and Joseph L. Molis, NFPA, Quincy, MA.

August 2007

## Comparison of 2005 and 2006 United States Fire Clock

<b>Area</b>	<b>2005</b>	<b>2006</b>
Vehicle Fire	Every 109 Seconds	Every 113 Seconds
Outside Fire	Every 39 Seconds	Every 38 Seconds
Home Structure Fire	Every 83 Seconds	Every 80 Seconds
Civilian Fire Deaths	Every 143 Minutes	Every 162 Minutes
Civilian Fire Injury	Every 29 Minutes	Every 32 Minutes
Structure Fire	Every 62 Seconds	Every 60 Seconds
Fire Department Responding to a Fire	Every 20 Seconds	Every 19 Seconds
Total Structure Fires Reported	511,000	524,000
Total Vehicle Fires Reported	290,000	278,000
Total Outside Fires Reported	801,000	840,500
Total Fires Reported	1,602,000	1,642,500
Total Civilian Deaths	3,675	3,245
Total Civilian Injuries	17,925	16,400
Property Damage Cost	\$10.7 Billion	\$11.3 Billion
Firefighter Deaths (Attributed to Fire Scene Operations)	105	87

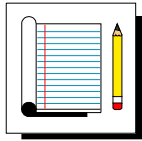
Source: National Fire Protection Association One-Stop Data Shop

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# Module 1

Capture your notes here

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# Module 1 Assessment

Question	True	False
1. Sparky the dog was created in the year 1984.	<input type="checkbox"/>	<input type="checkbox"/>
2. NFPA 1033 is the Standard for Professional Qualifications for the Public Fire Educator.	<input type="checkbox"/>	<input type="checkbox"/>

	Question	Answer
3.	According to the 2005 United States Fire Loss Clock, an outside fire occurs every: a) 83 seconds                      c) 39 seconds b) 109 seconds                    d) 62 seconds	
4.	What is the leading cause of home fires and injuries: a) Candles                            c) Heating b) Cooking                            d) Smoking	

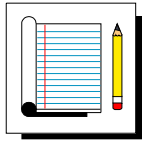
Question	Answer
5. In 1986, a two part decision by the Professional Qualifications Board of the Joint Council of the National Fire Service Organizations led to increased _____ among fire and life safety educators.	

---

# Module 2

Capture your notes here

Handwriting practice area consisting of 20 horizontal lines. A drawing of a pen is positioned on the right side, with its tip touching the fourth line from the top.



# Module 2 Assessment

Question	True	False
1. Fire dynamics is defined as “how fires start and the reasons behind?”	<input type="checkbox"/>	<input type="checkbox"/>
2. Tenability is an exact science.	<input type="checkbox"/>	<input type="checkbox"/>

	Question	Answer
3.	Flame detectors detect the following: <b>a)</b> infrared or ultraviolet light <b>c)</b> flaming fire <b>b)</b> smoke <b>d)</b> Water activation	
4.	According to NFPA 704, red denotes the following: <b>a)</b> Health <b>c)</b> Special info <b>b)</b> Reactivity <b>d)</b> Flammability	

Question	Answer
5. Define “panic?”	
6. Define “pyrolysis”	
7. What are the four psychological concepts are associated with how people react in fire?	
8. What types of detectors are commonly found in the home?	

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# Module 3

Capture your notes here

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# Module 3 Presentation Selection Lab Exercise

Utilizing the lesson plans provided by the instructor, select a lesson plan and target audience. Based on this selection, list your strategies necessary to carry out the presentation below:

**Lesson Plan Name:**

\_\_\_\_\_

**Target Audience:**

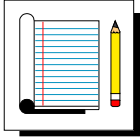
\_\_\_\_\_

**Strategies:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor Approval:**

\_\_\_\_\_ **Date:** \_\_\_\_\_



# Module 3 Assessment

Question	True	False
1. The domains of learning are cognitive, physical and affective.	<input type="checkbox"/>	<input type="checkbox"/>
2. Learning is a function of experience and has emotional involvement.	<input type="checkbox"/>	<input type="checkbox"/>

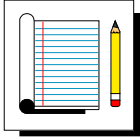
Question	Answer
3. What are the steps in the learning process?	

Match item in column A to item in column B			
Column A		Column B	
1	One way conversion	a	Verbal communication
2	Conclusion	b	Guided discussion
3	70%	c	Lecture
4	Group exchanges ideas	d	Consolidates and clarifies
5	30%	e	Non-verbal Communication









# Module 5 Assessment

Question	Answer
<p>1. Identify ten sources of funding to obtain monies for the administration and delivery of fire prevention programs?</p>	





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# Module 6 Radio Public Service Exercise

In the space provided below write a 20 second Public Safety Announcement (PSA) for each topic specified:

## Bicycle Safety

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## Cooking Safety

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## Holiday Hints

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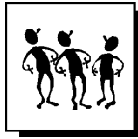


# Module 6 Assessment

Question	True	False
1. The expression "NO COMMENT" invites speculation.	<input type="checkbox"/>	<input type="checkbox"/>
2. "Stop, Drop and Roll" is considered an appropriate message for television.	<input type="checkbox"/>	<input type="checkbox"/>

Question	Answer
3. What is the purpose of a Public Safety Announcement?	
4. What are fact sheets?	
5. What are two types of public service announcements?	
6. What are the five "W's" associating with writing press releases?	
7. Define "Libel"?	
8. What is the Freedom of Information Act?	





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# Module 7 Team Activity

**Activity Description:** Determine if the Terminal Performance Objective meets the criteria necessary for an effective evaluation tool.

Circle Yes or NO

1. Yes/No The educator will evaluate the program for compliance with NFPA 1035.
2. Yes/No Given a response to a reported structure fire, the fire officer will utilize the appropriate decision management process in accordance with NFPA 1021 and departmental procedures.

**Activity Description:** As a group, develop and document a terminal performance objective for fire prevention activity.

Condition:

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Action:

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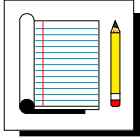
Standard:

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**You have 15 minutes to complete this activity**



# Module 7 Assessment

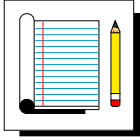
Question	Answer
1. What are the two types of calculations utilized in interpret data for the purpose of educational gain?	
2. What is the purpose of evaluation?	
3. What are the different stages of program evaluation?	
4. What are the three parts of a learning objective?	

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# Module 8

Capture your notes here

Handwriting practice area consisting of 20 horizontal lines. A drawing of a pen is positioned on the right side, with its tip touching the fourth line from the top.



# Module 8 Assessment

Question	Answer
1. In your own words, define professionalism?	
2. What is the ten Canon of Ethics for Fire and Life Safety Educators?	



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# Workbook Exercise

## Scenario

### Part A

You are assigned the Radio watch; you receive a phone call providing the following information:

On February 13, 2008, Mr. Woods of the Timber Lake Magnate School called requesting a fire engine and ambulance to speak at the school's annual Career Day, 2 weeks from now, the topic is "Students Today, Leaders Tomorrow." He has requested your presence for 2 hours beginning at 11:00 AM. He projects that amounts of students for that day will be in excess of 200. He has appointed the local Vocational Instructor, Mr. Reginald Gentry as the lead educator for this event. The school is located at 1210 Timber Lake Drive, Forsyth, Georgia, phone number 478-238-4392. The Magnate School is a predominately vocational based institution supplying the educational needs to grades 10 through 12. The school is located in Station 2's district.

Prepare the Fire Safety Event Sheet for distribution to the Fire Prevention Bureau

## Georgia Fire Academy Fire Safety Event Notification

Event Information			
Event Date:	Time:	Requested By:	
Location:			
School/Group:		Contact Person:	
Phone Number:	Best Time to Call	Special Needs:	
Number of Children:	Number of Adults:	Ages:	Grade Level:
Event Type			
	Station Tour		Car Seat Check
	Neighborhood/Homeowners Association Safety Day		Safety Fair/Health Fair
	Senior Citizen Fire Safety Presentation		Career Day
	Emergency Planning/Fire Safety Walk Thru		Fire Extinguisher Training
	Parade		Ambulance Standby
	Fire Safety House		Clown Presentation
	Puppet Presentation		Fire Safety Presentation
	Other:		
Apparatus Needed			
	Engine 1	Quint 1	Command Vehicle
	Engine 2	Quint 2	Fire Safety Trailer and Truck
	Engine 3	Tower 1	Rescue 1
			Rescue 2
			Robot
			Sparky
Assignment			
Station Assigned:		Apparatus Assigned:	Shift Assigned:
Special Notes			





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# Workbook Exercise

## Part B

Utilizing the form filled out in Part A, document actions taken.

On Feb 27, 2008, you are assigned to Station 2 as acting Captain. You are reviewing the day's assignments in the pass down log and find that you must participate in a Career Day at Timber Lake Magnate School. You review the Crew Resource listing for the day as follows:

Engine 2	Rescue 2	Quint 2
Captain	Lt/Para John Dalton	Lt Eric Gray
Eng Michael Sutton	FF/EMT Jack Smith	Eng Tim Horne
FF George Paine		FF Cody Manor
FF Shane Brown		FF Shay Martinez

After you review the crew resource listing, you determine that FF Cody Manor is the designated Fire and Life Safety Educator assigned to Station 2.

What, if any manpower issues are necessary? \_\_\_\_\_

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What is your plan of action? \_\_\_\_\_

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What type of questions do you expect to be asked? \_\_\_\_\_

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You arrive at the designated location at the designated time; you are met by Mr. Gentry, who gives you a brief overview of the day's events. You are to set up a static display of the engine and ambulance, pass out brochures and answer questions brought forth by the students. Mr. Gentry advises you that there are 120 students present for this event. During the event the Fire Marshal Daniel McCoy and Fire Inspector Roger Billings stop by at different times to see if assistance is needed. Both individuals stay approximately one hour each.

Document all action on the Fire Safety Education Event Sheet. Additionally, Departmental Resource Information and Demographics are provided on the following five pages.

## Resources

The following departmental information is provided:

### The Emergency Services provided by the Fire Department are as Follows:

1. **Structural Firefighting**
2. **Emergency Medical Services** (provided at the First Responder Level)
3. **Hazardous Materials Response** (Provided at the OSHA Operations Level)
4. **Special Operations Response** (provided at the level personnel have been trained to respond and have the adequate equipment; to include but not inclusive of: confined space, high angle rescue, and extrication).

#### **Structural Firefighting:**

At any structural firefighting emergency scene, the Fire Department provides the following services.

An *Incident Command System* will be instituted to insure safety control and accountability of firefighting personnel and equipment, and to direct all fire related tactics and strategies.

A water source will be secured through the water distribution system, drafting or other acceptable methodologies.

Firefighting hose is deployed, forcible entry is performed if necessary, the fire is controlled, search and rescue techniques are employed, and fire extinguishment and fire extension checks are performed.

Salvage and overhaul services are provided.

The Fire Department determines fire cause and origin at each structural fire.

A detailed fire report accompanies each fire related emergency.

The Fire Department is an active partner in the *Georgia Fire Information Reporting System (GFIRS)*.

#### **Emergency Medical Services:**

The Fire Department provides emergency medical services at the **First Responder level**. The Brady text accepted definition of the services provided at this level is: *“Those personnel who are often first at the emergency scene and provide immediate care for life-threatening injuries, controlling the scene, and preparing for the arrival of the ambulance.”* All Fire Department personnel are trained at a minimum of a 40 hour

course; State of Georgia approved, First Responder Course.

***Hazardous Materials Response:***

The Fire Department approaches hazardous materials responses at the **First Responder Operations Level**. First Responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures.

First Responders at the operational level shall have competency in the following areas:

Knowledge of the basic hazard and risk assessment techniques

Know how to select and use proper personal protective equipment provided to the First Responder Operational Level

An understanding of basic hazardous materials terms.

Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.

Know how to implement basic decontamination procedures.

An understanding of the relevant standard operating procedures and termination procedures. Fire Department works well and trains with two local Technician Level Hazardous Materials Response Teams. They have agreed to assist the Fire Department with their hazardous materials incidents. The Fire Department has a written agreement with the Bio-Chem world-wide response hazardous materials team to assist in our emergency needs.

***Special Operations Response***

The Fire Department does not have any *Special Operations Teams* as per OSHA definitions. However, department personnel have received various levels of training in many Special Operations Response areas. Within the Forsyth/Monroe County area are several Special Operations Response Teams that meet or exceed the OSHA performance definitions. They are staffed and equipped to meet OSHA and local recommendations. The Fire Department acts and trains with these teams as a second in or back-up response. It is the policy of the Fire Department to assist the various local Special Operations Response Teams to mitigate the emergency. If that scenario, for whatever reason, does not occur, the Fire Department responds in a fashion that will not overwhelm its level of training/expertise or equipment. Many times this type of response removes the “rescue” possibilities from the response formula and replaces it

with “victim removal”. The Fire Department attempts to provide a *four minute or less* response time anywhere in the City limits of Forsyth. The Fire Department maximum and minimum emergency response levels for fire and non-fire related emergencies are as follows:

### ***Fire Related Emergencies***

Education is the key element in eliminating this fire problem. If there is a fire incident in the City of Forsyth, the Fire Department will have a less than 4 minute response. An incident command system will be established, and the fire department will utilize their fire suppression protocols or Standard Operating Guidelines (SOG's). The response will include two engine companies, one aerial a minimum of 10 firefighting personnel, and a maximum of 13 firefighting personnel. This minimum response can provide 4750 gallons of water flow per minute to combat fire once they arrive on the emergency scene. All Fire Department primary response apparatus responds with Class A and B foam capabilities. Secondary response units will be notified and respond. Secondary Response consists of the Fire Chief, and three fire prevention officers. It is the hope of the fire department that early notification of any fire incident will be immediately reported. The fire fighting strategy utilized will be determined by several factors. How far has the fire advanced? Where is the fire located? Are exposures the immediate concern? The Fire Department trains extensively with this type of scenario in mind. The Fire Department depends on the use of their Cairns Iris Helmet (thermal imaging) to assist in locating the fire and any trapped occupants.

### ***Non-Fire Related Emergencies***

The Department Fire Prevention Bureau and Fire Suppression Division personnel agree the best way to react to a non-fire emergency situation in the City of Forsyth is through proactive training, prevention minded actions and methods. If there is a non-fire emergency in the City of Forsyth, the Fire Department will have a less than 4 minute response. If the emergency involves hazardous materials concerns or a response that suggests a structured, coordinated, and disciplined attack (special operations), an incident command system will be established, and the fire department will utilize their hazardous materials protocols, fire suppression protocols, or Standard Operating Guidelines (SOG's).

### ***Fire Prevention Bureau Services***

The Fire Prevention Bureau offers the City of Forsyth several proactive services. The Fire Prevention Bureau is guided by a State of Georgia Deputized Fire Marshal. There are three fire inspectors under the Fire Marshal. The duties of this office are to interpret the National Fire Protection Association 101 Life Safety Code, provide fire safety education to the local school system (to include elementary, middle, and high schools), provide fire safety education and information to the citizens of Forsyth, and assist in guiding the City of Forsyth towards living a fire safe lifestyle.

## ***Fire Department Resources***

### Engine 1

- 1989 Pierce Dash
- D-8000
- Top Mount Pump Controls
- 1250 GPM Pump
- 1000 Gallon Water Tank
- Pre-Piped Deluge Gun

### Engine 2

- 2007 Pierce Dash
- 2000gpm Pump
- 850 Gallon Water Tank
- Extrication tools (Jaws of Life, Spreaders, Saws)
- Roof and Ground Ladders
- Vehicle Stabilization tools

### Engine 3

- 2007 Pierce Dash
- 2000gpm Pump
- 850 Gallon Water Tank
- Extrication tools (Jaws of Life, Spreaders, Saws)
- Roof and Ground Ladders
- Vehicle Stabilization tools

### Quint 1

- 1996 Pierce Arrow
- 75' Ladder
- 1500 GPM Pump
- 500 Gallon Water Tank
- Pre-Piped Waterway
- Large Compliment of Ground Ladders

### Quint 2

- 1996 Pierce Arrow
- 75' Ladder
- 1500 GPM Pump
- 500 Gallon Water Tank
- Pre-Piped Waterway
- Large Compliment of Ground Ladders

#### Tower 1

- 2003 Pierce Arrow
- 1500 GPM Pump
- 200 Gallon Tank
- 100 Foot Platform Ladder
- Full complement of ground ladders

#### Car 1, 2 and 3

- 2003 Ford Expeditions used as command vehicle
- Equipped with Incident Management Tools

#### Prevention 1

- 2006 Ford Expeditions used as command vehicle
- Equipped with Incident Management Tools

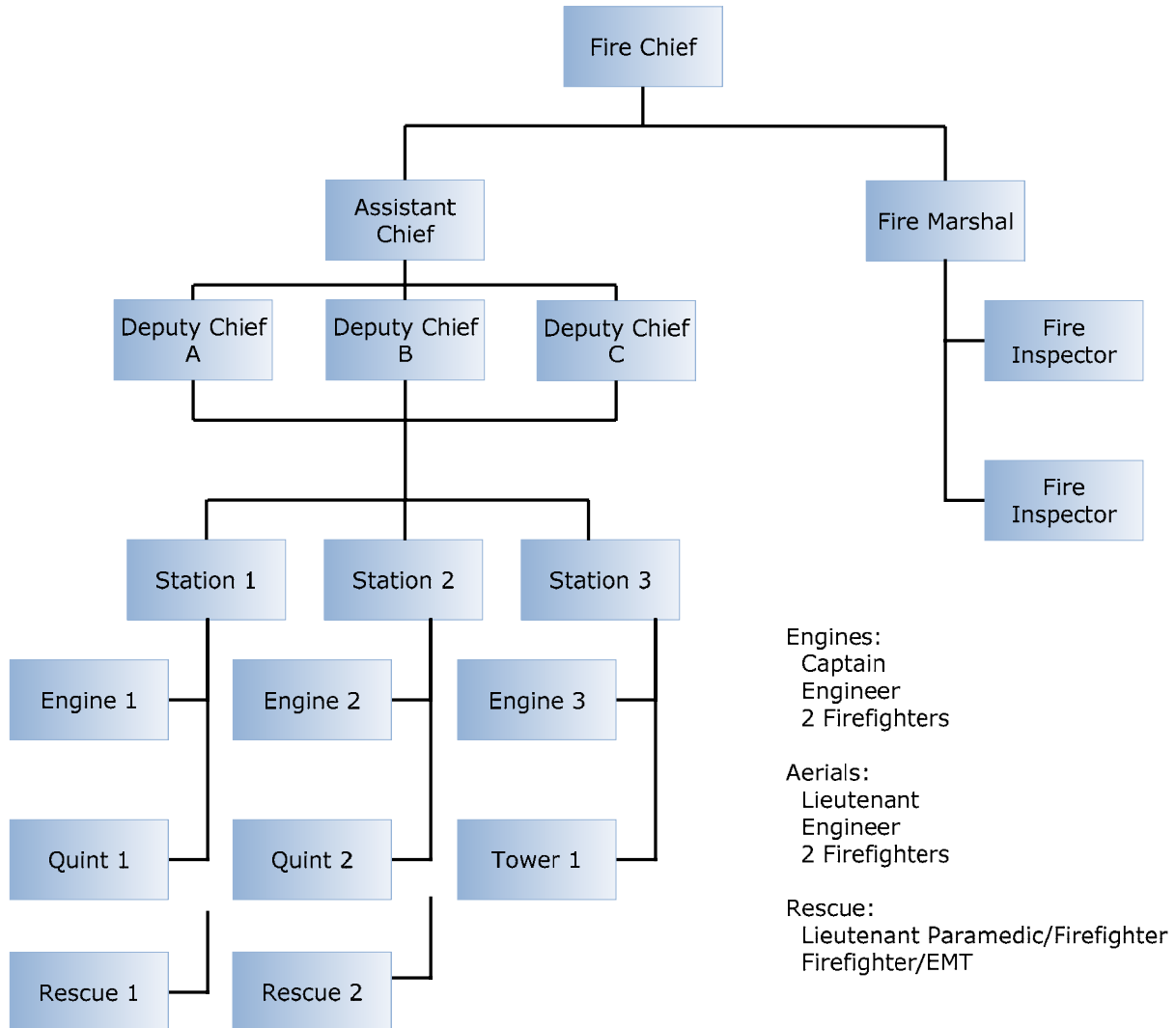
#### Prevention 2 and 3

- 2005 Ford F-350 Extended Cabs
- Towing Package for use with Fire Safety House.

#### Rescue 1 and 2

- 2007 Ford F-450
- 4 Wheel Drive
- Pneumatic ride/height system
- Medtec AD-170 box (Amb 3)
- PL Custom remounted box (Amb 3-1)

## Organizational Structure



Engine and truck companies are staffed with a minimum of four personnel. During each shift a firefighter who is cross trained as a fire inspector is assigned to each engine companies. Additionally a firefighter who is cross trained as a fire safety educator is assigned to each truck company station.



# Workbook Exercise

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Utilizing the following information and Daily Schedule Worksheet, maintain a work schedule, given a list of events, activity requests, pre-activity requirements, and time allotments, so that all activities are scheduled and completed without conflict.

## Information

You are assigned as the Public Fire and Life Safety Educator for the St. Bernard Emergency Service District #3. Your office is in Station 3, located at 1987 Jones Ridge Road, Mt. Vernon, Georgia. You are the only educator for this District; the remaining 6 Emergency Service Districts are each staffed with an educator. The following is a list of activity requests that you have received the previous week. The current date is Friday, May 4, 2008. You have been tasked to prepare a tentative prevention schedule for the upcoming week by the Fire Marshal. Additionally, you are an hourly employee and the Fire Chief has stated no regular overtime is authorized. Your pay schedule is from Sunday to Saturday. The office hours are 0800 to 1700, with a mandatory 1 hour lunch break.

Also, you are scheduled to attend a course at the National Fire Academy, which requires you to complete a 2 hour proctored pre test by a department head, prior to the course, arrangements have been made providing the Fire Marshal as the proctor. The test is on hand and the Fire Marshal has stated "Provide me with a time and place."

The Fire Marshal has directed you to conduct a study on the fire statistics in your department you estimate that it will take you 3 hours.

You are also required to schedule and attend a yearly medical physical this week in order to maintain departmental firefighter certifications; the physical is estimated to last four hours.

## ***Sunday***

No Events Planned

## ***Monday***

0800 to 0900 Mandatory Prevention Bureau Staff Meeting  
1300 to 1330 Kiwanis Club Fire Safety Presentation  
1400 to 1500 Mandatory Suppression Training (all FD Personnel)  
1000 to 1030 Meeting with Safe Kids  
1630 to 1700 Budget Meeting  
0915 to 1000 First Grade Reading Program  
1015 to 1230 Fire Safety Presentation (High School)

## ***Tuesday***

0830 Conference Call with Other Educators in other districts for strategy in the upcoming weeks  
1230 to 1245 Lions Club Luncheon  
1515 to 1615 Vision 20/20 Webcast  
0900 to 1100 Risk Watch Presentation (Hilltop Elementary)

## ***Wednesday***

0800 to 1200 Community Fire Safety Committee Meeting

## ***Thursday***

0900 to 1200 Leadership in the Community Seminar

## ***Friday***

0900 to 1100 Follow Up Budget Meeting  
1300 to 1500 Fire Safety Presentation (Sugar Mill Middle School)

## ***Saturday***

No Events Planned













# Presentation Practical Exercise

## Fire and Life Safety Educator I SCORE SHEET

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS:** Check pass or fail for each item. The successful candidate must successfully address each that is italicized. And must address a minimum of at least 17 of the Items

Classroom Management	Pass	Fail
Appropriate classroom arrangement (seating)		
Appropriate use of lighting		
Environmentally comfortable (heat/cool)		
<b>Motivation</b>		
<i>Established a desire or "need to know"</i>		
Clearly presented class objectives		
<b>Delivery</b>		
<i>Presentation consistent with lesson plan</i>		
<i>Presentation consistent with age group of audience</i>		
Presented in a logical sequential fashion to maintain student interest		
<i>All practical exercises (if applicable) done safely</i>		
<b>Application</b>		
<i>Provide students the opportunity to practice what has been taught (if applicable)</i>		
<b>Testing</b>		
<i>Determined student learning (tests, in-class questions, etc.)</i>		
Provided clear and concise instructions if test administered		
Test relative to class objectives		
<b>Communications</b>		
Talks in clear, effectually pitched, and well modulated voice		
Speech is grammatically		
Maintain eye contact		
Maintains good relationship with students		
Appropriateness of other methods (Humor, anecdotes, personal experiences, etc.)		
Presentation void of distracting mannerisms		
<b>Teaching Aids</b>		
Used AV equipment, props, or aids properly		
<i>Audio/visual aids could be seen and heard by all students</i>		
Nonprojectable instructional material (handouts, pamphlets, etc.) of good quality		
Teaching aid appropriate for subject taught		
Teaching aids used at appropriate times		
<b>Overall</b>		

Instructor Comments