Course Description

Advanced study of modern management and planning techniques that apply to organizing a fire department, topics include community risk reduction, codes and standards, inspections, plans review, incident investigation, fire-prevention research, and the relationship of master planning to fire prevention.

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Examine the need for fire service and management/leadership guidelines and their effect on decision-making.
2. Identify the role that fire officers have within the organization and towards the community they serve.
3. Review the fire officer's role and responsibilities during emergency response activities.
5. Explain the fundamental aspects of codes and standards, and the inspection and plan review process.
7. Examine the role of individuals involved in fire prevention.
8. Recognize the need to investigate every fire and the information gathered during the investigation process.
9. Describe the fire investigation process and discuss fire prevention research.
10. Discuss historical and social influences about fire prevention.
11. Identify what groups in a community are likely to be most at risk, and list programs that can be used to reach them.
12. Describe the master planning process and strategies for fire prevention.
13. Describe economic and governmental influences on fire prevention.
14. Explain the effects of department influences on fire prevention programs and activities.
15. Discuss the management of financial and department resources including personnel.
16. Identify other services provided by the fire service to communities.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives**: Each unit contains Unit Learning Objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Written Lectures**: Each unit contains a Written Lecture, which discusses lesson material.
3. **Reading Assignments**: Each unit contains Reading Assignments from one or more chapters from the textbook. Supplemental Readings are provided in the unit study guides to aid students in their course of study.
4. **Key Terms**: Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the unit material and reading.
5. **Unit Assessments**: This course contains eight Unit Assessments, one to be completed at the end of each unit. Assessments are composed of multiple-choice questions and/or written response questions.
6. **Article Reviews**: Students are required to submit for grading Article Reviews in Units II and V. Specific information and instructions regarding these assignments are provided below.

7. **Final Exam (Proctored)**: Students are to complete a Final Exam in Unit VIII. All Final Exams are proctored—see below for additional information. You are permitted four (4) hours to complete this exam, in the presence of your approved proctor. This is an open book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams.

8. **Ask the Professor**: This communication forum provides you with an opportunity to ask your professor general or course content related questions.

9. **Student Break Room**: This communication forum allows for casual conversation with your classmates.

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**Article Reviews**

Article reviews are to be completed for Units II and V. In completing these assignments, the university requires that you follow APA guidelines in preparing citations and references.

For these assignments, choose a peer-reviewed article regarding an incident that occurred with a fire department when fighting a fire. This may include injuries, fatalities, damage to property, or damage to equipment. Use the databases within the CSU Online Library or use another source that contains peer-reviewed articles. The purpose of these assignments is for you to practice reviewing articles that contribute to the industry. The authors of these articles are researchers and professionals that have shared or experimented with ideas that demonstrate potential to improve the industry. As a professional in the industry, it is in your best interest to review the literature and trends. This will allow you to analyze what was unsuccessful, how you can improve it, and how you can avoid repeating the mistakes of others. Use these skills to contribute to research papers and other scholarly writing. If you have not already, hopefully, you will contribute to the industry by publishing an article and sharing with your community of peers. As you read the article, consider the following questions: How could the topic of this article apply to your personal or professional life? How could it apply to an organization you have observed?

The article you choose must meet the following requirements:

- Be peer reviewed
- Relate to the concepts within this course
- Be at least ten pages in length

For this assignment, you are required to include the following:

- Write a review of at least two pages in length.
- Summarize the incident/article.
- Identify the author’s intended audience. Was it written for professionals or the general public?
- Describe what occurred, including mistakes that were made.
- Elaborate on how mistakes could have been avoided and what role the commanding officer will play in ensuring mistakes are not repeated.
- Conclude with your own thoughts on the topic.

Format your article review using APA Style. Use your own words, and include citations for other articles as needed to avoid plagiarism. Prepare your assignment in a word-processing application, and submit it as one of the following file formats: DOC, DOCX, or PDF.

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**Submitting Course Papers/Projects**

Once you have completed your papers/projects, submit your completed papers/projects by uploading through the “view/complete” link under the Assignment tab in each unit. **Do not e-mail your paper directly to your professor.** By using the Assignment tab, your university record will automatically be updated to indicate you have submitted your papers/projects and the assignment will be provided to your professor for grading. Instructions for submitting your assignment can be found under the Assignment tab in each unit.
APA Guidelines

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide by clicking here. This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

Grading Rubrics

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Assessment (Written Response) and (2) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

Again, it is vitally important for you to become familiar with these rubrics because their application to your Assessments and Assignments is the method by which your instructor assigns all grades.

Final Examination Guidelines

Final Exams are to be administered to students by an approved Proctor. CSU approves two, flexible proctoring options: a standard Proctor, who is chosen by the student and approved by the university, or Remote Proctor Now (RP Now), an on-demand, third-party testing service that proctors examinations for a small fee.

A standard Proctor is an unbiased, qualified individual who is selected by the student and agrees to supervise an examination. You are responsible for selecting a qualified Proctor, and the Proctor must be pre-approved by CSU.

Students choosing RP Now must have an operational webcam/video with audio, a high-speed internet connection, and the appropriate system rights required to download and install software.

To review the complete Examination Proctor Policy, including a list of acceptable Proctors, Proctor responsibilities, Proctor approval procedures, and the Proctor Agreement Form, go to the myCSU Student Portal from the link below.

http://mycsu.columbiasouthern.edu

You are permitted four (4) hours to complete this exam in the presence of your approved Proctor. This is an open book exam. Only course textbooks, writing utensils, and a calculator, if necessary, are allowed when taking proctored exams. Other materials are not permitted unless specified in the examination instructions and only the sources identified in the instructions may be used as source material.

Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.
Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.

[Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.]

Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments (8 @ 7%)</td>
<td>56%</td>
</tr>
<tr>
<td>Article Reviews (2 @ 8%)</td>
<td>16%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>28%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
## BFS 3601, Fire Prevention Organization and Management

### Course Schedule

By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

<table>
<thead>
<tr>
<th>Unit I</th>
<th>Introduction to Management in the Fire Service and Management Functions in the Fire Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>□ Chapter 1: Introduction to Management in the Fire Service</td>
</tr>
<tr>
<td></td>
<td>□ Chapter 2: Management Functions in the Fire Service and Fire Officer Responsibilities</td>
</tr>
<tr>
<td></td>
<td>□ <strong>Supplemental Reading:</strong> See Study Guide</td>
</tr>
<tr>
<td>Submit:</td>
<td>□ Assessment</td>
</tr>
</tbody>
</table>

**Notes/Goals:**

<table>
<thead>
<tr>
<th>Unit II</th>
<th>Commanding the Response to an Emergency Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>□ Chapter 3: Commanding the Response to an Emergency Incident</td>
</tr>
<tr>
<td></td>
<td>□ <strong>Supplemental Reading:</strong> See Study Guide</td>
</tr>
<tr>
<td>Submit:</td>
<td>□ Assessment</td>
</tr>
<tr>
<td></td>
<td>□ Article Review</td>
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<tr>
<td></td>
<td>□ Proctor Approval Form</td>
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**Notes/Goals:**

<table>
<thead>
<tr>
<th>Unit III</th>
<th>Fire Prevention and Code Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>□ Chapter 4: Fire Prevention and Code Enforcement</td>
</tr>
<tr>
<td></td>
<td>□ <strong>Supplemental Reading:</strong> See Study Guide</td>
</tr>
<tr>
<td>Submit:</td>
<td>□ Assessment</td>
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**Notes/Goals:**

<table>
<thead>
<tr>
<th>Unit IV</th>
<th>Fire and Life Safety Education, Pre-Incident Planning and Related Loss Reduction Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>□ Chapter 5: Fire and Life Safety Education</td>
</tr>
<tr>
<td></td>
<td>□ Chapter 6: Pre-Incident Planning and Related Loss Reduction Activities</td>
</tr>
<tr>
<td></td>
<td>□ <strong>Supplemental Reading:</strong> See Study Guide</td>
</tr>
<tr>
<td>Submit:</td>
<td>□ Assessment</td>
</tr>
</tbody>
</table>

**Notes/Goals:**
# Course Schedule

## Unit V
### Management of Physical and Financial Resources

<table>
<thead>
<tr>
<th>Review:</th>
<th>□ Unit Study Guide</th>
</tr>
</thead>
</table>
| Read:   | □ Chapter 7: Management of Physical Resources  
          □ Chapter 8: Management of Financial Resources  
          □ **Supplemental Reading:** See Study Guide |
| Submit: | □ Assessment  
          □ Article Review |

**Notes/Goals:**

## Unit VI
### Fire Service Personnel Management and Employee Relations in the Fire Service

<table>
<thead>
<tr>
<th>Review:</th>
<th>□ Unit Study Guide</th>
</tr>
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</table>
| Read:   | □ Chapter 9: Fire Service Personnel Management  
          □ Chapter 10: Employee Relations in the Fire Service  
          □ **Supplemental Reading:** See Study Guide |
| Submit: | □ Assessment |

**Notes/Goals:**

## Unit VII
### Training as a Management Function

<table>
<thead>
<tr>
<th>Review:</th>
<th>□ Unit Study Guide</th>
</tr>
</thead>
</table>
| Read:   | □ **Chapter 11:** Training as a Management Function  
          □ **Supplemental Reading:** See Study Guide |
| Submit: | □ Assessment  
          □ Request to take Final Exam |

**Notes/Goals:**

## Unit VIII
### Fire Department Services and Beyond Firefighting

<table>
<thead>
<tr>
<th>Review:</th>
<th>□ Unit Study Guide</th>
</tr>
</thead>
</table>
| Read:   | □ **Chapter 12:** Fire Department Services Beyond Firefighting  
          □ **Supplemental Reading:** See Study Guide |
| Submit: | □ Assessment  
          □ Final Exam |

**Notes/Goals:**