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The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library's chat reference service, *Ask a Librarian*, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

Unit Assignments

Unit I PowerPoint Presentation

Select one of the following topics below for your PowerPoint presentation:

- the historical American fire problem and the current trends, or
- the history of American fire prevention from 1600 to 2000.

Once you have selected one of the two topics above, you must address the following:

- Define the national fire problem.
- Describe the history of fire prevention practices.
- Describe the philosophy and timing behind regulations for fire prevention, whether successful or not.
- Identify agencies and organizations that have been instrumental in forming fire prevention efforts in the USA.
- Compare and contrast the fire problem or prevention efforts to that which other nations have experienced.

Your presentation should be at least 15 slides. A minimum of 10 slides should be used for narration and five for graphics. This does not include your cover page slide (title, your name, and university name) or reference slide. Your slides need to be presented in chronological order from earliest to latest in terms of time.

The presentation requires the inclusion of no less than three non-textbook sources (e.g., Internet, associated journals and magazines (non-Internet sources), and other related books (including associated textbooks), in addition to one source from the online library.

Assistance with using the CSU Online Library is available from the Virtual Librarian. Click [here](#) to access the online help.

Once your PowerPoint presentation has been completed upload the finished project via the unit upload link.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit II Project

Community ISO Rating

For this assignment, you will research your community, and calculate a rating similar to ISO/PPC though NOT using an ISO/PPC rating scale. For this project, you will be using our own rating scale, which is found in the grid below.

	Emergency Communications System	Fire Department Structure	Water Supply System	Community Efforts Risk Reduction
0	No emergency call center	Non staffed	No public water supply	No programs or enforcement
1	Uses direct dial 7 or 10 digit number to reach either police or	Staffed by first responders only for	No public water supply; only "dry wells" or ponds,	Annual fire prevention activities limited to schools only

	fire ; i.e. 222-1212 or 222-2323 or 901-222-1212 or 901-222-2323	EMS calls; stations are not open 24/7	lakes, and streams for drafting	
2	County 911 system non Enhanced system; separate police & fire dispatching	Staffed by part-time paid-per-call EMS personnel only; one station open 24/7	Municipal fresh water treatment; no hydrants	Annual fire prevention activities limited to schools and senior centers
3	County E-911 (Enhanced) system with central police & fire dispatching	Staffed by full-time paid EMS personnel only; only one station open 24/7	Municipal fresh water treatment; hydrants spaced greater than 1,000 feet apart	Annual fire prevention activities and daily fire inspections of high risk occupancies
4	Municipal 911 system; non Enhanced system; separate police & fire dispatching	Staffed by full-time paid EMS and fire suppression personnel; limited number of stations 24/7	Municipal fresh water treatment; fire hydrants spaced greater than 500 feet apart	Annual fire prevention and public fire safety programs for all audiences
5	Municipal E-911 (Enhance) system with central call intake center with central dispatch or police and fire dispatch on own after E-911 call is received	Staffed by full-time paid EMS and fire suppression personnel; stations positioned	Municipal fresh water treatment; fire hydrants spaced 500 or less apart; total community coverage	Staffed full-time Fire Prevention Division; annual fire prevention activities; fire inspections; fire investigations & code enforcements

For this project, you will conduct an ISO/PPC "like" analysis of your community. Using a five-point rating scale where 0 is the worst and 5 is the best, analyze and rate your community's ability to address the four components used by ISO/PPC in its rating system. Keep in mind that this rating is similar to, but not the same as, the ISO/PPC rating scale.

Primary differences include: this scale is backwards in that 0 = worst and 5 = best, and greater details are not included in each of the four categories.

Using the rating-scale grid from above, analyze your own community's fire service capabilities. If you are a fire service employee, you will most likely know how your community operates and what services (emergency communications, fire department structure, water supply, and risk reduction) are in place.

If you are non-fire service employee, you will most likely be able to assess two categories, emergency communications and water supply, by simply knowing your emergency call system and seeing fire hydrants on the streets. For the two remaining categories, you will need to call your local fire department and speak to a firefighter, or fire officer, who should be pleased to answer your questions. You could also, time permitting, take a trip to the fire department and ask for a tour for answers to your questions.

To finish the project, you will need to construct a grid similar to the one above, or identify each of the four categories with their corresponding numerical rating number. Once you have analyzed your community and composed your numbering system, write a brief paragraph for each of the four categories that supports your number selection for each category.

There is no "right" or "wrong" response here, as every student may have a differently constructed community. Your final paper should be written in proper APA format, and include citations for sources as needed.

You must have a title page, double-spaced, with only the following information written in the center: title of paper, your name, and university name. No reference page is required, no abstract is required, and no headers are required.

The finished paper should be a minimum of three pages of written grid/graph and narration; however, not more than four pages in length. This page requirement does not include your cover page.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit III Research Paper

Code Violations Paper

Background Information: You are to assume the position of fire prevention officer or manager. You are responsible for enforcement of fire and life safety codes within your jurisdiction (fire service personnel are likely to relate directly to the fire

department's Fire Prevention Division, while private sector personnel are likely to relate to your organizations Safety and Health Division).

In your position as Fire Prevention Office/Manager, you have conducted quarterly inspections of all organizational buildings. During your most recent inspection you have discovered five code violations: one relating to electrical issues, two relating to structural issues, and two relating to ventilation issues. Specific details for each of the four issues found are as follows:

- *Electrical:* You find that the incoming supply service is badly worn and in need of immediate repair or replacement. All apparatus connected is on the organization's "side" of the incoming power supply and is not the responsibility of the local power supplier.
- *Structural:* You find that three of the nine concrete support columns in the basement of the main operations floor (apparatus floor in fire service and production area in private sector occupancy) show signs of fatigue and spalling of concrete is wide-spread. The second issue is found to be visual cracks and oxidation of several of the steel trusses supporting the roof.
- *Ventilation:* You find that exhaust from apparatus or machinery (whichever applies) is collecting in the upper level area of the general working area, which has caused several personnel to experience symptoms similar to carbon monoxide inhalation. The second issue is the central heating and air conditioning unit, which you find has broken seals, worn electric wires, and clogged filters.

Task: The purpose of this paper is for you to apply the concepts and information that you have learned in this unit about the position of a Fire Prevention Officer/Manager. This assignment provides you with the opportunity to use your skills, expertise, and experience to enrich your response when compiling data that will be used for risk reduction within the community. You will compose a paper addressing all three code violations given above. You are tasked with the job of seeking repairs and/or replacements associated to each of the three components given above. The final paper will be presented to the board or body of your organization with the authority to provide funding for repairs and/or replacement of components found during your inspection. Your paper should be composed to support the need for funding to correct these violations.

Your paper should be a minimum of three pages, but no more than five (not including the cover page or reference page), and include the following:

- A minimum of one page should be devoted to your mission statement.
- A minimum of two pages should be devoted to three components: electrical, structural, and ventilation.
- Be sure to provide detailed narration to explain your plan to undertake each of the three components

Keep in mind that your narrative must be straight-to-the-point. Avoid long rambling narrations as these tend to distract attention and often lead to confusion and misunderstanding of purpose and functionality. Remember that you are the head of this newly formed bureau, and you want to impress your leadership with your knowledge, academic ability, and occupational experience.

You must reference your textbook, an article retrieved from the CSU Online Library, and a credible website ending in .edu, .gov, or .org; therefore, a minimum of three sources should be referenced.

Note: Encyclopedias (online or print), message boards, or any source, such as Wikipedia, that can be amended without educated review are not considered appropriate. Failure to use appropriate resources, or resources that are available in CSU's Online Library, can lead to deductions. CSU librarians can help you with your research for this assignment.

Your sources must be cited and referenced in APA format. Failure to use appropriate resources, or resources that are available in CSU's Online Library, can lead to deductions. CSU librarians can help you with your research for this assignment.

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Unit IV Case Study

Read the case study below, and follow the instructions provided to complete the assignment in its entirety.

On September 13, 2014, you were appointed to your fire service organization (Fire Department) Fire Prevention Division (FPD). You have been with the department for 10 years—four have been as captain assigned to a fire suppression

company. You were selected from among six candidates because you earned a college degree in fire administration and management. In terms of seniority, you are number three, with two above you and three below you.

However, seniority was a qualification that was given low priority for appointment as the primary qualification was education and training. Prior to your appointment, the FPD was staffed by the senior-most captain of the department, who often did not have any formal education or training in fire codes, standards, or regulations. Rather, that person learned from on-the-job experience. The Chief of Department has decided to turn-a-new-page and appoint the captain having the highest degree of education. In addition to your college degree, you have also taken the initiative to obtain a National Fire Protection Association (NFPA) certification as a Fire Protection Specialist (CFPS).

The outgoing Fire Prevention Officer (FPO), who held the position for nearly 20 years, bids you good luck. As he turns to leave the office, he offers these cryptogrammic words, "don't rock any boats kid!" You settle into your new position with ease, though the division secretary is a bit uneasy having a new "boss." You have assured her that "there will not be 'major' changes within the division." Your first two weeks are filled with routine inspections and re-inspections, where you find no surprises or anomalies. In fact, most of the owners/operators of those occupancies that you re-inspected found you to be highly knowledgeable, relaxed, and very personable. They gave you high marks and look forward to having an opportunity to meet you again.

On Wednesday morning of your third week, you have a scheduled appointment for an annual inspection of a small industrial occupancy that is owned and operated by a highly respected member of the community. The firm has been in operation since the 1980s, and the owner is a member of nearly all the local business civic organizations as well as major contributor to charities. You cannot recall any negative press about this man nor his business. You arrive at the firm at the appointed hour of 9:00 a.m., only to find that the front door to the building is locked, and it appears that no one is on the premises. You call your office to double-check the appointment time with the secretary, who confirms the time; however, she ends her conversation with, "You know this man has never given us any trouble, so why not let the inspection pass?"

As you end the call, her words are somewhat disconcerting, leaving you with an onerous feeling that something is not quite right. You return to your vehicle deciding to wait a bit longer. While sitting in your vehicle, you review the historical file on this occupancy. Much to your surprise, you find that there has never been a single violation and that the company is a firm utilizing chemicals for cleaning automotive parts. In nearly 30 years of annual inspections, there is not even the slightest issue in the record. This is very unusual for a firm reported as storing large drums of volatile chemicals.

At around 10:15 a.m., a car enters into the parking area, parks near the front door, and a man in his mid-fifties or early-sixties emerges and walks to the front door. You exit your vehicle, walking toward the man who has not taken his eyes off you and whose facial expressions indicate that he does not recognize you. As you approach the man, you introduce and identify yourself as the newly appointed FPO of the department. He shakes your hand and asks, "Well now, what can I do to make your day run a bit smoother?"

You inform him that you are onsite to conduct the annual occupancy inspection. He sneers and states, "There isn't a need for that! After all, I run a well-respected business here. Didn't the other inspector tell you about me? He never had any issues with my firm, and he and I got along just fine. The place is clean, so why don't we just call it a day and log me in as having passed the inspection? What do you say?" You cannot believe what you have just heard. You maintain your professionalism and inform the owner that you have to conduct annual inspections of all industrial occupancies and an appointment was made for today.

The owner scoffs at the "appointment," telling you that the former inspector "made the appointment as a matter of record as he had done for years, but didn't bother to come here, unless of course he had gotten complaints, which he never did! So why bother?" You inform the owner that this is your obligation and responsibility to inspect the firm as it is known to store highly flammable liquids, which abuts a residential area. For the safety of the firm and those who live nearby, an inspection must be completed.

The owner becomes indignant, and his demeanor changes from sociable to confrontational. He insists that his company has an excellent "track record" without incident or complaint by neighbors. Still, you apprise him that under local ordinance and state codes, you must conduct the inspection to ensure that any and all hazards are in compliance with established rules and regulations. After a bit of bantering back-and-forth, he concedes and allows you to enter into the premises. In short order, you commence your inspection of the occupancy.

What you find is not only alarming, but unimaginable. There are open 55-gallon drums of petro-based liquids that, to the best of your ability, you identify as highly flammable and toxic. The ventilation system is inadequate for safe removal of vapors that are generated by the 15 cleaning process stations. You find that the local fire alarm system has been tampered with, so that interior early-detection devices are rendered inoperable. There is not an automatic fire sprinkler system, despite the fact that fire codes have required such a system in all industrial occupancies since 1975, and this

building was built in 1982. You find only three handheld portable fire extinguishers, which are all dry chemical, that are outdated by four years.

As you continue your self-guided inspection tour, the owner continues his commentary that he has never had any complaints from workers or neighbors about how he has run his business. You are cautious and do not share your findings as of yet. Upon completion of your inspection, you have noted well over 45 violations of standards and codes applicable to this specific occupancy and operation. As you leave, you inform him that his firm is in violation of numerous regulations and that it may become necessary to shut the firm down until the occupancy is brought up to code. The owner of course becomes highly irate and states, "That's what you think! I am well connected in this city! I put people into high places, and you aren't about to close me down! We shall see who has the final word here!"

Shaken, yet very confident the law is on your side, you return to our office to prepare a series of documents necessary to begin the process of addressing the list of violations. You reconfirm that all violations can be cited by chapter and section of all applicable laws, regulations, and codes. You are now set to write the necessary documents, which will be distributed to individuals in both the public and private sector.

For the first part of this assignment, you will need to pick one of the following options, and draft a letter. Please click [here](#) to see an example of how a letter of this nature may be formatted.

- A letter of notification must first be sent to the owner of the firm, informing him of the individual violations and the required remedy for each violation. In addition, you must inform him that until all violations have been remedied, the firm is to remain closed and no one is allowed to enter the building.
- A letter of notification must be sent to the mayor of the city informing that office that you have ordered operations be halted at this firm due to your findings. (This letter is part of a city ordinance requirement).

For the second part of the assignment, you will need to pick two of the following options, and draft two memos. Please click [here](#) see an example of how a memo of this nature may be formatted.

1. A memo of notification must be sent to inform the Chief of the Department of your findings and the action you have taken.
2. A memo of notification must be sent to inform the Chief of Police that the firm has been closed due to violations found during your inspection. You are also advising that patrol officers should take notice to report any activity around or inside the building, as the building has been placed off-limits until all violations have been remedied.
3. A memo of notification must be sent to inform the City Building Inspector of the order to cease operations, citing your finding of numerous violations, though you do not need to itemize all violations.

There will be a total of one letter and two memos, all of which should be included in one Word document. Each letter should be written in a professional tone on a single page that is clear and concise to the reader. Each letter should have the name of the person to whom the letter is addressed, your name and title of Fire Prevention Officer shall be affixed to the bottom. Your letters should be written in APA format.

Each letter is to be written in left-aligned block format and without paragraph indentations. It is understood that the inclusion of violations need not be cited; therefore, in-text and reference citations are not necessary.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit V Mini Project

Community Fire and Risk Prevention Assignment

The purpose of this assignment is for you to apply the concepts and information that you have learned in this unit about the position of a Community Fire and Risk Prevention Officer. This assignment provides you with the opportunity to use your skills, expertise, and experience to enrich your response when compiling data that will be used for risk reduction within the community. You will need to consider several components or elements of research and data gathering.

The outcome of your research will provide you with two profiles: *demographic and risk*. In order to develop a course of action to be undertaken in an effort to reduce risk, you must first gather sufficient data relative to the demographics of your community. Once you have gathered and analyzed the demographics, you will move to the second component of identifying both types of risks: human-created and naturally-created.

This project requires you to act in the position of Community Fire and Risk Prevention Officer. Your final analysis and narration should be written in a professional and educated format, as this paper might be presented to public and private

organizations, which have input and/or responsibility for pre-planning, preparedness, and mitigation of potential risks and their outcome as it effects the community.

Part A: Identify your community's demographic profile. Click [here](#) to visit the United States Census Bureau's webpage. In the center of the opening page, you will find a box with the title "Quick Facts." Inside the Quick Facts box is a drop-down menu titled, "Select a state to begin." Click on the drop-down menu, and select your respective state of residence. On the next page, you will find two drop-down boxes, one for all counties, and the other for all cities/towns in your state.

First, select your county of residence. Then, using a Word document, identify all of the characteristics of a Demographic Profile as found on page 229 of the textbook. There are three primary headings: Housing/Location, People, and Economic Information. Within these three, there are 16 sub-characteristics. Locate the data associated, or as closely associated, to each of the sixteen sub-characteristics, and create a demographic profile. Here is an example of how our outcome might look:

1. Housing/Location
 - a. Owner or renter-occupied units
 - b. Age and condition of structures
 - c. Percentage of vacant/abandoned or blighted structures

You will repeat this format for each of the three primary characteristics, all of which should fit onto a single page. Remember to use the outline format. If the census data is not available for a specific characteristic, *do not* invent the data as doing so will skew the outcome and invalidate your data analysis. Once you have completed this portion, move on to Part B below.

Part B: Using the same webpage, click the drop-down menu, "Select a city," and select your respective city/town. Following the exact same format as used in Part A, create a new page (best to append it to the previous page(s) by simply tapping the "enter" key, or holding down the "control" (ctrl) while pressing "enter," advancing line spacing to begin a new page). Remember to address all three primary characteristics and all sixteen sub-characteristics. Once you have completed Part B, move on to the final segment-art C.

Part C: For this segment, you will need to rely on your personal knowledge of your community. You must identify as many potential risks that might adversely affect your community and how your fire prevention bureau could best alleviate the risks. You will need to first identify all possible risks that would be *human-created risks* then identify all possible *naturally-occurring risks*. You will itemize these risks under their appropriate heading on a new page. Again, you must utilize the outline format.

You do not need to identify human-created risks possibilities by company name, owner name, or street location. Simply identify the type of potential risk posed. Include the hours of operation (if possible), the type of risk being posed, and the area surrounding the location of the risk. Include information relative to potential life-threatening risks such as nursing homes, schools, hospitals, and dense residential neighborhoods.

Once completed, identify potential naturally-occurring risks associated to your specific geographical region. These are likely to be few in number and should be added to the end of the list from above.

Your paper must be a minimum of three full pages and not more than five full pages of written text. You must follow APA formatting. In-text-citations are not required, however, a properly written and formatted reference citation will be needed. Part C is understood to originate from your own knowledge of the community; therefore, no citations are warranted.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit VI PowerPoint Presentation

Fire Prevention Program

For this assignment, you will be developing a Fire Prevention Program that you will present via PowerPoint. You will draw ideas from both your occupational and educational experiences and knowledge. These are familiar surroundings, which are likely to aide in your development of a program of fire prevention and life safety. Provided below is a brief scenario to get you started.

Scenario: You have been a member of your organization's Fire Prevention and Life Safety division for a number of years, and you have just completed several college level courses relating to fire prevention and occupational safety and health with an online university. You have presented your most recent grade records to your supervisor who is very impressed