



**DEPARTMENT OF FINANCIAL SERVICES**

Division of State Fire Marshal  
Bureau of Fire Standards and Training

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**Title: Syllabus for Fire Prevention Practices**

**Revision: February 2022**

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*Section I - Course Information*

**Course Title:** Fire Prevention Practices

**Course Number(s):** BFST/FFP/ATPC1505

**Class Days/Time:** If being taught at the Florida State Fire College Campus 11655 NW Gainesville Road, Ocala, FL 34482 Bldg. C – Classrooms - Monday-Friday 8 a.m.- 5 p.m. 5 additional hours out of class work may be required.

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*Section II - Points of Contact*

**Training Supervisor:**

Name: Robert Coyne  
Email: [FloridaFireTraining@myfloridacfo.com](mailto:FloridaFireTraining@myfloridacfo.com)  
Work Phone: 352-369-2837  
Bldg. C Room 158

**Program Manager/Instructor:**

Name:  
Email:  
Work Phone:  
Bldg. C Room

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*Section III – Course Description*

The purpose of this course is to place emphasis on fire prevention through inspection, code enforcement, the use of model building and fire prevention codes, including detailed information on the legal, economic, and political aspects of the fire inspection process.

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*Section IV – Course Materials, Grading, and Attendance*

**Recommended Book:** Used by FSFC – IFSTA Fire Inspection and Code Enforcement (8th Edition) ISBN: 978-087939348-9 Course book can be purchased at the BFST Bookstore

**Prerequisite(s):** None

**Continuing Educations Units (CEU's):** 45 hours towards: Fire Code Administrator, Fire Safety Inspector I, Instructor I, II, III,

**Pre-Course Assignment:** Student should bring with him /her a copy of their departments Fire Prevention Report and a Fire Prevention Policy for review.

**Required Materials:** Paper, pens, USB portable storage device (thumb drive)

**Grading:** Students must achieve a minimum cumulative score of 70% to pass this course. Course grades are determined from assignments and activities including, homework, projects, quizzes, exams, and presentations. The instructor also has the discretion to award (**but not deduct**) points based on course participation.

**Attendance:** Students are required to attend all sessions of the course.

- Excused absences - Students are permitted excused absences totaling no more than 10% of class (4.5 hours maximum); the instructor shall be the sole determining authority in the determination of an excused absence and may assign supplemental work to make up for missed class time.
- Unexcused absences - The instructor shall be the sole determining authority in the determination of an unexcused absence (i.e. "no call, no show"). The instructor has no obligation to offer the student an opportunity to make up assignments, including quizzes and/or exams, but may do so at his/her discretion.

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### *Section VI - Job Performance Requirements*

Given information from discussion and reading materials, the student will satisfy the Job Performance Requirements (JPR) of the applicable National Fire Protection Association (NFPA) standards, any applicable skill sheets, and the applicable Fire and Life Safety Initiatives of the National Fallen Firefighters Foundation *Everyone Goes Home* program.

#### NFPA 1031, Standard for Professional Qualifications Fire Inspector, 2014 Edition

**4.2.1** Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

**(B) Requisite Skills.** The ability to conduct a field inspection, apply codes and standards, and communicate orally and inwriting.

**4.2.3** Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Plan review policies of the jurisdiction and the rationale for the plan review.

**(B) Requisite Skills.** The ability to communicate orally and inwriting

**4.2.4\*** Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved.

**(A) Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

**(B) Requisite Skills.** The ability to apply codes and standards, communicate orally and in writing,

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THE BUREAU OF FIRE STANDARDS AND TRAINING  
AT

**The Florida State Fire College**

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recognize problems, and resolve complaints.

**4.2.5\*** Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced.

**(A) Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction.

**(B) Requisite Skills.** The ability to apply codes and standards.

**4.2.6** Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented and the inspector's demeanor is professional.

**(A) Requisite Knowledge.** The legal requirements pertaining to evidence rules in the legal system and types of legal proceedings.

**(B) Requisite Skills.** The ability to maintain a professional courtroom demeanor, communicate, listen, and differentiate facts from opinions.

**4.3.1** Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable codes and standards.

**(A) Requisite Knowledge.** Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; and fire hazards presented by various occupancies.

**(B) Requisite Skills.** The ability to make observations and correct decisions.

**4.3.2** Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, so that the calculated allowable occupant load is established in accordance with applicable codes and standards.

**(A) Requisite Knowledge.** Occupancy classification; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; fire hazards presented by various occupancies; and occupant load factors.

**(B) Requisite Skills.** The ability to calculate occupant loads, identify occupancy factors related to various occupancy classifications, use measuring tools, and make field sketches.

**4.3.3\*** Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction related to means of egress elements, maintenance requirements of egress elements, types of construction, occupancy egress requirements, and the relationship of fixed fire protection systems to egress requirements and to approved means of egress elements, including, but not limited to, doors, hardware, and lights.

**(B) Requisite Skills.** The ability to observe and recognize problems, calculate, make basic decisions related to means of egress, use measuring tools, and make field sketches.

**4.3.4\*** Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, so that the construction type is identified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction, types of construction, rated construction components, and accepted building construction methods and materials.

**(B) Requisite Skills.** The ability to read plans, make decisions, and apply codes and standards.

**4.3.8\*** Recognize hazardous conditions involving equipment, processes, and operations, given field

observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Practices and techniques of code compliance inspections, fire behavior, fire prevention practices, ignition sources, safe housekeeping practices, and classification of hazardous materials.

**(B) Requisite Skills.** The ability to observe, communicate, apply codes and standards, recognize problems, and make decisions.

**4.3.9** Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Fire protection symbols and terminology.

**(B) Requisite Skills.** The ability to read and comprehend plans for fire protection systems, observe, communicate, apply codes and standards, recognize problems, and make decisions.

**4.3.10\*** Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Requirements relative to emergency evacuation drills that are required within the jurisdiction, ways to conduct and/or evaluate fire drills in various occupancies, and human behavior during fires and other emergencies.

**(B) Requisite Skills.** The ability to identify the emergency evacuation requirements contained in the applicable codes and standards and interpret plans and reports.

**4.3.11\*** Inspect emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.

**(A) Requisite Knowledge.** Applicable codes and standards, the policies of the jurisdiction, and emergency access and accessibility requirements.

**Requisite Skills.** The ability to identify the emergency access requirements contained in the applicable codes and standards, observe, make decisions, and use measuring tools.

**4.3.12\*** Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the AHJ, so that applicable codes and standards are addressed, and deficiencies are identified, documented, in accordance with the applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Classification, properties, labeling, storage, handling, and use of incidental amounts of flammable and combustible liquids and gases.

**(B) Requisite Skills.** The ability to observe, communicate, apply codes and standards, recognize problems, and make decisions.

**4.3.13\*** Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are addressed and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Classification, properties, labeling, transportation, storage, handling, and use

of hazardous materials.

**(B) Requisite Skills.** The ability to observe, communicate, apply codes and standards, recognize problems, and make decisions.

**4.3.14** Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings; and safe housekeeping practices.

**(B) Requisite Skills.** The ability to observe, communicate, apply codes and standards, recognize hazardous conditions, and make decisions.

**4.3.15\*** Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance is determined.

**(A) Requisite Knowledge.** Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, life safety systems, decorations, decorative materials, and furnishings; and safe housekeeping practices.

**(B) Requisite Skills.** The ability to observe, communicate, apply codes and standards, recognize hazardous conditions and make decisions.

NFPA 1021, Standard for Fire Officer Professional Qualifications, 2020 Edition

**5.5.1** Determine the area of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected so that law enforcement action is taken.

**(A) Requisite Knowledge.** Indications of arson, common causes of fire, methods to preserve and protect the general area of origin, basic origin and cause determination, fire growth and development, and documentation of preliminary fire investigative procedures.

**(B) Requisite Skills.** The ability to investigate a fire scene and identify the general area of origin, implement procedures to preserve and protect potential sources of ignition within that general area of origin, and communicate.

*Section VII – Plan of Instruction*

Day/Date	Chapters	Activities
Day 1	<p><b>Class Introduction and Orientation</b>            Chapter 1 – Duties and Authority            Chapter 3 – Fire Behavior            Chapter 10 – Hazardous Materials</p> <p><b>Discuss last day Field Inspection Presentation</b></p>	<ul style="list-style-type: none"> <li>• Roster</li> <li>• Paperwork</li> <li>• Introductions</li> <li>• Hazmat Guides</li> </ul>
Day 2	<p><b>Quiz Chapters 1, 3, 10</b>            Chapter 2 – Codes, Standards, Permits            Chapter 4 – Construction Types            Chapter 6 – Building Components</p>	<ul style="list-style-type: none"> <li>• Quiz</li> <li>• Occupancy and Building Construction Recognition Worksheet</li> <li>• NFPA Codes Handout</li> </ul>
Day 3	<p><b>Quiz Chapters 2, 4, 6</b>            Chapter 7 – Means of Egress            Chapter 8 – Site Access            Chapter 9 – Fire Hazard Recognition</p>	<ul style="list-style-type: none"> <li>• Quiz</li> <li>• Hazard Identification Worksheet</li> </ul>
Day 4	<p><b>Quiz Chapters 7, 8, 9</b>            Chapter 16 – Inspection Procedures</p>	<ul style="list-style-type: none"> <li>• Quiz</li> <li>• Complaint Management Written</li> <li>• Role Playing</li> <li>• Field Inspection</li> <li>• Fire Prevention Visit Report</li> </ul>
Day 5	<p>Presentation  <b>Final Exam</b></p>	<ul style="list-style-type: none"> <li>• Field Inspection Presentations</li> <li>• Final Exam</li> </ul>

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## *Section VIII – Final Presentation and Grading Rubric*

### **Description of Assignment:**

**The final project for this class involves a group presentation in PowerPoint format. All members are expected to contribute equally. The presentation should take no longer than 15 minutes and groups must submit a written summary of their work to accompany their presentation.**

### **SKILL TEST: ADMINISTRATION**

**OBJECTIVE:** NFPA Standard 1031 (2014 edition), Chapter 4 and 5

4.2.1 Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of the jurisdiction.

4.2.5 Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the proper document, edition, and section are referenced.

4.3.1 Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable codes and standards.

5.3.2 Identify the occupancy classifications of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards.

5.3.5 Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that means of egress elements are provided and located in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

5.3.6\* Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the equipment, processes, or operations are installed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**TASK 1:** Choose one write-up found during your field inspection.

**TASK 2:** Prepare the inspection report, creating a clear, concise, and accurate inspection report that properly reflects applicable codes and standards.

**TASK 3:** Based on the building that was inspected, identify on the report the type of occupancy

**TOOLS/EQUIPMENT:** Computer/word processor with printer. Inspection form. Applicable codes and standards.

**ATTAINMENT STANDARD:** The candidate will complete all elements of the assigned task and submit to instructor prior to start of class the next morning.

<b>DID THE CANDIDATE</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
1. Prepare an Inspection Report.					
2. Utilize observations from a field inspection.					
3. Prepare a report that communicates its message clearly and in a concise manner					
4. Accurately reflect applicable codes and standards.					
5. Reference the proper document, edition and section of the code/standard.					
6. Identify the occupancy classification.					
7. Consider use of occupancy per classification.					
9. Analyzed means of egress to ensure applicable codes and standards met					
10. Evaluated hazardous equipment, process and operations to ensure meets applicable codes and standards per classification.					

**DATE:** \_\_\_\_\_

**CANDIDATE (Printed/Signature):**

\_\_\_\_\_

**EVALUATOR (Printed/Signature):**

\_\_\_\_\_



**Rubric for Fire Prevention Practices**

<b>Criteria</b>	<b>1 – Poor</b>	<b>2 – Below Average</b>	<b>3 – Average</b>	<b>4 – Excellent</b>	<b>Student Total</b>
<b>Information</b>	Presentation contains barely any information of the Fire Prevention Practices	Presentation contains little information of Fire Prevention Practices	Presentation contains most of the information of Fire Prevention Practices	Presentation contains detailed information of the Fire Prevention Practices	
<b>Clear connection</b>	No attempt to make a connection between presentation and class work is evident	An attempt to make a connection between presentation and class work is evident	Connection between presentation and class work is understandable	Connection between presentation and class work is very clear	
<b>Visual interest</b>	Presentation does not use visuals at all	Presentation uses visuals, but there are either too many (and are distracting) or not enough (and do not support the information); needs major editing before distribution	Presentation uses visuals to reinforce information without being a distraction; needs minor editing before distribution	Presentation uses visuals effectively and could be distributed as is with no further editing	
<b>Participation</b>	Only one presents	Only a couple of members of the team participate in presentation	Most members of the team participate in presentation	All members of the team participated	
					Total Score

**Section IX – Review Date and Author**

February 4, 2020 Unknown  
 April 6, 2021, Frank Ennist