

# PRINCIPLES OF FIRE & EMERGENCY SERVICES SAFETY AND SURVIVAL



## Syllabus

### Course Info

**ESFF 1120:** Principles of Fire & Emergency Services Safety and Survival

**Delivery:** Online

### Instructor Info

**Andy Byrnes M.Ed. EFO TSACF**

**(Orem Fire Dept. Battalion Chief, Retired)**

**Office Phone:** 801-863-7721

**E-Mail:** [byrnesan@uvu.edu](mailto:byrnesan@uvu.edu) (<mailto:byrnesan@uvu.edu>)

**Office:** FS 141

**Office Hours:** M, W, F, 1-4:00 pm

(<mailto:teeterst@uvu.edu>)

### Essential Learning Outcomes

- Students will be exposed to current issues regarding responder safety, health and survival and conduct basic research into these issues and then create and defend their interpretations of each issue.
- Students will evaluate the need for behavioral and cultural change both organizationally and individually to increase responder safety, health and survival.
- Students will share thoughts with peers and defend their positions regarding current issues effecting responder safety, health and survival.
- Students will learn advanced skills in that they will write six projects and a final project in APA format in order to develop deeper literacy and professionalism in their written communications.

### Course Description

Principles of Fire and Emergency Services Safety and Survival, introduces students to the basic principles and history that relates to the national firefighter life safety initiatives. The course focuses on the need for cultural and behavioral change throughout the fire and emergency

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services profession. The course culminates with a Final Project that teaches basic principles of research writing using APA format (used by the National Fire Academy) with a few minor exceptions. *This course does not use MLA.*

**Why the emphasis on writing intelligently?** Because there are two kinds of responders in this world, one who complains about everything and one who does something about it. Those that do something about it - introduce new research, new policy, policy changes, process changes or new products etc.. When these proposals or policies are written for review and approval, if you want credibility and success, you need to learn how to write and have it not only look professional, but have excellent content and readability - that's how you effect positive change in emergency services, and by the way, get your own ideas accepted, not by complaining and finger pointing. Chief officers appreciate a well prepared proposal - and they have a good memory when it comes to promotion. Everyone wins when it's done professionally and completely. There is method to the madness. **Please follow directions in the syllabus.**

***Students that do poorly in this class do not follow the directions. PLEASE Read the syllabus and rubrics completely and look at the examples given.***

**Textbook None:** 100% online (Microsoft Word is required for assignments)

**Course Announcements - Open the "Announcements" tab and read.**

Please check these daily - I have important and helpful information for you there and feedback on your assignments. Feel free to contact me for any clarifications you need.

**Course Assignments - A list of all course assignments.**

These consist of Discussion posts online and Projects that are written and turned in during class. Be sure to review the examples of the Discussions, Projects and the Final Project - these will help immensely when completing your assignments. Please follow directions.

All correspondence with peers and instructor should be respectful and civil. It is okay to disagree; in fact, it is encouraged. However, be respectful to alternative points of view.

## Grading Criteria

The following grading standards will be used:

A = 90%+	C = 73%-71%
A- = 89%-87%	C- = 70%-68%*
B+ = 86%-84%	D+ = 67%-65%
B = 83%-80%	D = 64%-62%
B- = 79%-77%	D- = 61%-60%
C+ = 76%-74%	E = 59% and below

\* A C- in this class is required to be eligible for RCA

<b><i>Course Assignments</i></b>	<b>Percentage</b>
Discussions (6 X 10 pts)	30%
Projects (6 X 10 pts.)	30%
Final Project (1 X 80 pts.)	40%**
Total	100%

<b><i>Discussion Grading Criteria</i></b>	<b>Points</b>
Accurately answers the discussion question. (Points will be taken for mistakes not corrected following feedback).	6
Meets the minimum <b>250 word</b> count <i>and</i> has at least one (1) reference. (1 point per requirement)	2
Replies to two (2) other peer responses (1 point per reply)	2
Total	10

<b><i>Project Grading Criteria</i></b>	<b>Points</b>
Accurately answers the project question. (Points will also be taken for mistakes not corrected following my feedback).	6
Meets the minimum <b>350 word</b> count	2
Provides 2 or more academically acceptable references to support claims	2
Total	10

<b><i>Final Project Grading Criteria**</i></b>	<b>Percentage/Points</b>	
Word Count (Four Pages)	5%	10 points
Grammar/Spelling	5%	10 points
Use of Academically Acceptable References and Citations	5%	10 points
Content Displays Understanding & Policy	25%	50 points
<b>Total - Late Finals -15 pts.</b>	<b>40%</b>	<b>80 points</b>

**\*\*IMPORTANT NOTE: If you miss the deadline for your Final Project or do not turn it in, you will most likely fail the course. It is 40% of your grade, and 60% will not be passing.**

## Course Schedule

Online - please set aside time for research and writing each week. Assignments will be due every two weeks.

## Assignments:

### ***Introductory Assignments***

1. Visit the link **Firefighter Close Calls** (<http://firefighterclosecalls.com/>) and sign up for the "Secret List" to be informed of firefighter injuries and deaths. When this is complete – inform me through an email to [byrnesan@uvu.edu](mailto:byrnesan@uvu.edu) (<mailto:byrnesan@uvu.edu>) - DO NOT send through CANVAS. (5 points)
2. **READ and understand the syllabus** - ask me if you need any clarifications - if not, I will assume you understand and will follow directions as given.
3. Take the following **syllabus quiz** and send your answers to [byrnesan@uvu.edu](mailto:byrnesan@uvu.edu) (<mailto:byrnesan@uvu.edu>) (5 Points).
  1. T or F I should turn in all work even if it's late.
  2. I will use \_\_\_\_\_ writing protocol for all of my assignments.
  3. What font, and font size do I submit all assignments in?
  4. Discussions require that I reply to \_\_\_\_\_ peers.
  5. T or F I will lose points for repeating mistakes and not following feedback from the instructor.
  6. T or F I should upload projects in Word to Canvas.
  7. T or F I have examples of the projects and discussions to follow.
  8. All assignments are due at \_\_\_\_\_ hrs. on the due date.
  9. My final project is worth \_\_\_\_\_% of my grade and without it - I will not pass.
  10. T or F I have examples of citations, references, and reference list in the syllabus.

## ***DISCUSSIONS:***

All Discussions will be through the course Assignment tab in CANVAS. The course Discussions end on the due date at 23:59 hrs. Understand that once an assignment has ended the discussion is time stamped as a "late submission" and will cost **-3 points** but it will be accepted. The only exception to this is dire family emergencies, military deployments and health issues – technology problems will not be accepted. It is up to you to take 2 minutes to either email me or call my office (a message is fine) letting me know of the issue. Extensions are *not usually* granted in this course. Turn in all work - even if it's late - **some points are better than none**.

At least one reference should be used to support your Discussion entry. The Discussions will also require you to reply to two other postings from your peers in the class. Choose another student's post and make comments - two replies are required.

### **Example: Discussion Example**


(<https://uvu.instructure.com/courses/574199/files/115672419/download>) 

(<https://uvu.instructure.com/courses/574199/files/115672380/download>)

### **Discussion One**

Is there a need for cultural and behavioral change within the emergency services relating to safety? Discuss why or why not.

### **Discussion Two**

Read each of the 16 firefighter life safety initiatives See: **Firefighter Life Safety Initiatives**  (<https://www.everyonegoeshome.com/16-initiatives/>). Explain the two most impactful initiatives in your opinion and why.


### **Discussion Three**

Why is there a need for annual medical evaluations and the establishment of physical fitness criteria for emergency services personnel throughout their careers? (These are two different things, make sure you clearly state the difference).

### **Discussion Four**

Why is there a need for national training standards as they relate to professional development inclusive of qualifications, certifications, and re-certifications?

 (<http://firefighterclosecalls.com/>) **Discussion Five**

Visit the website of the **Firefighter Cancer Support Network Library**  (<https://firefightercancersupport.org/resources/library/>) and read and reference one of the "Articles & Studies" listed and describe the research or information therein and its importance for emergency responders.

### **Discussion Six**

Identify the need for counseling and psychological support for emergency services personnel and their families. Also, identify **local** resources and services and how to contact them - not just the website.

## Projects:

Project submissions and the Final Project will be created in Word and uploaded to Canvas on or before the due date and time. **Use 12 pt. Times New Roman Font for all projects.** Treat the Projects as "mini" Final Projects. These are designed to prepare you – write them as if they are a 350 word final project. This will allow you to get used to my grading style, and the APA format. If you neglect this, your final project will suffer.

Projects will be written using the same parameters as the Final Project (see below) so that you can work on formatting before the Final Project is due.


### Example: **Project Example**

<https://uvu.instructure.com/courses/574199/files/115672387/download?wrap=1>


### Project One

Visit the National Firefighter Near Miss Reporting System at **Firefighter Near Miss.** (<http://www.firefighternearmiss.com/>) Visit the "Browse Reports" tab then answer the following: *"Is there is a need for such a reporting system when it comes to firefighter safety and does your own organization or an organization that you have contacted utilize it? Also, is there value in the website - why or why not?"*


### Project Two

Visit is the USFA Emergency Vehicle Safety Initiative study at **USFA Vehicle**  ([https://www.usfa.fema.gov/downloads/pdf/publications/fa\\_336.pdf](https://www.usfa.fema.gov/downloads/pdf/publications/fa_336.pdf)). After reading through the site and its contained documents, explain in detail 1) your opinion of the Emergency Vehicle Safety Initiatives, 2) what drove its creation and 3) why is it important?

### Project Three

Read the study "**Characterization of Firefighter Exposures During Fire Overhaul**"  ([https://firefightercancersupport.org/wp-content/uploads/2013/06/characterization\\_of\\_firefighter\\_exposures\\_during\\_fire\\_overhaul.pdf](https://firefightercancersupport.org/wp-content/uploads/2013/06/characterization_of_firefighter_exposures_during_fire_overhaul.pdf)) and discuss the possible effects of PAH's; CO; and HCN on firefighter health during overhaul operations and how to avoid those effects.

### Project Four


Read the *NFPA Firefighter Injuries Report* at **Patterns of FF Injuries**,  (<https://www.nfpa.org/-/media/Files/News-and-Research/Fire-statistics-and-reports/Emergency-responders/ospatterns.pdf>) then using the internet as well as professional journals, articles and other academically recognized sources, 1) identify some causes of firefighter injuries and 2) the steps that need to be taken to reduce and/or eliminate the mishaps in the future.

### Project Five


Read the *NIOSH Alert: Preventing Injuries and Deaths of Fire Fighters due to Truss System Failures* at **NIOSH Truss System Failures** (<http://www.cdc.gov/niosh/docs/2005-132/>) then

using the internet as well as professional journals, articles and other academically recognized sources, 1) explain the dangers associated with roof ventilation, 2) should standard roof ventilation still be a practice? (why or why not) and 3) how would you change current standard operating procedures to prevent future injuries?

## Project Six

Review the document **Emergency Incident Rehabilitation**  ([https://www.usfa.fema.gov/downloads/pdf/publications/fa\\_314.pdf](https://www.usfa.fema.gov/downloads/pdf/publications/fa_314.pdf)) beginning on page 6, choose any one of the case histories and explain how a proactive injury prevention program and/or rehabilitation operations would have made a positive difference in the outcome of the case history. Also, list the pertinent Laws, Regulations, and Standards related to rehabilitation operations and briefly describe each – see pgs. 14-19 of the report.

## Final Project & Parameters:

Read the **Firefighter Fatalities in the United States 2018**  (<https://www.nfpa.org/News-and-Research/Data-research-and-tools/Emergency-Responders/Firefighter-fatalities-in-the-United-States>) Report and then choose one of the causes of firefighter fatal injuries listed in the report to be the basis of your research. Then use the internet as well as professional journals, articles and other academically recognized sources (not including Wikipedia) to research and design an organizational policy based on an actual or realistic risk assessment and brief literature review that you perform for your current department or a future agency that you wish to serve. The intention of this policy is to minimize the potential injuries and death associated with the cause above. **Do not plagiarize an organization's existing policy - this should be your original work - not cut and paste. Any policies plagiarized will result in -30 points.**

Regarding the organizational policy itself, it can be in any format you choose – search for some examples on the web or use your own organization's format. The key to any policy is that it is 1) realistic, 2) enforceable and 3) be ***crystal clear*** on the expectations and requirements of the policy. Don't leave your reader asking questions like, Who? What? Where? and How? after reading your policy. A misunderstood policy is no policy at all. ***Ask someone else to read it and see if they could follow the policy or if they have any questions you need to clarify*** – make sure the policy answers these questions. This is a policy, not a protocol or procedure.



Here is a link to a good Final Project. This is what they should look like, although your policy can be a different format if you want - you have more leeway with the policy than the paper. **Final Project Example** (<https://uvu.instructure.com/courses/574199/files/115672356/download?wrap=1>).

Include all of the following: (Created in Word) A title page, four pages of content, followed by the reference page, followed by the policy.

1. Title page with the following in the upper middle of the page, centered:
  1. **Title of the paper (In Bold)**
  2. Name
  3. Date
  4. Utah Valley University
2. Content – 4 pages, no more, no less:
  1. Description, background and overview of the chosen Fatality

2. You conducted risk assessment via literature review – why did it happen?
1. Reference page – Center “References” at the top of the page, not in bold:
  1. Alphabetize authors by last name (Fuller, S. C. (2007)...).
  2. Do not underline titles or URL's.
  3. Your references cannot be simply a URL pasted into the list.
  4. Double space entries, indent after the first line of each reference.
  5. Every source cited in the paper should be listed on the reference page and every reference in the list should be cited in the body of the paper.

### **Parameters:**

1. Times New Roman Font 12 pt.
2. Double Spaced, 1" margins.
3. No headers or footers - no running heads (APA allows it – I don't).
4. No Abstract (APA allows it – I don't).
5. Four pages of content, followed by the reference page, followed by the policy. Four pages do not count the title page or reference page.
  1. NO MORE, NO LESS.
  2. Your policy DOES NOT count as part of your four pages, it is in addition to the four pages of research and review. Choose any format for the policy - search for some examples.
  3. You DO NOT need to duplicate the policy in the example I've given you - that format may not work for your policy.
  4. The policy should be specific to a single organization, not generic for the fire or EMS services. The policy needs to be realistic and enforceable to minimize responder injury or death.
  5. The policy should not leave the reader asking "Who, What, When, Where, or How"? questions. The policy should be related to ONE issue only (seat belt use for example) not multiple issues – that's another policy.
6. APA Format (Go online to find the requirements of APA research papers).
  1. You can use the **UVU Online Writing Lab**  (<https://www.uvu.edu/writingcenter/>) (OWL)
    1. Online Writing Lab : WRITELAB@UVU.EDU | 801.863.8936 | ROOM LI-208
    2. Another link to 6th Ed. APA guidebook: **Northern Michigan University - APA Guidelines**  ([https://library.nmu.edu/guides/userguides/style\\_apa.htm#M2](https://library.nmu.edu/guides/userguides/style_apa.htm#M2))

**REFERENCES:** (example page) Links may not work. This is what your reference list/page should look like:

### References

Brown, G., & Hammond, A. (2014, July 21). *Firefighters urge you to put phone down when driving*. Retrieved July 22,

2014 from: <http://wreg.com/2014/07/21/firefighters-urge-you-to-put-down-your-phone-when-driving/> 

(<http://wreg.com/2014/07/21/firefighters-urge-you-to-put-down-your-phone-when-driving/>)



Fayh, R., Leblanc, P., & Molis, J. (2014, June). *Firefighter Fatalities in the United States-2013*. National Fire Protection Association (NFPA). Retrieved July 22, 2014 from:

<http://www.nfpa.org/~media/Files/Research/NFPA%20reports/Fire%20service%20statistics/osfff.pdf> ↗

(<http://www.nfpa.org/~media/Files/Research/NFPA%20reports/Fire%20service%20statistics/osfff.pdf>)

Firefighter Close Calls. (2014, August 5). *Firefighter Ejected In Crash-Critical*. The Secret List. Retrieved August 8, 2014 from: <http://www.firefighterclosecalls.com/news/fullstory/newsid/210917> ↗

(<http://www.firefighterclosecalls.com/news/fullstory/newsid/210917>)

Fite, R. (2000, May). *Fire Apparatus Accident Prevention*. Retrieved July 26, 2014 from:

<http://www.usfa.fema.gov/pdf/efop/efo31373.pdf> ↗ (<http://www.usfa.fema.gov/pdf/efop/efo31373.pdf>)

Kemp, M. (1997, December). *Apparatus Accident Risk Management*. Retrieved July 26, 2014 from:

<http://www.usfa.fema.gov/pdf/efop/efo28031.PDF> ↗ (<http://www.usfa.fema.gov/pdf/efop/efo28031.PDF>)

Moore, R. (2004, May 14) *How Do You Get Firefighters to Wear Their Seatbelts?*. Retrieved July 10, 2014 from:

<http://www.firehouse.com/article/10519391/how-do-you-get-firefighters-to-wear-their-seatbelts> ↗

(<http://www.firehouse.com/article/10519391/how-do-you-get-firefighters-to-wear-their-seatbelts>)

National Highway Traffic Safety Administration (NHTSA). (2012, May) *Traffic Safety Facts 2009 Data*. Retrieved July 26, 2014 from: <http://www-nrd.nhtsa.dot.gov/Pubs/811397.pdf> ↗ (<http://www-nrd.nhtsa.dot.gov/Pubs/811397.pdf>)

Smith, J. (n.d.). *Driving With Due Regard!* Retrieved July 14, 2014 from: <http://www.emsvillage.com/articles/article.cfm?id=1663>

**NOTE:** These are online sources; Not all of your references need to be online sources; The author's are listed in alphabetical order, last name first and initials only (Moore, R.); The retrieval date is added as shown; The page heading is "References" centered.

**CITATIONS:** Each reference in the list should be cited in the body of the report with Author, Publication year only like this: (Jones, 2014) where that reference is used. (Do not forget the comma after the author) If you don't have a date, use "n.d." meaning no date.

**How to Succeed:**

**\*\*Read the requirements and grading criteria of the Discussions and Projects** before completing the assignments. READ my feedback and make the necessary corrections. You will lose points for not following feedback and repeating mistakes.

Set aside the same amount of time each week and act as if you were attending class. Put time on your calendar and block it out as study time.









The examples I've given are from students like yourself. They are not PERFECT and that is not an excuse for you to also make mistakes. The examples received PERFECT scores.








## WARNING!!!!

Work ahead! **Do not** wait until the last minute to submit your assignments. The nature of technology is that the server will go down without notice and you will not be able to gain access to the course. The instructor will determine if any additional time will be allowed for submitting assignments. Each submission is dated and time stamped - don't wait till 11:57 pm to try and submit.

This syllabus is a tentative schedule. There may be changes that will take priority over the pre-scheduled assignments. I will try to forewarn you and explain the changes to the best of my ability.

## Course Summary:

Date	Details	Due
Mon May 18, 2020	 <b>Discussion 1</b> ( <a href="https://uvu.instructure.com/courses/574199/assignments/6794550">https://uvu.instructure.com/courses/574199/assignments/6794550</a> )	due by 11:59pm
	 <b>Introduction Assignments</b> ( <a href="https://uvu.instructure.com/courses/574199/assignments/6794558">https://uvu.instructure.com/courses/574199/assignments/6794558</a> )	due by 11:59pm
	 <b>Project 1</b> ( <a href="https://uvu.instructure.com/courses/574199/assignments/6794559">https://uvu.instructure.com/courses/574199/assignments/6794559</a> )	due by 11:59pm
Mon Jun 1, 2020	 <b>Discussion 2</b> ( <a href="https://uvu.instructure.com/courses/574199/assignments/6794551">https://uvu.instructure.com/courses/574199/assignments/6794551</a> )	due by 11:59pm
	 <b>Project 2</b> ( <a href="https://uvu.instructure.com/courses/574199/assignments/6794560">https://uvu.instructure.com/courses/574199/assignments/6794560</a> )	due by 11:59pm
Mon Jun 15, 2020	 <b>Discussion 3</b> ( <a href="https://uvu.instructure.com/courses/574199/assignments/6794552">https://uvu.instructure.com/courses/574199/assignments/6794552</a> )	due by 11:59pm
	 <b>Project 3</b> ( <a href="https://uvu.instructure.com/courses/574199/assignments/6794561">https://uvu.instructure.com/courses/574199/assignments/6794561</a> )	due by 11:59pm
Mon Jun 29, 2020	 <b>Discussion 4</b> ( <a href="https://uvu.instructure.com/courses/574199/assignments/6794553">https://uvu.instructure.com/courses/574199/assignments/6794553</a> )	due by 11:59pm

Date	Details	Due
Mon Jul 13, 2020	 <b>Project 4</b> <a href="https://uvu.instructure.com/courses/574199/assignments/6794562">https://uvu.instructure.com/courses/574199/assignments/6794562</a>	due by 11:59pm
	 <b>Discussion 5</b> <a href="https://uvu.instructure.com/courses/574199/assignments/6794554">https://uvu.instructure.com/courses/574199/assignments/6794554</a>	due by 11:59pm
Mon Jul 27, 2020	 <b>Project 5</b> <a href="https://uvu.instructure.com/courses/574199/assignments/6794563">https://uvu.instructure.com/courses/574199/assignments/6794563</a>	due by 11:59pm
	 <b>Discussion 6</b> <a href="https://uvu.instructure.com/courses/574199/assignments/6794555">https://uvu.instructure.com/courses/574199/assignments/6794555</a>	due by 11:59pm
Mon Aug 10, 2020	 <b>Project 6</b> <a href="https://uvu.instructure.com/courses/574199/assignments/6794564">https://uvu.instructure.com/courses/574199/assignments/6794564</a>	due by 11:59pm
	 <b>Final Project</b> <a href="https://uvu.instructure.com/courses/574199/assignments/6794557">https://uvu.instructure.com/courses/574199/assignments/6794557</a>	due by 11:59pm
	 <b>APA Review</b> <a href="https://uvu.instructure.com/courses/574199/assignments/6794556">https://uvu.instructure.com/courses/574199/assignments/6794556</a>	