



[www.FireCodeAcademy.com](http://www.FireCodeAcademy.com)

## City of Columbus Division of Fire – Required High-Rise Fire Safety Director Training

Dear High-Rise Property Managers and Chief Engineers,

The City of Columbus Fire Prevention Code 2504.04 requires all High-Rise buildings in the City to have a trained and Certified Fire Safety Director, and Certified Deputy Director(s) on site.

*City of Columbus Fire Prevention Code 2504.03.1: Fire Safety Director. Each high rise shall have one person designated as the Fire Safety Director and one or more persons as Deputy Fire Safety Director(s). Each such director shall be certified in accordance with the requirements of the fire chief qualifying the director to (1) organize, train and supervise safety control teams; (2) conduct fire drills; (3) establish evacuation procedures; and (4) conduct such other related activities as are required by the fire chief. In the absence of the Fire Safety Director, a designated deputy fire safety director shall fill that position.*

*City of Columbus Fire Prevention Code 2504.03.2: Evacuation Supervisor. During normal working or business hours when the high-rise building is occupied there shall be at least one responsible person on duty appointed and trained by the Fire Safety Director to act as the Evacuation Supervisor. The primary duties of the Evacuation Supervisor will be to initiate and coordinate the evacuation procedures and to carry out any other duties.*

Each high-rise building in Columbus requires multiple people receive this training. We are offering a handful of training sessions over the next six-months. Based upon the need, we may add additional sessions in the future. Please ensure all those who have been designated as Fire Safety Directors, Deputy Fire Safety Directors, Evacuation Supervisors, and anyone else interested in high-rise fire safety attend the program.

This 24-hour (3-day) “High-Rise Fire Safety Director Course” discusses aspects of fire protection management in high-rise structures through intense review of portions of the Columbus City Fire Code 2509.05, 2509.06 and Ohio Fire Code 2017 edition. Special emphasis will be placed on Ohio Fire Code Rule 4-Emergency Planning and Preparedness, and Rule 9- Fire Protection Systems. Other course topics include incident command, NFPA requirements for inspection & maintenance of fire protection systems, other building system requirements, fire prevention, general precautions against fire, and the Fire Safety Director’s primary roles and responsibilities.



The Fire Code Academy is proud of our educational partnership with “The Building Owners and Managers Association” (BOMA) of Columbus, and the “Institute of Real Estate Management” (IREM) Columbus. This partnership allows for affordable and professional training & education.



The Fire Code Academy also offers many other services to help keep your workplace a safe place, this includes developing, writing, and updating emergency action plans for high-rise buildings as required by the Ohio Fire Code, and other services.

We look forward to seeing you and your staff in a future training program. Please reach out to me if you have any questions or need any additional information about this great training opportunity or any of the services we offer.

Sincerely,

Randall L. Hormann, President and High-Rise Fire Safety Program Manager

[RandyH@FireCodeAcademy.com](mailto:RandyH@FireCodeAcademy.com)

# High-Rise Fire Safety Director Training Course Calendar



## Course Description

- Columbus City Fire Code requires a certified Fire Safety Director and Deputy Fire Safety Director for all high-rise buildings. This course is designed to prepare candidates to perform the role of Fire Safety Director and Deputy Fire Safety Director within their building.
- The 24-hour (3-day) course examines every aspect of fire protection management in high-rise structures through intense review of aspects of Columbus City Fire Code 2509.05, 2509.06 and 2017 Ohio Fire Code.
- Special emphasis will be placed on the Fire Code Chapter 4-Emergency Planning and Preparedness, and Chapter 9- Fire Protection Systems. Other course topics include incident command, NFPA requirements of inspections, and the maintenance of fire protection systems. Fire Safety Director duties and responsibilities, record keeping and other building systems

## Learning Objectives

- Learn the operation and maintenance requirements for fire safety-related building alarms, sprinklers, elevators and other systems
- Identify the relevant logistics and information to communicate to First Responders when an emergency situation occurs
- Distinguish important characteristics of human behavior involved with emergency evacuations
- Identify the importance of fire drills, including post drill assessment of evacuation process and procedures
- Identify American Disabilities Act (ADA) provisions for evacuations



Register Online

[www.FireCodeAcademy.com](http://www.FireCodeAcademy.com)

### AUDIENCE

- Individuals needing certification to be a High Rise Fire Safety Director or Deputy Director

### REQUIREMENTS

- 100% attendance for the course
- Active participation in all class activities
- Completion of required assignments
- Achieve a minimum passing score on required end-of-course examination

### PREREQUISITES - None!

### CEU Course Approval

- 23 Hours CEU - State of Ohio, Department of Commerce, Division of Real Estate.

### COURSE LENGTH

- 24 hours (3-Days)

### COURSE PRICING

- \$325.00 per person— NO Lunch Provided
- BOMA and IREM Members: 10% off per person

**Fees Include: Coffee, Water, Bookbag, Notebook and all Course Materials**

### Late 2020/Early 2021 - Dates and Locations

Class Times are 8:00 AM to 5:00 PM

Session 2020-08	Sept. 22, 24, and 29 Tue, Thu, Tue	65 E. State St. Suite 260*
Session 2020-09	Nov. 10, 12, 17 Tue, Thu, Tue	65 E. State St. Suite 260*
Session 2021-01	Jan. 12, 14, 19 Tue, Thu, Tue	65 E. State St. Suite 260*

*\* See Page 2 For Training Location and Details*

*Important - Please see our website regarding our Covid-19 policy and procedures.*



*Educational Partners Promoting Fire  
Prevention, Life Safety, Emergency  
Preparedness and Emergency Management*







# High-Rise Building Safety



## COURSE COMPLETION REQUIREMENTS

- 100% attendance, active participation in learning activities hands-on exercises, and the final exam.
- Students must receive a minimum passing score of 70% on the 25-question exam to receive the course completion certificate
- Students who do not pass the end-of-course exam will be extended two additional opportunity to take the exam.
- Students who do not successfully pass the exam after three attempts must re-take the entire 24-hour course.

## CLASS CANCELLATIONS

The Fire Code Academy may cancel training courses due any unforeseen circumstance.

## \*TRAINING LOCATION SPECIFICS / PARKING

**65 East State St. - Conference Center [Suite 260]  
Columbus, Ohio 43215**

- ⇒ This location is formerly known as the "Capitol Square Office Building"
- ⇒ Self Pay Parking: the Underground Columbus Commons Garage, the Main Garage on Rich Street, the 5th/3rd Building, and as a last resort (because it's often full) - The State House Garage



## Attendance

- 100% attendance (3 days) is required to receive a course completion certificate. Makeup sessions are available in a future course for \$75 (if seating is available).
- Students are required to be on time for all training. Students arriving to the training in excess of 30 minutes may not be permitted to take the course pending on the instructor's discretion.
- Please do not register for an event if you are unable to attend all 3 sessions.

## Cancellation Policy and No Shows

- No refunds for cancellations within 14 days of the start date of the class.
- A no-show constitutes a cancellation less than 14 days of the start of the class.

## Fees & Refund Policy

- All approved and eligible refund requests can take up to 30 days to be processed.
- Cancellations less than 14 days of the start date of the class are not eligible for a refund.
- All course fees must be paid in full prior to the issuance of a certificate of training.



The Fire Code Academy is a division of Campus Fire Safety Com LLC.

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