



FEMA

December 30, 2009

TO: TRADE Regional Co-Chairs

FROM: Terry Glunt
Program Manager
NFA Sponsored 6 and 10-Day Off-Campus Program

SUBJECT: 2011 National Fire Academy (NFA) Sponsored Off-Campus
Delivery of NFA Courses

We are pleased to inform you that we will be offering 21 different courses through the NFA 6 and 10-day sponsored off-campus delivery format in Fiscal Year 2011. Please select **three course deliveries** and **one alternate course delivery** for your Region. The deliveries will run from January 1, 2011, through September 30, 2011. The available courses are:

- Advanced Life Support Response to Hazardous Materials Incidents (ALSRHMI) (N247) 10-days
- Advanced Safety Operations and Management (ASOM) (N822) 6-days
- Challenges for Local Training Officers (CLTO) (N815) 6-days
- Chemistry for Emergency Response (CER) (N233) 10-days
- Command and Control of Fire Department Operations at Target Hazards (CCTH) (N825) 6-days
- Command and Control of Incident Operations (CCIO) (N831) 6-days
- Emergency Medical Services: Management of Community Health Risks (EMS:MCHR) (N149) 10-days
- Emergency Medical Services: Special Operations (EMS:SO) (N152) 10-days
- Evaluating Performance-Based Designs (EPBD) (N108) 6-days
- Fire and Emergency Services Predisaster Long-Term Recovery Planning (FESPLTRP) (N526) 6-days
- Fire and Life Safety Plan Review (FLSPR) (N132) 6-days
- Fire Cause Determination for Company Officers (FCDCO) (N811) 6-days
- Fire Inspection Principles (FIP) (N220) 10-days
- Fire Protection for the Built Environment (FPBE) (N135) 6-days
- Fire Protection Systems for Emergency Operations (FPSEO) (N227) 6-days
- Hazardous Materials Incident Management (HMIM) (N814) 6-days
- Hazardous Materials Operating Site Practices (HMOSP) (N229) 10-days
- Leading Community Fire Prevention (LCFP) (N823) 6-days
- National Fire Incident Reporting Systems: Program Management (NFIRS:PM) (N491) 6-days
- Partnering for Fire Defense and Emergency Services Planning (PFDESP) (N508) 6-days
- Presenting Effective Public Education Programs (PEPEP) (N826) 6-days

The delivery timeframe is January 1, 2011, to September 30, 2011. It would be beneficial to start conferring with your colleagues about specific courses, dates, and locations.

The following forms must be completed for EACH course and site selected.

- Shipping Form;
- Course Coordination Plan;
- Site Form;
- Site Support Form.

The Site Support forms **must** have a Data Universal Numbering System (DUNS) number entered in the CCR.

The process is fairly simple and involves two steps:

- **First**, if you don't already have a DUNS number, you must get one. Please call: (866) 705-5711 (calling appears to be the easiest method) or go on-line at www.dnb.com to obtain one. *This process usually takes approximately 24 hours.*
- **Second**, after obtaining your DUNS number go to www.ccr.gov and register in the Central Contractor Registration (CCR) database. The information you will need to provide is standard: company name (or your own name if you are not registered as a business), address, phone number, date your company was started (if appropriate), number of employees, chief executive's name, line of business, and company headquarters' name/address.

***PLEASE NOTE:** Any information entered into the CCR must match your banking/electronic funds transfer data. When you have successfully completed registration, you will receive a confirmation number. This process usually takes approximately 48 hours.*

- **Last**, you are required to update your status in the CCR database each year and you are also required to provide your DUNS number **prior** to any bid submission.

If you need help with your CCR registration, you may contact the number listed below. Please note: There is a lengthy voice message with a long pause and then a number will be provided for you to press for assistance. This information is on the www.ccr.gov home page.

If your questions/concerns are still unanswered, please contact:

CCR Assistance Center
(866) 606-8220

Courses are available for delivery beginning January 1, 2011. Please note that the Course Information Sheets give the number of classroom days for each course; they are not all the same.

The Off-Campus 6 and 10-day Program Manager will monitor the student counts prior to the delivery date of the class. A maximum of 30 students and a minimum of 20 students will be required. Preferably, 25 students would be enrolled.

At 60-days before the start of class, you will be notified if an insufficient number of applicants are registered for the class. At 40-days prior to the start of class, I will make a determination to allow or cancel the class.

Please examine this material carefully. If you have any questions, feel free to contact me at your convenience. I can be reached via e-mail at terry.glunt@dhs.gov or by telephone (301) 447-1402. I look forward to working with you this year. Thank you for your continued support of the NFA Sponsored Off-Campus Delivery Program.

BACKGROUND

National Fire Academy (NFA) Sponsored Off-Campus Delivery of NFA courses (residential, longer duration educational opportunities) has been a part of the Academy's long-term program planning since the earliest days and, in fact, is how NFA delivered its courses prior to acquisition of the Emmitsburg site in 1979. With the physical facility limitations at Emmitsburg, the Off-Campus Deliveries provide additional NFA training opportunities that have a significant impact upon the professional development of volunteer and career officers within the fire and rescue community.

Premise

The system should be simple, cost-effective, and noncompetitive with State and local training systems. The delivery system should be a shared opportunity for success with the established fire and rescue training and education systems throughout the Nation.

Delivery Approach

The NFA's Training Resources and Data Exchange (TRADE) network within each of the 10 Federal Government Regions is used as the delivery structure or mechanism. A number of NFA activities are coordinated with the TRADE Regions. The State fire training systems currently serve as local sponsors for NFA field deliveries.

- TRADE is composed of training and education administrators at the State and local level throughout the Nation--the 162 largest fire departments, plus the 50 State fire-training systems.
- TRADE organizations are familiar with the NFA, its programs, and academic expectations.
- TRADE is an established, ongoing educational partner with the NFA and is vested in the concept of progress through education and quality service.
- TRADE is committed to success, believes in the NFA and its objectives, and thus will represent the NFA's interests throughout the delivery process across the Nation and at the local site.

Shared Cost Initiative

The NFA provides a menu of course options, and with its guidance, TRADE selects the courses, delivery sites, and delivery dates. The NFA provides all educational materials and instructional services. This is a shared-cost initiative among Federal, State, and local levels of government.

- TRADE representatives know the issues and the concerns of the "regional" fire service. They are in the best position to assess training needs, delivery sites, and optimal delivery dates.

- Course selections and delivery site locations are operational decisions that are vital to success. TRADE is in the best position to make these decisions. The NFA has established guidelines for what it considers to be an acceptable educational environment for adult learners and a reasonable level of logistical support.

Student Selection

Applicants for NFA Sponsored Off-Campus Deliveries must complete a General Admissions Application Form (**Form 75-5**). This form may be reproduced. All applicants for NFA Sponsored Off-Campus Deliveries must meet the specific criteria for each course as described in the regional schedule and NFA catalog. Selection also is based on the effect the applicant will have on the quality of fire protection in the local community, the use potential for skills and knowledge acquired, and an equitable and representative distribution from each Region's fire-rescue community.

All student applications must be received in our Admissions Office at least 45 days prior to the start date of the course.

Course Selection

Courses delivered through the regional system are the "traditional" on-campus resident courses. The only exception would be those courses that require technical and/or classroom logistical support that are not readily transportable to a NFA Sponsored Off-Campus Delivery site, and those courses that require, as an element of success, national student representation, such as those courses currently within the Executive Fire Officer Program (EFOP) curriculum.

Instructional Format

Courses will be taught with two instructors per delivery. Because of duration and intensity of material, the potential for a successful delivery is increased significantly with a two-instructor format. It provides emotional and administrative support at the delivery site, and it is the instructional format used on campus.

Program Policy and Coordination

Program management, coordination, and implementation for the NFA Sponsored Off-Campus delivery responsibility is assigned to the NFA. If you have any questions, contact Terry Glunt, the NFA Sponsored Off-Campus Delivery Program Manager, at (301) 447-1402 or terry.glunt@dhs.gov

Stipend

To help offset attendee costs for mileage and/or lodging, a stipend for actual costs not to exceed \$100 per week will be authorized per student; i.e., a 1-week course will allow up to \$100, while a 2-week course will allow up to \$200. Mileage will be calculated at the Federal rate at the time of submission (it is currently \$0.55 per mile, but changes occasionally). For students who commute together only one stipend will be authorized for the individual who completes the stipend agreement accompanied by mileage verification.

All stipends will be processed directly by each student **after** course completion. All stipend agreements (FEMA Form 75-3) must be completed and turned into the site sponsor and/or the instructors by the end of the class. Stipend reimbursement will be denied if forms are not received within 60 days from the start date of the class. (**Note:** Students will be sent a stipend reimbursement form with their acceptance information from the NFA.)

Onsite Costs

Financial assistance is available to the sponsoring organizations to assist with onsite costs incurred to support academy delivery. Costs associated with hosting a NFA Sponsored Off-Campus Delivery Program may include, but are not limited to: advertising, reproduction, application processing, notification, facility acquisition, equipment support, and support personnel costs. A Request for Quotation (RFQ) will be issued by the NFA to the site host organization identified by the Regional TRADE Co-Chair. This quotation will be to assist in offsetting sponsor costs to support each delivery. The site host point of contact is responsible for completing the RFQ and coordinating with the NFA.

Student Evaluation Forms and Certificates

Both evaluation and certification are issues important to the integrity of this program initiative. There will be an established, documented student evaluation mechanism for each course. The pass/fail criteria must be definitive, defensible, and academically supportable. The NFA certificate will be representative of the same quality of achievement that is associated with the on-campus resident courses.

Site Recommendations:

Transportation

The delivery site should be within a reasonable distance of an airport and serviced by major highway systems. Ground transportation from airport to delivery site should be readily available and reasonably priced.

Instructional Environment

The classroom should be suitably furnished for participating students and be of sufficient size to accommodate up to 26 to 30 students comfortably. Appropriate climate and light control should be maintained. Breakout areas should have sufficient space to accommodate five to seven students without being disturbed by other groups. Audiovisual and instructional support equipment should be available as specified in course description.

Campus Environment

A collegial environment, dorm-style facility is desirable, preferably group housing. A motel or hotel setting is acceptable. Cost is a significant factor; for the sake of the students, this must be weighed heavily in the decision process. A cluster-style setting with housing, dining hall, library, recreational facilities, and classrooms in close proximity is the most desirable setting. Dining facilities should be readily available. Students should not have to fend for themselves at local restaurants, at least not for

breakfast or lunch. A controlled dining facility will minimize lost time during lunch break and cut down on late arrivals after breakfast. Library facilities are highly desirable, where reference materials may be used and a quiet study environment can be maintained. Evening and weekend hours should be available if feasible. A snack area available during class and in evenings and on weekends is preferred; this can be a vending machine room or snack bar or kiosk. Some type of recreational facilities is desirable. A combination of gym and/or exercise facilities (i.e., weight room, jogging trails, tennis court, or swimming pool), is one option. It is desirable that all facilities be equipped with sprinklers.

Facilities (dining, classroom, dorm, library, and recreation) should be within walking distance. Students should not be placed in a situation that requires automobiles or a significant amount of money for public transportation.

National Fire Academy (NFA) Sponsored Off-Campus Delivery Program Responsibilities

The NFA will provide:

- student and instructional materials that consist of:
 - Student Manual (SM),
 - PowerPoint® CD of slides, overheads, and DVD's or videotapes, and
 - student evaluation forms;
- supplies, i.e., highlighters and name cards;
- instructional staff;
- student stipends; and
- logistical and financial support for class site administrative and education services.

The TRADE sponsor (local host) will be responsible for:

- selecting courses, dates, and delivery locations;
- advertising and recruiting qualified students to bring class size to capacity,
- ensuring that delivery environment meets site selection recommendations; and
- coordinating delivery responsibilities at local host location to ensure that registration forms are returned to the NFA in a timely manner:
 - availability of audiovisual equipment/hardware to support each course;
 - recommending lodging accommodation for students, support personnel, and two contract instructors, per delivery;
 - classroom setup per NFA-provided configuration and support equipment listing for each delivery;
 - course support reproduction services as may be required;
 - review of classroom setup with assigned instructors prior to delivery;
 - assistance with student course evaluation process; and
 - return of stipends and evaluation forms.

Student Application Procedure and Stipend Information:

During the FY2011 NFA Sponsored Off-Campus Delivery Program initiative, all prospective students are required to submit a standard Federal Emergency Management Agency (FEMA) Application Form (FEMA Form 75-5). This form may be duplicated. Each course title is assigned a corresponding course number. The title, course number, and the location of the course should be listed on the application form. An individual MUST include the Block 16 information or he/she will not be accepted. Send the applications directly to:

NETC Admissions Office
National Fire Academy
16825 South Seton Avenue
Emmitsburg, MD 21727

The National Emergency Training Center (NETC) Admissions Office will review and select all students for each course. The NFA Program Manager will keep the regional TRADE Co-Chairs and local hosts informed on each course's registration status. The NETC Admissions Office will notify students of their acceptance/rejection.

Administration and assistance regarding the student stipend process: All students desiring a stipend must complete a stipend agreement, which will be provided to accepted students by the NETC Admissions Office.

Applications should be returned to the NETC Admissions Office no later than 45 days prior to the start of the course.

Note: Only students with permanent residence in the 50 United States, District of Columbia, U.S. Trust Territories, and possessions are eligible for stipends. Federal employees, private sector individuals, and foreign students are not eligible for stipend reimbursement.

STUDENT STIPENDS AND SITE SUPPORT DEPOSITS:

Electronic Direct Deposit

In our effort to provide faster service to students and site hosts, we now require electronic direct deposits for both student stipends and site support cost reimbursements.

In order to receive reimbursement, each student must complete a student stipend agreement form, a mileage reimbursement form, and provide a copy of a voided blank check from their checking account along with these documents. Attached are samples of these documents for your information. If any student does not have a checking account, a savings account number will be acceptable for direct deposit. If students have neither a savings nor checking account, a letter advising of such must accompany the completed stipend forms, including full name, Social Security number, and mailing address. At the conclusion of your NFA Sponsored Off-Campus delivery, all completed forms should be forwarded to the NFA with all other course materials being returned. The instructors will collect the stipend documents from the students. **As site support host it is your responsibility to assist the instructors in forwarding the stipend forms** to NETC Admissions, National Fire Academy, 16825 South Seton Avenue, Emmitsburg, MD 21727. All other materials are to be sent to Terry Glunt, the Off-Campus Program Manager, National Fire Academy, 16825 South Seton Avenue, Emmitsburg, MD 21727.

As a site sponsor, your site support contract will be paid via direct deposit as well. You should have provided our Procurement Office with the required information by this writing. If you have not, you must do so prior to your scheduled delivery. Ms. Tonya Long, the contact person for the site support contracts, may be reached at (301) 447-1135. NETC Admissions Office is the contact point for student stipends, and may be reached at (301) 447-1035.

POST-COURSE DELIVERY:

Within 48 hours of delivery:

- All completed stipend agreements; graded student examinations, completed student evaluations, and stipend forms must be mailed to the NFA in accordance with NFA instructions.

- Course completion information should be phoned into the contractor support staff at (301) 447-1195, which includes the following:
 - Host name;
 - Telephone number;
 - Delivery location;
 - Course title; and
 - Delivery dates.

Student profile data, including number of career, volunteer, and allied professional students and student numbers broken down by State.

- Return, via NFA-provided mailing labels, all surplus student course materials to the NFA.

Note: When advised to ship instructional materials to a location other than the NFA, host personnel should accept the responsibility to assist instructional staff with packing and shipping to next delivery site.

PROCUREMENT REQUIREMENTS:

Site Support Funding

Each site is allowed funds to support the delivery of the selected NFA course. Site support costs should be used for facility usage/rental; course coordination; support services; and/or printing, supplies, postage, and telephone expenses. You may list other categories germane to your local site; however, the following are not reimbursable costs: coffee, soda or other beverages, and snack items.

Electronic Funds Transfer

The Debt Collection Improvement Act of 1996 requires that all payments by the Federal Government be transferred electronically.

Course Information Sheet
Advanced Life Support Response to Hazardous Materials Incidents (N247)

This 2-week course is designed for paramedic personnel who have an Advanced Life Support (ALS) emergency medical responsibility at hazardous materials incidents, and it promises a rigorous experience for the student. In-depth chemistry, as it relates to hazardous materials, the medical management of victims, and the development and management of the hazardous materials components of the medical support system are the three primary focuses of this course. Toxicology and decontamination procedures are covered from an advanced EMS viewpoint. Strategies for safe emergency medical interaction with contaminated victims are discussed in detail.

Selection Criteria

ALS emergency medical personnel who, as a part of their normal duties, may be needed to perform patient care in the warm zone at hazardous materials incidents or patient care of individuals or groups exposed or contaminated with hazardous materials or weaponized chemical agents. (These may include paramedics, physician assistants, medical doctors, or registered nurses.)

Class Size: Maximum - 30 students
Minimum - 25 students

Prerequisites:

- ICS 100 level and ICS 200 level training. Preferred courses are Q462 and Q463 available through NFA Online at www.usfa.dhs.gov/nfa/nfaonline. Chief's signature attests that the applicant has completed this required training.
- Applicants must provide current State or National Registry Paramedic or EMT-I certification or State license as a physician's assistant, registered nurse, or medical doctor with external care responsibilities.

EQUIPMENT NEEDED FOR COURSE DELIVERY

NFA will provide

- Student Manual;
- slides, overheads, videotapes, charts;
- student evaluation forms and instruction videotape; and
- supplies, i.e., highlighters, name cards, blank transparencies, and pens.

Local host will provide

- administrative and logistical assistance during the class delivery;
- classroom to accommodate 30 people set up per NFA-provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet
Advanced Safety Operations and Management (N822)

This 6-day course focuses on applying the risk management model to health and safety aspects of emergency services operations, including program management, day-to-day operations, and incident safety. Content areas include firefighter and emergency services fatalities and injury problems; the risk management process; safety responsibilities of department members; regulations, standards, and policies affecting emergency services safety; and appropriate documentation and recordkeeping pertaining to firefighter and emergency services health and safety.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Student Selection Criteria: Company-level officers, chief officers, and civilian managers who have department-level health and safety responsibilities (such as program planning and implementation), who may serve as an Incident Safety Officer (ISO), or who simply have an interest in firefighter and emergency services safety and health issues.

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during the class delivery;
- classroom to accommodate 30 people set up per NFA-provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet
Challenges for Local Training Officers (N815)

This 6-day course is designed to provide students with the essential tools and skills to coordinate training in fire/emergency medical services (EMS) organizations. The target audience consists of those persons who have the responsibility for training in their organization. A training function in a smaller department typically may include conducting training drills and coordinating training with a nearby larger city or State training agency. Course content deals with a variety of training challenges facing the local training officer, including dealing with personnel, program planning, delivery, training liability, etc. The course requirements include class activities, homework, two examinations, and a small individual project.

Students who have taken Training Program Management (TPM) will not be admitted to this class.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Student Selection Criteria: Students must have current or future responsibility for their organization's training function.

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during the class delivery;
- classroom to accommodate 30 people set up per NFA-provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet
Chemistry for Emergency Response (N233)

This 2-week course is designed to prepare the responder to function safely at the scene of a hazardous materials incident by understanding the potential hazards. This is accomplished by learning chemical nomenclature and basic principles of chemistry in order to assess risks to responders and the public. The course seeks to convey to first responders or prevention officers a sound understanding of the basic chemistry of hazardous materials to permit a correct assessment of the threat posed by hazardous materials incidents that may occur accidentally or through intentional means. Problem-solving sessions and interactive discussion cover topics such as salts and inorganic nonsalts, hydrocarbons, hydrocarbon derivatives, and hydrocarbon radicals. Application of chemistry to thermodynamics, volatility, and combustion provides real-world examples. An understanding of basic chemistry is helpful to receive maximum benefit from the course.

Length of Course: Two weeks (10 days) of instruction with an 8 a.m. start time

Class Size: Maximum - 30 students
Minimum - 20 students

Student Selection Criteria: Emergency response personnel who have responsibility for analysis, management, and/or tactical response to hazardous materials incidents; fire prevention personnel for whom knowledge of the chemical behavior of hazardous materials is essential.

EQUIPMENT NEEDED FOR COURSE DELIVERY

- administrative and logistical assistance during course delivery;
- classroom to accommodate 30 people, set up according to NFA-provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet
Command and Control of Fire Department Operations at Target Hazards (N825)

This 6-day course is designed to introduce command officers to the complexities involved in commanding incidents in high-risk areas. Students are confronted with a number of fire and rescue incidents that include high life hazard, multiple exposure, and unusual occupancy risk considerations.

Students are introduced to advanced applications in the Incident Command System (ICS), command and control, decisionmaking, strategic and tactical considerations, preincident preparation, documentation, and post incident analysis. Several simulations and case studies are used to depict and review incidents in various types of target hazards. Some examples of these are penal institutions, bulk oil-storage facilities, nursing homes, colleges, chemical/agricultural manufacturing plants, and grain elevators. This course is very comprehensive and uses lecture, case study, simulation, and student participation as instructional methods.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Student Selection Criteria: Chief Officers or others who would have the responsibility to command incidents involving target hazard (high-risk fire and rescue) incidents, and other officers involved in the transfer of command to a higher level.

Additionally, individuals who may have this responsibility and are upwardly mobile in their organizations may be considered. Certification in the form of a letter of recommendation from their fire department stating that they meet the selection criteria based on the need and organizational structure of the department being represented is required.

Prerequisites: Demonstrated experience in the ICS and completion of a previous command course.

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during course delivery;
- classroom to accommodate 28 people, set up according to NFA-provided configuration;
- adequate classroom/floor space to conduct simulation activities;
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later); and
- this course requires the use of breakout rooms **in addition** to the classroom to allow for adequate use of the simulations required for this course delivery.

NOTE: Deviation from these requirements must be prearranged with the Lead Instructor.

Course Information Sheet
Command and Control of Incident Operations (N831)

Command fire officers are introduced to the Incident Command System (ICS) and proper fire command techniques for control and extinguishment of fires ranging from small, residential structures to multi-occupancy, commercial complexes. Topics covered include problem-solving and fire command, interagency and mutual aid, the ICS, incident management, size up and strategy, tactics and action plans, truck company operations, engine company operations, building construction and fire behavior, preincident preparation, incident organization, and strategic command. Special emphasis is placed on firefighter safety.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Student Selection Criteria:

- Chief Officers who have responsibility to command incidents within their jurisdiction.
- Career chief officers of volunteer-staffed fire departments.
- Company Officers (CO's), and/or newly appointed chief officers, including those in an acting position of CO's and/or newly appointed officers from small paid or combination fire departments.
- Additionally, individuals who are upwardly mobile in their organizations may be considered. Certification in the form of a letter of recommendation from their fire department stating that they meet the selection criteria based on the need and organizational structure of the department being represented is required.

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during course delivery;
- classroom to accommodate 30 people, set up according to NFA-provided configuration;
- adequate classroom space to conduct simulation activities (two breakout rooms); and
- this course requires two breakout rooms **in addition** to the classroom to allow for adequate use of the simulations required for this course delivery.

NOTE: Deviation from these requirements must be prearranged with the Lead Instructor.

Course Information Sheet

Emergency Medical Services: Management of Community Health Risks (N149)

This 2-week course targets emergency medical services (EMS) providers, supervisors, and program managers with the responsibility for development and implementation of community health and safety programs. During the class, the students will develop a community-specific Health Outcome Management Plan (HOMP) with the goal of a 25-percent reduction in preventable illness and injuries within a community. The course represents the first major opportunity for developing an EMS prevention program at the NFA.

The course content includes valuing (quantifying) the effects of EMS on injury prevention and community health; the public health prevention model and associated practices; health-risk assessment/injury prevention and application; definition of community health problems; and development, marketing, and application of the HOMP.

Length of Course: Two weeks (10 days) of instruction with an 8 a.m. start time

Class Size: Maximum - 30 students
Minimum - 20 students

Student Selection Criteria: Individuals with experience in EMS, public health, or allied health field. Individuals who are responsible for development and implementation of community health prevention programs. Personnel without formal responsibility for program management will be considered with the endorsement of their organization.

EQUIPMENT NEEDED FOR COURSE DELIVERY

- administrative and logistical assistance during course delivery;
- classroom to accommodate 30 people, set up according to NFA; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet
Emergency Medical Services: Special Operations (N152)

The purpose of this 2-week course is to enable Emergency Medical Services (EMS) System Managers to prepare their organizations to respond to special operations by identifying potential hazards, determining potential resource needs, determining how those resources may be acquired, and developing a plan that enables the effective control of these events. Events such as mass-casualty incidents, storms, earthquakes, technological emergencies, mass gatherings, dignitary visits, and terrorism can place an unusual demand upon our ability to provide continued EMS response to our anticipated daily call volume. It is only through effective planning and preparation for these unique events that we can continue to respond effectively to our customers. This program discusses many of these special operations and the burdens they place upon our communities, EMS systems, and the responders within our systems.

Length of Course: Two weeks (10) days of instruction with an 8 a.m. start time

Class Size: Maximum - 30 students
Minimum - 20 students

Student Selection Criteria: This course is geared primarily to those who have management and planning responsibilities for an EMS system. While most students will have a fire service background, some will represent private or separate service (nonfire) EMS agencies. The course is targeted primarily to middle managers at an operational level and to senior planners within the department.

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during the class delivery;
- classroom to accommodate 30 people set up per NFA-provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet
Evaluating Performance-Based Designs (N108)

This 6-day course is designed to provide the student with the knowledge, skills, and abilities to access performance-based fire-safe building designs employing sophisticated computer modeling techniques. Students will be introduced to concepts and technologies that shift building design from traditional prescriptive-based building and fire regulations to strategies where engineers, architects, and designers employ a variety of options to meet specific performance goals.

Subjects addressed in this course include understanding the principal difference between the prescriptive-based and performance-based design options; why a building owner may wish to use the performance-based design option; essential elements of performance-based design, including the influence of fire behavior and the role of documentation, definition of project scope and fire safety goals, and setting objectives; an introduction to the capabilities, limitations, and assumptions of the engineering methods and fire modeling used in performance-based design; and how changes should be addressed. This course does not teach students how to perform fire modeling.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Student Selection Criteria: Anyone responsible for the review and/or approval of building and fire/life safety design in the regulatory process. This includes building officials, fire marshals, insurance representatives, designers/architects, and owners.

Note: Local jurisdictions are encouraged to submit applications from both their fire and building officials to attend a course together, if both meet the selection criteria. Priority selection will be given for up to five pairs of such officials per course offering. Applications must be submitted together, be approved, and be signed by the head of the sponsoring organization, with a cover letter indicating that they are applying as a team.

Prerequisites:

- Working knowledge and understanding of prescriptive codes and fundamental understanding of fire behavior.
- Students in the fire service should have not less than 3 years experience in either a code enforcement or fire safety inspection function, or completion of the NFA Plans Review for Inspectors (PRI) (R102) and 18 months of code enforcement or fire safety inspection function or equivalent.
- Allied professionals should possess an engineering, architecture, or building design, or risk management undergraduate degree from an accredited college or university.

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during the class delivery;
- classroom to accommodate 28 people set up per NFA-provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet

Fire and Emergency Service Predisaster Long-Term Recovery Planning--One Week (N526)

This 6-day course will prepare the student to support long-term communitywide disaster recovery decision-making. The course goal is to develop fire and allied emergency service student knowledge and skills as key players and catalysts for long-term recovery planning. Interagency and interdisciplinary collaborative approaches are used to identify opportunities for improved community emergency services post disaster outcomes.

Student Selection Criteria: Local emergency services personnel from a variety of disciplines. Ideally, two to five students would be recruited from a community/regional planning group or from various elements of a large emergency services organization. As an interagency/interdisciplinary team they would focus on their community's hazard analysis and vulnerability assessment and opportunities to reduce life loss and property damage in the post disaster recovery environment. Students will be required to bring information about community regional disaster history, current planning efforts, and anticipated planned growth and development.

Length of Course: Six days of instruction with an 8 a.m. start time

Class Size: Maximum - 30 students
Minimum - 20 students

EQUIPMENT NEEDED FOR COURSE DELIVERY

- administrative and logistical assistance during course delivery;
- classroom to accommodate 24 people, set up according to NFA-provided configuration;
- Microsoft capability to conduct lectures using PowerPoint® (version 4.0 or later) and projector; and
- computer lab with one computer per student.

Course Information Sheet
Fire and Life Safety Plan Review (N132)

This 6-day course will assist the student in verifying that construction documents comply with applicable building and fire codes for fire protection and life safety requirements.

Subjects addressed in the course include site plan reviews for emergency apparatus access, water supply, and hydrants for fire protection; review of architectural drawings for construction requirements, means of egress for life safety, and fire-resistive compartmentalization; evaluation of heating, ventilation, and air conditioning (HVAC), evaluation of exit illumination and emergency power supplies, and assessment of the need for built in fire protection systems and smoke control/management systems.

Selection Criteria

* Individuals who are, or expect to be, responsible for verifying code compliance of construction documents from a fire protection standpoint.

NOTE: Local jurisdictions are encouraged to submit applications of both their fire and building plans examiners to attend a course together if both meet the selection criteria. Priority selection will be given for up to five pairs of such officials per course offering. Applications must be submitted together, be approved and signed by the head of the sponsoring organization, with a cover letter indicating that they are applying as a team.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Prerequisites:

- Certification as Fire Inspector I: Certification by International Code Council (ICC), National Fire Protection Association (NFPA), individual State fire training organization, or individual State Fire Marshal's Office, or
- Fire official or building official--completion of *Fire Inspection Principles* and 18 months subsequent experience.

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during course delivery;
- photocopying of student manuals;
- reproduction (printing) of plans and specification manuals used for classroom activities;
- classroom to accommodate 20 people, set up according to NFA-provided configuration;
- classroom tables large enough to accommodate 30x42-inch drawings (blueprints);
- students are partnered two to a set of plans;
- adequate classroom/floor space to conduct simulation activities; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later).

NOTE: Students are expected to bring copies of their own locally-adopted building, fire, mechanical, and electrical codes.

NOTE: Deviation from these requirements must be prearranged with the Lead Instructor.

Course Information Sheet
Fire Cause Determination for Company Officers (N811)

This 6-day course addresses the basic skills needed to conduct fire investigations. Upon successful completion of the course, students will be prepared to make observations and gather information that will assist in identifying area(s) of origin, the probable cause of a fire, and assess the need for additional assistance. Subjects include, but are not limited to, behavior of fire, determining point of origin, accidental and incendiary fire cause determination, fire scene investigations, motives of arsonists, vehicle fires, legal aspects (court testimony), and handling/preservation of evidence.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Student Selection Criteria:

- company officers or command/chief officers whose departments do not have a formalized fire investigation unit or responsibility; and
- fire officers who have the initial responsibility to begin the determination of the cause and origin of a fire prior to calling for a certified investigator.

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during the class delivery;
- classroom to accommodate 30 people set up per NFA-provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet
Fire Inspection Principles (N220)

This 2-week course is designed to provide the student with the fundamental knowledge, skills, and attitudes to conduct basic fire safety inspections. Students will be introduced to various codes and standards in order to develop a working knowledge of their application in the inspection process. Each student should be familiar with the codes and standards in effect in his/her jurisdiction.

Topics addressed in this course include the fire inspector's responsibilities and role in code enforcement, the relationship of fire and codes, general fire prevention practices, inspection competencies, life safety considerations and enforcement, fire safety principles and requirements related to hazardous materials, special hazards of electrical, heating, and cooking equipment and systems; and fire protection systems and equipment.

The course will allow the student to solve activities and problems relating to fire safety inspection using their locally adopted codes and standards. Both day and night sessions are required. Students attending this course should be prepared to complete course assignments, activities, and interact with other students during evening hours. A major course assignment may require the student to work part of the weekend between the first and second week of the course.

Each student will be required to bring the following materials to class:

- a copy of their locally adopted **Fire, Building, and Mechanical** codes;
- copies of local ordinances that relate to fire protection requirements for the community;
- a copy of the NFPA 101, *Life Safety Code*, if locally adopted;
- a calculator with four basic functions;
- an architect's ruler; and
- highlighter pens of various colors.

Students should be familiar with their locally adopted fire codes and the fire protection requirements found in both their local building and mechanical codes, where appropriate.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Two weeks (10 days) of instruction with an 8 a.m. start time

Student Selection Criteria:

- individuals whose primary duties are those of a full-time code enforcement inspector with less than 18 months experience;
- individuals who have the responsibility to train personnel involved in full-time code enforcement activities; and
- suppression company officers responsible for code enforcement activities.

Note: Special consideration will be given to individuals and departments starting new fire prevention bureaus or preparing an individual as an instructor for a code enforcement training program within their department.

EQUIPMENT NEEDED FOR COURSE DELIVERY

NFA will provide

- NFA *Fire Inspection Principles* Student Manual;
- slides, overheads, videotapes, charts, and building drawings;
- student evaluation forms and instruction videotape;
- supplies, i.e., highlighters, name cards, blank transparencies, and pens; and
- copies of codes, standards, and other resource materials needed to complete course activities.

Local host will provide

- administrative and logistical assistance during the class delivery;
- classroom to accommodate 30 people set up per NFA-provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet
Fire Protection for the Built Environment (N135)

This 6-day course will assist the student in understanding the underlying life safety and fire protection concepts from which modern building/fire code regulations are derived. It will emphasize essential life safety and fire protection concepts so the student will be able to analyze hazardous conditions, interpret requirements found in building/fire codes and standards, and develop rational compliance strategies based on their evaluation of the circumstances.

Topics include the legal and administrative aspects of fire and life safety controls; fire suppression and control concepts; characteristics of materials that contribute to fire, heat and smoke; hazardous materials and control concepts; storage systems; egress design concepts; building construction methods and services; hazardous operations; water supply systems and technological applications for fire protection.

Selection Criteria

Individuals who are, or expect to be, responsible for conducting basic fire prevention and protection inspections.

NOTE: Local jurisdictions are encouraged to submit applications of both their fire and building officials to attend a course together if both meet the selection criteria. Priority selection will be given for up to five pairs of such officials per course offering. Applications must be submitted together, be approved and signed by the head of the sponsoring organization, with a cover letter indicating that they are applying as a team.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Prerequisites: None.

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during course delivery;
- classroom to accommodate 28 people, set up according to NFA-provided configuration;
- adequate classroom/floor space to conduct simulation activities; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later).

NOTE: Deviation from these requirements must be prearranged with the Lead Instructor.

Course Information Sheet
Fire Protection Systems for Emergency Operations (N227)

This 6-day course is designed to provide Incident Commanders (IC's) with an understanding of the fire protection features that are installed in buildings, how these systems work, and how their proper use will assist in achieving strategic and tactical success. The course emphasizes the value of collecting this information during preincident planning and how to use this knowledge to function effectively while using these systems under emergency conditions.

Topics addressed in this course include developing model preincident plans; the importance of collecting and sharing information with other emergency responders; and understanding the fundamental operations, strengths, and limitations of built-in fire protection features including firewalls, automatic sprinklers, standpipes, fire pumps, fire detection and alarm systems, smoke management systems, and special hazard and integrated fire protection features.

Student Selection Criteria: Anyone responsible for the command and control of incident operations, preferably in the built environment. Target audience should include command officers, company officers, and those acting in that capacity. In addition, those officers who are upwardly mobile in their organizations and will or may be in command positions in the near future.

Note: *Up to five vacancies in each class offering will be reserved for applicants whose primary responsibility is code enforcement, or the inspection, testing, and maintenance of fire protection systems.*

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Prerequisites: Students attending this class should have responsibility for command and control of incident operations, and have:

- not less than 3 years experience in fire suppression emergency operations;
- working knowledge of the Incident Command System;
- fundamental knowledge of building construction and fire protection systems;
- experience with preincident planning policies and procedures; and
- code enforcement or inspection personnel should have completed *Principles of Fire Protection: Structures and Systems* (PFP:SS) (R222) or equivalent.

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during course delivery;
- classroom to accommodate 28 people, set up according to NFA-provided configuration;
- adequate classroom/floor space to conduct simulation activities;
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later); and
- **must offer the class in a training center with fire protection system demonstrators or make arrangements for tours or field trips of nearby facilities.**

NOTE: *Deviation from these requirements must be prearranged with the Lead Instructor.*

Course Information Sheet
Hazardous Materials Incident Management (N814)

This 6-day program focuses on the duties and responsibilities of the emergency response personnel who will assume the Incident Commander (IC) role in hazardous materials emergencies above the initial response. Based on the current requirements of Title 29 of the Code of Federal Regulations Section 1910.120 (29 CFR 1910) and the applicable national standards, the program follows three phases of an incident: preplanning, incident operations, and postincident responsibilities.

Topics include negligence and liability, planning, Incident Command System (ICS)/Emergency Operations Center (EOC) interface, training requirements, and emergency response plans. Evaluation of the student's knowledge of the subject is attained through written tests and graded scenarios. Evening classes and projects are required.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Student Selection Criteria:

- emergency response personnel above the initial response level who may be called upon to assume the duties of the IC at hazardous materials incidents as described in 29 CFR 1910;
- safety officers as described in 29 CFR 1910;*
- departmental training officers;* and
- emergency management personnel who would interface with emergency response personnel through EOC operations at a hazardous materials incident.

While safety officers and training officers meet the acceptable criteria for this program, the program is not designed for technician-level personnel.

Prerequisites:

- Applicants must be certified by their departments as operations-level personnel acting at the Incident Command level as per 29 CFR 1910 (stated above). Emergency management personnel must be certified by their jurisdiction as part of the EOC staff.
- It is suggested that applicants be familiar with the following NFA courses: *Initial Response to Hazardous Materials Incidents: Basic Concepts* (IRHMI:BC), and *Initial Response to Hazardous Materials Incidents: Concept Implementation* (IRHMI:CI).

EQUIPMENT NEEDED FOR COURSE DELIVERY

Local host will provide

- administrative and logistical assistance during the class delivery;
- classroom to accommodate 30 people set up per NFA-provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet
Hazardous Materials Operating Site Practices (N229)

This course focuses on the strategies and safe procedures for alleviating the danger at a hazardous materials incident. It concentrates on integrating knowledge about hazardous materials chemistry, storage, transportation, and potential release scenarios with information about local hazardous materials incident plans and response systems. Through decisionmaking activities, the course participants apply the course information, which is defined by current regulations and standards.

Subjects covered include, among others: Department of Transportation (DOT) 49 CFR regulations as they apply to haz mat teams, hazard interpretation, damage assessment, site characterization, use and interpretation of air monitoring instruments, assessment of tactical options, and development of operational plans.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Two weeks (10 days) of instruction with an 8 a.m. start time

Note: *This is not a "hands-on" program. Some evening sessions are required.*

Student Selection Criteria: Emergency response personnel having hazardous materials response or training responsibility at the technician/specialist level as referenced in Title 29 of the Code of Federal Regulations (CFR) Section 1910.120 (29 CFR 1910.120) or 40 CFR 311, National Fire Protection Association (NFPA) Standard 471, *Recommended Practice for Responding to Hazardous Materials Incidents*, and NFPA Standard 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*.

Prerequisites: NFA *Chemistry of Hazardous Materials* or documented equivalent training is recommended but not required.

EQUIPMENT NEEDED FOR COURSE DELIVERY

- administrative and logistical assistance during course delivery;
- classroom to accommodate 30 people, set up according to NFA provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet
Leading Community Fire Prevention (N823)

This 6-day course, ideally suited to small-town America, seeks to build a prevention base for emergency responders in communities with populations of 25,000 or fewer. The course is designed to enable the student to identify and apply prevention strategies in his or her own community. Subjects covered include lessons from the past, risk identification, prevention tools and techniques, influencing community prevention activities, prevention plan marketing, and impact evaluation. Class activities allow the students to apply what they are learning. Students who complete this course successfully will be better prepared to begin development and implementation of their own community's prevention plan.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Student Selection Criteria: Emergency services personnel currently or previously serving in operations (suppression, Emergency Medical Services (EMS), etc.), as well as those who seek to learn about more effective ways of combating the fire problem, are welcomed. Personnel with little or no prevention background will benefit significantly.

EQUIPMENT NEEDED FOR COURSE DELIVERY

NFA will provide

Student and instructional materials that consist of:

- Student Manual;
- slides, overheads, videotapes, charts;
- student evaluation forms and instruction videotape; and
- supplies, i.e., highlighters, name cards, blank transparencies, and pens.

Local host will provide

- administrative and logistical assistance during the class delivery;
- classroom to accommodate 30 people set up per NFA-provided configuration; and
- capability to conduct lectures using Microsoft PowerPoint® (version 4.0 or later) and projector.

Course Information Sheet

National Fire Incident Reporting System (NFIRS): Program Management (N491)

This 6-day course is offered to enhance the knowledge and skills of those individuals responsible for the managing of NFIRS in their organization, and/or for those responsible for the training of field-level data collection and reporting staffs. This course provides information about the systems capabilities, data collection and analysis, and the available reporting features. Focus is on the higher level knowledge, skills, and abilities required to collect, compile, and analyze NFIRS data, to develop decision packages based on local, State, or national data and trends, and to train others in data entry. The NFA's computer lab is used extensively for this course.

Note: Class activities require knowledge of NFIRS coding, and familiarity with Microsoft Excel[®] sufficient to navigate the toolbars. You will be directed in the Admission's Acceptance Letter to go to the precourse information. You must contact your NFIRS State Program Manager 4 weeks prior to the start of class to obtain permission for data access for use during the training. Additionally, you will need to complete a precourse skills evaluation; data collection activities and recommended reading are found in the precourse information.

Student Selection Criteria: State, Metropolitan, and fire department NFIRS program managers and other fire service personnel responsible for NFIRS data collection/analysis, and for the training of field-level data collection and reporting staffs.

Prerequisites:

Applicant must have attended one of the following or an equivalent:

- The NFA's 2-day *Introduction to NFIRS 5.0* course.
- A State or regionally sponsored 2-day *Introduction to NFIRS* course.

Length of Course: Six days of instruction with an 8 a.m. start time

Class Size: Maximum - 30 students
Minimum - 20 students

EQUIPMENT NEEDED FOR COURSE DELIVERY

- administrative and logistical assistance during course delivery;
- classroom to accommodate 24 people, set up according to NFA-provided configuration; and
- Microsoft capability to conduct lectures using PowerPoint[®] (version 4.0 or later) and projector.

Note: *Students will be required to bring a laptop to this class.*

Course Information Sheet

Partnering for Fire Defense and Emergency Services Planning--One Week (N508)

This is a 6-day course for all senior fire executives, department representatives/liaisons, interagency/intra-organizational team and committee members and others with organizational planning or training responsibilities. These individuals are encouraged to attend with an interagency and/or community public/private sector planning team partner. This course uses recent disaster case studies, incorporates a systems approach using a four-phase model, and supports the use of GIS and data to illustrate the value of collaborative development in interagency/interstate plans. Course elements include capability-based identification designed to allow flexibility within organizational structure, and planning for all-hazards disasters based on actual and projected resource requirements. These tools support interagency and interstate all-hazards planning.

Student Selection Criteria: Local, regional, and State fire and emergency services officers and staff who are involved in organizational inter/intra organizational planning, individuals requiring hazard and risk analysis for application in fire and emergency services planning. Members of local, regional, or State fire service organizations responsible for risk-reduction planning. Nonfire or emergency service planners and planning team members are encouraged to attend but must be accompanied by a fire or emergency services planning team member.

Length of Course: Six days of instruction with an 8 a.m. start time

Class Size: Maximum - 30 students
Minimum - 20 students

EQUIPMENT NEEDED FOR COURSE DELIVERY

- administrative and logistical assistance during course delivery;
- classroom to accommodate 24 people, set up according to NFA-provided configuration; and
- Microsoft capability to conduct lectures using PowerPoint® (version 4.0 or later) and projector; and
- computer lab with one computer per student.

Course Information Sheet
Presenting Effective Public Education Programs (N826)

This is a 6-day course for new public educators whose primary responsibilities are presenting educational programs to public audiences. The course is designed for students who are engaged in fire, burn, injury prevention, or general community safety programs. The course takes the viewpoint that public educators at this level do not develop their own programs, but are using or modifying existing educational programs.

A complete view of the new public educator's responsibilities is presented with emphasis on the presentation skills. Course structure is organized around the planning, implementation, and evaluation functions a typical public educator performs.

The course is activity-based as opposed to lecture-based. Students work in small groups to solve problems. Learning exercises are created to stimulate thought and discussion, and are focused on the course content and the student's home community.

The course emphasizes a community-based concept in developing and delivering educational programs. Students learn to make the best use of their community to support their program efforts effectively. They also acquire skills in how to analyze target neighborhoods, how to identify threats and groups who are at risk, and how to target program objectives toward specific audiences.

Principles of learning are stressed in order to facilitate instruction. A brief but important unit teaches the students how to evaluate the effectiveness of their presentations.

The highlight of the course is the 10-minute student presentations on various fire, burn, or injury prevention topics. Student Manuals (SM) are prepared with text information for the student to use during the class, and also with practical checklists, which serve as excellent on-the-job aids.

Class Size: Maximum - 30 students
Minimum - 20 students

Length of Course: Six days of instruction with an 8 a.m. start time

Student Selection Criteria:

- Students must be responsible currently for delivering public education programs in their community.
- Students will be admitted without previous public education experience, or up to a maximum of 2 years of public education experience. Other students who are currently delivering public education programs and have more than 2 years of experience will be admitted on a space-available basis.
- Five spaces in each class will be reserved for students who work as public educators in the fields of Emergency Medical Services (EMS), public health education, burn prevention, or injury prevention. If these spaces are not filled, students in fire-related organizations will be admitted.

Note: Part-time public educators and volunteers who might not be able to attend a 2-week course at the NFA campus in Emmitsburg, Maryland, are encouraged to apply.

EQUIPMENT NEEDED FOR COURSE DELIVERY

NFA will provide

- instructional staff (two instructors per delivery);
- administrative and logistical support; and
- student and instructional materials.

Local host will provide

- administrative and logistical assistance during the class delivery;
- classroom to accommodate 25 people set up per NFA-provided configuration; and
- classroom support equipment:
 - one 1/2" VHS VCR with two monitors;
 - one overhead projector;
 - one screen;
 - two easel stands with pads;
 - breakout rooms;
 - supplies, i.e., stapler, tape, masking tape, three-hole punch, scissors; and
 - copy machines.

NATIONAL FIRE ACADEMY
NFA SPONSORED OFF-CAMPUS DELIVERY
FY11 COURSE COORDINATION PLAN

COURSE:

DATE:

CITY, STATE:

Classroom Site:

Name of Building:

Street Address:

City, State, Zip (**Must use a nine digit zip code**):

Phone-Daytime:

Evenings and Weekends:

PowerPoint capability: Yes No

TRADE Contact:

Name:

Title:

Organization:

Street Address:

City, State, Zip (**Must use a nine digit zip code**):

Phone-Work:

Fax No.:

Email Address:

Local Host Contact:

Name:

Title:

Organization:

Street Address:

City, State, Zip (**Must use a nine digit zip code**):

Phone-Work:

Fax No.:

Email Address:

Instructor Lodging Facility:

Name:

Street Address:

City, State, Zip:

Phone No.:

Rate per night:

Nearest Airport:

NATIONAL FIRE ACADEMY
NFA SPONSORED OFF-CAMPUS DELIVERY
FY11 SHIPPING INFORMATION FORM

Please complete shipping information for each course delivery. For shipping purposes, indicate the street address, not a post office box, as we may send materials overnight air express.

COURSE:

DATE:

NAME:

TITLE:

ORGANIZATION:

STREET ADDRESS:

CITY, STATE:

ZIP CODE (Must use a nine digit zip code):

TELEPHONE NO.:

EMAIL:

NATIONAL FIRE ACADEMY
NFA SPONSORED OFF-CAMPUS DELIVERY
FY11 SITE RECOMMENDATION CHECKLIST

COURSE:

DATE:

LOCATION:

A campus environment is the most desirable for effective course delivery. However, we realize that for implementation of this initiative, certain elements may have to be sacrificed in order to reach our objective. Please fill out the following checklist as accurately as possible in order for NFA to make a determination on your proposal.

This element is important for success and should not be approached with the attitude "close enough for government work." Please make every effort to adhere as closely as possible to these desired site requirements.

TRANSPORTATION:

Delivery site should be within reasonable distance of airport and serviced by major highway system. **Yes** **No**

Ground transportation from airport to delivery site should be readily available and reasonable priced. **Yes** **No**

Comments:

INSTRUCTIONAL ENVIRONMENT:

Classroom suitably furnished for adult learners. Should be of sufficient size to comfortably accommodate up to 30 students. **Yes** **No**

Comments:

Appropriate climate and light control. **Yes** **No**

Comments:

Breakout areas/space sufficient to accommodate five to seven students without being disturbed by other students/groups.

Example: *Command and Control of Incident Operations*: Breakout areas for simulation--need one room large enough to set up for projection equipment (10") and space for 18 to 20 students. Also, a smaller area (Command Center) to accommodate 8 to 10 students. **Yes** **No**

Audiovisual and instructional support equipment required for each course is specified in Course Description section.

CAMPUS ENVIRONMENT:

Collegial environment, dorm style facility is desirable--preferable group housing--not motel/hotel setting. **Yes** **No**

Comments:

Cost is a significant factor and for the sake of the student must be weighed heavily in the decision process. Please estimate cost per student per day for the following:

Housing: \$_____ Food: \$_____ Miscellaneous: \$_____

Cluster style setting with housing, dining hall, library, recreational facilities, and classrooms in close proximity is most desirable. **Yes** **No**

Comments:

Dining Hall--Students should not have to fend for themselves at local restaurants--at least not for breakfast and lunch. A controlled dining facility will minimize lost time during lunch breaks and cut down on late arrivals after breakfast.

Onsite dining facilities: **Yes** **No**

Offsite dining facilities: **Yes** **No**

Comments:

Library-type facility highly desirable, where reference materials may be used and a quiet study environment can be maintained. Should be available during evening hours and weekend hours if feasible. **Yes** **No**

Comments:

Snack areas available during class, and on evenings and weekends. Could be vending machine room or snack bar or kiosk. **Yes** **No**

Comments:

Recreational facilities desirable. Some combination of gym and/or exercise facilities--perhaps a weight room, jogging trails, tennis courts, swimming pool, at least a couple of options. **Yes** **No**

Comments:

It is desirable that facilities be sprinklered. Are they? **Yes** **No**

Comments:

Facilities (dining, classroom, dorm, library, recreation) should be within walking distance. Students should not be placed in a situation which requires automobiles, or to pay out significant amounts of money for public transportation. Are there facilities within walking distance? **Yes** **No**

Comments:

**U.S. Fire Administration
National Fire Academy**

NFA SPONSORED OFF-CAMPUS DELIVERY

FY11 Site Support Quotation

DATE:

TO: Tonya Long, Training Technician, FA-AC

FROM:

SUBJECT: Site Quote for 2011 NFA Sponsored Off-Campus Delivery

TAX IDENTIFICATION NUMBER:

DUNS Number:

CCR Registered (Mandatory) YES NO

The following are the projected costs to provide site support services for the regional delivery of the National Fire Academy course, _____, to be held in, _____ on _____ :

| | |
|--|--|
| Facility usage/rental: | |
| Course coordination: | |
| Support services: (equipment rental, i.e., VCR, screen, overhead projector, DVD player, etc.) | |
| Printing, supplies, postage, telephone: | |
| TOTAL: | |