



U.S. Fire Administration  
National Fire Academy

# State Weekend Program Welcome Package

September 2018



**FEMA**



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**Congratulations on your willingness to attend a State Weekend Program class at the National Fire Academy (NFA). Below is some information about the campus that may be useful to you.**

## Security

**Due to increased security precautions, students will be required to show photo identification to access the campus. PLEASE HAVE THEM WITH YOU, NOT IN YOUR LUGGAGE!** Security checks will delay your registration at the National Emergency Training Center (NETC).

**If you are a student from a foreign country,** please be prepared to show your passport or visa at registration.

**FIREARMS: Prohibited on campus!** Due to heightened security requirements, please understand that security and law enforcement personnel may search you, your vehicle and/or your luggage. Maryland law is very narrow in its definition of law enforcement officers who may carry firearms. For your own protection, and to expedite your processing into the NETC, **do not bring weapons of any kind to campus.** Weapons include knives with blades longer than 3 inches, machetes, bows and arrows, ammunition, rifles, shotguns, pistols, etc. Sworn/Commissioned and State Peace Officer Standards and Training-Certified Officers, federal officers, or local officers with concurrent jurisdiction who require a firearm for the performance of required official duties must obtain an exception from the Director of Management, Operations and Support Services **prior** to arrival on campus. If you arrive at NETC with weapons of any kind without prior approval, your entry to campus will be delayed significantly.

**ALCOHOLIC BEVERAGES: Alcohol is not allowed on-site and will be confiscated.** Consumption of alcoholic beverages is limited to the Command Post Pub and the Log Cabin at NETC.

## Proper attire

It is the student's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both climate differences and classroom activities. Shorts, tank tops, overalls, tee shirts with slogans and/or without sleeves, ball caps, and flip flops/thongs are not permitted in the classrooms or the auditoriums. Students wearing attire that is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

## Check-in time

Check-in time is 2 p.m. on the day of travel. The front desk is available 24/7. If you will be arriving the day the course begins, it is recommended that you arrive no later than one hour prior to the suggested class time to allow time for registration.

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## Checkout time

Checkout time is 9 a.m. You may leave your luggage in your room until 9:30 a.m., but it must be packed and by the door. When you return for your luggage, please do not use the bathroom facilities if the room has already been cleaned for the next occupant. Please return your dormitory room key card to the front desk by 9:30 a.m. Your key card will be deactivated by 9:30 a.m. on the day of departure.

Class, dormitory and vehicle registration will take place in Building C Lobby.

Since you may have to walk some distance to your room, we recommend you bring luggage with wheels.

## Dormitory buildings

Dormitory buildings on the NETC campus are A, C, D, F and L. All buildings are within walking distance. There is no shuttle service between the buildings.

## Lodging reservation

Once you are accepted into a course, a room on the NETC campus will be reserved for you. If lodging on the NETC campus is not needed, you must notify the Housing Office in writing at [fema-netc-housing@fema.dhs.gov](mailto:fema-netc-housing@fema.dhs.gov).

- ◆ Room assignments are random. You may or may not be lodged in the same building as your classmates.
- ◆ No special requests will be granted.
- ◆ We make every effort to ensure that you have a single room. However, if the student count is high, you may be doubled with another student. **Please do not call to request a single room.**
- ◆ Disabilities/Special Accommodations: If an individual marks “yes” in Block 13 — “Do you have any disabilities (including special allergies or medical disabilities) which would require special assistance during your attendance in training?” — of the General Admissions Application Short Form the student will be contacted by the NETC Admissions Specialist. Depending on the accommodation requested, the applicant may have to provide written documentation on a physician’s letterhead stating the accommodations. The accommodation requested will be reviewed, and if it includes a classroom accommodation, the course manager will be notified. NETC will try to accommodate special request, however, there are some limitations.

Each time an applicant applies for a course at NETC, he or she should mark “yes” in Block 13 of the General Admissions Application Short Form if special accommodation is needed. If the accommodation(s) is no longer needed, the applicant should mark “no.” If this is the case, the applicant would be contacted by an NETC admissions staff member to ensure that the previous accommodation is no longer needed.

Most buildings on the NETC campus have elevators and access ramps for wheelchair/powerchair access. NETC does have a limited number of handicap-accessible dormitory rooms equipped with handrails in the shower. Please be specific if you require a roll-in shower in your dormitory room.





NETC has the following items available for individuals who may need assistance. If you require either of the following, please be sure to note it on your application or advise the admissions staff member when you are contacted.

- ▶ Americans with Disabilities Act kits for the hearing impaired. Kits include alarm clock, door knock signaling device, telephone signaling device, text telephone, telephone amplifier, and bed shaker.
- ▶ Job Access with Speech (JAWS) for Windows software for the vision impaired.

As listed in the “amenities” section of this NETC Welcome Package, a refrigerator and microwave are available in each dormitory room.

**If your special accommodation(s) is strictly food-/dietary-related, you should contact the NETC food service contractor at 301-447-1551.**

### **Amenities in each dormitory room**

- ◆ Private bathroom.
- ◆ TV and clock radio.
- ◆ Refrigerator.
- ◆ Microwave.
- ◆ Iron/Ironing board.
- ◆ Hair dryer.
- ◆ Twin beds, linens and towels. Each room comes furnished with bath and bed linens. Bath linens include washcloth, hand towel, body towel and bathmat. The NETC offers a green program for bath linens as noted on each bathroom mirror. Bed linens include pillowcase, sheets, blanket and bedspread. All mattresses and pillows have encasements to assist with bedbug prevention.

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- ▶ Telephone with voicemail.
  - ▶ Federal Emergency Management Agency (FEMA) Wi-Fi is available in all dorms. The password is provided upon check-in and is available on Channel 59 on the campus TV.
  - ▶ NETC can support CD-ROM and Universal Serial Bus (USB) devices. USB devices will be scanned before being allowed to connect to government equipment.
  - ▶ No one may connect personal computer devices to FEMA's computer equipment at any time, including thumb drives, USB peripherals, etc. You must contact the course manager and classroom information technology (IT) technician for guidance and assistance with these issues. No one may connect personal computer equipment, including laptops, to the FEMA network.
  - ▶ Rooms are not equipped with any types of toiletries. You should bring toiletries with you. There is a small campus convenience store, O'Leary's Emporium, with such items.

### **Additional costs that you may incur during your stay**

A Recreation Association pass (\$2) allows use of all recreation facilities and the Command Post Pub. (See the National Emergency Training Center Recreation Association section under "National Emergency Training Center policies/information.")

### **Laundry facilities**

There are coin-operated washers and dryers in each dormitory building. Change is available at O'Leary's on campus where you may also purchase laundry supplies.

### **Visitors to dormitory rooms on campus**

- ▶ Only the assigned NETC students are allowed in the dormitory rooms. Relatives or friends are not allowed in the rooms and cannot be lodged on campus. Upon request, the NETC Housing Office will provide information regarding local off-campus accommodations; however, you are responsible for arranging and paying for those accommodations.
- ▶ Animals, except for guide/service animals, are not allowed in campus housing. Please notify the Admissions Office at least two weeks in advance if you will be bringing a guide/service animal. The service animal must be in the student's presence at all times. The animal cannot be left in the dormitory room unattended.

## **Contact information**

You may receive phone calls in your dormitory room. The caller may dial your direct extension at 301-447-xxxx. If requested, you will be provided with your extension at check-in. Numbers are not given to anyone else.

- ▶ For nonemergency situations, the caller may dial 301-447-1048. The Student Services Coordinator will transfer the call to your room.
- ▶ NETC will NOT accept personal telephone calls to students from the 800 number.
- ▶ Family members should dial 301-447-1000 to contact a student.
- ▶ You may NOT accept collect calls. Accepting collect calls may restrict you from attending future Emergency Management Institute (EMI) or NFA courses.



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## Emergency calls

- ✦ The caller should state that the call is an emergency.
- ✦ The message will be delivered to you immediately unless you are not on campus.
- ✦ If you must return home due to an emergency, check out with the Housing Office in Building C before you depart the campus!

## Attendance

- ✦ **You are required to attend all sessions of the course.** If you do not, you may not receive a certificate.
- ✦ Any student needing to depart campus early and miss any portion of the course and/or graduation must make the request in writing to the Training Specialist. The Training Specialist, in collaboration with the Superintendent, may waive the attendance requirement in order to accommodate the student with extraordinary circumstances as long as the student completes all course requirements.

## National Emergency Training Center policies/information

### Conduct

- ✦ Federal regulations (available at the NETC Library).
- ✦ FEMA and NETC instructions (available at Building C Lobby, dormitory rooms, and on the NETC intranet website).

### Smoking

- ✦ All buildings on campus are **NONSMOKING**. This includes smokeless tobacco and smokeless electronic vaporizers (e-cigarettes).
- ✦ If you smoke in your dormitory room, you will be asked to leave campus, relinquish your stipend reimbursement, and be charged to clean the room.

### Medical services

- ✦ All medical expenses are your responsibility.
- ✦ Local hospitals accept medical insurance identification, cash, check or major credit card.
- ✦ If you do not have proof of insurance, expect that payment may be a prerequisite to possible treatment.
- ✦ International students should be prepared to pay for medical services in the event that the hospital or provider does not accept foreign insurance coverage.

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## **D student lab (located in Building D Basement)**

- ◆ Provides IBM-compatible microcomputers with internet access and printing capabilities.
- ◆ Systems use Windows 10 with Microsoft Office 2013.
- ◆ The center is open from 6 a.m. to 11 p.m. every day. There is a technician available Monday to Friday from 5 to 9 p.m. and from 8 a.m. to 12 p.m. on Saturday.

## **National Emergency Training Center Library**

Located in Building N, the NETC Library provides current information and resources on fire and emergency management subjects. With its collection of more than 100,000 books, reports, periodicals and audiovisual materials, the NETC Library facilitates and supports student and faculty research and supplements classroom lectures and course materials. While classes are in session, the schedule of hours for the NETC Library is as follows:

Friday .....	8:30 a.m. to 5 p.m.
Saturday .....	4 to 8 p.m.
Sunday .....	Noon to 4 p.m.

## **Telephones**

- ◆ Outgoing calls can be placed from your dormitory room via calling card, collect or third-party billing.
- ◆ You are not allowed to accept collect calls on campus phones. Any and all expenses related to phone use shall remain your responsibility.

## **Faxes**

- ◆ Fax services are available at O'Leary's for a fee.
- ◆ You may receive course-related fax messages in the Housing Office at 301-447-1324. All other fax messages (personal or work-related) over four pages will not be forwarded by the Housing Office. Please use the fax service available at O'Leary's or have it sent by overnight mail.

## **National Emergency Training Center Recreation Association**

On the NETC campus, the NETC Recreation Association operates the Command Post Pub providing beverages and limited food service each evening. The Pub is a private club under Maryland liquor laws, and membership in the Recreation Association is required for service. The cost is \$2 per year and membership cards can be obtained from the Pub.

## **National Emergency Training Center recreational activities include:**

- ◆ Gym with running track.
- ◆ Exercise room.
- ◆ Swimming pool.
- ◆ Tennis/Basketball/Volleyball courts (sand and inside).
- ◆ Bicycles (available in Building C for use by Recreation Association members). Please note that bicycles are only available seasonally and may not be borrowed during check-ins or other peak times.

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## Important numbers

If you have any questions, you may call us at either 800-238-3358 or 301-447-1000. When you reach the operator, ask for the appropriate extension.

Housing/Transportation: x1048/1113; [fema-netc-housing@fema.dhs.gov](mailto:fema-netc-housing@fema.dhs.gov)

Admissions: x1524/1290/7209; [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

Food Service (Guest Services): x1551; [netc-cafeteria@fema.dhs.gov](mailto:netc-cafeteria@fema.dhs.gov)

Security: x1111; [security-netc@fema.dhs.gov](mailto:security-netc@fema.dhs.gov)

Security (TTY/TDD): x1182

U.S. Fire Administration gets social!

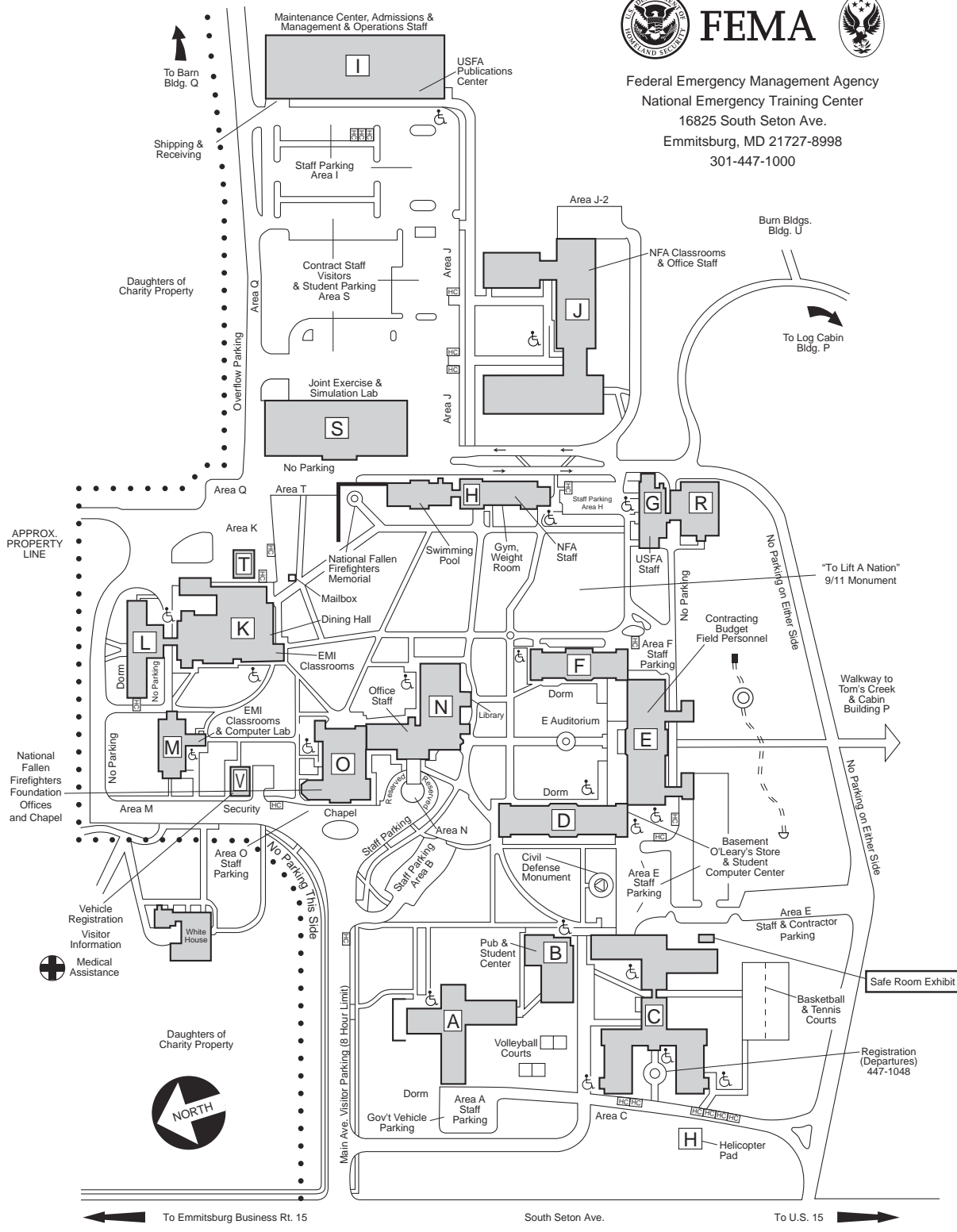
Follow us on Facebook (<http://www.facebook.com/usfire>) and Twitter (<http://twitter.com/usfire>).



# FEMA



Federal Emergency Management Agency  
 National Emergency Training Center  
 16825 South Seton Ave.  
 Emmitsburg, MD 21727-8998  
 301-447-1000



## Important Phone Numbers

Security:..... 1111	Dining Hall: .....1551	Computer
Emergency:..... 911	Maintenance: .....1500	Help Desk: .....1575
Transportation Request:... 1113	NETC Library: .....1030	

Photo ID required at all times.

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## National Emergency Training Center

St. Joseph College was purchased by FEMA in 1979 to serve as a training facility. Prior to its official closing in 1973, the college served as a four-year liberal arts college for women. In 1981, the facility was entered into the federal records as the NETC. The NETC houses the USFA (which includes the NFA), the EMI and the Field Acquisitions Section. The following is a brief description of the buildings identified on the map.

- ❖ **The Fallen Firefighters Memorial** was dedicated on Oct. 4, 1981, and on October 1990 Congress designated it as the National Fallen Firefighters Memorial. It is a memorial to firefighters who lost their lives in the line of duty.
- ❖ **Building A** — A three-story residence hall built in 1964 and renovated in 1996. It has 96 dormitory rooms. (I)
- ❖ **Building B** — The Student Center, built in 1956, is the location of a game room, pub and recreational activities. A large picture window overlooks the scenic Catoctin Mountain range. (F)
- ❖ **Building C** — Built in 1956 and renovated in 1995, it has 216 dormitory rooms. (F)
- ❖ **Building D** — Built in 1926 and renovated in 1965 and 1995, it is a three-story brick structure that has the charm of the old architecture. It consists of 39 dormitory rooms with offices and a convenience shop in the basement. (G)(I)
- ❖ **Building E** — Built in 1926 and renovated in 1966 and 1993, it is occupied by the EMI, National Fire Programs, NETC Budget offices, and computer support personnel. (F)
- ❖ **Building F** — Built in 1925 and renovated in 1965 and 1995, it has 45 dormitory rooms. (G)(I)
- ❖ **Building G** — Built in 1948 and renovated in 1984 and 2001 to accommodate USFA Offices and Programs. (G)
- ❖ **Building H** — Built in 1923 and renovated in 1993, it houses the National Fire Academy offices, a fully equipped Gymnasium, weight room and an indoor pool. (F)
- ❖ **Building I** — Built in 1996, it serves as the Material Receipt and Distribution Center, Maintenance Facility, Management Operations and Support Services Division, Admissions Office, and O&M Support Offices. (F)
- ❖ **Building J** — Built in 1966, renovated in 1993, it is the NFA classroom facility and houses the NFA staff. It includes a lobby and a tiered 249-seat auditorium. (F)
- ❖ **Building K** — Built circa 1870, renovated in 1982, 1993 and 2015, it houses EMI classrooms. The three-story brick structure also contains a Dining Hall capable of seating 500 people, Independent Study in basement, and EMI classrooms on second and third floors. (F)
- ❖ **Building L** — Built in 1959, renovated in 1993, it consists of 37 dormitory rooms and a conference room. (I)
- ❖ **Building M** — Built in 1965, renovated in 1989, it houses two EMI classrooms and the EMI Computer Lab. (F)

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Handicapped Access: F — Fully Accessible; I — Accessible 1st Floor Only; N — Not Accessible; G — Ground Floor Accessible Only; R — Restrooms Not Accessible

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- ◆ **Building N** — Designed by the English-born architect, E.G. Lind (1829-1909), it was built in 1870 and renovated in 1987, 1992 and 2001. The building is an example of Second Empire Style that was popular in the second half of the 19th century. As such, it is listed on the National Register of Historic Buildings. It houses the USFA, the NETC Library, and the EMI administrative offices. (F)
  - ◆ **Building O** — Erected in 1839 as a chapel. The marble, alabaster altars and stained glass windows were retained when it was renovated in 1965. It was renovated again in 2006. The National Fallen Firefighters Foundation offices are located in the chapel. Support offices are in the basement. (I)
  - ◆ **Building P** — The Log Cabin, which was built in 1935, serves as a recreational facility overlooking peaceful Tom’s Creek. (F)
  - ◆ **Building Q** — The Brick Barn is a service building. The ornamental brick grill windows are characteristic of the early 19th century Western Maryland construction. (F)
  - ◆ **Building R** — Built in 1948, renovated in 1993, located behind Building G, it previously served as USFA offices. (F)
  - ◆ **Building S** — Built in 1926 and renovated in 2001 to house the NETC Joint Exercise and Simulation Lab by the NFA and EMI. (F)
  - ◆ **Building T** — The old Milk House of the original St. Joseph’s campus, it houses Administrative Support Offices.
  - ◆ **Building U** — A burn building complex used by the NFA for arson investigation and demonstration. (F)
  - ◆ **Building V** — Built in 1992, it houses the Security Office. (F)

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G — Ground Floor Accessible Only; R — Restrooms Not Accessible





## Memorials/Monuments on campus

### **The National Civil Defense/Emergency Management Monument**

On Nov. 13, 1999, President Clinton signed a bill (HR 348/PL 106-103) that granted authority to the National Civil Defense Monument Commission to construct a monument at the NETC in Emmitsburg, Maryland.

The purpose of the monument is to honor the thousands of civil defense and emergency management professionals and volunteers who have worked hard and faithfully to protect the public from both man-made and natural hazards. This monument particularly recognizes the numerous military and civilian volunteers and professionals who have gone beyond the normal call of duty to save lives and alleviate suffering in times of crises. The monument serves as an enduring reminder of the heartfelt thanks that a multitude of people feel whenever they remember those who have selflessly served them or their loved ones in times of great need.

The centerpiece of the monument is a 15-ton block of polished white Vermont granite, shaped as a three-sided pyramid, representative of the federal, state and local governments and their efforts in working together to accomplish a joint mission. The triangular base is 5 feet on each side, rising to 15 feet in height. The pinnacle of the monument is capped with a large, bronze American eagle, sculpted by the world-renowned sculptor, Lorenzo Ghiglieri. The base is encircled by a stone and concrete plaza with appropriately inscribed bronze state plaques embedded in concrete, surrounded by a circle of state flags. A brick wall rises approximately 3 feet in height on the back or south side of the plaza. Near the edge of the plaza are two bronze plaques bearing the names of advocates and members of the Monument Commission.

The monument was dedicated on April 6, 2002. The Monument Commission plans to hold an annual memorial service to pay tribute to those who have given to their fellow citizens by mitigating the potential losses from emergency situations, for those who have responded to emergencies, and to the professionals and our elected officials who strive to improve the methods of handling emergencies.

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## **National Fallen Firefighters Memorial/National Fallen Firefighters Foundation**

Since 1981, the National Fallen Firefighters Memorial, located on the campus of the NFA, has stood as the national symbol of honor to America's firefighters. In 1990, the U.S. Congress designated the monument as the "official national memorial to volunteer and career firefighters who die in the line of duty."

The National Fallen Firefighters Foundation (NFFF) was created by Congress to lead a nationwide effort to honor America's fallen firefighters. Since 1992, the nonprofit NFFF has developed and expanded programs that fulfill that mandate. The mission is to honor and remember America's fallen fire heroes and to provide resources to assist their survivors in rebuilding their lives.

Each October, the NFFF sponsors the official national tribute to all firefighters who died in the line of duty during the previous year. Thousands attend the weekend activities held at the NFA. The weekend features special programs for survivors and co-workers along with moving public ceremonies.

### **To Lift A Nation (The 9/11 National Memorial)**

In 2007, the "To Lift a Nation" statue created by sculptor Stan Watts was added to the National Memorial Park. This 40-foot tall bronze monument was created to honor the heroes of Sept. 11, 2001. The three-times life-size statue recreates the now-famous photo taken by Thomas E. Franklin, a photographer for the Bergen Record, who captured the image of three firefighters raising the American flag at Ground Zero. "The monument and its flag are symbols of hope and courage for a nation deeply impacted by this tragedy," Watts said. "It honors a moment in the history of our country and reminds us of the bravery and sacrifice made by our firefighters and by thousands of citizens, from all walks of life, who selflessly serve humankind in times of need." The monument stands 40 feet high, 6 feet deep, and 8 feet wide. Each of the three firefighter statues weighs more than 5,000 pounds and was formed from approximately 160 bronze sections weighing between 60 to 80 pounds each.

### **National Fallen Firefighters Foundation hours and contact information**

NFFF business hours are from 8 a.m. to 5 p.m., Monday through Friday. Please take time to visit the recently renovated Memorial Chapel. Learn about the programs regarding the NFFF and the National Fallen Firefighters Memorial Weekend by tuning to Channel 23 on the campus television system.

National Fallen Firefighters Foundation  
P.O. Drawer 498  
Emmitsburg, MD 21727  
[www.firehero.org](http://www.firehero.org)  
Phone: 301-447-1365  
Fax: 301-447-1645





**FEMA**



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