



National Emergency Training Center
16825 S. Seton Avenue
Emmitsburg, MD 21727-8998

FEMA

R116

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy's *Presenting Effective Public Education Programs* (PEPEP) course, a **six-day class**. The Academy is proud to offer this course to beginning public educators whose primary responsibilities are presenting safety education programs to various community audiences. You will have a unique opportunity to learn new skills and information, network with other public educators, and receive feedback on all aspects of the course.

Please take a couple of minutes to read the enclosed course description and requirements for successful course completion. You will notice that the course emphasizes learning exercises that deal with your home community, as well as the delivery of a 10-minute presentation. In order for you to effectively complete these requirements, it is necessary to bring several items to class, if they are available.

We are asking that you bring with you to class (if these items are available):

1. A copy of your organization's mission statement
2. A copy of any prevention or public education policies which are in effect in your organization
3. A list of the priority public education topics in your community
4. A list of topics that you are interested in making a presentation on during the course. Please note that the Academy will be providing a very limited amount of materials, such as lesson plans, props, etc. Therefore, you may wish to bring additional materials, including lesson plans from a program, in support of this presentation.
5. Examples of unique programs used in community prevention for sharing with other students.

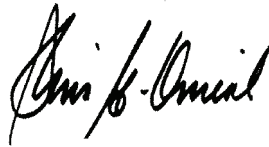
Please note that the Academy will be providing a very limited amount of materials, such as lesson plans, props, etc. Therefore, you may wish to bring additional materials, including a lesson plan from a program, in support of this presentation.

It is important to note that this is a 6-day class, and the first day of class will begin on Sunday at Approximately 8 a.m. just after orientation. Orientation will normally commence at 8 a.m.; however, make sure you confirm this when you check in. Subsequent classes will meet daily from 8 a.m. to 5 p.m. with graduation occurring on Friday at 4 p.m. Because of this schedule, you will be provided lodging for Friday night. Evening classes may be required.

Increasing numbers of students and instructors are bringing laptop computers to campus. You alone are responsible for the security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. There is a limited number of 120 Volt AC outlets in the classrooms. A Student Computer Lab is located in Building D and is available for all students to use, as well as a limited number of computers in the classroom. The computer lab is open daily with technical support provided in the evenings. This lab uses Windows XP and Office 2003 as the software standard.

Should you need additional information related to course content or requirements, please feel free to contact Mr. Gerry N. Bassett, Fire Prevention Public Education Curriculum Training Specialist, at (301) 447-1094 or email at gerry.bassett@dhs.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Onieal". The signature is written in a cursive style with a large initial "D".

Dr. Denis Onieal, Superintendent
National Fire Academy
U.S. Fire Administration

Enclosure

PRESENTING EFFECTIVE PUBLIC EDUCATION PROGRAMS

Course Descriptions

This is a **full 6-day course** for new public educators whose primary responsibilities are prevention educational programs to public audiences. The course is designed for participants 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 utilizing or modifying existing educational programs.

A complete view of the 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 an activity-based course as opposed to a lecture-based course. Participants 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. Participants learn to make the best use of their community to effectively support their program efforts. They also acquire skills in how to analyze target neighborhoods, how to identify threats and groups who are at risk, and how to target specific audiences toward program objectives.

Principles of learning are stressed in order to facilitate instruction. Also, a brief but important unit teaches the participant how to evaluate the effectiveness of the presentations.

The highlight of the course is the 10-minute student presentations on various fire, burn, or injury prevention topics. Please do not work on presentation material as preparation for this class. Opportunities will be provided in class for you to work on your presentation. Requirements of the presentation will be discussed in class.