



FEMA

R362

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy's *Developing Fire and Life Safety Strategies--One Week* course. The purpose of the 6-day course is to provide students with an opportunity to see fire and burn prevention activities in the context of injury prevention, and to use a strategic planning process toward fire/injury prevention to develop comprehensive plans using diverse community resources.

While at the Academy, you will work on a project concerning your own community. This project will take you through a process to develop a prevention plan for your community. **Enclosed with this letter is a required pre-course assignment that you must complete and mail, email, or fax to the Academy three weeks prior to attending the course. The form located on the Internet page is fillable.**

The *Developing Fire and Life Safety Strategies--One Week* course is challenging and innovative. We look forward to having you as a class participant.

At some point during the course, members of the class will share some of their programs with other students. You are encouraged to bring with you samples of programs, courses, campaigns, etc., developed by you or your department. Items may include, but not be limited to, media/technology products, course manuals, handouts or other appropriate campaign materials.

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. It 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 or have any questions pertaining to course content or requirements, you should 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 that reads "Denis Onieal".

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

Enclosure

INSTRUCTIONS FOR COMPLETING THE PRE-COURSE ASSIGNMENT

The enclosed forms will help you collect the data you need to complete your class project. The following forms must be completed and mailed back to the National Fire Academy at least three weeks before the class begins:

COMMUNITY PROFILE IDENTIFICATION OF PROBLEMS

Enclosed are some completed examples for you to use as a guide. Also, the following guidelines will help in finding the necessary information and filling out the forms:

1. Look for information from fire department records, hospital, medical examiner, or insurance records, and local planning departments. An excellent Website to obtain some of this information is City-Data.com. **Don't limit yourself to fire data only. Investigate the emergency medical incidents as well, and try to identify the number of unintentional injuries and deaths that occur by other causes.**
2. In cases where you are not able to obtain exact figures or information, **provide your best estimate.**
3. On the first page of the Identification of Problems form, the block of Major Hazards is a breakdown of the totals represented at the top of the form. For example, the total fires listed in the sample equals 7,235. The Major Hazards are a breakdown of the principle categories within those totals (i.e., cigarette fires, unattended cooking and juvenile with fire). Those incidents are further described by area, cause and percentage of the total number. For this form, you need not include ALL the possible categories of incidents, but you should be able to list the major problems for your community.
4. Note that the contributing causes are the factors which contribute to the type of incidents. For example, Drowsiness and Alcohol contribute to the careless smoking fires. Weather and alcohol contribute to the auto crashes.
5. Please note that some of the information is duplicated in different places on **the forms**. Each part of this pre-course assignment will be used as a separate requirement with your class project. You may use your own categories of information (like different age groupings), but you are responsible for making these changes on the sheet (or you may type your own sheet using these forms as a guide).

By obtaining this information before the course begins, you will be able to accomplish two separate tasks:

- Use a process that will help you sort through the endless possibilities for action in your community to target effective educational efforts.
- Complete a program component that will give you a specific plan for action in dealing with a fire or life safety problem in your community, while providing a tool to use immediately upon your return.

Please submit completed Community Profile and Identification of Problems forms **at least three weeks prior to class to:**

Gerry Bassett
National Fire Academy
16825 S. Seton Avenue
Emmitsburg, MD 21727
Fax: 301-447-1178
Email: Gerry.Bassett@dhs.gov
Phone: 301-447-1094

**SAMPLE
COMMUNITY PROFILE**

Name of Community: Sample Community

Total Population: 523,800

Estimated breakdown of total population by percent:

0-5	(Preschool)	32,400	6
6-12	(Elementary)	64,800	12
13-18	(High School)	54,000	10
19-24	(College)	48,600	9
25-35		59,400	11
36-45		70,200	13
46-55		64,800	12
56-64		54,000	10
65 & older		16,200	17

Ethnic White		444,500	85
Black		44,800	8
Asian		20,200	4
Hispanic		13,800	8
Other specific groups		1,100	

Housing Information

	#	%
Single-family dwellings	116,046	63
Duplex or Fourplex	18,420	10
Townhouses	31,314	17
High-Rise (multi-family)	3,684	2
Mobile Home Parks	7,368	4
Nursing Homes	25	1
Group Homes	30	1
Res. Care Facilities	7	1
Rural based Housing	0	0
Condominiums	5,526	3
Other		

SAMPLE (continued)

Comments relative or pertinent to findings: Primary residential property

Types of business or industry

Manufacturing	<u>32%</u>
Hospital	<u>18%</u>
Government	<u>16%</u>
Business	<u>20%</u>
Shopping areas	<u>21%</u>
Others	<u>14%</u>

Comments relative or pertinent to business or industry findings: Light manufacturing and business/commercial buildings

Describe the local population needs/ethnic background based on your figures:
A population growing older and more ethnic

SAMPLE

IDENTIFICATION OF PROBLEMS

Compile 5-year figures. Categorize the different types of alarms, the geographic areas of fire, probable causes, and the percentages of each. Place totals in following boxes.

Number of incidents over last 5 years:

Fire	<u>7,235</u>	
Unintentional injuries		<u>38,422</u>
Unintentional deaths		<u>257</u>

MAJOR HAZARDS

Types of Incidents	Area	Contributing Causes	% of total
Cigarette fires	Inner NE	Drowning, alcohol	10,21
Cooking unattended	N, NE, NW	?	4.01
Juvenile w/fire	city wide	Curiosity? Dist.	5.6
Drowning	SW, SE, NW	Unprotected pools	1.16
Auto crashes	city wide	Weather, alcohol rel.	38
Falls/Elderly	NW, N, SW, SE	Frailty, balance	1.2
Burns-preschool	city wide	Hot liquid scald	.28

Structure or physical loss information

AMOUNT OF DOLLAR LOSS

Home \$10,938,642 Business \$6,532,189 Other \$2,486,933

Human injuries or deaths

Age groupings		Injuries	Deaths
0-5	(Preschool)	5,763	31
6-12	(Elementary)	3,881	16
13-18	(High School)	2,800	15
19-24	(College)	3,240	20
25-35		1,800	14
36-45		2,800	15
46-55		3,546	14
56-64		3,842	19
65 & older		11,526	62
Fire personnel		224	1

SAMPLE (continued)

POTENTIAL HAZARDS

List buildings or areas that represent a major potential risk of injury or life loss. Factors to consider include: high fuel load, high occupant load, exits, and mobility of occupants.

1. Senior high-rises in N.W. part of town
2. Inner N.E. part of city (high fire loss)
3. Fifteen area hospitals located throughout city
4. Grain elevators along riverbank
5. Fuel tank facilities in N.W.
6. Four major highways through town
7. _____
8. _____

Name: _____

Course Date: _____

Daytime Telephone No.: _____

COMMUNITY PROFILE

Name of Community: _____

Total Population: _____

Estimated breakdown of total population by percent:

	#	%
0-5 (Preschool)	_____	_____
6-12 (Elementary)	_____	_____
13-18 (High School)	_____	_____
19-24 (College)	_____	_____
25-35	_____	_____
36-45	_____	_____
46-55	_____	_____
56-65	_____	_____
65 & older	_____	_____

Ethnic _____

Other specific groups _____

Housing Information

	#	%
Single-family dwellings	_____	_____
Duplex or Fourplex	_____	_____
Townhouses	_____	_____
High-Rise (multi-family)	_____	_____
Mobile Home Parks	_____	_____
Nursing Homes	_____	_____
Group Homes	_____	_____
Res. Care Facilities	_____	_____
Rural Based Housing	_____	_____
Condominiums	_____	_____
Other	_____	_____

Name: _____

Comments relative or pertinent to findings: _____

Types of business or industry

Manufacturing _____

Hospital _____

Government _____

Business _____

Shopping areas _____

Other _____

Comments relative or pertinent to business or industry findings: _____

Describe the local population needs/ethnic background based on your figures:

Name: _____

IDENTIFICATION OF PROBLEMS

Compile 5-year figures. Categorize the different types of alarms, the geographic areas of fire, probable causes, and the percentages of each. Place totals in following boxes.

Number of incidents over last 5 years:

Fires _____
Unintentional injuries _____
Unintentional deaths _____

MAJOR HAZARDS

Types of Incidents	Area	Contributing Causes	% of total

Structure or physical loss information

AMOUNT OF DOLLAR LOSS

Home \$ _____ Business \$ _____ Other \$ _____

Human injuries or deaths

Age groupings		Injuries	Deaths
0-5	(Preschool)		
6-12	(Elementary)		
13-18	(High School)		
19-24	(College)		
25-35			
36-45			
46-55			
56-64			
65 & older			
Fire personnel			

Name: _____

POTENTIAL HAZARDS

List buildings or areas that represent a major potential risk of injury or life loss. Factors to consider include: high fuel load, high occupant load, exits, and mobility of occupants.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Note: This form is fillable on the USFA home page.

Please submit all four completed assignment pages three weeks prior to start of the class to:

Gerry N. Bassett
National Fire Academy
16825 S. Seton Avenue
Emmitsburg, Maryland 21727
Fax: 301-447-1178
Email: Gerry.Bassett@dhs.gov
Phone: 301-447-1094