



National Emergency Training Center

2007-2008

Training Catalog

Catalog of Courses for the
U.S. Fire Administration's National Fire Academy



FEMA

HUMAN DIGNITY STATEMENT

The uniqueness of all individuals attending Department of Homeland Security (DHS) conducted or sponsored training is recognized, as well as their diversity, which can be a resource that enriches the learning environment through sharing of differing perspectives. An equal learning opportunity is provided to all course participants. This is supported by:

- ensuring equal opportunity to all students, employees, and contractors;
- prohibiting all discrimination and harassment;
- supporting affirmative employment policies and practices on behalf of minorities, women, and persons with disabilities;
- encouraging students, staff, and contractors to communicate and behave in a manner which is sensitive to, and acknowledges the viewpoints of others;
- regarding diversity as a resource that enriches the learning environment through the sharing of differing perspectives, experiences, and ideas;
- removing barriers to teamwork through collaboration, problem-solving, and the constructive resolution of conflicts; and
- continuing to identify and eliminate barriers to training, employment, and advancement of minorities, women, and persons with disabilities.

Participants, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus.



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WELCOME TO THE NATIONAL EMERGENCY TRAINING CENTER

The National Emergency Training Center (NETC) in Emmitsburg, Maryland offers the finest in educational resources. The 107-acre campus houses the U.S. Fire Administration, the **National Fire Academy**, and the **Emergency Management Institute**. The campus is located 12 miles south of Gettysburg, Pennsylvania, 75 miles north of Washington, DC, and 50 miles northwest of Baltimore, Maryland.

The campus is fully equipped with air-conditioned classrooms, lodging for students, a Learning Resource Center, a Publications Center, and dining and recreational facilities. There are also several specialized facilities, such as the Arson Burn Laboratory, Fire Prevention Laboratory, Simulation and Exercise Laboratory, a television studio, and four computer laboratories that are integral to the instruction of many courses.

The U.S. Fire Administration's **National Fire Academy** (NFA) is part of the Department of Homeland Security's (DHS's) Federal Emergency Management Agency (FEMA). The NFA promotes the professional development of the fire and emergency response community and its allied professionals. To supplement and support State and local fire service training programs, the NFA delivers educational and training courses having a national focus. **NFA course attendance information begins on page 16.**

The Emergency Management Institute (EMI) also is part of DHS's FEMA. The EMI provides national leadership in developing and delivering training to ensure that individuals and groups having key emergency management responsibilities, including FEMA employees, possess the requisite skills to perform their jobs effectively. **EMI course attendance information begins on page 109.**

The Learning Resource Center

The Learning Resource Center (LRC) is the campus library for participants attending the NFA, EMI, and other training and education programs delivered at the NETC. The LRC 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 LRC facilitates and supports student and faculty research and supplements classroom lectures and course materials.

The LRC routinely supplies answers to simple requests--such as an organization's telephone number and address, a publication's source and price, etc. In response to more complex subject inquiries, the LRC staff will conduct literature searches, compile bibliographies, and, depending on copyright restrictions, provide documentation in the form of reports and articles.

The LRC is closed to the general public. Only NETC personnel, faculty, and students may visit the LRC and borrow material. However, via interlibrary loan (www.lrc.fema.gov/lrcwebillinfo.html) through local libraries, the general public can access most of the LRC's collection. Additionally, the LRC's Online Card Catalog is available to the public for searching at www.lrc.fema.gov

When classes are in session the LRC's regular schedule of hours is Monday through Thursday, 8:30 a.m. to 9 p.m. and Friday 8:30 a.m. to 5 p.m. EST/EDT. Specifically in support of the NETC curriculum, the LRC is open some weekends and evenings. Please call ahead when visiting the LRC at these times.

Contact the LRC at:
 National Emergency Training Center
 Learning Resource Center
 16825 South Seton Avenue
 Emmitsburg, Maryland 21727
 1-800-638-1821
 301-447-1030
 301-447-3217 (fax)
 netclrc@dhs.gov (e-mail)
 www.lrc.fema.gov (online card catalog)

Web: www.usfa.dhs.gov/applications/publications
 Phone: 1-800-561-3356 or 301-447-1189
 (7:30 a.m. to 5 p.m. EST/EDT)
 Fax: 301-447-1213
 E-mail: usfa-publications@dhs.gov
 Mail: United States Fire Administration
 Publications Center
 Building I, Room 120
 16825 South Seton Avenue
 Emmitsburg, MD 21727



The majority of our publications may be reproduced locally if additional copies are required. Digital artwork to facilitate reproduction of public educational materials at the local level is available upon request. To find out if a publication may be reproduced, please call our Publications Center. In addition, many publications may be downloaded from our Web site.

The Campus

A map of the campus appears on the next page, followed by a description of each of the buildings.

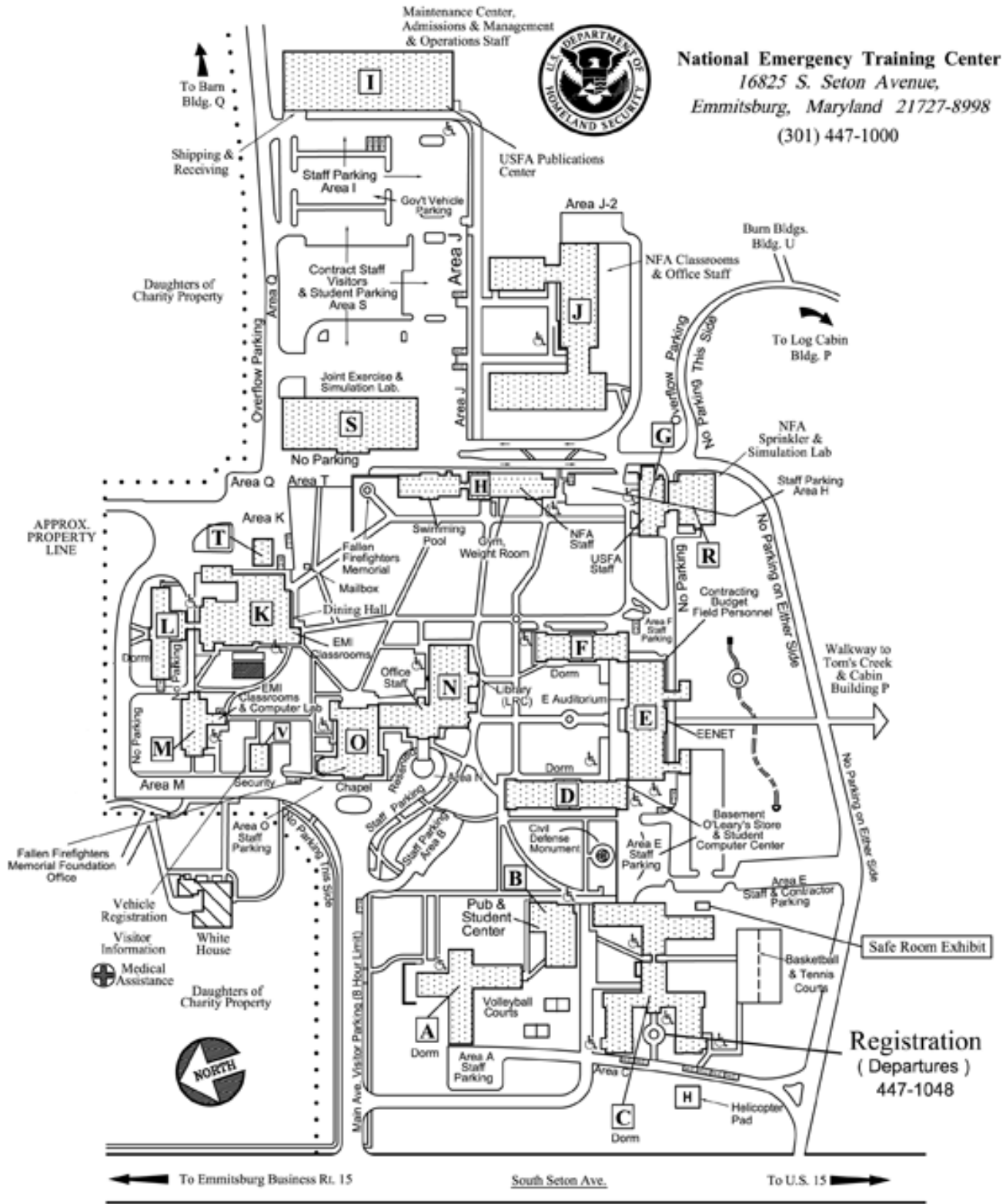
The Publications Center

Firefighters and other first responders face a continually growing number of job responsibilities and hazards. In an effort to assist fire and emergency services departments in meeting these responsibilities and protecting personnel, the USFA Publications Center provides information resources in many formats, including books, technical reports, kits, and CD-ROMs free of charge (some quantity restrictions apply).

USFA also provides user-friendly fire safety educational program materials for the public, addressing such subjects as smoke alarm maintenance, basic characteristics of fire, residential fire prevention, college fire safety, and the increased risk of fire deaths and injuries to children, senior citizens, and the disabled.

You may order our publications in the following ways:





Important Phone Numbers:
Security: 1111
Emergency: 911
Transportation Request: 1113
Dining Hall: 1551
Maintenance: 1500
LRC: 1030
Computer Help Desk: 1175

Photo ID required at all times.

NATIONAL EMERGENCY TRAINING CENTER

DESCRIPTION OF BUILDINGS

National Emergency Training Center

St. Joseph College was purchased by the Federal Emergency Management Agency (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 National Emergency Training Center (NETC). The NETC houses the United States Fire Administration (which includes the National Fire Academy) and the Emergency Management Institute. The following is a brief description of the buildings identified on the previous page.

The *Fallen Firefighters Memorial* was dedicated on October 4, 1981, and in 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 3-story residence hall built in 1964 and renovated in 1996. It has 96 dormitory rooms. (I)

Building B--Student Center, built in 1956, 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 217 dormitory rooms. (F)

Building D--Built in 1926 and renovated in 1965 and 1995, it is a 3-story brick structure that has the charm of the old architecture. It consists of 65 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 Field Personnel, NETC Procurement and Budget offices, Computer Support personnel, the PREPnet TV studio and the PREPnet staff on the 2nd and 3rd floors. (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 staff of the National Fire Data Center and National Fire Programs Divisions. (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 swimming pool. (F)

Building I--Built in 1996, it serves as the Material Receipt and Distribution Center, Maintenance Facility offices, Support Services Division offices, and the USFA Publications Center. (F)

Building J--Built in 1966, and renovated in 1993, it is the National Fire Academy (NFA) classroom facility and houses NFA and National Fire Programs Division staff. It includes a lobby and a tiered 249-seat auditorium. (F)

Building K--Built circa 1870, renovated in 1982 and 1993, it houses the Emergency Management Institute classrooms. The 3-story brick structure also contains a Dining Hall capable of seating 500 people, EMI Independent Study offices, and IEMC classrooms. (F)

Building L--Built in 1959, renovated in 1993, it consists of 42 dormitory rooms, and a conference room. (I)

Building M--Built in 1965, renovated in 1989, it houses 2 EMI classrooms and the EMI Computer Lab. (F)

Building N--Designed by the English-born architect, E.G. Lind (1829-1909), it was built in 1870 and renovated in 1987 and 1992. 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 staff of the United States Fire Administrator's office, the Learning Resource Center, and the Emergency Management Institute. (F)

Building O--Erected in 1839 as a chapel. Support offices are in the basement. The marble, alabaster alters and stained glass windows were retained when it was renovated in 1965 and again in 2006. It is now the home of the National Fallen Firefighters Foundation. (I)

Building P--The Log Cabin serves as a recreational facility overlooking peaceful Tom's Creek. (F)

HANDICAPPED ACCESS: F-Fully Accessible I-Accessible 1st floor only N-Not accessible G-Ground Floor Accessible only R-Restrooms not accessible

Building Q--The brick barn is a service facility. 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 serves as the USFA Fire Protection Laboratory. (F)

Building S--Renovated in 2001, this building is the new home of the Emergency Management Institute and National Fire Academy Simulation Laboratories. (F)

Building T--The old Milk House of the original St. Joseph's campus.

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)

The National Fallen Firefighters Memorial

Since 1981, the National Fallen Firefighters Memorial, located on the campus of the National Fire Academy, 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."

Congress established the nonprofit National Fallen Firefighters Foundation in 1992 to honor and remember America's fallen fire heroes and to provide support to their survivors in the rebuilding of their lives.

Each October, a grateful Nation honors its fallen heroes during the National Fallen Firefighters Memorial Weekend. In partnership with the United States Fire Administration, the Foundation manages the Weekend events that celebrate the lives of these men and women. The Weekend will culminate in the 26th Annual National Fallen Firefighters Memorial Service on October 7, 2007.

The Foundation provides transportation, lodging, and meals for immediate survivors of fallen firefighters being honored. This helps survivors participate in Family Day sessions conducted by trained grief counselors and attend the public tributes. Returning survivors help with program activities and participate in special events.

National Memorial Park

America's fire service has a rich heritage based in community involvement. The Foundation is creating a National Memorial Park to tell this story. When completed, it will be the first permanent memorial area in the country honoring all members of the fire service. A "Walk of Honor" now winds through the Park and contains over 5,000 inscribed bricks. In 2006, a multiyear restoration of the National Fallen Firefighters Memorial Chapel was completed, and the Foundation offices are there.

The National Fallen Firefighters Foundation

When a firefighter dies in the line of duty, the Foundation provides survivors with a place to turn. Families can receive emotional assistance through a Fire Service Survivors Network. This Network matches survivors with similar experiences and circumstances. This contact can be an important part of their healing. Families receive a special publication just for survivors, a quarterly newsletter, and specialized grief resources. In 2006, the first Annual Fire Service Survivors Conference was held. Survivors attended workshops on grief, public speaking, parenting, stress management, and financial management. The Sarbanes Scholarship Program provides assistance with education and job training costs for spouses, children, and stepchildren of firefighters honored at the Memorial. In 2006, 84 survivors from 28 States received scholarship awards.

Under a Department of Justice (DOJ) grant, the Foundation offers regional training sessions to help fire departments handle a line-of-duty death.

NATIONAL EMERGENCY TRAINING CENTER

Departments can receive resources and support through the Foundation. Immediately after a death, a Chief-to-Chief Network provides professional and personal support from another chief who “has been there.” The DOJ grant also provides funding for establishment and training of local Assistance State Teams to help departments and families immediately after a line-of-duty death occurs. In 2006, teams from 10 States were trained, and plans are to train teams in the remaining States in 2007.

After the World Trade Center tragedy, the Foundation coordinated resources from across the country to provide logistic and peer support to FDNY’s Counseling Services Unit. The Foundation continues to provide support to the Counseling Services Unit as well as long-term emotional support for the fallen firefighters’ families.

In partnership with the U.S. Fire Administration, the Foundation launched the “Firefighter Life Safety Initiatives” program in 2004. This program is aimed at reducing the number of firefighter fatalities by 25 percent in 5 years and by 50 percent in 10 years. In 2006, two minisummits to gather information from the fire service were conducted, and the “Courage to be Safe” programs were delivered in New York, Pennsylvania, Maryland, North Dakota, California, Oregon, and Missouri. The program will expand to other States in 2007. A Firefighter Life Safety Resource kit was mailed to 30,000 departments nationwide. The Web site: www.everyonegoeshome.com provides information about this program.

For more information on the Memorial Weekend or other Foundation programs, visit www.firehero.org or contact the Foundation at:

National Fallen Firefighters Foundation
P.O. Drawer 498
Emmitsburg, Maryland 21727
E-mail: firehero@firehero.org
Phone: 301-447-1365

The National Civil Defense/ Emergency Management Monument

On November 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 FEMA’s National Emergency Training Center 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 served them or their loved ones selflessly 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 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.

General Course Attendance Information

ELIGIBILITY: To take a National Fire Academy (NFA) or Emergency Management Institute (EMI) course, applicants must meet the selection criteria and prerequisites specified for each course. As a rule, participants may not take the same course more than once.

The NETC is an equal opportunity campus. It does not discriminate on the basis of age, sex, race, color, religious belief, national origin, or disability in its admissions and student-related policies and procedures. NETC actively encourages all qualified minority and female candidates to apply for all courses.

APPLICATION PROCEDURES: Application procedures vary with the different programs. Each section of the catalog has specific application requirements listed, along with the program or course description.

Both NFA and EMI use a national enrollment system of two semesters with a prescribed application period for each semester.

Open Application Period	For Courses Beginning
May 1 to June 30, 2007	Oct. 1, 2007 to March 31, 2008
Nov. 1 to Dec. 31, 2007	April 1 to Sept. 30, 2008

Only the February 2004 or later version of General Admissions Application FEMA Form 75-5 will be accepted. All other versions will be returned to the applicant. Incomplete applications will be returned to the applicant. Applications must be postmarked during the Open Application Period as indicated above. Completed applications should be sent to:

NETC Office of Admissions
 Building I, Room 222
 16825 South Seton Avenue
 Emmitsburg, MD 21727

The most recent version of FEMA Form 75-5 can be downloaded from the Internet at: www.usfa.dhs.gov/nfa/about/attend/apply.shtm

General admissions questions can be directed to the NETC Admissions Office at: 1-800-238-3358, ext. 1035; 301-447-1035; or via e-mail to: NETC-Admissions@dhs.gov

TRAVEL PLANNING: Applicants must not make travel plans prior to receiving an official acceptance package from the NETC Admissions Office. Acceptance packages contain important travel information for the specific classes.

LODGING: All lodging rooms are nonsmoking rooms and are randomly assigned prior to your arrival. Because of the random assignments of rooms, classmates may not be lodged together. If the student count exceeds the number of single rooms available, students may have to share a room. Please do not call to request a single room. However, if you have a disability and require special accommodations, please note those accommodations on your application. If you are required to pay for your lodging, you may do so by cash, personal check, traveler's check, and credit card (MasterCard, VISA, American Express, and Discover).

NATIONAL EMERGENCY TRAINING CENTER

If you are a non-DHS Federal employee your Travel Authorization should state that “Housing will be provided to the traveler at NETC” (currently \$20 to \$30 per night), payable upon arrival at NETC. If housing is not available at NETC a “Certificate of Non-Availability” will be issued by NETC. If you are a foreign student, private sector representative, or contractor to a State or local government entity, you are responsible for your own travel and per diem costs, and lodging (currently \$20 to \$30 per night), payable upon arrival at NETC. USFA accepts credit card payment (VISA, MasterCard, Discover, or American Express) for lodging. If you are a DHS employee (include DAE/SAEs), you must present a copy of your travel authorization at registration, and you should read the FEMA instructions, policies, and comptroller-grams dealing with travel to NETC. Your travel authorization should state that “Housing will be provided to the traveler at NETC at no cost.” If lodging on the NETC campus is not needed, you must notify the Housing Office in writing at NETC-Housing@dhs.gov Failure to notify the Housing Office that lodging is not needed will result in you being charged for the room for the length of the course.

If you are a Federal employee participating in a course at NETC, a dormitory room will be reserved for you. If you do not require lodging at NETC, you must notify the Housing Office in writing at NETC-Housing@dhs.gov You must make this notification upon receipt of your acceptance letter. Failure to notify the Housing Office that lodging is not needed will result in your being charged for the room for the length of the course.

FOOD SERVICE: There is an oncampus dining facility. The meal charge will be identified in all acceptance letters and will include costs for three meals per day beginning with dinner on the day preceding the course start date and extending through lunch on the last day of the course, plus morning and afternoon breaks. Meals may be paid for with cash, traveler’s check, purchase order, credit card (MasterCard or VISA) or by advance payment. There are no refunds for meals missed. All participants residing on campus must purchase a meal ticket. Any participant who

does not purchase a meal ticket must move off campus for the duration of the course at his/her own personal expense. Participants staying off campus must pay for morning and afternoon breaks.

SECURITY: Due to increased security precautions, students should bring two photo IDs to campus. PLEASE HAVE THEM WITH YOU, NOT IN YOUR BAGGAGE! If you do not have photo IDs, you will not be permitted on campus. Security checks will delay your registration at the 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, 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, machete, bow and arrows, ammunition, rifles, shotguns, pistols, etc. Sworn/Commissioned and State POST certified officers, and 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 Support Services prior to arrival on campus. If you do arrive at NETC with weapons of any kind without prior approval, your entry to campus will be delayed significantly.

ALCOHOLIC BEVERAGES: Consumption of alcoholic beverages is limited to the Pub and Log Cabin. Alcohol is not allowed in lodging rooms or vehicles, and will be confiscated. If you arrive at NETC with alcohol, or are attempting to bring alcohol on campus, your entry to campus could be delayed significantly.

REGISTRATION: Upon arrival, students must report to Building C to obtain room assignments and key cards. Students may be lodged a distance from the registration building; for this reason we recommend luggage with wheels. Picture identification is required at registration and for entry to campus.

TRANSPORTATION AND PARKING: Students must make their own flight arrangements. Travel days are normally the day before the course begins and the day that the course ends. Specific travel information relative to each course will be included in the student acceptance package. **Please read this information carefully BEFORE making flight arrangements. Students must call the NETC Transportation Office at 301-447-1113 at least 2 weeks in advance to reserve a seat on the airport shuttle.** Seating on the bus may be unavailable, and transportation to Emmitsburg will be at the student's own expense if a student fails to call.

Students who drive to campus must register their vehicles upon arrival in the lobby of Building C. Picture identification and automobile registration (owner's card) must be shown when the vehicle is registered in order to receive stipend reimbursement. A parking permit will be issued, which must be displayed on the vehicle. Student parking is in the lot north of Building J and is not permitted elsewhere on campus. Vehicles parked in violation of this rule are subject to towing at the owner's expense. Loading and unloading of luggage is permitted in designated areas. Students may arrive on campus any time after 12:30 p.m. the day before class begins. Departure is any time after graduation, which is concluded on the last day of class by 9 a.m. for 10-day classes and 5 p.m. for 6-day classes.

Directions to NETC:

- **From Baltimore:** I-695 West (Baltimore Beltway) to I-795 North; to Route 140 West towards Westminster; continue on 140 West to Emmitsburg. Turn left at second traffic light in Emmitsburg to South Seton Avenue.
- **From Washington:** I-495 (Washington Beltway) to I-270 North (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.

- **From Philadelphia and East:** Pennsylvania Turnpike west to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Turn right off Route 15 to South Seton Avenue.
- **From Pittsburgh and West:** Pennsylvania Turnpike east to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Turn right off Route 15 to South Seton Avenue.
- **From Herndon, Virginia (Dulles Airport):** Turn left onto Route 28 (turns into Route 7). Take Route 7 west to Route 15. At Leesburg, Virginia, take Route 15 North to Frederick, Maryland. Continue on Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.



NATIONAL EMERGENCY TRAINING CENTER

National Fire Academy



NATIONAL FIRE ACADEMY
16825 South Seton Avenue
Emmitsburg, Maryland 21727
Phone: 301-447-1000 • 1-800-238-3358
Fax: 301-447-1441 (Admissions)
www.usfa.dhs.gov

NATIONAL FIRE ACADEMY

The United States Fire Administration

The Department of Homeland Security's (DHS's) U.S. Fire Administration (USFA) serves as the Agency's fire protection and emergency response community expert. It is located at the National Emergency Training Center (NETC) in Emmitsburg, Maryland. USFA administers, coordinates, directs, and controls fire prevention, mitigation, and response activities, and provides training and education programs to the Nation's fire service and allied professions.

This is accomplished through the following USFA offices:

The **NETC Management Operations and Support Services** manages, operates, and maintains the NETC in an efficient and effective manner providing administrative, operational, and emergency services in support of the program activities and special groups at the NETC.

The **National Fire Programs** oversee the development of programs that increase the capacity of the fire protection community and the public to prevent and mitigate and/or respond to the consequences of local emergencies, and that strengthen and support other emergency and disaster response elements.

The **National Fire Data Center** manages a program of collection, analysis, publication, dissemination, and marketing of data and information in order to provide an accurate analysis of the Nation's fire problem. The National Fire Data Center serves as USFA's primary source of reference, resource, and referral services on topics of fire and emergency management, prevention, and control through the Learning Resource Center (LRC), the USFA Web site, and USFA Publications Center. The National Fire Data Center manages USFA research efforts in fire detec-

tion, prevention, suppression, and first responder health, safety, and effectiveness.

The **National Fire Academy** (NFA) promotes the professional development of the fire and emergency response community and its allied professionals. To supplement and support State and local fire service training programs, the NFA delivers educational and training courses having a national focus.

The National Fire Academy

Through its courses and programs, the NFA works to enhance the ability of fire and emergency services and allied professionals to deal more effectively with fire and related emergencies. The Academy's delivery systems are diverse. Courses are delivered at the resident facility in Emmitsburg, Maryland, and throughout the Nation in cooperation with State and local fire training organizations and local colleges and universities.

RESIDENTIAL DELIVERY: On the Emmitsburg campus, the Academy conducts specialized training courses and advanced management programs of national impact. NFA offers these 10-day and 6-day courses in a concentrated, residential setting that is most conducive to intensive learning. On-campus programs target middle- and top-level fire officers, fire service instructors, technical professionals, and representatives from allied professions. Any person with substantial involvement in fire prevention and control, emergency medical services (EMS), or fire-related emergency management activities is eligible to apply for Academy courses.

OFF-CAMPUS DELIVERY: Due to space and budget limitations, NFA cannot accept all qualified applicants for courses at the Emmitsburg campus. Also, many volunteer and career fire service personnel do not have the time to attend on-campus programs.



To reach these students, the Academy offers courses through a distance delivery training system. NFA 2-day courses are available for delivery in States and local communities through the NFA-Sponsored Off-Campus 2-day Program. Students can attend select 1- and 2-week NFA courses within their geographical region through the NFA-Sponsored Off-Campus 10-day and 6-day Programs. NFA offers support for off-campus deliveries of courses in the Hazardous Materials Curriculum through State and local fire training systems.

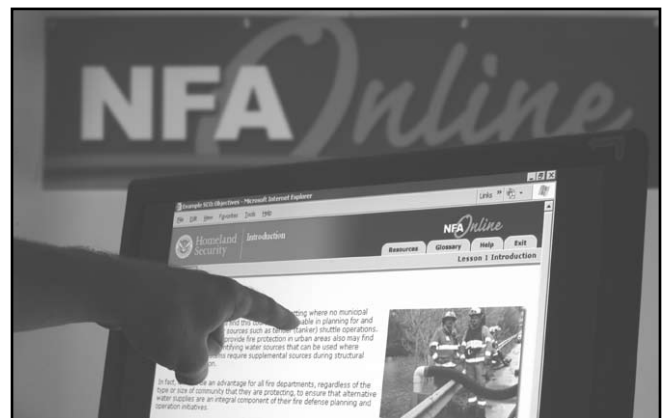
TECHNOLOGY-MEDIATED DISTANCE DELIVERY:

The NFA is taking advantage of technology to deliver training to our students. In order to maximize the number of students reached, we are using technology in the form of video, audio, computer, multimedia communications, or a combination of these with traditional delivery. Distribution of technology-mediated training is being facilitated using CD-ROMs, the Simulation Laboratory, and the Internet. For more information on this topic, visit www.nfaonline.dhs.gov

ENFRANCHISEMENT: States are viewed as partners with the NFA and, as such, may deliver 6-day and 2-day NFA courses in addition to the current deliveries available to them. States and the NFA work cooperatively to deliver 6-day and 2-day Programs. States have sole control and responsibility to deliver

hand-off courses. Enfranchisement establishes that State Fire Training Systems are the NFA in their State, with or without Federal funding. As such, State Fire Training Systems are enfranchised to deliver NFA courses using NFA instructors. States will report student participation in all courses for inclusion in the NFA database. Students will receive NFA residential certificates. More information on this program is available at www.usfa.dhs.gov/nfa/sfte

ENDORSEMENT: States have a need for courses that the NFA cannot develop because of time constraints, the number of courses needed, and subject matter or resource constraints. Endorsement recognizes that some State-developed courses are the equivalent of NFA courses in both quality and content. NFA and State Fire Training Systems have agreed upon a set of criteria and a process to have State-level courses endorsed as NFA courses. The States will manage the system for assessing courses submitted by individual States; essentially a peer-review process using geographically distant States to perform the assessment. Once a course meets the established criteria, it becomes an “NFA-endorsed” course. Endorsed courses are NFA courses delivered locally by local instructors. Students in NFA-endorsed courses may be registered in the NFA student database if the State training system provides the information and, if the State so desires, may receive NFA certificates. Endorsed courses will be available for distribution to other States that may not have adequate resources to develop a course. The process for exchange, costs, etc., is managed by the States involved. More information on this program is available at www.usfa.dhs.gov/nfa/endorsed



HIGHER EDUCATION: For those interested in pursuing degrees, the Degrees at a Distance Program extends NFA's academic outreach through a network of seven colleges and universities. Fire service personnel who cannot attend college due to

work hours and locations are able to earn a degree in fire technology and management through independent study. For more information on this program, please see the complete program description on pages 90 and 91.

Board of Visitors

The Board of Visitors plays an important role in enhancing the academic stature of the National Fire Academy. Authority for the Board comes from Public Law 93-498, the Federal Fire Prevention and Control Act of 1974. Functions of the Board are to examine Academy programs, to determine whether these programs further the basic missions of the Academy; the adequacy of the facilities; and the funding levels for Academy programs.

The Board's charter is to make comments and recommendations regarding the operations of the Academy and any improvements it deems appropriate. The Federal Emergency Management Agency Director receives these comments in an annual report.

Members of the Board of Visitors represent a broad spectrum of fire safety, fire prevention, education and training, fire control research and development in fire protection, and private and professional allied fields. Members are selected for their expertise and for the perspective they can contribute to enhancing the Board's effectiveness.

BOARD OF VISITORS

Dr. Robert S. Fleming

Professor, Rowan University
West Chester, Pennsylvania

Chief Art Cota

Shasta College Fire Department
Redding, California

Chief Warren McDaniels (Retired)

New Orleans, Louisiana

Captain Jack Reall

President, Columbus Firefighters Union
IAFF 67
Columbus, Ohio

Dr. Sandy Bogucki

Associate Professor
Section of Emergency Medicine
Yale University School of Medicine
New Haven, Connecticut

Ms. Helen Johnson,

Executive Director
State Firemen's and Fire Marshals'
Austin, Texas

Chief Donald Oliver

Wilson Fire/Rescue Services
Wilson, North Carolina

Mr. Gary Togle, Assistant Vice President

National Fire Protection Association
Quincy, Massachusetts

National Fire Academy Course Attendance Information

ELIGIBILITY

Any person with substantial involvement in fire prevention and control, emergency medical services, fire-related emergency management activities, or allied professions is eligible to apply for NFA courses.

Applicants must meet the specific selection criteria for each course. Selection also is based on the impact the applicant will have on the quality of fire protection in the local community, the potential for use of the skills acquired, and equitable and representative distribution from the total fire service.

MANDATORY PREREQUISITE FOR ALL NFA COURSES

In order to align our programs with Department of Homeland Security directives, we require that **all** National Fire Academy resident students complete ICS-100-level and ICS-200-level training **before** they arrive at the National Emergency Training Center. While we prefer that students complete the Q462 and Q463 course available through NFA online at www.nfaonline.dhs.gov, we will accept other NIMS-compliant equivalent training as provided by State and Federal agencies. The fire chief's signature attests that the applicant has completed this required prerequisite training.

For your information, these NFA courses meet the NIMS requirements for ICS-100 through ICS-400:

- | | |
|---------|--|
| ICS-100 | Q462, ICS-100, Introduction to ICS for Operational First Responders
NIMS ICS for the Fire Service
NIMS ICS for EMS |
| ICS-200 | Q463, ICS-200, Basic NIMS ICS for Operational First Responders
NIMS ICS for the Fire Service
NIMS ICS for EMS |

- | | |
|---------|--|
| ICS-300 | H465, ICS-300, Intermediate ICS for Expanding Incidents
R308, Command and Control of Fire Department Operations at Natural and Man-Made Disasters (June 2007 or later)
R152, EMS: Special Operations (March 2007 or later)
R243, Hazardous Materials Incident Management (July 2007 or later)
R306, Executive Analysis of Fire Service Operations in Emergency Management (February 2007 or later) |
| ICS-400 | H467, ICS-400, Advanced ICS for Command and General Staff, Complex Incidents, and MACS
R306, Executive Analysis of Fire Service Operations in Emergency Management (February 2007 or later) |

APPLICATION PROCEDURES

The FY 2008 course schedule for oncampus courses is in this catalog. General Admission Application forms are available from the NETC Office of Admissions or they may be downloaded from the USFA Web site at www.usfa.dhs.gov/nfa/about/attend/apply.shtm

Only the February 2004 or later version of the FEMA Form 75-5 will be accepted.

Completed applications for oncampus courses must be sent to the following address during the appropriate application period:

NETC Office of Admissions
Building I, Room 222
16825 South Seton Avenue
Emmitsburg, MD 21727-8998

Stipend or application questions may be directed to the NETC Admissions Office at:

1-800-238-3358, ext. 1035; 301-447-1035;
fax 301-447-1441; or via email to:
netc-admissions@dhs.gov

The Academy operates on a two-semester year with a separate application period for each semester.

Open Application Period	For Courses Beginning
May 1 to June 30, 2007	Oct. 1, 2007 to March 31, 2008
Nov. 1 to Dec. 31, 2007	April 1 to Sept. 30, 2008

Applications will not be considered if they are post-marked before or after the stipulated open periods. You may apply for more than one course, but you should submit a separate application for each course. Students must reapply for second semester courses if they are not accepted for the first semester. No applications will be carried over.

The Office of Admissions will notify students of the status of their applications approximately 60 days after the close of the application period. Information regarding applications will not be available prior to this time. Application periods for the next fiscal year are anticipated to be similar; students should consult next year’s catalog to verify the application periods.

Physical requirements must be met for successful acceptance into some courses, due to the nature of the course activities. See specific course descriptions for applicable courses. In addition, many of the oncampus classes use Microsoft® Excel®, PowerPoint®, and Word during class assignments. Students should be familiar with these programs.

COSTS AND STIPENDS

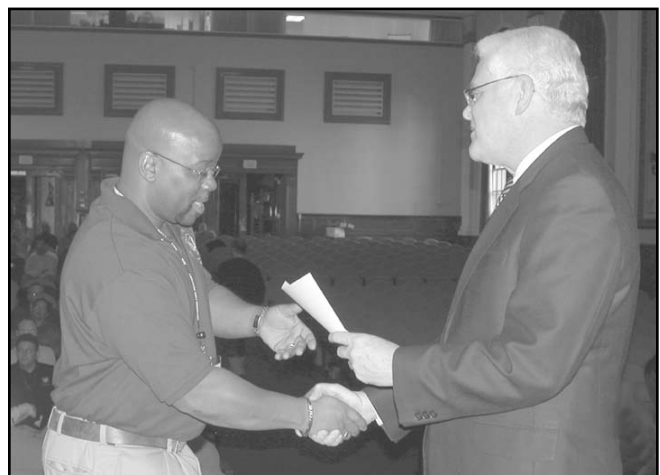
There are no tuition fees for NFA courses. All instruction and course materials are provided at no cost. Currently, transportation costs and lodging for students who represent career or volunteer fire departments, rescue squads, or State/local governments attending oncampus courses are provided as part of funding under the Student Stipend Reimbursement Program. Students from other countries, other Federal agencies, private industry, or contractors of State/local fire departments or government entities must pay their own transportation and lodging fees. All students are responsible for the cost of the cafeteria meals provided and for personal, inci-

idental expenses. Incidental expenses may include items such as class picture, class shirts, and class donations.

Stipend reimbursement is limited to one trip for each student per fiscal year. Therefore, you will not be considered for another course during the same fiscal year without notifying us in advance that you understand that your second trip will be entirely at your expense. You must purchase a 21-day pre-purchased, nonrefundable ticket for round-trip transportation by common carrier (economy coach class or less). First class and business class airline tickets will not be reimbursed. If, for any reason, you do not purchase the 21-day ticket, your reimbursement will be limited up to the State ceiling as established by NETC. If you choose to drive, you will be reimbursed the current Privately Owned Vehicle (POV) Federal mileage allowance, or up to the State ceiling, whichever is less. POV mileage is subject to validation. Complete details will be provided in your course acceptance materials.

Reimbursement will be made by direct deposit to an account bearing the student’s name, identified by the student. We request that each student provide a copy of a check (NOT a deposit slip). If appropriate bank information is not supplied, reimbursement shall be denied.

If you have questions about your eligibility to receive a stipend, please call 301-447-1035.



NATIONAL FIRE ACADEMY

NFA POLICIES

CLASS ATTENDANCE AND CONDUCT: Students, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus and denial of stipends. Students must attend and participate in all class sessions and successfully complete the evaluation criteria to receive a certificate and stipend reimbursement.

DRESS CODE: It is each 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. Generally, the standard is business casual. NFA staff have the authority to make a determination that a student's attire may be inappropriate. Students whose attire is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

Acceptable attire for classroom settings:

- **Males:** Shirts with collars; slacks; dress jeans; departmental uniforms; departmental T-shirts; shoes and socks.
- **Females:** Dresses; blouses; slacks; capris; dress jeans; skirts; skorts; departmental uniforms; departmental T-shirts; and shoes.

Acceptable attire for graduation:

- **Males:** Suits; sports coats; dress shirts with ties or class shirts; dress slacks; or departmental dress uniforms.
- **Females:** Suits or dresses; blouses or class shirts with dress slacks or skirts; or departmental dress uniforms.

Shorts, tank tops, ball caps, etc., are not permitted in the classrooms or the auditorium. Bathing suits/trunks are not permitted outside the pool area. No miniskirts. Bare midriffs are not acceptable. Jeans and T-shirts are not appropriate classroom attire.

CANCELLATIONS: NFA always has promoted full class attendance in order to fulfill its obligation under Public Law 93-498 to deliver training and,

thus, to reduce the loss of life and property due to fires. Its mission for delivery of resident courses is impaired significantly by cancellations and no-shows. Typically there are many more student applications than there are course seats available, and NFA must maximize opportunities for class attendance. It is very difficult to recruit students for courses at the last minute. NFA is keeping a careful watch over student cancellations and no-shows. Currently, there is a 2-year ban on student attendance for students who are no-shows or cancel within 30 days of the course start date without a valid reason. Students who are accepted into a course offering should take their obligation to attend very seriously.

STUDENT FAILURE: A student who fails an NFA course and applies for any subsequent course, including the one failed, will be accepted only on a space-available basis (after all applicants have been placed and there is no waiting list). Attendance will be at no cost to the government; i.e., a second stipend will not be provided and the individual will be charged for oncampus lodging. This restriction will apply until the individual successfully completes an NFA oncampus course.

NON-U.S. CITIZEN ATTENDANCE

A very limited number of opportunities exist for non-U.S. citizens representing foreign organizations to attend NFA courses. Non-U.S. citizens interested in applying should send applications to:

Office of Admissions, Building I, Room 222
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
301-447-1035
Fax: 301-447-1441

Non-U.S. citizens must pay their own transportation, lodging, and meal costs. Because language translation is not provided on campus, students must be fluent in spoken and written English.

Applications from non-U.S. citizens are not considered during the random selection process following each application period. After students have

been placed, if there are vacancies, non-U.S. citizens are considered. Therefore, applications are accepted from non-U.S. citizens throughout the course of the year. Placement for a requested date cannot be guaranteed. Please allow at least 2 months for processing application requests.

Non-U.S. citizens may attend up to two course offerings at NFA per year, preferably in back-to-back courses. Please **do not** make any travel arrangements until you are notified in writing of your acceptance.

COMPUTER ACCESS

There are several options associated with computer access and use while you are attending the NFA:

- Some NFA courses require students to bring reports or to develop projects to be shared with the class. It is convenient to bring that information in an electronic format. NFA can support only CD-ROM, DVD, and 3-1/2" floppy storage. USB-type devices may be used once scanned and cleared for use by your instructor.
- Laptop computers cannot be connected to any government system at any time!
- Students have Internet access on all classroom building computers and the computer lab located in "D" dormitory. This access is provided through Federal government lines. Because of security concerns, students may not connect personal computers to the Federal government Internet.
- Students should be aware that there is no commercially available high-speed telephone, cable, or wi-fi connection available on the NFA campus. Because of security, remote location, area interference, and mountainous region, we do not anticipate that we will have high-speed access anytime in the near future. Access to a student's home or workplace email accounts from the NFA is possible in one of several ways:
 1. A telephone jack is located in each room for dial-up access. Check with your Internet Service Provider (ISP) for local calling area access. Out-of-area ISP access will require credit card, third

party, or collect billing for access from NETC. You should consider bringing a longer cord (10 feet) if you are bringing your laptop computer for use in your dorm room.

2. If your computer is equipped, you may be able to access your email accounts through your cell phone direct to your ISP home or work email.
3. Many ISPs now have their own Web pages. If your ISP does have a Web page, you may connect to it using classroom computers, and collect your email through the classroom computer. Please check with your ISP for further access information.
4. You may wish to consider opening a free email account (Hotmail, Yahoo, etc) and forwarding your home or work email to that free account. You can access that account through the connection in the classroom or computer lab. Many students choose this option.

COLLEGE CREDIT FOR NFA COURSES

Courses presented at NFA are equal in difficulty to those at the college/university level. Although the Academy itself is not an accredited institution, completed NFA courses may contribute credits toward a college degree program. Students should be aware, however, that not all colleges/universities accept these credits.

The American Council on Education/College Credit Recommendation Service (ACE/CCRS) annually reviews Academy courses and makes recommendations for credit equivalencies. ACE/CCRS reviews formal training developed outside colleges and universities and publishes its recommendations in The National Guide to Educational Credit for Training Programs, used by educational institutions throughout the country. Course descriptions include the ACE recommendation for credit hours, curricula, and level. Newly-developed courses not included in the previous ACE review receive credit equivalency evaluations after the next annual review. At that time, the students who already have completed the course become eligible for credit for that course.

TRANSCRIPT REQUEST

Upon written request from the student, the NETC Office of Admissions will provide transcripts to students and educational institutions at no cost to the student. Please include the following information in your request:

- your full name;
- home mailing address;
- telephone number where you can be reached during the day;
- Social Security number;
- name and address of the college/university to which you want the transcript sent (if applicable); and
- your signature.

Mail or fax your request to:

National Emergency Training Center
Attn: Admissions, Building I, Room 222
16825 S. Seton Avenue
Emmitsburg, MD 21727-8998
Fax: (301) 447-1441

COURSE CODING

To help identify the different courses available through NFA, the following listing of course codes is given to explain the first letter used in the reference number in the parentheses following titles.

- F Direct Field Deliveries
- H Local Training System Deliveries (Handoff)
- N Regional Deliveries
- O State Training System Deliveries
- P Pilot
- Q Self-Study
- R Resident On-campus Deliveries
- W State Weekend Program Deliveries
- Y Endorsed Course Deliveries and/or State-Developed Courses

EVALUATION OF NFA COURSES

The Academy has developed a comprehensive evaluation program to determine the level of student satisfaction with the NFA training experience and how NFA training affects the student's performance on the job. Students can rate their satisfaction with NFA courses by completing the end-of-course evaluation that is administered at the close of each training session.

Selected NFA on-campus and off-campus courses also are evaluated by students and their supervisors using the Academy's Long-Term Evaluation program. NFA asks students and supervisors to complete evaluation forms 4 to 6 months after the student has returned to the job following NFA training. In this way, the Academy can determine what elements of NFA training have been transferred to the job and ultimately are making a difference in the reduction of the loss of life from fire-related hazards.

NFA also has established another way for students to report how NFA training has had an impact on their day-to-day job performance. Students, supervisors, and coworkers who want to provide feedback to NFA can visit the USFA Web site at www.usfa.dhs.gov/nfa/evaluation/

Students are encouraged to share experiences of how they applied NFA training when they returned to their regular duties.

NFA has a special interest in reports about Academy influence on:

- implementation of the National Incident Management System (NIMS);
- local approaches to safety management;
- local approaches to arson mitigation;
- changes in local department services and policies;
- changes in local department training;
- changes in local department management development;
- local efforts in fire prevention, risk reduction, and public education;

- distance education using various computer-based and media technologies; and
- courses used in conjunction with the Federal Emergency Management Agency's (FEMA's) community-based predisaster mitigation programs-related efforts.

THE EXECUTIVE FIRE OFFICER PROGRAM

The Executive Fire Officer Program (EFOP) is an initiative of the USFA/NFA designed to provide senior officers and others in key leadership roles with an understanding of:

- the need to transform fire and emergency services organizations from being reactive to proactive; with an emphasis on leadership development, prevention, and risk reduction;
- transforming fire and emergency services organizations to reflect the diversity of America's communities;
- the value of research and its application to the profession;
- the value of lifelong learning; and
- enhanced executive-level knowledge, skills, and abilities necessary to lead these transformations, conduct research, and engage in lifelong learning.

The officers enhance their professional development through a unique series of four graduate and upper-division baccalaureate-equivalent courses. The EFOP spans a 4-year period with four core courses. Each course is 2 weeks in length.

EFOP participants must complete an Applied Research Project (ARP) that relates to their organization within 6 months after the completion of each of the four courses. **Note:** Completion of the ARP is a prerequisite for attending the next course in the sequence of the program. A certificate of completion for the entire EFOP is awarded only after the successful completion of the final research project.

Selection Criteria for the EFOP

The EFOP target audience includes current and emerging executive-level leaders in fire and emergency services organizations. The selection criteria are divided between two requirement areas: service requirement and academic requirement.

Service Requirement

- chiefs of department or equivalent;
- chief officers or equivalent who head major bureaus or divisions within a fire department, e.g., suppression, prevention, training, emergency medical services, etc.;
- chief officers and senior deputies of State governmental fire organizations, e.g., State Fire Marshals and State Directors of Fire Training; and
- other individuals who are serving in "key leadership" positions. Please refer to "Key Leaders" selection criteria following this section.

Academic Requirement

- Applicants must have attained an associate's degree or greater from a regionally-accredited institution of higher learning. No exception will be made to this requirement.
- Beginning October 1, 2009 (FY 2010), applicants must have attained a minimum of a bachelor's degree.

All application packages will be reviewed on an individual basis and will require seven separate items:

1. A General Admissions Application. In Block #9A, please specify "Executive Fire Officer Program."
2. FEMA Form 95-22. This form contains a series of short-answer questions that must be responded to and submitted. The form can be found online at: www.usfa.dhs.gov/nfa/efop/apply.shtm
3. A letter from the applicant requesting admission to the EFOP. The letter should specify applicant's qualifications (see eligibility sections); commitment to complete the entire

program, including the applied research; and the applicant's perceived expectation(s) of the program.

4. The applicant's résumé.
5. A letter of recommendation from the applicant's immediate supervisor (Chief of Department, Mayor, City Manager, etc.), indicating the organization's commitment to allow the applicant to complete the required courses and research.
6. A photocopy of the applicant's terminal academic diploma or transcript.
7. An organizational chart that shows the applicant's position in his/her organization.

The application package must be sent to:

Office of Admissions, Building I, Room 222
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998

"Key Leaders" Selection Criteria

The EFOP is USFA's premier executive education program with a limited capacity of participants each year. The primary audience is executive-level Chief Officers; however, a limited number of non-executive-level applicants who are serving in "key leadership" positions will be considered for the EFOP. Once the minimum academic requirement has been demonstrated, candidates will be selected on the following criteria:

Note: It is not required that a candidate possess all of the following. However, the more achievements and criteria presented, the stronger a candidate's application will be considered.

- Those applicants requesting consideration for a key leader slot must possess the minimum academic requirement of associate's degree. Advanced academic degrees will further strengthen the candidacy of the applicant.
- Unique perspectives that broaden the diversity of EFOP.
- Strength of the department chief's or sponsor's recommendation, commitment to supporting the

applicant's participation, and description of the applicant's potential impact on the organization.

- Personal accomplishments and significant contributions to the fire and emergency services and/or the community.
- Potential for future impact on the fire service.

It is expected that the applications for these limited number of positions will be very competitive in nature. Applicants are encouraged to review all of the aforementioned and following selection/application elements carefully before submitting their application package.

Both application forms, as well as the accompanying materials, will be evaluated in assessing each applicant's qualifications for EFOP acceptance. Final selection is competitive due to the limited number of available slots. Each applicant will be notified in writing as to acceptance or nonacceptance into the EFOP. Qualified women and minority candidates are encouraged to apply.

How to Apply

Note: Candidates may submit an application package at any time during the year. However, there is a cutoff date of June 30 for each fiscal year. Thus, in order to be considered for the FY 2008 (October 1, 2007 to September 30, 2008) EFOP, the application must be postmarked no later than June 30, 2007. Applications postmarked after that date will be considered for the next fiscal year.

Requirements for Continuing Eligibility

Because of the intense competition for admission to the EFOP, the Academy has very stringent requirements for continuing eligibility. Reduction of a participant's rank or responsibility, either voluntarily or involuntarily, will result in removal from the EFOP. Changes in a participant's employment status during the 4-year period of the program may alter eligibility to continue in the EFOP. Any such change must be brought to the attention of the Academy immediately in order to determine continuing eligibility. Participants are required to notify the NETC Office of Admissions in writing immediately if they cannot attend a scheduled course; otherwise, they will be removed from the EFOP.

Note: Future participation in EFOP courses is contingent upon the successful completion of the required Applied Research Projects. The participant bears the responsibility for any travel costs associated with course cancellation, and for failing to complete the required research in a timely manner.

Conditional Acceptance to EFOP

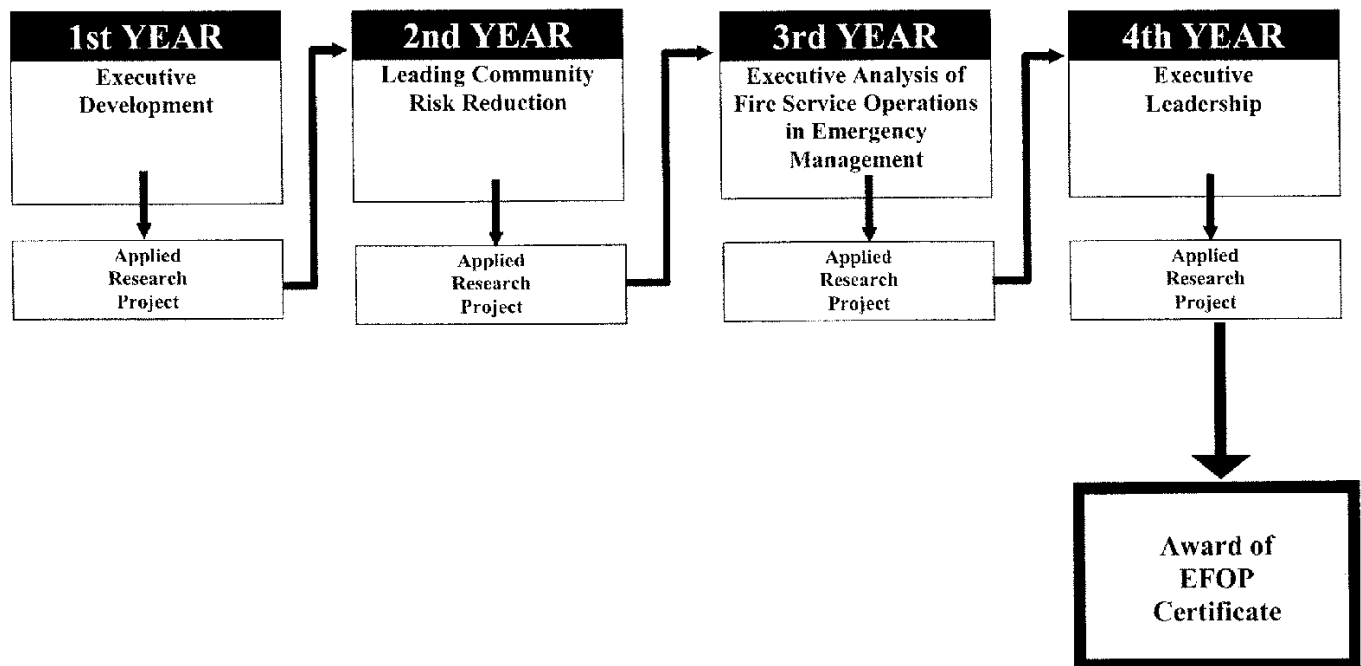
Individuals who have completed EFOP courses in a non-EFOP status later may elect to apply for the EFOP. Those interested in this must follow the application process stated earlier. If the applicant is accepted, consideration will be extended toward any EFOP course(s) already completed. If the course(s) completed is accepted as a valid equivalency, the individual will be provided a period of time to complete the Applied Research Project(s) for the course(s)

completed. These research project(s) must be completed before the applicant participates in the next scheduled EFOP course.

Participation in EFOP Courses as a Non-EFOP Participant

Each year a limited number of spaces are available for individuals interested in taking an EFOP course, but not as part of the 4-year program. This may be the result of not meeting the academic degree requirement, and/or not wanting to commit to the 4-year time period and research project requirements. In either case, participants still must qualify by rank/position. Non-EFOP applicants for EFOP course offerings should follow the General Admissions Application process.

EXECUTIVE FIRE OFFICER PROGRAM



NATIONAL FIRE ACADEMY

TWENTIETH EXECUTIVE FIRE OFFICER PROGRAM GRADUATE SYMPOSIUM

Each spring, USFA sponsors the EFOP Graduate Symposium. Attendance and participation in the Symposium are limited to graduates of the EFOP. The Symposium:

- Informs participants of outstanding applied research completed by EFOP participants during the previous year. Those recognized present their research and further defend their procedures and findings. Presenters formally receive NFA's Outstanding Applied Research Award.
- Creates a forum for the exchange of cutting-edge trends and information. Recognized presenters from the private sector, education, and Government provide an informational update and reinforce executive skill areas discussed within the EFOP experience. NFA faculty also provides presentations that reinforce and extend the EFOP experience.

- Provides another opportunity to network with EFOP alumni and further extend these relationships. The Symposium is structured to facilitate a period of mental stimulation, yet provide an opportunity to engage in "battery charging."

The Twentieth EFOP Graduate Symposium is scheduled for March 28-30, 2008. Participants are responsible for transportation and meals. NFA provides the program and housing accommodations. Application may be made using the General Admission Application form. In Block 9a, please specify "Executive Fire Officer Program Graduate Symposium (R120)." Applications must be received by February 15, 2008. Due to limited space, applications will be prioritized on a first-received, first-served basis.



HARVARD FIRE EXECUTIVE FELLOWSHIP PROGRAM

Preliminary application procedures have been established for the 2007 Harvard Fire Executive Fellowship Program. The program will be sponsored through a partnership consisting of the International Association of Fire Chiefs (IAFC), the International Fire Service Training Association (IFSTA), the National Fire Protection Association (NFPA), and the USFA.

Eight senior fire executives will be awarded fellowships to attend the John F. Kennedy School of Government's "Senior Executives in State and Local Government" program at Harvard University. The 3-week summer program is conducted on the Harvard campus in Cambridge, Massachusetts.

The following criteria and guidelines will apply for the 2007 program:

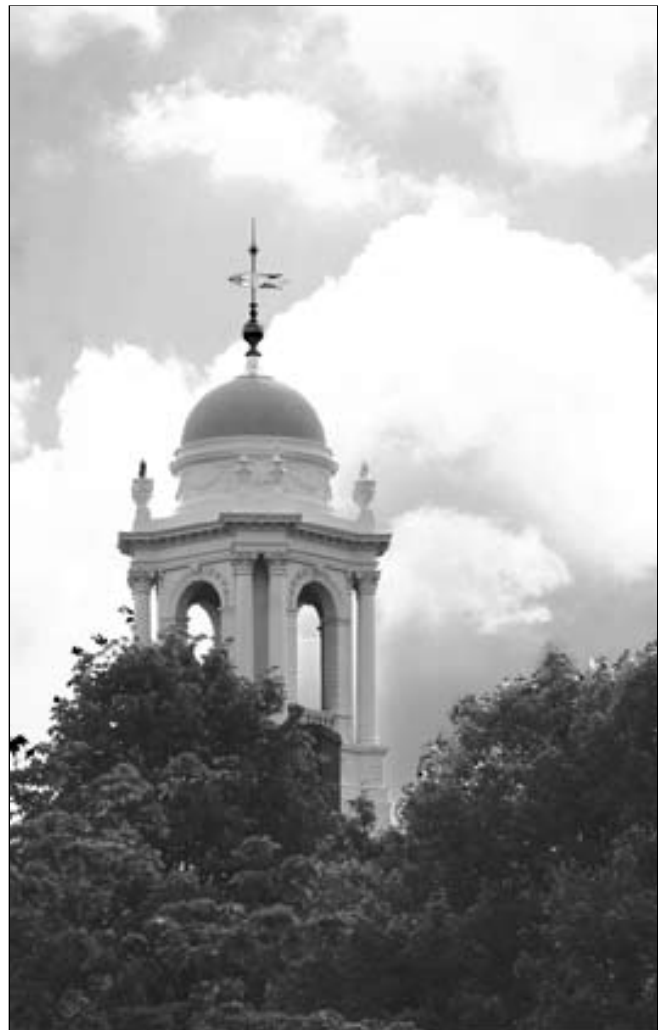
- Application is open to senior fire executives who have demonstrated significant accomplishments and have further potential to effect and initiate change.
- Preference may be given to applicants who are graduates of NFA's Executive Fire Officer Program, although program completion is not a prerequisite.
- Preference also may be given to applicants who have completed graduate-level degree programs.
- Individuals whose organizations have been represented in the Harvard Fellowship Program during 2003, 2004, 2005, or 2006 will not be considered.
- The application package must include the following items: the Kennedy School of Government application and sponsor's recommendation forms (see below); a résumé; and an organizational chart of the applicant's sponsoring organization (with applicant's position highlighted).

A semifinalist group of candidates will be invited to Emmitsburg, Maryland, for an oral interview and selection process. Travel expenses for this step (if

chosen) are the responsibility of the applicant and are nonreimbursable. If selected to receive one of the eight fellowships, applicants must be available to attend either of the two summer sessions.

Further information and Kennedy School of Government applications forms will be posted online in mid-November (2007) at all of the four sponsoring organizations' Web sites (IAFC, IFSTA, NFPA, and USFA). Final instructions for submitting applications also will be posted.

For questions regarding the Harvard Fire Executive Fellowship Program, contact the Training Specialist for Executive Development at 1-800-238-3358, ext. 1072, or 301-447-1072.



One- and Two-Week Residential Curriculum

Mandatory Prerequisite for ALL NFA Courses: In order to align our programs with Department of Homeland Security directives, we require that **all** National Fire Academy resident students complete ICS-100-level and ICS-200-level training **before** they arrive at the National Emergency Training Center. While we prefer that students complete the Q462 and Q463 courses available through NFA Online at www.nfaonline.dhs.gov, we will accept other NIMS-compliant equivalent training as provided by State or Federal agencies. The Fire Chief's signature attests that the applicant has completed this required prerequisite training.

For your information, these NFA courses meet the NIMS requirements for ICS-100 through ICS-400:

- ICS-100 Q462, ICS-100, Introduction to ICS for Operational First Responders
NIMS ICS for the Fire Service
NIMS ICS for EMS
- ICS-200 Q463, ICS-200, Basic NIMS ICS for Operational First Responders
NIMS ICS for the Fire Service
NIMS ICS for EMS
- ICS-300 H465, ICS-300, Intermediate ICS for Expanding Incidents
R308, Command and Control of Fire Department Operations at Natural and Man-Made Disasters (June 2007 or later)
R152, EMS: Special Operations (March 2007 or later)
R243, Hazardous Materials Incident Management (July 2007 or later)
R306, Executive Analysis of Fire Service Operations in Emergency Management (February 2007 or later)
- ICS-400 H467, ICS-400, Advanced ICS for Command & General Staff, Complex Incidents, and MACS
R306, Executive Analysis of Fire Service Operations in Emergency Management (February 2007 or later)

Executive Development Curriculum

Executive Development (R123)

Executive Development is the entry course for the EFOP. It is intended to provide a framework in which leadership is a process whereby you and others perform adaptive work. The three primary curriculum themes of the course are leadership, research, and change. Through a combination of theory, case-study analysis, reflection, introspection, and self- and observer-based assessment, participants learn how to enhance personal/team development and engage in applied research.

Executive Development course units include leadership, teams, change management, research, change and creativity, research practicum, management innovations, service quality, organizational culture, ethics



and change management, and research proposals. There is a required precourse assignment dealing with applied research and book reading.

Student Selection Criteria: Please refer to the “Selection Criteria for the EFOP” and “Participation in EFOP Courses as a Non-EFOP Participant” sections. Students enrolled in the EFOP will be given priority.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the graduate or upper division baccalaureate degree category, 3 semester hours in Personnel Management, Public Administration, Organizational Behavior, Management, or Fire Science Management as an elective. Students who are EFOP participants will be eligible to receive graduate-level credit with successful completion of the Applied Research Project.

Postcourse Requirement for EFOP Students: An Applied Research Project is a required postcourse activity.

Executive Leadership (R125)

This concluding course of the EFOP was designed specifically to provide a framework of executive-level competencies by focusing primarily on issues and areas of personal effectiveness.

The curriculum includes self- and observer-based survey assessment instruments, case-study analysis, role playing, and experiential activities. Participants complete a “self-assessment and development plan” to create desirable goals in the areas of their professional, personal, community, and family life.

Course units include leadership, multiple roles, decision skills, influencing, leaders teaching leaders, storytelling, persuasion, succession planning, and evaluating.

Student Selection Criteria: Please refer to the “Selection Criteria for the EFOP” and “Participation in EFOP Courses as a Non-EFOP Participant” sections. Students enrolled in the EFOP will be given priority.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the graduate or upper division baccalaureate degree category, 3 semester hours in Organizational Behavior, Fire Service Management, Personnel Management, Public Administration, or Management as an elective. Students who are EFOP participants will be eligible to receive graduate-level credit with successful completion of the Applied Research Project.

Postcourse Requirement for EFOP Students: An Applied Research Project is a required postcourse activity.

Management Science Curriculum

Fire Service Communication (R107)

Fire Service Communication focuses on verbal and written communication skills for fire service managers. The course is based on a survey of writing duties, practices, skills, and the analysis of many types of fire service documents used in large and small fire departments around the country.

Student-directed learning, using computer-based instruction, is used to diagnose and develop writing and language arts skills.

The first week is devoted to developing skills in writing. Course units include organization and outlining of documents; writing procedures, regulations, and training materials; correspondence with the public; preparation of incident or investigative reports; preparation of personnel documents such as

job descriptions; and preparation and justification of proposals for funding and equipment.

Oral communication is the focus of the second half of the course. Students will gain an understanding of the basis of effective speech communication as well as barriers to communication. The course focuses on one/two-way feedback, verbal and non-verbal components of spoken messages, models of communication, understanding self and others, listening, personal image, public speaking, and conducting interviews and meetings.

Student Selection Criteria:

- Individuals presently assigned to management positions, e.g., Chief Officers who supervise Company Officers.
- Individuals presently assigned to top-level management positions, but who have had limited opportunity for managerial development through formalized course work.
- Company Officers who are upwardly mobile within their organizations, and whose chiefs of department wish to prepare them for increased managerial responsibility.
- Administrative officers who are responsible for significant staff functions within the organization, and who report directly to top management.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Communications, Business Communications,

English, English Composition, Speech, Fire Science, Business Management, or Public Administration.

Organizational Theory in Practice (R331)

Organizational Theory in Practice is designed to prepare fire service managers and executives to understand organizational theory as it relates in practice to the fire service. During the course, students acquire the knowledge and develop the skills and abilities to operate an organization efficiently and effectively. Theories, principles, and analytical tools are applied in workshop exercises to the strategic organizational issues associated with planning, organizing, staffing, directing, and controlling.

Units of instruction include organization definition and structure, explanation and application of theory, planning in an organization, theories of organization and management, control and evaluation within an organization, organizational analysis, leadership styles and supervisory practices, decisionmaking, and organizational communication.

A course project report requires students to identify a problem in their department or division over which they have some influence, develop a solution to the problem, and write a postcourse report on the various organizational theories learned. The report is due 6 months after completion of the course. Noncompliance with this requirement, or a project that receives a failing grade, will result in failure of the course. Refer to the section on “Student Failure” for an explanation of the consequences.

Student Selection Criteria:

- Individuals presently assigned to management positions, e.g., Chief Officers who supervise Company Officers.
- Individuals presently assigned to top-level management positions, but who have had limited opportunity for managerial development through formalized course work.
- Company Officers who are upwardly mobile within their organizations, and whose chiefs of department wish to prepare them for increased managerial responsibility.

“This was my first time here after 10 plus years in the service. It was a very pleasant and positive experience. I will be back and I will be marketing the NFA to all my personnel.”

- Administrative officers who are responsible for significant staff functions within the organization, and who report directly to top management.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the upper division baccalaureate degree category, 3 semester hours in Organizational Behavior, Fire Science Management, or Public Administration. **Note:** Students will complete a 6-month final project that demonstrates their ability to use the theoretical concepts from this course in evaluating their own department.

Interpersonal Dynamics in Fire Service Organizations (R332)

Interpersonal Dynamics in Fire Service Organizations is designed to prepare fire service managers to work more effectively with other personnel in their organizations. Participants begin with a critical self-assessment of their individual managerial strengths and weaknesses, which results in a specific plan for their own professional and personal development. Techniques for creating effective organizational environments are defined. Components of a successful human resource development plan are examined.

Course modules include managerial style, stress management, conflict resolution, time management, counseling, communications, group dynamics, and human resource development.

Student Selection Criteria:

- Individuals presently assigned to management positions, e.g., Chief Officers who supervise Company Officers.
- Individuals presently assigned to top-level management positions with limited training.
- Company Officers who are upwardly mobile within their organizations, and whose chiefs of

department wish to prepare them for increased managerial responsibility.

- Administrative officers responsible for significant staff functions within the organization, and who report directly to top management.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the upper division baccalaureate degree category, 3 semester hours in Business Administration, Fire Science, Management, or Public Administration.

Administration of Public Assistance for Community Recovery (R335)

The purpose of this course is to help students increase the administrative alignment of their organizations, people, process, and paperwork to meet Federal fiduciary standards for public assistance recovery. The topics include Stafford Act, Office of Management and Budget (OMB) standards, FEMA policies and procedures, NIMS application, public assistance categories, A-G and the criteria for reimbursement of force account labor, force account equipment, materials, rented materials, and contracts. The methods used include case-study analysis, group discussions, and major simulation exercises transitioning from Emergency Operations Center (EOC) operations to long-term recovery.

Student Selection Criteria: Local, county, State, or tribal officials who are or could be the Public Assistant Agent representatives for their community.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief's signature attests that the applicant has completed this required training.

ACE Recommendations: ACE has not yet reviewed this new course.

Emergency Medical Services Curriculum

Emergency Medical Services: Management of Community Health Risks (R149)

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 a major EMS prevention initiative at the National Fire Academy.

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 Health Outcome Management Plan.

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.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Fire Science, Emergency Management, Fire Protection, or Emergency Medical Services.

Management of Emergency Medical Services (R150)

This course focuses on management practices as they relate to EMS in the fire service. This interactive and fast-moving course will enable participants to deal more effectively with day-to-day management issues that supervisory-level managers are likely to encounter. Personnel, resource management, and quality improvement techniques are some of the major components of this course. Upon completion of this course, the students will be able to enhance the quality and overall effectiveness of their EMS operation through the use of management techniques.

Student Selection Criteria:

- Individuals with management responsibility for part of an EMS delivery system, e.g., a fire department, a hospital, or a public EMS agency.
- Individuals with decisionmaking responsibility within an EMS system, e.g., EMS council membership, EMS program management/coordination, training, medical control, etc.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov

Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Fire Science, Health Care Administration, Community Health Public Administrator, or Emergency Medical Services.

Advanced Leadership Issues in Emergency Medical Services (R151)

This course is designed for upper-management persons who have organizational responsibility for EMS operations in their agency or jurisdiction. Situational, scenario-based instruction is the foundation of this course, with an emphasis on problem-solving and decisionmaking techniques. Leadership techniques as they relate to establishing and directing EMS work teams are also an important part of this course.

Student Selection Criteria:

- Individuals with upper-level management responsibility for part of an EMS delivery system, e.g., a fire department, a hospital, or a public EMS agency.
- Individuals with decisionmaking responsibility within an EMS system, e.g., EMS council membership, EMS program management/coordination, training, medical control, etc.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Management of Emergency Medical Services (R150) or a college-level management course.

ACE Recommendation: In the graduate or upper division baccalaureate degree category, 3 semester hours in Emergency Medical Services, Fire Science, Public Administration, or Health Care Administration.

Emergency Medical Services: Special Operations (R152)

The purpose of this 2-week course is to enable 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, or 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. This course meets NIMS requirements for ICS-300.

Student Selection Criteria: This course is geared primarily to those who have management and planning responsibilities for an EMS system. The course is targeted primarily to middle managers at an operational level and to senior planners within the department.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 4 semester hours in Fire Science, Management, EMS Management, Public Health, or Health Care Administration.

"Thank you for a TERRIFIC learning experience!"

Advanced Safety Operations and Management (R154)

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 firefighters and emergency services fatality and injury problem; 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.

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, or who simply have an interest in firefighter and emergency services safety and health issues.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Fire Science, Occupational Health and Safety, or Emergency Management Services.

Incident Management Curriculum

Fire Protection Systems for Emergency Operations (R227)

This 6-day course is designed to provide first responders with an understanding of the fire protection features installed in buildings. Knowing how these systems work and their proper use will assist ICs to achieve strategic and tactical success. The course will emphasize the value of collecting this information during preincident planning and how to relay this knowledge to other firefighters who must respond and function effectively 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 systems including automatic sprinklers, standpipes, fire pumps, fire detection and alarm systems, smoke management systems, and special hazard fire protection equipment.

Student Selection Criteria: Anyone responsible for the Command and Control of incident operations, preferably in the built environment. Target audience includes Command Officers, Company Officers (COs), fire department training 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 students whose primary responsibility is code enforcement, or the inspection, testing, and maintenance of fire protection systems, and who have completed Principles of Fire Protection: Structures and Systems (R222).

Prerequisites: Students attending this class should have responsibility for Command and Control of incident operations, and have

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Not less than 3 years' experience in fire suppression emergency operations.
- Fundamental knowledge of building construction and fire protection systems.
- Experience with preincident planning policies and procedures.

ACE Recommendation: ACE has not yet reviewed this course.

Command and Control Decisionmaking at Multiple Alarm Incidents (R297)

This 6-day course is simulation-intensive and focuses on the Command Officer's responsibility while conducting major operations involving multi-alarm units. Emphasis is placed on rapid fireground decisionmaking, advanced Incident Command, Command and Control, safety, personnel accountability, and communications.

Through the use of simulations, students are taught to recognize critical cues specific to various types of complex emergency incidents. The students also are taught the proper Command and Control procedures necessary to bring these incidents to closure. A wide range of simulations is used to duplicate emergency incidents that require the student to evaluate multiple hazards. Fire department emergencies involving multifamily occupancies, hotels, commercial occupancies, large shopping malls, railroads, wildland, and highrises are just some of the incidents that are simulated.

The course is interactive, using lecture, simulations, and student participation as instructional methods. A Web-based precourse is used that includes self-paced instruction and simulation training.

Student Selection Criteria: Command Officers or Company Officers (COs) who have multialarm Command responsibilities. Additionally, officers who eventually may have this responsibility and are upwardly

mobile in their organizations may be considered. A letter from their fire chief and/or placement on an eligibility list will be required for these candidates.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: ACE has not yet reviewed this new course.

Executive Analysis of Fire Service Operations in Emergency Management (R306)

A required course for the EFOP, this course is designed to prepare senior staff officers in the administrative functions necessary to manage the operational component of a fire and rescue department effectively. Since the subject matter is comprehensive, maximum use of the students' time is required. Some of the areas covered are risk assessment, incident documentation, media/political considerations, standards, legal mandates, capability assessment, damage assessment, emergency operations, Integrated Emergency Management System (IEMS), Multi-Agency Coordination Systems (MACS) including the Emergency Operations Center (EOC), and emergency information systems. This course meets the NIMS requirements for ICS-300 and ICS-400.

Throughout the course, students are presented with a series of senior-staff-level issues that require extensive analysis and action. The actions implemented are applied to a mock community in order to evaluate the effectiveness of these decisions relative to the fire and rescue department's operational readiness. The course is very intense and uses lecture, case study, simulation, scenario, and student participation as instructional media. A joint simulation exercise will be conducted with the Emergency Management Institute (EMI) during this course.

"One of the reasons I come back to the academy (this is class 12 for me) is the quality of instruction."

Student Selection Criteria: Rank requirements:

- Chiefs of department or equivalent.
- Chief Officers or equivalent who head a major bureau or division within a fire department, e.g., suppression, prevention, training, emergency medical services, etc.
- Chief Officers and senior deputies of State governmental fire organizations, e.g., State Fire Marshals and State Directors of Fire Training.
- Field battalion-level officers from IAFC "metro-size" fire organizations also will be considered (organizations that serve populations in excess of 200,000 and/or have more than 400 uniformed personnel).

Additionally, officers who eventually may assume one of these positions and are upwardly mobile in their organizations may be considered. A letter from the fire chief and/or documentation of placement on an eligibility list is required for these candidates.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the upper division baccalaureate or the graduate degree category, 3 semester hours in Fire Science, Public Administration, Emergency Medical Services, or Emergency Management. **Note:** Only EFO students can receive graduate credit for this course by completing the research project.

"Class was great, and truly the BEST training I have EVER received.

I will send staff members, AND I hope they have the same instructors. I can't wait to take some more classes from these two in the future."

Command and Control of Fire Department Operations at Natural and Man-Made Disasters (R308)

This 2-week course addresses fire and rescue department operations at natural and manmade disasters that may require interagency or interjurisdictional coordination. Earthquakes, hurricanes, blizzards, civil disturbances, terrorism, hazardous materials releases, tornadoes, and floods are some of the topics covered. This course meets the NIMS requirements for ICS-300.

The primary focus for this course is directed at the operational component of a fire department's response to these incidents. Emphasis is placed on Command and Control decisionmaking skills and the interrelationship of the operational function to hazard preparedness, mitigation, response, and recovery. Operational applications of the ICS, Command and Control, the ICS/EOC interface, the IEMS, evacuation, and sheltering and communications are just a few of the areas covered. The course is interactive using lecture, simulations, scenarios, and student participation as instructional methodologies.

Student Selection Criteria: Chief Officers or other fire officers who command fire department operations at catastrophic disasters.

Additionally, officers who eventually may have this responsibility and are upwardly mobile in their organizations may be considered. A letter from the fire chief and/or placement on an eligibility list is required for these candidates.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate degree or upper division baccalaureate degree category, 3 semester hours in Emergency Management, Fire Science, Environmental Science, or Fire Service Management.

Command and Control of Fire Department Operations at Target Hazards (R314)

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.

The students are taught operational applications in the ICS, Command and Control, decisionmaking, strategic and tactical considerations, preincident preparation, documentation, and postincident 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. The course is very comprehensive and uses lecture, case study, simulation, and student participation as instructional methods.

Student Selection Criteria: Chief Officers or other officers who would have the responsibility to command incidents involving target hazards.

Additionally, officers who eventually may have this responsibility and are upwardly mobile in their organizations may be considered. A letter from the fire chief and/or placement on an eligibility list is required for these candidates. Since this is a unique 6-day course, every effort will be made to accommodate the selection of both volunteer and career personnel.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate degree or upper division baccalaureate degree category, 3 semester hours in Fire Science, Emergency Management, Fire Administration, Fire Technology, or Public Administration.

Planning and Information Management Curriculum

Fire Service Financial Management (R333)

Managing outcomes through effective use of resources and fiscal responsibility keep this course focused on performance goals. There is a review of the budgeting process and applications; however this is not an accounting course. The course demonstrates how to identify and prioritize resource needs. This is a resident course for fire and emergency service managers, community leaders, and others who need to tie capacity building, resource, and resource allocation to the community outcomes identified in their strategic/capability-based planning. This course supports coalition building and collaboration to obtain prioritized needs, resource allocation, and tracking to sustain updated strategies, and the delivery of community risk identification and preparedness programs. Note: Precourse reading and data collection activities are required.

Student Selection Criteria: Fire and emergency medical service personnel who have direct influence or responsibility for the design, development, and/or administration of the organization's resources/budget/logistics. Special admission is available for Board Members, financial managers, and town/city administrators responsible for fire service operations who attend the course with their fire chief.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the upper division baccalaureate degree category, 3 semester hours in Business Administration, Fire Science, or Public Administration.

National Fire Incident Reporting System Program Manager (R491)

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:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.
- 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.

- The NFA’s online Q494 NFIRS 5.0 Self-Study course available at www.usfa.dhs.gov/fireservice/nfirs/training/index.shtm

ACE Recommendation: ACE has not yet reviewed this new course.

National Fire Incident Reporting System Standards of Coverage (R492)

This course is designed for fire service leaders and managers, local officials, and planning personnel who are faced with decisions that relate to providing fire protection and emergency medical services for their community. Due to the rapid growth in the demand for fire and emergency services and the lack of commensurate funding, local leaders are faced with the increasing pressure of doing more with less. Fire agencies are now held accountable for providing acceptable service levels and must justify any increase in expenditures by showing how they improve service delivery directly.

Until recently, being able to quantify and justify increases in fire-related services has been difficult because of a lack of available data and accepted analytic methods. This course will demonstrate how National Fire Incident data and analysis tools combined with the International Association of Fire Chiefs/International City/County Management Association (IAFC/ICMA) “Standards of Coverage” methodology can document the distribution and concentration of fixed and mobile resources and develop an acceptable model to meet community performance and outcome standards and to guide future growth discussions.

This 6-day course is “hands-on” and requires participating agencies to provide local fire and emergency service resource data and an inventory of values at risk (critical infrastructure/target hazard information, etc.). Specific requirements will be provided in the precourse information.

Student Selection Criteria: State, Metropolitan, and fire department managers, NFIRS program managers, and other fire service personnel responsible

for collecting, analyzing, and presenting NFIRS and other fire service data.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Applicants must have completed either the 2-week R499 NFIRS Program Management course or the new 6-day R491 NFIRS Program Manager course.

ACE Recommendation: ACE has not yet reviewed this new course.

Advanced NFIRS Program Management: Data Analysis Tools for Decisionmaking and Marketing the Fire Department (R493)

In the reality of today's environment, the survival of the fire service depends on its ability to use critical information in making tactical and strategic decisions. This 6-day course presents information that will give fire service personnel the knowledge, skills, and ability to use NFIRS data as an analysis, problem-solving, and decisionmaking tool. Course participants will learn how to extract their data from the national fire database and examine it using business software. Participants will use their data in the NFA's computer lab and will extract data, build pivot tables, examine data quality, and quality assurance issues, study their data, and publish these data in a variety of views to a Web page. They also will use these data to geocode incidents into a mapping program. After completing the class, participants will be able to develop annual reports, publish interactive Web pages, and measure their department's performance against national standards.

Student Selection Criteria: State, Metropolitan, and fire department managers, NFIRS program managers, and other fire service personnel responsible for collecting, analyzing, and presenting NFIRS and other fire service data.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Applicants must have completed either the 2-week R499 NFIRS Program Management course or the new 6-day R491 NFIRS Program Manager course.

ACE Recommendation: ACE has not yet reviewed this new course.

Executive Planning (R506)

This is a capabilities-based planning course that uses strategic planning models to collect and analyze planning elements and leadership behaviors in terms of risk and hazard evaluation, and a project management model to track resource allocation and project capability gaps. Strategic elements are presented in case-study context. Project management uses concepts of community risk reduction and preparedness to increase individual and group capabilities to manage critical tasks successfully. Note: Precourse reading and activities are required.

Student Selection Criteria: Fire chiefs, fire and emergency medical services management staff, and personnel identified as part of the organization's decisionmaking team or involved in strategic or project planning elements of the organization; positions other than these must have planning or project management responsibilities within the organization. Special admission is available for local government managers attending with their fire chief.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the upper division baccalaureate degree category, 3 semester hours in Fire Service Administration, Public Administration, or Management.

Partnering For Fire Defense and Emergency Services Planning—One Week (R508)

This is a 6-day course for all senior fire executives, department representatives/liaisons, interagency/intraorganizational 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, supports the use of Geographic Information Systems (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/intraorganizational 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.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: ACE has not yet reviewed this new course.

Recovery Planning (R526)

This 6-day course will prepare the student to support long-term communitywide disaster recovery

decisionmaking. 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 postdisaster 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 postdisaster recovery environment. Students will be required to bring information about community regional disaster history, current planning efforts, and anticipated planned growth and development.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: ACE has not yet reviewed this new course.

Hazardous Materials Curriculum

Hazardous Materials Operating Site Practices (R229)

This course focuses on the relationship of incident priorities, strategies, and tactics as they relate to implementing safe procedures for alleviating the risk at an accidental or intentional hazardous materials incident. It concentrates on integrating risk-based decision-making and knowledge about hazardous materials chemistry, storage, transportation, and release scenarios with information about local response plans and systems. Through risk-based decisionmaking activi-

ties, the course participants apply the knowledge and skills gained from the course.

Subjects covered include, among others, regulations and standards as they apply to Hazmat teams, hazard interpretation, damage assessment, site characterization, use and interpretation of environmental monitoring instruments, selection of personal protective equipment, assessment of tactical options, and development of operational plans. **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 or 40 CFR 311, NFPA 471, *Recommended Practice for Responding to Hazardous Materials Incidents*, and NFPA 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.



- NFA *Chemistry of Hazardous Materials*, *Chemistry for Emergency Response*, or documented equivalent training is recommended but not required.

ACE Recommendation: In the upper division baccalaureate degree category, 4 semester hours in General Science, Physical Science, Fire Science, or Applied Science.

Chemistry for Emergency Response (R233)

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 gaining recognition of 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 personnel a sound understanding of the basic chemistry of hazardous materials to permit them to correctly assess the threat posed by hazardous materials incidents that may occur accidentally or intentionally.

Problem-solving sessions and interactive discussion cover topics such as salts and inorganic nonsalts, hydrocarbons, hydrocarbon derivatives, and hydrocarbon radicals. Applying the science of chemistry to thermodynamics, volatility, and combustion provides real-world opportunities. An understanding of basic chemistry is helpful to receive maximum benefit from the course.

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

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate degree category, 3 semester hours in Fire Science, Chemistry, General Science, Hazardous Materials, or Physical Science.

Hazardous Materials Incident Management (R243)

This 6-day course 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 and will implement a National Incident Management Systems (NIMS)-based Incident Command System (ICS). Based on the current requirements of 29 CFR 1910.120 and the applicable national standards and plans, the program follows three phases of an incident: preplanning, incident operations, and post-incident responsibilities. This course meets the NIMS requirements for ICS-300.

Topics include negligence and liability, planning, NIMS ICS/Emergency Operations Center (EOC) interface, training requirements, and emergency response plans. The student will develop a hazard-based response using risk-based decisionmaking to develop an Incident Action Plan (IAP). The student's knowledge of the subject is evaluated through written tests and graded scenarios. Evening classes and projects are required.

Student Selection Criteria:

- Emergency response personnel who may be called upon to assume the duties of the IC at hazardous materials incidents as described in 29 CFR 1910.120.
- Safety Officers as described in 29 CFR 1910.120.*
- Departmental training officers, Chief Officers, Company Officers (COs), and regularly acting officers.
- Emergency management personnel who would interface with emergency response personnel through an EOC operation 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:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Departments must certify applicants as operations-level trained. Emergency management personnel must be certified by their jurisdiction as part of the EOC staff.

ACE Recommendation: In the upper division baccalaureate degree or graduate degree category, 3 semester hours in Public Safety, Fire Administration, or Public Administration.

Advanced Life Support Response to Hazardous Materials Incidents (R247)

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.

Student 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.)

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov

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.

ACE Recommendation: In the lower division baccalaureate/associate or the upper division baccalaureate degree category, 3 semester hours in Fire Science, Health Care Administration, Public Health, General Science, Emergency Medical Services, Chemistry, Industrial Hygiene Laboratory, Environmental Science Laboratory, or Public Health Laboratory.

Arson Curriculum

Fire Dynamics–Fire Modeling (R203)

This advanced course for the experienced fire/arson investigator will provide the important principles of fire dynamics combining physics, chemistry, mathematics, and engineering principles with the objective of quantitatively describing fire and related processes through computerized fire modeling generating results of actual fire scenes. Through this course, students will recreate timelines, floor plans, material properties, variations in temperatures, gas concentrations, gas velocity gradient calculations (smoke/fire spread), and related evidence of the structure to simulate and recreate the fire scenario from ignition which will radically advance the approach to fire/arson investigation.

Students will be able to construct a basic fire model from investigative practices, describe fire in quantitative terms of heat release, and defend investigative theories/conclusions in a court of law using scientific principles learned in class. Subjects covered in this course include introduction to fire dynamics and modeling, mathematical review (algebra/physics), physics, practical fire behavior, scene documentation, physical modeling, mathematical modeling, computer literacy, computer modeling-zone modeling, field modeling, and presentation of scenario case.

Student Selection Criteria: Priority will be reserved for full-time personnel with fire/arson investigation responsibility and/or full-time code enforcement responsibility. These personnel include fire/arson investigators, law enforcement personnel, code enforcement officers, district attorney's staff, and members of arson task forces.

Note: Up to five vacancies in each class offering will be reserved for applicants whose primary responsibility is code enforcement, and who have successfully completed NFA's Evaluating Performance-Based Designs (R108/N108).

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Successful completion of the USFA's Fire/Arson Investigation course or documented successful completion of the following NFA-recognized State-level arson training courses: Arkansas, California, Florida, Georgia, Illinois, Indiana, Iowa, Louisiana, Michigan, Minnesota, Missouri, New Jersey, New York, Ohio, South Carolina, Tennessee, and Virginia; or successful completion of the USFA-NFA Evaluating Performance-Based Designs course; or graduate from an accredited 4-year college/university with a degree in Fire Protection Engineering.

ACE Recommendation: This course has not been reviewed by ACE.

"This has been an exceptional experience which I will treasure.

It has been professional, has brought out the best in myself and my classmates, and has introduced me to a level of professionalism to which I aspire."

Fire/Arson Investigation (R205)

This course requires participation in an actual scene investigation setting at the Arson Burn Facility. Appropriate attire is required.

This course addresses the basic skills needed to conduct fire investigations. Using the Arson Burn Laboratory located on campus, successful methods are demonstrated for conducting legal fire investigations that culminate, when appropriate, in prosecution for arson. Upon completion of the course, the students will be equipped to identify the origin and cause of a fire, conduct a technically and legally sound investigation, and pursue the case through the judicial system.

Subjects covered include behavior of fire, health and safety, determining point of origin, accidental and incendiary fire cause determination, motivation of the firesetter, fire scene investigation and followup techniques, fire protection systems, vehicle fires, fatal fires, incendiary devices, legal aspects, interview techniques, evidence, and report writing. The course is designed to meet or exceed the applicable sections of NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2003. This course also provides consistent methods and approaches to investigations per NFPA 921, *Guide for Fire and Explosion Investigations*, 2004 Edition.

Student Selection Criteria: The priority criteria that will be used to screen applicants for this course follow:

- Federal, State, and local fire, law enforcement, forensic specialists, and prosecutors whose full-time/primary responsibilities are with fire/arson investigation.
- Federal, State, and local personnel who are slated to be assigned to arson on a full-time basis, or have fire/arson investigation as a primary responsibility in association with other duties. These individuals must submit documentation to this effect on department letterhead, signed by chief of department. The letter must accompany the application at the time of submittal.

Federal, State, and local government personnel who do not have official responsibility for arson investigation on a full-time basis should consider the *Fire Cause Determination for Company Officers* (N811) and/or *Initial Fire Investigation* (N216) courses offered through the Regional Delivery Program.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Fire Science, Criminal Justice, or Fire and Arson Investigation.

Analysis of Arson Management (R213)

Analysis of Arson Management focuses on innovative concepts, analysis, and practical skills for managing a synergistic response to arson prevention and control. During the course, students are provided with an assortment of building block activities, videos, and lectures designed to provide a foundation for development of a comprehensive Arson Prevention and Control Plan (AP&CP). Activities provide specifics (such as statistics and skills) and revolve around a simulated community. As the overall AP&CP is built, students are required to present, discuss, and justify their portion of the plan. Following work on the overall document, students are required to use information from their own communities to author an AP&CP Executive Summary independently. By composing this personal document, students leave the class with an AP&CP outline that can be applied to their own communities. In addition to the AP&CP, methodology also includes activities in role-play, demonstration, discussion, writing, brainstorming, and case studies.

This course was designed using the applicable sections of NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, and NFPA 921, *Guide to Fire and Explosion Investigation*, 2004 Edition.

Student Selection Criteria: Individuals presently assigned to fire service, law enforcement, prosecutorial, or other investigative personnel responsible for the management, supervision, or oversight of arson prevention and control. For senior investigators, or investigators with management, supervision, or oversight responsibilities, or those who have taken the NFA 2-week *Fire/Arson Investigation* course or fire/arson investigation training consisting of a minimum of 80 hours (proof of certification required).

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Successful completion of the USFA's *Fire/Arson Investigation* course or documented successful completion of the following NFA-recognized State-level arson training courses: Arkansas, California, Florida, Georgia, Illinois, Indiana, Iowa, Louisiana, Michigan, Minnesota, Missouri, New Jersey, New York, Ohio, South Carolina, Tennessee, and Virginia.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Fire Science, Fire Management, Police Administration, or Public Administration.

Interviewing-Interrogation Techniques and Courtroom Testimony (R208)

This course will provide the necessary tools for fire/arson investigators to conduct sound, legally-supported interviews and interrogations with witnesses and suspects in preparation for court testimony. The course also provides essential and critical skills for investigators in courtroom testimony preparation and presentation, with the intent that the trained student can provide expert testimony.

Student Selection Criteria: Priority will be reserved for full-time personnel with fire/arson investigation responsibility and/or prosecution in Federal,

"All in all this is the best training that any public servant could ever expect to have delivered. The ability of the NFA to accomplish its goal and mission statement is amazing. "

State, or local government. These personnel include fire/arson investigators, law enforcement personnel, district attorney's staff, and members of arson task forces.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Successful completion of the USFA's *Fire/Arson Investigation* course or documented successful completion of the following NFA-recognized State-level arson training courses: Arkansas, California, Florida, Georgia, Illinois, Indiana, Iowa, Louisiana, Michigan, Minnesota, Missouri, New Jersey, New York, Ohio, South Carolina, Tennessee, and Virginia.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Fire Science, Criminal Justice, Fire Management, or Police Science.

Fire Prevention: Management Curriculum

Code Management: A Systems Approach (R101)

The management of code development, evaluation, and enforcement processes is the focus of this stimulating course. Students participate in an extensive simulation exercise which allows them to experience firsthand the intricacies and politics involved in the legislative process. A second exercise involves amendment of an existing code.

The goals of this course are to 1) develop an awareness of the code management function as an integrated system; and 2) enhance managerial skills in the areas of system analysis, knowledge of codes, code development and adoption, code management, and evaluation of code functions.

Student Selection Criteria:

- Individuals responsible for code administration in their communities, e.g., Chief Officers, fire marshals, building officials.
- Fire officers or allied professionals with responsibility for supervision and implementation of code enforcement and inspection programs at the department or company level.

On a space-available basis:

- Newly-appointed fire marshals and individuals with keen interests in managing and leading fire/building code units.
- Fire prevention supervisors (civilian and uniformed) and representatives of model code groups.
- Personnel who accept code inspection and enforcement responsibilities.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief's signature attests that the applicant has completed this required training.
- At least 3 years of experience in either the management or the enforcement of the code function in a public agency, or completion of *Principles of Fire Protection: Structures and Systems (R222)* or the former *Fire Prevention Specialist II*.

ACE Recommendation: In the upper division baccalaureate or graduate degree category, 3 semester hours in Administrative Law, Decisionmaking, Legal Environment of Management as Business, Management, Policy Development, or Policy Formation.

Management of Fire Prevention Programs (R225)

This 2-week course uses proven management concepts as a basis for the efficient operation of a fire prevention organization. The course focuses on planning, promoting, and executing fire prevention functions. Topics include needs assessment, planning, legal responsibilities, management techniques, negotiation, evaluation, and case study.

The course content and delivery methods are suitable for senior representatives of fire prevention bureaus/units of all sizes and organizational complexities. *Management of Fire Prevention Programs* is structured to give fire prevention managers the requisite knowledge and skills, given a finite amount of resources, to plan effectively, promote, and execute fire prevention functions within their respective communities.

Student Selection Criteria:

- Chiefs of department or equivalent, such as the State Fire Marshal, or those who are second in command.
- Department fire marshals or commanders of fire prevention organizations who report directly to the department chief.
- Fire personnel who manage their department's overall prevention function but may not meet the other criteria, or individuals who expect to be promoted to such a management position within their department. (A letter stating such must accompany the application and be endorsed by the chief of department.)
- Allied safety professionals, building officials, and senior-level private sector fire prevention managers.
- On a space-available basis: Fire officers who direct company-level code inspection and enforcement programs.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Fire Science, Public Administration, or Management.

Leading Community Risk Reduction (R280)

The community risk-reduction process involves all four phases of emergency management: preparedness, mitigation, response, and recovery. Any effective community risk-reduction strategy integrates emergency response; code enforcement; legislative process to adopt codes, standards, and prevention-related ordinances; plan review and design; fire and life safety education; public information and public relations; risk-reduction-related economic incentives; and other mitigation activities. The role of the chief executive officer is to lead and facilitate the community risk-reduction process.

This 2-week course is part of the Executive Fire Officer Program (EFOP) and instills in the students the personal belief that community risk reduction is an essential tool in reducing and minimizing risk from fire and other hazards in a community. Subject areas covered will include all-hazards management, coalition building, community changes, data analysis and application, legal issues, and program evaluation.

Student Selection Criteria:

- Those individuals enrolled in the EFOP.
- Chiefs of department or equivalent, such as the State Fire Marshal, or those who are second in command.
- Senior fire officials responsible for fire prevention and/or code enforcement, public education, injury prevention, or risk reduction.
- Senior officials and allied professionals responsible for community risk preparedness and mitigation efforts.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate degree or the upper division baccalaureate degree category, 3 semester hours in Public Administration, Emergency Management, Urban/Regional Planning, or Fire Science. **Note:** EFO students can receive graduate credit for this course by completing the research project.

Strategic Analysis of Community Risk Reduction (R309)

Daily across the country, residents of communities large and small, rural and urban, upscale and impoverished, face numerous hazards that are integral to our technology-driven culture. The risks that our citizens face from these hazards include, but are not limited to, unwanted fires, burns, falls, motor vehicle crashes, poisonings, drownings, and weather-related injuries. Everyone, regardless of socioeconomic background, age, or ethnicity is at risk in varying degrees to these and other hazards. Recognizing their unique role as protectors of the residents, some progressive fire departments have initiated and implemented programs intended to reduce the community's risks and minimize the consequences of these risks. Recognizing that fire departments, with their long-term commitment to promoting fire and life safety, are the ideal organizations to champion programs that can address the multiple hazards of the community, the NFA instituted the course *Strategic Analysis of Community Risk Reduction (SACRR)* in the last half of the 1990s.

SACRR begins with an historical perspective of fire prevention and then leads the student into the concepts of community risk reduction. The risks faced by a community are catalogued and analyzed using a model of injury prevention, and preliminary strategies using education, enforcement, and engineering solutions for reducing these risks are presented to the students and discussed. The students are exposed to methods for building community coalitions and influencing public policy in response to the changing mission of the fire service.

Note: Precourse reading assignments are required. There will be evening sessions.

Student Selection Criteria: This course is designed for chiefs of departments, heads of major bureaus (e.g., prevention, suppression, training, administration, etc.), State Fire Marshals, and State Directors of Fire Service Training agencies. A limited secondary audience includes senior officials of related groups involved in community safety, including organizational leaders in health care, law enforcement, and injury prevention advocacy bodies. Another target group includes those who currently are working with or who desire to assist local fire, rescue, and emergency medical services departments in establishing or significantly upgrading community risk-reduction/injury prevention efforts.

In addition, on a space-available basis, fire officers and other personnel engaged in community risk-reduction will be considered.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Community Development, Public Administration, Urban Planning, Emergency Management, Occupational Health and Safety, or Fire Science.

Fire Prevention: Technical Curriculum

Evaluating Performance-Based Designs (R108)

This course is designed to provide the student with the fundamental knowledge, skills, and abilities to assess performance-based fire-safe building designs that employ sophisticated engineering and computer modeling techniques. Students will be introduced to concepts and technologies that transfer 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.

Topics addressed in this course include understanding the principal differences 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 the 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; an introduction to the potential for change during the expected life cycle of the facility, and how changes should be addressed. This course does not teach students how to perform fire modeling.

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 for 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.



Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Working knowledge and understanding of prescriptive codes; and fundamental understanding of fire behavior.
- Three or more years of experience in either a code enforcement or fire safety inspection function and certification as Fire Inspector II, Commercial Building Inspector or higher by International Code Council (ICC), National Fire Protection Association (NFPA), or individual State fire training or fire marshal's office.
- Students in the fire service should not have less than 3 years' experience in either a code enforcement or fire safety inspection function, or completion of the Academy's *Plans Review for Inspectors (R102)* or *Fire and Life Safety Plan Review (R132)* 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 associate's degree from an accredited college.
- Building owners should have experience with the design and development of significant construction projects.

Students who are interested in learning more about computerized fire modeling techniques should refer to *Fire Dynamics and Fire Modeling (R203)* in the Arson Mitigation Curriculum.

ACE Recommendation: In the lower division baccalaureate/associate degree or the upper division baccalaureate degree category, 3 semester hours in Fire Science, Fire Protection Engineering, or Public Administration.

Fire and Life Safety Plan Review (R132)

(This course is physically challenging. This course is an updated version of *Plans Review for Inspectors (R102)*).

This 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.

Student 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 for 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.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Certification as Fire Inspector I: Certification by ICC, NFPA, individual State fire training organization or individual State Fire Marshal's office.

"Fantastic--I'm in awe. I have learned so much."

- Fire official or building official--completion of *Fire Inspection Principles* and 18 months subsequent experience.

Note: Students who have taken Plans Review for Inspectors (R102 or N102) will not be admitted to this course.

ACE Recommendation: ACE has not yet reviewed this course.

Fire Protection for the Built Environment (R135)

This new 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 that 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.

This course is not designed to be a “code training” course.

Student Selection Criteria: Individuals with less than 12 months of fire prevention experience whose primary duties are or are about to become those of full-time code enforcement inspector. Suppression Company Officers responsible for in-service fire code enforcement activities.

Note: Local jurisdictions are encouraged to submit applications for 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.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.
- Completion of the online course: *Testing and Evaluation of Water Supplies for Fire Protection* (Q218).
- Completion of the online course: *National Fire Incident Reporting System 5.0 Self-Study* (Q494).

ACE Recommendation: ACE has not yet reviewed this course.

Fire Inspection Principles (R220)

This course is designed to provide the student with the fundamental knowledge, skills, and attitudes to conduct both basic and intermediate-level 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.

Student Selection Criteria:

- Individuals with less than 36 months of experience whose primary duties are those of a full-time code enforcement inspector.
- Individuals who have the responsibility to train personnel involved in full-time code enforcement activities.
- Suppression Company Officers (COs) responsible for in-service fire code enforcement activities.

“The two classes I have taken are more meaningful to me than the total of courses at other facilities, BRAVO!!!!!!”

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.
- Certification as Fire Inspector I: Certification by ICC, NFPA, individual State fire training organization or individual State Fire Marshal’s office or;
- Fire official or building official--completion of Fire Protection for the Built Environment and 18 months’ subsequent experience.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category or the vocational certificate category, 3 semester hours in Fire Science, Industrial Safety, or Insurance.

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.

Principles of Fire Protection: Structures and Systems (R222)

(This course is physically challenging.)

This course is designed to meet the professional development needs of the advanced fire prevention or code enforcement official. The course provides the advanced knowledge, skills, and attitudes to conduct detailed fire safety inspections; to analyze the level of fire and life safety in buildings; and to understand operating principles, application, acceptance and testing, and inspection of fire protection systems and equipment. This course assumes that students are familiar with the codes and standards in effect in their jurisdictions that relate to fire preven-

tion, building construction, and building mechanical systems.

Topics addressed in this course include understanding the legal environment; plans review; identifying and using resources; dealing with the public, industry, and other agencies; conducting inspections; and the testing, inspection, and maintenance of fire protection systems and equipment. The course combines classroom instruction and a “hands-on” learning approach in the Academy’s Fire Protection Systems Laboratories.

Note: Students attending this course will be required to complete a precourse assignment that involves reviewing and completing specific parts of an online interactive self-study program.

Student Selection Criteria:

- Individuals with primary responsibilities as code enforcement officials or as a fire and life safety inspectors with at least 36 months of full-time enforcement or fire safety inspection experience.
- Individuals presently assigned to a management position in either a code enforcement or fire safety inspection function.
- Individuals who are assigned to fire investigation responsibilities and who have completed NFA’s Fire/Arson Investigation course.

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 be signed by the head of the sponsoring organization, with a cover letter indicating that they are applying as a team.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.
- Three or more years of experience in either a code enforcement or fire safety inspection function and certification as Fire Inspector I,

Commercial Building Inspector or higher by ICC, NFPA, or individual State fire training or fire marshal's office; or

- Completion of the NFA's *Fire Inspection Principles* course and 18 months of experience in a code enforcement or fire safety inspection function or equivalent.
- Full-time fire investigators qualify if they have completed NFA's *Fire/Arson Investigation (R205)* course.
- Completion of the online course (Q218) *Testing and Evaluation of Water Supplies for Fire Protection*.

ACE Recommendation: In the lower division baccalaureate/associate degree or upper division baccalaureate degree category, 3 semester hours in Fire Administration, Fire Technology, Fire Science, Fire Protection, or Educational Methods, and 1 semester hour of Systems Lab.

Fire Protection Systems for Emergency Operations (R227)

This course is intended to help fire service personnel make better use of fire protection systems to achieve successful incident outcomes. Experienced technical fire prevention personnel are encouraged to apply to enhance the course. See page 32 for the complete course description and student selection criteria.



NFA RESIDENTIAL CURRICULUM

Fire Prevention: Public Education Curriculum

Presenting Effective Public Education Programs (R116)

Presenting Effective Public Education Programs provides fundamental knowledge, skills, and attitudes to deliver fire and life safety educational programs in the community. The course is now **6 full days** and is designed for public educators who have fewer than 2 years of public education work, and whose primary responsibilities are in delivering public education 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 a new public safety educator's responsibilities is presented with emphasis on presentation skills. 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. Participants are evaluated through performance on 10- to 15-minute presentations, home community exercises in class, and a final examination.

Part-time public educators and volunteers who might not be able to attend a 2-week course are encouraged to apply.

Student Selection Criteria:

- Students must have current responsibility for delivering community safety education programs in their community.
- Students first will be admitted without previous public education experience, or up to a maximum of 2 years of public safety education experience. Those students who are currently delivering public education programs and have more than 2 years of experience will be admitted on a space-available basis.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 2 semester hours in Fire Administration, Fire Technology, or Educational Methods.

Changing American Family at Risk (R348)

This 6-day course emphasizes the strategies for reaching America's families to protect them from fire. It is less about the families themselves, and more about safety strategies at the neighborhood level. Students learn behavioral change from a family-based neighborhood perspective. The course content and exercises are ideal for a wide range of student audiences involved with fire safety education in the neighborhood. Course methodology includes a variety of small group exercises, videos, discussions, and presentations.

The course teaches approaches to create positive fire safety interventions for the individual and the family. Students engage in new strategies for establishing positive relationships that lead to behavioral change. The course also presents future strategies to create sustainable change in the neighborhood resulting in a reduction of the fire problem.

Course content focuses on the following six areas:

- Changing Family in America--understanding America's changing communities, neighborhoods, and family demographics; and how they may contribute to fire risk.
- Fire and Human Behavior--analyzing a fire event (by stages) in order to identify primary prevention interventions.
- Social Marketing--valuing the potential for social marketing to create positive fire safety change; the four Ps of social marketing.

"The class met all my needs and has empowered me to return home with a clearer vision of what role I MUST play as the Public Education person."

- Establishing Relationships with the Family--developing strategies for establishing positive relationships with families in a neighborhood; community equity and organizational equity.
- Promoting Behavioral Change--developing strategies to elicit behavioral change; the ABC Model for root cause; windows of opportunity.
- When Behavioral Change is Not Enough--given a fire problem in a neighborhood, developing sustainable change strategies to reduce risk; local, State, and Federal resources; involvement of organizational leader.

Student Selection Criteria: Anyone responsible for or involved with fire safety education in the neighborhood or community, including but not limited to fire safety educators, firefighters, inspectors, community and allied health members, fire officers, school teachers, and community volunteers representing a range of organizations such as the American Red Cross and SAFEKIDS, etc.

If unclear about student stipend eligibility, students should check with the NETC Admissions Office.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: This course has not been reviewed by ACE.

Community Education Leadership--One Week (R353)

This 6-day course teaches students contemporary leadership elements necessary for successful comprehensive community safety education, including striving for personal commitment in community

safety education and obtaining organizational and community support. The course teaches students to identify community issues and diverse target populations and how to select appropriate methods for reaching diverse groups. Students learn to address the most critical fire and life safety issues for a community and write measurable performance objectives.

The course is designed for interaction and sharing of ideas. For example, students share their evaluation plans for a community risk issue, and discover strategies to maximize community resources.

Throughout the course, students work on culminating activities relating to community safety education in their own organization and community. Class and instructor feedback is a critical component of the evaluation process. Three short exams provide the students with validation of learning. Students share their culminating activities with the class at the end of the session.

As with many resident courses, students are asked to bring and share new or unique prevention programs from their organization or within their community.

Students who have taken the 2-week CEL or the CEL (VIP) are not eligible to take this course.

Student Selection Criteria: Students must be coordinators of their organization’s public or community safety education function. Personnel in small departments and State or local fire organization personnel who serve on a prevention committee are also ideal candidates.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: This course has not been reviewed by ACE.

Discovering the Road to High-Risk Audiences—One Week (R359)

This 6-day course looks at each of the major community audiences that are most at risk from fire according to the USFA’s National Fire Data Center. This course was developed in partnership with NFPA’s Center for High-Risk Outreach. Topics include the impact of social and economic diversity on the fire problem, fire and life safety for people with disabilities, the aging process and fire risk, and the effect of fire on very young children.

The class is taught from a community-based “down-home” perspective. Each high-risk audience is analyzed for what makes it vulnerable, solutions are discussed for reaching each group, and program planning needs address several issues at local levels. Some of the most powerful and emotional messages are delivered through videos and interactive class learning activities. Both inner-city and rural audiences and settings are woven through the course.

The course uses a variety of evaluation methods, including small and large group learning. There is a precourse assignment, evening class assignments, an individual project, and participation in an advocacy forum for a high-risk group.

Students who have taken the 2-week version of Discovering the Road to High-Risk Audiences are not eligible to attend this course.

Student Selection Criteria: Personnel who have responsibility for public fire and life safety education in their departments/organizations, and who have at least 1 year of safety education experience.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

“I will continue to come to the NFA for as long as I am in the fire service. This institution is a “must have” for the future of the national and international fire services.”

- One prerequisite course in safety education sponsored by the NFA, State, local, or private organizations. NFA's *Community Education Leadership*, *Developing Fire and Life Safety Strategies*, *Presenting Effective Public Education Programs*, *Changing American Family at Risk*, or *Juvenile Firesetter Intervention Specialist* are excellent courses for the prerequisite requirement. The prerequisite course must be noted on the application form in Block 10.

ACE Recommendation: This course has not been reviewed by ACE.

Developing Fire and Life Safety Strategies-- One Week (R362)

The purpose of this new 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.

The course teaches students that fire/injury prevention is a process driven by community needs, and is an opportunity to form strong community-based coalitions that stabilize prevention campaigns and programs. Students learn that fire/injury prevention requires dynamic leadership to integrate these themes successfully.

For critical skills, a simulated community is used to demonstrate what components are necessary and how to apply these to develop an appropriate fire or life safety education program. Students also are expected to bring information from their own communities to work with in class. Following work with the simulated community students are expected to apply educational principles to their own communities.

In addition to individual activities, the methodology includes 1) role-play activities emphasizing the need for community involvement, 2) lectures and discussions, 3) small and large group work designed to enable students to share experiences and develop contacts, 4) analysis of scenarios or case studies,

and 5) analysis of actual public education programs (products).

Students who have taken the 2-week version of *Developing Fire and Life Safety Strategies* are not eligible to take this class.

Student Selection Criteria: Personnel with at least 2 years of experience in fire/life safety education, burn prevention education, or community safety.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Completion of one public safety education course such as *Presenting Effective Public Education Programs*, *Discovering the Road to High-Risk Audiences*, *Community Education Leadership*, *Changing American Family at Risk*, *Juvenile Firesetter Intervention Specialist*, a local or State course such as *Public Education I*, or a similar course. A prevention or community-based college or university course also is acceptable. The prerequisite course must be noted on the application form in Block 10.

ACE Recommendation: The course has not yet been reviewed by ACE.

Juvenile Firesetter Intervention Specialist I & II Leadership (R628)

The 6-day *Juvenile Firesetter Intervention Specialist I & II Leadership* course was developed as the result of an emerging standard (*Juvenile Firesetting Intervention Professional Standard*, which is part of NFPA 1035, *Public Fire & Life Safety Educator*). Students will address the skills essential for the *Juvenile Firesetting Intervention Specialist I*, which include identification, intake, interview, determining intervention strategy, fire and life safety education, referral to mental health or juvenile justice, and evaluation. The course also addresses the skills needed to be a *Juvenile Firesetting Intervention Specialist II*, including program, poli-

cies, procedures, and forms; budget and funding; creation of a coalition/interagency network; community awareness; develop-deliver training; managing JFIS I staff; data collection; records and case files; and program evaluation.

Students will visit a local treatment unit and interview juvenile arsonists, and receive an extensive presentation of essential information derived from the courtroom testimony and case preparation course for juvenile arsonists being developed by the International Association of Arson Investigators (IAAI).

Students will be required to submit a class project, and must develop a Juvenile Firesetter Program handbook for their organization and form a JF Coalition in their jurisdiction and submit this written requirement within 9 months of completion of class in order to receive an NFA certificate.

Student Selection Criteria: The students must have or will have responsibilities related to the management and/or coordination of a Juvenile Firesetting Intervention program in their fire and emergency services department.

Selection priority will be given when two members of a jurisdiction apply together. One member will be from the fire service. This individual presently should have responsibilities related to juvenile firesetting intervention, interviewing, and prevention. The other student from the same jurisdiction or community (State, county, or local entity) would be on a local or regional Juvenile Firesetter Intervention Coalition. These include members of law enforcement, arson investigators (police or fire service), mental health professionals, schools, children's hospitals, and social services.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: This course has not yet been reviewed by ACE.

Training Programs Curriculum

Fire Service Course Design—One Week (R129)

The purpose of this course is to learn how to apply training design principles to courses that will be used by other instructors. Students identify a training need within their organization as a precourse assignment. During the class, students apply principles to create the design of the training program that meets their identified training need (from the precourse assignment) for their jurisdiction or organization.

In designing their own training program, students conduct a needs assessment, develop a job task analysis, establish goals and objectives, design an evaluation plan, determine instructional methods and activities to be used, and plan for media and instructional materials.

Students who have taken the 2-week version of Fire Service Course Design are not eligible to attend this course.

Student Selection Criteria: Personnel with course design and development responsibilities.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Successful completion of a basic instructor training program from a local, State, or national organization. Such programs may include Instructor I or higher State certification programs, NFA's former *Fire Service Instructional Methodology*, a local college or university "methods of teaching" course, or other instructor programs that require the delivery of a lesson plan. This instructor training program must be noted on the application form in Block 10.

ACE Recommendation: This course has not yet been reviewed by ACE.

Training Program Management (R342)

Students who have successfully completed NFA’s Challenges for Local Training Officers will not be admitted into Training Program Management.

Training Program Management is designed to provide training officers with the essential tools and skills to lead and manage a training function in a local fire/EMS organization. It is not designed to enhance development or presentation skills, nor is it related to the public education function. The target audience consists of those persons who have management and supervisory responsibility for the organization’s training function. The training function typically includes responsibilities for obtaining and managing personnel, fiscal and facility management, program planning, and delivery. These persons also coordinate a training schedule and manage training records. They also are responsible for recruiting and evaluating instructors and evaluating training impact.

Course content focuses on the job responsibilities as listed above. In addition, training liability and new methods to reach students are featured. Students explore numerous training methodologies and programs designed for managing a training function. Course requirements include successful completion of home community exercises, successful completion of three course examinations, research, and a course project.



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

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.
- Successful completion of a basic instructor training program from a local, State, or national organization. Such programs may include Instructor I or higher State certification

programs, NFA’s former Fire Service Instructional Methodology or current Fire Service Course Design, a local college or university “methods of teaching” course, or other instructor programs that require the delivery of a lesson plan. This instructor-training program must be noted on the application form in Block 10.

ACE Recommendation:

In the lower division baccalaureate/associate degree or the upper division baccalaureate degree category, 3 semester hours in Education, Public Administration, Fire Service Management, Human Resource Management, Vocational/Technical Education, or Education Administration.

NFA RESIDENTIAL CURRICULUM

Volunteer Incentive Program

BACKGROUND

The Volunteer Incentive Program (VIP) is an intensive 6-day educational opportunity designed **specifically for volunteer and combination department emergency services personnel.**

Since 1980, the NFA has offered 2-week courses year-round on its Emmitsburg, Maryland, campus; these courses are considered the best available anywhere. The problem was that most volunteers couldn't take 2 weeks off to attend these courses.

With VIP, that has all changed!

The NFA has compressed course work into 6 days, or has devised new courses and tailored them to the special needs of volunteers, still maintaining content, quality, and integrity. VIP courses, offered during a "VIP Week" four times per fiscal year, also have recommended college accreditation through the American Council on Education (ACE).

Students have the opportunity to meet and exchange ideas and information with colleagues from across the country in an informal setting outside the classroom. This program, along with the other resources of the NFA, ensures a successful learning experience while keeping the time commitment to a minimum.

VIP PROGRAM ELIGIBILITY

Emergency services personnel in volunteer departments (including part-time paid on-call) and predominately volunteer combination departments, who meet the established student selection criteria for the course for which they are interested, are eligible to apply to the VIP.

For the purposes of VIP eligibility, the following definitions will be used:

Volunteer Department: All personnel in the department are rostered as volunteers (including those who are paid on-call per call compensated).

Combination Department: The majority of active duty personnel in the department are volunteer members; they are supplemented by career staff. Volunteers or career staff representing the predominately volunteer department may apply to the VIP. **(Career personnel from combination departments must submit a letter from the chief or administrator/supervisor identifying how the training requested will help the volunteers with whom they work.)**

Career Department: All personnel within the department are paid career staff. **The VIP is not applicable to career department personnel, regardless of department size.**

Note: Special consideration will be given to qualified volunteer Chief Officers who are accompanied by elected officials, i.e., city managers, elected board members, town/borough council members, village selectmen, township supervisors, or other allied professionals who are not fire service members. The elected official also must submit an application for the same course/same class session as the volunteer Chief Officer.

Mandatory Prerequisite for ALL NFA Courses:

In order to align our programs with Department of Homeland Security directives, we require that ALL National Fire Academy resident students complete ICS-100-level and ICS-200-level training BEFORE they arrive at the National Emergency Training Center. While we prefer that students complete the Q462 and Q463 courses available through NFA Online at www.nfaonline.dhs.gov, we will accept other NIMS-compliant equivalent training as provided by State or Federal agencies. The Fire Chief's signature attests that the applicant has completed this required prerequisite training.

For your information, these NFA courses meet the NIMS requirements for ICS-100 through ICS-400:

- ICS-100 Q462, ICS-100, Introduction to ICS for Operational First Responders
NIMS ICS for the Fire Service
NIMS ICS for EMS
- ICS-200 Q463, ICS-200, Basic NIMS ICS for Operational First Responders
NIMS ICS for the Fire Service
NIMS ICS for EMS
- ICS-300 H465, ICS-300, Intermediate ICS for Expanding Incidents
R308, Command and Control of Fire Department Operations at Natural and Man-Made Disasters (June 2007 or later)
R152, EMS: Special Operations (March 2007 or later)
R243, Hazardous Materials Incident Management (July 2007 or later)
R306, Executive Analysis of Fire Service Operations in Emergency Management (February 2007 or later)
- ICS-400 H467, ICS-400, Advanced ICS for Command and General Staff, Complex Incidents, and MACS
R306, Executive Analysis of Fire Service Operations in Emergency Management (February 2007 or later)

COSTS

Each student receives a stipend to cover the cost of round-trip coach airfare or actual mileage not to exceed airfare from point of departure, whichever is less. Lodging, student materials, books, and ground transportation from/to airports in Washington, DC, are provided by the NFA. Details will be in your welcome package. Students staying on campus must purchase a meal ticket. The cost is \$20 per day at our cafeteria (cost subject to change). You also may want to bring extra money for a class shirt, class picture, or other incidentals.

START-END

The Volunteer Incentive Program begins on Sunday morning with a student orientation at 8 a.m. Classes begin at 9 a.m. following orientation and continue through the following Friday at 4 p.m. Accepted students must travel to the NFA on the day before class begins (Saturday); the travel day for departure is the following Saturday. **Transportation arrangements should not be made until you receive an acceptance packet from the NETC Office of Admissions. Complete information will be provided in your acceptance package.**

VIP APPLICATION PROCESS:

Complete FEMA Form 75-5 (February 2004 or later version). FEMA Form 75-5 may be downloaded from our Web site at www.usfa.dhs.gov/nfa/about/attend/apply.shtm

SPECIAL Note: Please pay special attention to Block 16 of FEMA Form 75-5. Review the selection criteria for the course for which you are applying. Block 16 should reflect your current duties and responsibilities as they apply to the course selection criteria.

VIP applications require the signature of a Chief Officer or Training Officer within the department. All completed applications should be mailed or faxed to:

NETC Office of Admissions
Bldg. I, Room 222
16825 South Seton Avenue
Emmitsburg, MD 21727
Fax: 301-447-1441

If you have questions about the application process, please contact the NETC Admissions Office at 301-447-1035.

Applications are accepted only during the open enrollment period as follows:

First Semester--Includes classes scheduled from October 1, 2007, to March 31, 2008. Applications for this semester must be postmarked between May 1 and June 30, 2007.

Second Semester--Includes classes scheduled from April 1, 2008, to September 30, 2008. Applications for this semester must be postmarked between November 1 and December 31, 2007.

Note: You must reapply for second semester courses if not accepted for the first semester. No applications will be carried over. You may apply for more than one course, but you should submit a separate application for each course.

Leadership and Administration (R810)

This intensive 6-day course provides the appropriate skills for the volunteer emergency services officer to view administrative effectiveness through adaptive leadership skills and efficient management practices. Course units include leadership--setting the stage, planning, forging partnerships, human resource management, recruitment, retention, needs assessment and assets, risk assessment, leading change, and "putting it all together."

There are precourse activities, including a reading assignment.

Student Selection Criteria: Emergency services chiefs and senior officers and/or presidents and administrative officers assigned to recruitment and retention efforts within volunteer (staffed) emergency services organizations. In addition, prospective students must meet the "VIP Program Eligibility" as listed on page 56.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 2 semester hours in Fire Science, Public Administration, or Management.

Fire Cause Determination for Company Officers (R811)

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

Student Selection Criteria: Company Officers, Command/Chief Officers. In addition, prospective students must meet the "VIP Program Eligibility" as listed on page 56.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Fire Science or Arson Investigation.

Challenges for Local Training Officers (R815)

Challenges for Local Training Officers is a 6-day course designed to provide students with the essential tools and skills to coordinate training in a small local fire/EMS organization. The target audience consists of those persons who have 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 function. 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.

Note: This course is not designed to enhance course development or presentation skills. Students who have taken the 2-week on-campus course, Training Program Management, will not be admitted to this class.

Student Selection Criteria: Students must have current or future responsibility for their organization's training function. In addition, prospective students must meet the "VIP Program Eligibility" as listed on page 56.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 2 semester hours in Education, Public Administration, Fire Science, Emergency Medical Services, Management, or Human Resource Management.

Community Education Leadership (R816)

This 6-day course teaches emergency services personnel in volunteer and predominantly volunteer combination departments how to lead successful comprehensive community safety education programs. The course emphasizes personal commitment in community education and how to obtain organizational and community support for safety education.

Through a variety of methods students learn to identify community issues and diverse target populations and how to select appropriate methods for reaching diverse groups. Students learn to address the most critical fire and life safety issues for their community.

The course is designed for interaction and sharing of ideas. Throughout the course, students work on activities relating to their own organization and community, and share their experiences and new ideas throughout the class. Students are asked to

bring and share prevention programs from their organization or within their community.

Class and instructor feedback is a critical component of the evaluation process. Three short exams provide the students with validation of learning.

Student Selection Criteria: Students must be coordinators of their organization's public or community safety education function. Personnel in small departments and State or local fire organization personnel who serve on a prevention or public education committee are also ideal candidates.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Adult Education, Public Health, Public Administration, General Education, Safety Studies, or Urban/Regional Planning.

Advanced Safety Operations and Management (R822)

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 fatality and injury problem; 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.

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, or who

simply have an interest in firefighter and emergency services safety and health issues. In addition, prospective students must meet the “VIP Program Eligibility” as listed on page 56.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Fire Science, Occupational Health and Safety, or Emergency Management Services.

Leading Community Fire Prevention (R823)

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 people 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 successfully complete this course will be better prepared to begin development and implementation of their own community’s prevention plan.

Note: Precourse reading assignments are required.

Student Selection Criteria: Emergency services personnel currently or previously serving in operations (suppression, 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. In addition, prospective students must meet the “VIP Program Eligibility” as listed on page 56.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or the upper division baccalaureate/associate degree category, 3 semester hours in Fire Science, Emergency Management, Public Administration, or Fire Protection Engineering.

Management Strategies for Success (R824)

This 6-day course provides the Company Officer with basic management skills and tools to perform effectively in the emergency services environment. Subjects covered include management traits, becoming a supervisor, cultural and legal considerations, ethics, leading others, communications, and leading your part of the organization. A student-centered discovery learning methodology is used throughout this course.

Student Selection Criteria: Any company operations, administrative, or staff officer or those about to be promoted into one of these positions (letter from chief needed) may attend. In addition, prospective students must meet the “VIP Program Eligibility” as listed on page 56.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendations: This course has not yet been reviewed by ACE.

Command and Control of Fire Department Operations at Target Hazards (R825)

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. The students are taught advanced applications in ICS, Command and Control, decisionmaking, strategic and tactical considerations, preincident preparation, documentation, and postincident 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. The course is comprehensive and uses lecture, case study, simulation, and student participation as instructional methods.

Student Selection Criteria: Chief Officers or other officers who would have the responsibility to command incidents involving target hazards. Also, officers who eventually may have this responsibility and are upwardly mobile in their organization may be considered. A letter from the fire chief and/or placement on an eligibility list is required for these candidates. In addition, prospective students must meet the “VIP Program Eligibility” as listed on page 56.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate degree or upper division baccalaureate degree category, 3 semester hours in Fire Science, Emergency Management, Fire Administration, Fire Technology, or Public Administration.

Presenting Effective Public Education Programs (R826)

Presenting Effective Public Education Programs provides fundamental knowledge, skills, and attitudes to deliver fire and life safety educational programs in the community. This new VIP course is 6 full days and is designed for public educators who have fewer than 2 years of public education work, and whose primary responsibilities are in delivering public education 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 a new public safety educator’s responsibilities is presented with emphasis on presentation skills. 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. Participants are evaluated through performance on 10- to 15-minute presentations, home community exercises in class, and a final examination.

Student Selection Criteria: Students must have current responsibility for delivering community safety education programs in their community. In addition, prospective students must meet the “VIP Program Eligibility” as listed on page 56.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 2 semester hours in Fire Administration, Fire Technology, or Educational Methods.

Fire Protection Systems for Emergency Operations (R827)

This 6-day course is designed to provide emergency personnel with an understanding of the fire protection features installed in buildings. Knowing how these systems work and their proper use will help assist ICs to achieve strategic and tactical success. The course will emphasize the value of collecting this information during preincident planning and how to relay this knowledge to other firefighters who must respond and function effectively using these systems under emergency conditions.

Topics addressed in this course include developing model preincident plans; the importance of collect-

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ing and sharing information with other emergency responders; and understanding the fundamental operations, strengths, and limitations of built-in fire protection systems including automatic sprinklers, standpipes, fire pumps, fire detection and alarm systems, smoke management systems, and special hazard fire protection equipment.

Student Selection Criteria: Anyone responsible for the Command and Control of incident operations, preferably in the built environment. Target audience includes Command Officers, Company Officers, fire department training 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. In addition, prospective students must meet the “VIP Program Eligibility” as listed on page 56.

Note: Up to five vacancies in each class offering will be reserved for students whose primary responsibility is code enforcement, or the inspection, testing, and maintenance of fire protection systems, and who have completed Principles of Fire Protection: Structures and Systems (R222).

Prerequisites: Students attending this class should have responsibility for Command and Control of incident operations, and have

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

- Not less than 3 years’ experience in fire suppression emergency operations.
- Experience with preincident planning policies and procedures.

ACE Recommendation: This course has not yet been reviewed by ACE.

Juvenile Firesetter Intervention Specialist I & II Leadership (R828)

This 6-day course was developed as the result of an emerging standard (Juvenile Firesetting Intervention Professional Standard, which is part of NFPA 1035, *Public Fire & Life Safety Educator*). Students will address the skills essential for the Juvenile Firesetting Intervention Specialist I, which include identification, intake, interview, determining intervention strategy, fire and life safety education, referral to mental health or juvenile justice, and evaluation. The class also addresses the skills needed to be a Juvenile Firesetter Intervention Specialist II, including program, policies, procedures, and forms; budget and funding; creation of a coalition/interagency network; community awareness; develop-deliver training; managing JFIS I staff; data collection; records and case files, and program evaluation.

Students will visit a local treatment unit and interview juvenile arsonists, and receive an extensive presentation of essential information derived from the courtroom testimony and case preparation course for juvenile arsonists being developed by the International Association of Arson Investigators (IAAI).

Students will be required to submit a class project, and must develop a Juvenile Firesetter Program handbook for their organization and form a Juvenile Firesetter Coalition in their jurisdiction and submit this written requirement within 9 months of completion of class in order to receive an NFA certificate.

Student Selection Criteria: Students must have or will have responsibilities related to the management and/or coordination of a Juvenile Firesetting Intervention program in their department. Students from law enforcement, arson investigators (police



or fire service), mental health professionals, schools, children’s hospitals, and social services also may apply on a seat availability basis.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendations: This course has not yet been reviewed by ACE.

Command and Control of Incident Operations (R831)

In this 6-day course, volunteer fire officers are introduced to ICS, and they study proper fire command techniques for control and extinguishment of fires ranging from small, residential structures to multioccupancy, commercial complexes.

Topics covered include problem-solving and fire command, interagency and mutual aid, the ICS, incident management, sizeup 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.

Student Selection Criteria: Chief Officers who have responsibility to command incidents within their jurisdiction, career Chief Officers of volunteer-staffed fire departments, Company Officers, and/or newly appointed officers, including those in an acting position of Company Officer and/or newly appointed officers from small paid/combination fire departments. Additionally, individuals who are upwardly mobile in their organizations may be considered. A letter from the Fire Chief will be required for these applicants. In addition, prospective students must meet the “VIP Program Eligibility” as listed on page 56.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science or Emergency Medical Services.

For more information on VIP, contact the NFA VIP Program Manager at 1-800-238-3358, ext. 1402 or 301-447-1402. VIP information is also on the USFA Web site at: www.usfa.dhs.gov/nfa/resident/vip/

“Very nice facility and resources. Great instructors whom both knew their material well and took all questions and answered them fully. Thank you for this opportunity.”

“This is my 8th residential course and I always leave with more than I came with. I look forward to returning and I encourage those I work with to take advantage of this exceptional training opportunity.”

Off-Campus Hazardous Materials Course Delivery Program

The NFA offers support for off-campus deliveries of *Hazardous Materials Operating Site Practices (O229)*, *Chemistry for Emergency Response (O233)*, *Hazardous Materials Incident Management (O243)*, and *Advanced Life Support Response to Hazardous Materials Incidents (O247)* through State and local fire training systems. For full delivery support, these courses must be administered using either Superfund Amendments and Reauthorization Act (SARA) Title III or Hazardous Materials Emergency Planning (HMEP), formerly HMTA and HMTUSA, funds. Other funding may be used; however, certain restrictions may apply.

NFA provides

- Student Manuals for each course (full support if SARA Title III or HMEP funding is used, one master copy if other funding is used);
- audiovisual support materials (videotapes and/or slides);
- paperwork support materials, including rosters, tests, and answer keys; and
- NFA certification for successfully completed courses.

The sponsoring agency is responsible for all other costs associated with the delivery:

- contracting two instructors from NFA's qualified list;
- obtaining the necessary copyrighted books and tapes, if required;
- site administration and support, before, during, and after delivery; and
- all return shipping costs.

In addition to these items, there are other requirements for each course.

Course descriptions for *Chemistry for Emergency Response*, *Hazardous Materials Operating Site Practices*, *Hazardous Materials Incident Management*, and *Advanced Life Support Response to Hazardous Materials Incidents* can be found in the Hazardous Materials Curriculum section of this catalog beginning on page 38.

Mandatory Prerequisite for ALL NFA Courses: In order to align our programs with Department of Homeland Security directives, we require that **all** National Fire Academy resident students complete ICS-100-level and

ICS-200-level training **before** they arrive at the National Emergency Training Center. While we prefer that students complete the Q462 and Q463 courses available through NFA Online at www.nfaonline.dhs.gov, we will accept other NIMS-compliant equivalent training as provided by State or Federal agencies. The Fire Chief's signature attests that the applicant has completed this required prerequisite training.

For your information, these NFA courses meet the NIMS requirements for ICS-100 through ICS-400:

ICS-100	Q462, ICS-100, <i>Introduction to ICS for Operational First Responders</i> NIMS ICS for the Fire Service NIMS ICS for EMS
ICS-200	Q463, ICS-200, <i>Basic NIMS ICS for Operational First Responders</i> NIMS ICS for the Fire Service NIMS ICS for EMS
ICS-300	H465, ICS-300, <i>Intermediate ICS for Expanding Incidents</i> R308, <i>Command and Control of Fire Department Operations at Natural and Man-Made Disasters</i> (June 2007 or later) R152, <i>EMS: Special Operations</i> (March 2007 or later) R243, <i>Hazardous Materials Incident Management</i> (July 2007 or later) R306, <i>Executive Analysis of Fire Service Operations in Emergency Management</i> (February 2007 or later)
ICS-400	H467, ICS-400, <i>Advanced ICS for Command and General Staff, Complex Incidents, and MACS</i> R306, <i>Executive Analysis of Fire Service Operations in Emergency Management</i> (February 2007 or later)

For further information on this delivery program, please contact the Program Coordinator at: 1-800-238-3358, ext. 1411, or 301-447-1411.

For information on the SARA Title III or HMEP funding in your State, please contact your State Fire Training Director or State Emergency Response Commission.

NFA-Sponsored Off-Campus 6-Day and 10-Day Program

(formerly Regional Delivery Program)

The NFA-Sponsored Off-Campus Delivery Program was developed because of limited space at the Emmitsburg, Maryland, campus. The NFA-Sponsored Off-Campus Program provides fire service and allied professionals the opportunity to attend NFA resident courses within their geographical region.

NFA-Sponsored Off-Campus courses mirror 1- and 2-week courses normally taught at NFA's resident facility. Although minor modifications sometimes are required, basic course content and materials are the same as oncampus courses. The NFA provides two instructors per course, paralleling oncampus delivery, plus all training materials.

The NFA's Training Resources and Data Exchange (TRADE) network is the mechanism through which the NFA-Sponsored Off-Campus Delivery Program is coordinated and implemented. TRADE members consist of State- and local-level training and education administrators who are in an excellent position to determine the training needs of fire service personnel in their regions and throughout the United States.

TRADE sponsors the course deliveries, and local hosts select and coordinate training facilities, arrange for support, provide instructional equipment, secure student housing and meals, and provide onsite administrative support. Students are responsible for costs associated with individual travel, lodging, and meals. However, **NFA provides a partial stipend to eligible students to help offset travel and/or lodging expenses.**

The following courses are currently available through the NFA-Sponsored Off-Campus Delivery Program. Course descriptions can be found as indicated by the page number listed.

- Advanced Life Support Response to Hazardous Materials Incidents (N247) 2 weeks. See page 40.
- Advanced Safety Operations and Management (N822) 6 days. See page 59.
- Challenges for Local Training Officers (N815) 6 days. See page 58.
- Chemistry for Emergency Response (N233) 2 weeks. See page 39.
- Command and Control of Fire Department Operations at Target Hazards (N825) 6 days. See page 60.
- Command and Control of Incident Operations (N831) 6 days. See page 63.
- Emergency Medical Services: Management of Community Health Risks (N149) 2 weeks. See page 30.
- Emergency Medical Services: Special Operations (N152) 2 weeks. See page 31.
- Evaluating Performance-Based Designs (N108) 6 days. See page 46.
- Fire Cause Determination for Company Officers (N811) 6 days. See page 58.
- Fire Inspection Principles (N220) 2 weeks. See page 48.
- Fire and Life Safety Plans Review (N132) 6 days. See page 47.
- Fire Protection Systems for Emergency Operations (N227) 6 days. See page 50.
- Hazardous Materials Incident Management (N243) 6 days. See page 40.
- Hazardous Materials Operating Site Practices (N229) 2 weeks. See page 38.
- Leading Community Fire Prevention (N823) 6 days. See page 60.
- Presenting Effective Public Education Programs (N826) 6 days. See page 50.

NFA-Sponsored Off-Campus 2-Day Program and NFA-Sponsored On-Campus 2-Day Program

(formerly Direct Delivery and State Weekend Program)

A strong partnership exists between NFA and State and local fire training systems to advance the professional development of fire service personnel. This partnership has resulted in the ongoing development and delivery of the Academy's distance delivery programs. The courses offered for the Off-Campus 2-Day Program and the On-Campus 2-Day Program are identical. The same cadre of instructors is used for delivery of courses in both programs. Curriculum areas cover a variety of subjects, including fire/injury prevention, public education, company tactical operations, incident command, health and safety, hazardous materials, and counterterrorism.

The following courses are available through both the Off-Campus 2-Day and the On-Campus 2-Day programs:

- Command and Control of Wildland/Urban Interface Fire Operations for the Structural Chief Officer (CCWUIFOSCO)
- Comprehensive Fire Protection Approach in a Commercial Property (CFPACP)
- Cooperative Leadership Issues in Wildland/Urban Interface Operations (CLIWUIO)
- Courtroom Preparation and Testimony for First Responders (CPTFR)
- Community Risk Issues and Prevention Interventions (CRIPI)
- Emergency Response to Terrorism: Strategies and Tactics Command Officers (ERT:STCO)
- Executive Skills Series: Influencing (ESS:IN)
- Executive Skills Series: Leading Diverse Communities Beyond Conflict (ESS:LDCBC)
- Executive Skills Series: Managing and Leading Change (ESS:M&LC)
- Fire Behavior in a Single-Family Residence (FBSFR)
- Fire Modeling in a Single-Family Residence (FMSFR)
- Fire Prevention for High-Risk Populations: Age and Disability Factors (FPHRP:ADF)
- Fire Prevention for First Responders and Small Departments (FPSD)
- Health and Safety Officer--Revised (HSO)
- Incident Command for Highrise Operations (ICHO)
- Incident Command System for Structural Collapse Incidents (ICSSCI)
- Incident Safety Officer--Revised (ISO)
- Initial Response to Hazardous Materials Incidents: Basic Concepts (IRHMI:BC)
- Initial Response to Hazardous Materials Incidents: Concept Implementation (IRHMI:CI)
- Introduction to National Fire Incident Reporting System 5.0 (NFIRS 5.0) (States need to have computers for all students if offering off campus)
- Introduction to Unified Command for Multiagency and Catastrophic Incidents (IUCMCI)
- Introduction to Wildland/Urban Interface Firefighting for the Structural Company Officer (IWUIFSCO)
- Juvenile Firesetter Intervention Specialist I (JFIS I)
- Juvenile Firesetter Intervention Specialist II (JFIS II)
- Leadership I: Strategies for Company Success (LS I)
- Leadership II: Strategies for Personal Success (LS II)
- Leadership III: Strategies for Supervisory Success (LS III)
- Managing in a Changing Environment (MCE)
- Methods of Enhancing Safety Education (MESE)
- Marketing Fire Prevention in Your Community (MFPC)
- NIMS--Incident Command System for Emergency Medical Services (NIMS--ICS for EMS)
- NIMS--Incident Command System for the Fire Service (NIMS--ICS for the FS)
- NFIRS: Data Analysis and Problem Solving Techniques (NFIRS: DAPST) (States need to have computers for all students if offering off campus)
- Preparation for Initial Company Operations (formerly MCTO: Preparation) (PICO)

- Preventing Fire Risk Based on Socioeconomic Factors: Rural and Urban Settings (PFRBSF:RUS)
- Prevention and Mitigation Advocacy for Small Department Responders (PMSD)
- Shaping the Future (STF)
- Strategy and Tactics for Initial Company Operations (STICO)
- Training Operations in Small Departments (TOSD)

For general information on these programs, please contact the Program Manager at 1-800-238-3358 ext. 1301, or 301-447-1301.

NFA-Sponsored Off-Campus 2-Day Program:

Many volunteer and career fire service personnel cannot take time to attend 1- and 2-week resident programs, so the 2-day courses provide training opportunities **within** the State and local communities. Courses are selected and cosponsored jointly by NFA and State and local fire training systems. States have the option of electing to use some/all as Train-the-Trainer Programs. Course materials will be handed off in digital format to State Training Systems hosting Train-the-Trainer deliveries.

Each year State Fire Training Agencies select Academy courses to be delivered within their own State. If your department is interested in hosting one of these course deliveries you should contact your State Fire Training Agency. Contact information for each State Agency is included on pages 93 through 97.

How to Apply: For specific information regarding which courses will be offered, course locations, dates, registration, and application procedures, contact your State Fire Training Agency. Each State is responsible for all admission procedures for courses delivered in the Direct Delivery Program.

NFA-Sponsored On-Campus 2-Day Program:

This NFA-Sponsored On-Campus 2-Day Program is offered at NFA as an educational opportunity for fire and rescue personnel from specific States. The program strengthens a State’s fire service community through education, personal networking, and a shared collegial experience. Students are offered the opportunity to grow professionally through a quality educational experience and to increase their

knowledge and skills to provide a safe and effective response to their communities.

State Fire Training Agencies sponsor the weekends in partnership with NFA. The State Agency selects the courses and recruits and enrolls the students according to the established student selection criteria. The NFA hosts the weekend and provides the instruction and course materials. In addition, lodging is provided at no cost to representatives of career or volunteer departments and State/local governments. Meal costs and transportation expenses are the responsibility of the individual participants or the sponsoring agencies.

This program provides a unique opportunity for NFA and State Fire Training Agencies to collaborate in the delivery of a quality training program.

How to Apply: This program is targeted for fire service personnel with a minimum of 3 years of experience. Those interested in attending an NFA-Sponsored On-Campus 2-Day Program should contact their State Fire Training Agency for information on dates, course selection, registration, and transportation.

Course descriptions for each of the courses available through these programs follow:

Command and Control of Wildland/Urban Interface Fire Operations for the Structural Chief Officer (CCWUIFOSCO) (F612)

This 2-day course is designed to provide students with the essential tools and skills to operate safely in a wildland/urban interface incident. Course content covers interface incidents, fire behavior, safety, and operational considerations.

Target Audience: Chief or Company Officers who may have command responsibility for multiple resources at the scene of a wildland/urban interface incident.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov Chief’s

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signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science or Forestry Management.

Comprehensive Fire Protection Approach in a Commercial Occupancy (CFPACP) (F355)

This 1-day course uses a comprehensive fire protection approach to frame areas of study around fire growth paths, products, and systems involved with the appropriate fire protection solution, fire and building codes, and the use of fire-mitigating tools. Analysis of historical commercial building fires highlights the development of building codes, fire codes, and product test methods.

Participants learn how to assess the validity of a product performance test for a specific product application or end-use using a certification label. In a final case study, participants apply the comprehensive fire protection approach to the analysis of a documented commercial fire and determine the impact or firefighting strategies.

This course complements the USFA's National Fire Academy's resident and endorsed courses in the area of technical fire prevention.

Target Audience: Firefighters and fire officers; fire marshals, inspectors, and building inspectors; and

career and volunteer firefighters who have prevention responsibilities.

ACE Recommendation: ACE has not yet reviewed this course.

Cooperative Leadership Issues in Wildland/Urban Interface Operations (CLIWUIO) (F613)

This course is designed to provide students with the essential tools and skills to operate safely in a wildland/urban interface incident. It is designed in a modular format to be offered as a 2-day course or as optional modules after completing *Command and Control of Wildland/Urban Interface Fire Operations for the Structural Chief Officer*. Course content covers strategy development (simulation exercise), overview of the emergency management plan, new development issues, working with property owners, environmental issues, cultural issues, historic issues, news media, and cooperative leadership (simulation exercise).

Target Audience: Chief or Company Officers who may have Command responsibility for multiple resources at the scene of a wildland/urban interface incident.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science and Forestry Management.

Courtroom Preparation and Testimony for First Responders (CPTFR) (F209)

This course will provide the necessary tools for all emergency responders who may be called upon for depositions and/or courtroom testimony relevant to facts witnessed on arrival at a scene as a first responder.

This 2-day course will emphasize the importance of reporting factual events. It also will address the

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need to improve report-writing skills after witnessing an event, and oral presentation skills if asked to describe the event in a court of law. The intent of this course is to prepare all emergency responders, with emphasis on volunteer firefighters, to present information to the legal system.

Target Audience: Open to all interested emergency services personnel, including volunteer, career, and allied professions, who are interested in controlling the arson problem.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science, Emergency Medical Services, Emergency Management, Law Enforcement, or Technical Speech.

Community Risk Issues and Prevention Interventions (CRIPI) (F347)

This 2-day course is designed for students who work in the field of prevention. Students learn a basic overview of the “three Es” of prevention--education, engineering, and enforcement. The course concludes that the most effective way to combat community risk issues is to develop strategies that use all “three Es.” The course is designed to provide the motivation and leadership for local organizations to enhance their prevention efforts.

Course content includes

- evaluation of the types and levels of community prevention;
- how injuries, fires, and burns can be prevented;
- strategies and countermeasures to help people understand the injury, fire, or burn event and reduce the loss; and
- prevention approaches--behavior changes, legislation, and enforcement and engineering.

Target Audience:

- Prevention personnel in local organizations.
- Persons serving on local or State prevention committees.

- Fire marshals, inspectors, and public educators.
- Career and volunteer firefighters who have prevention responsibilities.
- EMS personnel who coordinate community life-support programs.
- Community volunteers wishing to enhance fire and life safety efforts.
- Community health educators.
- Part-time or full-time public educators.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Public Administration, Fire Science, Public Health, Industrial Loss Control, or Political Science.

Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors (ERT:STCS) (F549)

This updated 2-day course is designed for the responder(s) who may be responsible for initial and expanded command of incidents involving terrorism. The course is intended to build upon the students’ existing skills as an Incident Commander (IC), a practitioner of the Incident Command System (ICS), and knowledge of the National Incident Management System (NIMS), the National Response Plan (NRP), and terrorism. The class will assist the officer in preparing an effective response to the consequences of terrorism. ICs must be prepared to operate as part of a multiagency, multidiscipline, and multijurisdictional response. To address the Command and Control challenges that likely will confront the IC, the class uses lecture supported by case studies and practice scenarios. This will enable the students to apply their knowledge of preincident planning, managing emergency incidents, and operating as part of a Unified Command structure.

Target Audience: The primary target audience for this course is individuals (Chief Officers, shift supervisors, etc.) who hold Command-level positions in their organizations. These people should have Command and Control responsibilities on incidents

involving terrorism, and be familiar with operating in an incident management structure.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- W/F806 NIMS ICS for the Fire Service or W/F163 NIMS ICS for EMS.
- Q534 *Emergency Response to Terrorism: Self Study*; Q532 *ERT: Interactive*; or *ERT: Basic Concepts*.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science, Emergency Medical Services, or Hazardous Materials.

Executive Skills Series: Influencing (ESS:IN) (F518)

Influencing is considered a critical leadership skill, particularly at the executive level. This 2-day course will examine how leaders successfully influence others to accomplish common goals. Formally planning to influence others will be a primary discussion area within the course. Case studies of executives influencing others will be analyzed to illustrate the challenges and opportunities associated with complex situations in the public sector. This course is for senior officers of both career and volunteer fire/emergency services organizations.

Target Audience:

- Chief of department or equivalent.
- Chief officers who head major bureaus or functions within a department (e.g., suppression, prevention, training, emergency medical services, etc.).
- Battalion-level officers of International Association of Fire Chiefs (IAFC)-designated "metro-size" fire departments.

Selection Priority: Sponsoring organizations should require documentation of rank/function to ensure student selection criteria are maintained.

ACE Recommendation: In the upper division baccalaureate degree category, 1 semester hour in Business Administration, Fire Science Administration, or Public Administration.

Executive Skills Series: Leading Diverse Communities Beyond Conflict (ESS:LDCBC) (F516)

This 2-day program will provide senior executives in fire and emergency service organizations with information, perspectives, and tools for taking action to harmonize the diversities within their work and stakeholder communities. The course will be a springboard for forming and launching plans of action. It will break new ground in addressing fire service culture and challenges, and position fire service leadership in a complex, yet sometimes difficult, society. Finally, the course will help participants mobilize support and identify resources for making a difference. The course is intended to be a "launch pad" for action projects that will be undertaken when participants return to work. Certificates of successful completion will be awarded only upon submission of a completed action plan to the NFA.

Target Audience: This course is directed to senior fire executives (battalion chief or higher). This is consistent with other ESS courses and the resident Executive Fire Officer (EFO) Program. The curriculum acknowledges the diversity of fire service organizations (paid, volunteer, combination) and therefore is applicable to all fire/emergency services organizations.

ACE Recommendation: In the vocational or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science, Fire Administration, Personnel or Human Resource Management, Ethics, Public Administration, Political Science, Sociology, Urban/Regional Planning, or Philosophy.

Executive Skills Series: Managing and Leading Change (ESS:M&LC) (F517)

In this 2-day course, students will be introduced to a four-step model for managing change effectively.

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These activities include analysis, planning, implementation, and evaluation. The same model will be used to examine the executive role of leading change. A variety of activities and simulations will apply theories to contemporary issues that executive officers experience daily. This course is for senior fire officers of both career and volunteer fire/emergency services organizations.

Target Audience:

- Chief of department or equivalent.
- Chief officers who head major bureaus or functions within a department (e.g., suppression, prevention, training, emergency medical services, etc.).
- Battalion-level officers of International Association of Fire Chiefs (IAFC)-designated "metro-size" departments.

Selection Priority: Sponsoring organizations should require documentation of rank/functions to ensure student selection criteria are maintained.

ACE Recommendation: In the upper division baccalaureate degree category, 1 semester hour in Business Management.

Fire Behavior in a Single-Family Residence (FBSFR) (F356)

This 1-day course uses test burns of commonly found items in simulated single-family occupancies to provide firefighters with pragmatic cognitive and analytical skills from understanding fire behavior. Through observation and analysis of videotaped test burns and burn data, participants will learn the value, application, and limitations of fire-testing and test methods, instruments, and equipment. The course presents scenarios and case studies to enable firefighters to assess and devise strategies for fighting actual fires, based on their ability to apply data from test burns.

Participants will learn the burn characteristics of individual items commonly found in single-family residences, as well as individual rooms--based on specific variables, such as fire detection and firefighting equipment (smoke detectors, CO detec-

tors, sprinklers), and room size and layout (ceiling height, windows). Analysis and discussion of test results will enable participants to evaluate and interpret those results, and develop safe, effective firefighting strategies.

This course complements the USFA's National Fire Academy's Resident and Endorsed courses in the area of technical fire prevention. This course also supports applicable initiatives in the National Fallen Firefighters Foundation 16 Life Safety Initiatives.

Target Audience: Firefighters and fire officers; fire marshals, inspectors, and building inspectors, career and volunteer firefighters who have prevention responsibilities.

ACE Recommendation: ACE has not yet reviewed this course.

Fire Modeling in a Single-Family Residence (FMSFR) (F357)

This 1-day course uses data from test burns of commonly found items in simulated single-family occupancies to enable firefighters to effectively evaluate, analyze, and use fire computer models, such as the Fire Dynamics Simulator (FDS). By viewing expert perspectives, and discussing and analyzing results of videotaped test burns and burn data, participants will learn the benefits, application, and limitations of fire modeling.

Participants will apply data from fire scenarios to the FDS to understand how different conditions may affect the outcome of an actual fire. Participants also will be introduced to different types of fire tests, with explanations of their application and reliability.

The course presents data from test burns of single-family occupancy structures to enable firefighters to evaluate that data, and assess and devise strategies for fighting actual fires. Participants will learn how boundary conditions and fire initiation affects modeling results. Analysis and discussion of fire modeling results will enable participants to evaluate and interpret those results, and develop safe, effective firefighting strategies.

This course complements the USFA's National Fire Academy's resident and endorsed courses in the area of technical fire prevention. This course also supports applicable initiatives in the National Fallen Firefighters Foundation 16 Life Safety Initiatives.

Target Audience: Firefighters and fire officers; fire marshals, inspectors, and building inspectors, career and volunteer firefighters who have prevention responsibilities.

ACE Recommendation: ACE has not yet reviewed this course.

Fire Prevention for High-Risk Populations: Age and Disability Factors (FPHRP:ADF) (F275)

This new 2-day course will provide an overview of the knowledge, skills, and process required to conduct successful risk-reduction efforts among older adult populations and very young children.

This course is designed for students who work in the field of prevention, safety education, and community leadership positions. Students learn to focus on the factors that contribute to high fire incidence with the older adult and very young populations.

Course content includes

- personal beliefs and observations about the aging process;
- developing sensitivities about growing older;
- characteristics and challenges associated with addressing risk among older adult and very young population groups;
- the risk-reduction process for older adult populations; and
- fire safety plans/messages targeting high-risk populations based on aging.

Participants take a short multiple-choice exam on key course concepts.

Target Audience:

- Persons serving on local or State prevention committees.

- Prevention personnel in local organizations.
- Persons teaching safety programs within the community.
- Fire marshals, inspectors, and public educators.
- EMS personnel who coordinate community life-support programs.
- Local school teachers or other community safety advocates.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science, Fire Protection, or Public Administration.

Fire Prevention for First Responders and Small Departments (FPSD) (F271)

(1st in a series of Small Community Fire Prevention courses)

This 2-day inspirational course stresses the awareness, advocacy, and motivational content needed by those who traditionally have been focused on operations (suppression, EMS, etc.) and who seek to learn new, successful approaches appropriate for communities of all sizes, but most especially for America's smaller communities. The course focuses on identifying exciting and highly successful tools and approaches for addressing the total fire protection challenge via lessons learned in other communities, resources available, and the means and value of building partnerships and coalitions. Students will come away empowered to make change and thus build departments that are more effective at serving both customers and members, by learning how to manage the fire prevention function better.

Target Audience: Leaders, both today's and tomorrow's, in the Nation's smaller departments (typically those of less than 25,000 population). This course is open to all interested emergency services personnel including volunteer, career, and allied professionals; the class is intended primarily for those who have served in operations and who seek to learn more effective ways of combating the fire problem.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate

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degree category, 1 semester hour in Fire Science or Fire Protection.

Health and Safety Officer—Revised (HSO) (F730)

This 2-day course examines the Health and Safety Officer’s role in identifying, evaluating, and implementing policy and procedures that affect health and safety aspects for emergency responders. Risk analysis, wellness, and other occupational safety issues will be the main emphasis of this course.

Target Audience: Individuals who have department-level health and safety responsibilities. Persons attending this course should have a working knowledge of the ICS, as taught by NFA, applicable NFPA and Occupational Safety and Health Administration (OSHA) requirements and recommendations, and responsibility for setting policy for the department on such issues.

ACE Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Occupational Health and Safety or Fire Science.

Incident Command for Highrise Operations (ICHO) (F321)

This 2-day course is designed to assist emergency response officers who have responsibility for managing highrise incidents. This includes organizing resources, developing strategies, and managing tactical operations to protect life and to minimize damage during an incident. Students attending should have a

- working knowledge of the basic ICS organization;
- working knowledge of strategy and tactics for structural firefighting;
- knowledge of building construction; and
- understanding of the type of building systems existing in highrise buildings.

Target Audience: Anyone who would serve as a Company Officer/Chief Officer in communities that have highrise buildings.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science, Fire Administration, Public Administration, Emergency Medical Services Administration, or Emergency Management.

Incident Command System for Structural Collapse Incidents (ICSSCI) (F322)

This 2-day course is designed to provide fire officers with an understanding of Command operations at structural collapse incidents. Students completing this course will be able to:

- describe the aspects of a structural collapse;
- explain basic Command procedures and ICS organizational structure;
- identify various resource levels, types, and capabilities used for structural collapse incidents;
- identify critical factors and issues that affect scene management;
- describe all unique operational considerations used at a structural collapse incident;
- describe all response operations phases associated with a structural collapse incident; and
- describe the technical rescue expertise and equipment required for safe operations and effective incident management.

Target Audience: Individuals who have statutory authority/responsibility and may serve in a Unified Command structure at a structural collapse; fire Command Officers.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/ associate degree category, 1 semester hour in Fire Science, Public Administration, Emergency Medical Services Administration, or Emergency Management.

Incident Safety Officer—Revised (ISO) (F729)

This 2-day course examines the Safety Officer’s role at emergency responses. A specific focus on operations within ICS as a Safety Officer is a main theme. Response to all-hazards types of situations will be emphasized.

Target Audience: Individuals who have a Safety Officer responsibility at emergency operation situations. Persons attending this course should have a working knowledge of the ICS, as taught by NFA, building construction principles, hazardous materials management, applicable NFPA guidelines, and Federal regulations.

ACE Recommendation: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 1 semester hour in Occupational Health and Safety, Fire Science, or Fire Administration.



Hazardous Materials Incidents: Basic Concepts (IRHMI:BC) (F809)

This course is designed to give the participants an understanding of the basic concepts and techniques of hazardous materials first response. Instruction is based on 29 CFR 1910.120 (OSHA) and 40 CFR 311 (EPA), but does not include “hands-on” practical applications/simulation exercises.

The objective of this course is to provide the students with the ability to recognize the difference between normal suppression operations and hazardous materials and their potential dangers, access

resources appropriate to the emergency, and ensure personal safety when functioning as a hazardous materials first responder.

Target Audience: Any emergency personnel who normally might be expected to respond to incidents involving hazardous materials as described in 29 CFR 1910.120 or 40 CFR 311.

Prerequisite: None. This course is the first of two courses on *Initial Response to Hazardous Materials Incidents*.

Initial Response to Hazardous Materials Incidents: Concept Implementation (IRHMI:CI) (F808)

This course is designed to reinforce and expand upon information presented in the IRHMI: Basic Concepts course through general application in an operational context. More detail and new concepts will be provided on procedures, usage, and related considerations following the basic chronology of a hazardous materials incident.

The objective of this course is to provide the students with the ability to identify the basic steps of a systematic process for safe and appropriate hazardous materials incident response; the basic hazard and risk assessment techniques appropriate to hazardous materials incidents; and the basic options, requirements, and limitations of methods to control, contain, and confine the hazard.

In addition, the students will be able to describe the types, uses, and sources of information needed to identify the hazard.

Target Audience: Any emergency personnel who normally might be expected to respond to incidents involving hazardous materials as described in 29 CFR 1910.120 or 40 CFR 311.

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Prerequisite: Completion of *Initial Response to Hazardous Materials Incidents: Basic Concepts (IRHMI:BC)* or equivalent training. Otherwise, no prior hazardous materials knowledge is assumed.

Introduction to National Fire Incident Reporting System 5.0 (NFIRS 5.0) (F497)

This 2-day course teaches students how to use standardized forms to achieve uniformity in their incident and activity reporting.

This training program is designed specifically to support local fire service organizations, and will assist them in providing data both to their management and to decisionmakers, as well as to their State uniform fire reporting system. At a local level, the NFIRS data can be used to:

- describe a community’s fire problem;
- support budget requests;
- improve decisionmaking for allocation of resources;
- assist in planning for future fire protection;
- help identify opportunities for scheduling nonemergency activities;
- evaluate code enforcement programs; and
- identify target audiences for public fire education programs.

Target Audience: New, current, and potential users of a fire department or State uniform reporting system. Members of local or State fire service organizations responsible for documenting incidents and/or incident data collection.

ACE Recommendation: ACE has not reviewed this course.

Introduction to Unified Command for Multiagency and Catastrophic Incidents (IUCMCI) (F315)

This course is designed for those officers who would function in a Command or General Staff position during a multiagency operation. Lectures and activities are designed to promote a better understand-

ing of multiagency needs and a Unified Command structure. This course is designed to provide an understanding of the requirements of a Unified Command organization and the skills necessary to operate effectively at complex incidents.

Target Audience:

- Officers who have Command responsibilities.
- Officers who are upwardly mobile and act in the position of a Command Officer.
- Officer, regardless of title, who would function in a Command or General Staff position during a Unified Command operation.
- Those officers who are initially responsible for setting up the Incident Command organization.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: ACE has not yet reviewed this course.

Introduction to Wildland/Urban Interface Firefighting for the Structural Company Officer (IWUIFSCO) (F610)

This 2-day course identifies operational activities and safety concerns for structural Company Officers assigned to a wildland/urban interface incident. Topics covered include introduction to wildland/urban interface firefighting, interface environment, wildland fire behavior, Command and Control issues of wildland/urban interface firefighting, and tactics.

Target Audience: Company Officers or Chief Officers who may be in Command of a single resource or Strike Team at the scene of a wildland/urban interface incident.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: ACE has not yet reviewed this course.

Juvenile Firesetter Intervention Specialist I (JFIS I) (F626)

Students will be introduced to the NFPA 1034, *Juvenile Firesetter Intervention Specialist I* professional standard. The individual will learn how to conduct an interview with a firesetter and his or her family using prepared forms and guidelines. Based on recommended practice, the individual may determine the need for referral for counseling and/or implement educational intervention strategies to mitigate effects of firesetting behavior.

Target Audience: Individuals who have responsibilities related to juvenile firesetting intervention, interviewing, and prevention. The target audience includes practitioners who interact with children involved in firesetting and/or arson behavior and their families. In addition to the fire service, professionals from myriad fields including mental health, law enforcement, education, counseling services, and social services can benefit from the training.

ACE Recommendation: ACE has not yet reviewed this course.

Juvenile Firesetter Intervention Specialist II (JFIS II) (F627)

Students will be introduced to the NFPA 1034, *Juvenile Firesetter Intervention Specialist II* professional standard. The individual will learn how to develop and coordinate a child firesetting intervention program and the activities of a Juvenile Firesetter Intervention Specialist. The course develops skills in interviewing and assessment, program development, implementation, and evaluation.

Target Audience: Individuals who have or will have responsibilities related to the management and/or coordination of a juvenile firesetting intervention program.

ACE Recommendation: ACE has not yet reviewed this course.

Leadership I: Strategies for Company Success (LS I) (F803)

This 2-day course presents the Company Officer with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course includes techniques and approaches to problem-solving, ways to identify and assess the needs of the Company Officer's subordinates, methods for running meetings effectively in the fire service environment, and decisionmaking skills for the Company Officer.

Target Audience:

- Line fire officers, unit commanders, or program supervisors.
- Fire or rescue personnel due for promotion/appointment to officer rank or supervisory position within 6 months.
- Training officers, staff, or administrative officers of fire and rescue organizations.

ACE Recommendation: In the vocational or lower division baccalaureate/associate degree category, 1 semester hour in Business Administration, Fire Science, Public Administration, Urban/Regional Planning, Criminal Justice, Emergency Medical Services, or Emergency Management.

Leadership II: Strategies for Personal Success (LS II) (F804)

This 2-day course provides the Company Officer with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course addresses ethics, use and abuse of power at the Company Officer level, creativity in the fire service environment, and management of the multiple roles of the Company Officer.

Target Audience:

- Line fire officers, unit commanders, or program supervisors.
- Fire or rescue personnel due for promotion/appointment to officer rank or supervisory position within 6 months.

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- Training officers, staff, or administrative officers of fire and rescue organizations.

ACE Recommendation: In the vocational or lower division baccalaureate/associate degree category, 1 semester hour in Business Administration, Fire Science, Public Administration, Urban/Regional Planning, Criminal Justice, Emergency Medical Services, or Emergency Management.

Leadership III: Strategies for Supervisory Success (LS III) (F805)

This 2-day course provides the Company Officer with the basic leadership skills and tools to perform effectively in the fire service environment. The course covers when and how to delegate to subordinates, assess personal leadership styles through situational leadership, discipline subordinates, and apply coaching/motivating techniques.

Target Audience:

- Line fire officers, unit commanders, or program supervisors.
- Fire or rescue personnel due for promotion/appointment to officer rank or supervisory position within 6 months.
- Training officers, staff, or administrative officers of fire and rescue organizations.

ACE Recommendation: In the vocational or lower division baccalaureate/associate degree category, 1 semester hour in Business Administration, Fire Science, Public Administration, Urban/Regional Planning, Criminal Justice, Emergency Medical Services, or Emergency Management.

Managing in a Changing Environment (MCE) (F604)

This 2-day course is the second of two courses on midlevel management covering the skills and techniques midlevel managers will need to provide leadership and direction for their departments. Content includes an overview of significant economic, social, political, and technological influences affecting fire service operations. Students will have the opportunity to identify and relate these influences to their

personal and professional situations; and to practice strategies for managing changes resulting from those influences.

Target Audience: Individuals presently assigned to management positions who supervise first-line officers; and administrative officers responsible for significant staff functions within the organization and who report directly to top management. Individuals presently assigned to top-level management positions with limited opportunity for managerial development through formalized course work; and personnel who are upwardly mobile within their organizations and whose chiefs of department wish to prepare them for increased managerial responsibility.

ACE Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science, Economics, Emergency Medical Services, Emergency Management, Sociology, Management, or Business.

Methods of Enhancing Safety Education (MESE) (F344)

This 2-day course is designed for those who coordinate or assist their organization in public education. The course does not teach people how to deliver safety programs; rather it supports efforts to enhance safety education in their organizations and in their communities. Content is ideal for students from smaller or volunteer organizations who wish to enhance their public education and prevention efforts. Students will outline ideas and plans that they would like to apply when they return home. Students who take this 2-day program will be able to determine if public education is valued in their organizations and in their communities. Course content emphasizes three simple methods for establishing “roots” in public fire and life safety education:

- personal commitment to public education;
- determining and improving the organization’s role in public education; and
- enhancing programs through greater community support.

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Target Audience:

- Those who serve on local or State prevention or public education committees.
- Fire suppression personnel or volunteer firefighters who coordinate public education.
- Volunteer firefighters who wear many "hats," including public education.
- EMS personnel who coordinate programs such as basic life support.
- Community volunteers wishing to enhance fire and life safety efforts.
- Local schoolteachers who teach safety topics.
- Citizens who desire a more active role in safety education.
- Community health educators.
- Part-time or full-time public fire educators.

ACE Recommendation: In the vocational certificate category or lower division baccalaureate/associate degree category, 1 semester hour in Fire Administration, Fire Prevention, Fire Science, or Political Science.

Marketing Fire Prevention in Your Community (MFPC) (F273)

(3rd in a series of Small Community Fire Prevention courses)

In this 2-day course students begin developing a marketing plan for fire prevention using resources from the first two courses and those already in place in their communities. Upon completion of this course, students will be able to continue developing, refining, and applying a marketing plan that will outline target hazard risk, identify significant opponents, and present allies who may be available within their community.

Target Audience: Those who seek to learn new approaches to deal more easily with their community's fire and injury challenges, including departmental "leaders," both today's and tomorrow's, operational and administrative, in the Nation's smaller departments.

Open to all interested emergency services personnel, including volunteer, career, and allied professions, the class is intended primarily for those who are serving or who have served previously in operations (suppression, emergency medical services (EMS), etc.), and who seek to learn about more effective ways of combating the fire problem. Personnel with little or no prevention orientation will benefit significantly.

Prerequisites: None; however, experience with marketing in the work environment, volunteer opportunities, or training/college courses is suitable and will enhance the training experience. Additionally, those who follow Ben May or use USFA's Marketing Manual or Public Information Education Relations (PIER) manual will find this course valuable.

ACE Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Marketing, Fire Science, Public Administration, or Emergency Management.

NIMS--Incident Command System for Emergency Medical Services (NIMS-ICS for EMS) (F163)

Students will be introduced to the concepts of emergency medical services (EMS)-specific Incident Command System (ICS) through lecture and guided discussion. They will use scenarios, case studies, graphics, audiovisuals, and role play to demonstrate understanding of the concepts.

The students will be able to implement an ICS at small- or medium-sized incidents and manage the incident for 20 minutes or until the line supervisor arrives on the scene and assumes Command.

Target Audience: Emergency response personnel who, as a part of their regular duties, respond to small- to medium-sized emergency medical incidents requiring scene management skills. Students' jobs can range from first responder through field operations chief. Selection priority will be given to EMS personnel who have duties involving scene management at small- to medium-sized incidents.

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NIMS—Incident Command System for the Fire Service (NIMS—ICS for the FS) (F806)

This course addresses the need for an Incident Command System (ICS), an overview of the structure and flexibility of ICS, and an understanding of the command skills necessary to function effectively in an ICS structure.

This course is designed to develop an understanding of the ICS and its application in both emergency and nonemergency situations.

Target Audience: All first responders with responsibilities to use, deploy, implement, and/or function within an ICS.

NFIRS: Data Analysis and Problem Solving Techniques (NFIRS: DAPST) (F495)

NFIRS: *Data Analysis and Problem-Solving Techniques* is a 2-day course. The course is designed for experienced National Fire Incident Reporting System (NFIRS) users who need enhanced fire incident analysis and reporting skills. This is not an introductory-level course. Exclusive use of the computer classroom provides an environment where students receive step-by-step instruction in Microsoft Excel®, pivot table preparation, querying the NFIRS database, and publishing pivot tables and charts on the World Wide Web.

The objective of this course is to provide a problem-solving process using NFIRS data to identify and address real agency problems, issues, and questions.

Selection Priority: Experienced users of a fire department or State uniform fire reporting system who need advanced analysis and reporting skills to meet organizational requirements for detailed performance reports. Completion of the *Introduction to NFIRS 5.0* course **or equivalent** and 1 year of experience in using a uniform fire reporting system is required.

Preparation for Initial Company Operations (PICO) (F458)

This course is designed for Company Officers (COs), acting COs, or senior firefighters responsible for the management of a single fire company at an emergency incident: Those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operations.

Target Audience: COs, acting officers, or senior firefighters who command a fire company during emergency operations; those officers who are responsible for maintaining skills and company readiness.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief’s signature attests that the applicant has completed this required training.

ACE Recommendation: ACE has not reviewed this course.

Preventing Fire Risk Based on Socioeconomic Factors: Rural and Urban Settings (PFRBSF:RUS) (F276)

This new 2-day course will develop ideas and plans to address the high fire incidence among populations based on socioeconomic factors. Rural and urban settings are taken as samples.

This course is designed for students who work in the field of prevention. Students learn to focus on the socioeconomic factors that contribute to high fire incidence among populations in rural and urban areas. Values, attitudes, and behaviors as well as social and economic characteristics will be evaluated.

Effective change techniques, existing programs, and community collaboration are reviewed to develop effective solutions to community high-risk target groups.

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“As a first time student I was very impressed with the facility and the training.”

Course content includes

- how socioeconomic factors play a significant role in high incidence of fire, fire deaths, and fire injuries;
- attitudes, values, and behaviors of populations at high risk for fire;
- how poverty and low education levels may explain up to one-third of the variation in fire deaths;
- reaching into neighborhoods to create change for populations that are at high risk for fire; and
- program issues for high-risk groups in rural and urban groups.

Participants take a short multiple-choice exam on key course concepts.

Target Audience:

- Persons serving on local or State prevention committees.
- Prevention personnel in local organizations.
- Persons teaching safety programs within the community.
- Fire marshals, inspectors, and public educators.
- EMS personnel who coordinate community life-support programs.
- Local school teachers or other community safety advocates.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science, Fire Protection, and Emergency Management.

Prevention and Mitigation Advocacy for Small Department Responders (PMSD) (F272)

(2nd in a series of Small Community Fire Prevention courses)

This 2-day course stresses fire prevention and mitigation awareness, advocacy, and motivation needed by those who traditionally have been focused on response activities. Participants learn about successful prevention-oriented approaches appropriate for America’s smaller communities. The course identifies successful tools, from analysis of the challenges to identification of resources needed to address the total

fire protection challenge necessary to bring about change, and how a department’s culture of power, influence, negotiation, and coalition building relates.

Target Audience: Those who seek to learn new approaches to better deal with their community’s fire and injury challenges, including departmental “leaders,” both today’s and tomorrow’s, operational and administrative, in the Nation’s smaller departments.

Open to all interested emergency services personnel, including volunteer, career, and allied professions, the class is intended primarily for those who are serving or who previously served in operations (suppression, EMS, etc.) and who seek to learn about more effective ways of combating the fire problem. Personnel with little or no prevention orientation will benefit significantly.

Prerequisite: Although not mandatory, successful completion of the first in this series, *Fire Prevention for First Responders and Small Departments*, is desirable because of its motivational messages and insights toward creating change.

ACE Recommendation: In the vocational or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science or Fire Technology.

Shaping the Future (STF) (F602)

This 2-day course is the first of two courses on midlevel management covering the skills and techniques midlevel managers will need to provide leadership and direction for their departments. The first module focuses on identifying opportunities and/or problems. Topics include environmental scanning, paradigm shifts, and methods for reframing problems accurately. The second module deals with group problem-solving techniques. The third module explains the need to quantify, justify, and communicate decisions so they will be implemented effectively. Managing change will be discussed in the final module. Topics include people who resist change, overcoming that resistance, and monitoring and evaluating the change before, during, and after implementation.

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Target Audience: Individuals presently assigned to management positions who supervise first-line officers; and administrative officers responsible for significant staff functions within the organization and who report directly to top management. Individuals presently assigned to top-level management positions with limited opportunity for managerial development through formalized course work; and personnel who are upwardly mobile within their organizations and whose chiefs of department wish to prepare them for increased managerial responsibility.

ACE Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Management Science.

Strategy and Tactics for Initial Company Operations (STICO) (F455)

This 2-day course is designed to meet the needs of Company Officers (COs) responsible for managing the operations of one or more companies during structural firefighting operations. STICO is designed to develop the management skills needed by Company Officers to accomplish assigned tactics at structure fires.

Target Audience: Senior firefighters who may at times assume the responsibilities of the Company Officer (NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, Level II).

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q462 and Q463 available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

ACE Recommendation: In the lower division baccalaureate/associate degree category, 1 semester hour in Fire Science or Emergency Medical Services.

Training Operations in Small Departments (TOSD) (F290)

This 2-day course is designed to provide students with some basic tools and skills to coordinate training in a small fire/EMS 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 function.

Course content includes

- leadership issues in fire service training, such as why and how the local training officer must be a catalyst for change, and personal motivators within the department;
- identifying the legal issues affecting the training function, including an understanding of a standard of care, and the impact of the Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) standards;
- safety considerations in training;
- marketing training internally;
- identifying ways to justify training needs;
- resolving training conflicts using appropriate conflict resolution techniques;
- selecting and evaluating training curriculum and materials from outside sources; and
- effective delivery and evaluation of training.

Target Audience:

- Fire and rescue personnel who coordinate training in small departments.
- Volunteer firefighters and officers who instruct in small fire and rescue departments.
- Fire personnel serving on training committees.
- Training officers in volunteer fire departments.

Note: Students who have taken NFA's Challenges for Local Training Officers through the Volunteer Incentive Program are not encouraged to take NFA's Training Operations in Small Departments.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Education, Public Administration, Fire Service, Emergency Medical Services, Management, Human Resource Management, or Vocational/Technical Education.

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Distance Delivery Program

The U.S. Fire Administration's National Fire Academy offers a variety of self-study courses through its Distance Delivery Program. Courses are available in CD-ROM format and online through NFA Online. Unless noted in the course description, an NFA-sponsored certificate is issued upon successful completion of each program.

Cost: There is no charge for any of the self-study programs.

ONLINE COURSES

The following self-study courses are available through NFA Online at www.nfaonline.dhs.gov

Self-Study Course for Community Safety Educators (Q118)

The *Self-Study Course for Community Safety Educators* is a short, fun, "easy-to-take" Web-based course that focuses on how to do a better job of planning, implementing, and evaluating safety programs in your community. This 13-hour course teaches you how to network effectively with various people in your organization and within your community to accomplish community life safety goals. The course is designed for all public fire and life safety educators--the new safety educator as well as the experienced educator, the volunteer as well as the career community educator.

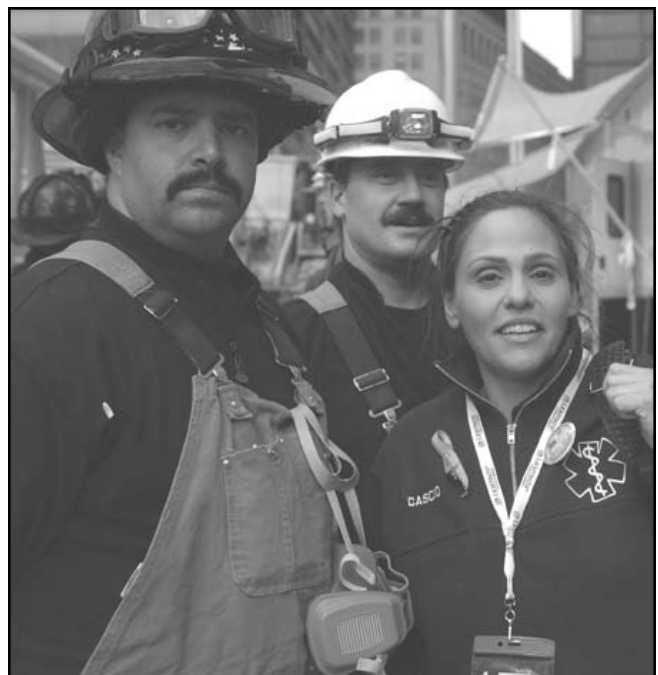
The *Self-Study Course for Community Safety Educators* is ideal in helping you "get off the ground." It will assist you with some tips and techniques on a variety of topics such as methods for locating partners to assist with community education or techniques for locating resources for your safety programs. The program contains easy-to-read text with a variety of thought-provoking questions, activities, illustrations, and even traps to watch for. The course relies heavily on learning activities embedded throughout the text to encourage the learner to be involved actively with the content, not just read the text from cover to cover and take a final exam.

ACE Recommendation: In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Fire Science, Adult Education, General Education, Public Health, or Safety Studies.

EMS Operations at Multi-Casualty Incidents (Q157)

EMS Operations at Multi-Casualty Incidents is a 4-hour Web-based course designed to help EMS providers to respond more effectively when faced with a multiple casualty incident (MCI). The course addresses preparedness planning; the management of the incident; the safe and efficient triage, treatment, and transport of patients; and the de-escalation of the response. The course also includes information on safely and effectively dealing with an MCI resulting from a terrorist attack involving a chemical, biological, radiological, nuclear, or explosive (CBRNE) agent. The course is not intended to provide detailed steps in the care of patients.

ACE Recommendation: This new course has not yet been reviewed by ACE.



Alternative Water Supply: Planning and Implementing Programs (Q217)

This 4-hour course on alternative water supply is designed to assist fire chiefs, water authorities, public policy officials, and others whose responsibility it is to plan for and implement programs that allow for the use of alternative water sources during structural firefighting operations.

Testing and Evaluation of Water Supplies for Fire Protection (Q218)

This interactive computer-based course in the Fire Prevention: Technical Curriculum not only offers the opportunity to understand the testing and evaluation of water supplies, but also provides reference resources and several printable graph forms. The course covers the following areas: testing and evaluation of available water supplies for water supply systems; onsite storage systems; rural areas not served by a water supply; and determining water supply for automatic sprinklers, standpipe systems, and for fire suppression activities. Also included is a mastery test. The course emphasizes decisionmaking, predictions, and responses by students consistent with the course materials presented. Students can perform and/or reinforce previously learned skills, concepts, and behaviors. The course is interactive, self-paced, and self-directed and combines graphics, text, narration, animation, and video to promote implied learning objectives. The primary audience is fire suppression and training officers and code enforcement officials. This course addresses the professional competency related to Firefighter II for NFPA 1001, Fire Officers for NFPA 1021, Fire Inspector, Plans Examiner for NFPA 1031, and Training Officers for NFPA 1041, related to determining available fire flows for fire protection.

Fire Service Supervision: Self-Study (Q318)

This 13-hour self-study course aims to give supervisors in the fire service some fundamental notions and attitudes on stress management, time management,

interpersonal communications, motivation, counseling, conflict resolution, and group dynamics. The course relies heavily on learning activities embedded throughout the text to encourage the learner to be involved actively with the content, not just read the text from cover to cover and take a final exam.

ACE Recommendation: In the vocational or lower division baccalaureate/associate degree category, 1 semester hour in Personnel or Human Resources Management, Business or Public Administration, Behavioral Science, Fire Science, Fire Administration, Law Enforcement, or Criminal Justice.

Components of the Incident Command and Control Simulation Series II (Self-Study): Ranch House (Q324)

This 1-hour simulation depicts a scenario involving a single-story, single-family dwelling, presenting the student with a room-and-contents fire and a basic rescue problem. It is a typical response for fire companies in most communities.

Components of the Incident Command and Control Simulation Series II (Self-Study): Townhouse (Q325)

In this 1-hour simulation, the student is presented with a little more complex fire and rescue problem in this simulation, one that might be found commonly in a townhouse, row house, garden apartment, or condominium.

Components of the Incident Command and Control Simulation Series II (Self-Study): Mansion (Q326)

This 1-hour scenario includes a simulation depicting a fire in a very large, multistory, single-family dwelling and presents the student with a much more complex rescue problem as well as serious fire spread and ventilation issues. Due to the resource intensity of this incident, the student is given a second-alarm assignment.

NFA DISTANCE DELIVERY PROGRAM

Components of the Incident Command and Control Simulation Series II (Self-Study): Strip Mall Hostage/Arson Fire (Q328)

This 1-hour scenario exposes the student to Unified Command with some unique considerations. Initially it is a police problem, and fire assumes a secondary role. After the situation is stabilized, fire assumes a lead role. Many of the considerations and actions are not encountered in day-to-day operations.

Components of the Incident Command and Control Simulation Series II (Self-Study): Nursing Home (Q424)

This 1-hour simulation presents the student with a kitchen fire in a two-story nursing home. There are many occupants in the building, including visitors. A quiz is given before the simulation begins to ensure knowledge of the Policy and Procedures manual in nursing home and health-care facilities. Incident objectives include safe removal of all occupants and containment/control of fire in the building of origin.

Wildland/Urban Interface Fire Simulation (Q617)

This simulation is designed to expose the novice student to some of the problems/issues associated with a wildland/urban interface fire. The scenario starts with a small fire in a field of unharvested grain. This field is situated in a rural area near structures and forested areas. The fire spreads through the field and into the forest, threatening several structures spread out in this area. There are multiple levels of response within the Incident Command System (ICS), requiring the establishment of divisions, mutual-aid response, and special resources. This simulation allows the student an opportunity to be the Incident Commander (IC) of a wildland/urban interface fire.

ICS-100, Introduction to ICS for Operational First Responders (Q462)

This 4-hour course is a Web-based, self-study interactive program, equivalent to NIMS ICS-100. It

provides training and resources for personnel who require a basic understanding of the ICS. The course integrates the National Incident Management System (NIMS) guidelines and meets the NIMS baseline ICS training requirements. Personnel with sufficient training and skills may take the final examination, one time, without reviewing the course.

ICS-200, Basic NIMS ICS for Operational First Responders (Q463)

This 4-hour course is a Web-based, self-study interactive program, equivalent to NIMS ICS-100. It provides training and resources for personnel who require a basic understanding of the ICS. The course integrates the NIMS guidelines and meets the NIMS baseline ICS training requirements. Personnel with sufficient training and skills may take the final examination, one time, without reviewing the course.

Fundamental Review for ICS-300 (Q464)

This course is a Web-based, self-study interactive program that provides a review of the topic areas and main points of ICS-100 and ICS-200. The course includes several scenarios to enhance learning and provide a firm basis for being able to participate successfully in ICS-300 and other intermediate-level ICS/Command and Control courses. This course can be used as a pre-course module or a remedial training for the classroom version of ICS-300; this course alone does not meet the training requirements for ICS-300.

Note: H465-ICS-300, Intermediate ICS for Expanding Incidents is available through State Fire Training Agencies. It is a 3-day classroom course.

Fundamental Review for ICS-400 (Q466)

This course is a Web-based, self-study interactive program that provides a review of the topic areas and main points of ICS-100, ICS-200, and ICS-300. The course includes several scenarios to enhance learning and provides a firm basis for being able to participate successfully in ICS-400 and other advanced-level ICS/Command and Control courses. This course can be used as a precourse module or as remedial training for the classroom version of ICS-

400; this course alone does not meet the training requirements for ICS-400.

Note: H467-ICS-400, Advanced ICS for Command and General Staff, Complex Incidents, and MACS, is available through State Fire Training Agencies. It is a 2-1/2-day classroom course.

**National Fire Incident Reporting System
5.0 Self-Study (Q494)**

Serving as an introduction to NFIRS 5.0, this 8-hour self-study provides an overview of the data collection system, its modules, and data conversion issues. NFIRS is the comprehensive method for detailed tracking of fire, emergency, and related incident responses. The information that can be recorded in NFIRS can be used by your emergency services organization to track current workloads, develop response metrics and statistics, and help with current asset management; provide a basis for identifying, developing, and implementing new programs or redirect existing programs; generate and support data that may justify the acquisition of additional resources; and help reduce the needless loss of life and property both in your jurisdiction and throughout the United States.

ACE Recommendation: ACE has not yet reviewed this course.

**Emergency Response to Terrorism:
Interactive (Q532)**

This Web-based, interactive course is designed to prepare first responder personnel to recognize the signs of, and take the appropriate initial courses of action at the scene of a potential terrorist incident. This awareness-level course meets the DHS requirements for AWR-160 and provides specialized information concerning such topics as:

- terrorism in perspective;
- incidents and indicators;
- self-protection;
- scene control, including the ICS; and
- notification and coordination, including emergency operations plans.

The student will interact with the online course by answering questions, such as fill-in-the-blank, matching, multiple-choice, true/false, questions about scenarios and through content-related exercises. Students can link to printable instructional materials in the Resources section.

Target Audience: The primary target audience for this course includes operational emergency responders from all disciplines. In addition, this course is designed to benefit emergency communications personnel, emergency management coordinators, public works personnel, public health-personnel, and members of Armed Forces Reserves, National Guard, and disaster-response agencies.

**Emergency Response to Terrorism:
Self-Study (ERT:SS) (Q534)**

This 10-hour self-paced, course is designed to provide the basic awareness training to prepare first responders to respond to incidents of terrorism safely and effectively. Students who successfully complete the exam will be eligible for an NFA Certificate of Training.

Target Audience: Fire, emergency medical, Hazmat, rescue, and law enforcement responders.

ACE Recommendation: ACE has not yet reviewed this course.

**Wildland/Urban Interface Fire Operations for
the Structural Firefighter Self-Study (Q618)**

This 8-hour self-study course provides basic information to enable the structural firefighter to participate in safe and effective operations during a wildland/urban interface incident.

This training program is a joint effort of the National Wildfire Coordinating Group (NWCG) and the National Fire Programs Division of the USFA, designed to identify many of the operational activities and safety concerns for the structural firefighter in the interface. Course content includes wildland fire behavior, safety issues, and operational assignments.



CD-ROM COURSES

The following self-study courses are available on CD-ROM. These programs can be ordered free of charge from the USFA Publications Center at www.usfa.dhs.gov/applications/publications. Some programs have limited distribution. You will find this information in the course description if it applies.

Incident Command and Control Simulations Series

This is a series of self-contained CD-ROM computer-based training programs in NFA's Emergency Incident Policy and Analysis curriculum. Beginning with the tutorial CD, this series provides an overview of ICS, incident priorities, and decisionmaking criteria. The simulation CDs are designed to provide challenges both to the newly-appointed, inexperienced fire officer and to the experienced senior officer alike.

The CD-ROM series was developed as an interactive and self-paced course, designed to serve as a learning tool and promote cue-based decisionmaking. Each program takes approximately 1 hour to complete.

Components of the Series:

1. **Tutorial (2nd Edition):** It is recommended that the student successfully complete this element before progressing in the program. This CD provides the student with an overview of basic strategy and tactics, and addresses the command skills that officers need to understand and use effectively. (No certificate will be issued for this program.)
2. **Ranch House Fire (2nd Edition) (Q324):** This simulation involves a scenario depicting a single-story, single-family dwelling and presents the student with a room-and-contents fire and basic rescue problem.
3. **Townhouse Fire (Q325):** The student is presented with a little more complex fire and rescue problem in this simulation, one that might be found commonly in a townhouse, row house, garden apartment, or condominium.
4. **Mansion Fire (2nd Edition) (Q326):** A simulation depicting a very large, multistory, single-family dwelling presenting fire spread and ventilation issues and a more complex rescue scenario. Due to the resource intensity of this incident, the student is given a second-alarm assignment.
5. **Strip Mall Hostage/Arson Fire (Q328):** This scenario exposes the student to Unified Command with some unique considerations. Initially it is a police problem, and fire assumes a secondary role. After the situation is stabilized, fire assumes a lead role. Many of the considerations and actions are not encountered in day-to-day operations.

Testing/Certification: Each CD-ROM (except the tutorial) includes a test that the student must complete successfully in order to receive an NFA certificate.

In addition, the fire chief or training officer will develop and sign a roster which includes the student's name, rank, and Social Security number; score and title of program completed, i.e., Ranch House 87 percent; and a completed 75-5a application form for each student on the roster.

This information should be mailed to the NETC Admissions Office:

NETC Office of Admissions
16825 South Seton Avenue
Emmitsburg, MD 21727

Once processed, the student will receive an NFA Certificate of Training for each program successfully completed.

Fire-Safe Building Design for Architects and Designers

This is a self-contained CD-ROM course in NFA's Fire Prevention: Technical Curriculum. It provides an overview of design principles for architects and designers that can be used to prevent and control fires in the built environment, while also providing background in life safety considerations for protecting occupants.

A highly interactive, self-paced, and self-directed package, this course is designed to serve both as a learning tool and as a job aid for new architects and architecture interns. It combines graphics, text, narration, animation, and video to engage the student and to promote implied learning objectives.

Though not targeted at a fire service audience, this course may be made available to fire service personnel working with architects in their communities.

Due to a limited number of CDs available, only requests from architectural designers, architectural students, and fire service personnel who work with architects will be accepted at this time.

Note: No certificate is issued for completion of this program.

Review of Chemistry for Emergency Response

The purpose of this *Review of Chemistry for Emergency Response* computer-based training course is to provide a review or "refresher" to responders who need to be familiar with the chemistry of hazardous materials. This training may be used as a review of or supplement to the NFA's *Chemistry for Emergency Response*

(CER) (R233) or for similar courses offered elsewhere. The purpose of this training program is not to provide a substitute CER course, nor to provide the CER course in an alternate format. The purpose is to provide a substantive review of the key information pertaining to the chemical families so that responders may keep their knowledge current after having completed CER or a similar course.

Note: No certificate is issued for the completion of this program.

Wildland Tutorial Self-Study

Developed in partnership with the U.S. Department of Agriculture's (USDA's) Forest Service, this CD-ROM covers ICS-215 and 215A. This course is not part of the Incident Command and Control Simulation Series and a certificate will not be issued upon completion.

ADDITIONAL TRAINING RESOURCES

Handoff Courses

Due to space and budget limitations, NFA cannot accept all qualified applicants for courses at the Emmitsburg campus. Also, many volunteer and career fire service personnel do not have the time to attend oncampus programs. To reach these students, the Academy offers the following handoff courses for locally sponsored delivery from your State Fire Training Office (page 93).

- Arson Detection for the First Responder (1996) (H201)
- Basic Life Support/Hazardous Materials (1996) (H246)
- Emergency Response to Terrorism: Basic Concepts (1997) (H531)
- Firefighter Safety and Survival: The Company Officer's Responsibility (1988) (H126)
- Hazardous Materials Incident Analysis (1984) (H410)
- Hazardous Materials: The Pesticide Challenge (1984) (H900)

- Health and Safety Officer (1996) (H720)
- Incident Command System (1989) (H806)
- Incident Command System for Emergency Medical Services (1996) (H160)
- Incident Safety Officer (1996) (H719)
- Infection Control for Emergency Response Personnel: The Supervisor's Role and Responsibilities (1993) (H807)
- Initial Response to Hazardous Materials Incidents: Basic Concepts (1992) (H809)
- Initial Response to Hazardous Materials Incidents: Concept Implementation (1992) (H808)
- Introduction to Fire Inspection Principles and Practices (Replaces Conducting Basic Fire Prevention Inspections) (1996) (H403)
- Introduction to Wildland and Wildland/ Urban Interface Firefighting for the Structural Company Officer (1999) (H610)
- Leadership I: Strategies for Company Success (1993) (H803)
- Leadership II: Strategies for Personal Success (1993) (H804)
- Leadership III: Strategies for Supervisory Success (1993) (H805)
- Managing Company Tactical Operations: Decisionmaking (1991) (H450)
- Managing Company Tactical Operations: Preparation (1991) (H375)
- Managing Company Tactical Operations: Simulations (1995) (H452)
- Managing Company Tactical Operations: Tactics (1993) (H451)
- Managing in a Changing Environment (1996) (H604)
- Principles of Building Construction: Combustible (H104)
- Principles of Building Construction: Noncombustible (H103)
- Recognizing and Identifying Hazardous Materials, 2nd Edition (1992) (H249)
- Rescue Systems I (1993) (H165)
- Shaping the Future (1996) (H602)
- Technical Principles and Practices of Fire Prevention (2000) (H284)
- Wildland/Urban Interface Fire Protection (1988) (H600)

Calling the Mayday: Hands-on Training for Firefighters (H134)

This is an 8-hour DVD handoff training course. It requires the local authority having jurisdiction, i.e., Training Chief, Fire Chief, State Training Director, State Fire Instructor, to certify that the students have met the psychomotor skills requirement to call a Mayday over their radio system. The firefighter must demonstrate the ability to call Mayday under various emergency situations a firefighter may find himself/herself in. The minimum: being trapped or lost in a room, having something collapse on him/her such as a ceiling, being stuck or caught on something such as wires, and falling through a floor or roof. These conditions must be simulated using props with the firefighter in full personal protective equipment (PPE), self-contained breathing apparatus (SCBA), and portable radio in a blacked-out face mask. The firefighter must send the Mayday call using whatever method is authorized by the authority having jurisdiction (AHJ). The Mayday call must be received over the radio system; the firefighter's information must be repeated correctly and acknowledged by the firefighter. The firefighter must perform these skills at the master level, meaning 100-percent correct. The training package includes video, prop diagrams, skill checksheets, sample job performance requirements, master NFA application forms, student roster sheets, and Student Manual (SM) and Instructor Guide (IG) masters.

Note: Due to a limited supply of the DVDs only one per organization can be supplied.

**Emergency Response to Terrorism:
Job Aid (ERT:JA)**

The *Emergency Response to Terrorism: Job Aid (ERT:JA)* was designed and produced through a joint partnership of FEMA, USFA, and the Department of Justice/Office of Justice Programs. The document is intended to support, not replace, the training messages of the ERT curriculum. **It is not a training manual, but a “memory jogger” for those who have completed the appropriate level of training.**

The Job Aid is divided into five primary sections that are tabbed and color coded for rapid access of information: Introduction, Operations Considerations, Incident-Specific Actions, Agency-Related Issues, and Glossary.

The ERT: Job Aid is available on the USFA Web site www.usfa.dhs.gov/fireservice/subjects/terror/training.shtm

Degrees at a Distance Program

Increasingly, chief and midlevel officers in fire departments around the country are required to hold a bachelor's degree. The Degrees at a Distance Program (DDP) is an online degree program sponsored by NFA, which has agreements with seven accredited colleges and universities throughout the country to offer bachelor's degrees with concentrations in fire administration/management and fire prevention technology.

DDP provides an alternative means for fire service personnel to earn a bachelor's degree or to pursue college-level learning in a fire-related course concentration without the requirement of having to attend oncampus classes.

While independent study and distance learning have appealed to working adults nationally in growing numbers in the past few years, DDP is particularly attractive to fire service personnel whose fire department shift work normally makes classroom attendance difficult.

With all the instruction delivered completely over the Internet, access to your courses is easy and learning is enjoyable. Students engage in online learning activities in which they collaborate with each other, engage in debate and discussion through frequent postings, research related Web sites, and complete projects that are relevant to their own jobs and fire departments.

CORE CURRICULUM

Advanced Fire Administration: An examination of organization and management techniques required in fire service administration.

Analytical Approaches to Public Fire Protection: An introduction to analytical procedures and applications in community fire protection.

Applications of Fire Research: Understanding fire research programs and the implications of research results for fire prevention and protection programs.

Disaster and Fire Defense Planning: The concepts and principles of community fire risk assessment as related to group fires and natural disasters.

Fire Dynamics: Study of the fluid mechanics and thermodynamic principles of fire propagation.

Fire Prevention Organization and Management: An overview of the techniques, procedures, programs, and agencies involved in fire prevention.

Fire Protection Structures and Systems Design: Design principles involved in structural fire protection with empirical or analytical tests and prediction procedures.

Fire-Related Human Behavior: Human behavior before, during, and after fire and emergency incidents.

Incendiary Fire Analysis and Investigation: A management approach to the arson problem, presenting a variety of programs and resources available to control incendiary crime.

Managerial Issues in Hazardous Materials: Examines the issues that confront hazardous materials program managers from the planning to the postincident phases.

Personnel Management for the Fire Service: Personnel management procedures and problems in the fire service.

Political and Legal Foundations of Fire Protection: An analysis of the legal aspects of the fire department's role in public safety.

The Community and Fire Threat: The sociological, economic, and political characteristics of communities and their impact on the fire problem.

How to apply: Enrollment and registration information is listed by region on the following page.

Cogswell College
1175 Bordeaux
Sunnyvale, CA 94089-1299
1-800-264-7955, ext. 105
Fax: 408-747-0764

Region Served: Arizona, California, Nevada

University of Cincinnati
College of Applied Science
2220 Victory Parkway
Cincinnati, OH 45206
513-556-6583
Fax: 513-556-4856

Region Served: Indiana, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin, Florida, Georgia

University of Memphis
University College
Johnson Hall, G-1
Memphis, TN 38152
901-678-2754
Fax: 901-678-4913

Region Served: Alabama, Arkansas, Kentucky, Mississippi, Tennessee, South Carolina, Louisiana

Western Oregon University
Extended Programs
Monmouth, OR 97361
1-800-451-5767, ext. 8697 or
503-838-8483
Fax: 503-838-8473

Region Served: Alaska, Colorado, Hawaii, Idaho, Montana, Oregon, Utah, Washington, Wyoming

University of Maryland
University College
Undergraduate Programs
3501 University Blvd., East, UC312
Adelphi, MD 20783
1-800-283-6832 or
301-985-7788
Fax: 301-985-4615

Region Served: Delaware, Maryland, New Jersey, North Carolina, District of Columbia, West Virginia, Virginia

Western Illinois University
Non-Traditional Programs
Horrabin Hall 5
Macomb, IL 61445
309-298-1929
Fax: 309-298-2226

Region Served: Illinois, Iowa, Kansas, Missouri, Nebraska, New Mexico, Oklahoma, Texas

Empire State College/SUNY
Center for Distance Learning
11 West Avenue
Saratoga Springs, NY 12866
1-800-847-3000, ext. 300, or
518-587-2100, ext. 300
Fax: 518-587-2660

Region Served: Connecticut, Maine, Massachusetts, New Hampshire, New York, Pennsylvania, Rhode Island, Vermont

Specific enrollment and registration information is available through the college or university in your region.

For general program information, individuals may contact:

Program Manager
Higher Education Programs
National Fire Academy
16825 South Seton Avenue
Emmitsburg, MD 21727
1-800-238-3358, ext. 1127 or
301-447-1127
Fax: 301-447-1005
E-mail: Ed.Kaplan@dhs.gov

Interested active Federal/military personnel serving overseas should contact the University of Cincinnati, Western Illinois University, Western Oregon University, or University of Maryland.

“The networking opportunities provided by this experience are worth their weight in gold. I feel that I will continue to work with my instructors and fellow students.”

Train-the-Trainer Program

Through a cooperative working relationship with State and local fire training agencies, the Train-the-Trainer (T-t-T) program provides expanded opportunities for fire service personnel to participate in NFA courses. Model training courses are developed and field-tested nationally through the Academy's off-campus delivery program. During the field-testing period, each course is revised and modified. Upon completion of the course field test and modification phase, selected instructors from State and local fire-service training systems are invited to the Academy to become familiar with the course materials and method of delivery through Train-the-Trainer workshops. Once they finish the workshop, these Academy-trained instructors return to their local jurisdictions with a complete course package and train other instructors, as well as end users. In this way, a cadre of instructors trained to deliver NFA courses exists within the State and local fire training systems.

ELIGIBILITY

Fire service agencies meeting the Training Resources and Data Exchange (TRADE) Program eligibility can participate in the Train-the-Trainer Program.

The four branches of the military and the Air Force Reserve also are invited to participate.

For more information, please contact the Train-the-Trainer Program Manager at 1-800-238-3358, ext. 1376, or 301-447-1376.

Training Resources and Data Exchange Program

The TRADE program is a regionally-based network designed to foster the exchange of fire-related training information and resources among Federal, State, and local levels of government.

TRADE was initiated in 1984 to address the difficulties that State and local fire training systems were experiencing in disseminating quality train-

ing programs effectively. The essential components of the TRADE system are the 10 Regional networks that correspond to the existing Federal Regional boundaries. These networks provide a mechanism for the exchange of resources and materials within and among Regions. Regional TRADE cochair, one selected from the State fire training systems and the other from the metropolitan fire services in each Region, serve as the points-of-contact for both intra-regional and interregional networking activities.

The TRADE network consists of the directors of the 50 State Fire Service Training Systems and senior executive training officers from the Nation's largest fire departments. Metropolitan fire department TRADE representatives are from the largest fire departments in each State or those fire departments that protect populations greater than 200,000 and/or have more than 400 uniformed personnel.

The objectives of TRADE are to:

- identify fire, rescue, and emergency medical services training and education needs at the Regional level;
- identify and exchange training and education programs and resources within Regions and replicate, whenever possible, those resources;
- provide NFA with an annual assessment of fire training and education resource needs within the Region, together with recommendations as to how TRADE can better support Federal, State, and local fire training and education systems; and
- identify national trends that have an impact on fire-related training and education.

Every 2 years all participating members are invited to attend a national TRADE conference, held at NFA, which provides structured opportunities for the exchange of fire-related training and educational materials, as well as peer networking. On alternate years, there is a meeting of the 20 Regional TRADE cochair. Each Regional network meets periodically with its membership for the same purposes.

For further information, contact the TRADE Program Manager at 1-800-238-3358, ext. 1483, or 301-447-1483.

State Fire Service Training System

Executive Director
Alabama Fire College
2501 Phoenix Drive
Tuscaloosa, AL 35405-2847
205-391-3768
Fax: 205-391-3747

Administrator
Fire Service Training
5700 East Tudor Road
Anchorage, AK 99507-1225
907-269-5789
Fax: 907-338-4375

Director of Fire Training
Office of the State Fire Marshal
1110 West Washington, Suite 100
Phoenix, AZ 85007-2935
602-364-1081
Fax: 602-364-1084

Director
Arkansas Fire Academy
SAU-Tech
1000 Carr Road
Camden, AR 71701-1599
870-574-1521
Fax: 870-574-0817

Division Chief
CDF State Fire Training
P.O. Box 944246
Sacramento, CA 94244-2460
916-445-8200
Fax: 916-445-8128

Director of Fire Training
Colorado Division of Fire Safety
9195 East Mineral Avenue, Suite 234
Centennial, CO 80112
720-852-6735
Fax: 720-852-6756

Director
Connecticut Fire Academy
34 Perimeter Road
Windsor Locks, CT 06096-1069
860-627-6363 ext. 272
Fax: 860-654-1889

Director
Delaware State Fire School
1461 Chestnut Grove Road
Dover, DE 19904-1545
302-739-4773
Fax: 302-739-6245

DC Fire and EMS Department
4600 Shepherd Parkway, SW
Washington, DC 20032-5207
202-673-3356
Fax: 202-645-4998

Superintendent
Division of State Fire Marshal
Bureau of Fire Standards and Training
Florida State Fire College
11655 Northwest Gainesville Road
Ocala, FL 34482-1486
352-369-2800
Fax: 352-732-1374

Director
Georgia Fire Academy
1000 Indian Springs Drive
Forsyth, GA 31029-9599
478-993-4670
Fax: 478-993-4671

Hawaii State Fire Council
3375 Koapaka Street, Suite H-425
Honolulu, HI 96819-1869
808-723-7101
Fax: 808-831-7777

Program Manager
 Idaho Emergency Services Training
 650 W. State Street, Room 324
 Boise, ID 83720-0095
 208-334-3216
 Fax: 208-334-2365

Director
 University of Illinois
 Fire Service Institute Building
 11 Gerty Drive
 Champaign, IL 61820-7404
 217-333-8926
 Fax: 217-244-6790

Director of Training
 Indiana Government Center South
 302 W. Washington St., Room E-208
 Indianapolis, IN 46204-2722
 317-232-2985
 Fax: 317-234-0736

Bureau Chief
 Fire Service Training Bureau
 3100 Fire Service Road
 Ames, IA 50011-3100
 888-469-2374
 Fax: 1-800-722-7350

Director Fire Service Training
 Division of Continuing Education
 University of Kansas
 1515 St. Andrews Drive
 Lawrence, KS 66047-1625
 785-864-4790
 Fax: 785-864-5074

Training Coordinator
 Kentucky Community and Technical College System
 1500 US 127 Bypass North
 Lawrenceburg, KY 40342-9465
 888-234-3961
 Fax: 502-839-0810

Director
 LSU Fire & Emergency Training Institute
 Division of Continuing Education
 6868 Nicholson Drive
 Baton Rouge, LA 70820-5999
 225-766-0600
 Fax: 225-765-2416

State Fire Administrator
 Fire Training & Education
 S.M.C.C. 2 Fort Road
 South Portland, ME 04106
 207-741-5557
 Fax: 207-741-5678

Director
 Maryland Fire & Rescue Institute
 University of Maryland
 Bldg. 199
 College Park, MD 20742-6811
 301-226-9900
 Fax: 301-220-0923

Director
 Massachusetts Firefighting Academy
 State Road, Box 1025
 Stow, MA 01775-1500
 978-567-3179
 Fax: 978-567-3229

Director
 Office of Firefighter Training
 P.O. Box 30700
 Lansing, MI 48909-8200
 517-241-0695
 Fax: 517-335-4061

Director
 MN State Colleges & University
 Fire/EMS/Safety Center Wells Fargo Place
 30 7th St. East, Suite 350
 St. Paul, MN 55101-7804
 651-649-5411
 Fax: 651-649-5409

Executive Director
Mississippi Fire Academy
#1 Fire Academy USA
Jackson, MS 39208-9600
601-932-2444
Fax: 601-932-2819

Director
MO Fire & Rescue Training Institute
University of Missouri-Columbia
240 Heinkel Bldg.
Columbia, MO 65211-1342
573-882-5968
Fax: 573-882-0678

Director
MSU Fire Training School
750 6th Street SW, Suite 205
Missoula, MT 59404
406-544-7063
Fax: 406-771-4317

Training Manager
State Fire Marshal
Training Division
2410 North Wheeler Ave., Suite 112
Grand Island, NE 68801-2376
308-385-6892 or 6893
Fax: 308-385-6890

Superintendent
Fire Training
State Fire Marshal Division
2101 Snyder Avenue
Carson City, NV 89711-0001
775-687-1610
Fax: 775-687-1613

Director
NH Division of Fire Standards
NH Fire Academy and Training
33 Hazen Drive
Concord, NH 03305-0002
603-271-6099
Fax: 603-271-1091

Supervisor
Office of Training & Certification
NJ Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625-0809
609-324-8472
Fax: 609-324-8493

Director
NM Firefighters Training Agency
P. O. Box 239
600 Aspen Road
Socorro, NM 87801-3907
505-835-7521
Fax: 505-835-7506

Director
Office of Fire Prevention and Control
NY State Department of State
41 State Street, 12th Floor
Albany, NY 12231-0001
518-474-0050
Fax: 518-474-4765

Senior Deputy Fire Marshal
Office of State Fire Marshal
1202 Mail Service Center
Raleigh, NC 27603-1202
919-661-5880, Ext. 244
Fax: 919-733-9076

Executive Director
North Dakota Firefighter's Association
P.O. Box 6127
Bismark, ND 58506-6127
701-222-2799
Fax: 701-222-2899

Superintendent
Ohio Fire Academy
Division of State Fire Marshal
8895 East Main Street
Reynoldsburg, OH 43068-3340
614-752-7103
Fax: 614-752-7111

Director
 Fire Service Training
 1723 West Tyler
 Oklahoma State University
 Stillwater, OK 74078-8041
 405-744-5727
 Fax: 405-744-7377

Deputy Director
 Oregon Public Safety Academy
 Div. of Public Safety and Standards Training
 4190 Aumsville Highway SE
 Salem, OR 97317
 503-378-2332
 Fax: 503-378-3306

Administrator
 Pennsylvania State Fire Academy
 State Fire Commissioner's Office
 1150 Riverside Drive
 Lewistown, PA 17044-1979
 717-248-1115, ext. 107
 Fax: 717-248-3580

Director
 Rhode Island Fire Academy
 Division of Fire Safety
 24 Conway Ave., Bldg. 42
 Quonset/Davisville Industrial Park
 North Kingstown, RI 02852-7531
 401-294-0861
 Fax: 401-294-1171

Superintendent
 South Carolina Fire Academy
 141 Monticello Trail
 Columbia, SC 29203-9213
 803-896-9864
 Fax: 803-896-9856

Director
 Fire Service Training
 118 West Capitol
 Pierre, SD 57501-2000
 605-773-3562
 Fax: 605-773-6631

Director Fire Service Program
 TN Fire Service and Codes Enforcement Academy
 2161 Unionville/Deason Road
 Bell Buckle, TN 37020-4562
 931-294-4102
 Fax: 931-294-4121

Director
 Emergency Services Training Institute
 Texas Engineering Extension Service
 Texas A & M University
 301 Tarrow
 College Station, TX 77840-7896
 979-845-7641
 Fax: 979-458-3255

Director
 Utah Fire & Rescue Academy
 Utah Valley State College
 3131 Mike Jense Parkway
 Provo, UT 84601-8200
 801-863-7700
 Fax: 801-371-0334

Director
 Vermont Fire Service Training Council
 317 Santorium, East Wing
 Furnace Road
 Pittsford, VT 05763-9358
 802-483-2755
 Fax: 802-483-2464

Director
 VA Department of Fire Programs
 1005 Technology Park Drive
 Glen Allen, VA 23059-4500
 804-371-0220
 Fax: 804-371-3408

Training Director
 General Administration Building
 210 11th Avenue
 P. O. Box 42600
 Olympia, WA 98504-2600
 425-453-3000
 Fax: 425-888-3060

Program Leader
Fire Service Extension
State Fire Training Center
West Virginia University
P. O. Box 6610
Morgantown, WV 26506-6610
304-293-2106
Fax: 304-293-2107

Director
Fire Prevention & Electrical Safety
Herschler Building 1W
122 W. 25th Street
Cheyenne, WY 82002-0410
307-777-7288
Fax: 307-777-7119

Director
WTCS Fire Service
4622 University Avenue
P. O. Box 7874
Madison, WI 53707-7874
608-266-7289
Fax: 608-266-1690



NATIONAL FIRE ACADEMY SCHEDULE OF COURSES

**OCTOBER 1, 2007 TO
SEPTEMBER 30, 2008**

The FEMA Form 75-5 General Admissions Application can be downloaded from the USFA Web site at:
www.usfa.dhs.gov/nfa/about/attend/apply.shtm

NATIONAL FIRE ACADEMY APPLICATION PERIODS:

The First Semester includes classes scheduled from October 1, 2007 through March 31, 2008.

The Application Period is May 1 to June 30, 2007.

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The Second Semester includes classes scheduled from April 1, 2008 through September 30, 2008.

The Application Period is November 1 to December 31, 2007.

	SECOND SEMESTER											
	OCT 2007	NOV 2007	DEC 2007	JAN 2008	FEB 2008	MAR 2008	APR 2008	MAY 2008	JUN 2008	JUL 2008	AUG 2008	SEP 2008
Executive Development Curriculum												
R123 Executive Development			12/10-21	1/7-18 1/21-2/1		3/3-14 3/31-4/11		5/19-30		7/7-18	8/18-29	9/22-10/3
R125 Executive Leadership	10/8-19					3/31-4/11	4/28-5/9	5/19-30		7/7-18	8/4-15	
R810 Leadership and Administration (VIP)					2/17-22							9/14-19
Management Science Curriculum												
R107 Fire Service Communication				JAN 2008 1/21-2/1	FEB 2008	MAR 2008 3/3-14	APR 2008 4/14-25	MAY 2008	JUN 2008	JUL 2008	AUG 2008 8/4-15	SEP 2008
R331 Organizational Theory in Practice		11/26-12/7			2/4-15			5/19-30	6/9-20			
R332 Interpersonal Dynamics in Fire Service Organizations	10/8-19		12/10-21	1/21-2/1		3/3-14	4/28-5/9		6/9-20		8/18-29	9/22-10/3
R824 Management Strategies for Success (VIP)										7/20-25		9/14-19
R335 Administration of Public Assistance for Community Recovery		11/11-16			2/24-29	3/16-21						
Emergency Medical Services Curriculum												
R149 Emergency Medical Services: Management of Community Health Risks	10/8-19			JAN 2008	FEB 2008	MAR 2008 3/3-14	APR 2008	MAY 2008	JUN 2008	JUL 2008 7/7-18	AUG 2008	SEP 2008
R150 Management of Emergency Medical Services	10/29-11/9		12/10-21			3/31-4/11			6/9-20			
R151 Advanced Leadership Issues in Emergency Medical Services				1/7-18				5/19-30			8/4-15	9/22-10/3
R152 Emergency Medical Services: Special Operations				1/21-2/1			4/28-5/9				8/18-29	
R154 Advanced Safety Operations and Management		11/11-16				3/16-21		5/11-16	6/22-27			
R822 Advanced Safety Operations and Management (VIP)					2/17-22							9/14-19

Additional dates:
 National Fallen Firefighters Memorial Service is October 6-7, 2007
 Executive Fire Officer Program Symposium is March 28-30, 2008

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SECOND SEMESTER

FIRST SEMESTER

	OCT 2007	NOV 2007	DEC 2007	JAN 2008	FEB 2008	MAR 2008	APR 2008	MAY 2008	JUN 2008	JUL 2008	AUG 2008	SEP 2008
Incident Management Curriculum												
R227 Fire Protection Systems for Emergency Operations					2/24-29				6/1-6			9/7-12
R297 Command & Control Decision Making at Multiple-Alarm Incidents					2/3-8 2/24-29	3/16-21			6/22-27			9/7-12
R306 Executive Analysis of Fire Service Operations in Emergency Management			12/10-21	1/7-18		3/3-14 3/31-4/11		5/19-30	6/9-20		8/18-29	9/22-10/3
R308 Command & Control of Fire Department Operations at Natural & Man-Made Disasters				1/21-2/1							8/4-15	
R314 Command & Control of Fire Department Operations at Target Hazards	10/21-26				2/3-8			5/11-16				9/7-12
R825 Command & Control of Fire Department Operations at Target Hazards (VIP)										7/20-25		
R827 Fire Protection Systems for Emergency Operations (VIP)												9/14-19
R831 Command & Control of Incident Operations (VIP)					2/17-22					7/20-25		9/14-19

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	FIRST SEMESTER							SECOND SEMESTER						
	OCT 2007	NOV 2007	DEC 2007	JAN 2008	FEB 2008	MAR 2008	APR 2008	MAY 2008	JUN 2008	JUL 2008	AUG 2008	SEP 2008		
Planning & Information Management Curriculum														
R333 Fire Service Financial Management	10/8-19			1/21-2/1			4/28-5/9							
R491 NFIRS: Program Manager		11/25-30			2/24-29					7/20-25				
R492 NFIRS: Standards of Cover			12/2-7						6/1-6 6/22-27					
R493 Advanced NFIRS Program Management: Data Analysis Tools for Decision Making						3/16-21						9/7-12		
R506 Executive Planning	10/29-11/9			1/7-18			4/14-25				8/4-15			
R508 Partnering for Fire Defense & Emergency Services Planning-- One Week	10/21-26				2/3-8					7/27-8/1		9/14-19		
R526 Recovery Planning		11/11-16			2/10-15									
Hazardous Materials Curriculum														
R229 Hazardous Materials Operating Site Practices			12/10-21	1/21-2/1		3/31-4/11					8/18-29			
R233 Chemistry for Emergency Response				1/7-18		3/3-14		5/19-30			8/4-15			
R243 Hazardous Materials Incident Management		11/11-16			2/3-8			5/11-16				9/7-12		
R247 Advanced Life Support Response to Hazardous Materials Incidents		11/26-12/7			2/4-15				6/9-20			9/22-10/3		
Arson Curriculum														
R203 Fire Dynamics -- Fire Modeling			12/10-21	1/21-2/1	2/4-15		4/14-25			7/7-18	8/18-29			
R205 Fire/Arson Investigation	10/8-19		12/10-21	1/7-18	2/4-15	3/3-14		5/19-30	6/9-20	7/7-18	8/4-15 8/18-29	9/22-10/3		
R208 Interviewing-Interrogation Techniques and Courtroom Testimony	10/8-19			1/7-18		3/31-4/11	4/28-5/9		6/9-20			9/22-10/3		
R213 Analysis of Arson Management	10/21-26	11/11-16			2/10-15			5/11-16		7/22-8/1				
R811 Fire Cause Determination for Company Officers (VIP)					2/17-22					7/20-25		9/14-19		

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SECOND SEMESTER

FIRST SEMESTER

	OCT 2007	NOV 2007	DEC 2007	JAN 2008	FEB 2008	MAR 2008	APR 2008	MAY 2008	JUN 2008	JUL 2008	AUG 2008	SEP 2008
Fire Prevention: Management Curriculum												
R101 Code Management: A Systems Approach	10/8-19										8/4-15	
R225 Management of Fire Prevention Programs				1/7-18				5/19-30				9/22-10/3
R280 Leading Community Risk Reduction	10/29-11/9		12/10-21	1/7-18	2/4-15	3/3-14 3/31-4/11			6/9-20		8/18-29	9/22-10/3
R309 Strategic Analysis of Community Risk Reduction						3/31-4/11					8/18-29	
R823 Leading Community Fire Prevention (VIP)										7/20-25		
Fire Prevention: Technical Curriculum	OCT 2007	NOV 2007	DEC 2007	JAN 2008	FEB 2008	MAR 2008	APR 2008	MAY 2008	JUN 2008	JUL 2008	AUG 2008	SEP 2008
R108 Evaluating Performance-Based Designs		11/25-30								7/27-8/1		
R132 Fire & Life Safety Plans Review	10/21-26				2/10-15			5/11-16				9/7-12
R135 Fire Protection for the Built Environment			12/2-7			3/16-21			6/22-27			
R220 Fire Inspection Principles	10/8-19		12/10-21			3/3-14 3/31-4/11		5/19-30	6/9-20		8/4-15	9/22-10/3
R222 Principles of Fire Protection: Structures and Systems	10/29-11/9			1/21-2/1			4/14-25 4/28-5/9			7/7-18	8/18-29	

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Fire Prevention: Public Education Curriculum	OCT 2007	NOV 2007	DEC 2007	JAN 2008	FEB 2008	MAR 2008	APR 2008	MAY 2008	JUN 2008	JUL 2008	AUG 2008	SEP 2008
R116 Presenting Effective Public Education Programs									6/1-6			
R353 Community Education Leadership--One Week					2/10-15							
R348 Changing American Family at Risk		11/25-30						5/11-16				
R359 Discovering the Road to High-Risk Audiences--One Week						3/16-21						
R362 Developing Fire & Life Safety Strategies--One Week										7/27-8/1		
R628 Juvenile Firesetter Intervention Specialist		11/25-30			2/10-15	3/16-21						9/7-12
R816 Community Education Leadership (VIP)												9/14-19
R826 Presenting Effective Public Education Programs (VIP)					2/17-22							
R828 Juvenile Firesetter Intervention Specialist (VIP)										7/20-25		
Training Programs Curriculum	OCT 2007	NOV 2007	DEC 2007	JAN 2008	FEB 2008	MAR 2008	APR 2008	MAY 2008	JUN 2008	JUL 2008	AUG 2008	SEP 2008
R129 Fire Service Course Design -- One Week	10/21-26		12/2-7					5/11-16				9/7-12
R342 Training Program Management	10/29-11/9					3/3-14	4/28-5/9				8/4-15	
R815 Challenges for Local Training Officers (VIP)					2/17-22							

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