



Dear National Fire Academy Student:

We are looking forward to your arrival at the U.S. Fire Administration's National Fire Academy (NFA), as well your participation in the *Fire and Life Safety Plans Review* course.

Typical of all NFA pilot offerings, we expect active participation and feedback from you to make this class successful for you and future students. Your frequent comments and suggestions will make this a better product.

In order for you to be prepared upon arrival, and make the best use of your time on campus, there are several pre-course assignments you must complete. All of the materials are available on-line at the World Wide Web addresses provided. The first item is a self-study course; the other two items are readings that you may want to download.

If you have already completed these items, you do not have to take them a second time. You may need as many as 10 hours to complete all of the assignments.

Pre-course assignments:

- *Testing and Evaluation of Water Supplies for Fire Protection (Q218)*:
<http://www.nfaonline.dhs.gov/>
- *Using Architect and Engineer Scales*:
www.usfa.dhs.gov/downloads/pdf/nfa/engineer-architect-scales.pdf
- *UL Guide Information for Fire Resistance Rating (BXUV.GuideInfo)*:
 - Go to www.ul.com
 - In the column "New to UL?" click on "Online Certifications Directory."
 - In the drop down menu under Specific Searches, select "Fire Resistive Assemblies and Systems"
 - Under Fire Resistive Design, select "UL Guide Information for Fire Resistance Ratings"
 - You may want to print this document for reference and easier reading.

There will be an examination on this material the first day of class.

You will also need to bring your locally adopted building, fire and mechanical codes to class. You should bring architect and engineer scales, plus a personal calculator. Some students like to bring colored highlighting pens to aid in their visualization of the plans.

This may be a very different NFA experience for you: there is no student manual for the course, but you will receive a comprehensive set of job aids to use at home. You will spend most of your time working on plans to verify compliance with your locally adopted codes.

Although you will not need it, you are welcome to bring a laptop computer to class. Remember, though, you alone are responsible for its security and technical support while you are on campus. There are desktop computers available on campus for your use.

We hope you have a safe and pleasant journey to Emmitsburg, and will see you on the first day of class. Meanwhile, if you have questions, please contact Training Specialist Rob Neale at 301-447-1209 or robert.neale@dhs.gov .

Sincerely,

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

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