



FEMA

R225

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy's *Management of Fire Prevention Programs* course. This is a 2-week course, which examines contemporary issues in the management of fire prevention functions. The major subject areas that this course will cover include: program management issues; the law in fire prevention; structure of the fire prevention organization; and effective management principles.

You are to come to class prepared to give a 10-minute presentation about a current, fire prevention management challenge now being faced by your department. At the beginning of the class, during student introductions, each participant will give a short statement about his/her particular challenge, which will be presented later in greater detail. This challenge will link to a class project. Within 6 months from completion of the class, you will be required to send in a report on your project. The format and additional details will be explained during the class. Your 10-minute presentation, at a minimum, should include:

- A description of your challenge
- Obstacles faced or anticipated
- Support required to accomplish

The course **does not** require a technical knowledge of codes, but a basic understanding of the building and fire codes, which have been adopted by your jurisdiction, would be helpful. A basic understanding of your jurisdiction's incident reporting system both input and reports would also be useful.

Before coming to class, you should read two books: *In Search of Excellence* by Tom Peters and *The Leadership Secrets of Colin Powell* by Oren Haran.

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

Should you need additional information related to course content or requirements, please feel free to contact Woody Stratton, Training Specialist for the Fire Prevention Management Curriculum, at (301) 447-1380 or email at [Woody.Stratton@dhs.gov](mailto:Woody.Stratton@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