R306

Dear National Fire Academy Student:

Congratulations on being selected to attend the U.S. Fire Administration's National Fire Academy's *Executive Analysis of Fire Service Operations in Emergency Management* course.

This 2-week course is designed to prepare senior staff officers in the administrative functions necessary to effectively manage the operational component of a fire and rescue department. Throughout the course, you will be presented with a series of senior staff level issues that will require extensive analysis and action. The actions implemented will be applied to a mock community in order to evaluate the effectiveness of your decisions to the fire and rescue department's overall operational readiness.

Some of the areas that will be covered during the course are: risk assessment; incident documentation; media/political considerations; legal mandates; Integrated Emergency Management System; advanced procedures in incident command; and capability assessment.

Since this course demands that personnel have a high level of management ability, it is imperative that you are familiar with the basics of the incident command system. Advanced applications in incident command will be taught, with a specific focus on the senior staff officer's role in the system. Without a solid foundation in this area, you may get behind, and not be prepared for the units that follow this section. In an effort to assist you in this goal the USFA has developed two-web-based, self study courses that are equivalent to ICS-100 and ICS-200 and meet NIMS requirements. Q462 (I-100) and Q463 (I-200) are both available on our web site at http://www.nfaonline.dhs.gov/

An exercise could take place during the course with the Emergency Management Institute, which requires you to apply what you have learned to a complex set of events that impact upon your mock community. This exercise will be analyzed regarding you and your classmates' actions in order to determine the effectiveness of your decisions.

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 Mr. Robert Bennett, Incident Policy and Analysis Curriculum Training Specialist at (301) 447-1483 or email at robertj.bennett@dhs.gov

Sincerely,

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