



FEMA

R101

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy's *Code Management: A Systems Approach* course.

Your 2-week class will focus on managerial skills needed for code development, application, and evaluation. Students attending this course should bring the following materials with them to the National Fire Academy:

- Copies of current fire and building codes utilized by Authority Having Jurisdiction (AHJ).
- Copies of any fire incident reporting and similar forms used in your department as they relate to fire prevention and life safety (inspection forms, management tracking, fee schedules, innovative examples of Internet use, etc.).
- A sample/example of a new technology being utilized in your organization or one with which you are familiar.
- A working knowledge of the building and fire codes which have been adopted in your jurisdiction.

Increasing 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, Fire Prevention Management Training Specialist, at (301) 447-1380 or email at Woody.stratton@dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Onieal".

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