

U.S. Fire Administration

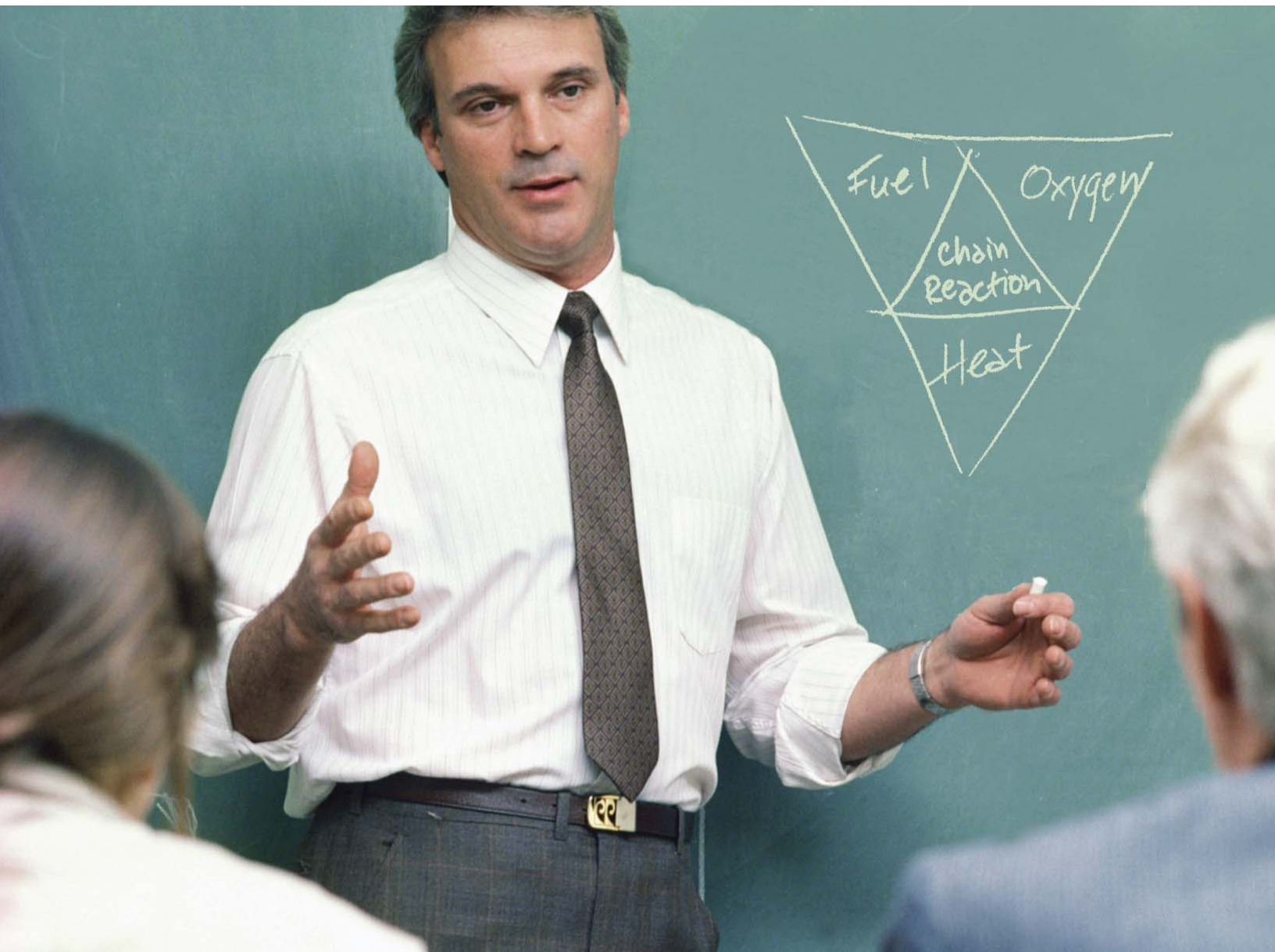
2008-2009

Course Catalog

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.

TABLE OF CONTENTS

	Page
WELCOME TO THE NATIONAL EMERGENCY TRAINING CENTER	1
The United States Fire Administration	1
The National Fire Academy	2
Board of Visitors.....	3
The Learning Resource Center	4
The Publications Center.....	5
The Campus	5
Map of Campus	6
Description of Buildings.....	7
The National Fallen Firefighters Memorial.....	9
The National Civil Defense/Emergency Management Monument	10
 NATIONAL FIRE ACADEMY COURSE ATTENDANCE INFORMATION	 13
Eligibility	15
Mandatory Prerequisite for All National Fire Academy Courses	15
Application Procedures.....	16
Travel Planning.....	17
Lodging.....	17
Food Service	17
Security	17
Firearms	18
Alcoholic Beverages.....	18
Registration.....	18
Transportation and Parking.....	18
Directions to National Emergency Training Center	19
Costs and Stipends.....	20
National Fire Academy Policies	20
Non-U.S. Citizen Attendance.....	21
Computer Access	22
College Credit for National Fire Academy Courses.....	23
Transcript Request.....	23
Course Coding	24
Evaluation of National Fire Academy Courses.....	24
The Executive Fire Officer Program	25
Twenty-First Executive Fire Officer Program Graduate Symposium	28
Harvard Fire Executive Fellowship Program.....	28
One- and Two-Week Residential Curriculum	31
Executive Development Curriculum	31
Executive Development (R123).....	31
Executive Leadership (R125).....	32
Management Science Curriculum	32
Fire Service Communication (R107).....	32
Organizational Theory in Practice (R331)	33
Interpersonal Dynamics in Fire Service Organizations (R332).....	34
Administration of Public Assistance for Community Recovery (R335).....	34

Emergency Medical Services Curriculum	35
Emergency Medical Services: Management of Community Health Risks (R149).....	35
Management of Emergency Medical Services (R150).....	35
Advanced Leadership Issues in Emergency Medical Services (R151)	36
Emergency Medical Services: Special Operations (R152).....	36
Advanced Safety Operations and Management (R154)	37
Incident Management Curriculum	37
Fire Protection Systems for Emergency Operations (R227)	37
Command and Control Decision Making at Multiple Alarm Incidents (R297)	38
Executive Analysis of Fire Service Operations in Emergency Management (R306)	38
Command and Control of Fire Department Operations at Natural and Man-Made Disasters (R308).....	39
Command and Control of Incident Operations (R312)	40
Command and Control of Fire Department Operations at Target Hazards (R314).....	40
Planning and Information Management Curriculum	41
Fire Service Financial Management (R333).....	41
National Fire Incident Reporting System Program Management (R491)	41
Standards of Cover: Fire Prevention and Risk Mitigation (R492)	42
Advanced Analysis for Decision Making (R493)	42
Executive Planning (R506)	43
Partnering for Fire Defense and Emergency Services Planning--One Week (R508)	43
Long-Term Recovery Planning (R526).....	44
Hazardous Materials Curriculum	44
Hazardous Materials Operating Site Practices (R229)	44
Chemistry for Emergency Response (R233).....	45
Hazardous Materials Incident Management (R243).....	45
Advanced Life Support Response to Hazardous Materials Incidents (R247).....	46
Arson Curriculum	47
Fire Dynamics--Fire Modeling (R203)	47
Fire/Arson Origin-and-Cause Investigation (R206)	47
Analysis of Arson Management (R213).....	48
Interviewing-Interrogation Techniques and Courtroom Testimony (R208)	49
Fire Prevention: Management Curriculum	49
Code Management: A Systems Approach (R101)	49
Management of Fire Prevention Programs (R225).....	50
Strategies for Community Risk Reduction (R274)	50
Fire Prevention: Technical Curriculum	51
Evaluating Performance-Based Designs (R108).....	51
Fire Protection for the Built Environment (R135)	52
Fire Inspection Principles (R220).....	53
Principles of Fire Protection: Structures and Systems (R222)	53
Fire Protection Systems for Emergency Operations (R227)	54
Fire Prevention: Public Education Curriculum	55
Presenting Effective Public Education Programs (R116).....	55
Changing American Family at Risk (R348).....	55
Community Education Leadership--One Week (R353)	56
Discovering the Road to High-Risk Audiences--One Week (R359).....	57
Developing Fire and Life Safety Strategies--One Week (R362).....	57

Juvenile Firesetter Intervention Specialist I and II Leadership (R628).....	58
Training Programs Curriculum	59
Fire Service Course Design--One Week (R129)	59
Training Program Management (R342)	59
Volunteer Incentive Program	61
Leadership and Administration (R810).....	63
Fire Cause Determination for Company Officers (R811)	63
Challenges for Local Training Officers (R815)	64
Community Education Leadership (R816).....	64
Advanced Safety Operations and Management (R822)	65
Leading Community Fire Prevention (R823).....	65
Management Strategies for Success (R824).....	66
Command and Control of Fire Department Operations at Target Hazards (R825)	66
Presenting Effective Public Education Programs (R826).....	67
Command and Control of Incident Operations (R831)	67
Off-Campus Hazardous Materials Course Delivery Program	69
NFA-Sponsored Off-Campus 6-Day and 10-Day Program	71
NFA-Sponsored Off-Campus 2-Day Program and NFA Sponsored On-Campus 2-Day Program	73
Distance Delivery Program	91
Online Courses	91
Degrees at a Distance Program	97
Train-the-Trainer Program	99
Training Resources and Data Exchange Program (TRADE)	100
State Fire Service Training Systems	101
National Fire Academy 2008-2009 Resident Course Schedule	105
 GENERAL ADMISSIONS APPLICATION (FEMA Form 75-5)	 106

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 (USFA), 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 (LRC), 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 and attendance information begins on page 13.**

The **Emergency Management Institute** (EMI) also is part of the 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. **Information on EMI is available at www.training.fema.gov**

The United States Fire Administration

The DHS's USFA serves as the Agency's fire protection and emergency response community expert. It is located at the 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** (NFP) manages the USFA public education and information efforts and operates the National Fire Data Center for the collection, analysis, publication, dissemination, and marketing of information related to the Nation's fire problem and USFA programs. The NFP also manages USFA research efforts in fire detection, prevention, suppression, and first responder health, safety, and effectiveness and manages special programs that enhance USFA and partner roles in all-hazard preparedness and response.

The **National Fire Academy** (NFA) promotes the professional development of the fire and the emergency response community and its allied professionals. To supplement and support State and local fire service training programs the NFA develops, delivers, and manages educational and training programs having a National focus that increase capacity of the Nation's fire and emergency services and the public to prevent, mitigate, prepare for, and respond to local, regional, and national emergencies.

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, 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 Program. NFA offers support for off-campus deliveries of courses in the Hazardous Materials Curriculum through State and local fire training systems.

Online Training: The NFA is taking advantage of technology in order to deliver more training to our students. To maximize the number of students we can reach, NFA launched its new online training site, NFA Online. Interactive courses are available at no charge to the general public as well as to the fire service. To learn more about NFA Online, browse the catalog of courses and, to enroll, please 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 page 95.

Board of Visitors

The Board of Visitors plays an important role in enhancing the academic stature of the NFA. 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 FEMA 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. Current members of the Board of Visitors include

Dr. Robert S. Fleming
Professor, Rowan University
West Chester, Pennsylvania

Chief Kelvin Cochran
Atlanta Fire Rescue
Atlanta, Georgia

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

Captain Jack Reall
President, Columbus Firefighters Union
IAFF 67
Columbus, Ohio

Mr. Chris Neal
International Fire Service Training Assoc.
Stillwater, Oklahoma

Mr. Robert Cumberland
Cumberland Valley Volunteer Firemen's Assoc.
Westminster, Maryland

Chief Donald Oliver
Wilson Fire/Rescue Services
Wilson, North Carolina

The Learning Resource Center

The 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
Telephone: 301-447-1030
Fax: 301-447-3217
netclrc@dhs.gov (e-mail)
www.lrc.fema.gov (online card catalog)

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 education 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:

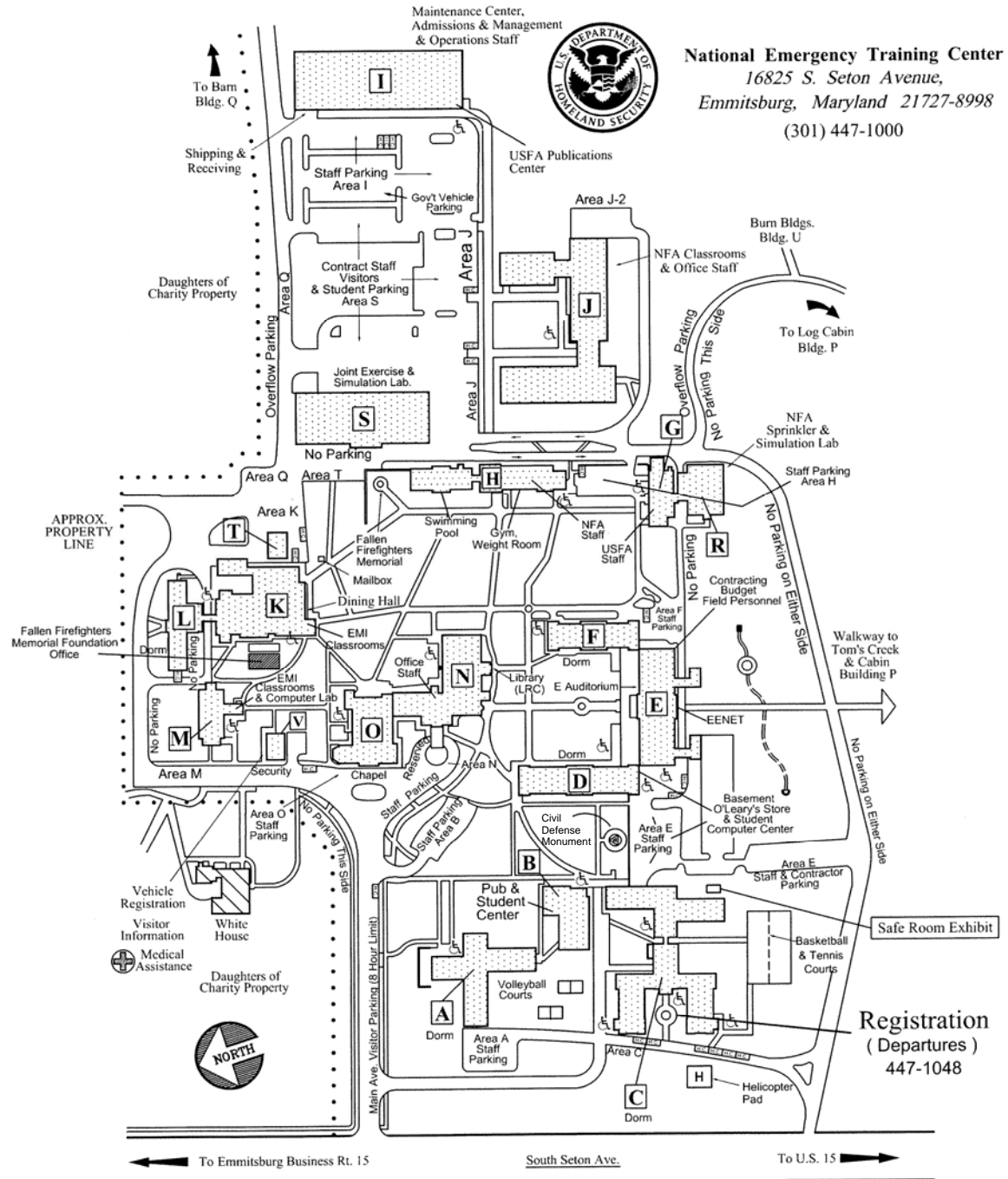
Web: <http://www.usfa.dhs.gov/applications/publications>
Telephone: 1-800-561-3356 or 301-447-1189
(7:30 a.m. to 5 p.m. EST/EDT)
Fax: 301-447-1213
E-mail: usfa-publications@dhs.gov
Mail: United States Fire Administration
Publications Center
Building I, Room 120
16825 South Seton Avenue
Emmitsburg, MD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

The majority of our publications may be reproduced locally if additional copies are required. Digital artwork to facilitate reproduction of public education 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.

Map of Campus



Important Phone Numbers:
 Security: 1111
 Emergency: 911
 Transportation Request: 1113
 Dining Hall: 1551
 Maintenance: 1500
 LRC: 1030
 Computer Help Desk: 1575

Photo ID required at all times.

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 4-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 (USFA) (which includes the National Fire Academy (NFA)), the Emergency Management Institute (EMI), and the Field Personnel Operations Division of the Office of Human Resources Management. 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 Catocin 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 EENET TV studio and the EENET 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, a conference room, and houses staff of the National Fallen Firefighters Foundation. (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. The marble, alabaster altars and stained glass windows were retained when it was renovated in 1965. Support offices are in the basement. (I)

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

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)

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



The National Fallen Firefighters Memorial

Since 1981, the National Fallen Firefighters Memorial, located on the campus of the NFA, 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 USFA, the Foundation manages the weekend events that celebrate the lives of these men and women. The weekend will culminate in the 27th Annual National Fallen Firefighters Memorial Service on October 5, 2008.

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 6,700 inscribed bricks. In 2006, a multiyear restoration of the National Fallen Firefighters Memorial Chapel was completed, and the Foundation offices are there. In 2007, the "To Lift a Nation" statue created by sculptor Stan Watts was added to the Park. Three bronze firefighters standing three times life-size, raise the American flag in honor of all firefighters lost on 9/11 and as a symbol of hope to those left behind.

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 2007, 75 survivors from 26 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. 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. These teams assist the families with filing the paperwork for local, State, and Federal benefits. To date, teams from 45 States have been trained, and teams in the remaining States will be trained in 2008.

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 2007, the Foundation provided assistance to the families of the nine firefighters killed in the Super Sofa Store fire and the Charleston Fire Department.

In partnership with the USFA, the Foundation launched the "Firefighter Life Safety Initiatives" program in 2004. This program is aimed at reducing the number of firefighter fatalities. In 2007, a cross-country "Whistlestop Tour" promoted the 16 Firefighter Life Safety Initiatives and fire prevention. The second national Firefighter Life Safety Summit and a minisummit to gather information from the fire service was conducted. The "Courage to be Safe" program was delivered in 24 States, with more than 2,000 attending. Volume 2 of the 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:

P.O. Drawer 498
Emmitsburg, Maryland 21727
E-mail: firehero@firehero.org
Telephone: 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 the NETC in Emmitsburg, Maryland.

Dedicated on April 6, 2002, 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 manmade 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 selflessly served them or their loved ones 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.

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. 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.

Applicants must meet 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 National Fire Academy Courses

In order to align our programs with DHS directives, we require that **all** NFA resident students complete ICS-100-level and ICS-200-level training **before** they arrive at the NETC. While we prefer that students complete the Q-462 and Q-463 courses available through NFA Online at www.nfaonline.dhs.gov, we will accept other National Incident Management System (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	Q-462, ICS-100, <i>Introduction to ICS for Operational First Responders</i> F/W806 <i>NIMS ICS for the Fire Service</i> F/W160 <i>NIMS ICS for EMS</i>
ICS-200	Q-463, ICS-200, <i>Basic NIMS ICS for Operational First Responders</i> F/W806 <i>NIMS ICS for the Fire Service</i> F/W160 <i>NIMS ICS for EMS</i>
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) R337, <i>Command and General Staff Function for Local Incident Management Teams</i> (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)
 R337, *Command and General Staff Function for Local Incident Management Teams* (2007 or later)

Application Procedures

The FY 2009 course schedule for on-campus 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 on-campus courses must be sent to the following address during the appropriate application period:

NETC Office of Admissions
 Building I, Room 216
 16825 South Seton Avenue
 Emmitsburg, MD 21727-8998

Stipend or application questions may be directed to the NETC Office of Admissions 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, 2008	October 1, 2008, to March 31, 2009
November 1 to December 31, 2008	April 1 to September 30, 2009

Applications will not be considered if they are postmarked 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 on-campus classes use PowerPoint®, Microsoft® Excel, and Microsoft® Word during class assignments. Students should be familiar with these programs.

Travel Planning: Applicants must not make travel plans prior to receiving an official acceptance package from the NETC Office of Admissions. 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).

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/SAE's), 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 on-campus 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 ID's to campus. **PLEASE HAVE THEM WITH YOU, NOT IN YOUR BAGGAGE!** If you do not have the 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 significantly delayed.

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, or are attempting to bring alcohol on campus, your entry to campus could be significantly delayed.

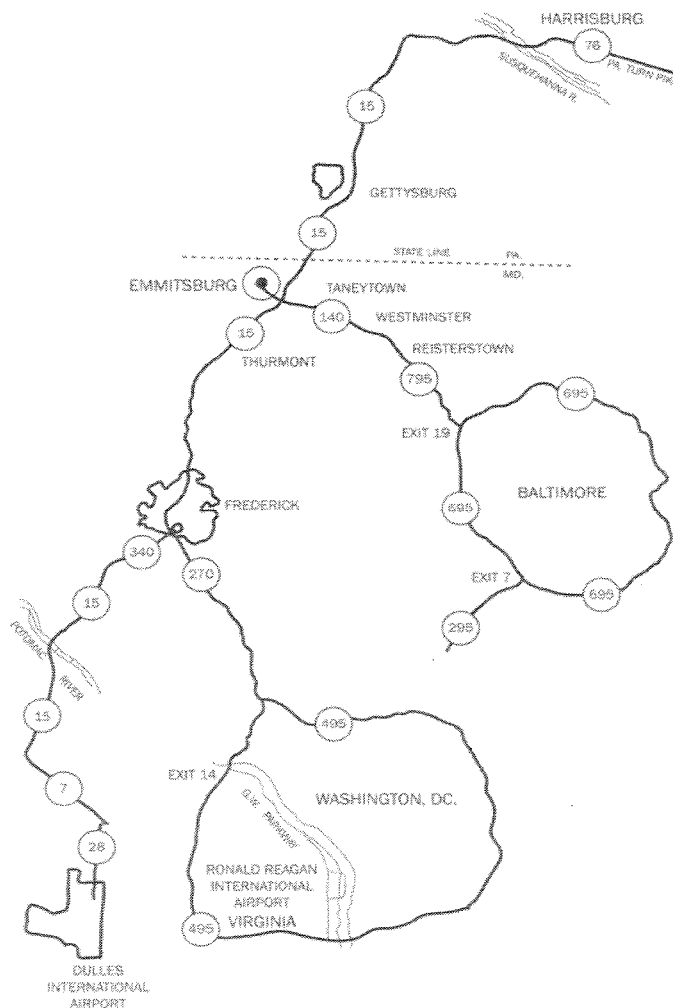
Registration: Upon arrival, students must report to Building C to obtain room assignments and key cards. Students may be lodged a distance from the registration building; for this reason we recommend luggage with wheels. Picture identification is required at registration and for entry to campus.

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 by 9 a.m. for 10-day classes and 5 p.m. for 6-day classes on the last day of class.

Directions to NETC:

- **From Baltimore:** I-695 (Baltimore Beltway) to I-70 West (toward Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 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 East to Gettysburg 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 Gettysburg 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.



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 on-campus 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, incidental 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 prepurchased, 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 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; including departmental uniforms (no T-shirts); and shoes and socks. Optional items include sweaters, sport coats, ties, etc.
- **Females:** Dresses; blouses; slacks; skirts; departmental uniforms (no T-shirts); and shoes. Optional items include sweaters, blazers, etc.

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 mini skirts. Bare midriffs are not acceptable. Jeans and T-shirts are not appropriate classroom attire.

Cancellations: NFA has always 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 on-campus lodging. This restriction will apply until the individual successfully completes an NFA on-campus 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 216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Telephone: 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 National Fire Academy 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.

Through the **International Association for Continuing Education and Training**, the NFA is awarding continuing education units (CEUs) for its course available through NFA Online. The CEU is a standard unit of measure, with one CEU representing ten contact hours of participation in an organized continuing education/training experience.

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, fax, or email your request to:

National Emergency Training Center
Attn: Admissions, Building I, Room 216
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Fax: 301-447-1441
netc-admissions@dhs.gov

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 (Hand off)
- 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 National Fire Academy 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 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 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 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. Applicants submitting application materials beginning on July 1, 2008, will need to comply with this requirement.

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 depicts the applicant's position.

The application package must be sent to:

Office of Admissions, Building I, Room 216
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 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 2009 (October 1, 2008 to September 30, 2009) EFOP, the application must be postmarked no later than June 30, 2008. 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.*

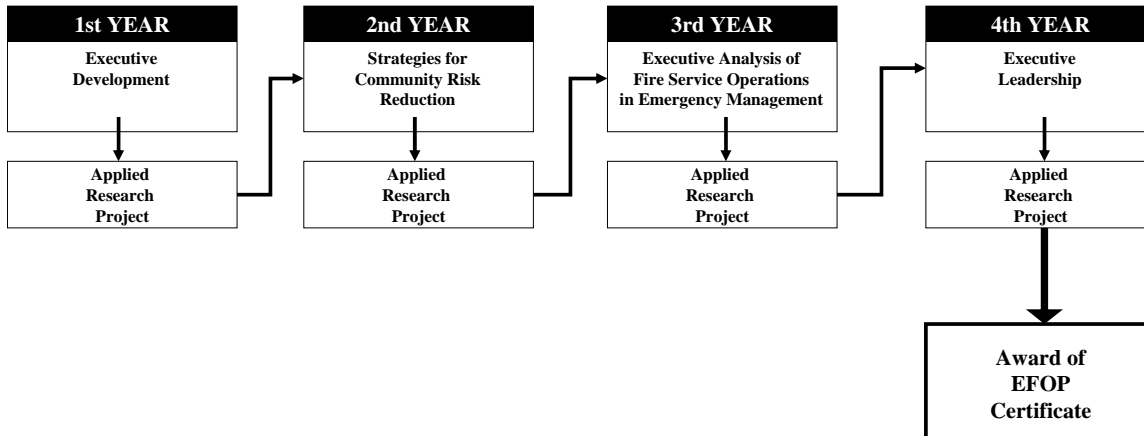
Conditional Acceptance to EFOP

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



Twenty-First 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 Twenty-first EFOP Graduate Symposium is scheduled for April 17-19, 2009. 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, 2009. 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 2008 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 2008 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 2004, 2005, 2006, or 2007 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 (2008) 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 DHS directives, we require that **all** NFA resident students complete ICS-100-level and ICS-200-level training **before** they arrive at the NETC. While we prefer that students complete the Q-462 and Q-463 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	Q-462, ICS-100, <i>Introduction to ICS for Operational First Responders</i> F/W806 <i>NIMS ICS for the Fire Service</i> F/W163 <i>NIMS ICS for EMS</i>
ICS-200	Q-463, ICS-200, <i>Basic NIMS ICS for Operational First Responders</i> F/W806 <i>NIMS ICS for the Fire Service</i> F/W163 <i>NIMS ICS for EMS</i>
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) R337, <i>Command and General Staff Functions for Local Incident Management Teams</i> (2007 or later)
ICS-400	H467, ICS-400, <i>Advanced ICS for Command & General Staff, Complex Incidents, and MACS</i> R306, <i>Executive Analysis of Fire Service Operations in Emergency Management</i> (February 2007 or later) R337, <i>Command and General Staff Functions for Local Incident Management Teams</i> (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 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 Q-462 and Q-463, 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 Q-462 and Q-463, 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, and 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 bases of effective speech communication as well as barriers to communication. The course focuses on one/two-way feedback, verbal and nonverbal 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 Q-462 and Q-463, 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.
- 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 Q-462 and Q-463, 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 Q-462 and Q-463, 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 methodologies 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 or State, or tribal officials who are or could be the Public Assistance Agent representatives for their community.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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, public health personnel, 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 NFA.

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 HOMP.

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 Q-462 and Q-463, 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 supervisory 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 program management/coordination, field supervision, training supervision, medical control, etc.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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 Administrator, 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 mid- to upper-level management/coordination, training management, medical control, etc.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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 for major 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. This program discusses many of these special operations and the burdens they place on our communities, EMS systems, and the responders within our systems. This course meets NIMS requirements for ICS-300.

Student Selection Criteria: This course is for 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 agency.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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.

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 Q-462 and Q-463, 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 Incident Commanders (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 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 (COs), 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.

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 Q-462 and Q-463, 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; and

- experience with preincident planning policies and procedures.

ACE Recommendation: ACE has not yet reviewed this course.

Command and Control Decision Making 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 multialarm 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 highrise are just some of the incidents that are simulated.

The course is interactive, using lecture, simulations, and student participation as instructional methods.

Student Selection Criteria: Command officers or Company Officers who have multialarm command responsibilities. Additionally, officers who may have this responsibility eventually 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 Q-462 and Q-463, available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.

NOTE: *While not a prerequisite to acceptance, students will be required to complete the online course Awareness of Command and Control Decision Making at Multiple Alarm Incidents available through NFA Online at www.nfaonline.dhs.gov prior to their arrival for class.*

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 components 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 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 EMI during this course.

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 Q-462 and Q-463, 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.

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 man-made 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 may have this responsibility eventually 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 Q-462 and Q-463, 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 Incident Operations (R312)

In this 6-day course, fire officers are introduced to the Incident Command System (ICS), and they study proper 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: Officers who have responsibility to command incidents within their jurisdiction, 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.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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.

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 may have this responsibility eventually 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 Q-462 and Q-463, 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, EMS, 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, EMS, and emergency services 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 Q-462 and Q-463, 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 Management (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 Q-462 and Q-463, 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 *Introduction to NFIRS Self-Study* course available at www.nfaonline.dhs.gov

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

Standards of Cover: Fire Prevention and Risk Mitigation (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 now are 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 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 Q-462 and Q-463, available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- Applicants must have 3 years of experience using NFIRS or other data collection/analysis tools and complete the Q494 *Introduction to NFIRS Self-Study* course available through NFA Online at www.nfaonline.dhs.gov

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

Advanced Analysis for Decision Making (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 this data in a variety of views to a Web page. They will also use their data to geo-code 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 Q-462 and Q-463, available through NFA Online at www.nfaonline.dhs.gov Chief's signature attests that the applicant has completed this required training.
- Applicants must have 3 years of experience using NFIRS or other data analysis tools and must complete the Q494 *Introduction to NFIRS Self-Study* course available through NFA Online at www.nfaonline.dhs.gov

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 Q-462 and Q-463, 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/intra-organizational 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 System (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/intra organizational 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. **NOTE:** *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 Q-462 and Q-463, 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.

Long-Term Recovery Planning (R526)

This 6-day course will prepare the student to support predisaster long-term community-wide disaster recovery decisionmaking. The course goal is to develop fire and allied emergency service team members' 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 postdisaster recovery. 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 Q-462 and Q-463, 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.

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 decisionmaking and knowledge about hazardous materials chemistry, storage, transportation, and release scenarios with information about local response plans and systems. Through risk-based decisionmaking activities, the course participants apply the knowledge and skills gained from the course.

Subjects covered include, among others: regulations and standards as they apply to haz mat 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 Q-462 and Q-463, 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 Q-462 and Q-463, 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 program focuses on the duties and responsibilities of the emergency response personnel who will assume the IC role in hazardous materials emergencies above the initial response and will implement a 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 postincident responsibilities. This course meets the NIMS requirements for ICS-300.

Topics include negligence and liability, planning, NIMS ICS/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, 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 Q-462 and Q-463, 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 Q-462 and Q-463, 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 Q-462 and Q-463, 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 NFA's *Fire/Arson Origin-and-Cause Investigation* course or successful completion of the NFA *Evaluating Performance-Based Designs* course; documented evidence of completion of a 4-year degree in fire protection engineering, civil engineering, or mechanical engineering.

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

Fire/Arson Origin-and-Cause Investigation (R206)

NOTE: *This course requires participation in actual scene investigations at the Arson Burn Building. Appropriate attire is required, such as coveralls or Tyvek® jumpsuit and work boots.*

This course addresses the technical and scientific knowledge and 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 health and safety, scientific method, fire dynamics, building construction, chemistry and physics of fire, myths and legends, investigative resources, electrical fire investigations, origin and cause, spoliation, evidence collection and preservation, K-9, documenting the scene, report

writing, injury and fatal fire investigation, vehicle fires, legal considerations, explosions and explosives, motivation, interviewing, and interrogation. 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, 2008 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)* course offered through the Sponsored Off-Campus Delivery Program.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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 and NFPA 921, 2008 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 Origin-and-Cause 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 Q-462 and Q-463, 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 NFA's *Fire/Arson Origin-and-Cause Investigation* course.

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, 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 Q-462 and Q-463, 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 NFA's *Fire/Arson Origin-and-Cause Investigation* course.

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, etc.
- Fire officers or allied professionals with responsibility for supervision and implementation of code enforcement and inspection programs at the department or company level.
- 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 Q-462 and Q-463, 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 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 studies.

The course content and delivery methods are suitable for senior representatives of fire prevention agencies 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.
- Fire personnel who manage their department's overall prevention function, 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.
- Fire officers who direct company-level code inspection and enforcement programs.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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.

Strategies for Community Risk Reduction (R274)

Our communities face multiple hazards which pose risks of harm to life, property, and the quality of life. Natural, human-caused, and weather-related hazards such as earthquakes, chemical releases, and tornadoes, vary in size and scope. The risks these hazards present include, but are not limited to, destructive fires, burns, falls, motor vehicle mishaps, poisonings, and drowning. A community's initial response to the effects of these hazards is made by the emergency services: police, fire, rescue, and emergency medical services. Building on a model of public awareness, education, and training used successfully to reduce the incidences and severity of destructive fires, many fire departments have taken a proactive prevention approach to other community risks. Recognizing their unique role as protectors of the citizens, many progressive fire departments have initiated and implemented programs to reduce the community's risks and mitigate their consequences.

The *Strategies for Community Risk Reduction* course provides a framework for a fire department to use in its expanded role as the lead agency for community risk reduction. Topics covered in the course include the role and responsibilities of the leader of the community risk reduction efforts; data collection and assessment of the community's risks; gaining internal as well as external support for community risk reduction; and strategizing, developing, implementing, and evaluating a risk reduction plan specific to the student's community.

Precourse Assignment:

Students are expected to complete precourse work identifying potential risks faced by their community. They are required to determine the perception and understanding of these risks by the community and their emergency agencies. Additionally, the students must identify and be able to discuss risk reduction initiatives currently in place in their community.

Student Selection Criteria:

- EFOP students.
- Fire service personnel: chiefs of department; heads of major department divisions, i.e., fire prevention, operations, training, etc.; State fire marshals; their deputies; and State directors of training along with their deputies.
- Management officials in health care, law enforcement, emergency management, and community injury prevention advocacy organizations, e.g., Centers for Disease Control (CDC), American Red Cross (ARC), Safe Kids Coalition, etc.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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.

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 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 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 Q-462 and Q-463, 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, Building Inspector, or higher by the International Code Council (ICC), 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* (N/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 Protection for the Built Environment (R135)

This 6-day 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 of both their fire and building plans inspectors 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 Q-462 and Q-463, 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 Self-Study 5.0 (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 responsible for in-service fire code enforcement activities.

Prerequisites:

- ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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.
- 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 prevention, 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 Origin-and-Cause Investigation* course.

NOTE: *Local jurisdictions are encouraged to submit applications of both their fire and building inspectors 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 Q-462 and Q-463, 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.
- 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.
- 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 37 for the complete course description and student selection criteria.

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 less than 2 years of public education work, and whose current responsibilities are 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 Q-462 and Q-463, 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 content areas:

- Changing Family in America--understanding of 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 P's of social marketing.

- 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 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, schoolteachers, 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 Q-462 and Q-463, 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 interactivity 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.

NOTE: *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 Q-462 and Q-463, 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 the audience 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.

NOTE: *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 Q-462 and Q-463, available through NFA Online at www.nfaonline.dhs.gov. Chief's signature attests that the applicant has completed this required training.
- One prerequisite course in safety education sponsored by the NFA, State, local, or private organization. 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).

NOTE: *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 Q-462 and Q-463, 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 and II Leadership (R628)

The 6-day *Juvenile Firesetter Intervention Specialist I and II Leadership* course was developed as the result of an emerging standard (*Juvenile Firesetting Intervention Professional Standard*, which is part of NFPA 1035, *Standard of Professional Qualifications for Public Fire and 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, 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 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 Q-462 and Q-463, 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.

NOTE: *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 Q-462 and Q-463, 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)

NOTE: *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 Q-462 and Q-463, 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*, *Fire Service Course Design* (6-day or 10-day version), 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.

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 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 DHS directives, we require that **all** NFA resident students complete ICS-100-level and ICS-200-level training **before** they arrive at the NETC. While we prefer that students complete the Q-462 and Q-463 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	Q-462, ICS-100, <i>Introduction to ICS for Operational First Responders</i> F/W806 <i>NIMS ICS for the Fire Service</i> F/W163 <i>NIMS ICS for EMS</i>
ICS-200	Q-463, ICS-200, <i>Basic NIMS ICS for Operational First Responders</i> F/W806 <i>NIMS ICS for the Fire Service</i> F/W163 <i>NIMS ICS for EMS</i>
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) R337, <i>Command and General Staff Functions for Local Incident Management Teams</i> (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) R337, <i>Command and General Staff Functions for Local Incident Management Teams</i> (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 is available in the back of this catalog or may be downloaded from our Web site at www.usfa.fema.gov/training/nfa/about/attend/nfa-abt1c.shtml

<p>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.</p>

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
Building I, Room 216
16825 South Seton Avenue
Emmitsburg, MD 21727
Fax: 301-447-1441

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

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

First semester--Includes classes scheduled from October 1, 2008, to March 31, 2009. Applications for this semester must be postmarked between May 1 and June 30, 2008.

Second Semester--Includes classes scheduled from April 1, 2009, to September 30, 2009. Applications for this semester must be postmarked between November 1 and December 31, 2008.

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 61.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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 61.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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)

This 6-day course is 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 the 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 including 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 61.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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 interactivity 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 Q-462 and Q-463, 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 61.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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 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 welcome. Personnel with little or no prevention background will benefit significantly. In addition, prospective students must meet the "VIP Program Eligibility" as listed on page 61.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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 61.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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 may have this responsibility eventually 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 61.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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 6-day course is designed for public educators who have less than 2 years of public education work, and whose current responsibilities are 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 61.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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.

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/combo 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 61.

Prerequisite: ICS-100-level and ICS-200-level training. Preferred courses are Q-462 and Q-463, 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.fema.gov/training/nfa/resident/vip.

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 (CDs/DVDs/videotapes);
- 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 45.

Mandatory Prerequisite for ALL NFA Courses: In order to align our programs with DHS directives, we require that **all** NFA 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 Q-462 and Q-463 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	Q-462, ICS-100, <i>Introduction to ICS for Operational First Responders</i> F806 <i>NIMS ICS for the Fire Service</i> F163 <i>NIMS ICS for EMS</i>
ICS-200	Q-463, ICS-200, <i>Basic NIMS ICS for Operational First Responders</i> F806 <i>NIMS ICS for the Fire Service</i> F163 <i>NIMS ICS for EMS</i>
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, *Executive Analysis of Fire Service Operations in Emergency Management*
(February 2007 or later)

R337, *Command and General Staff Functions for Local Incident Management Teams*
(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)
R337, *Command and General Staff Functions for Local Incident Management Teams*
(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 6- and 10-day courses normally taught at NFA's resident facility. Although minor modifications sometimes are required, basic course content and materials are the same as on-campus courses. The NFA provides two instructors per course, paralleling on-campus 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 Analysis for Decision Making* (N493) 6 days. See page 42.
- *Advanced Life Support Response to Hazardous Materials Incidents* (N247) 10 days. See page 46.
- *Advanced Safety Operations and Management* (N822) 6 days. See page 65.
- *Challenges for Local Training Officers* (N815) 6 days. See page 64.
- *Chemistry for Emergency Response* (N233) 10 days. See page 45.
- *Command and Control of Fire Department Operations at Target Hazards* (N825) 6 days. See page 40.
- *Command and Control of Incident Operations* (N831) 6 days. See page 40.
- *Emergency Medical Services: Management of Community Health Risks* (N149) 10 days. See page 35.
- *Emergency Medical Services: Special Operations* (N152) 10 days. See page 36.
- *Evaluating Performance-Based Designs* (N108) 6 days. See page 51.
- *Fire Cause Determination for Company Officers* (N811) 6 days. See page 63.
- *Fire Inspection Principles* (N220) 10 days. See page 53.
- *Fire Protection Systems for Emergency Operations* (N227) 6 days. See page 37.
- *Hazardous Materials Incident Management* (N243) 6 days. See page 45.
- *Hazardous Materials Operating Site Practices* (N229) 10 days. See page 44.
- *Leading Community Fire Prevention* (N823) 6 days. See page 65.
- *Long-Term Recovery Planning* (N526) 6 days. See page 44.
- *National Fire Incident Reporting System Program Management* (N491) 6 days. See page 41.
- *Partnering for Fire Defense and Emergency Services Planning* (N508) 6 days. See page 43.
- *Presenting Effective Public Education Programs* (N826) 6 days. See page 55.
- *Standards of Cover: Fire Prevention and Risk Mitigation* (N492) 6 days. See page 42.

For information on this program please contact the Program Manager at 1-800-238-3358 ext. 1894 or 301-447-1894.

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)*
- *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: Strategic and Tactical Considerations for Supervisors (ERT:STCS)*
- *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 Occupancy (FBSFO)*
- *Fire Prevention for High-Risk Populations: Age and Disability Factors (FPHRP:ADF)*
- *Fire Prevention for First Responders and Small Departments (FPSD)*
- *Fire Testing for Code Enforcement (FTCE)*
- *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 Fire Modeling (FM)*
- *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 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 Departments 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 form 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 in the back section of this catalog.

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 NFA Sponsored Off-Campus 2-Day 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 Q-462 and Q-463 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 Forestry Management.

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 Q-462 and Q-463 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 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 E's" 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 E's." 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 IC, a practitioner of ICS, and knowledge of NIMS, the National Response Framework (NRF), 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 Q-462 and Q-463 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*; or F531 *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 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 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. 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 IAFC-designated "metro-size" fire 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 Occupancy (FBSFO) (F366)

This 2-day course uses results from laboratory-controlled test fires of commonly found items in simulated single-family occupancies to provide students with pragmatic cognitive and analytical skills for understanding fire behavior. Through scientific and engineering studies, observation, and analysis of videotaped test fires and burn data, students 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 students to assess and devise fire protection strategies, based on their ability to apply data from test fires.

Students 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 fire protection equipment (smoke detectors, CO detectors, sprinklers), and room size and layout (ceiling height, windows). Analysis and discussion of test results will enable students to evaluate and interpret those results, and develop safe, effective fire protection strategies.

This course complements the USFA's National Fire Academy's resident and endorsed courses in the area of technical fire prevention. It is not a fire operations strategy or tactics course, but explains the science and engineering of fire behavior.

Target Audience: Career and volunteer firefighters and fire officers; fire marshals, inspectors, and building inspectors; and plans examiners, code officials, architects, engineers, and allied professionals.

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

Fire Testing for Code Enforcement (FTCE) (F365)

This 2-day course uses a comprehensive fire protection approach to frame areas of scientific and engineering studies around fire growth paths, products, and systems involved with the appropriate fire protection solutions in concert with fire and building codes. 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 on fire protection strategies.

This course complements the USFA's National Fire Academy's resident and endorsed courses in the area of technical fire prevention. It is not a fire operations strategy or tactics course.

Target Audience: Career and volunteer firefighters and fire officers; fire marshals, inspectors, and building inspectors; and plans examiners, code officials, architects, engineers, and allied professionals.

ACE Recommendation: ACE has not yet reviewed this course.

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 Q-462 and Q-463 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 Q-462 and Q-463 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.

Initial Response to 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 Code of Federal Regulations (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*.

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

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.

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

ACE Recommendation: In the upper division baccalaureate degree category, 1 semester hour in Fire Science, Applied Science, Emergency Medical Services, Physical Science, or General Science.

Introduction to Fire Modeling (FM) (F367)

This 2-day course uses data from laboratory-controlled test fires of commonly found items in simulated single-family occupancies to enable students to effectively evaluate, analyze, and use fire computer models, such as the Fire Dynamics Simulator (FDS). Students will learn the benefits, application, and limitations of fire modeling.

Students will observe how data from fire scenarios representing different conditions input into the FDS may affect the outcome of an actual fire. They also will be introduced to different types of fire tests, with explanations of their application and reliability for modeling applications.

The course presents data from test fires of single-family-occupancy structures to enable students to evaluate those data, and assess and devise modeling scenarios. Analysis and discussion of fire modeling results will enable students to evaluate and interpret those results, and develop safe, effective fire protection strategies.

This course complements the USFA's National Fire Academy's resident and endorsed courses in the area of technical fire prevention. It is not a fire operations strategy or tactics course, but explains the science and engineering of fire behavior as it applies to fire modeling.

Target Audience: Career and volunteer firefighters and fire officers; fire marshals, inspectors, and building inspectors; and plans examiners, code officials, architects, engineers, and allied professionals.

ACE Recommendation: ACE has not yet reviewed this course.

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 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 Q-462 and Q-463 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 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, how to 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 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.
- 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.

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, 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.

No prerequisites required; 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 EMS-specific 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.

ACE Recommendation: ACE has not reviewed this course.

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

This course addresses the need for an 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.

ACE Recommendation: ACE has not reviewed this course.

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 (www).

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.

Target Audience: 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.

ACE Recommendation: ACE has not reviewed this course.

Preparation for Initial Company Operations (PICO) (F458)

This course is designed for Company Officers (CO's), acting CO's, 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: CO's, 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 Q-462 and Q-463 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.

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 of 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.

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 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 Q-462 and Q-463 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 OSHA and 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.

Distance Delivery Program

The U.S. Fire Administration's National Fire Academy offers a variety of self-study courses through its Distance Delivery Program. Upon successful completion of each course, students can immediately print their own certificate.

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

Continuing Education Units: Through the International Association for Continuing Education and Training (IACET), the NFA is awarding continuing education units (CEUs) for its NFAOnline courses. The CEU is a standard unit of measure, with one CEU representing 10 contact hours of participation in an organized continuing education/training experience.

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.

CEUs: 1.5

EMS Operations at Multi-Casualty Incidents (Q157)

EMS Operations at Multi-Casualty Incidents is 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 dealing safely and effectively 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.

CEUs: 1.0

Alternative Water Supply: Planning and Implementing Programs (Q217)

This 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.

CEUs: 0.6

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

This interactive 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; on-site 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.

CEUs: 0.6

Awareness of Command and Control Decision Making at Multi-Alarm Incidents (Q297)

This self-study course is both a stand-alone course and the precourse assignment for the 6-day residential delivery of the National Fire Academy's new *Command and Control Decision Making at Multi-Alarm Incidents* (CCDMMAI). The prerequisite knowledge needed to participate in the 6-day course is contained in this precourse computer-based training. The topics covered include critical incident management skills that will be applied in the classroom simulation activities. Each module contains a summary of critical learning points, interactive knowledge reviews, and a text that elaborates on the main points.

CEUs: 1.5

Fire Service Supervision: Self-Study (Q318)

This 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.

CEUs: 1.5

Incident Command System Simulation Series: Ranch House (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. The student is involved in the decisionmaking and assigning of crews to operational tasks on the fireground. The student will make task assignments to each unit or crew as it arrives to accomplish the necessary steps for life safety, incident stabilization, and property conservation. The student is required to assign crews or units to perform the following tasks: conduct primary search and rescue, establish a water supply, initiate fire attack, ventilate the structure, set up rehab, conduct a secondary search, and conduct overhaul on the fire building.

Incident Command System Simulation Series: Townhouse (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. The student is involved in the decisionmaking and assigning of crews to operational tasks on the fireground. The student is required to assign crews or units to perform the following tasks: conduct primary search and rescue, establish a water supply, initiate fire attack, ventilate the structure, set up rehab, conduct a secondary search, and conduct overhaul on the fire building. The residence, a 1980s wood-frame platform construction, has a lightweight truss roof assembly covered by plywood sheathing and composite shingles.

Incident Command System Simulation Series: Mansion (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. The student is involved in the decisionmaking and assigning of crews to operational tasks on the fireground. The student is required to establish Divisions and Groups as needed, and assign crews or units to perform the following tasks: verify that a primary search was conducted, establish a constant water supply, initiate fire attack, ventilate the structure, establish rehab, ensure a secondary search is conducted, and execute overhaul on the fire building. The residence, a 1960s large (6,200 square feet) two-story wood-frame platform construction, has a lightweight truss roof assembly covered by plywood sheathing and composite shingles.

Incident Command System Simulation Series: Strip Mall Hostage/Arson Fire (Q328)

The shopping center is a single-story, multioccupancy structure built of ordinary construction with a common attic and a steel bar-joint roof. The shopping center is divided into three fire areas by firewalls. 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. The progression of the hostage incident and the fire incident will be controlled by the decisions made by the appropriate roles. The student's goal is to successfully cooperate as the fire department battalion chief in a Unified Command situation with the police department, and manage the fire incident by performing the following tasks: conducting a primary search and rescue, establishment of a permanent water supply, initiation of a fire attack, ventilation of the structure, establishment of rehab, conducting a secondary search, and ensuring a complete overhaul on the fire building.

Incident Command System Simulation Series: Nursing Home (Q424)

This simulation presents the student with a kitchen fire in a two-story nursing home, noncombustible (20,000 square feet) with roof construction of bar joist, asphalt, and concrete floor construction. There are many occupants in the building, including visitors. Nursing homes of all types fall into the broad category of "health care occupancies." Health care occupancy generally is defined as "an occupancy used for the purpose of medical or other treatment or care of four or more persons where such occupants are mostly incapable of self-preservation due to age, physical or mental disability, or because of security measures not under the occupant's control." 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. This simulation presents fire spread and ventilation issues and a more complex rescue scenario. The student is involved in the decisionmaking and assigning of crews to operational tasks on the fireground. The student is required to establish Divisions and Groups as needed and assign crews or units to perform the following tasks: verify that a primary search was conducted, establish a constant water supply, initiate fire attack, ventilate the structure, establish rehab, ensure a secondary search is conducted, and execute overhaul on the fire building.

Wildland/Urban Interface Fire Simulation (Q617)

This simulation is designed to expose the novice student to some of the problems/issues associated with an 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 ICS, requiring the establishment of Divisions, mutual-aid response, and special resources. This simulation allows the student an opportunity to be the IC of a wildland/urban interface fire.

ICS-100, Introduction to ICS for Operational First Responders (Q462)

This foundation-level course is 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 using an all-hazards, all-agency approach.

CEUs: 0.4

ICS-200, Basic NIMS ICS for Operational First Responders (Q463)

This course is equivalent to NIMS ICS-200. 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 using an all-hazards, all-agency approach.

CEUs: 0.4

ICS-300, Intermediate All-Hazard NIMS ICS Review for Expanding Incidents (Q464)

This course reviews 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 precourse

module or a remedial training for the classroom version of ICS-300; alone, it 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.

CEUs: 0.4

ICS-400, Fundamentals Review for Command and General Staff (Q466)

This course reviews 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; alone, it 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 course 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.

Emergency Response to Terrorism: Self-Study (ERT:SS) (Q534)

This course is designed to provide the basic awareness training to prepare first responders to respond to incidents of terrorism safely and effectively. Fire, emergency medical, haz mat, rescue, and law enforcement personnel will benefit from this course.

CEUs: 0.6

Wildland/Urban Interface Fire Operations for the Structural Firefighter Self-Study (Q618)

This 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 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.

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 on-campus 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.

Cogswell College
1175 Bordeaux Drive
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.

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 (TRADE)

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 training 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 co-chairs, 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 intraregional 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 co-chairs. 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. 1894, or 301-447-1894.

State Fire Service Training Systems

Administrator
Fire Service Training
5700 East Tudor Road
Anchorage, AK 99507-1225
907-269-5789
Fax: 907-338-4375

Executive Director
Alabama Fire College
2501 Phoenix Drive
Tuscaloosa, AL 35405-2847
205-391-3767
Fax: 205-391-3747

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
Denver, 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
636 South Street
Honolulu, HI 96813
808-723-7101
Fax: 808-831-7111

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: 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
225-766-9960
Fax: 225-314-1497

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
301-226-9960
Fax: 301-314-1497

Director
Massachusetts Firefighting Academy
State Road, Box 1025
Stow, MA 01775-1500
918-567-3179
Fax: 918-567-3229

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
609-324-3643
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
118 Padre Street
Providence, RI 02909
401-462-4202
Fax: 401-462-4260

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

Training Director
General Administration Building
210 11th Avenue
P. O. Box 42600
Olympia, WA 98504-2600
425-453-3000, ext. 102
Fax: 425-888-3060

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

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
Utah Fire & Rescue Academy
Utah Valley State College
3131 Mike Jense Parkway
Provo, UT 84601-8200
801-863-7700
Fax: 801-371-0334

Director
WTCS Fire Service
4622 University Avenue
P.O. Box 7874
Madison, WI 53707-7874
608-266-7289
Fax: 608-266-1690

Director
Vermont Fire Service Training Council
317 Academy Road
Pittsford, VT 05763-9358
802-483-2755
Fax: 802-483-2464

Director
Fire Prevention & Electrical Safety
Herschler Building 1W
122 W. 25th Street
Cheyenne, WY 82002-0410
307-777-7288
Fax: 307-777-7119

Director
VA Department of Fire Programs
1005 Technology Park Drive
Glen Allen, VA 23059-4500
804-371-0220
Fax: 804-371-3408

NATIONAL FIRE ACADEMY

2008-2009 RESIDENT COURSE SCHEDULE

OCTOBER 1, 2008 to SEPTEMBER 30, 2009

National Fire Academy Application Periods:

The First Semester includes classes scheduled from October 1, 2008 through March 31, 2009.

The Application Period is May 1 to June 30, 2008.

The Second Semester includes classes scheduled from April 1, 2009 through September 30, 2009.

The Application Period is November 1 to December 31, 2008.

The FEMA Form 75-5 General Admissions Application
can be downloaded from the NFA Web site at:
<http://www.usfa.fema.gov/fire-service/nfa/nfa-abt1c.shtm#75-5>

FIRST SEMESTER

SECOND SEMESTER

Executive Development Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009	APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R123 Executive Development			12/8-19	1/5-16	2/2-13	3/9-20 3/23-4/3		5/18-29		7/6-17	8/24-9/4	9/21-10/2
R125 Executive Leadership	10/6-17					3/23-4/3	4/20-5/1	5/18-29		7/6-17	8/3-14	
R810 Leadership and Administration (VIP)					2/15-20				6/14-19			9/13-18
Management Science Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009	APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R107 Fire Service Communications	10/6-17					3/9-20					8/3-14	9/21-10/2
R331 Organizational Theory in Practice			12/8-19	1/5-16	2/23-3/6						8/24-9/4	
R332 Interpersonal Dynamics in Fire Service Organizations		11/10-21		1/19-30	2/23-3/6		4/20-5/1	5/4-15		7/20-31	8/3-14	9/21-10/2
R335 Administration of Public Assistance for Community Recovery	10/26-31			1/25-30				5/3-8	6/21-26			
R824 Management Strategies for Success (VIP)					2/15-20							9/13-18
Emergency Medical Services Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009	APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R149 Emergency Medical Services: Management of Community Health Risks	10/6-17				2/2-13					7/6-17	8/24-9/4	
R150 Management of Emergency Medical Services		11/10-21		1/5-16		3/9-20		5/4-15				
R151 Advanced Leadership Issues in Emergency Medical Services				1/19-30	2/23-3/6			5/18-29		7/20-31		
R152 Emergency Medical Services: Special Operations		11/10-21				3/9-20					8/3-14	9/21-10/2
R154 Advanced Safety Operations and Management	10/26-31				2/8-13				6/21-26	7/19-24	8/16-21	
R822 Advanced Safety Operations & Management (VIP)					2/15-20							9/13-18

Additional dates: National Fallen Firefighters Memorial Service is October 6 – 7, 2008

R120 Executive Fire Officer Program Symposium is March 28 – 30, 2009

FIRST SEMESTER

SECOND SEMESTER

Incident Management Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009	APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R227 Fire Protection Systems for Emergency Operations	10/26-31										8/16-21	
R297 Command & Control Decision Making at Multiple Alarm Incidents	10/19-24	11/30-12/5		1/18-23 1/25-30	2/1-6		4/5-10	5/3-8	6/7-12 6/21-26	7/19-24 7/26-31	8/16-21	
R306 Executive Analysis of Fire Service Operations in Emergency Management		11/10-21		1/5-16	2/2-13 2/23-3/6	3/23-4/3	4/20-5/1		6/8-19		8/24-9/4	
R308 Command & Control of Fire Department Operations at Natural & Man-Made Disasters	10/6-17		12/8-19			3/9-20		5/18-29		7/6-17		9/21-10/2
R312 Command & Control of Incident Operations				1/18-23			4/5-10		6/21-26	7/26-31		
R314 Command & Control of Fire Department Operations at Target Hazards	10/26-31				2/8-13							
R825 Command & Control of Fire Department Operations at Target Hazards (VIP)												9/13-18
R831 Command & Control of Incident Operations (VIP)	10/26-31				2/15-20				6/14-19			9/13-18 2 sessions
Planning & Information Management Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009	APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R333 Fire Service Financial Management	10/6-17			1/5-16		3/9-20					8/3-14	
R491 NFIRS: Program Manager		11/30-12/5			2/1-6				6/7-12			
R492 Standards of Cover: Fire Prevention & Risk Mitigation			12/7-12		2/8-13				6/14-19			
R493 Advanced Analysis for Decision Making						3/22-27			6/21-26			
R506 Executive Planning		11/10-21			2/23-3/6			5/18-29 2 sessions			8/24-9/4	
R508 Partnering for Fire & Emergency Services Planning – One Week	10/26-31			1/18-23			4/5-10					
R526 Long Term Recovery Planning	10/19-24			1/25-30				5/3-8			8/16-21	

FIRST SEMESTER

SECOND SEMESTER

Hazardous Materials Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009		APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R229 Hazardous Materials Operating Site Practices	10/6-17			1/19-30					5/4-15		7/6-17		
R233 Chemistry for Emergency Response					2/23-3/6			4/20-5/1			7/20-31	8/24-9/4	
R243 Hazardous Materials Incident Management	10/26-31			1/25-30					5/3-8		7/26-31		
R247 Advanced Life Support Response to Hazardous Materials Incidents	10/20-31			1/19-30		3/23-4/3							9/21-10/2
Arson Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009		APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R203 Fire Dynamics – Fire Modeling			12/8-19		2/23-3/6	3/23-4/3			5/18-29		7/6-17	8/3-14	
R206 Fire/Arson Origin & Cause Investigation		11/10-21	12/8-19	1/5-16	2/23-3/6	3/23-4/3			5/18-29	6/8-19	7/6-17	8/3-14 8/24-9/4	9/21-10/2
R208 Interviewing-Interrogation Techniques and Courtroom Testimony	10/6-17	11/10-21		1/5-16		3/9-20		4/20-5/1		6/8-19	7/20-31		
R213 Analysis of Arson Management	10/19-24			1/18-23	2/1-6			4/5-10			7/19-24	8/16-21	
R811 Fire Cause Determination for Company Officers (VIP)					2/15-20					6/14-19			9/13-18 2 sessions
Fire Prevention: Management Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009		APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R101 Code Management: A Systems Approach	10/6-17			1/5-16				4/20-5/1				8/24-9/4	
R225 Management of Fire Prevention Programs			12/8-19		2/2-13						7/20-31		9/21-10/2
R274 Strategies for Community Risk Reduction	10/6-17	11/10-21	12/8-19	1/5-16	2/23-3/6	3/9-20		4/20-5/1	5/18-29		7/6-17	8/3-14 8/24-9/4	9/21-10/2
R823 Leading Community Fire Prevention (VIP)										6/14-19			9/13-18

FIRST SEMESTER

SECOND SEMESTER

Fire Prevention: Technical Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009	APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R108 Evaluating Performance-Based Designs					2/1-6		4/5-10		6/21-26	7/26-31		
R135 Fire Protection for the Built Environment	10/19-24			1/18-23	2/8-13					7/19-24		
R220 Fire Inspection Principles		11/10-21	12/8-19		2/2-13	3/9-20 3/23-4/3		5/18-29			8/3-14	9/21-10/2
R222 Principles of Fire Protection: Structures and Systems	10/6-17			1/5-16	2/23-3/6		4/20-5/1			7/6-17	8/24-9/4	
Fire Prevention: Public Education Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009	APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R116 Presenting Effective Public Education Programs										7/19-24		
R353 Community Education Leadership – One Week					2/8-13							
R348 Changing American Family at Risk		11/30-12/5						5/3-8				
R359 Discovering the Road to High Risk Audiences – One Week					2/1-6							
R362 Developing Fire & Life Safety Strategies – One Week										7/26-31		
R628 Juvenile Firesetter Intervention Specialist		11/30-12/5						5/24-29			8/16-21	
R816 Community Education Leadership (VIP)					2/15-20							
R826 Presenting Effective Public Education Programs (VIP)									6/14-19			9/13-18
Training Programs Curriculum	OCT 2008	NOV 2008	DEC 2008	JAN 2009	FEB 2009	MAR 2009	APR 2009	MAY 2009	JUN 2009	JUL 2009	AUG 2009	SEP 2009
R129 Fire Service Course Design – One Week	10/19-24			1/25-30					6/7-12		8/16-21	
R342 Training Program Management		11/10-21				3/9-20				7/6-17	8/3-14	
R815 Challenges for Local Training Officers (VIP)									6/14-19			