

**New Hampshire & Vermont**  
**Two State Weekend**  
**2010**



**National Fire Academy**  
**Emmitsburg, Maryland**

**April 17 & 18, 2010**

## REGISTRATION, 2010

Registration is open to all New Hampshire and Vermont fire personnel whether Volunteer, Call, or Career. Those who pre-register and are accepted will be notified by mail.

### To register, you **MUST**:

- Complete and sign the enclosed:
  - National Fire Academy *SHORT* form application (#75-5A) *and...*
  - New Hampshire Fire Academy's NH/VT Weekend 2010 admission form
- Indicate your **FIRST**, **SECOND**, and **THIRD** program choices on the **NHFA form**. (Although every effort will be made to place applicants in their first choices, this is not always possible.)
- Return the **original forms** with payment to the mailing address below:  
**New Hampshire Fire Academy**  
**33 Hazen Drive**  
**Concord, New Hampshire 03305**

### NOTE:

- The form may be duplicated for additional registrations if needed.
- Please make certain that **ALL** of the applicable sections of the form are completed.
- In addition, forms **MUST** be signed by the chief of your department.
- Incomplete forms will be returned and could result in your not being registered for your first choice selection or into a program.

**ALL registrations must be received at the New Hampshire Fire Academy  
by 4:00 PM on Friday, March 5, 2010.**

### FEES:

- **\$90.00 per student**, including all instruction, student materials, meals and on-campus lodging from Friday, April 16, 2010 (after 3:00PM), through Sunday, April 19, 2010 (after class ends at approx. 2:30 PM).
- **ALL fees MUST accompany the application forms** in order for your registration to be processed.
- **NO refunds will be issued for no-shows.**
- **Methods of Payment: (See application form)**
  1. Chief's signed payment advice
  2. Check *or* Money Order, made out to **NFA Training Fees**
  3. Departmental purchase order
  4. Credit Card

**New Hampshire Department of Safety**

Division of Fire Standards and Training & Emergency Medical Services

Mailing address: 33 Hazen Drive, Concord, NH 03305

Phone numbers: 800-371-4503 or 603-223-4200 Fax number: 603-271-1091

**NEW HAMPSHIRE / VERMONT WEEKEND ADMISSION APPLICATION  
APRIL 17 & 18, 2010**

Full Name:	Last 4 digits of Soc. Sec.#:
Mailing address:	Best contact phone#:
	Dept. name & phone:

Please indicate your course selections in order of preference: (You MUST choose three!)

1. Code #:	Abbreviation:
2. Code #:	Abbreviation:
3. Code #:	Abbreviation:

Selection will be on a first-come, first-serve basis.

Therefore, **EARLY** registration is essential in order to secure your first choice.

**(Deadline is Friday, March 5, 2010)**

I have read and understand the NFA Rules of Conduct and Student Dress Code which will be in effect during my stay at the National Fire Academy.

Printed Name:	Date:
Signature:	Date:

This form must be completely filled out and returned with appropriate payment method and the fully completed National Fire Academy **Short Form, #75-5A**, in order to be considered for participation in the weekend event!

<b>PAYMENT METHOD</b> (check one) <input type="checkbox"/> Personal Check <input type="checkbox"/> Agency P.O. Enclosed *** <input type="checkbox"/> Agency Payment Advice *** <input checked="" type="checkbox"/> *** Signature required (see below)	<input type="checkbox"/> Credit Card (\$10.00 minimum charge required) Full Name Listed on Card: _____ Card Number: _____ V-Code: _____ Exp. Date: _____ (3 digit code on back of card) Signature: _____ Payment Amount: _____
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**PLEASE ALLOW 6-8 WEEKS FOR REFUNDS**

The \_\_\_\_\_ Fire Dept. agrees to pay all fees for attendance of the listed applicant upon billing by the Division of Fire Standards & Training and Emergency Medical Services.

\*\*\* Signature of Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT OF HOMELAND SECURITY  
 FEDERAL EMERGENCY MANAGEMENT AGENCY  
**GENERAL ADMISSIONS APPLICATION SHORT FORM**

See Reverse for  
 Privacy Act Statement

O.M.B. No. 1660-0100  
 Expires May 31, 2010

USE THIS FORM ONLY IF APPLYING FOR NFA OFF CAMPUS COURSES (EXCLUDING REGIONAL DELIVERIES)

**SECTION I - GENERAL INFORMATION**

1. DATE OF BIRTH (Mo, Day, Yr.)		2. GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE		3. U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO If No, City and Country of Birth: _____	
4a. ETHNICITY 1. <input type="checkbox"/> HISPANIC or LATINO 2. <input type="checkbox"/> NOT HISPANIC or LATINO		4b. RACE (Please check all that apply) 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE 2. <input type="checkbox"/> ASIAN 3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN 4. <input type="checkbox"/> WHITE 5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER			
5. PLEASE PRINT YOUR NAME (Last, First, Middle, Suffix)					6. SOCIAL SECURITY NUMBER
7. HOME ADDRESS (Street, avenue, road no./city or town, state and zip code)			8. WORK PHONE NO. ( )		
			9. HOME PHONE NO. ( )		
			10. FAX NO. ( )		
			11. E-MAIL ADDRESS:		
12a. ENTER COURSE CODE AND TITLE			12b. COURSE LOCATION		12c. DATE
13. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL CONSIDERATION DURING YOUR ATTENDANCE IN TRAINING? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, indicate & describe any special considerations required on a separate sheet)					

**SECTION II - EMPLOYMENT INFORMATION**

14a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED			14b. NFIRS # (NFA STUDENTS ONLY)		15. CURRENT POSITION AND NUMBER OF YEARS IN POSITION
16. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION			16b. ORGANIZATION		16c. CURRENT STATUS
16a. JURISDICTION 1. <input type="checkbox"/> STATEWIDE 2. <input type="checkbox"/> COUNTY GOVERNMENT 3. <input type="checkbox"/> CITY/TOWN/VILLAGE	4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP/ TRIBAL NATION 5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS) 6. <input type="checkbox"/> INDUSTRY/BUSINESS	7. <input type="checkbox"/> FOREIGN 8. <input type="checkbox"/> DHS/FEMA 9. <input type="checkbox"/> NDER/IAMA	1. <input type="checkbox"/> ALL CAREER 2. <input type="checkbox"/> ALL VOLUNTEER 3. <input type="checkbox"/> COMBINATION		1. <input type="checkbox"/> PAID FULL TIME 2. <input type="checkbox"/> PAID PART TIME 3. <input type="checkbox"/> VOLUNTEER 4. <input type="checkbox"/> DISASTER RESERVIST

**SECTION III - ENDORSEMENT AND CERTIFICATION**

17a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (U.S.C. 1001).

17b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief officer or designee.

17c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

17d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC and NTF. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

18a. SIGNATURE OF APPLICANT		18b. DATE
19. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION (NOT REQUIRED FOR SELF - STUDY PROGRAMS)		
By signing this application, I certify that my organization does not discriminate on the basis of age, sex, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees.		
19a. SIGNATURE	19b. PRINTED NAME AND TITLE	19c. DATE
20. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE (NOT REQUIRED FOR SELF - STUDY PROGRAMS)		
20a. SIGNATURE AND DATE (State Office)		20b. SIGNATURE AND DATE (FEMA Regional Office)
21. SUBMIT APPLICATION TO APPROPRIATE SPONSOR		

## Course Code #: W271

**FPSD: Fire Prevention for First Responders & Small Departments**

**Objective:** Students will be able to advocate the importance of fire prevention and how it ties to the overall mission of an effective fire department by recognizing the community's risk from fire as well as identifying solutions and resources aimed at addressing their community's fire and injury challenges.

**Description:** This course stresses awareness, advocacy, and motivational content. The focus will be on identifying successful tools and approaches necessary in the challenge of total fire protection 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 by building more effective departments which better manage the fire prevention function and better serve both customers and members.

**Audience:**

- Primarily, those who have served in operations who now seek to learn more effective ways of combating the fire problem.
- Current and future leaders from the nation's smaller departments (typically those of less than 25,000 in population).
- All emergency services personnel including volunteer, career, and allied professionals.

**Maximum class size is 30 students. Class length is 12 hours.**

## Course Code #: W455

**STICO: Strategy and Tactics for Initial Company Operations**

(formerly "Managing Company Tactical Operations: Tactics")

**Objective:** 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.

**Description:** Upon completion of the course, students will be able to do the following:

- Explain the purpose and use of the Communications Model and the Quick Access Prefire Plan (QAP) in tactical operations at fire incidents
- Define the relationship between incident priorities, strategy, tactics, and implementation in the Command Sequence
- Select the appropriate strategic mode based upon consideration of risk/benefit and available resources
- Describe the six steps required to implement the Tactical Action Model and the factors on which apparatus placement is based
- Select appropriate ventilation and rescue tactics and develop a rescue action plan
- Identify and explain the actions required to support fire confinement and extinguishment activities
- Select and deploy the appropriate hose lines to accomplish fire confinement and extinguishment
- Describe the correct procedures for deployment of a hose line from a standpipe system
- Identify tactical considerations for providing a water supply to meet incident needs
- Identify principles and tactics for establishing water supplies from municipal, static, and portable sources, protecting exposures, and achieving salvage and overhaul
- Identify the special construction factors of single-family dwellings involved in fire
- Demonstrate the ability to use the Communications Model
- Determine appropriate strategy, select correct tactics, and operate within an appropriate Incident Command System (ICS) organization at a fire in a single-family dwelling.

**Audience:** Company Officers or senior firefighters responsible for the management of a single fire company during fireground operations.

**Maximum class size is 30 students. Class length is approximately 15 hours.**

## Course Code #: W458

**PICO: Preparation for Initial Company Operations**

**Objective:** Students will develop a better understanding of the role and responsibilities of a Company Officer in preparing the company for incident operations. In addition, the transition from firefighter to Company Officer as well as the new roles relating to leadership and safety will be clarified

**Description:** This course is designed for Company Officers, acting Company Officers, or senior firefighters responsible for the management of a single fire company at an emergency incident as well as for those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operation.

**Audience:**

- Company Officers, acting officers, or senior firefighters who command a fire company during emergency operations.
- Officers who are responsible for maintaining skills and company readiness.

**Maximum class size is 30 students. Class length is approximately 16 hours.**

## Course Code #: W549

**ERT:STCS: Emergency Response to Terrorism:  
Strategic and Tactical Considerations for Supervisors**

**Objective:** Students will be able to apply their knowledge of pre-incident planning, managing emergency incidents, and operating as part of a Unified Command Structure during incidents involving terrorism.

**Description:** This course is designed for the responder who may be responsible for initial and expanded command of incidents involving terrorism. It is intended to build upon the student's existing skills as an Incident Commander (IC), a practitioner of the Incident Command System (ICS), and knowledge of the National Incident Management System (NIMS), the National Response Plan (NRP), and terrorism. The class will assist the officer in preparing an effective response to the consequences of terrorism. IC's must be prepared to operate as part of a multiagency, multidiscipline, and multijurisdictional response. The class uses lecture supported by case studies and practice scenarios as a way of addressing the command and control challenges that likely will confront the IC.

**Audience:** Chief officers, shift supervisors, etc. who hold command-level positions in their organizations. They should have command and control responsibilities on incidents involving terrorism and be familiar with operating in an incident management structure.

**Maximum class size is 30 students. Class length is approximately 16 hours.**

## TRAVEL ARRANGEMENT NOTES

### National Fire Academy address:

16825 South Seton Ave.  
Emmitsburg, Maryland 21727

### Transportation availability:

- Chartered busses are not available. Students are expected to make their own travel arrangements.

### Arrival and Departure:

- Check in time on campus is any time after 3:00PM and before the mandatory orientation at 7:00PM.
- Departure time is at the end of class on Sunday, usually between 2:00PM and 2:30PM.

### Directions to the National Fire Academy:

- I-93 South to I-293 to Route 3 South through Nashua to I-495 South to the Mass Turnpike (I-90) South to I-84 West. Then...
- I-684 South to I-287 West across the Tappan Zee Bridge.
- Stay on I-287 to I-78 West (near Fair Hills, PA), and then follow I-78 West to I-81 to Harrisburg, PA to Camp Hill, PA (NOTE: Be careful because it gets confusing to get onto Rte. 15). Take Rte. 15 South to Gettysburg, PA and Emmitsburg, MD.
- Follow the signs once in Emmitsburg to the National Emergency Training Center / National Fire Academy.

**NFA telephones: 1-800-238-3358 or 1-301-447-1000**

**Messages on campus: 1-301-447-1048**

## MEALS

- Friday evening: cold buffet-style dinner provided from 4:30PM to 7:00PM
- Saturday: breakfast, lunch, and dinner provided
- Sunday: breakfast and lunch provided
- **Meal tickets will ONLY be available at the mandatory evening orientation at 6:00PM on Friday, April 16, 2010.**

## DRESS CODE

Required classroom and dining hall attire for your guidance:

Males: Shirts with collars (NO T-shirts), slacks, nice jeans (with no holes) or department uniforms, shoes and socks. Optional items include sweaters and jackets, etc.

Females: Dresses, blouses, (No T-shirts) with slacks or skirts, department uniforms, hosiery and shoes. Optional items include sweaters, jackets, etc.

- The wearing of athletic clothing, including ball caps or hats of any kind, is not appropriate in the classrooms, dining hall, or auditorium.
- Attire such as shorts, thongs, tank tops, ventilated shirts, collar-less shirts and cut-off jeans are considered informal wear and should be restricted to after hour leisure activities.

## **NATIONAL FIRE ACADEMY RULES OF CONDUCT**

Each individual has the personal responsibility to exhibit professional conduct while on the National Fire Academy campus. The designated representatives of the state training agency have the responsibility and authority to monitor and, along with campus security personnel, take necessary action to correct any unprofessional conduct.

Campus security has the authority to request the name(s) of any individuals who may be disruptive or discourteous. It is expected that an individual's name will be provided if requested. The security officer will then inform the state representatives of the circumstances surrounding the incident. In ALL instances of alleged misconduct, all parties will be responsible for determining the facts. Decisions regarding dismissal of any student will be made at the conclusion of a review. The final authority for dismissal rests with the senior United States Fire Administration official on campus at the time. State representatives have the authority to dismiss any student for misconduct where the incident occurs outside class hours.

## **FAILURE TO ATTEND—"NO SHOWS"**

- The National Fire Academy is keeping a careful watch regarding student cancellations and NO SHOWS.
- Students should contact the New Hampshire State Coordinator(s) at 603-223-4200 or 1-800-371-4503 in the event it is necessary to cancel their attendance.
- Students who fail to cancel their reserved slot and fail to attend will be banned from attending National Fire Academy courses for a period of two consecutive years.

## **SECURITY AND IDENTIFICATION REQUIREMENTS**

- Each student MUST possess a photo identification in order to register at C-West.
- Additionally, an NFA identification will be issued to each student and MUST be worn at all times when on the NFA campus.
- Vehicles entering or parking on the grounds of the National Emergency Training Center are subject to search, and guards are posted at every entryway.