



# 2005 Connecticut Fire Officer's Weekend at the National Fire Academy Emmitsburg, Maryland

## Weekend Agenda

### Friday April 29th

- 0700 Bus pickup begins
- 1600 Bus arrives for registration and check-in
- 1645 -1900 Evening meal served Building "K"
- 1900 CT Fallen Firefighters Memorial Service  
National Fallen Firefighters Memorial
- 1930 Orientation Auditorium Building "J"
- 2000 Social Hour Student Center Building "B"

### Saturday April 30th

- 0630-0800 Breakfast Building "K"
- 0800 Morning classes begin Building "J"
- 1140-1200 Lunch hour begins scheduled per class
- 1240-1300 Afternoon classes resume
- 1700 Classes end for day
- 1800 Dinner served at Log Cabin Building "P"

### Sunday May 1st

- 0630-0800 Breakfast Building "K"
- 0800 Morning classes begin Building "J"
- 1140-1200 Lunch hour begins scheduled per class
- 1240-1300 Afternoon classes resume
- 1500 Dismissal of classes Bus departs

*All belongings to be removed from rooms prior to the Sunday morning classes  
Buses will be available for luggage at 0700.*



The 23rd Annual Connecticut Fire Officer's Weekend at the National Fire Academy will be held April 29th-May 1st, 2005. **NFA** adjunct instructors will teach all courses. The Connecticut Fire Academy will provide six (6) different **NFA** programs for Fire Officers to choose from. In order to provide a fair opportunity for fire officers from all departments to attend, the NFA selection criteria will be used. First priority; chief officers, line officers and safety officers. Second priority; senior firefighters who serve as a commander.

**The Application Process is as Follows:**

- ☑ **Completed application along with organizational chart must be received by March 4, 2005.**
- ☑ **Acceptance notices will be mailed by March 14, 2005.**
- ☑ **Payment of \$135.00 or purchase order must accompany application.**
- ☑ **Incomplete applications will be returned**

**Please Submit Completed Application to:**

**Connecticut Fire Academy  
34 Perimeter Road  
Windsor Locks, CT 06096  
Or Fax with PO# to  
860-654-1889**

*Note: Please fill out both sides of the application completely*

## Policies

**Campus Security:** Due to heightened security requirements, please understand that you, your vehicle, or your luggage may be searched by security and law enforcement personnel. For your own protection, and to expedite your processing into the NETC, **do not bring any firearms to campus.** Sworn 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 or the **NETC** Safety and Security Specialist prior to arrival on campus. For security information **only**, please call (301) 447-1422; for general information, please call (301) 447-1000.

## Weapons

Any weapons that are carried onto **NFA** ground will be confiscated and will not be returned. The list of weapons include, but are not limited to, firearms, knives, including **Gerber/Leatherman**, Halligans, axes, bats, golf clubs etc. Anything that could be used as a weapon including blunt objects will not be allowed. If you choose to drive a department vehicle be sure to strip all the "tools of the trade" items out of it!

## Registration

Upon arrival, students must report to Building C to obtain room assignments and room keys. Students may be lodged a distance from the registration building; for this reason we recommend luggage with wheels. Students will be required to present photo identification in order to register.

## Dress Code

It is each student's responsibility to use good judgment in selecting attire that projects a professional image and that is appropriate for both climate differences and classroom activities. **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 conform to this policy before being allowed to continue class. Shirts must have a collar, t-shirts may be worn after classes concludes for the day.

## Buses

**Attention applicants:** Due to tightened security we encourage you to use bus transportation. In order to make your trip easier, safer and more efficient the Connecticut Fire Academy would like to increase the number of buses being used this year. If you choose to drive your own/department vehicle, we (**CFA**) will not be responsible for any liability or infraction that may occur. Why take the chance, ride the bus.

## Course Descriptions Sheet

### **Executive Skills Series: Influencing (ESS:I)**

Course # 05083

FM Credit—16

This course requires two full days of instruction with an extensive reading assignment on the evening of the first day.

**Description:** Influencing is considered a critical leadership skill, particularly at the executive level. This 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.

#### **Student Selection Criteria:**

**General Audience:** Participants must be 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.); and battalion-level officers of International Association of Fire Chiefs (**IAFC**) in designated “metro-size” fire departments.

**Student Priority:** Sponsoring organizations should require documentation of rank/function to ensure student selection criteria are maintained.

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### **Incident Safety Officer (ISO) (Revised)**

Course # 05084

The student will be able to identify and analyze safety concerns as they relate to all-hazards scene evaluation, and communicate recommended solutions to the command authority.

**Description:** This course examines the Safety Officer’s role at emergency response situations. A specific focus on operations within an Incident Command System (**ICS**) as a Safety Officer is a main theme.

#### **Student Selection Criteria:**

**General 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 the National Fire Academy (**NFA**), building construction principles, hazardous materials management, applicable National Fire Protection Association (**NFPA**) guidelines, and Federal regulations.

**Student Priority:** Emergency response personnel responsible for Safety Officer duties at emergency response all-hazard incidents.

## Course Descriptions Sheet

### **Introduction to Unified Command for Multi-Agency and Catastrophic Incident (IUCMCI)**

**Course # 05085**

To develop a better understanding of the complexities of multi-agency incidents and the skills necessary to operate in that environment

**Description:** This course is designed for those officers who would likely function in a Command or General Staff position during a multi-agency operation. Students will be exposed to lectures and activities designed to promote a better understanding of multi-agency needs and a Unified Command structure. This course is designed to provide an understanding of the requirement of a Unified Command organization and the skills necessary to operate effectively at complex incidents.

#### **Student Selection Criteria:**

- Officers who have command responsibilities
  - Officers who are upwardly mobile and act in the position of a Command Officer
  - Officer, regardless of title, who would function in a command or general state position during a Unified Command operation.
  - Those officers who are initially responsible for setting up the Incident Command organization.
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### **Leadership I. Strategies for Company Success (LS-I)**

**Course # 05086**

**FM Credit –12**

*(Decision-making, Problem-solving, Running Meetings)*

To introduce the company officer to basic leadership skills and techniques needed to improve command and management effectiveness.

**Description:** Designed to meet the needs of the company officer, this course provides the participant with the basic skills and tools needed to perform effectively as a leader in the fire service environment. This *Leadership* course addresses techniques and approaches to problem-solving, identifying and assessing the needs of the company officer's subordinates, running meetings effectively in the fire service environment, and decision-making for the company officer.

#### **Student Selection Criteria:**

**General Audience:** Fire company officers and unit commanders responsible for supervising personnel or managing programs or projects (**NPQS # 1021, Level I-III**)

#### **Selection Priority:**

- 1) Line fire officers, unit commanders, or program supervisors (**NPQS # 1021, Levels I-III**)
- 2) Fire or rescue personnel due for promotion/appointment to officer rank or supervisory position within six months (**NPQS # 1001, Level III**)
- 3) Training Officers, staff, or administrative officers of fire and rescue organizations (**NPQS # 1021, Levels III-VI**)

## Course Descriptions Sheet

### **Methods of Enhancing Safety Education (MESE)**

**Course # 05087**

**FM Credit –16**

Designed to provide the student with the essential tools and skills to enhance his/her personal leadership in safety education and to gain organizational support for the function.

**Description:** The course is designed for those who coordinate or assist their organization in public education. Content is ideal for students from smaller or volunteer organizations who wish to enhance their public education and prevention efforts.

Students who take this two-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
- Enhancing programs through greater community support

Throughout the course, students will outline ideas and plans which they would like to apply when they return home. Students take a short multiple-choice exam on key course concepts.

#### Student Selection Criteria:

- People 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
- Emergency Medical Service (**EMS**) personnel who coordinate programs such as basic life support
- Community volunteers wishing to enhance fire and life safety efforts
- Local school teachers who teach safety topics
- Citizens who desire a more active role in safety education
- Community health educators; and part-time or full-time fire educators

## Course Descriptions Sheet

### **Strategy and Tactics for Initial Company Operations (STICO)**

**Course # 05088**

Curriculum is designed to meet the needs of Company Officers responsible for managing the operations and is designed to develop the management skills needed by Company Officers to accomplish assigned tactics at structure fires.

**Description:** Students completing this course will be able to explain the purpose and use of the Communications Model and the Quick Access Pre-fire Plan (QAP) in tactical operations at fire incidents; define the relationship between incident priorities, strategy 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 tactics and develop a rescue action plan; select appropriate 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 hoseline to accomplish fire confinement and extinguishments; describe the correct procedures for deployment of a hoseline from a stand-pipe system; identify tactical considerations for providing a water supply to meet incident needs; identify principles and tactics for establishing water supplies from municipal sources, static sources, and portable sources for protecting exposures, for achieving salvage, and for achieving overhaul; identify the special construction factors of a single-family dwelling 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.

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



U. S DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT  
**GENERAL ADMISSIONS APPLICATION SHORT FORM**

See Reverse for  
Privacy Act Statement

*O.M.B. No. 1660-0007  
Expires February 28, 2007*

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. SEX <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 NO
7. MAILING ADDRESS (Street, avenue, road no., city or town, and zip code)		8. WORK PHONE NO. ( )	
		9. HOME PHONE NO. ( )	
		10. FAX NO. ( )	
		11. EMAIL ADDRESS	
12a. ENTER COURSE CODE AND TITLE		12b. COURSE LOCATION	12c. COURSE DATE
13. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL CONSIDERATION DURING YOUR ATTENDANCE AT NETC or MWEAC? NO <input type="checkbox"/> YES <input type="checkbox"/> (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 ONLY)	15. CURRENT POSITION AND NUMBER OF YEARS IN POSITION
16. CHECK THE BOX(S) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION		16b. ORGANIZATION	16c. CURRENT STATUS
16a. JURISDICTION 1. <input type="checkbox"/> STATEWIDE 4. <input type="checkbox"/> SPECIALDISTRICT/TOWNSHIP/ TRIBAL NATION 7. <input type="checkbox"/> FOREIGN 2. <input type="checkbox"/> COUNTY GOVERNMENT 5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS) 8. <input type="checkbox"/> DHS/FEMA 3. <input type="checkbox"/> CITY/TOWN/VILLAGE 6. <input type="checkbox"/> INDUSTRY/BUSINESS 9. <input type="checkbox"/> NDER/IMA		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 National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Center (NTC) 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 NTC. 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 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		

22a. DISPOSITION <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	22b. SIGNATURE OF REVIEWER	22c. DATE
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**EQUAL OPPORTUNITY STATEMENT**

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, sex, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

**PRIVACY ACT STATEMENT**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.), Section 552a, for individuals applying for admission to NFA or EMI.

**AUTHORITY** - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 *et. seq.*; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121 *et. seq.*; Title 44 U.S.C., Section 3101; Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1964; and Section 5044 of the Rehabilitation Act of 1973.

**PURPOSES:** To determine eligibility for participation in NFA and EMI courses. Information such as age, sex, and ancestral heritage are used for statistical purposes only.

**USES:** Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Board of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring states, local officials, or state agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

**EFFECTS OF NONDISCLOSURE** - Personal information is provided on a volunteer basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

**Information Regarding Disclosure of Your Social Security Number Under PL 93-579, Section 7(b)** - E.O. 9397 authorizes the collection of the SSN. The SSN is necessary because of the large number of individuals who have identical names and birthdates and whose identities can only be distinguished by the SSN. The SSN is used for record-keeping purposes, i.e., to ensure that your academic record is maintained accurately. Disclosure of the SSN is voluntary. However, if you do not provide your SSN, another number will be substituted, which will delay processing of your application or course certificate.

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 6 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U. S Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. **NOTE: Do not send your completed form to this address.**

**<<<< All information below must be completed or application will be returned >>>>**

Enter Course Name and Number Desired: Payment of \$135.00 or purchase order must accompany application

1st Course Name and Number Desired: \_\_\_\_\_ Check one:  
 1st Choice: \_\_\_\_\_ Course #: \_\_\_\_\_  Chief Officer  Other \_\_\_\_\_  
 2nd Choice: \_\_\_\_\_ Course #: \_\_\_\_\_  Captain  Lt.

Please indicate a first and second choice bus stop, or if you will be providing your own transportation.  
 Own Transportation \_\_\_\_\_ Bus Stop: 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_

- |   |  |
|---|--|
| 1. Norwich (I-395, Exit 80)                 | Note: I _____ fully understand that I will remove all liability from the CT Fire Academy and understand that if my vehicle does not comply with security regulations I and my vehicle may be removed from the campus and may not reenter the campus until full compliance. |
| 2. Branford (Rt. 1, Commuter Lot)           |  |
| 3. Wallingford (I-91, Exit 15 Commuter Lot) |  |
| 4. Hartford Fire Academy                    |  |
| 5. Waterbury State Tech. (lower lot)        |  |
| 6. Danbury (Rt. 84, Exit) Commuter Lot      |  |

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Method of Payment— Payment is required at time of registration. Faxes must include Credit Card or Purchase Order #

Check made payable to CFPC  
 Purchase Order # \_\_\_\_\_  Visa  MasterCard # \_\_\_\_\_

Print Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



**National Fallen Firefighter Memorial**



**National Fire Academy  
Campus**



**Classrooms**



**National Fallen Firefighter  
Memorial**





## **Connecticut Fire Academy**

**State of Connecticut Commission on  
Fire Prevention and Control**

34 Perimeter Road, Windsor Locks, CT 06096-1069

[www.ct.gov/cfpc](http://www.ct.gov/cfpc)

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