



**TWENTY-SEVENTH ANNUAL
NEW YORK STATE WEEKEND
NATIONAL FIRE ACADEMY
EMMITSBURG, MARYLAND**

March 17-18, 2012

Arrangements for the NFA New York State Weekend are being made by the New York State Office of Fire Prevention and Control and the Fire Academy Faculty Student Association. There will be eight National Fire Academy courses offered, 30 students in each. A list of course descriptions is attached.

240 students will be accepted for the 2012 training weekend. Student selection will be predicated on a first come basis using the National Fire Academy selection criteria included with the course descriptions.

Buses will depart for Emmitsburg, Maryland on Friday, March 16th, 2012 in time to arrive by 4:00 p.m. for registration and dinner. Classes will be conducted on Saturday, March 17, 2012 and Sunday, March 18, 2012. Buses will depart the National Fire Academy on Sunday, March 18, 2012 at approximately 3:00 p.m.

The cost for the weekend will be **\$200.00**. This will include transportation, meals and lodging, evening refreshments (pizza & wings) a memento of the weekend and the purchase of a 2012 NYS Weekend memorial brick for the memorial walkway.

Please note the refund, cancellation and substitution information on the reverse side.

- **Cancellations after January 28, 2012 are nonrefundable.**
- **Spaces created by cancellations will be filled from a stand-by list.**
- **Substitutions may be pre-arranged with weekend coordinators only-not by individual applicants or departments.**

Those wishing to attend the 2012 weekend must complete the enclosed registration form and complete the FEMA application in accordance with the enclosed instructions and return it with payment by **December 5, 2011** to:

**NYS Weekend
c/o Fire Academy FSA
600 College Ave.
Montour Falls, NY 14865**

Incomplete or unclear applications will not be processed and may be returned for completion.

Payment by check must be submitted with the registration form and FEMA form 119-25-2 (formerly 75-5a).

Make checks payable to **"Fire Academy FSA"** (Vouchers or purchase orders will not be accepted).

Note: Payments may be combined in a single check. Checks will be deposited when received. Refunds will be sent to the originator of the check for applicants who do not attend the program including any standby spaces that are not filled. If a check is returned unpaid, a \$20.00 fee will be charged to cover banking fees.

For additional information contact Diane Caves at dianecaves@aol.com, or Nick Perrotta at nperrotta@dhses.ny.gov or the main OFPC office at 518-474-6746.

Please see Registration and Application Information page for complete details

**NYS WEEKEND 2012
REGISTRATION AND APPLICATION INFORMATION**

Registration Schedule

- December 5, 2011.....Deadline for registration forms, FEMA application and payment.
- January 3, 2012.....Notifications of persons selected will be made. Rejections and stand-bys will also be notified at this time. Confirmation, bus assignment and itinerary will be sent at this time.
- January 27, 2012.....Deadline for cancellations and refunds.
- January 30 to February 10, 2012.....Stand-bys will be contacted to fill spaces created by cancellations.

Student Selection:

The National Fire Academy conducts specialized training courses and advanced management programs of national impact. NFA offers these courses and programs 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.

Individuals must have a minimum of five years of firefighting experience and hold an officers position to apply for all courses.

Student selection, which is based on five years' experience and rank, will be on a first come basis using the National Fire Academy selection criteria summarized with the course descriptions. Selection may be affected by bus seating availability. Selection preference will be given to members of fire departments participating in the NYS fire reporting system, with submission of reports for 8 out of the 12 months of calendar year 2010.

Students must meet the NFA campus requirement of completion of ICS-100 and ICS-200. Attach NFA completion certificates to NYS Weekend registration form unless your completion was obtained through a NYS delivery and is already recorded on your NYS training record.

Stand-by:

Registrants rejected because of courses or buses already being filled may be placed on a stand-by list, if requested (check box on registration form). In the event of an opening through a cancellation, those placed on Stand-by will be notified Jan. 30 to Feb. 10, 2012.

Class Size:

Class size for each course will be limited to 30 students per course.

Driving:

If you wish to travel by personal vehicle, you may do so at your own expense, and must check the box on the registration form.

Registration Form:

Complete the enclosed NYS Weekend Registration Form and return it with the completed FEMA Application. Indicate your course preferences in rank order. Note the student selection criteria for each course you are requesting. Selection will be based on the fire service background and description of how this course relates to your current duties as provided on the application. Indicate the desired bus departure point. **Note:** low interest pick-up points may be relocated. Indicate if you wish to be placed on the stand-by list if rejected because courses or buses are filled. Indicate if you wish to travel by personal vehicle. Duplicate form as necessary. **PRINT CLEARLY.**

Incomplete or unclear applications will not be processed and may be returned for completion.

FEMA Application:

Complete the enclosed FEMA General Admission Application (**FEMA form 119-25-2 which replaces the obsolete form 75-5a**) and return it with the NYS registration form. **Your chief must complete and sign the application on item 19a, 19b and 19c** (approval by head of sponsoring organization). **Leave items 12a, 12b and 12c (course information), both items 20a, and item 21 blank.** Duplicate form as necessary. **PRINT CLEARLY.**

Payment:

Payments for multiple applicants may be combined into a single check and sent with registration forms and FEMA Applications. All checks must be payable to **"Fire Academy FSA"**. Please note that there is a \$20.00 fee for returned checks.

Refunds/ Cancellations:

Full refunds will only be made for cancellations made before January 27, 2012 and only if a stand-by fills the space. No refund will be sent for cancellations after January 27, 2012 or for a cancellation where a stand-by cannot be found. **If you must cancel**, notify Diane Caves at dianecaves@aol.com as soon as possible. Not showing up deprives another firefighter from attending the weekend. Please note the refund policy above and the substitution policy below.

No Shows: A student who does not cancel attendance in writing will be denied admission to the NFA for the next 24 months.

Substitution: Substitutions may be pre-arranged with weekend coordinators only - not by individual applicants or departments. After January 27, 2012 only EMERGENCY SUBSTITUTIONS are permitted by the National Fire Academy.

2012 NEW YORK STATE WEEKEND AT THE NATIONAL FIRE ACADEMY

March 17-18, 2012

Registration deadline – December 5, 2011

Please Print Clearly:

Complete Name: _____ NYS Fire Training ID _____
Home Address: Street, PO Box, City, State, Zip: _____
Email address: _____
Home Phone # () _____ Cell# () _____
County: _____ Fire Department: _____ FDID _____
Chief's Name: _____ Chief's Telephone #(s): Home() _____ Cell () _____
Years in Fire Service: _____ (Must be minimum of 5 years) Rank: _____
Years in Position: _____ # Years in Department: _____

Desired Bus Departure Point: (check one)

Bus # 1 _____ Buffalo _____ Rochester _____ Corning _____
Bus # 2 _____ Syracuse _____ Cortland _____ Binghamton _____
Bus # 3 _____ Watertown _____
Bus # 4 _____ Albany _____
Bus # 5 _____ Poughkeepsie _____ Westchester _____
Driving _____

Note: Bus Pick up points with low interest may be relocated.

Course Desired: See reverse side for course descriptions and selection criteria. Select at least three choices in order of preference with first preference as #1. Draw a line through any course you have already taken. If no alternate selections are indicated, the application may be rejected without consideration.

- ____ #1 TRAINING OPERATIONS FOR SMALL DEPARTMENTS (W290) (TOSD)
- ____ #2 EXECUTIVE SKILLS SERIES: INFLUENCING (W518) (ESS:I)
- ____ #3 LEADERSHIP III FOR FIRE & EMS: STRATEGIES FOR SUPERVISORY SUCCESS (W805) (LS III)
- ____ #4 PREPARATION FOR INITIAL COMPANY OPERATIONS (W458) (PICO)
- ____ #5 INCIDENT COMMAND SYSTEM FOR STRUCTURAL COLLAPSE INCIDENTS TtT (W323) (ICSSCI)
- ____ #6 FIRE PREVENTION FOR THE FIRST RESPONDERS AND SMALL DEPARTMENTS (W271) (FPSD)
- ____ #7 STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS (W455) (STICO)
- ____ #8 INTRO TO UNIFIED COMMAND FOR MULTI-AGENCY AND CATASTROPHIC INCIDENTS TtT (W315) (IUCMCI)
Prerequisite for IUCMCI: Completion of ICS 100 and 200 – mail copies of course completion certificates with application.

____ Check here if you wish to be placed on the stand-by list if you are not accepted in the initial selection.

Describe how your course selection relates to your current duties: _____

How did you receive this 2012 NYS Weekend announcement? mailing e-mail CFC Dept. posting _____

Please see Course Descriptions and Student Selection Criteria sheet for additional information

2012 NEW YORK STATE WEEKEND AT THE NATIONAL FIRE ACADEMY

COURSE DESCRIPTIONS AND STUDENT SELECTION CRITERIA

1. TRAINING OPERATIONS IN SMALL DEPARTMENTS (TOSD) Objective: To provide a foundation and general understanding of how training operations can be managed successfully within small fire and rescue departments. **Description:** A 2-day course designed to provide students with some basic tools and skills to coordinate training in small fire/emergency medical services (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. **Target Audience:** Fire and rescue personnel who coordinate training in small departments; volunteer firefighters and officers who instruct in small fire and rescue departments.

2. EXECUTIVE SKILLS SERIES: INFLUENCING (ESS: I) Objective: Influencing is considered a critical leadership skill, particularly at the executive level. **Description:** 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. **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 (EMS), etc.); and battalion-level officers

3. LEADERSHIP III FOR FIRE & EMS: STRATEGIES FOR SUPERVISORY SUCCESS (LS III) Objective: 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 students with basic skills and tools needed to perform effectively as a leader in the fire service environment. This Leadership course addresses when and how to delegate to subordinates, assessing personal leadership styles through situational leadership, when and how to discipline subordinates, and coaching/motivating techniques for the Company Officer. **Target Audience:** Fire Company Officers and unit commanders responsible for supervising personnel or managing programs or projects.

4. PREPARATION FOR INITIAL COMPANY OPERATIONS (PICO) Objective: To develop a better understanding of the role and responsibilities of a Company Officer in preparing the company for incident operations in addition to clarifying the transition from firefighter to Company Officer and the new roles relating to leadership and safety. **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, and those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operation. **Target Audience:** Company officers, acting officers, or senior firefighters who command a fire company during emergency operations. Those officers who are responsible for maintaining skills and company readiness.

5. INCIDENT COMMAND FOR STRUCTURAL COLLAPSE INCIDENTS TtT (ICSSCI) Objective: This course is designed to provide fire officers with an understanding of command operations at structural collapse incidents. **Description:** Students completing this course will be able to: describe the aspects of a structural collapse; explain basic command procedures and Incident Command System (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:** Fire command officers; and individuals who have statutory authority/responsibility and may serve in a Unified Command structure at a structural collapse.

6. FIRE PREVENTION FOR FIRST RESPONDERS AND SMALL DEPARTMENTS (FPSD) Objective: The 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 and identifying solutions and resources aimed at addressing their community's fire and injury challenges. **Description:** This 2-day inspirational course stresses awareness, advocacy, and motivational content needed by those who traditionally have been focused on operations (suppression, emergency medical services (EMS), etc.) and who seek to learn new successful approaches appropriate for communities of all sizes, but most especially 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.

7. STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS (STICO) Objective: STICO curriculum is designed to meet the needs of Company Officers responsible for managing operations and consists of three separate and independent courses: Preparation for Initial Company Operations (PICO) (formerly Managing Company Tactical Operations: Preparation (MCTO:P)); Managing Company Tactical Operations: Decision making (MCTO:D); and Strategy and Tactics for Initial Company Operations (STICO). STICO 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 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 on 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; 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 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 sources, static sources, and portable sources, for protecting exposures, for achieving salvage, and for achieving 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. **Target Audience:** Company officers or senior firefighters responsible for the management of a single fire company during fire ground operations.

8. INTRODUCTION TO UNIFIED COMMAND FOR MULTIAGENCY AND CATASTROPHIC INCIDENTS TtT (IUCMCI) Description: This course is designed for those officers who would function in a Command or General Staff position during a multiagency operation. Lectures and activities are designed to promote a better understanding of multiagency needs and a Unified Command structure. This course is designed to provide an understanding of the requirements of a Unified Command organization and the skills necessary to operate effectively at complex incidents. **Target audience:** Officers who have Command responsibilities. Officers who are upwardly mobile and act in the position of a Command Officer. Officers, regardless of title, who would function in a Command or General Staff position during a Unified Command operation. Those officers who are initially responsible for setting up the Incident Command organization. Prerequisite: ICS-100 –level and ICS-200-level training. Copies of course completion certificates must be mailed with this application.

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 August 31, 2013

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 4. <input type="checkbox"/> WHITE	2. <input type="checkbox"/> ASIAN	3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN 5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER
5. PLEASE PRINT YOUR NAME (Last, First, Middle, Suffix)			6. SOCIAL SECURITY NUMBER.
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. E-MAIL ADDRESS	
12a. 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 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 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"/> TRIBAL NATION	1. <input type="checkbox"/> ALL CAREER 2. <input type="checkbox"/> ALL VOLUNTEER 3. <input type="checkbox"/> COMBINATION 4. <input type="checkbox"/> DISASTER RESERVIST
		1. <input type="checkbox"/> PAID FULL TIME 2. <input type="checkbox"/> PAID PART TIME 3. <input type="checkbox"/> VOLUNTEER	

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)	20a. SIGNATURE AND DATE (FEMA Regional Office)	
21. SUBMIT APPLICATION TO APPROPRIATE SPONSOR		

22a. DISPOSITION

ACCEPTED

REJECTED

20b. SIGNATURE OF REVIEWER

22c. DATE

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 504 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 birth dates 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, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, and Paperwork Reduction Project (1670-0100). **NOTE: Do not send your completed form to the above address.**