



**Homeland Security  
and Emergency Services**

**Fire Prevention  
and Control**

# **2016 NEW YORK STATE NATIONAL FIRE ACADEMY WEEKEND EMMITSBURG, MARYLAND FEBRUARY 13-14, 2016**

The New York State Office of Fire Prevention and Control and the Fire Academy Faculty Student Association proudly announces the 31st annual New York State Weekend at the National Fire Academy. The NFA will accommodate 240 students at the 2016 New York State Weekend. Student selection will be predicated upon the National Fire Academy selection criteria; Individuals must have a minimum of five years of firefighting experience and meet the NFA Student Criteria or Target Audience as listed under the course description.

Transportation is included and buses will depart for Emmitsburg, Maryland on Friday February 12, 2016 in time to arrive by 4:00 p.m. for registration and dinner. Classes will be conducted on Saturday February 13, 2016 and Sunday February 14, 2016.

The cost for the weekend will be **\$190.00**. This will include transportation, meals and lodging, evening refreshments (pizza & wings) a memento of the weekend and the purchase of a 2016 NYS Weekend memorial brick for the memorial walkway.

Those wishing to attend the 2016 weekend must legibly complete the enclosed registration form and complete the FEMA application in accordance with the included instructions and **return both the NYS Registration and the FEMA application together with payment by November 30, 2015** to:

**OFPC-NYS Weekend  
1220 Washington Avenue  
Bldg. 7A Floor 2  
Albany, NY 12226**

**Make Checks Payable to “Fire Academy FSA”** (Vouchers or purchase orders will not be accepted).  
**Payment by check must be submitted with the NYS registration form and FEMA FORM # 1660-0100 Expires November 30, 2016.**

**Credit Card payments please call: 1-800-758-1818.**

**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 rejected applications and for any standby spaces that are not filled. Please note there is a \$20.00 fee for a returned check.**

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

For additional information contact us at [NYSweekend@dhses.ny.gov](mailto:NYSweekend@dhses.ny.gov) or the main OFPC office at 518-474-6746.

# 2016 NY STATE WEEKEND COURSE OFFERINGS

## **W0376 - Incident Command System and Resource Management for the Fire Service**

Course will provide students with an understanding of the Incident Command System (ICS) and Resource Management for the Fire Service and their application in both emergency and nonemergency situations. 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 and the need to effectively manage your resources. This course meets the requirements of ICS 100 & ICS 200

**Selection criteria:** All first responders with responsibilities to use, deploy, implement, and/or function within an ICS and Resource Management.

## **W0457 - Decision Making for Initial Company Operations**

Decision Making for Initial Company Operations is designed to develop the decision making skills needed by Company Officers (COs) to accomplish assigned tactics at structure fires. All activities and scenarios used in this course are based on structure fires. As a Company Officer (CO) with the real possibility of being the first to arrive at an incident, the CO's initial decisions will have an impact throughout the entire incident. It is vital that they be able to make good management decisions that have a favorable impact on the eventual outcome. In addition to a possible role as the initial Incident Commander (IC), the CO may well be assigned a subordinate position within the ICS organization. COs need to have a clear understanding of the system, the position they are assigned, and their role in the organization if they are to function effectively and help make the system work.

**Selection criteria:** This course is specifically designed for newly appointed Company Officers, for firefighters who may have acting Company Officer responsibilities or who want to become a Company Officer. This course is an excellent review for experience Company Officers.

## **W0458 - Preparation for Initial Company Operations**

(Formerly Managing Company Tactical Operations: Preparation (MCTO:P) This course is designed to develop a better understanding of the roles and responsibilities of a Company Officer in preparing their company for incident operations, in addition to clarifying the transition from firefighter to company officer and the new roles relating to leadership and safety. 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.

**Selection criteria:** Company officers, acting officers, or senior firefighters who command a fire company during emergency operations. AS those officers who are responsible for maintaining skills and company readiness.

## **W0521 - Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change**

The purpose of this course is to provide skills which individuals in positions of authority can use to exercise leadership when confronted with adaptive challenges. The goal of this course is for the participant to develop an understanding of skills associated with exercising leadership to resolve adaptive problems, those problems where the solution is either unknown or requires significant change, or both.

**Selection criteria:** The primary target audience is fire and emergency service personnel in positions of authority (executive level officers) who have an opportunity to exercise leadership (NOTE: Participants must be minimally assigned to supervisory level position, e.g. company officer).

## **W0549 - Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors**

This 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 Incident Commander (IC), a practitioner of ICS, with knowledge of NIMS, the National Response Framework, 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 course utilizes lecture supported by case studies and practice scenarios to address the command and control challenges that likely will confront the IC. This will enable the students to apply their knowledge of pre-incident planning, managing emergency incidents, and operating as part of a Unified Command structure to ensure the safety of responders while bringing the incident to a successful conclusion.

**Selection criteria:** 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 of incidents involving terrorism, and be familiar with operating in an incident management structure.

Prerequisites: 1) ICS 100 level and ICS 200 level training. Preferred courses are Q462 and Q463 available through NFA Online at [www.nfaonline.dhs.gov](http://www.nfaonline.dhs.gov). 2) W/F806 NIMS ICS for the Fire Service or W/F163 NIMS ICS for EMS. 3) Q534 Emergency Response to Terrorism: Self Study; or Q890 Introduction to Emergency Response to Terrorism; or ERT: Basic Concepts. Q890 is available through NFA Online at [www.nfaonline.dhs.gov](http://www.nfaonline.dhs.gov)

## **W0760 - New Fire Chief I: Challenging Issues**

This course is designed to develop the managerial, administrative and leadership skills necessary for the first time fire chief and chief officer who desire a leadership position in their department. This course addresses critical knowledge and skills pertaining to the responsibilities of a fire chief including such topics as local politics and the role of the chief officer, liability and risk management, resources and items of knowledge needed to become a first time leader in a new position in their agency.

**Selection criteria:** The primary candidates for this course include new or emerging chief officers in a volunteer or combination fire department or emergency service organization. The secondary candidate is a person who is a new career chief, department leader or emerging leader of fire department or emergency service organization. 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 or will begin to serve soon in leadership positions and who seek to learn more effective ways of managing and leading their agency.

## **W0761 - New Fire Chief II: Administrative Issues**

The goal of this course is to provide students the managerial, administrative and leadership skills and awareness necessary for new or recently appointed or elected Chiefs to effectively meet their obligations of the position.

**Selection criteria:** Primary Audience: The course is designed for the newly appointed Fire Chief in Volunteer, Combination or Career departments as well as Emergency Medical Services (EMS) Chiefs.

**Secondary Audience:** The secondary audience is department leaders and current officers who may become Fire Chiefs and local government administrators and elected officials who are involved in the administration of a fire department or EMS service.

## **W0803 - Leadership I for Fire and EMS: Strategies for Company Success**

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 decision making skills for the company officer.

**Selection criteria:** \* 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.

# REGISTRATION

## SCHEDULE:

- November 30, 2015:** Deadline for NYS registration form, FEMA application and payment.
- December 18, 2015:** Notifications of persons selected will be made. Rejections and stand-by applicants will also be notified at this time. Confirmation, bus assignment, and itinerary will be sent at this time.
- January 4, 2016:** Deadline for cancellations and refunds.
- January 4 to January 8, 2016:** Stand-by applicants will be contacted to fill spaces created by cancellations.

**STAND-BY:** Registrants rejected because of courses or buses already being filled will 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 January 4 to January 8, 2016. Anyone not selected and who does not wish to be on stand-by will have their payment returned.

**SUBSTITUTION:** Only EMERGENCY SUBSTITUTIONS are permitted after January 29, 2016 per the National Fire Academy.

**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 4, 2016 and only if a stand-by fills the space. No refund will be sent for cancellations after January 4, 2016 or for a cancellation where a stand-by cannot be found. To cancel, notify our office at 518-474-6746 or e-mail [NYSweekend@dhses.ny.gov](mailto:NYSweekend@dhses.ny.gov) as soon as possible. Cancellations on February 11 or later will be considered a NO SHOW, unless cancellation is caused by an emergency as deemed by OFPC/NFA.

**No Shows-Any student who does not cancel attendance in the appropriate time frame will be denied admission for the next 24 months per NFA policy.**

**STUDENT SELECTION:** The National Fire Academy conducts specialized training courses and advanced management programs of national impact. The NFA offers courses and programs in a concentrated, residential setting that is conducive to intensive learning. On-campus programs target middle-and top-level fire officers, fire service instructors, technical professionals, and representatives from allied professions. (Note: OFPC staff & State Fire Instructors please put your Instructor Number on the application). **Student selection, Individuals must have a minimum of five years of firefighting experience and meet the NFA Student Criteria or Target Audience as listed under the course description.**

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 2014.

**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.

**COURSE SELECTION:** Selection and prioritization is based on applicants meeting NFA course criteria, having at least 5 years of fire service experience and duty assignment. Early registration is recommended as applications received after the deadline may not be considered. You should select at least three courses in order of preference with first labeled #1. Draw a line through any course you have already taken or do not wish to be considered for. If no alternate selections are indicated, you will limit your ability to attend the weekend.

**CLASS SIZE:** Class size for each course will be limited to 30 students per course.

**HOW TO APPLY:** Students must complete the NYS and NFA Student Registration form included with this brochure. Authorizing signatures are required and the applicant cannot sign as the authorizing party.

**REGISTRATION FORM:** Complete the enclosed NYS Weekend Registration Form and return it with the completed FEMA Application [http://www.usfa.fema.gov/downloads/pdf/ff\\_119\\_25\\_2\\_75\\_5a.pdf](http://www.usfa.fema.gov/downloads/pdf/ff_119_25_2_75_5a.pdf). Indicate your course preferences in rank order. Selection will be based on National Fire Academy selection criteria as well as 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.

**IMPORTANT:** Please make sure you include your e-mail address on the FEMA application. NFA certificates will be e-mailed to students.

**PRINT CLEARLY.** Incomplete, illegible, or unclear applications will not be processed and may be returned for completion.

**STUDENT FEDERAL SID NUMBER:** NFA can no longer use Social Security Numbers in paper or online application process. They have developed a unique identifier that will be used to record class registration, send acceptance and rejection notifications, provide stipend reimbursement (when appropriate), and record course performance and transcripts. A FEMA SID is required to register for and to participate in any training provided by FEMA agencies. FEMA training providers' registration systems and enrollment procedures require a valid FEMA SID. FEMA SID serves as your personal identification number and merges/links/connects/combines all of your FEMA training records under one account to simplify keeping track of all your FEMA training accomplishments.

**Each applicant must use their Federal Student Identification number in lieu of their SSN. Go to [cdp.dhs.gov/elms](http://cdp.dhs.gov/elms). Click on Create Account, follow the instructions. Federal application will NOT be processed without the SID. This is not the same as your NYS training ID.**

**WEEKEND COST:** \$190.00, this includes memento, 2016 NYS weekend memorial NFFF brick, Friday night dinner, three meals Saturday (cookout/social), breakfast and lunch Sunday, along with a bagged lunch for the ride home.

## ITINERARY OF EVENTS

**Friday, February 12, 2016** (5 p.m.): Dinner. You may join your fellow classmates in the dining hall in building K beginning at 5pm.

**Friday, February 12, 2016** (7 p.m.): Orientation, Building "J" auditorium. Immediately after orientation, a social will be held in the Command Post Pub. This is an opportunity to relax and socialize with other students.

**Saturday, February 13, 2016** classes will be held in Building "J." from 8 a.m. to 4 p.m. Memorial Service to honor fallen firefighters from each state, a brief memorial service will be held at the Fallen Firefighters Memorial at 5:30 p.m. Saturday February 13, 2016. If weather becomes an issue an alternate site will be announced.

**After the memorial service, a cookout will be held at the pub. This is an opportunity for attendees to join together in fellowship.**

**Sunday, February 14, 2016** classes will continue. Check out and store luggage in Pub. Be sure to pick up bagged lunches during lunch period and board buses promptly at the conclusion of class.

**CAMPUS MAP:** [http://www.usfa.fema.gov/downloads/pdf/campus\\_map.pdf](http://www.usfa.fema.gov/downloads/pdf/campus_map.pdf)

# 2016 NEW YORK STATE WEEKEND AT THE NATIONAL FIRE ACADEMY EMMITSBURG, MARYLAND • FEBRUARY 13-14, 2016

Office Use Only

Registration Deadline Extended – November 30, 2015

## PLEASE PRINT CLEARLY:

Complete Name \_\_\_\_\_ NYS Fire Training # \_\_\_\_\_

Home Address – Street, PO Box, City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_ DOB: \_\_\_\_\_ LAST 4 SSN: \_\_\_\_\_ Contact Number(s): Home ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_ Email address: \_\_\_\_\_

Fire Department: \_\_\_\_\_ FDID: \_\_\_\_\_

Current Rank: \_\_\_\_\_ # Years in Position: \_\_\_\_\_ # Years in Fire Service: \_\_\_\_\_ (Must be min. of 5 years)

Chief's Name: \_\_\_\_\_ Chief's Contact Number(s): Home ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_ Email address: \_\_\_\_\_

FEMA SID \_\_\_\_\_ GO TO <https://cdp.dhs.gov/elms> to obtain SID (mandatory)

**Course Selection: Programs are open to all applicants. Early registration is recommended as enrollment in each program is limited to 30 students, unless otherwise noted. Applicants must list three course choices. Select at least three courses 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.**

- W0376 - Incident Command System and Resource Management for the Fire Service
- W0457 - Decision Making for Initial Company Operations
- W0458 - Preparation for Initial Company Operations
- W0521 - Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change
- W0549 - Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors
- W0760 - New Fire Chief I: Challenging Issues
- W0761 - New Fire Chief II: Administrative Issues
- W0803 - Leadership I for Fire and EMS: Strategies for Company Success
- Check here if you wish to be placed on stand-by, if not selected.

### 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**  **Check box if you will not be traveling by bus.** Please submit number of occupants, names of occupants and vehicle information (make, model, plate number) to [NYSweekend@dhss.ny.gov](mailto:NYSweekend@dhss.ny.gov) before January 13, 2016. The weekend fee will not be adjusted for those choosing other forms of transportation.

Bus pick-up points may be adjusted for practicality. The weekend fee will not be adjusted for those choosing other forms of transportation. In the event of an unforeseen event interfering with bus transportation OFPC and FSA is not responsible for transportation rentals contracted by anyone or entity to travel to the NFA.

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

**Payment by check must be submitted with the NYS registration form and FEMA FORM # 1660-0100 Expires November 30, 2016.**

**Credit Card payments**

please call: 1-800-758-1818.

**Please indicate type of payment :**

\_\_\_ Check # \_\_\_\_\_ Attached

\_\_\_ CC payment called in on \_\_\_\_\_ (date)

**Make sure you send**  This registration form  FEMA application

**OFPC NYS Weekend • 1220 Washington Avenue • Bldg. 7A, Floor 2 • Albany, NY 12226**

# ATTENTION!!!

## Important Notice

**New York residents, please read the message below...**

### **How to access the NETC campus**

Anyone entering the NETC campus is required to have an identification card. The following are acceptable forms of identification for access to the NETC campus:

- A United States passport or passport card.
- A federal employee/military/veteran ID card.
- A state-enhanced driver's license.

**NOTICE! THE STARTING DATE OF THE NEW REQUIREMENT HAS BEEN EXTENDED UNTIL 2017. A STANDARD NEW YORK STATE DRIVER'S LICENSE IS STILL VALID FOR 2016.**

Effective October 10, 2015 (per Real ID Act guidelines, see [www.dhs.gov/secure-drivers-license](http://www.dhs.gov/secure-drivers-license)), students from **American Samoa, Louisiana, Minnesota, New Hampshire, and New York** entering the NETC campus for National Fire Academy or Emergency Management Institute training will need to present a **valid United States Passport or Passport Card; federal employee, military or veteran identification card; or a State enhanced driver's license** to gain access. Students from the aforementioned jurisdictions who do not possess any of these forms of identification (**a regular driver's license from these jurisdictions will not be accepted**) must submit documentation to the NETC Security Office ([Michael.Wells@fema.dhs.gov](mailto:Michael.Wells@fema.dhs.gov)) for a National Crime Information Center (NCIC) check: full legal name, date and place of birth, and Social Security Number in a password-protected document. **The information must be submitted at least three weeks in advance of the expected arrival on the NETC campus.** You must pass the NCIC criminal history check before you are permitted unescorted access to the NETC campus. (*Note: A successful NCIC check is valid for 180 days*) **Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be denied access to the NETC campus and sent home at their expense.** Questions related to NETC campus access identification or the types of permissible identification should be directed to Jane Sentz at [jane.sentz@fema.dhs.gov](mailto:jane.sentz@fema.dhs.gov) or 301-447-7207 between the hours of 9:00-4:00 EST.

***Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be denied access to the NETC campus and sent home at their expense.***