



ANNUAL WEEKEND AT THE NATIONAL FIRE ACADEMY OCTOBER 17-19, 2014

The Massachusetts Department of Fire Services will once again be going to the National Fire Academy in Emmitsburg, MD for a weekend of intensive training. This year we check in from 1630 to 1830 hours on Friday, October 17, 2014.

PLEASE NOTE THAT DUE TO HEIGHTENED SECURITY MEASURES, NO STUDENTS WILL BE ALLOWED ON CAMPUS PRIOR TO 1600 AND CHECK IN WILL NOT START BEFORE 1630. IT IS ESSENTIAL THAT YOU HAVE A VALID DRIVER'S LICENSE FOR SECURITY PERSONNEL TO MATCH TO YOUR CLASS ROSTER. YOU SHOULD ALSO EXPECT THAT YOUR VEHICLE AND BAGGAGE WILL BE SEARCHED. ANY CONTRABAND INCLUDING KNIVES AND ALCOHOL WILL BE CONFISCATED.

A MANDATORY welcome dinner and an orientation meeting will take place Friday evening for all participants. Training will begin on Saturday morning at 0800 hours and you will be dismissed from your classroom on Sunday, October 19, 2014 at 1700 hours.

The cost of the program this year is Sixty dollars (\$60.00) and includes all meals beginning with dinner Friday and ending with lunch on Sunday. Transportation to and from Emmitsburg is on your own and car pooling is encouraged. (Note: The closest airport is BWI)

With the increased demand for this weekend, you are encouraged to send in your completed package as soon as possible. We have a limit on the number of students participating. You must pre-register for the weekend, AS WALK-INS ARE NOT ALLOWED. Acceptance to programs will be done on a first come, first serve basis. To ensure that the registration package is complete with all the required documents, a checklist is enclosed. Any student application that is received incomplete will result in a delay in their application being processed.

The deadline for receiving completed applications is no later than 1700 hours on September 5, 2014. Only completed applications at that time will be reviewed for acceptance. Payment must be received with your application. It may be in the form of a bank check, money order, or personal check. Fire department purchase orders may be used to reserve your spot, however payment must be received no later than Friday, September 19, 2014. Payment should be made to the Massachusetts Firefighting Academy Trust Fund. Please note: There will be a \$15.00 charge for bounced checks per 801 CMR 408.

Mail To: Registrar-NFA WKND
Massachusetts Firefighting Academy
P. O. Box 1025, State Road
Stow, MA 01775-1025

***(NOTE: DO NOT mail your
application to Emmitsburg, it will
not be forwarded to MFA)***



REGISTRATION PROCESS (also see checklist included)

Deadline for Applications is no later than Friday, September 5, 2014 at 1700. For NFA security reasons NO APPLICATIONS will be accepted after the deadline.

The required application is the FEMA General Admissions Application Short Form (FEMA Form 119-25-2) which can be found at: http://www.usfa.fema.gov/downloads/pdf/ff_119_25_2_75_5a.pdf. You must also include the *Massachusetts Department of Fire Services Registration Form* and the \$60 fee. The application ***cannot*** be submitted online.

Please mail or fax your completed application to: Registrar-NFA WKND, Massachusetts Firefighting Academy, One State Road, Stow, MA 01775. ****Needs to include the head of the organization signature and no later than September 5, 2014. Please include a valid email address.**

It is required that you register for a FEMA Student Identification Number (SID). This is the number required for section 6 of the application form (no longer using Social Security Numbers) and is obtained through the Center for Domestic Preparedness (CDP). To obtain a SID:

1. Register at <https://cdp.dhs.gov/femasid>
2. Select "Need a FEMA SID?" on the right side of the screen.
3. Follow the instructions to create your account.
4. You will receive an email with your SID. Save this number in a secure location.

The standard MFA Application and MFA ID#'s will not be accepted for this program.

If you need to cancel your participation in the Training Weekend, you should do so as soon as possible so we may allow someone else to utilize the spot. Unless cancellation is received 30 days prior to the event, the fee in whole or in part as outlined below (Department of Fire Services Policy) may not be returned unless we are able to fill the vacant spot. No shows at the National Fire Academy will result in the loss of the entire course fee.

Cancellation Policy:

Refund in Full	30 days prior to event
Refund less 10% Administrative cost	15 to 29 days prior to event
Refund less 25% Administrative cost	5 to 14 days prior to event
No Refund	0 to 4 days prior to event

REGISTRATION DEADLINE IS September 5, 2014

PAYMENT DEADLINE IS September 19, 2014 (if using a purchase order to hold your spot)

****PLEASE NOTE WE DO NOT SEND OUT INVOICES****



COURSE OFFERINGS

Course Times: 0800-1700 hours

COURTROOM PREPARATION AND TESTIMONY FOR FIRST RESPONDERS (W0209) This course will provide the necessary tools for all emergency responders who may be called upon for depositions and/or courtroom testimony relevant to facts witnessed on arrival at a scene as a first responder. This 2-day course will emphasize the importance of reporting factual events. It also will address the need to improve report-writing skills after witnessing an event, and oral presentation skills if asked to describe the event in a court of law. The intent of this course is to prepare all emergency responders, with emphases on volunteer firefighters, to present information to the legal system.

Selection Criteria: Open to all interested emergency services personnel, including volunteer, career, and allied professions, who are interested in controlling the arson problem.

EMERGENCY MEDICAL SERVICES: FUNCTIONS IN THE INCIDENT COMMAND SYSTEM (W0166) Students will practice use of the Incident Command System in coordination with other public safety responders. As a follow-up to ICS-100 and ICS-200 training, this course will present scenarios requiring responders to structure their EMS resources within the guidance of NIMS ICS, as appropriate to the needs of the different incident types. Through simulation and role-playing, students will demonstrate the implementation of EMS components in an ICS system at medium- or large-sized incidents.

Selection Criteria: Emergency response personnel with responsibilities to implement the initial EMS functions of an Incident Command System at medium- or large-sized incidents.

INTRODUCTION TO UNIFIED COMMAND FOR MULTI-AGENCY AND CATASTROPHIC INCIDENTS (W0315)

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 requirements of a Unified Command organization and the skills necessary to operate effectively at complex incidents.

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 staff position during a Unified Command operation.
Those officers who are initially responsible for setting up the Incident Command organization.

STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS (W0455) STICO is designed to meet the needs of Company Officers responsible for managing the operations of one or more companies during structural firefighting operations. STICO is designed to develop the management skills needed by company officers to accomplish assigned tactics at structure fires.

Selection Criteria: Senior firefighters who may at times assume the responsibilities of the company officer (NFPA 1001, Standard for Fire Fighter Professional Qualifications, Level II).



MASSACHUSETTS DEPARTMENT OF FIRE SERVICES REGISTRATION FORM

**ANNUAL WEEKEND AT THE NATIONAL FIRE ACADEMY
OCTOBER 17-19, 2014**

Name: Last _____ First _____ MI _____

The following programs will be offered at State Weekend this year. Please select your top three choices from the list below. If you have only selected one and that program is full, then your application will not be accepted. Every effort will be made to accommodate your first requests; however, course placement cannot be guaranteed. All courses are on a first come first serve basis based on meeting the course criteria. **All applicants will receive a letter that will state whether or not they have been selected for the program(s) requested.**

Code	Course Name
W0209	Courtroom Preparation and Testimony for First Responders
W0166	Emergency Medical Services: Functions in the Incident Command System
W0315	Introduction to Unified Command for Multi-Agency and Catastrophic Incidents
W0455	Strategy and Tactics for Initial Company Operations

Course Selections: 1st choice _____

2nd choice _____

3rd choice _____

Signature _____



Application Checklist

Please make sure that you have enclosed the following. Missing information will result in a delay in processing your application. If you have any questions, please do not hesitate to call the Academy at 978-567-3201.

FEMA Form 119-25-2, (2/12)-General Admissions Application Short Form

- Please check that this form is completely filled out as detailed below:
 - Obtain a Student Identification Number to use in line 6 (don't use social security #)
Go to <https://cdp.dhs.gov/femasid>
 - Complete lines 1 thru 11
 - **LEAVE BLANK** boxes 12A, 12B & 12C
 - Complete lines 13 thru 18B
 - Head of sponsoring agency complete 19A, 19B & 19C
 - **DO NOT COMPLETE ANYTHING BELOW LINE 20.**

- This form must be signed by you

- This form must be signed by your Fire Chief

Massachusetts Department of Fire Services Registration Form

- This form must be completed with your full name

- You must select three course choices

- This form must be signed by you

Form of Payment:

- Enclose a bank check, money order or personal check made payable to the **Massachusetts Firefighting Academy Trust Fund.**

Please note that a fire department purchase order may be used to reserve your slot. Completed applications are due September 5, 2014. Payment must be received by September 19, 2014 in order to receive your acceptance documents and necessary paperwork to attend.

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 November 30, 2016

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 <input type="checkbox"/> PERMANENT RESIDENT		If No, City and Country of Birth:	
4. RACE (Please check all that apply)						4a. ETHNICITY	
1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE		2. <input type="checkbox"/> ASIAN		3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN		<input type="checkbox"/> HISPANIC or LATINO	
4. <input type="checkbox"/> WHITE		5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER				<input type="checkbox"/> NOT HISPANIC or LATINO	
5. PLEASE PRINT YOUR NAME (Last, First, Middle, Suffix)						6. STUDENT IDENTIFICATION (SID) NUMBER	
7. HOME MAILING ADDRESS (Street, avenue, road no., P.O. box/city or town, and zip code)						8. WORK PHONE Number ()	
						9. HOME PHONE Number ()	
						10. FAX Number ()	
						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 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"/> ALL CAREER		1. <input type="checkbox"/> PAID FULL TIME
1. <input type="checkbox"/> STATEWIDE	4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP	7. <input type="checkbox"/> FOREIGN	2. <input type="checkbox"/> ALL VOLUNTEER		2. <input type="checkbox"/> PAID PART TIME
2. <input type="checkbox"/> COUNTY GOVERNMENT	5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS)	8. <input type="checkbox"/> DHS/FEMA	3. <input type="checkbox"/> COMBINATION		3. <input type="checkbox"/> VOLUNTEER
3. <input type="checkbox"/> CITY/TOWN/VILLAGE	6. <input type="checkbox"/> INDUSTRY/BUSINESS	9. <input type="checkbox"/> TRIBAL NATION			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, gender, 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

ACCEPTED REJECTED

22b. SIGNATURE OF REVIEWER

22c. DATE

EQUAL OPPORTUNITY STATEMENT

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, 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, gender, 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 voluntary 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.

PAPERWORK BURDEN DISCLOSURE NOTICE

*Public reporting burden for this data collection is estimated to average 6 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0100) **NOTE: Do not send your completed form to this address.***