



TWENTY-EIGHT ANNUAL NEW YORK STATE WEEKEND NATIONAL FIRE ACADEMY

EMMITSBURG, MARYLAND

March 9-10, 2013

The New York State Office of Fire Prevention and Control and the Fire Academy Faculty Student Association proudly announces the 2013 28th annual New York State Weekend at the National Fire Academy. The NFA will accommodate 240 students at the 2013 NYS Weekend. Student selection will be predicated on a first come basis using 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. Eight (8) National Fire Academy courses will be presented; each class will accommodate 30 students maximum.

Starting this year each applicant must use their Federal Student Identification number in lieu of your SSN. Please go to <https://cdp.dhs.gov/elms>, Click on Create Account, follow the instructions. Federal application will NOT be processed without the FSIN. Instead of your SSN use the FSIN number in the SSN field (#6) on the FEMA FORM 119-25-2 form. This is not the same as your NYS training ID.

Transportation is included and buses will depart for Emmitsburg, Maryland on Friday March 8, 2013 in time to arrive by 4:00 p.m. for registration and dinner. Classes will be conducted on Saturday March 9, 2013 and Sunday March 10, 2013. Buses will depart the National Fire Academy on Sunday March 10, 2013 at approximately 3:00 p.m.

The cost for the weekend will be **\$ 180.00**. This will include transportation, meals and lodging, evening refreshments (pizza & wings) a memento of the weekend and the purchase of a 2013 NYS Weekend memorial brick for the memorial walkway.

Those wishing to attend the 2013 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 7, 2012** to:

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

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

Payment by check must be submitted with the NYS registration form and FEMA FORM 119-25-2, AUG. 2013.

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

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

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

- **Cancellations after January 25, 2013 will not receive a refund.**
- **Substitutions are not permitted.**
- **Spaces created by cancellations will be filled from a stand-by list.**

**NYS WEEKEND 2013
REGISTRATION AND APPLICATION INFORMATION**

Registration Schedule

December 7, 2012:	Deadline for registration forms, FEMA application and payment.
January 11, 2013:	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 25, 2013:	Deadline for cancellations and refunds.
January 28 to February 4, 2013:	Stand-by applicants 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. 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. **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.**

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. 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 2011.

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 25 to Feb. 4, 2013.

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 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. 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.

PRINT CLEARLY. Incomplete, illegible 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**), and return it with the registration form. . **Leave fields 12a, 12b and 12c (course information) and fields 20a, and 21 blank. Your chief must complete and sign the application on fields 19a, 19b and 19c (approval by head of sponsoring organization). 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 25, 2013 and only if a stand-by fills the space. No refund will be sent for cancellations after January 25, 2013 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 for the next 24 months.

Substitution: Only EMERGENCY SUBSTITUTIONS are permitted after January 25, 2013 per the National Fire Academy.

2013 NEW YORK STATE WEEKEND AT THE NATIONAL FIRE ACADEMY

March 9-10, 2013

Registration deadline – December 7, 2012

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 () _____

FSIN _____ GO TO <https://cdp.dhs.gov/elms> to obtain FSIN (mandatory)

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. 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. Student selection Criteria: 5 year experience and meets the NFA Student Criteria or Target Audience.

- ☐ #1 W457 Decision Making for Initial Company Operations
- ☐ #2 W521 Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change
- ☐ #3 W349 Fire Service Safety Culture: Who Protects Firefighters from Firefighters*
- ☐ #4 W321 Incident Command System for Highrise Operations
- ☐ #5 W486 Leveraging Technology for the Emergency Services
- ☐ #6 W121 Politics and the White Helmet
- ☐ #7 W730 Health and Safety Officer (Revised)
- ☐ #8 W803 Leadership 1 for Fire and EMS: Strategies for Company Success

☐ 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 2013 NYS Weekend announcement? ☐ mailing ☐ e-mail ☐ CFC ☐ Dept. posting ☐ other _____

Please see reverse side for additional information

COURSE DESCRIPTIONS AND STUDENT SELECTION CRITERIA

1. **W457 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:** Company Officer, firefighters who may act as company officers.
2. **W521 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:** Fire or emergency services personnel who may have opportunity to exercise leadership.
3. ***W349 Fire Service Safety Culture: Who Protects Firefighters from Firefighters** -This is a 2-day course that will help fire service personnel identify their present fire service safety culture, explain how culture drives safety behavior, identify risk management strategies, and develop a fire service safety culture intervention plan to reduce injury and death to firefighters in their organization. The course content includes National Institute of Occupation Safety and Health (NIOSH) Fire Fighter Fatality Investigation and Prevention Program reports, organizational change and leadership models, and risk control systems. The learning methods include case studies, problem solving, and strategic and tactical planning that are used in individual, small group, and class activities. This course uses a blended learning methodology. ***Students must register at NFA Online (www.nfaonline.dhs.gov) 30 days before the course start date to download the pre-course reading material and view the NIOSH video clips that will be used during case studies. Based on the students' research of their personal risk culture, students will develop a plan for implementing and sustaining change in safety culture. Students are required to submit the plan to the instructor within 15 calendar days after attending the course. Students are required to complete an online exam within 15 days of the completion of the course.** **Selection Criteria:** Company Offices, fire personnel in positions of leadership.
4. **W321 Incident Command System for Highrise Operations** - This 2-day course is designed to assist emergency response officers who have responsibility for managing highrise incidents. This includes organizing resources, developing strategies, and managing tactical operations to protect life and to minimize damage during an incident. Students attending should have a working knowledge of the basic ICS organization; working knowledge of strategy and tactics for structural firefighting, knowledge of building construction; and understanding of the type of building systems existing in highrise buildings. **Selection Criteria:** Company Officer or Chief Officer, with ICS-100 and 200 level training.
5. **W486 Leveraging Technology for the Emergency Services** -This 2-day course provides opportunities to gain experience with a wide array of tools and methods used by progressive organizations to identify, track, and report accomplishments and future direction. Topics include; hazard tracking, disaster preparedness/emergency management, resource management, analysis of prevention data, EMS data/research/NEMSIS, NFIRS data, and analysis of public education data; location tracker, personnel accountability, personnel safety, incident accountability, personnel tracking, personnel wellness, fit resting, safety, and risk/response notification; evaluating training courses, PowerPoint® integration, polling information, recording of training sessions, teaching/instruction, computer-based learning (custom), and training program management; response, emergency communication systems, responding to calls, responding to the station for calls, evaluating an area (hazmat incident), station location options, deployment analysis, post incident analysis, meshing of network, and operations; hazard identification, determination of agency's population's needs, building assessment information, and assessment of wildland/urban interface; pre-planning, conducting fire inspections, hydrant flow testing data, plotting hydrant information, use of oblique photography, and 3D mapping applications; and administrative issues (research, management, supervisions, labor/management relations, etc.), survey long-term ability to support change efforts, evaluate response times, financial management (grants, etc.) inventory asset tracking, intra/interoperability research, analyze participation (records), and conducting meetings. **Selection Criteria:** Emergency services personnel.
6. **W121 Politics and the White Helmet** -This 2-day course is aimed at providing the chief officers in both fire service and EMS agencies with an overview of the ways to succeed and work within the local, county and state level political system to achieve positive results for their department. It will give the officer an improved insight into better ways to relate and speak to citizens and others to gain support and understanding of their needs for bond issues, tax votes, and general elections. Participants learn about successful approaches appropriate for government employees and volunteers. The course identifies successful tools needed to address the challenge necessary to bring about change, and how a department's culture of power, influence, negotiation, and coalition building is important to success. **Selection Criteria:** Company Officer and Chief Officers, and fire services personnel in leadership positions.
7. **W730 Health and Safety Officer (Revised)** -This 2-day course examines the Health and Safety Officer's role in identifying, evaluating, and implementing policy and procedures that affect health and safety aspects for emergency responders. Risk analysis, wellness, and other occupational safety issues will be the main emphasis of this course. **Selection Criteria:** Fire service personnel with health and safety responsibilities.
8. **W803 Leadership 1 for Fire and EMS: Strategies for Company Success** -This 2-day course presents the CO 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 CO's subordinates, methods for running meetings effectively in the fire service environment, and decision making skills for the CO. **Selection Criteria:** Line officers, company officers and chief officers.

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

22a. DISPOSITION <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	20b. 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 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.**