



Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy's (NFA) *Fire Inspection Principles* (R220) course. The goal of this course is to provide the participants with the fundamental knowledge, skills, and attitudes to effectively and confidently conduct basic fire safety inspections.

You will find that this 2-week course offers the latest information related to conducting fire safety inspections, and is both challenging and rewarding at the same time.

You are required to bring the following materials:

- A copy of your locally adopted fire, building, and mechanical codes;  
Note: For those students who are representing an organization or level of Government that has not adopted a building or mechanical code, please bring a copy of those codes that are the most prevalent in your area.
- There may be extra code books in the Learning Resource Center, but due to budget restrictions we may not have copies for you in class. **Also, we recommend you bring electronic versions of your codes to avoid the extra weight charges from the airlines. We will not pay overweight charges.**
- Copies of local ordinances that relate to the fire service community fire protection requirements.
- A calculator with four basic functions.
- An architect's scale ruler.
- Multiple colored highlighter pens.

You have one pre-course, self-study assignment:

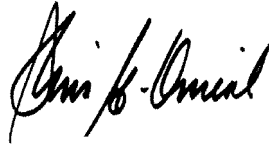
- Read and review the document on using scales found at:  
<http://www.usfa.dhs.gov/downloads/pdf/nfa/engineer-architect-scales.pdf>

End-of-class graduation ceremonies are an important part of the course and you are expected to attend. Please do not make any travel arrangements to leave campus until after you and your classmates graduate.

You should be proficient in developing and delivering PowerPoint™ presentations. Increasing numbers of students and instructors are bringing laptop computers to campus. You alone are responsible for the security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. There is a limited number of 120 Volt AC outlets in the classrooms. A Student Computer Lab is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This lab uses Windows XP and Office 2003 as the software standard.

Should you need additional information related to course content or requirements, please feel free to contact Deputy Superintendent Rob Neale at (301) 447-1209 or email at Robert.neale@dhs.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Onieal". The signature is written in a cursive style with a large initial "D".

Dr. Denis Onieal, Superintendent  
National Fire Academy  
U.S. Fire Administration