



R225

Dear National Fire Academy Student:

The faculty and staff of the U.S. Fire Administration's National Academy are pleased that you have been accepted into the *Management of Fire Prevention Programs* course. This 2-week course examines contemporary issues in the management of fire prevention functions. This class is unique in that it covers many facets of management and fire prevention that usually can be found only by taking many other courses. It emphasizes those elements the fire prevention manager needs to know to be successful.

The course offers the opportunity to enhance both personal and organizational development and capacity incorporating a combination of theory, analysis, discussion and feedback. Sharing ideas and techniques with your fellow students will enhance the learning experience for all.

You are to come to class prepared to give a 10-minute presentation about a current fire prevention management challenge now being faced by your department. This challenge will link to a class project due within 6 months of completing the class. The format and additional details concerning will be explained during the class. Your 10-minute presentation, at a minimum, should include:

- A description of your challenge
- Obstacles faced or anticipated
- Support required to accomplish


The course does not require a technical knowledge of codes. It does require a basic understanding of the building and fire codes, which have been adopted by your jurisdiction. You will also be required to read the book *The Leadership Secrets of Colin Powel* by Oren Haran.

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.

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 Ms. Mary Marchone, Fire Prevention Management Curriculum Training Specialist, at (301) 447-1476 or email at mary.marchone@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