This Annual Weekend Program, offered exclusively for the emergency services personnel of Pennsylvania, is a joint venture of the National Fire Academy (NFA) Field Programs Division, the Pennsylvania State Fire Academy (PSFA). This 2 day program consists of (9) nine NFA courses.

The NFA hosts the program in Emmitsburg, Maryland and provides the instruction and course materials. The PA State Fire Academy selects the courses, recruits and registers the participants according to established student selection criteria. This weekend offers the opportunity to strengthen a State’s fire service community through education, personal networking, and a shared collegial experience.

On Campus lodging and meals are provided by the NFA. Participants are responsible for the purchase of a meal ticket when applying. On Saturday, participants have the option to engage in a Memorial Service dedicated specifically for the Pennsylvania Emergency Responders who have died in the line of duty.

The application process will be open **February 26 through June 4, 2019**.

To register for the weekend:

A. Applicants **MUST be 18 years of age and have at least 3 years’ experience in emergency services.**

B. All applicants **MUST complete both the FEMA application and PA State Weekend application.**

   **Note 1:** All applicants **must have a “SID number” (FEMA Student Identification Number) prior to completing the FEMA application. The SID number will be used in place of the Social Security number. Applicants that do not already have a FEMA Student Identification (SID) number may obtain their FEMA SID # by following steps 1-4:**
   
   Step 1: To register, go to [https://cdp.dhs.gov/femasid](https://cdp.dhs.gov/femasid)
   
   Step 2: Click on the “Need a FEMA SID” box on the right side of the screen.
   
   Step 3: Follow the instructions and provide the necessary information to create your account.
   
   Step 4: You will receive an email with your SID number.

   **Note 2:** Please make sure you have both signatures on the FEMA application. (Section III #18 applicant signature and #19 for the approval by the head of sponsoring organization signature.)

   **Note 3:** If you have any special needs (i.e. allergies to food, disabilities) make sure you note this on the FEMA application, question #13.

C. Prerequisite(s) **MUST** be attached to the PA State Weekend application. Prerequisite(s) are listed below with the course description.

D. Check/Money Order **MUST be enclosed.** The mandatory meal ticket for the weekend is $65.00 which includes breakfast and lunch for both Saturday and Sunday, a Saturday evening cookout, and the mandatory REC Association fee. Golf Shirt(s) (with the NFA logo and PA Weekend embroidered on the shirt) may be purchased (optional) for $25.00 each. Advance payment for the meal ticket and golf shirt(s) **MUST be enclosed with the application packet.** All monies **MUST be in the form of a check or money order (No Cash) made out to “PA Weekend”**.
**INCOMPLETE APPLICATIONS WILL BE RETURNED AND COULD RESULT IN NON-ACCEPTANCE.** The Deadline for submitting applications is **June 4, 2019.** Accepted applicants will receive notice of their acceptance; likewise, others will be notified of non-acceptance, particularly when the enrollment capacity has been attained.

Lodging for students is provided on campus. Attendees must report to the National Fire Academy at Emmitsburg, MD, on Friday evening, July 19th, between 4:00pm and 7:45pm in the West Lobby of Building “C” to complete registration. Registration includes receiving dormitory assignment, meal ticket, and Golf Shirts (ordered and paid for in advance). There will be an orientation held at 8:00pm on Friday evening. **ATTENDANCE IS MANDATORY!** Course hours are on Saturday and Sunday from 8:00am to 5:00pm. The Weekend program should conclude no later than 5:00pm on Sunday.

**NO SHOW POLICY:** The National Fire Academy has established a “No Show Policy” in which any person who has received notice of admission to a course and then fails to register and attend the course without notification, will forfeit acceptance of subsequent enrollment applications for two (2) years. This would include acceptance into any course at the National Fire Academy as well as Pennsylvania’s Weekend program.

Mail application packets to: Contact information:
Attn: Terri Brooks www.osfc.state.pa.us  
PA State Fire Academy (717) 247-3747 or  
1150 Riverside Drive email: tebrooks@pa.gov  
Lewistown, PA  17044

The courses being presented this year are listed below:  
(All of the courses require ICS as a prerequisite.)

**Best Practices in Community Risk Reduction (BPCRR) (W0635):** This two-day course demonstrates to students nationally recognized principles that, when used appropriately, can lead to community risk-reduction programs that can measure success in local communities. This course will give students the opportunity to explore programs from communities across the United States that have been showcased at Vision 20/20 symposiums. These programs demonstrate what nationally recognized organizations identify as examples of “best practices” in community risk reduction. **Selection Criteria:** The target audience for this course includes fire and emergency services personnel who help develop/deliver fire prevention and community risk-reduction programs and have an interest in advancing risk-reduction efforts in their community. **Prerequisite:** NIMS—Incident Command System for the Fire Service (NICS-FS) or NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent

**Decision Making for Initial Company Operations (DMICO) (W0457):** This two-day course 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. 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 COs 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, the CO may well be assigned a subordinate position within the Incident Command System organization. COs need to have a clear understanding of the system, the position that they are assigned to, and their role in the organization if they are to function effectively and help make the system work. This course is an excellent review for experienced COs. **Selection Criteria:** This course is specifically designed for newly appointed CO’s and for firefighters who may have acting CO responsibilities or who want to become a CO. **Prerequisite:** NIMS—Incident Command System for the Fire Service (NICS-FS) or NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent
Executive Skills Series: Exercising Leadership Ethically (ESS:ELE) (W0523): This two-day course provides students with the ability to recognize ethical dilemmas in the context of their environments, apply a decision model to resolve these dilemmas, render ethical decisions, and defend under scrutiny the resulting decisions that were made in an effort to resolve these dilemmas.  
Selection Criteria: The target audience for this course are fire and emergency services personnel in positions of authority who have an opportunity to exercise leadership. An eligible student must be minimally assigned to a supervisory level position (for example, a Company Officer).  
Prerequisite: NIMS—Incident Command System for the Fire Service (NICS-FS) or NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent

Fire Investigation: First Responders (FIFR) (W0379): This course is designed specifically to provide a clear definition of the role of first responders in fire investigation and provide essential knowledge to enable them to recognize the potential of intentionally set fires, preservation and protection of evidence, and proper reporting of information to appropriate officials. By strengthening the partnership between first responders and investigators, the chances for successfully solving arson-related crimes will increase.  
Course topics includes: Fire behavior, Critical observations of the first responder, Fire causes, Scene security and evidence preservation, Legal considerations, and Documentation of findings. This course is designed for all fire and emergency services personnel who might conduct preliminary investigations into the origin and cause of fires.  
Selection Criteria: Fire and emergency services personnel who respond to fires or might conduct preliminary investigations into the origin and cause of fires.  
Prerequisite: NIMS—Incident Command System for the Fire Service (NICS-FS) or NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent

Incident Command for Highrise Operations (ICHO) (W0321): This two-day course is designed to assist emergency response officers who have responsibility for managing highrise incidents. Course content includes organizing resources, developing strategies, and managing tactical operations to protect life and to minimize damage during an incident.  
Students attending should have: Working knowledge of basic Incident Command System 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: Anyone who would serve as a company officer/chief officer in communities that have highrise buildings.  
Prerequisite: NIMS—Incident Command System for the Fire Service (NICS-FS) or NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent

Incident Safety Officer (ISO) (W0729): This two-day course examines the Safety Officer’s role at emergency responses. A specific focus on operations within an Incident Command System (ICS) as a Safety Officer is a main theme. Response to all-hazards types of situations will be emphasized.  
Selection Criteria: Individuals who have a Safety Officer responsibility at emergency operation situations. Individuals attending this course should have a working knowledge of ICS as taught by the National Fire Academy, building construction principles, hazardous materials management, applicable National Fire Protection Association guidelines, and federal regulations.  
Prerequisite: NIMS—Incident Command System for the Fire Service (NICS-FS) or NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent AND Hazardous Materials Operations level
Leadership in Supervision: Creating Environments for Professional Growth (LSPG) (W0646): This two-day course presents the supervisory with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course includes concepts related to a successful transition to supervisory and leadership roles, including concepts of adaptive leadership; change management; active followership; effective communication, including difficult conversations and advocacy-inquiry based dialogue; ethics; authority; power; decision-making; and active engagement through development of a personal plan. 

Selection Criteria: The primary target audience for this course are those individuals who are at the first line level of supervision. For purposes of student selection first line level is considered to be those at the Company Officer or Unit (fire prevention, fire education, communications, EMS, etc.) Supervisor level. More specifically 

primary selection criteria are as follows:
• First line supervisors in fire and emergency medical services organizations
• Fire and emergency medical services personnel due for promotion/appointment to a first line supervisory position within 18 months
• Fire and emergency medical services personnel who are regularly assigned acting supervisory positions or
• Fire and emergency medical services personnel currently enrolled in the NFA Managing Officer will be provided priority selection.

Prerequisite: NIMS—Incident Command System for the Fire Service (NICS-FS) or NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent

New Fire Chief: Administrative Issues (NFCA) (W0761): This two-day course is to provide students with 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: The primary audience is newly appointed fire chiefs in volunteer, combination or career departments, as well as Emergency Medical Services (EMS) chiefs. The secondary audience is department leaders and current officers who may become fire chiefs, as well as local government administrators and elected officials who are involved in the administration of a fire department or EMS.

Prerequisite: NIMS—Incident Command System for the Fire Service (NICS-FS) or NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent

Training Operations in Small Departments (TOSD) (W0290): This two-day course is designed to provide students with some basic tools and skills to coordinate training in a small fire/EMS organization. A training function in a smaller department typically may include conducting training drills and coordinating training with a nearby larger city or state training function. Course content includes:
• Leadership issues in fire service training, such as why and how the local training officer must be a catalyst for change and personal motivators within the department.
• Identifying the legal issues affecting the training function, including an understanding of a standard of care and the impact of Occupational Safety and Health Administration and National Fire Protection Association standards.
• Safety considerations in training.
• Marketing training internally.
• Identifying ways to justify training needs.
• Resolving training conflicts using appropriate conflict resolution techniques.
• Selecting and evaluating training curricula and materials from outside sources.
• Effective delivery and evaluation of training.

Selection Criteria: Fire and rescue personnel who coordinate training in small departments, Volunteer firefighters and officers who instruct in small fire and rescue departments, Fire personnel serving on training committees, and Training officers in volunteer fire departments.

Prerequisite: NIMS—Incident Command System for the Fire Service (NICS-FS) or NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent