



National Emergency Training Center  
16825 S. Seton Avenue  
Emmitsburg, MD 21727-8998

**FEMA**

R0116

Dear National Fire Academy Student:

By now you should have received your acceptance email notification from the National Emergency Training Center (NETC) Admissions Office for this course. If you have not, you are not enrolled in this course.

Congratulations on your acceptance into the U.S. Fire Administration's/National Fire Academy's (USFA's/NFA's) *Presenting Effective Public Education Programs* (PEPEP) course, a **6-day class**. The Academy is proud to offer this course to beginning public educators whose primary responsibilities are presenting safety education programs to various community audiences. You will have a unique opportunity to learn new skills and information, network with other public educators, and receive feedback on all aspects of the course.

Please take a couple of minutes to read the enclosed course description and requirements for successful course completion. You will notice that the course emphasizes learning exercises that deal with your home community, as well as the delivery of a 10-minute presentation. In order for you to effectively complete these requirements, it is necessary to bring several items to class, if they are available.

We are asking that you bring with you to class (if these items are available):

- 1) A copy of your organization's mission statement.
- 2) A copy of any prevention or public education policies that are in effect in your organization.
- 3) A list of the priority public education topics in your community.
- 4) A list of topics that you are interested in making a presentation on during the course. **Please note that the Academy will be providing a very limited amount of materials, such as lesson plans, props, etc. Therefore, you may wish to bring additional materials, including lesson plans and a prop from a program, in support of this presentation.**
- 5) Examples of unique programs used in community prevention for sharing with other students.

It is important to note that this is a 6-day class, and the first day of class will begin on Sunday at approximately 8 a.m. just after orientation. Orientation will normally commence at 8 a.m.; however, make sure you confirm this when you check in. Subsequent classes will meet daily from 8 a.m. to 5 p.m. with graduation occurring on Friday at 4 p.m. Because of this schedule, you will be provided lodging for Friday night. Evening classes may be required.

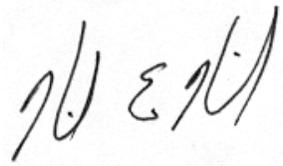
End-of-class graduation ceremonies are an important part of the course, and you are expected to attend. Please do not make any travel arrangements to leave campus until after you and your classmates graduate.

The course materials for this course are now available in a Bring Your Own Device (BYOD) format which will function on any electronic device. If you own an electronic device (laptop computer, tablet, etc.) and are familiar with its document reader functions, we are asking you to download the Student Manual (SM) **before you travel to Emmitsburg** and bring the preloaded device with you. Please see the page following this letter for complete instructions on successfully downloading your course materials. Please note: If you plan to bring/use an iPad, you may experience issues saving/storing/printing course assignments since there is no USB/thumb drive capacity for these devices.

For your information, the NFA classroom environment is PC based. As increasing numbers of students and instructors are bringing laptop computers or other electronic devices 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. Classrooms are outfitted with surge protectors at each table for your convenience. Thumb drives or external hard drives used to bring course materials to class cannot be connected to FEMA property without being scanned for viruses. Due to time limitations for scanning, these devices cannot be larger than 8 GB. Anything over this amount will not be scanned and cannot be used. 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 7 and Office 2013 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@fema.dhs.gov](mailto:mary.marchone@fema.dhs.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Kirby Kiefer". The signature is written in a cursive style and is positioned above the typed name.

Dr. Kirby Kiefer, Acting Superintendent  
National Fire Academy  
U.S. Fire Administration

Enclosures

## **National Fire Academy Bring Your Own Device (BYOD) Course Materials/Download Instructions**

The **first step** is to download ADOBE Reader to your device. This will enable you to read and manipulate the course materials. ADOBE Reader can be used to comment and highlight text in Portable Document Format (PDF) documents. It is an excellent tool for note-taking purposes.

### **For Laptops and Computers**

ADOBE Reader can be downloaded from [www.adobe.com/downloads/](http://www.adobe.com/downloads/). It is a free download. Please note that depending on your settings, you may have to temporarily disable your antivirus software.

### **For Tablets and Other Similar Hand-Held Devices**

ADOBE Reader can be downloaded onto devices such as iPads, android tablets, and other hand-held devices. ADOBE Reader for these types of devices can be found in the device's Application Store using the search function and typing in "ADOBE Reader." Follow the instructions given. **It is a free application.** Note: In order to have the editing capabilities/toolbar, the document needs to be "opened with ADOBE Reader." There should be a function on your device to do this.

After you have successfully downloaded the ADOBE Reader, please use the following Web link to download your R0116, *Presenting Effective Public Education Programs* (PEPEP) Student Manual (SM). (You may copy/paste this link into your Web browser.)

[http://nfa.usfa.dhs.gov/ax/sm/sm\\_r0116.pdf](http://nfa.usfa.dhs.gov/ax/sm/sm_r0116.pdf)

Note: Please make sure you download the ADOBE Reader first. To open the SM, you will need to open the ADOBE Reader and then open the SM through the ADOBE Reader in order for the note-taking tools to work properly.

If you need assistance, please contact [nfaonlinetier2@fema.dhs.gov](mailto:nfaonlinetier2@fema.dhs.gov).

## ***PRESENTING EFFECTIVE PUBLIC EDUCATION PROGRAMS***

### **Course Descriptions**

This is a **full 6-day course** for new public educators whose primary responsibilities are prevention educational programs to public audiences. The course is designed for participants who are engaged in fire, burn, injury prevention or general community safety programs. The course takes the viewpoint that public educators at this level do not develop their own programs, but are using or modifying existing educational programs.

A complete view of the public educator's responsibilities is presented with emphasis on the presentation skills. Course structure is organized around the planning, implementation and evaluation functions a typical public educator performs.

The course is an activity-based course as opposed to a lecture-based course. Participants work in small groups to solve problems. Learning exercises are created to stimulate thought and discussion, and are focused on the course content and the student's home community.

The course emphasizes a community-based concept in developing and delivering educational programs. Participants learn to make the best use of their community to effectively support their program efforts. They also acquire skills in how to analyze target neighborhoods, how to identify threats and groups who are at risk, and how to target specific audiences toward program objectives.

Principles of learning are stressed in order to facilitate instruction. Also, a brief but important unit teaches the participant how to evaluate the effectiveness of the presentations.

The conclusion of the course is the 10-minute student presentations on various fire, burn, or injury prevention topics. Please do not work on presentation material as preparation for this class. Opportunities will be provided in class for you to work on your presentation. Requirements of the presentation will be discussed in class.