



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 being accepted into U.S. Fire Administration's/National Fire Academy's (USFA's/NFA's) *Conducting Local Risk Reduction by Company Officers (CLRRCO)* course. This new 6-day course seeks to improve the skills of Company Officers (COs) to lead and conduct risk-reduction activities within the service area of their station/community. The course is both for the CO who is currently engaged in risk-reduction activities and the CO who desires to lay the foundation to start community risk reduction.

CLRRCO is about how a local fire station can plan, implement and evaluate risk-reduction activities to benefit the citizens in its service area. The course features the role of the CO as an inspirational leader both within the fire station and in the service area of the station/community.

It is important to note that the first day of this 6-day 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.

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 graduation.

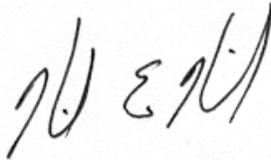
You have two short pre-course assignments: one to read and one to submit to the NFA 2 weeks prior to the start of class. Your reading pre-course assignment is to prepare for an in-class learning activity regarding *America at Risk — America Burning Re commissioned*. This pre-course work should not take a lot of time and does not require you to submit anything to the NFA prior to class. For this assignment, go to the USFA's website; you can use an Internet search or go to <http://www.usfa.fema.gov>. In the search box found in the top, right hand corner of the U.S. Fire Administration's (USFA's) website, type *America at Risk America Burning Re commissioned*. Open and skim this document (66 pages). Focus on the 12 recommendations and whether you believe that these are still relevant today. Discussion of this report will occur on the first day (Sunday) during a class learning activity, so you may want to bring your notes and ideas to class on the first day.

Your second pre-course assignment is to provide some information regarding the risks in your service area of your station. This assignment is contained as an attachment and is due 2 weeks prior to the start of class. Please do not get hung up on trying to obtain detailed information. Although some of you will need to do a bit of research, do not take an inordinate amount of time. NFA's contact information is provided in the assignment if you have questions or need assistance.

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 2010 as the software standard.

Should you need additional information related to course content or requirements, please 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 "Dr. Kirby Kiefer". The signature is written in a cursive style with some loops and flourishes.

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

Enclosure

Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dates of Class: \_\_\_\_\_

### Conducting Local Risk Reduction by Company Officers Pre-Course Assignment

In this pre-course assignment, you will be seeking information about the risks in your service area of your station. The information that you present in this pre-course assignment will be used in a learning activity in class. We realize that some of the information asked for may be more difficult for you to get. You may need to go to a more secondary source. Your completed assignment must be sent to the NFA no later than 2 weeks prior to the start of the class. Submission information is located at the end of this pre-course assignment.

**Geographic Boundaries** — Describe the geographic boundaries of your station service area (streets, landmarks, etc.). *Example: Station 1 is in the western part of the county, on Brown Road. It is bordered by an older residential area and has one elementary school within its boundaries. The other borders of this service area include a recreational area with a large lake and a commercial business district.*

**Fire/Emergency Medical Services (EMS) Data** — Provide information on specific fire and EMS risks in your service area. Try to get some idea as to the where, why, who, when, etc. Consider the current demands and trends. To get this information, you may want to consider the following: (1) the call distribution or concentration of total station calls or (2) trends for a 1-year to 3-year period in fire and EMS. You may contact your organization's National Fire Incident Reporting System (NFIRS) data specialist who may be able to provide a list of the highest risks.

You will need to get specific types of fires and EMS types of incidents, not just 30 percent structure fires and 70 percent EMS calls. Smoking fires, cooking fires and arson can be examples of the leading types of specific fires. Falls, heart attacks and vehicle accidents can be examples of the leading types of EMS incidents.

Please attempt to get to this level of risk specificity, like the example below. You may use percentages of calls, NFIRS data or other internal station data.

*Example: Station 1 averages approximately 2,500 calls each year. The majority of these calls are medical calls, with falls among the older population being the most frequent (residential).*

*Station 1 responded to 3,000 fire calls in 2013 with a more specific breakdown shown below. All fire calls were in residential occupancies.*

*Specific fire causes in residential property:*

- *2010 — Cooking (16%), arson/electrical (13%), other factors (15%)*
- *2011 — Cooking, electrical, and heating all approximately 15%*
- *2012 — Cooking (38%), electrical/smoking (11%), other factors (17%)*

*Specific EMS causes:*

- *2010 — Falls (16% of total EMS calls)*
- *2011 — Falls (14% of total EMS calls) and heart attacks (10%)*
- *2012 — Heart attacks (12%) and falls (12%)*

**Demographics** — Give a description of who lives or works in the geographic area of your station. Your fire department may have some or all of this information. You may also go to the national census data. If your fire department has more than one station, it may be useful to include comparison data from your station area to the whole fire department service area.

*Example: According to the assessor's office, Station 1 service area includes 12,202 residents in 2012. A review of census data indicated the following breakdown:*

- *42% Hispanic.*
- *38% African-American.*
- *Children under age 18 comprised 32% of the population.*
- *Population age 65 and over is 40%.*
- *Household income below poverty is 24.1%.*

*The business license office states that there were 1,235 business licenses issued in Station 1's service area.*

**Land Use** — Describe the physical/man-made “nature mix” of your service area. Include your comments on each of the four descriptions below.

1. Residential/Commercial/Industrial mix. *Example: 60% residential; remainder is light commercial and industrial, including small manufacturing and mercantile.*
  
2. Average age of buildings. *Example: Most of the residences in this area were built prior to 1980. The exception is the area around the recreational area, where homes are large, 10,000 square feet and larger. Most of the commercial and light industrial structures are 20+ years old, but have changed occupancies in recent years.*
  
3. Conditions of infrastructure. *Example: Most of the homes are rental properties and have not been kept up by the owners. Due to age, many are in need of repair and pose problems for firefighters during emergency operations. The light commercial and industrial buildings are better maintained and are inspected regularly by the Fire Marshal’s Office for adherence to local codes.*
  
4. Urban/Suburban/Rural. *Example: The service area is considered a suburban area. There are no rural areas in this service area, nor would it be defined as urban.*

**Community Public Risks** — List the schools, universities, community/recreation/neighborhood centers, senior centers, assisted living institutions/home parks, main businesses etc. that may pose a higher risk for your station. *Examples:*

- *Schools and Universities*
  - *Brown Elementary (area prone to vandalism)*
  
- *Community Centers or Rec Centers*
  - *Elks Lodge*
  - *VFW*
  - *Senior Center*
  - *Retirement Center*
  
- *Large Retail — Safety, security and existing issues*
  - *Lowe's*
  - *Walmart*
  
- *Hospital*
  - *General Hospital (patients and chemicals)*
  
- *Large Churches*
  - *First Baptist Church (2 fires, one year)*
  - *Seventh Day Adventist*

Please send your completed pre-course assignment to the NFA no later than 2 weeks prior to the start of the class. Feel free to contact the course manager for assistance. An email with an attachment is preferred.

Mary Marchone, Course Manager  
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