



R0393

Dear National Fire Academy Student:

Congratulations on your acceptance into the United States Fire Administration's (USFA's)/National Fire Academy's (NFA's) "Plans Review for Fire and Life Safety" (PRFLS) course.

You are asked to bring the following items with you for use in the course:

- A calculator with four basic functions (+ - * /), or you may use your laptop.
- Architect and engineer scales.
- A copy (book or electronic) of the building and fire codes currently used by your jurisdiction. Course materials will reference the 2015 International Building Code and International Fire Code by the International Code Council, however, use of locally applicable versions is encouraged.
- A laptop with Wi-Fi capability to access online codes.

You must also complete "Testing and Evaluation of Water Supplies for Fire Protection" (Q0218) at NFA Online. This course can be found on our website at <https://www.usfa.fema.gov/training/nfa/courses/online.html>. You should complete this course before you arrive so that you are prepared for classroom activities.

You are required to view the video "Using Engineer and Architect Scales" prior to the beginning of class. The video can be found at <http://www.manufacturinget.org/home/tech-1521-graphics-and-descriptive-geometry/1521-homework-assignments/1521-homework-scales/>.

You will find your pre-course reading assignment at https://nfa.usfa.fema.gov/ax/pcm/precourse_reading_r0393.pdf. Please read prior to your arrival to class.

This class is a six-day class, which starts on Sunday at 8 a.m. Subsequent classes will meet daily from 8 a.m. to 5 p.m., with evening classes possible. The class graduation ceremony is an important part of the course. You are expected to attend this event. All departing travel arrangements should be made so that you do not leave campus prior to the class graduation.

The NFA classroom environment is computer based. Increased numbers of students and instructors are bringing laptop computers or other electronic devices to campus; you are responsible for the security and maintenance of your equipment. The NFA cannot provide computer software, hardware (which includes disks, printers, scanners, monitors, etc.) or technical support for your device. For your convenience, we do provide surge protector power strips at each classroom table.

Should you need to access the Student Computer Lab, it is located in Building D and is available for all students to use. The lab is open daily, with a technician available Monday through Thursday from 1700 to 2100 (5 p.m. to 9 p.m.) and Saturdays from 0800 to 1200 (8 a.m. to noon). The lab uses Windows 7 and Office 2013 as the software standard.

If you need additional information related to your course's content or requirements, please contact Mr. Keith Heckler, Fire Protection: Technical Curriculum Training Specialist, at (301) 447-7256, or by email at keith.heckler@fema.dhs.gov.

Sincerely,

A handwritten signature in blue ink that reads "Tonya L. Hoover". The signature is written in a cursive style with a large, stylized initial "T".

Tonya L. Hoover, Superintendent
National Fire Academy
U.S. Fire Administration