



R826

Dear National Fire Academy Student:

Congratulations on being accepted into the U.S. Fire Administration's National Fire Academy Volunteer Incentive Program's *Presenting Effective Public Education Programs* (PEPEP) course, a 6-day class. The Academy is proud to offer this course to volunteer safety educators whose responsibilities in community safety education are presenting educational programs to local audiences. You will have a unique opportunity to learn new skills and information, network with other local volunteer public educators, and receive feedback on all aspects of the course.

Please take a couple of minutes to read the enclosed 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 you are able to obtain them.

We are asking that you bring with you to class the following items if they are available:

1. A copy of your organization's mission statement.
2. A copy of any prevention or public education policies which are in effect in your organization.
3. A list of the high priority community education topics in your community.
4. A list of topics that you are interested in making a 10-minute presentation on during the course, including lesson plan and preparation.
5. Examples of unique programs used in your local community prevention for sharing with other students.

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 from a program, in support of this presentation.

It is important to note that this is a 6-day course, and the first day of class will begin on Sunday at approximately 8:00 a.m. in your assigned classroom. Please make sure you confirm the time of orientation when you check in. Class graduation will normally be held at 4 p.m. on Friday. Adjust your travel plans to arrive early or to stay later if you wish to tour the Washington, DC, or Gettysburg, Pennsylvania, areas. Students who plan to arrive in the area earlier or depart later should be aware that we will not be able to provide transportation or on-campus housing to meet such adjusted travel plans.

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 are 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 2007 as the software standard. You may want to bring a few blank CD-RW (Rewritable CDs) discs with you.

Should you need additional information related to course content or requirements, please feel free to contact Mr. Gerry Bassett, Training Specialist, at (800) 238-3358, extension 1094 or (301) 447-1094 or email at gerry.bassett@fema.dhs.gov. Should you need information concerning the VIP Program or have questions concerning technology equipment within the classrooms, please contact Mr. Terry Glunt, VIP Program Manager, at (800) 238-3358, extension 1402 or (301) 447-1402 or email at terry.glunt@fema.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

Enclosure

Presenting Effective Public Education Programs

Course Description

This is a full 6-day course for local volunteer community safety educators whose primary responsibilities in community education are presentation of 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 educators at this level do not develop their own programs, but are utilizing or modifying existing educational programs.

A look at the local 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 as relating to delivery.

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 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 basic instructional skills. 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.