

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

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 class and bring the preloaded device with you.

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

For laptops and computers

Adobe Acrobat Reader can be downloaded from 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 Acrobat Reader can be downloaded onto devices such as iPads, Android tablets and other hand-held devices. The application can be found in the device's application store using the search function and typing in "Adobe Acrobat Reader." Follow the instructions given. **It is a free application.**

After you have successfully downloaded the Adobe Acrobat Reader, please use the following web link to download your SM. You may copy/paste this link into your web browser.

https://apps.usfa.fema.gov/ax/sm/sm_0634.pdf

Note: In order to have the editing capabilities/toolbar, the SM needs to be opened with Adobe Acrobat Reader. There should be a function on your device to do this.

If you need assistance, please contact nfaonlinetier2@fema.dhs.gov.

PRE-COURSE ASSIGNMENT

The pre-course assignment for the two-day “Youth Firesetting Program Manager” (YFPM) (F/W0634) course is a multistep process worth a significant portion of your grade.

It is assumed that you have already taken the National Fire Academy’s (NFA’s) “Youth Firesetting Intervention Specialist” (YFIS) (F/W0633) and “Youth Firesetting Interviewing and Educational Intervention Strategies” (YFIEIS) (F/W0621) courses.

The YFPM course is the final in the series of three courses.

Step 1:

Take the International Fire Service Training Association (IFSTA) self-study e-learning course “Introduction to Youth Firesetting Prevention and Intervention” (IYFPI).

This course should only take about an hour to complete and provides excellent foundational subject matter that you will utilize during your NFA course. Please print your completion certificate and bring it with you to class.

How to Enroll

1. [Navigate to the IFSTA Account Log-In:
https://moodle.ifsta.org/course/view.php?id=8414](https://moodle.ifsta.org/course/view.php?id=8414)
2. To enroll, you will be directed to create an account with username and password. You can use “EASY” and “FREE,” or use your current IFSTA username and password.
3. When you log in, go to the ResourceOne tab and click on it. Upon doing so you will see “IFSTA Free Courses for Individuals” on the upper right portion of your screen. Clicking there will take you to the home screen for the Vision 20/20 Essentials of Community Risk Reduction series of e-learning courses. Select the IYFPI course.

Note: When a learner completes and exits the course, they return to the main page where the quiz is now available. They can review their responses and take the test again if necessary. When you score 80% or better on the quiz, print your score.

Firefox, Chrome and Safari are the browsers that work best with the courseware. Contact the Help Desk for issues with function of the course: support@osufpp.org

Step 2:

Please respond to these directives in a written format and bring to class. While there is no minimum or maximum required response, please be thorough as it is for your organization's benefit.

Your community

Provide a brief description of your community's demographics (i.e., urban, suburban, rural or a combination).

Your youth firesetting problem

Explore the extent of your local youth firesetting problem and what your organization has done, or plans to do, about it. This exploration is essential regardless of whether your community has a youth firesetting prevention and intervention program or not.

Note: It is not acceptable to state, "We do not have a youth firesetting problem." If you don't or can't find statistics to prove you have an issue, provide an explanation as to why you are taking the YFPM course. Remember that while statistical evidence is important, anecdotal evidence such as your experience (or others within your organization) with youth firesetting incidents is important to note as well.

- On average, how many youth firesetting incidents does your organization handle per year?
- What types of youth firesetting incidents do you handle most frequently (e.g., curiosity motivated, crisis, thrill-seeking/risk taking, delinquent/criminal, etc.)?
- Are there areas of your community where incidents of youth firesetting occur more frequently?
 - If so, where and why?
- Are there particular age groups that represent a greater problem than others?
 - If so, please identify them.
- In the types of firesetting incidents in your community, are there identifiable trends?
 - If so, please describe them.
- What is the minimum age at which your jurisdiction can file criminal charges against a youth for fire-related incidents?
- If charges can be filed, what is the average number of youths who are charged per year?

- On average, how many injuries caused by youth firesetting does your community experience per year? How many deaths?
- On average, how much property loss is associated with youth firesetting per year?

Preventing or reducing the youth firesetting problem

- What educational programs are offered by your organization that feature content aimed at preventing/reducing the occurrence of youth firesetting (e.g., schools and community-based programs)?
 - Describe the level of resources invested into these programs.

Your existing youth firesetting prevention and intervention program (if applicable)

- If your organization currently has a youth firesetting prevention and intervention program, please include in your portfolio copies of the primary components, such as:
 - Youth firesetting prevention and intervention program mission statement.
 - Mechanisms for identifying firesetting youth.
 - Intake forms.
 - Interview/screening forms.
 - Lesson plans for youth firesetting educational interventions.
 - Follow-up protocols.
 - Overall program evaluation processes.

If you don't quite yet have a full program, but have some of the components listed above, please include them in your portfolio.

- If your organization currently has a youth firesetting prevention and intervention program, please include in your portfolio copies of the administrative tools that support your effort, such as:
 - Staffing plan to deliver program services.
 - Training protocols for fire department and partner agencies.
 - Program budget and ancillary resources to support the program.

- Data management protocols.
- Program marketing plan.
- Standard operating procedures (SOPs) and standard operating guidelines (SOGs).
- Memoranda of understanding (MOUs).
- Youth firesetting prevention and intervention handbook.

Outline your responses to this series of questions as it will help you to build a foundation for a graded assignment to construct a plan to create, enhance or even rebuild a youth firesetting prevention and intervention program in your community.

If you don't quite yet have a full program but have some of the administrative tools listed above, please include them in your portfolio.

- If your organization currently has a youth firesetting prevention and intervention program, what agencies are you working with to collaborate on the disposition of youth firesetting cases? Please list.
- In your opinion, how effective is your current program? Please justify your response.
- If improvements are needed, what are those improvements?
- Who are the people from your organization who are, or should be, involved with the components of the youth firesetting prevention and intervention program, such as:
 - Identification of youth in need of services.
 - Intake of youth/families.
 - Screening/interview process.
 - Educational interventions.
 - Follow-up to program services.
 - Program evaluation.
- If your organization does not have a program, please list the local agencies and their specific representatives with whom you should collaborate.