



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

**FEMA**

R0615

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration (USFA), National Fire Academy (NFA) “Hazardous Materials Code Enforcement” (HMCE) course. We look forward to your arrival and hope to provide you with a rewarding learning experience.

You are encouraged to bring a copy of your fire code, International Fire Code (IFC) or National Fire Protection Association (NFPA), that you use at home, if available.

This is a six-day class that starts on Sunday at 8 a.m. and will meet daily beginning at 8 a.m. All departing travel arrangements should be made so that you do not leave campus prior to the class graduation.

The course materials are now available in a Bring Your Own Device (BYOD) format that 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.

Students and instructors bringing laptop computers or other electronic devices to campus are responsible for the security and maintenance of their 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.

If you need additional information related to your course’s content or requirements, please contact Mr. David Donohue, Hazardous Materials Curriculum training specialist, at 301-447-1094, or by email at [david.donohue@fema.dhs.gov](mailto:david.donohue@fema.dhs.gov).

Sincerely,

Eriks J. Gabliks, Superintendent  
National Fire Academy  
U.S. Fire Administration

Enclosure

December 2023

## **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/](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 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\\_0615.pdf](https://apps.usfa.fema.gov/ax/sm/sm_0615.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](mailto:nfaonlinetier2@fema.dhs.gov).