



Fire Service Central Training Programme
Fire Safety Engineering Seminar

Killeshin Hotel, Portlaoise: 13th/14th and 20th/21st of June, 2018

1st of May, 2018

To Each Director of Services (Fire) and Each Chief Fire Officer

Arrangements have been made for two identical Fire Safety Engineering Seminars to be held in the Killeshin Hotel, Portlaoise this June, Course 2 will be a repeat of Course 1.

Further information on the seminars accompany this notification. Each seminar will be of 2 days duration as follows:

- **Course 1: 13th/14th of June 2018**
- **Course 2: 20th/21st of June 2018**

Fire authorities who wish to nominate candidates should send their nomination(s) to arrive with the Management Support Unit of the National Directorate for Fire and Emergency Management **not later than Wednesday the 16th of May, 2018**. Fire authorities may wish to nominate personnel of fire-fighter rank and upwards who possess an appropriate third level qualification; authorities are asked to bring this notification to the attention of such eligible personnel.

Nominations will not be considered unless a completed nomination form (see Section 5 of the Seminar Details) has been received in the Management Support Unit by the closing date.

Each fire authority is asked to designate an officer who will co-ordinate the submission of the completed nomination forms and with whom the Management Support Unit will liaise on the allocation of places.

Fire authorities may wish to provide notice of nominations to the Management Support Unit by telephone to (01) 888 2334/2460, in the first instance, and follow up by post or e-mail with the completed nomination form in time for the closing date.

The e-mail address is: fire-service-training@housing.gov.ie and the postal address is: **Management Support Unit, National Directorate for Fire and Emergency Management, Room G. 59, Custom House, Dublin 1.**

If the fire authority does not propose to nominate personnel for the course, it would be appreciated if the Management Support Unit could be notified immediately.

Yours sincerely,

Linda Cullen
Management Support Unit
National Directorate for Fire and Emergency Management



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1. Seminar Aim

The aim of the seminar is to assist fire authorities to discharge their role in respect of fire safety. The two seminars will cover similar topics and are essentially identical.

2. Seminar Objectives

2.1 The objective of the seminar is to update participating fire service officers on developments in fire safety and related topics. This year's seminars will include presentations on:

- Building Control Management System
- Safire project
- Flame spread in buildings
- Licencing of outdoor events and case study
- External facades – fire testing
- Evacuation lifts
- Application of BS9991
- Others TBC

2.2 The format of the seminars will include presentations, discussion and participation.

3. Course Venue / Dates / Capacity

3.1 Both seminars will be held in the Killeshin Hotel, Portlaoise, Co. Laois.

3.2 Seminar 2 is a repeat of Seminar 1. The courses are scheduled to run as follows:

Seminar 1: 13th and 14th of June, 2018

Seminar 2: 20th and 21st of June, 2018

3.3 There are 80 places on each course. Where an authority has a number of nominations, these should be divided between the two courses.

4. Eligibility

4.1 The course is open to fire service personnel in the ranks of: Chief Fire Officer, Senior Assistant Chief Fire Officer, Senior Executive Fire Officer, Assistant Chief Fire Officer, Senior Executive Fire Prevention Officer, Executive Fire Prevention Officer and Assistant Fire Officer. Attendance at the course is also open to personnel of fire-fighter rank and upwards who possess an appropriate third level qualification.

4.2 Nominees for the course would be expected to have relevant experience in Fire Safety / Prevention and Fire Safety Engineering.

5. Nominations

5.1 A nomination form accompanies this Circular Letter. A separate form should be completed in respect of each nominee. Completed nomination forms should arrive with the National Directorate Management Support Unit **not later than Wednesday the 16th of May, 2018**. Nominations will not be considered unless a completed nomination form has been received in the Management Support Unit by the closing date.



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6. Participation

- 6.1 The seminar programme and details will be issued in due course to personnel allocated places.

7. Assessments

- 7.1 The seminar is in the nature of a Workshop / Seminar and is primarily educational in nature, designed to update participants' knowledge of the environment in which they are required to discharge their responsibilities. Performance assessments will not be carried out.

8. Liability

- 8.1 The Department of Housing, Planning and Local Government and the fire authorities and other training venue hosts, at whose training centres courses are being provided, hereby notify that they will not be responsible in the event of injuries or accident to participants during the seminar. Fire authorities whose nominations are accepted will, accordingly, be required to make whatever arrangements they consider appropriate against such an eventuality, and inter alia, extend their public liability and employers' liability insurance policies to indemnify the Department and the Killeshin Hotel, Portlaoise (at whose premises the course is being held) against claims in the event of injuries or accidents on this course involving the participating personnel of the authority.

9. Costs

- 9.1 The National Directorate Management Support Unit will pay the cost of hiring the course venue and the costs of speakers / facilitators, and will also pay for the participants' mid-day meal.
- 9.2 Fire authorities whose nominations are accepted will be responsible for all costs incurred by their nominee(s) arising from attendance at the course other than those set out in paragraph 9.1.

10. Course Content: Fire Safety Engineering Seminar - June, 2018

- 10.1 This year's seminars will include presentations on:
- Building Control Management System
 - Safire project
 - Flame spread in buildings
 - Licencing of outdoor events and case study
 - External facades – fire testing
 - Evacuation lifts
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NOMINATION FORM

1. **Fire Authority:** _____

2. **Course Required**

Please insert as appropriate to indicate preference.

<input type="checkbox"/>	Course 1: 13 th /14 th of June, 2018
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<input type="checkbox"/>	Course 2: 20 th /21 st of June, 2018
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3. **Name of Nominee:** _____
(Block Capitals, Please)

4. **Rank:** _____

5. **Date of Appointment to Present Rank:** / /

6. **Areas of work currently being performed by the Nominee:** (Please as appropriate.)

Fire Safety Operations Major Emergency Management

7. **The above-named officer is nominated to attend the course.**

Signed : _____
(On behalf of Fire Authority)

Rank: _____

Date: _____