



Fire Service Central Training Programme
Fire Safety Engineering (New Entrant) Course
Hotel Kilkenny (25th to 29th of June, 2018)

3rd of May, 2018

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

Arrangements have been made for the Fire Safety Engineering (New Entrant) Course 2018 as follows:

Venue: Hotel Kilkenny, 1st Floor City Suites, Kilkenny City, R95 XD74
Dates: 25th – 29th 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 Friday the 18th of May, 2018.**

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 course aim is to assist fire authorities to discharge their role in respect of fire safety. It is intended primarily for recent senior officer entrants (permanent and temporary) to the Fire Service.

2. Course Objective

- 2.1 The objective of the course is to provide background knowledge of the techniques used to design fire protection systems for buildings, using both the prescriptive and fire safety engineering approaches including both passive and active systems. The course will cover both theory and practice and is intended to supplement existing knowledge and experience in these areas
- 2.2 While the format of the course will principally be by way of presentations and a considerable emphasis will be placed on discussion and participation so as to optimise learning outcomes.
- 2.3 The topics to be covered by the course are outlined in Section 10 hereunder.

3. Course Venue / Dates / Capacity

- 3.1 The course will be held in the Hotel Kilkenny, Kilkenny City, R95 XD74.
- 3.2 The course is scheduled to run from Monday 25th of June to Friday 29th of June, 2018.
- 3.3 There are 30 places on the course.
- 3.4 Participants with any special dietary requirements should make these known to the Course Director for referral to venue staff so that suitable refreshments can be arranged.

4. Eligibility

- 4.1 The course is intended principally for recent senior officer entrants to the fire service who have not attended a previous course of this type and to whom the course objectives at 2 above are relevant.

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 Friday the 18th 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.

6. Participation

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

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- 7.1 The course is in the nature of a workshop format and is primarily educational, designed to update participants' knowledge of the environment in which they are required to discharge their responsibilities.

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 Hotel Kilkenny (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.
- 9.3 Participants requiring accommodation should make their own arrangements locally.

10. Course Content: Fire Safety Engineering (New Entrant) - June, 2018

- 10.1 This course will include workshop and presentations on the following:

Legislation – Inspections / Enforcement.	Inspections / Audits / Fire Safety Assessments
Emergency Lighting	Fire safety engineering
Fire detection and alarm systems	Fire Doors
Means of escape in case of fire	Internal fire spread (linings)
Internal fire spread (structure)	External fire spread
Access and facilities for the fire service	Fire safety management

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NOMINATION FORM

1. **Fire Authority:** _____2. **Name of Nominee:** _____
(Block Capitals, Please)3. **Rank:** _____4. **Date of Appointment to Present Rank:** / /5. **Areas of work currently being performed by the Nominee:** (Please as appropriate.)Fire Safety Operations Major Emergency Management

If responsibility is shared, please indicate % of time devoted to each Discipline

Operations ___% Prevention ___% Major Emergency ___%

6. **The above-named officer is nominated to attend the course.****Signed :** _____ **Rank:** _____
(On behalf of Fire Authority)**Date:** _____