

Joining Instructions - WFS Training & Development weekend 21-23 June 2019

General information about the event and facilities	
Venue and directions	The Fire Service College, Moreton-in Marsh, Gloucestershire GL56 0RH https://www.fireservicecollege.ac.uk/contact/find-us/
Venue Facilities	<ul style="list-style-type: none"> • Parking is available on site • All meals will be provided in the Connections Restaurant with catering for all dietary requirements. Please ensure you have notified WFS of any special dietary requirements. • A cash machine is available on site enabling free cash withdrawals • An on-site shop is located in the Four Shires foyer (opening times Friday:1700-1900/Saturday 0800-1000 and 1700-1900/Sunday 0800-1000) • The Sports Complex will be open - timings available on arrival • The Swimming Pool will have limited opening times due to set pre-booked sessions • Please note there are no childcare facilities due to health and safety. • All of the buildings at the Fire Service College are designated as a no smoking area. Smoking areas outside the buildings are designated.
Registration	From 1300hrs on Friday, 21 June. A buffet lunch will be available until 1430 hrs and refreshments all afternoon. Luggage can be left in the Edinburgh Bar on arrival.
Accommodation	<ul style="list-style-type: none"> • Rooms are single en suite or twin room if request • Rooms have coffee and tea making facilities, TV, towels and free WiFi • Towels are to remain in rooms, please bring your own for fitness activities or use in the swimming pool. • Please bring your own hairdryer, if required • Accommodation blocks include an ironing facilities room • All accommodation for this event will be reserved by WFS, any queries should be directed to Karen Smith and <u>not direct to the FSC.</u>
Accommodation key collection	Accommodation keys will be handed out during Friday afternoon by WFS in the registration area (not at the FSC reception). Please be patient as rooms need to be prepared during the morning of our event so keys can only be handed out once housekeeping is complete.
Accommodation key return	Everyone must vacate rooms by 0900 hrs on Sunday morning. Luggage must not be left in rooms after this time. This is vital for the FSC household team in preparing rooms for new guests arriving that afternoon. Luggage can be left in the Edinburgh Bar.
Close of event:	Sunday, 23 June at 1300hrs, a packed lunch is provided for delegates to take away and to eat offsite.
Friday afternoon	Please be aware Friday afternoon includes registration, lunch and networking. It is also essential for delegates taking part in Multi Incident Scenario, Be a Firefighter and Fire Behaviour to attend BA familiarisations and PPE kit fitting. These delegates must be at the Fire Service College by 1400 hrs. There may be some waiting time but we will try to keep this to a minimum.
Friday Evening Dress code: - Smart Casual for dinner	Friday evening will consist of the opening ceremony with welcome speeches, award presentations and our keynote speaker Sophie Montagne (Ice Maidens). We will also hold regional meetings to allow delegates the opportunity to discuss regional topics and network.

Joining Instructions - WFS Training & Development weekend 21-23 June 2019

Workshops	Workshop sessions are 3 hours on Saturday and 2.5 hours or 1 hour on Sunday. WFS make every effort to allocate at least one 1 st , 2 nd or 3 rd choice for delegates but this is dependent on workshop scheduling and limited spaces on certain workshops. Please make every effort to reach your allocated workshops on time, if you are unable to make a session please ensure you tell the WFS Team.
Photography	Photographs will be taken during this event which will be used on our website, on social media sites and for promotional purposes. If you would prefer not to be photographed, please make this known to the Photographer or a WFS Team Member.
Catering times	
Friday	<ul style="list-style-type: none"> • Buffet lunch: 1300 - 1430 • Dinner: 1730-1900
Saturday	<ul style="list-style-type: none"> • Breakfast: 0730-0900 • Lunch: 1230-1400 • Dinner: 17300-2000 (Delegate group photo at 2000 and entertainment afterwards)
Sunday	<ul style="list-style-type: none"> • Breakfast: 0730-0900 • Packed lunch will be provided from 1230 to take away and be eaten off site.
Workshop information/dress code	
<u>Operational delegates</u>	If you are allocated an operational workshop you must bring your own Fire Kit & PPE. This applies to delegates attending Multi Incident Scenario, USAR, Fire Behaviour, LFB Fire Investigation, Large Animal Rescue and RTC.
<u>Multi Incident Scenario</u>	<p>This will be held on Saturday all day between 0900-1700. The workshop must start prompt at 0900 so delegates need to be ready and waiting at the designated bus stop at 0855. Delegates will receive a packed lunch, snacks and refreshments on the fire ground.</p> <p>Delegates must attend the BA set familiarisation on Friday afternoon from 1400 hrs</p> <p>Delegates will not be permitted to take part in this workshop if they have not attended the BA familiarisation session as required.</p> <p>If you are unable to arrive in time for this session please contact, Karen Smith on 01366 381237 or by email at womeninthefireservice@btconnect.com</p>
<u>USAR</u>	<p>This workshop is open to all delegates and is partly classroom based, giving an insight into the UK's USAR capability. It is followed by a practical demonstration by the search and rescue dogs and delegates, if they choose, will have an opportunity to take part and be the live casualty.</p> <p>This will involve wearing Personal Protective Equipment and crawling through tunnels and small spaces into the heart of the rubble pile to experience the incident first hand.</p> <p>Please wear sensible flat robust shoes/boots, supporting the ankles and outdoor clothing (no shorts or flip flops). Operational firefighters to wear their own PPE kit, support personnel will be provided with overalls, helmets, eye protection, knee pads and gloves.</p>
Operational personnel to bring own PPE kit	
Support personnel will have necessary kit provided.	

Joining Instructions - WFS Training & Development weekend 21-23 June 2019

Be a Firefighter Delegates to be provided with kit	Please wear loose fitting clothing and long socks. On Friday afternoon from approximately 1400 hrs, you will be required to attend a kit fitting session. If you are unable to arrive in time for this session please contact, Karen Smith on 01366 381237 or by email at womeninthefireservice@btconnect.com
Please note:	Delegates attending workshops requiring PPE boots (on incident ground) are advised to bring their own steel toe cap shoes, if they have them, as small sizes are limited.
Fire Behaviour	Operational delegates to bring own PPE kit. Fire Kit will be provided for non-operational delegates, please be available at the Fire Service College from 1400 hrs
Physical activities/Abseiling	Comfortable clothing & trainers
Large Animal Rescue	As this will be outdoors please bring either full PPE if you are operational or suitable clothing.....you may get muddy!
LFB Fire Investigation	Operational delegates please bring full PPE kit/non-operational will be provided with overalls, dusk mask and disposable gloves. Please wear sturdy boots.
Park Run	Be ready at 0830 in front of sports complex. Tea stall, cakes and music. Briefings at 0850 and starts 0900 - 5k run jog or walk. If you have been allocated the Park Run please ensure you have registered online at http://www.parkrun.org.uk/fireservicecollege/course/ otherwise you will not be able to participate.
Walk	This will be a moderate terrain with some hills. Please wear sensible clothing for conditions, water and a snack. A short comfort coffee break will be available half way. Don't forget sun cream, hat, sunglasses if the weather is hot.
Aqua Fitness	Don't forget your swimsuit and please bring your own towel.
Classroom workshops	Casual
Raffle	WFS will be holding a raffle over the weekend to support two nominated charities The Firefighters Charity (www.firefighterscharity.org.uk) and the Forces Children's Trust (www.forceschildrenstrust.org.uk) We would welcome any prize donations.
Holistic Therapies	Treatments will be available at a cost to individual delegates. These will include back, neck & shoulder massage, Indian head massage and Reflexology. Bookings can be made on arrival at the Wellbeing booking desk.
Boot Camp (optional)	A boot camp session is open to all on Saturday between 0700-0800 hrs. You can book your place on arrival at Registration.

Joining Instructions - WFS Training & Development weekend 21-23 June 2019

Any queries please to:	Karen Smith - womeninthefireservice@btconnect.com or telephone 01366 381237	
For help or support during the event	If you have any queries or need any help or support the WFS Team (all visible in purple polo shirts) will be available throughout the event.	
Workshop schedule	<p style="text-align: center;">Saturday 0855-1700 Multi Incident Scenario Mini bus to leave bus stop at 0855</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">0930-1230 / 1400-1700 Abseiling Advanced Trauma Be a Firefighter Coaching for personal & professional development Colour Profile Drive an appliance Dynamic Situational Awareness & Operational Decision Making Fire Behaviour Fire Investigation Incident Command Introduction to Hazmat Large Animal Rescue LFB Fire Investigation Menopause Mental Health Self Defence Stress Less USAR</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">Saturday 0830/briefing 0850 Park Run</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">Saturday 0930-1230 Building a mentoring relationship Headsets to Helmets</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">Saturday 1400-1700 Be a Control Operator We are Inclusion</p>	<p style="text-align: center;">Sunday 1000-1230 Abseiling Advanced Trauma Be a Control Operator Building a mentoring relationship Coaching for personal & professional development Drive an appliance Fire Investigation Fitness and wellbeing for women RTC Self Defence USAR Write to inspire</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">1030-1200 Walk</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">1030-1130 Aqua Fitness Pilates Body Blast</p>

WFS hope you have a very enjoyable experience at our Training & Development event