

Women in the Fire Service
Training and Development weekend 10-12 June 2022 – Joining Instructions

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-us/how-to-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 17:00-19:00/Saturday 08:00-10:00 and 17:00-19:00/Sunday 08:00-10:00) • 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 for health and safety reasons. • 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 12:30 hrs on Friday, 10 June. A buffet lunch will be available until 14:30 hrs and refreshments all afternoon. A designated area to leave luggage will be available.
Accommodation	<ul style="list-style-type: none"> • Rooms are all en-suite • 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 not direct to the FSC.
Accommodation key collection	Accommodation keys will be handed out during Friday afternoon by WFS in the registration area of Four Shires (not at the main Fire Service College reception). Please be patient as rooms need to be prepared during Friday morning so keys can only be handed out once housekeeping is complete.
Accommodation key return	Everyone must vacate rooms by 09:00 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, 12 June by 13:00hrs, a packed lunch is provided for delegates to take away to eat away from the Fire Service College site, please.
Friday afternoon	Please be aware Friday afternoon includes registration, lunch, networking and regional meetings. It is essential for delegates taking part in Multi Incident Scenario, Be a Firefighter and Fire Behaviour to attend BA familiarisations and PPE kit fitting. Delegates attending these workshops must arrive at the Fire Service College by 14:00 hrs. There may be some waiting around time but we will try to keep this to a minimum.

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Friday Evening Dinner from: 17:30	Friday evening will consist of the opening ceremony with welcome speeches, award presentations and a Q&A panel with past and present women Chief Fire Officers. Dress code: - Smart Casual for dinner
CFO Q&A panel	We are delighted to welcome past and present women Chief Fire Officers who are looking forward to answering your questions. To have an opportunity to ask a question please take a card when registering on arrival. Write your question during the afternoon and post into the box provided. Questions will be selected during the evening and presented to the panel.
Saturday Evening Dinner from 17:30	We are delighted to have Antarctic Fire Angels as our Keynote Speakers this year and we're really looking forward to hearing about their journey so far. We would also like everyone to join us for the event group photo afterwards, outside (weather permitting) which will lead into a night of entertainment.
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 numbers on workshops. Please make every effort to reach your allocated workshops on time, if you are unable to make a session please ensure you tell one of the WFS Team.
Catering times	<ul style="list-style-type: none"> • Buffet lunch: 12:30 – 14:30 • Dinner: 17:30-19:00
Friday	
Saturday	<ul style="list-style-type: none"> • Breakfast: 07:30-09:00 • Lunch: 12:30-13.45 • Dinner: 17:30-19:00
Sunday	<ul style="list-style-type: none"> • Breakfast: 07:30-09:00 • Packed lunch will be provided from 12:30 to take away and eaten off site.
Workshop information	
Operational delegates	Please bring your own Fire Kit & PPE for any operational workshops you are allocated. This applies to delegates attending Multi Incident Scenario, USAR, Fire Behaviour and Hazmat
Multi Incident Scenario	This will be held on Saturday all day between 09:00-17:00. The workshop must start promptly at 9:00 so please be at the bus stop ready to leave by 08:55. Delegates will receive packed lunch, snacks and refreshments on the fire ground during the day. Delegates must attend the BA set familiarisation on Friday afternoon from 1400 hrs and will not be permitted to take part in this workshop if they have not attended. If you are unable to arrive in time for this session please contact, Karen Smith on 01366 381237 or by email karen@wfs.org.uk
USAR Operational personnel to bring own PPE kit	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.

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Support personnel will have necessary kit provided.	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. 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.
Abseiling	Comfortable clothing and trainers
Be a Firefighter Delegates to be provided with kit	Please wear loose fitting clothing and long socks. On Friday afternoon from approximately 14:00 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 karen@wfs.org.uk
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.
Drive an Appliance	Trainers or sensible footwear is required.
Fire Behaviour	Operational delegates to bring their own PPE kit. Fire Kit will be provided for support staff, who should be available at the Fire Service College on Friday from 14:00 hrs.
Hazmat	PPE Kit required.
Physical activities	Comfortable clothing and trainers
RTC	PPE Kit required
Trauma	Comfortable clothing and sensible footwear
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 PTSD999 www.ptsd999.org.uk
Holistic Therapies	Treatments will be available at a cost to individual delegates. These will include back, neck and shoulder massage, Indian head massage and Reflexology. Bookings can be made on arrival at the Wellbeing booking desk in Four Shires.
Boot Camp (optional)	A boot camp session is open to all on Saturday between 07:00-08:00 hrs. You can book your place on arrival at Registration.
Photographs and video including drone footage will be taken at this event.	By taking part in this event you grant the event organisers Women in the Fire Service UK full rights to use images resulting from photography/video, and any reproductions or adaptations of the images for marketing, publicity or other purposes to help achieve the association's aims. This might include (but are not limited to), the right to use them in printed and online publicity, social media, and press releases. If you do not wish to be photographed, please inform the event organiser at your earliest opportunity.

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The Firefighters Podcast	<p>You may have heard the episode from the Firefighters Podcast when WFS were speaking to Pete Wakefield for International Women’s Day – if not you can find it on their website www.thefirefighterspodcast.com Pete will be attending as a delegate and would like to give some acknowledgement of our event on his podcast. He will be looking to record some short chats with delegates, speakers and organisers to get some feedback about the weekend so please keep a look out for him and support him in trying to capture the experience to share with the wider emergency services.</p>	
Any queries please to:	<p>Karen Smith – karen@wfs.org.uk or telephone 01366 381237</p>	
For help or support during the event	<p>If need any help or support during the event, please reach out to any of our WFS Team members, visible in purple shirts, who will be very happy to help.</p>	
Workshop schedule	<p style="text-align: center;">Saturday 08:55-17:00 Multi Incident Scenario <i>Mini bus to leave bus stop at 0855</i></p> <hr/> <p style="text-align: center;">Saturday 09:30-12:30 Authentic Leaders</p> <hr/> <p style="text-align: center;">Saturday 09:30-12:30/14:00-17:00 Abseiling An Introduction to Fire Safety Be a Control Operator Be a Firefighter Be a Role Model Drive an appliance Fire Behaviour Fire Investigation Hazmat Incident Command Institute of Fire Engineering Let's talk about Mental Health Menopause Preparing yourself for Promotion Trauma Training USAR What's Stopping you? Wildfire appreciation XVR</p> <hr/>	<p style="text-align: center;">Sunday 10:00-12:30</p> <hr/> <p style="text-align: center;">Abseiling Be a Control Operator Be a Role Model Drive an appliance Fire Investigation Hazmat Institute of Fire Engineering Let's talk about Race Menopause Preparing yourself for Promotion RTC Trauma Training USAR What's Stopping you? Wildfires appreciation XVR</p> <hr/> <p style="text-align: center;">Sunday 10:00-11:00 Circuits Spinning</p>

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We look forward to welcoming you and hope you have the best experience at our event

Event Programme

Friday afternoon

12:30 onwards	Arrival and registration
12:30-14:30	Buffet and refreshments
14:00-16:00	Networking/Accommodation check in and key collection
13:00	Instructors Health & Safety Induction (unless attended online)
14.00-15.00	BA and RTC set familiarisation (Multi Incident Scenario/RTC/Fire Behaviour)
14.00-15.00	Be a FF/Fire Behaviour kit fitting (support staff)
From 15.30 -16.15	Regional Meetings

Friday evening

18:00	Edinburgh Bar open
17:30-19:00	Dinner
19:00-19.30	Welcome by WFS and Fire Service College Health & Safety Briefing
19:30-20:30	Face the audience – past and present women Chief Fire Officers
20:30	20 th Event WFS Award Presentations
21:15	Networking

Saturday

07:00-08:00	Boot Camp (optional – meeting point TBC)
07:30-09:00	Breakfast
09:30-12:30	Workshop 1 (Multi Incident Scenario 09:00 please be at the bus stop by 08:55)
11:00-11:30	Refreshments available
12:30-13:45	Lunch and Networking
14:00-17:00	Workshop 2
15:15-15:45	Refreshments available

Saturday evening

18:00	Edinburgh Bar open
17:30-19.30	Dinner
19:30-20.15	Keynote Speakers – Antarctic Fire Angels
20:15-23:30	Evening Entertainment (including event group photo for all)

Sunday morning

07:30-09:00	Breakfast
09:00-09:30	Room check out and key return
09:30-10:00	WFS AGM in the Restaurant
10:00-12:30	Workshop 3
11:00-11:15	Refreshments available
12:30-13:00	Evaluation and feedback session
13:00	Event close, collect packed lunch to eat off site.