State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

May 22, 2023

FEMA

Agenda

- Introduction to the Emergency Management Institute (EMI)
- The Superintendents' Business Office (SBO)
  - Course Scheduling and Admission Processes/Systems
  - Course Management Analytics
  - Reports and Data available to the RTMs and STOs
- NETC Admissions Office
- Coming to Campus
- Curriculum Management
- Instructor Management

Agenda, continued

- Reviewing and Approving Student Applications
  - STO Role in application approval
  - Variations in application procedures
- EMI Organizational Overview
- The Role of the National Training Liaison
- EMI Branch Overviews
- Where to get more information
- National Training and Education Division Training Partners
- Questions and Answers

Introduction to EMI

FEMA

EMI Overview

- Overview
- EMI Anywhere

State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Jennifer Ogle
Acting Curriculum Standards and
Instructional Technology Branch Chief

FEMA

Curriculum Standards

- UTNA (Unified Training Needs Analysis)
- Training Business Case
- POI (plan of instruction)
- Course Map
- EMI Course Development Procedures
- Copyright & Section 508 Compliance
- Test Bank

Instructional Technology

- LCMS - Domiknow
- LMS – OPM USAlearning
- Adobe Connect
- Developers Resource Site

508 Requirements

- Developers must ensure that they create 508 compliant content during development. All electronic and Information technology (E&IT) deliverables will meet the standard outlined in Section 508 of the Rehabilitation Act (29 U.S.C. 794d) of 1973 (as amended).
- Throughout development, ensure that you follow the 508 guidelines and requirements.
- All deliverables submitted to EMI must be accompanied by the Section 508 compliance letter.
- Section 508 guidelines, requirements, and compliance letter

EMI Copyright Compliance Requirements

- For each project, EMI copyright records shall include a signed EMI Copyright Compliance Letter providing:

  1. A signed statement indicating that no third-party content is incorporated into the project; or
     If third-party content is incorporated into the project:
  2. Express written permission from the author/owner for use of the third-party content, e.g, a license, or
  3. An express written approval from FEMA OCC that the third-party content is available for use, e.g., is in the public domain, is a fair use, etc.

- A Copyright Compliance Letter MUST accompany the 508 Compliance Letter delivered and addressed to the Course Manager.
- EMI Copyright Compliance Policy and Section 508 Compliance Letter Template

EMI Test Bank and Exam Standards

- The following standards apply to all test banks created for EMI.
- Minimum of four questions per enabling objective.
- Questions must be multiple choice with ONE correct answer and up to five distractors.
- True/False or “all/none of the above” are not allowed. Questions like these have little value in accurately measuring the student’s attainment of training objectives.
- Information on the EMI Test Bank, Exam Standards, and to upload a copy of the EMI Final Exam Template

State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Superintendents Business Office

Scott Van Dermark
Superintendents Business Office
Branch Chief

FEMA

Superintendents Business Office

- Overview
- Scheduling and Admission Processes/Systems
- Course Management Analytics

Superintendents Business Office Overview

FEMA

Superintendents Business Office

Overview of Programs/Activities

Schedule Management

Training Delivery Resources

Information Technology

Action Office Responsibilities

Data Analytics

Superintendents Business Office

- 10 federal and 12 contract employees
- SBO Responsibilities:
  - Admission processes and systems
  - RFIs, FOIAs, website inquires, Training Opportunities and Bulletins
  - Data analysis, reporting and performance management
  - Schedule management and Online Course Catalog
  - Classroom and Editorial Support Contract
  - Classroom IT/AV support and Property management
  - Information Technology – EMI website, SharePoint sites, Independent Study system, and LCMS/LMS systems
  - IT requirements, policy, planning, and security; strategic/capital planning and investment control, policy and standards development, and resource management

Scheduling and Admission Processes/Systems

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EMI Course Codes

- **E** code (resident course held at NETC)
- **L** code (resident course held at location other than NETC)
- **V** code (resident course held via video teleconference)
- **K** code (resident course held via Adobe Connect, Zoom, Teams)
- **IS** code (Independent Study course)
- **G** code (State/Local/Tribal field-delivered course)

Fiscal Year Schedule Process

February

Planning And Budget Analysis Tool (PBAT) finalized and distributed to staff

Mid March

Course managers submit FY Schedule Worksheets for all courses listed on PBAT

Early April

Draft schedule developed and distributed for review

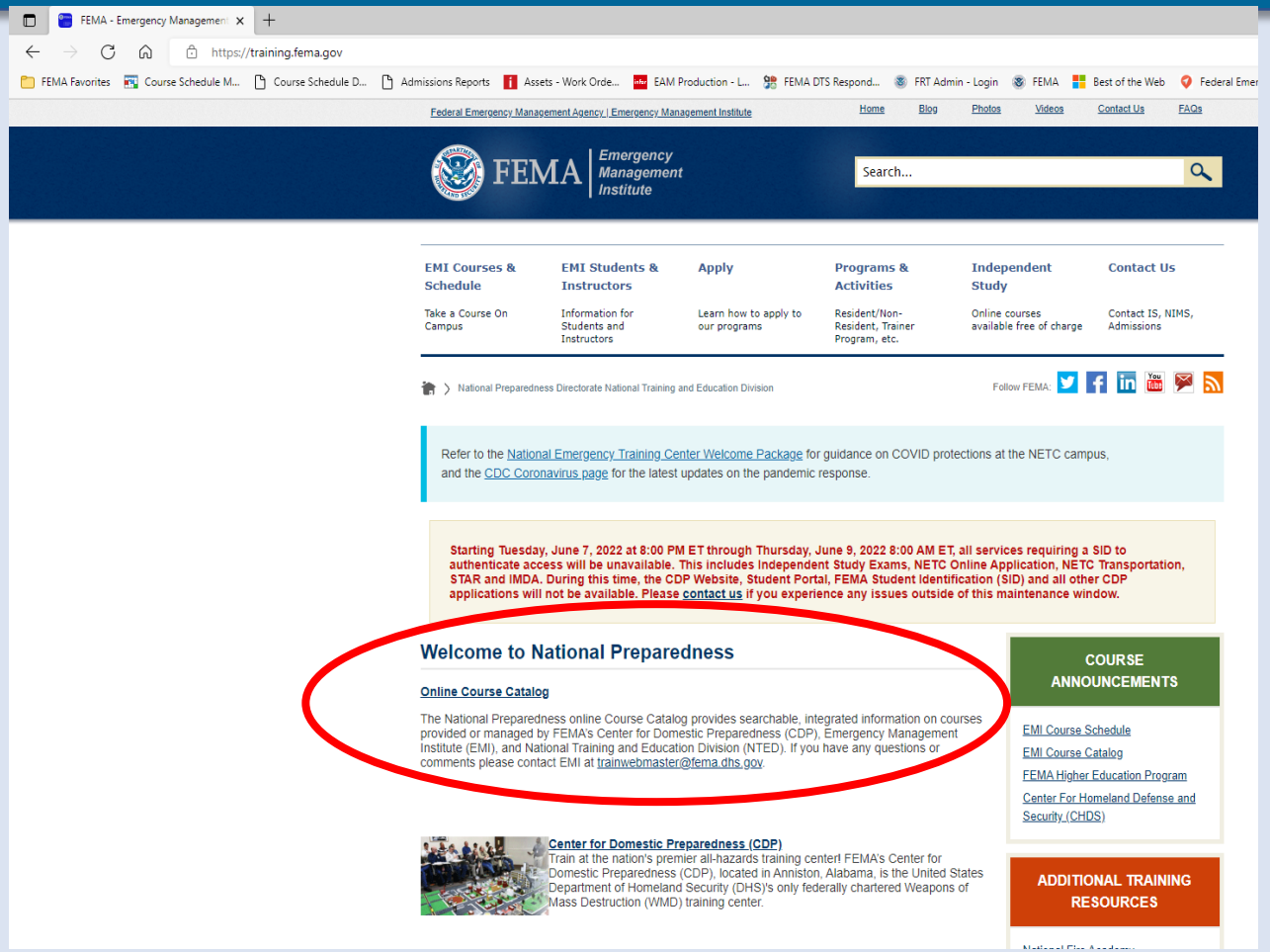
Mid April

Schedule finalized and published

EMI Online Course Catalog

https://training.fema.gov

Redirects to https://firstrespondertraining.gov/frts/npdcatalog



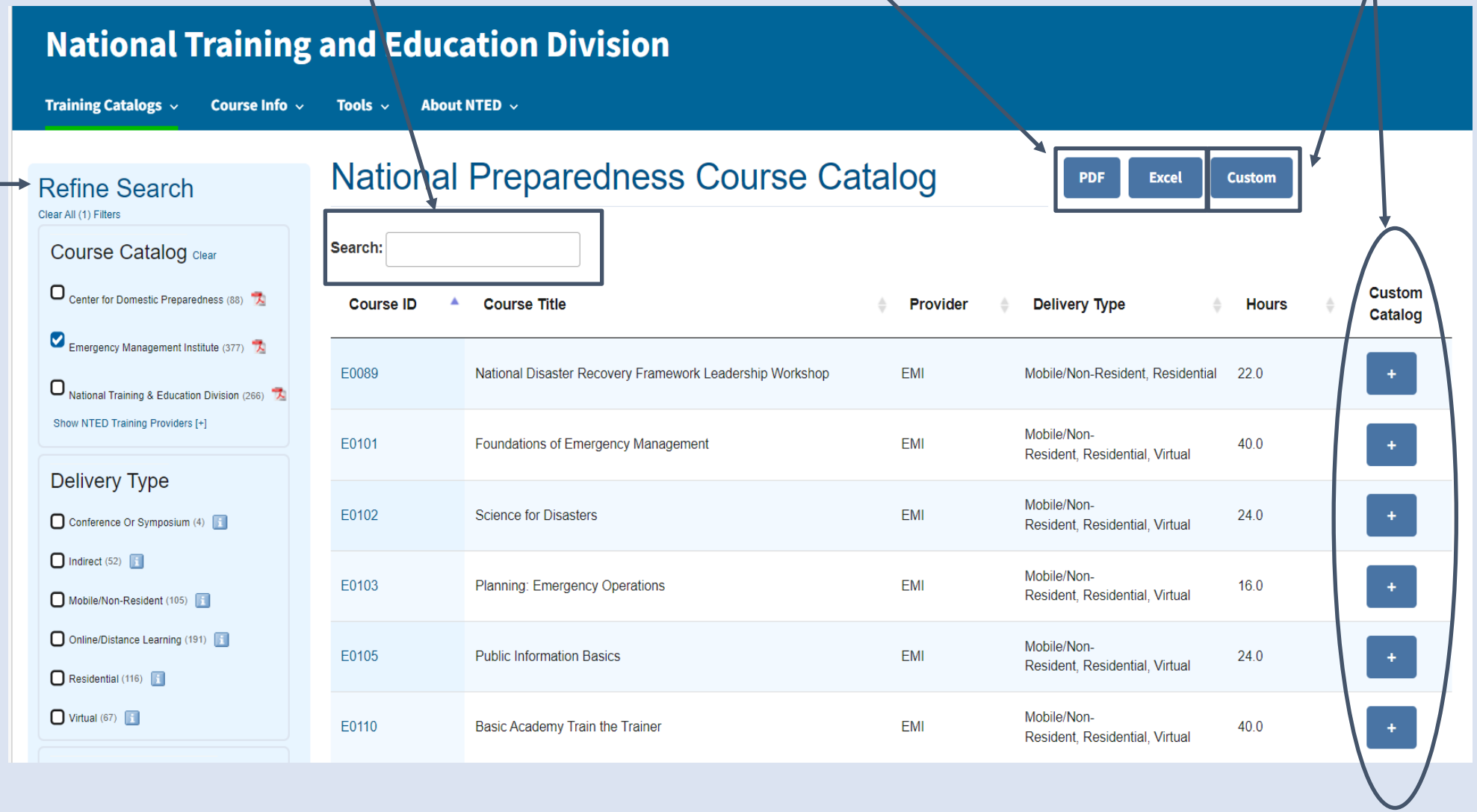
Search by Course Code

Create PDF or Excel file of entire catalog

Customize PDF or Excel file by selecting which courses to include

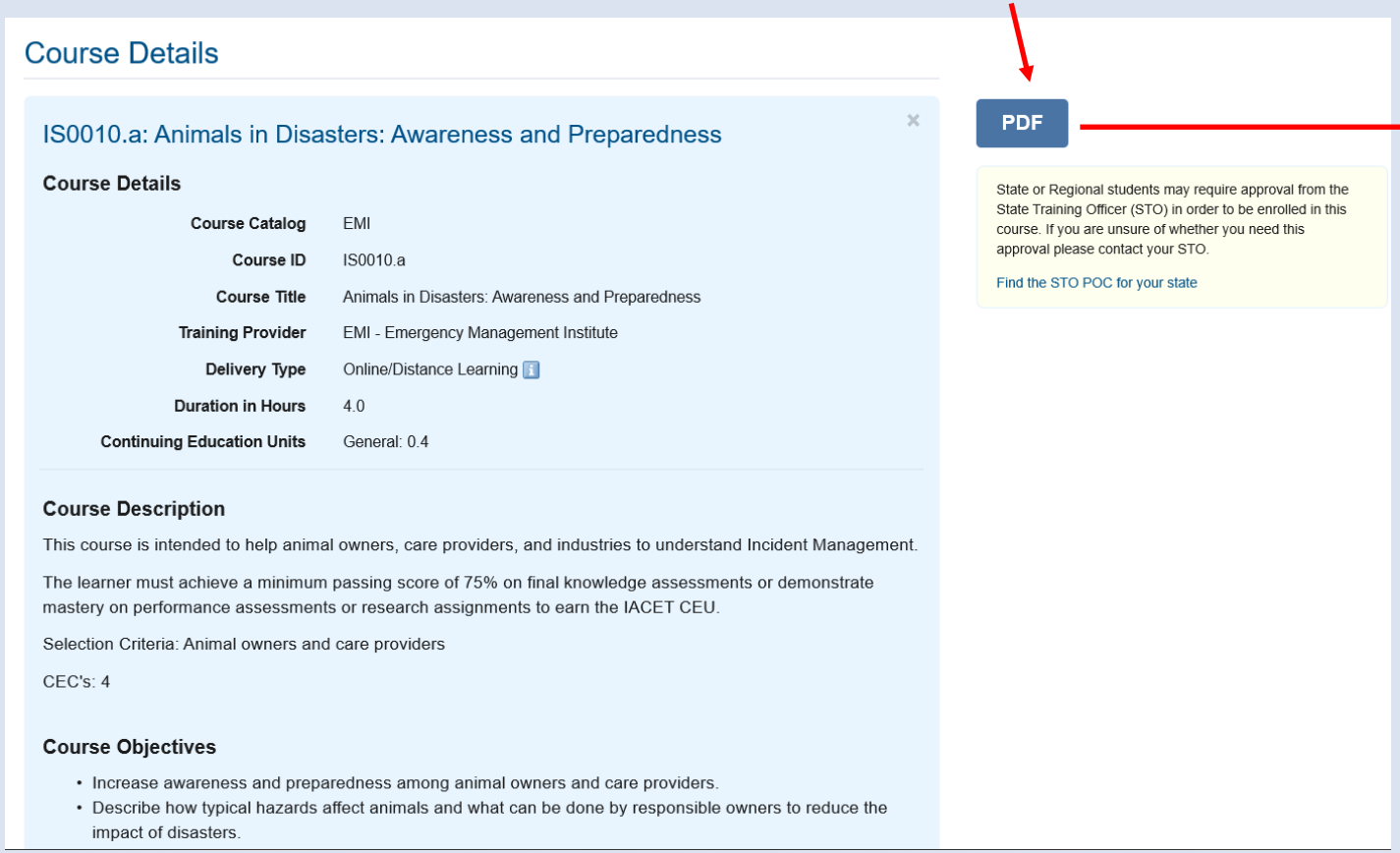
Refine Search By

- **Delivery Type**
- **Community Lifeline**
- **Discipline**
- **Primary Core Capability**
- **Mission Area**



View Course Details

Create PDF file of Course Details



Course Details

IS0010.a: Animals in Disasters: Awareness and Preparedness

Course Details

Course Catalog	EMI
Course ID	IS0010.a
Course Title	Animals in Disasters: Awareness and Preparedness
Training Provider	EMI - Emergency Management Institute
Delivery Type	Online/Distance Learning
Duration in Hours	4.0
Continuing Education Units	General: 0.4

Course Description

This course is intended to help animal owners, care providers, and industries to understand Incident Management.

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: Animal owners and care providers

CEC's: 4

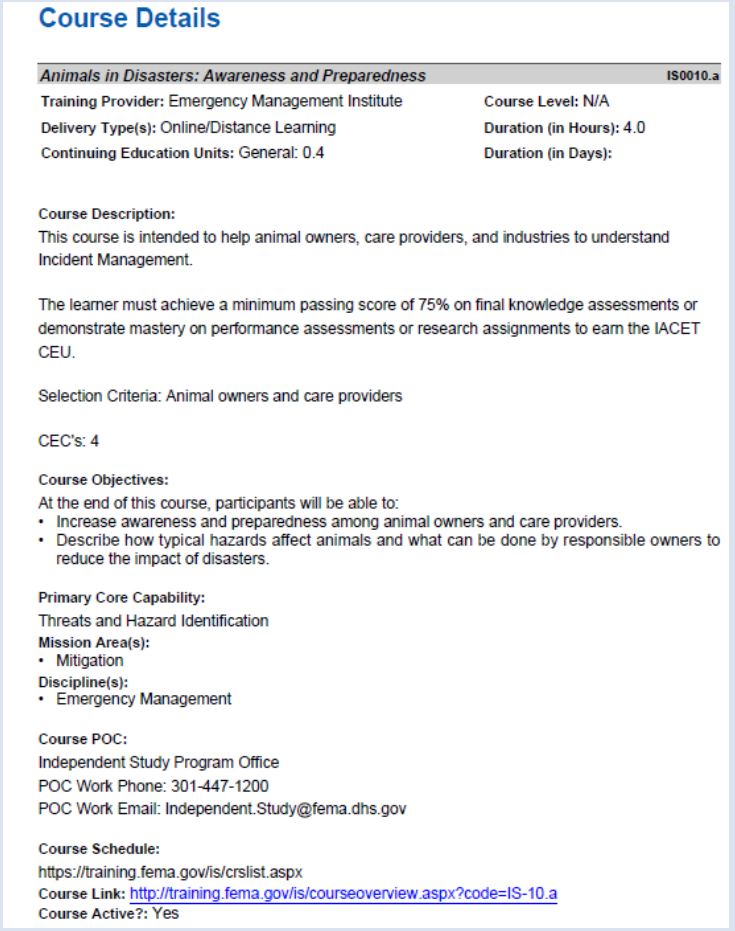
Course Objectives

- Increase awareness and preparedness among animal owners and care providers.
- Describe how typical hazards affect animals and what can be done by responsible owners to reduce the impact of disasters.

PDF

State or Regional students may require approval from the State Training Officer (STO) in order to be enrolled in this course. If you are unsure of whether you need this approval please contact your STO.

Find the STO POC for your state



Course Details

Animals in Disasters: Awareness and Preparedness IS0010.a

Training Provider: Emergency Management Institute
Delivery Type(s): Online/Distance Learning
Continuing Education Units: General: 0.4
Course Level: N/A
Duration (in Hours): 4.0
Duration (in Days):

Course Description:
This course is intended to help animal owners, care providers, and industries to understand Incident Management.

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: Animal owners and care providers

CEC's: 4

Course Objectives:
At the end of this course, participants will be able to:
- Increase awareness and preparedness among animal owners and care providers.
- Describe how typical hazards affect animals and what can be done by responsible owners to reduce the impact of disasters.

Primary Core Capability:
Threats and Hazard Identification
Mission Area(s):
- Mitigation

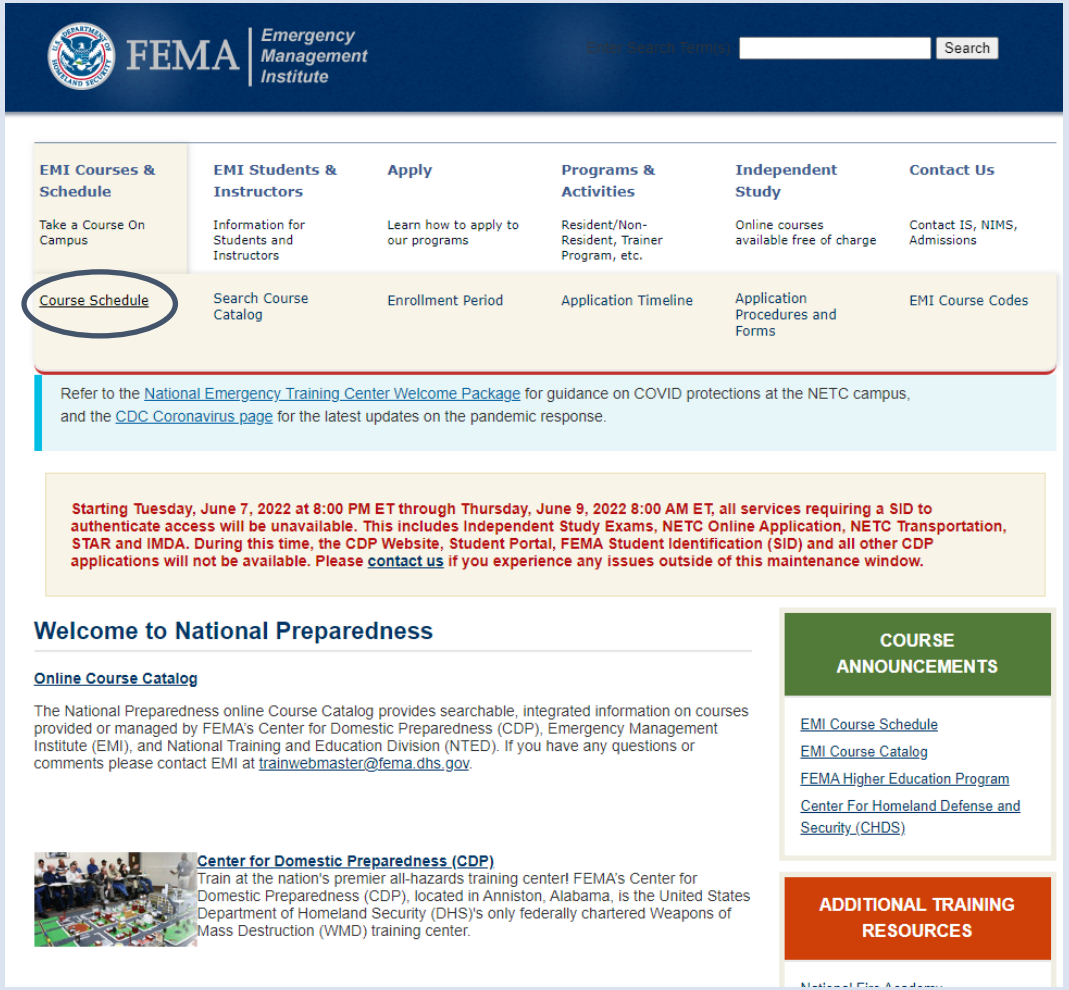
Discipline(s):
- Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx
Course Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-10.a
Course Active?: Yes

EMI Course Schedule

https://training.fema.gov



Download PDF of complete EMI Course Schedule

Export results to PDF, Excel, TSV, Calendar

Search By

- **Course Code**
- **Start/End Date**
- **City, State**
- **Curriculum**
- **POC**

Complete - EMI Course Schedule (PDF)

Advanced Filters

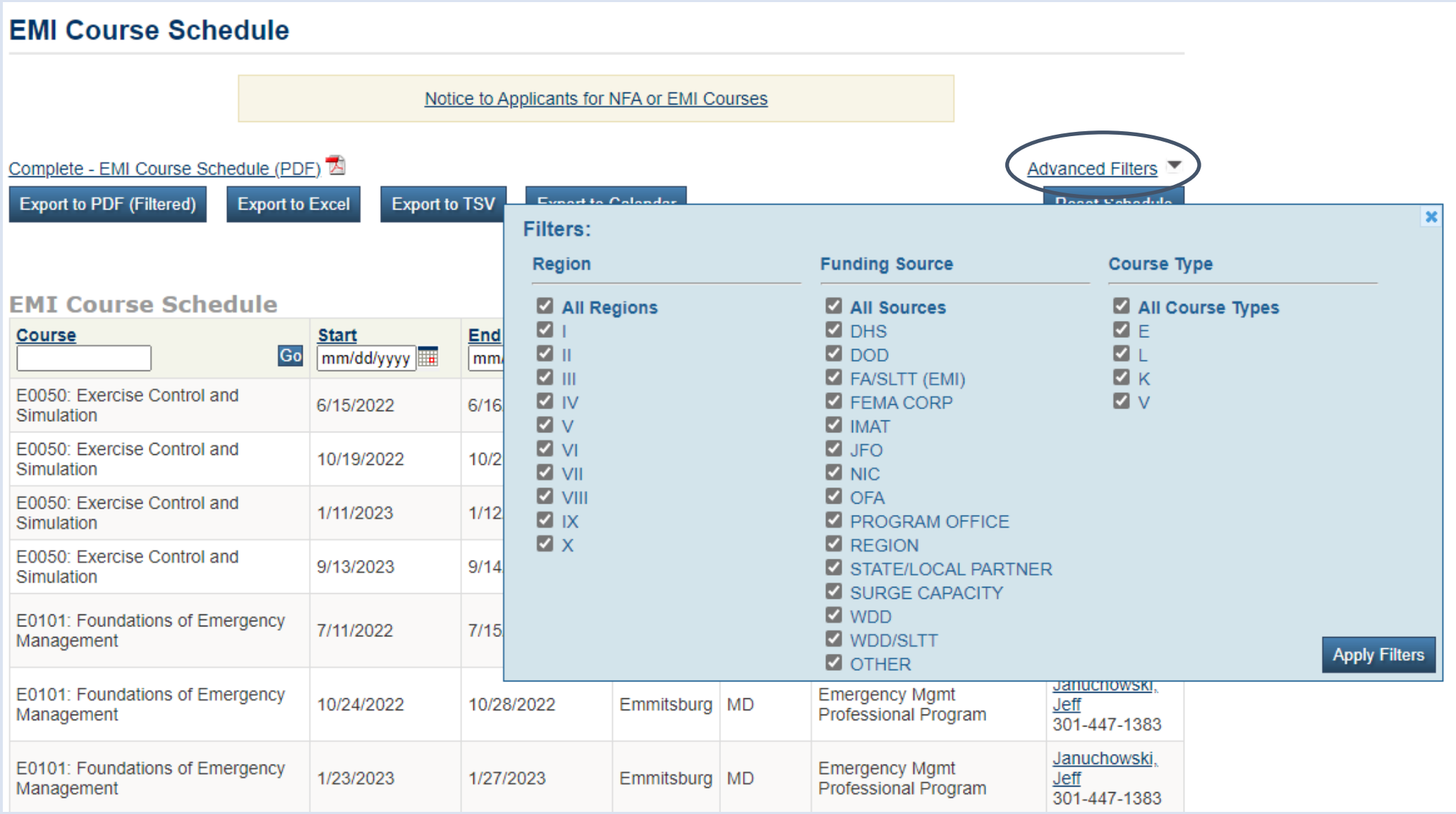
Export to PDF (Filtered) | Export to Excel | Export to TSV | Export to Calendar | Reset Schedule

EMI Course Schedule

Course	Start	End	City	State	Curriculum	POC
E0050: Exercise Control and Simulation	6/15/2022	6/16/2022	Emmitsburg	MD	Integrated Emergency Management	
E0050: Exercise Control and Simulation	10/19/2022	10/20/2022	Emmitsburg	MD	Integrated Emergency Management	Moure, Mark 301-447-1248
E0050: Exercise Control and Simulation	1/11/2023	1/12/2023	Emmitsburg	MD	Integrated Emergency Management	Moure, Mark 301-447-1248
E0050: Exercise Control and Simulation	9/13/2023	9/14/2023	Emmitsburg	MD	Integrated Emergency Management	Moure, Mark 301-447-1248
E0101: Foundations of Emergency Management	7/11/2022	7/15/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff 301-447-1383
E0101: Foundations of Emergency Management	10/24/2022	10/28/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff 301-447-1383
E0101: Foundations of Emergency Management	1/23/2023	1/27/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff 301-447-1383
E0101: Foundations of Emergency Management	6/12/2023	6/16/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff 301-447-1383
E0102: Science of Disaster	6/12/2022	6/14/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff 301-447-1383

Advanced Filters

- **Region**
- **Funding Source**
- **Course Type**



Sample PDF Schedule File

Emergency Management Institute

Course Schedule

EMI Course Schedule

Course	Start	End	City	State	Curriculum	POC
E0050: Exercise Control and Simulation	6/15/2022	6/16/2022	Emmitsburg	MD	Integrated Emergency Management	
E0050: Exercise Control and Simulation	10/19/2022	10/20/2022	Emmitsburg	MD	Integrated Emergency Management	Moure, Mark 301-447-1248
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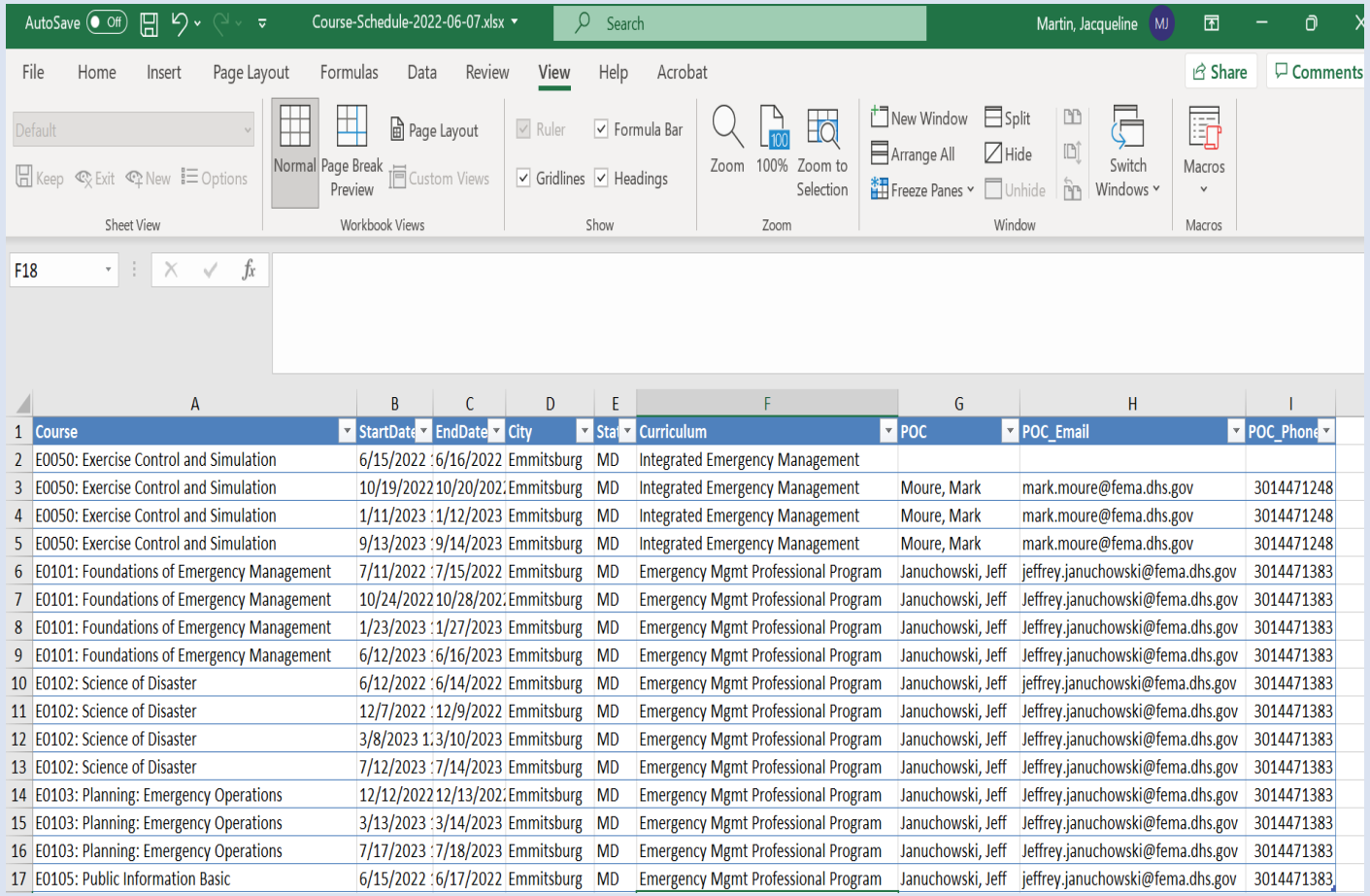
E0101: Foundations of Emergency Management	10/24/2022	10/28/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff 301-447-1383

Page: 1

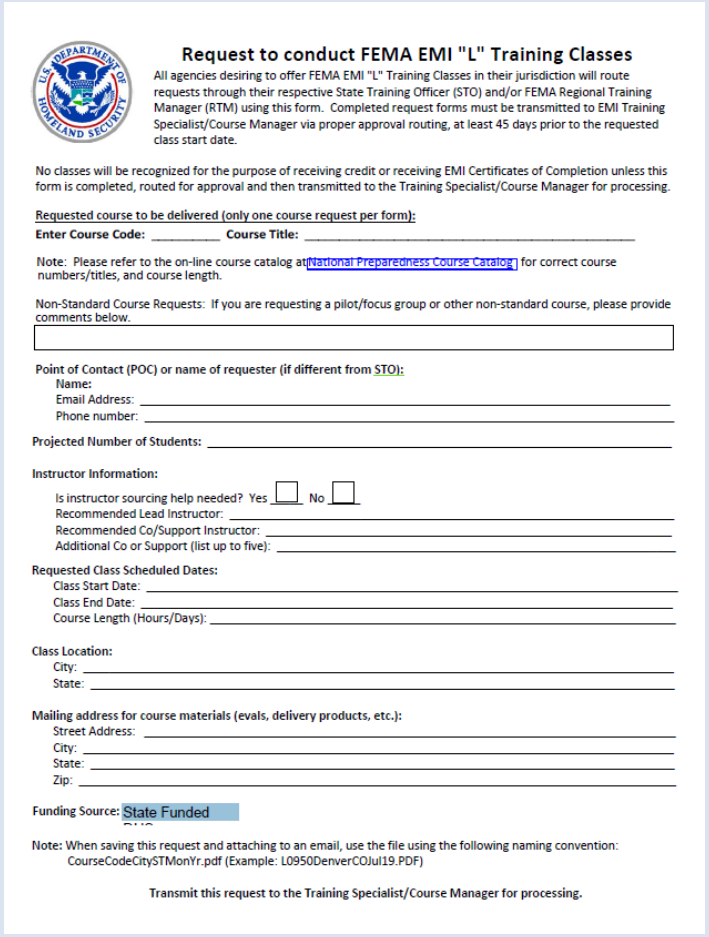
Sample Excel Schedule File



	A	B	C	D	E	F	G	H	I
1	Course	StartDate	EndDate	City	State	Curriculum	POC	POC_Email	POC_Phone
2	E0050: Exercise Control and Simulation	6/15/2022	6/16/2022	Emmitsburg	MD	Integrated Emergency Management			
3	E0050: Exercise Control and Simulation	10/19/2022	10/20/202	Emmitsburg	MD	Integrated Emergency Management	Moure, Mark	mark.moure@fema.dhs.gov	3014471248
4	E0050: Exercise Control and Simulation	1/11/2023	1/12/2023	Emmitsburg	MD	Integrated Emergency Management	Moure, Mark	mark.moure@fema.dhs.gov	3014471248
5	E0050: Exercise Control and Simulation	9/13/2023	9/14/2023	Emmitsburg	MD	Integrated Emergency Management	Moure, Mark	mark.moure@fema.dhs.gov	3014471248
6	E0101: Foundations of Emergency Management	7/11/2022	7/15/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	jeffrey.januchowski@fema.dhs.gov	3014471383
7	E0101: Foundations of Emergency Management	10/24/2022	10/28/202	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	Jeffrey.januchowski@fema.dhs.gov	3014471383
8	E0101: Foundations of Emergency Management	1/23/2023	1/27/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	Jeffrey.januchowski@fema.dhs.gov	3014471383
9	E0101: Foundations of Emergency Management	6/12/2023	6/16/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	Jeffrey.januchowski@fema.dhs.gov	3014471383
10	E0102: Science of Disaster	6/12/2022	6/14/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	jeffrey.januchowski@fema.dhs.gov	3014471383
11	E0102: Science of Disaster	12/7/2022	12/9/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	Jeffrey.januchowski@fema.dhs.gov	3014471383
12	E0102: Science of Disaster	3/8/2023 1	3/10/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	Jeffrey.januchowski@fema.dhs.gov	3014471383
13	E0102: Science of Disaster	7/12/2023	7/14/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	Jeffrey.januchowski@fema.dhs.gov	3014471383
14	E0103: Planning: Emergency Operations	12/12/2022	12/13/202	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	Jeffrey.januchowski@fema.dhs.gov	3014471383
15	E0103: Planning: Emergency Operations	3/13/2023	3/14/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	Jeffrey.januchowski@fema.dhs.gov	3014471383
16	E0103: Planning: Emergency Operations	7/17/2023	7/18/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	Jeffrey.januchowski@fema.dhs.gov	3014471383
17	E0105: Public Information Basic	6/15/2022	6/17/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	Januchowski, Jeff	jeffrey.januchowski@fema.dhs.gov	3014471383

Request to conduct EMI Training Courses

- All agencies desiring to offer FEMA EMI Training Classes in their jurisdiction will route requests through their respective State Training Officer (STO) and/or FEMA Regional Training Manager (RTM) using this form.
- Completed request forms must be transmitted to EMI Training Specialist/Course Manager via proper approval routing, at least 45 days prior to the requested class start date.



Request to conduct FEMA EMI "L" Training Classes

All agencies desiring to offer FEMA EMI "L" Training Classes in their jurisdiction will route requests through their respective State Training Officer (STO) and/or FEMA Regional Training Manager (RTM) using this form. Completed request forms must be transmitted to EMI Training Specialist/Course Manager via proper approval routing, at least 45 days prior to the requested class start date.

No classes will be recognized for the purpose of receiving credit or receiving EMI Certificates of Completion unless this form is completed, routed for approval and then transmitted to the Training Specialist/Course Manager for processing.

Requested course to be delivered (only one course request per form):

Enter Course Code: _____ **Course Title:** _____

Note: Please refer to the on-line course catalog at National Preparedness Course Catalog for correct course numbers/titles, and course length.

Non-Standard Course Requests: If you are requesting a pilot/focus group or other non-standard course, please provide comments below.

Point of Contact (POC) or name of requester (if different from STO):

Name:
Email Address: _____
Phone number: _____

Projected Number of Students: _____

Instructor Information:

Is instructor sourcing help needed? Yes ☐ No ☐
Recommended Lead Instructor: _____
Recommended Co/Support Instructor: _____
Additional Co or Support (list up to five): _____

Requested Class Scheduled Dates:

Class Start Date: _____
Class End Date: _____
Course Length (Hours/Days): _____

Class Location:

City: _____
State: _____

Mailing address for course materials (evals, delivery products, etc.):

Street Address: _____
City: _____
State: _____
Zip: _____

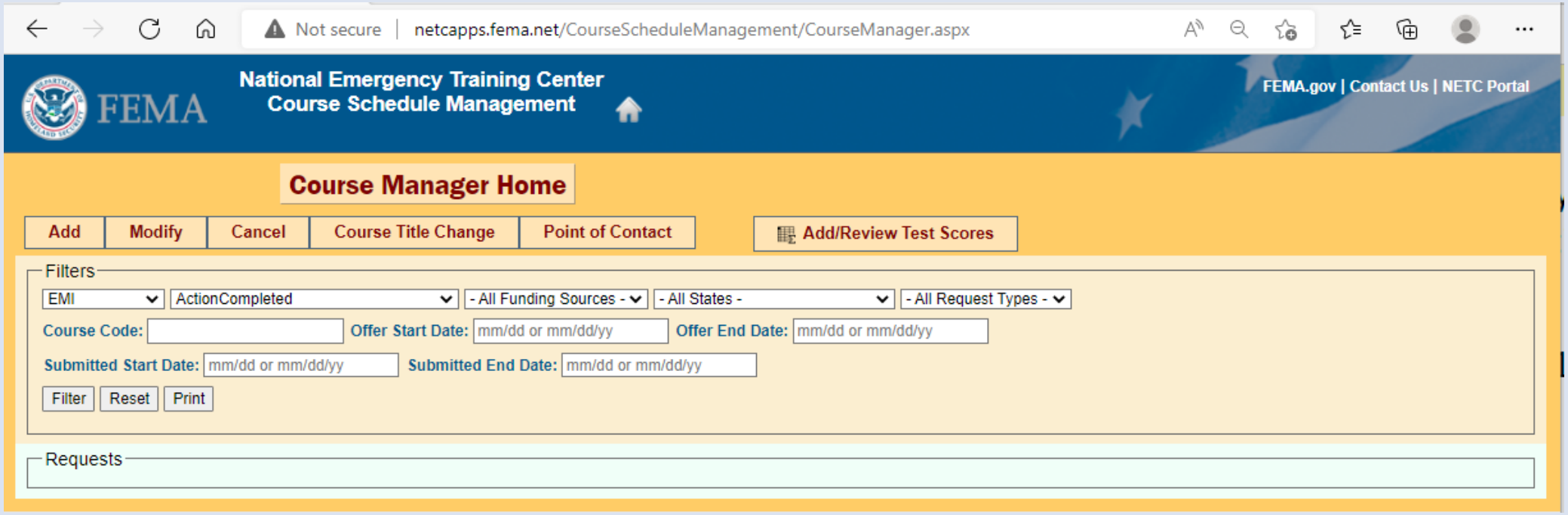
Funding Source: State Funded

Note: When saving this request and attaching to an email, use the file using the following naming convention: CourseCodeCitySTMonYr.pdf (Example: L0950DenverCOJul19.PDF)

Transmit this request to the Training Specialist/Course Manager for processing.

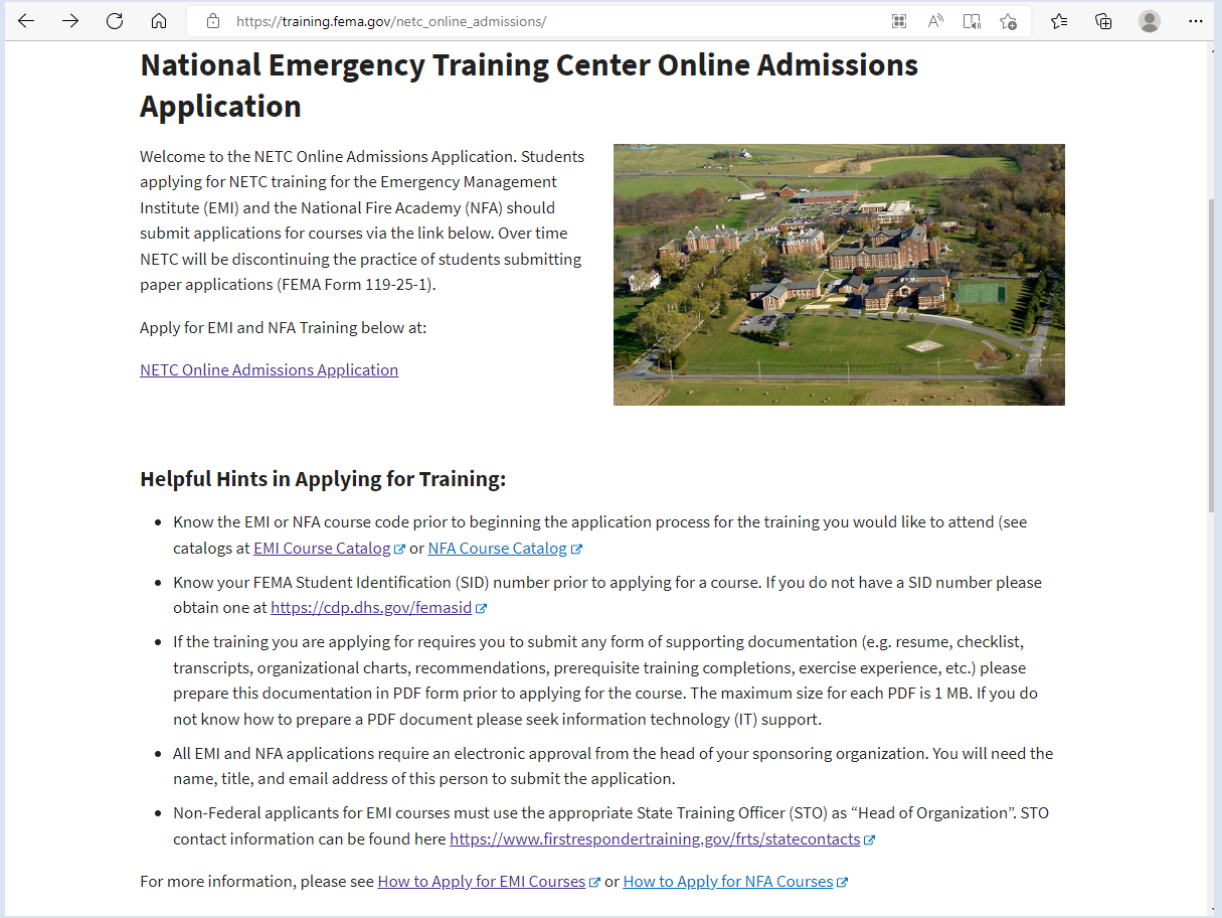
Course Schedule Management System

- Tool used by EMI course managers to load and manage course offers
- Feeds online admission system



NETC Online Admission System

- Location: https://training.fema.gov/netc_online_admissions/
- Discontinuing paper applications FEMA Form FF-USFA-FY 21-101 (formerly 119-25-1) (FEMA Form 119-25-1)
- All EMI courses will be in in the system by year end

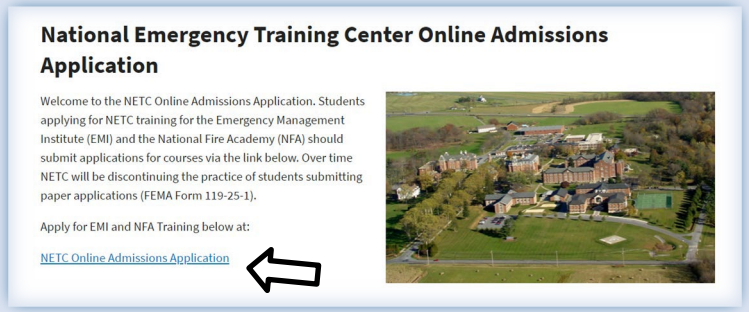


Online General Admissions Application

- Click on the following link for access to the online admissions website: https://training.fema.gov/netc_online_admissions/

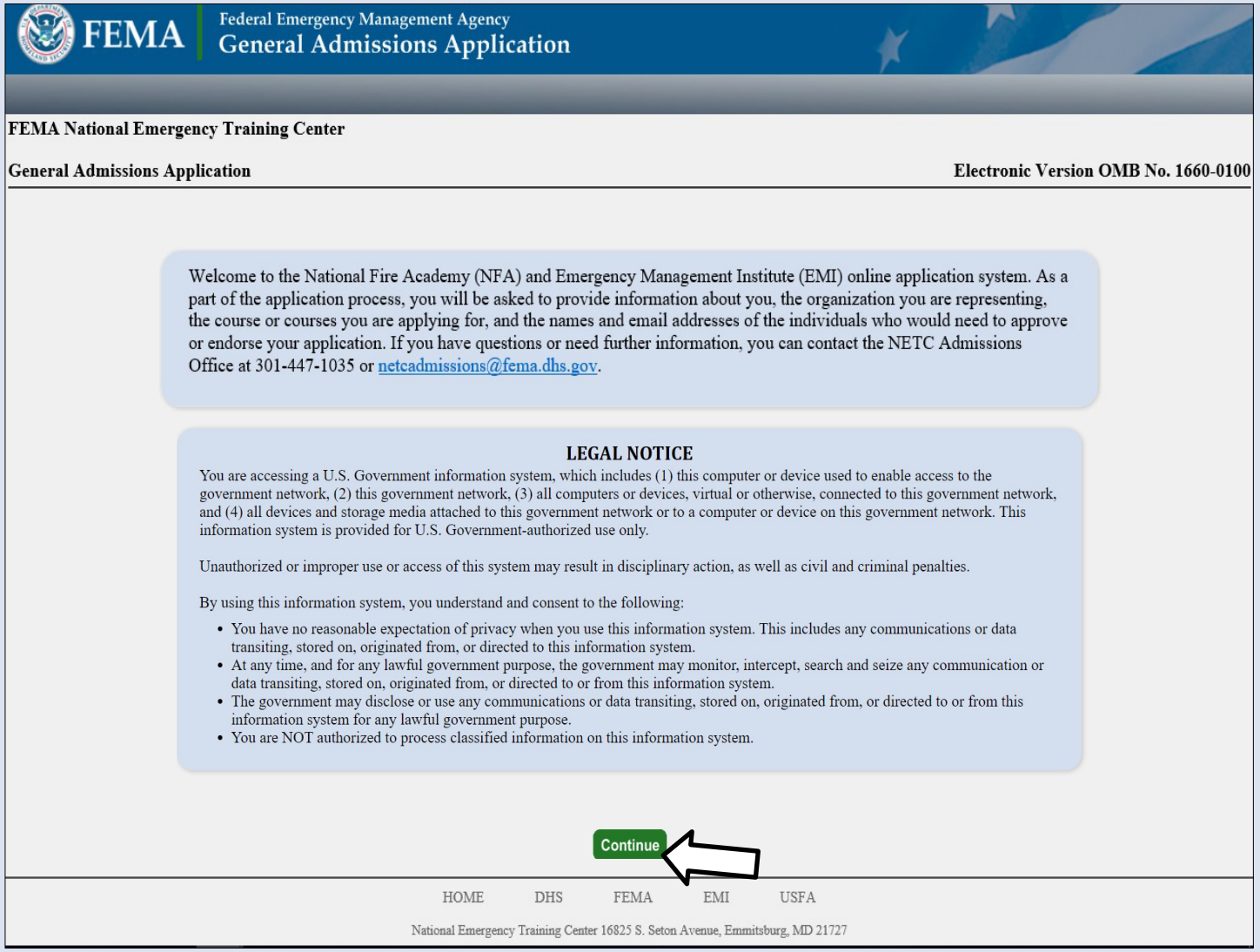
- Click on the NETC Online Admissions Application link, located to the left of the campus picture, and below the National Emergency Training Center Online Admissions Application heading.

- A pop-up window will come up notifying you that you will be accessing a Department of Homeland Security computer system. Once you read the information, click the “OK” button on the lower right of the pop-up window.

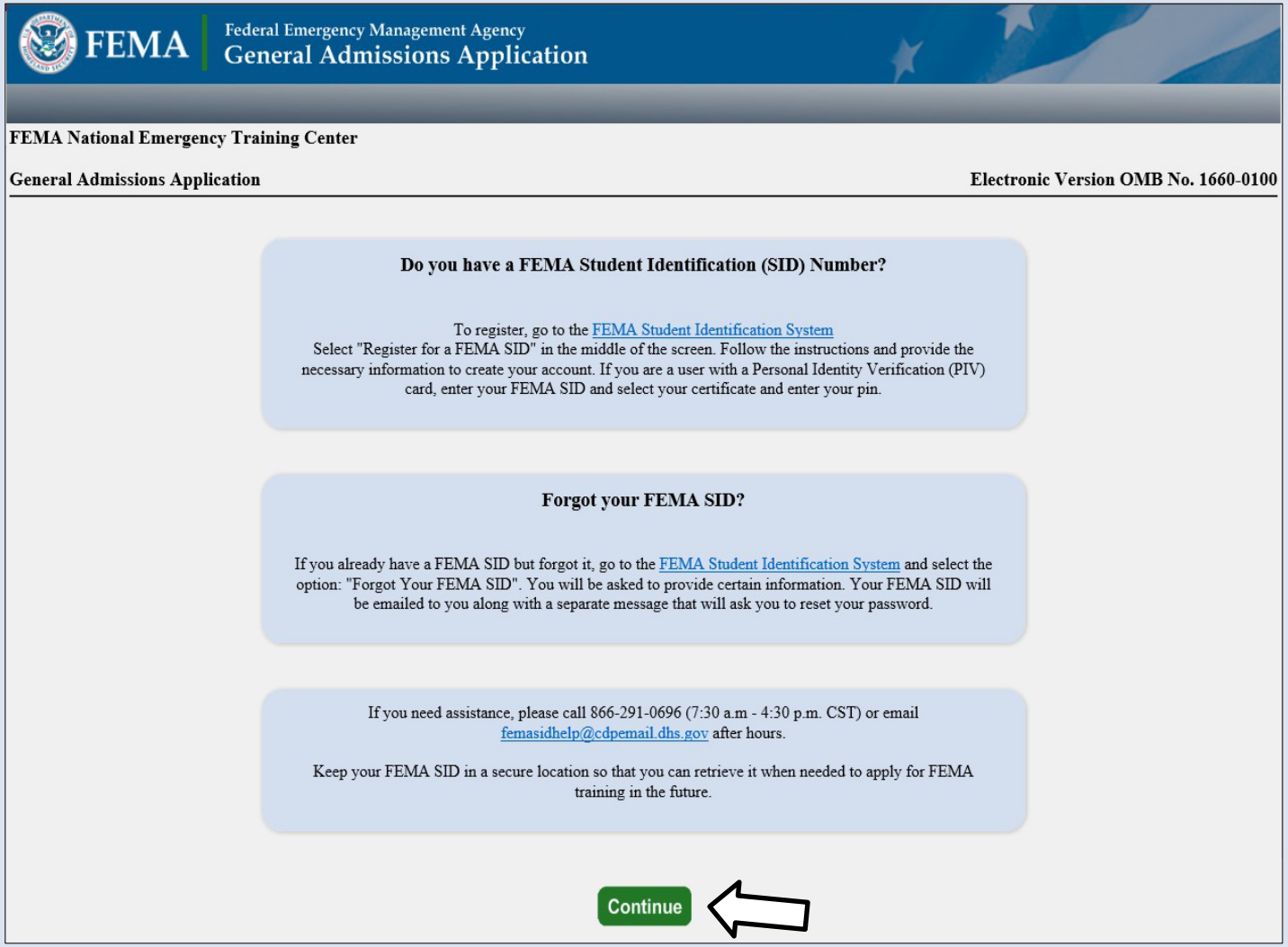


- You will be directed to the General Admissions Application page. This page, seen on the right, welcomes you to the National Fire Academy (NFA) and Emergency Management Institute (EMI) online application system. Besides giving a brief overview of the application process, it provides the phone number and email address to NETC Admissions.

- Once you have read the welcome information and the Legal Notice, click on the "Continue" button in the middle of the screen below the text.

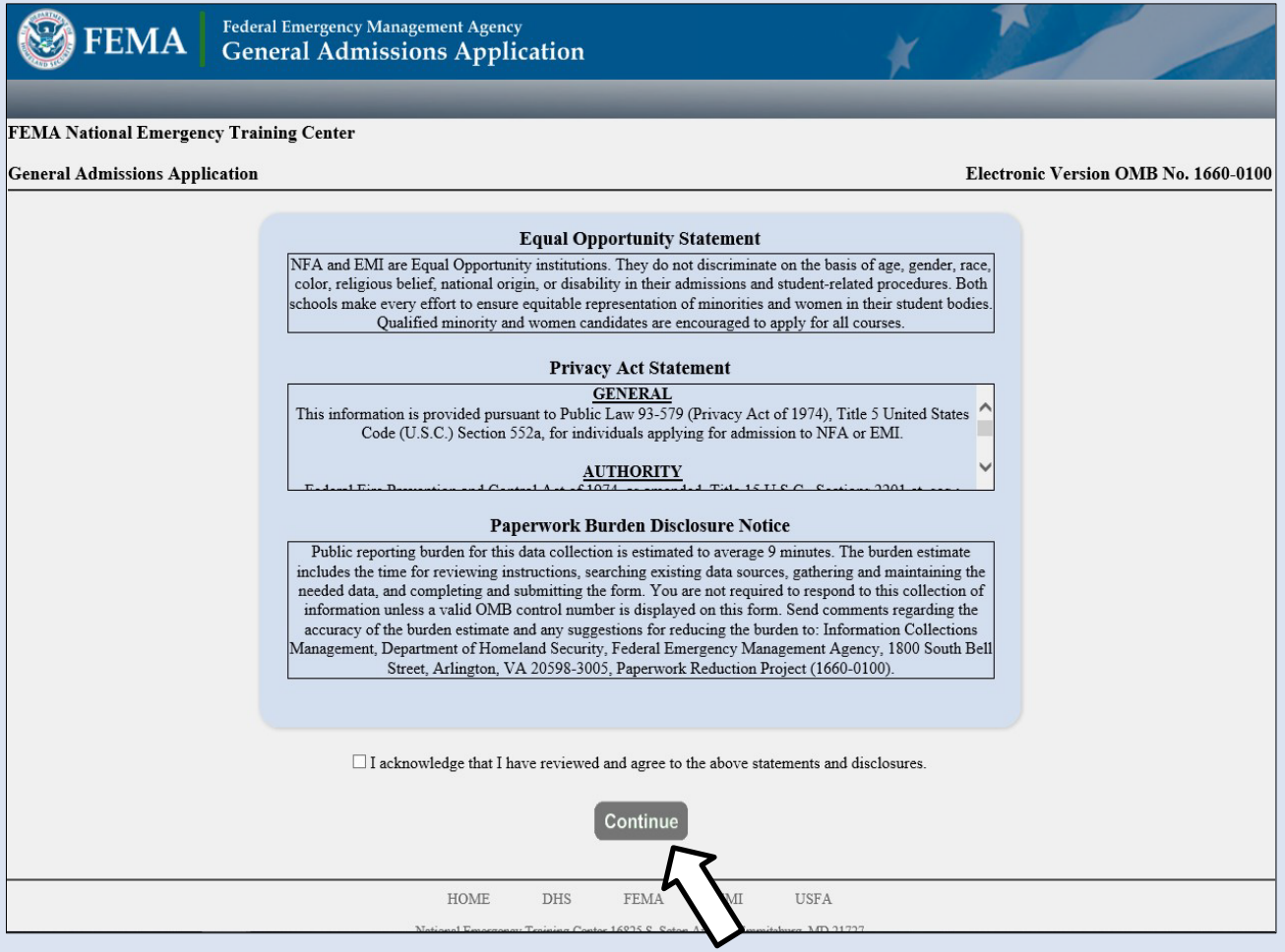


- This next screen will pertain to FEMA Student Identification (SID) Number. You will need to have your FEMA SID in order to apply online for a course, which is also required to obtain a certificate of course completion.
  - If you do not have a FEMA SID, click the hyperlink that says, "FEMA Student Identification System", then follow the directions for registering for a FEMA SID.
  - If you, "Forgot your FEMA SID?" click the hyperlink under "Forgot your FEMA SID?" heading and follow the steps to get your FEMA SID.
- Once you have your SID click on the "Continue" button located in the middle of the screen, below the three text boxes.



Equal Opportunity Statement, Privacy Act Statement, and Paperwork Burden Disclosure Notice

- Equal Opportunity Statement, Privacy Act Statement, and Paperwork Burden Disclosure Notice are all located on the next slide.
  - Review all the information in the text box
  - Select the ☑ "I acknowledged that I have reviewed and agree to the above statements and disclosures" box.
  - Select the "Continue" box located in the middle of the screen under the acknowledgement statement.

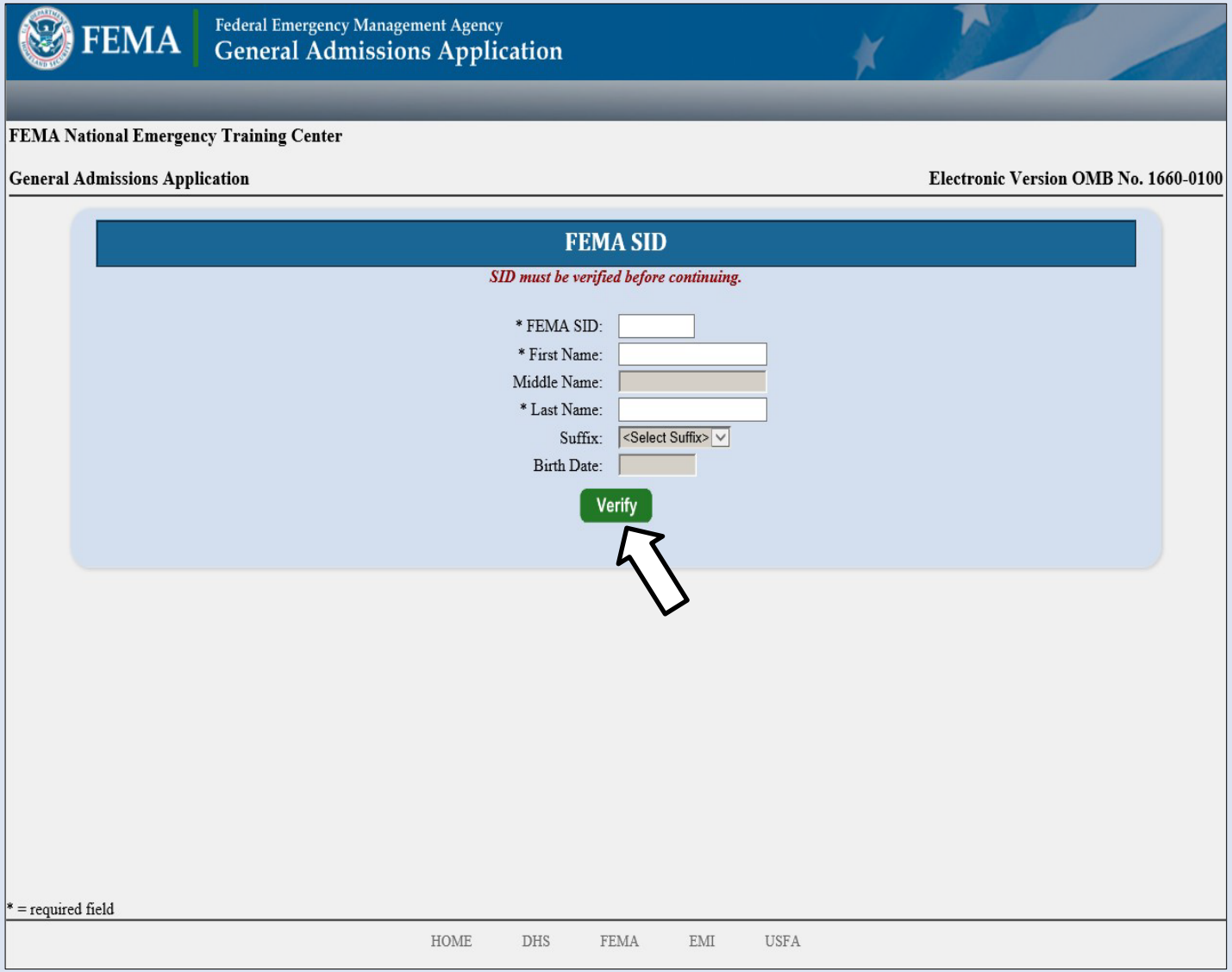


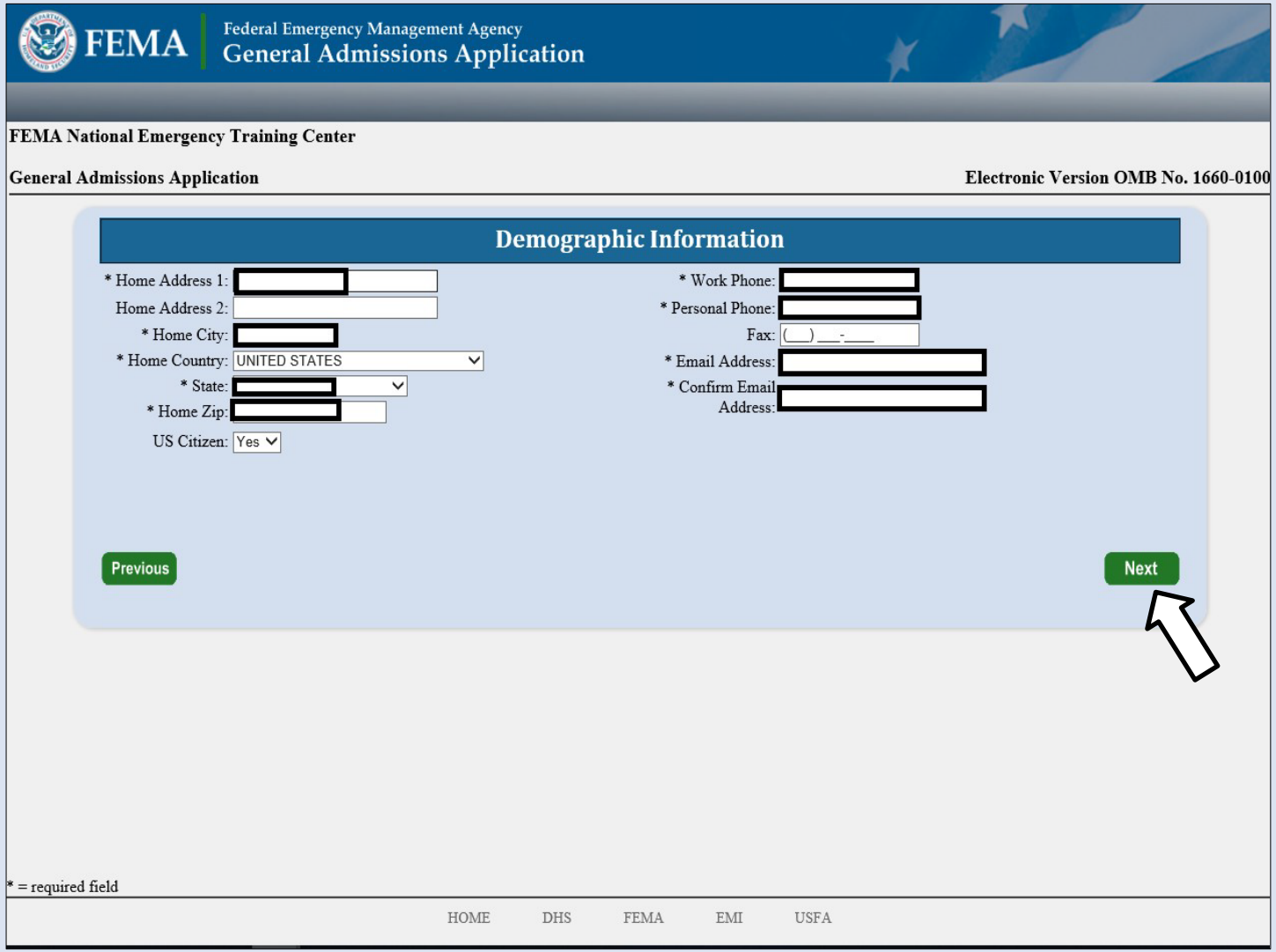
- On the FEMA SID page, enter:
  - FEMA SID
  - First Name
  - Last Name
  - Select the Verify button located in the center of the screen, under the Birth Date.
  - FEMA users will be prompted to enter their PIV numerical password. This does not apply to SLTT partners.

- The screen will refresh, and a "Next" button will appear on the bottom right of the text box, if your information matches what is on your FEMA SID Profile.

  - If it does not verify, correct your information and try again.

  - Select "Next" as soon as you verify your FEMA SID

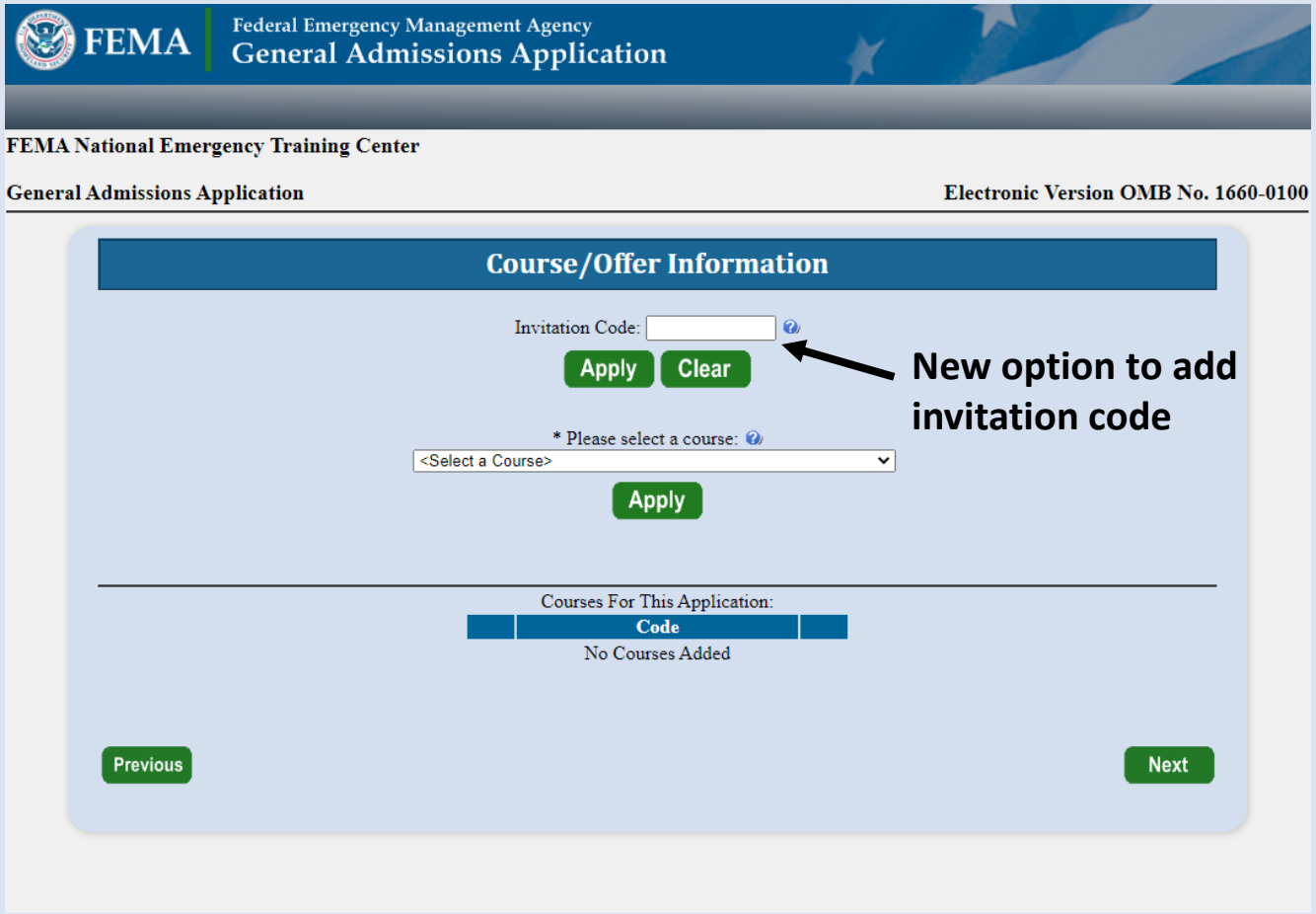




- On the Demographic Information Page, enter:
  - Home Address
  - Home City
  - Select Home Country
  - State
  - Home Zip
  - Work Phone
  - Personal Phone
  - Email address
  - Confirm Email address
- All information mentioned above is required before moving on to the next step.

  Tip: If you only have one phone number, list is for both work and personal.
- Select “Next”

Course/Offer Information

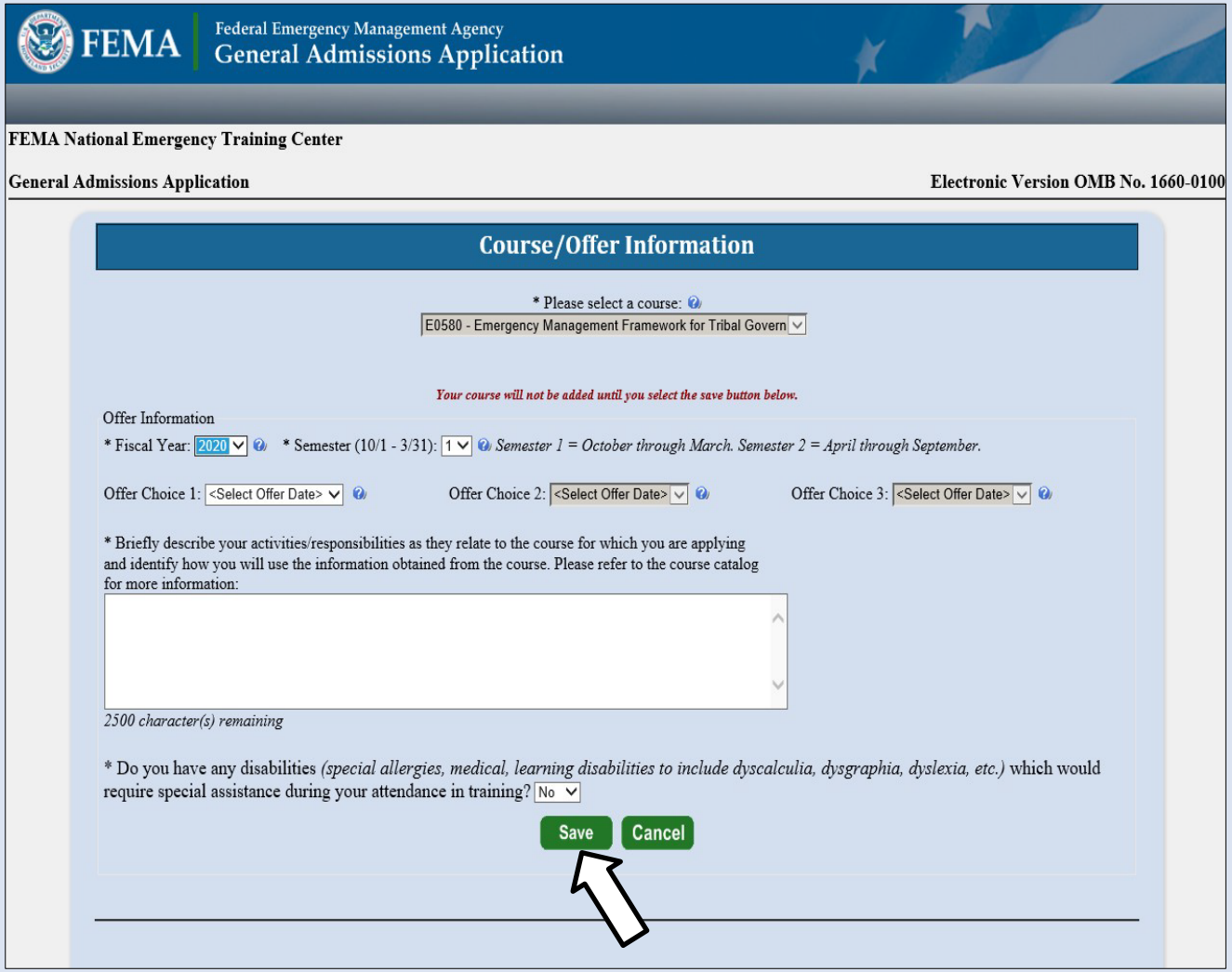


- Select a course from the drop-down menu
  - Courses held in Emmitsburg, MD, have an E before the course number.
  - Any courses held locally will have an L prior to the course number.
  - Virtual courses will have a K prior to the course number.
  - Failure to select the correct one could cause delay in processing applications, or errors in class assignment.
- Select "Apply" located in the middle under the course drop down menu.
- After selecting the desired course, click "Next".

Online Admissions System Enhancements

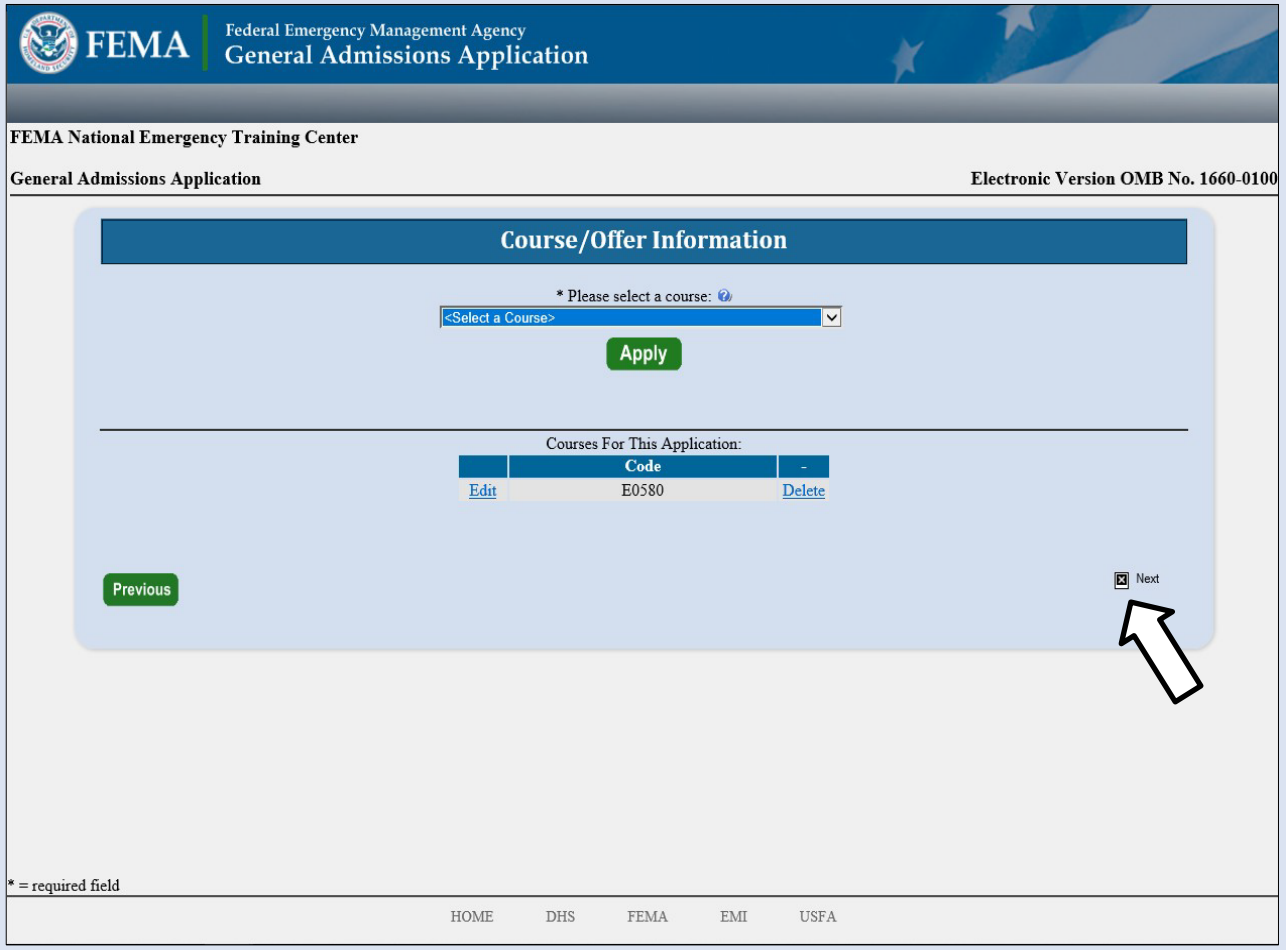
- When a student inputs the correct invitation only code and selects apply:
  - Only the offer(s) associated with the code will be visible
  - Non-invitation only offer dates will not be displayed
- Selecting clear will remove the invitation only code and allow the customer to see all non-invitation only courses

Course/Offer Information (Screen 2)

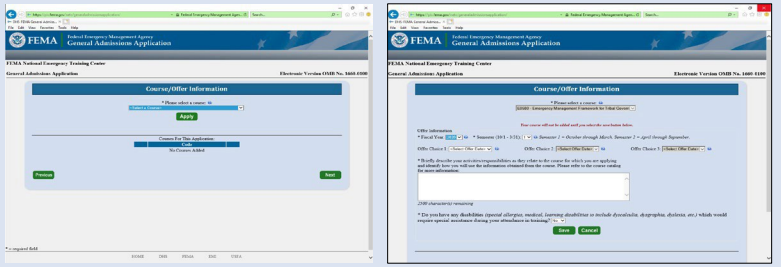


- Select the Fiscal Year that the course is being held in.
- Choose the Semester (Information located to the right of the drop-down box).
- In Offer Choice 1 through 3, select different dates from the drop-down boxes with your first choice in the drop-down to the far left, and your last choice in the far-right box.
- Fill in the box with the appropriate information on qualifications for attending the course.
- Answer the disabilities question using dropdown with “Yes” or “No”.
  - If you need special accommodations, admissions will need to know in advance to ensure that they are available on the first day of the course. Answering “No” may delay any special accommodations that you may need.
- Select either “Save” or “Cancel”, located in the bottom middle of the screen.

Course/Offer Information Refresh

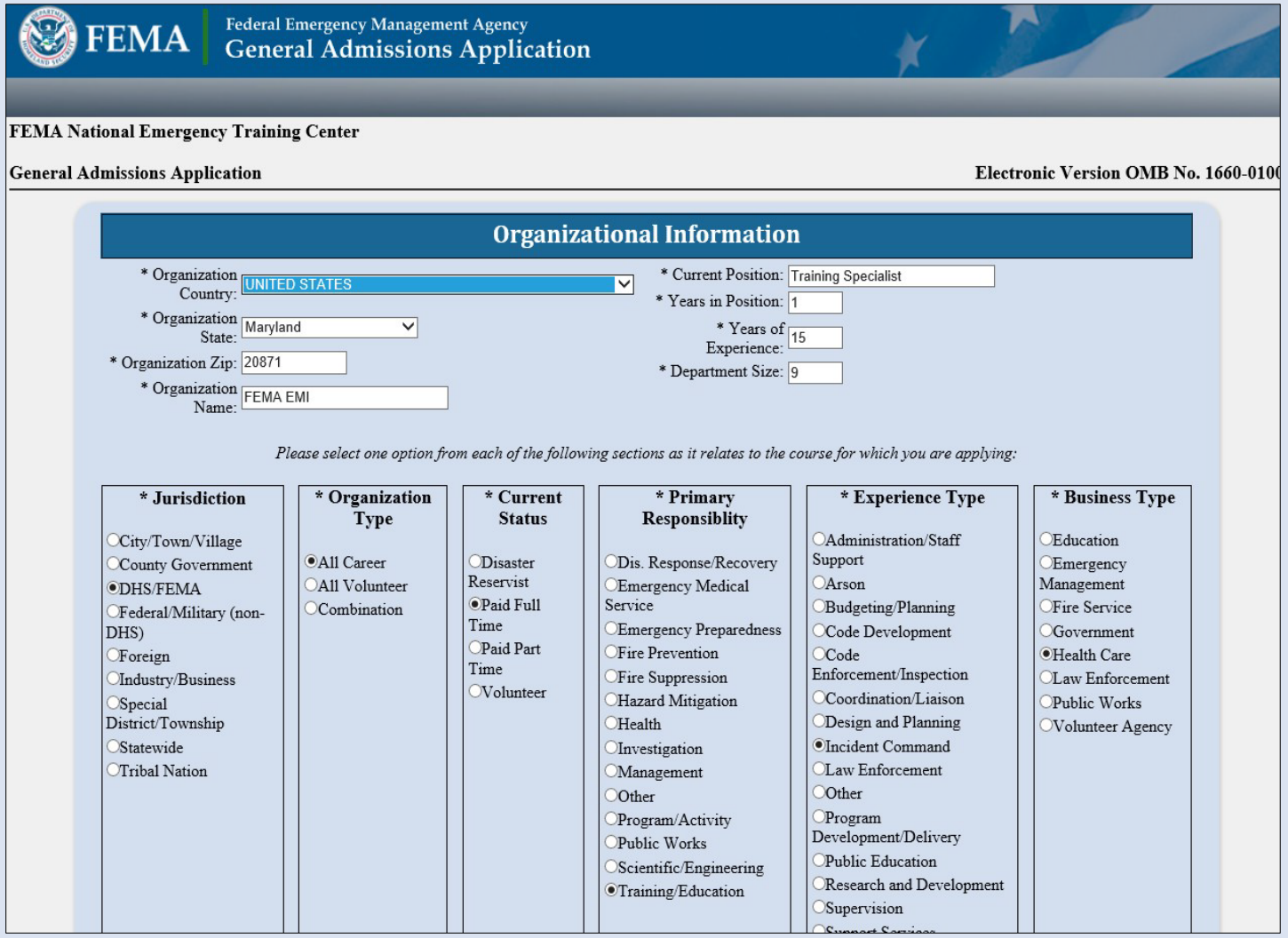


- If the course listed in the “Courses For This Application” is correct select “Next” on the bottom right.
  - If you need to add another course, repeat the above two steps.



  - Once all courses have been added, and are correct, select the “Next” on the bottom right.

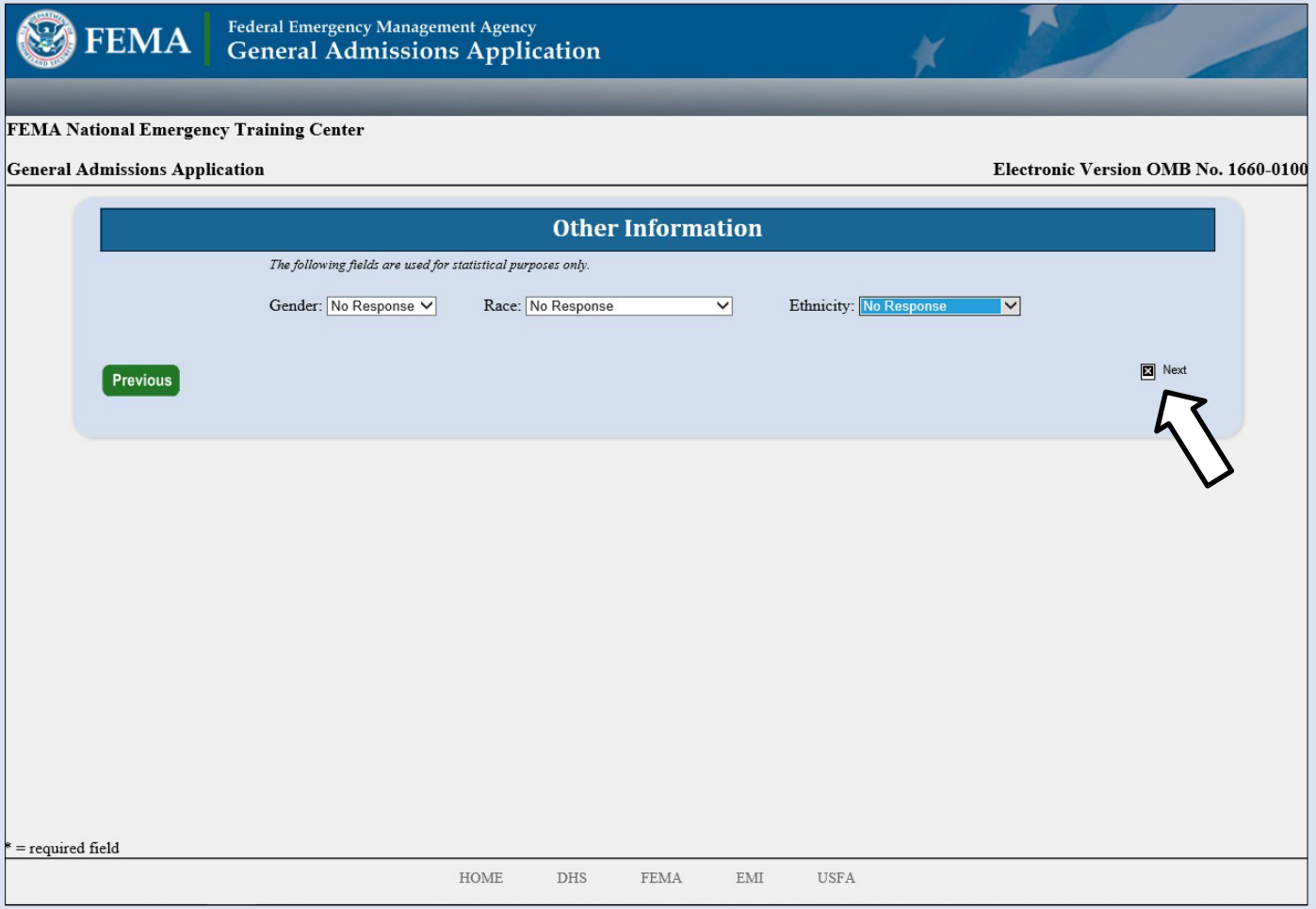
- Organizational Information:
  - In the top section, complete:
    - Organization Country
    - Organization State
    - Organization Zip
    - Organization Name
    - Current Position
    - Years in Position
    - Years of Experience
    - Department Size (number of people in your department)
  - In the columns below, select:
    - Jurisdiction
    - Organization Type
    - Current Status
    - Primary Responsibility
    - Experience Type
    - Business Type



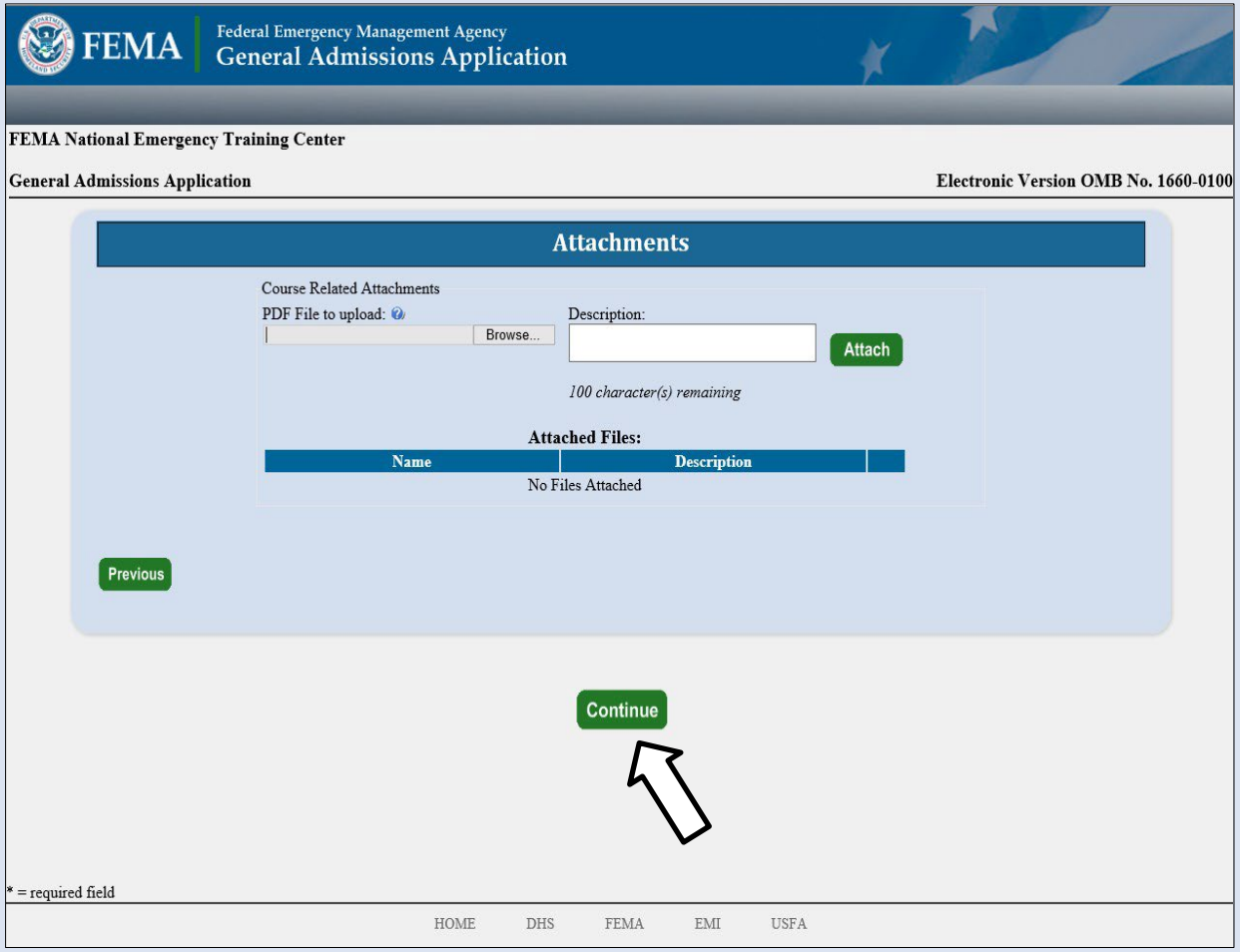
After completing all the information, select the "NEXT" button, located on the bottom right.

Other Information

- Select Gender, Race, Ethnicity and click “Next”.
- *This information is only used for statistical purposes, and it will not be used to determine seat selection into a class.*

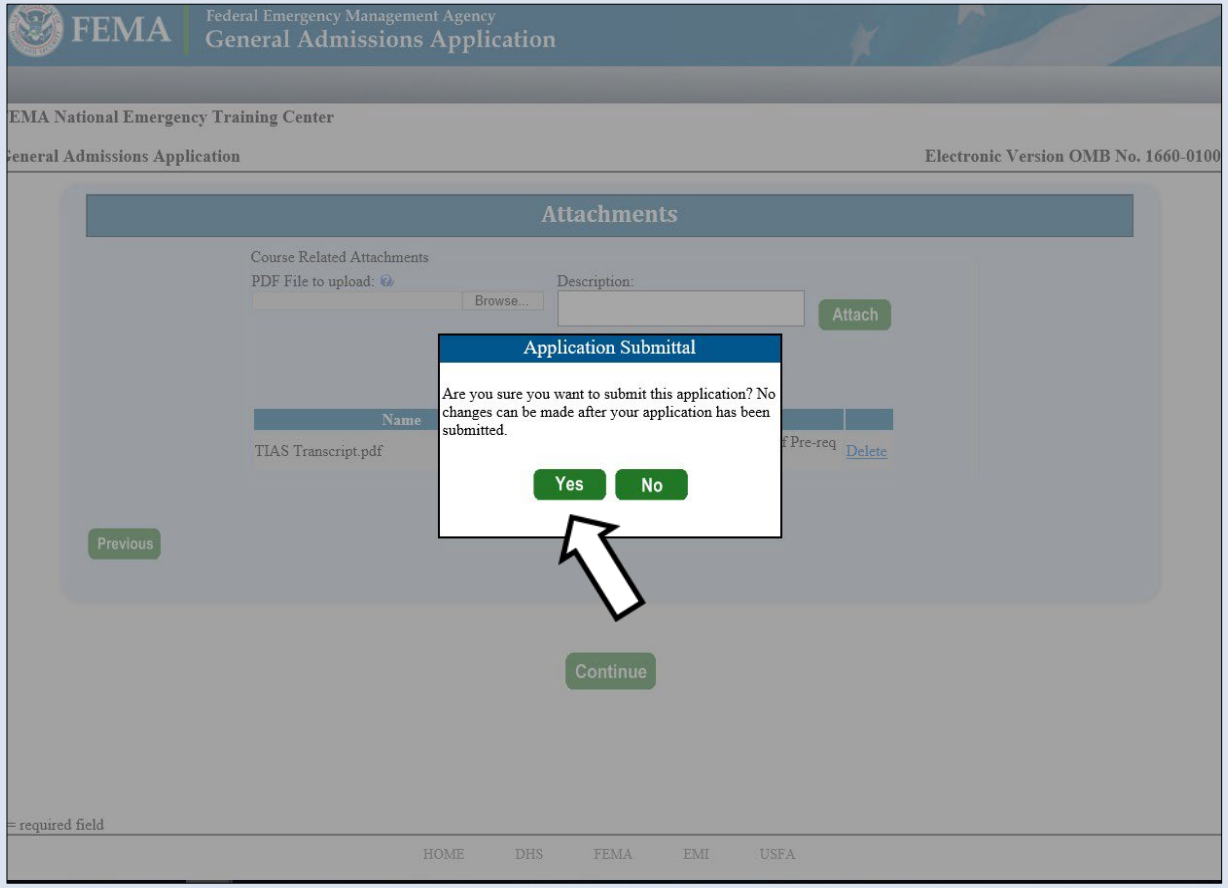


Attachments Screen



- If you need to attach documents, select the "Browse" button to find documents to upload.
- Potential documents to upload include certificates of course completion for trainings with identified pre-requisites and/or supplemental application requirements.
- Provide a brief description of the document in the "Description" block.
- After each document is found, select the "Attach" button to the Right of the description.
- Once all documents and their descriptions have been added, select "Continue".

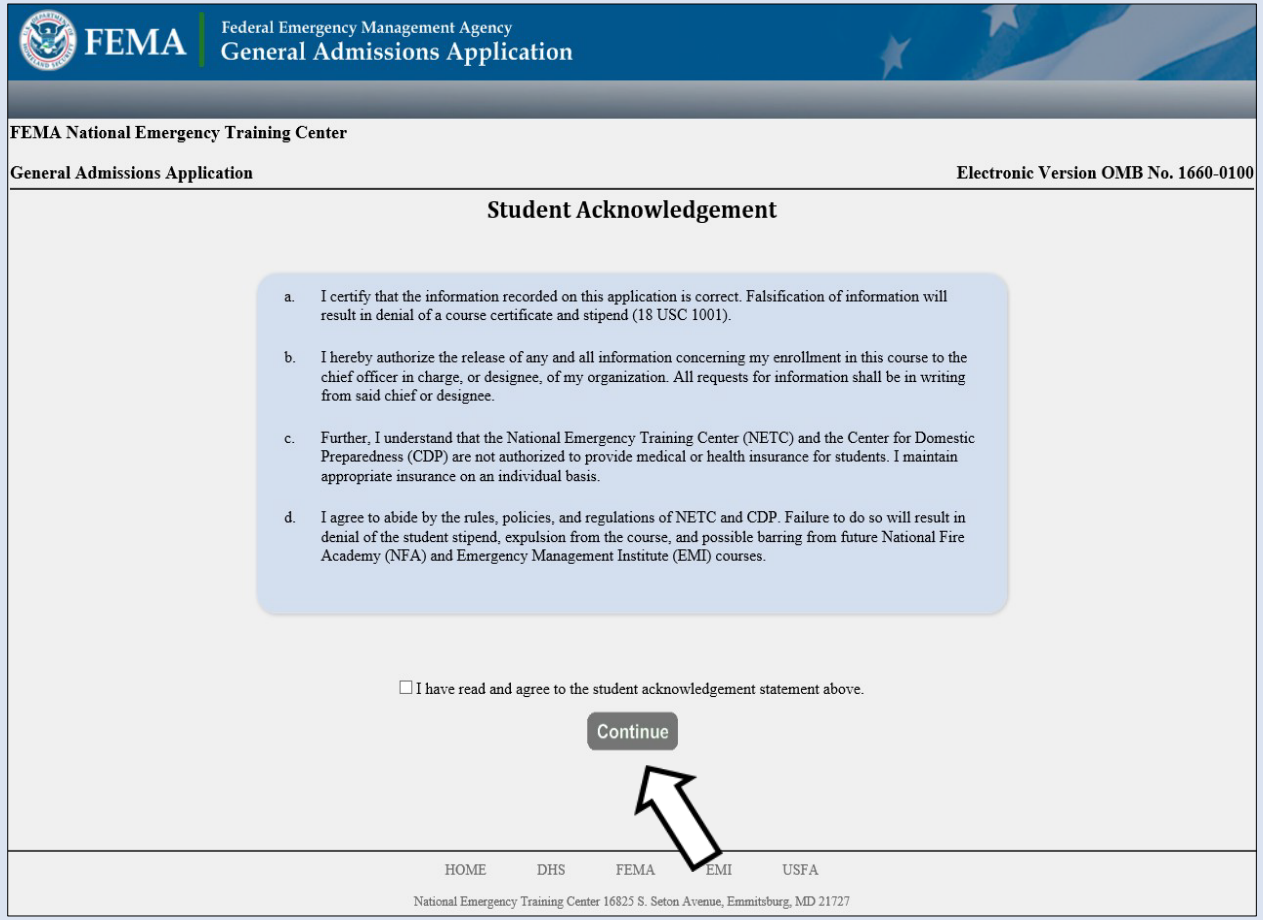
Application Submittal Pop-up screen



- Select “Yes” if you are ready to submit the application.
- Select “No” if you need to make any changes to the application.

FEMA

Student Acknowledgement



Check the box next to the statement

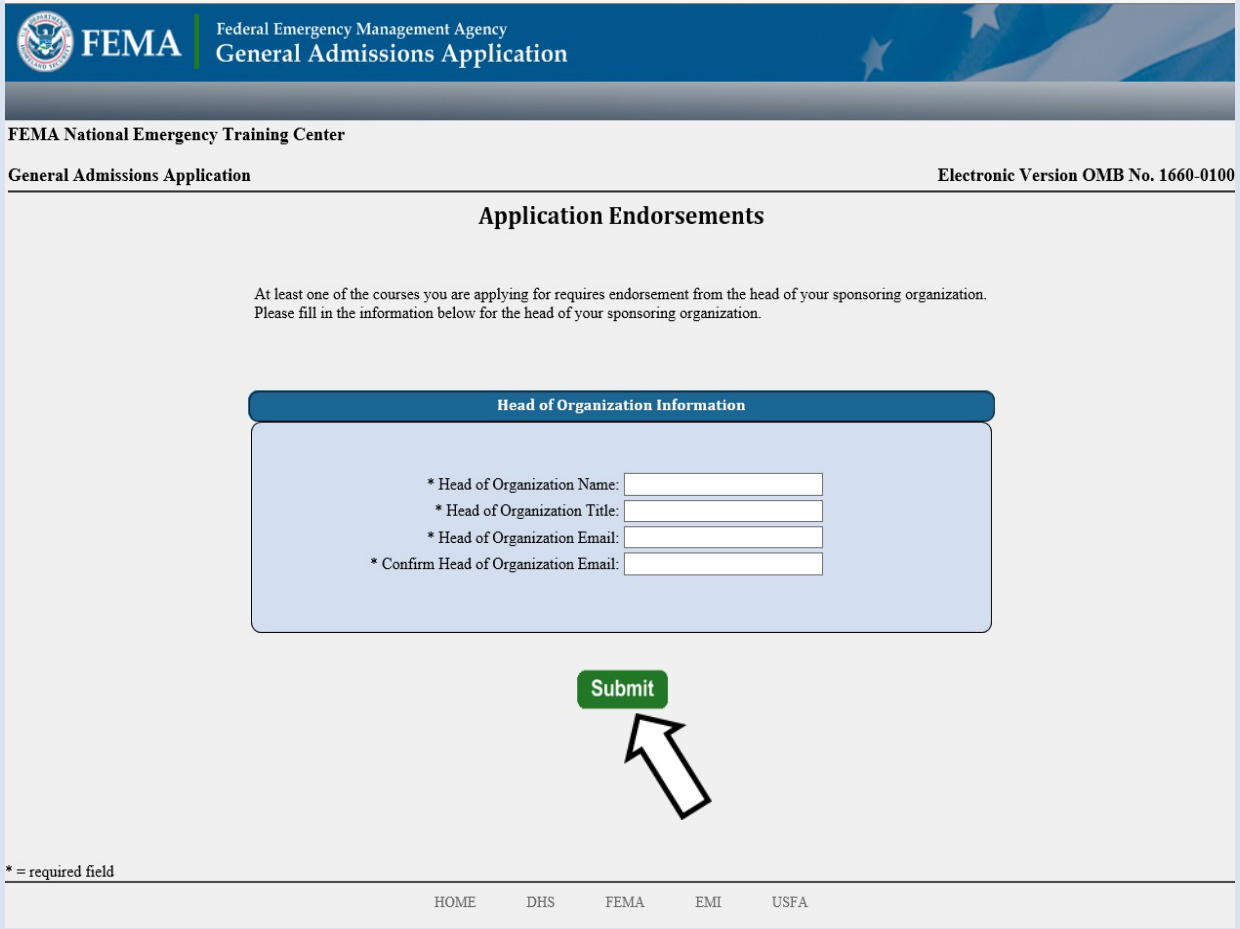
☑ "I have read and agree to the student acknowledgement statement above", once you have read the statement.

Select "Continue".

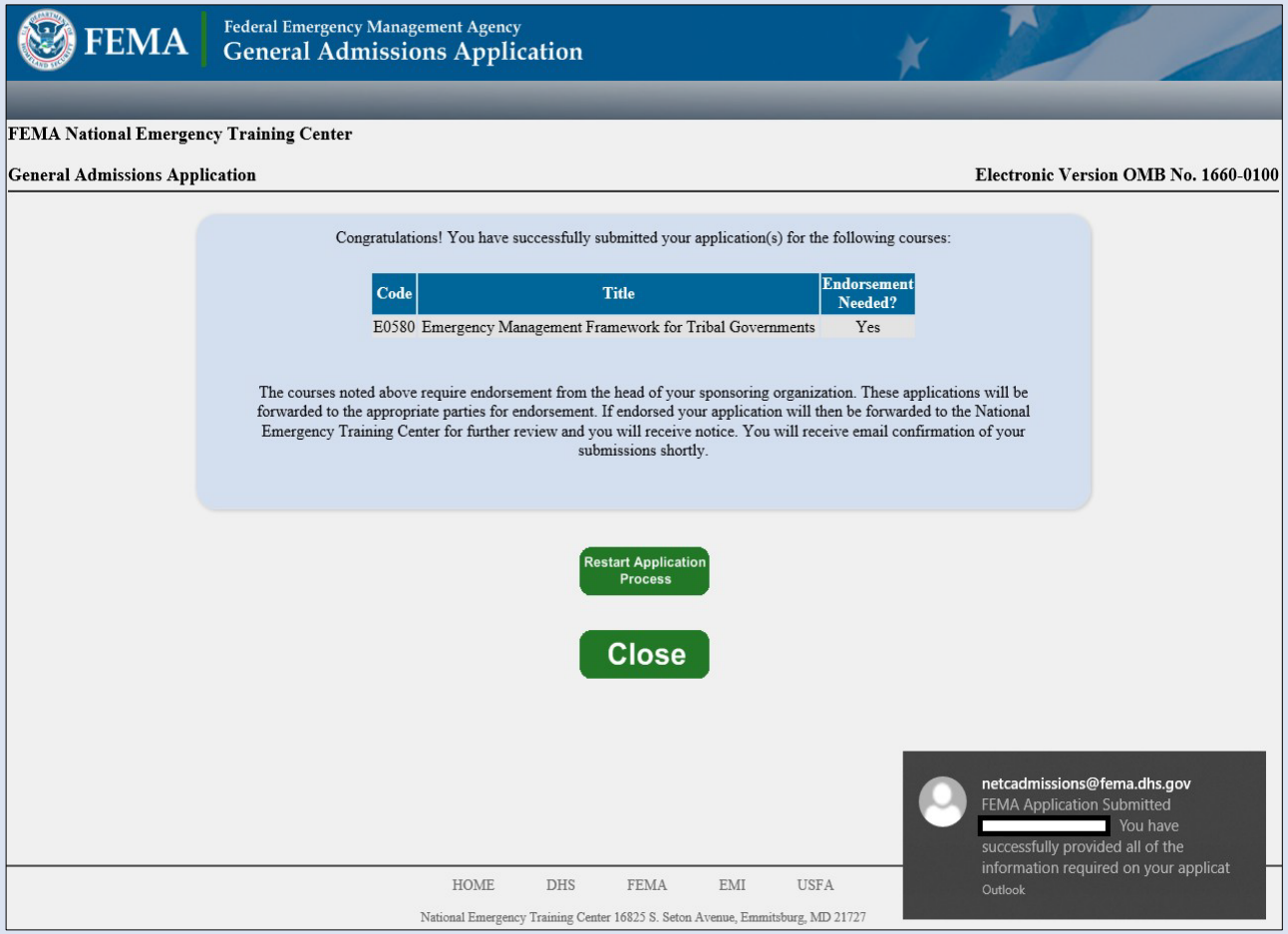
FEMA

Application Endorsements

- State, Tribal, Territorial, and local applicants should list their State Training Officer in this field.
- State Training Officer in this field may result in your application not being processed
- For additional help with identifying the person that endorses this, please contact the Course Manager listed for the course: (https://www.firstrespondertraining.gov/frts/npccatalog?catalog=EMI)



Congratulations Screen



- This screen will verify the application was successfully submitted and routed to the endorsing official included on the previous screen for review and further processing.
- Applicant will receive an email as additional confirmation that the application was completed and submitted for processing.
- Restart the application process for additional courses or close the screen.

Course Management Analytics

FEMA

Monitoring and Measuring Training Effectiveness - The Kirkpatrick Model

Level 4: Results (degree to which targeted outcomes occur as a result of the training)

Level 3: Behavior (degree to which participants apply what they learned during training when they are back on the job)

Level 2: Learning (degree to which participants acquire the intended knowledge, skills, attitude, confidence, and commitment based on their participation in the training)

Level 1: Reaction (degree to which participants find the training favorable, engaging, and relevant to their jobs)

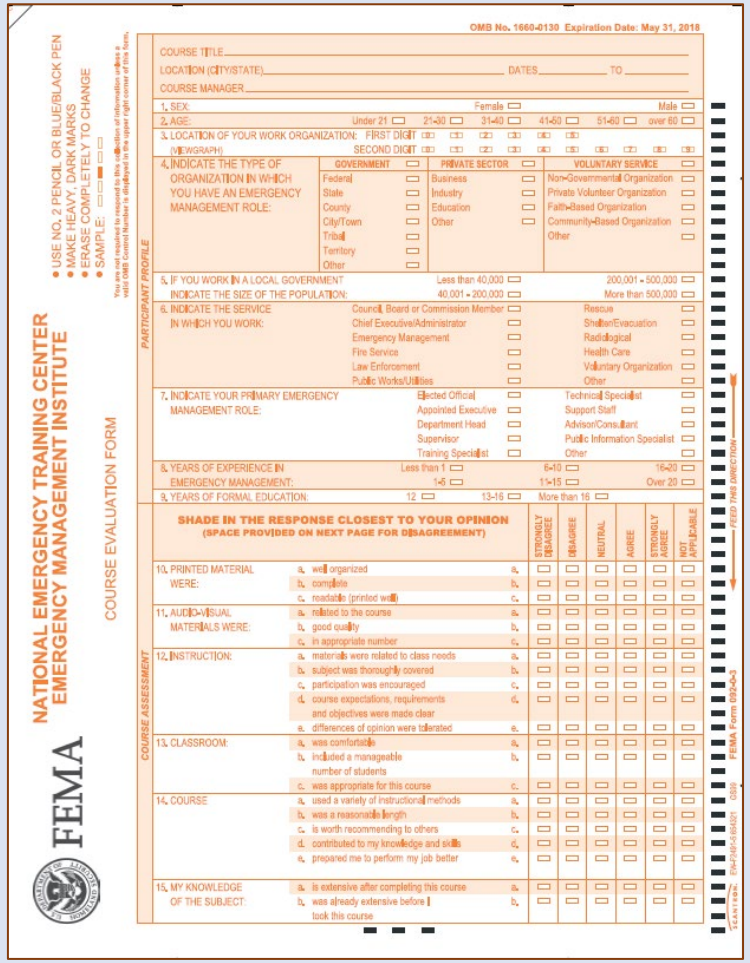
Note: We currently only collect, measure and assess Kirkpatrick levels 1-3

Level 1: Reaction (degree to which participants find the training favorable, engaging, and relevant to their jobs)

Survey Instrument: FEMA Form Number FF-008-FY-22-121 (formerly 092-0-3)

- Commonly know as the “Scantron From”
- Collection governed by the Paperwork Reduction Act (PRA) Office of Management and Budget (case: 1660-0130)
- Recently renewed through: 1/31/2025
- Collected for all courses from student immediately following training
- Paper copies or pdf versions accepted

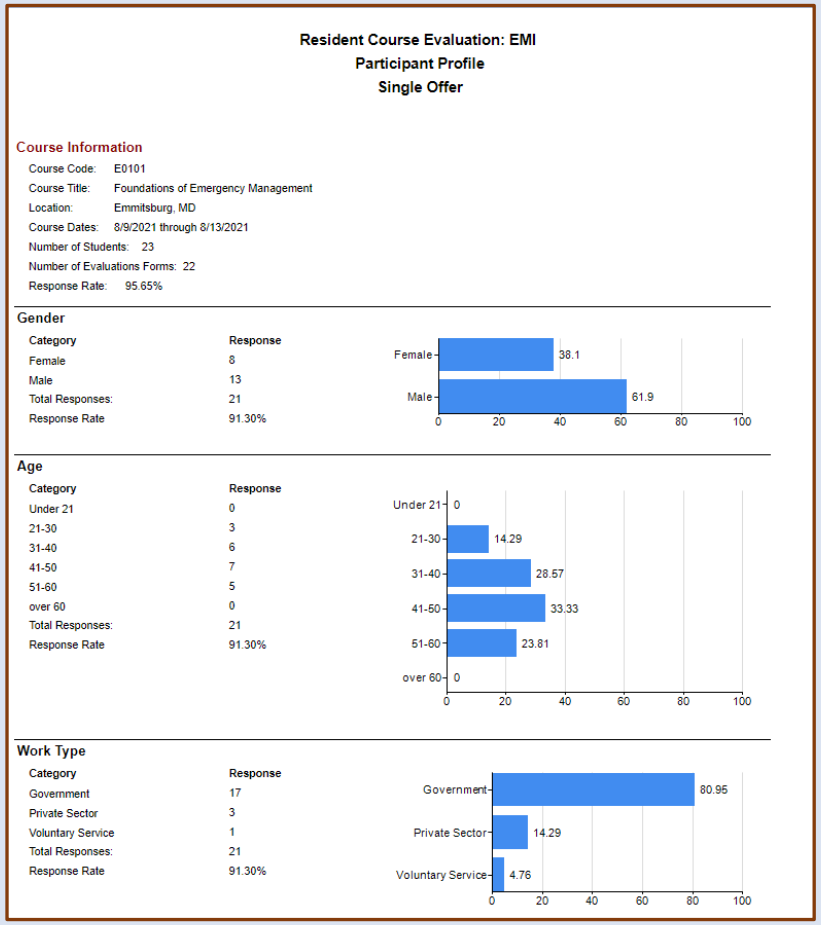
Note: this process with go fully electronic with the implementation of the Moodle LMS system



Level 1: Reaction (degree to which participants find the training favorable, engaging, and relevant to their jobs)

Level 1 Reports

- Provides result from specific offer or aggregated results from multiple offers
- Six-page report
- Lists results of all element listed on the survey instrument
- Provides Quantitative (Likert scale) and Qualitative (freeform text) data



Resident Course Evaluation: EMI
Participant Profile
Single Offer

Course Information

Course Code: E0101
Course Title: Foundations of Emergency Management
Location: Emmitsburg, MD
Course Dates: 8/9/2021 through 8/13/2021
Number of Students: 23
Number of Evaluations Forms: 22
Response Rate: 95.65%

Gender

Category	Response
Female	8
Male	13
Total Responses:	21
Response Rate	91.30%

Age

Category	Response
Under 21	0
21-30	3
31-40	6
41-50	7
51-60	5
over 60	0
Total Responses:	21
Response Rate	91.30%

Work Type

Category	Response
Government	17
Private Sector	3
Voluntary Service	1
Total Responses:	21
Response Rate	91.30%

Level 1: Reaction (degree to which participants find the training favorable, engaging, and relevant to their jobs)

Items we pay particular attention to:

Page #4:

14. Course ratings

c. Is worth recommending to others

d. Contributed to my knowledge and skills

e. Prepared me to do my job better

Page #5:

18. Course content and individual instructor rating

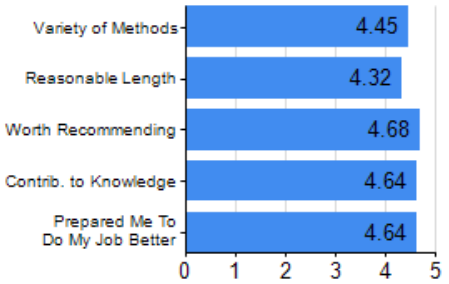
- Broken out by individual module
- Summary: Average of all modules

19. Overall Course Rating

- Overall student selected rating

Course:

Category	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Variety of Methods	0	0	4	4	14
Reasonable Length	0	3	1	4	14
Worth Recommending	0	0	1	5	16
Contrib. to Knowledge	0	0	1	6	15
Prepared Me To Do My Job Better	0	0	2	4	16



Course Module	Content	Instruction
Unit 1: Foundations of EM Welcome	4.73	4.64
Unit 2: Introduction to EM	4.68	4.64
Unit 3: Stress Management	4.55	4.55
Unit 4: Preparedness	4.64	4.64
Unit 5: Intro to Statutory Authority/Legal Considerations	4.64	4.55
Unit 6: Serving the Whole Community	4.64	4.64
Unit 7: Intergovernmental/Interagency Context of EM	4.59	4.55
Unit 8: Prevention/Proctection	4.50	4.68
Unit 9: Mitigation	4.59	4.68
Unit 10: Response	4.59	4.68
Unit 11: Recovery	4.59	4.55
Unit 12: Emergency Management Collaboration	4.64	4.68
Unit 13: Capstone: Flood Scenario Exercise	4.68	4.68
Unit 14: Course Summary	4.61	4.56
Summary	**4.62**	**4.62**
Overall Course Rating	**4.63**	**4.50**

Level 2: Learning (degree to which participants acquire the intended knowledge, skills, attitude, confidence, and commitment based on their participation in the training)

Survey Instrument: Pre-/Post-Test Scoring

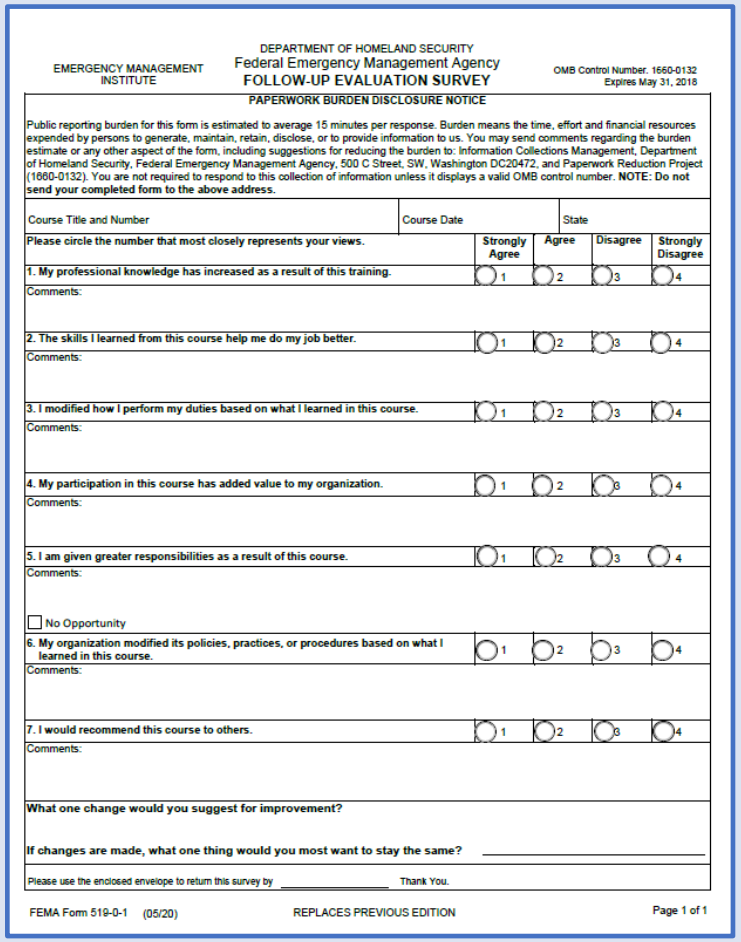
- Required only for course >16 hours or >= 2 days
- Data collected by instructors and provided as part of the post course package
- Data is stored and retrieved from the Course Schedule Management System (CSMS)

Level 3: Behavior (degree to which participants apply what they learned during training when they are back on the job)

Survey Instrument: FEMA Form Number 519-0-1

- Collection governed by the Paperwork Reduction Act (PRA) Office of Management and Budget (case: 1660-0132)
- Collected for all courses from student 45 days following training
- Recently renewed through: 3/31/2025
- Fillable PDF document sent to via email

Note: this process with go fully electronic with the implementation of the Moodle LMS system



DEPARTMENT OF HOMELAND SECURITY
EMERGENCY MANAGEMENT INSTITUTE
Federal Emergency Management Agency
FOLLOW-UP EVALUATION SURVEY
OMB Control Number. 1660-0132
Expires May 31, 2018

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 15 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any other aspect of the form, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC20472, and Paperwork Reduction Project (1660-0132). You are not required to respond to this collection of information unless it displays a valid OMB control number. **NOTE: Do not send your completed form to the above address.**

Course Title and Number | Course Date | State

Please circle the number that most closely represents your views.	Strongly Agree	Agree	Disagree	Strongly Disagree
1. My professional knowledge has increased as a result of this training.	1	2	3	4
Comments:				
2. The skills I learned from this course help me do my job better.	1	2	3	4
Comments:				
3. I modified how I perform my duties based on what I learned in this course.	1	2	3	4
Comments:				
4. My participation in this course has added value to my organization.	1	2	3	4
Comments:				
5. I am given greater responsibilities as a result of this course.	1	2	3	4
Comments:				
☐ No Opportunity				
6. My organization modified its policies, practices, or procedures based on what I learned in this course.	1	2	3	4
Comments:				
7. I would recommend this course to others.	1	2	3	4
Comments:				

What one change would you suggest for improvement?

If changes are made, what one thing would you most want to stay the same? _____

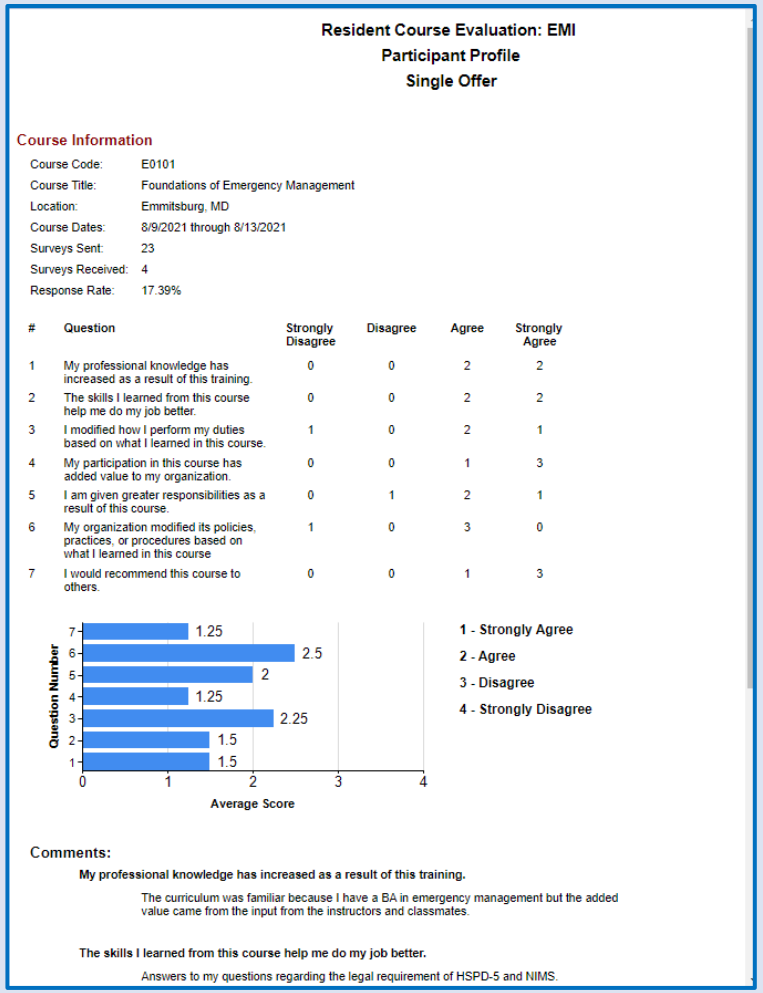
Please use the enclosed envelope to return this survey by _____ Thank You.

FEMA Form 519-0-1 (05/20) REPLACES PREVIOUS EDITION Page 1 of 1

Level 3: Behavior (degree to which participants apply what they learned during training when they are back on the job)

Level 3 reports

- Provides result from specific offer or aggregated results from multiple offers
- Single-page report
- Lists results of all elements listed on the survey instrument
- Provides Quantitative (Likert scale) and Qualitative (freeform text) data



Resident Course Evaluation: EMI
Participant Profile
Single Offer

Course Information

Course Code:	E0101
Course Title:	Foundations of Emergency Management
Location:	Emmitsburg, MD
Course Dates:	8/9/2021 through 8/13/2021
Surveys Sent:	23
Surveys Received:	4
Response Rate:	17.39%

#	Question	Strongly Disagree	Disagree	Agree	Strongly Agree
1	My professional knowledge has increased as a result of this training.	0	0	2	2
2	The skills I learned from this course help me do my job better.	0	0	2	2
3	I modified how I perform my duties based on what I learned in this course.	1	0	2	1
4	My participation in this course has added value to my organization.	0	0	1	3
5	I am given greater responsibilities as a result of this course.	0	1	2	1
6	My organization modified its policies, practices, or procedures based on what I learned in this course	1	0	3	0
7	I would recommend this course to others.	0	0	1	3

Comments:

My professional knowledge has increased as a result of this training.

The curriculum was familiar because I have a BA in emergency management but the added value came from the input from the instructors and classmates.

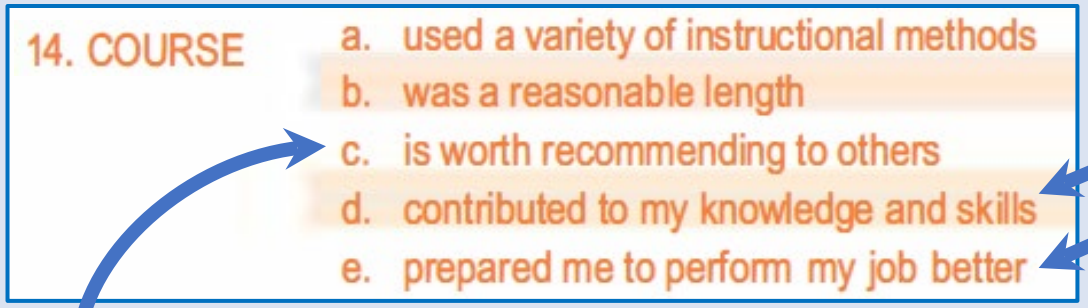
The skills I learned from this course help me do my job better.

Answers to my questions regarding the legal requirement of HSPD-5 and NIMS.

Level 3: Behavior (degree to which participants apply what they learned during training when they are back on the job)

Things we pay particularly close attention to:

- Direct correlation between Level 1 and level 3 questions
- Question 1, 2 & 3 speak to perceived student impact



#	Question
1	My professional knowledge has increased as a result of this training.
2	The skills I learned from this course help me do my job better.
3	I modified how I perform my duties based on what I learned in this course.
4	My participation in this course has added value to my organization.
5	I am given greater responsibilities as a result of this course.
6	My organization modified its policies, practices, or procedures based on what I learned in this course
7	I would recommend this course to others.

Level 3: Behavior (degree to which participants apply what they learned during training when they are back on the job)

Things to Consider:

- Level 3 question 4, 5 & 6 speak to perceived organizational impact

#	Question
1	My professional knowledge has increased as a result of this training.
2	The skills I learned from this course help me do my job better.
3	I modified how I perform my duties based on what I learned in this course.
4	My participation in this course has added value to my organization.
5	I am given greater responsibilities as a result of this course.
6	My organization modified its policies, practices, or procedures based on what I learned in this course
7	I would recommend this course to others.

Contact Information

Scott Van Dermark Scott.VanDermark@fema.dhs.gov

State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Russ Flick
Preparedness Branch

FEMA

Reviewing and Approving Applications

- STO Role in student application approval
- Variations in application procedures
  - Academy applications
  - ICS Train-the-Trainer applications
  - AHPS Courses
  - EMI-sponsored courses
  - State K/L Delivery

Instructor Management

Instructor Management:

- EMI instructor lists
- State managed instructors
- Tools for evaluation of instructors
  - QA/QC checklist
  - Level I data
  - Level II data

State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Karen Andrew
HR Finance Branch

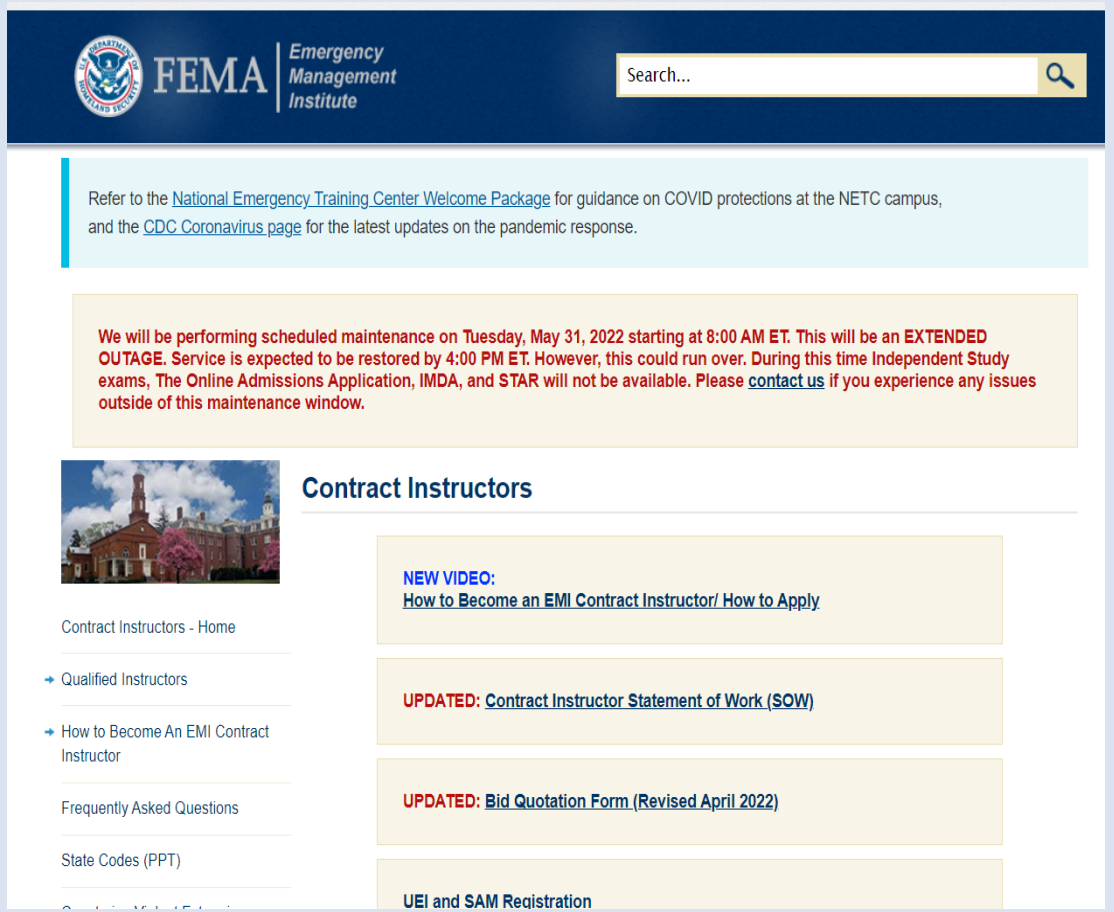
FEMA

EMI Contract Instructor Selection Process

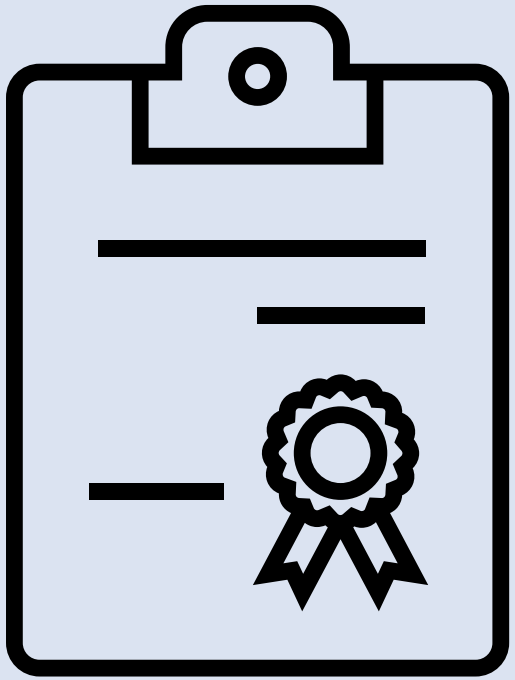
- Contract Instructor Website: [Emergency Management Institute | Instructor Information (https://training.fema.gov/instructors/)](https://training.fema.gov/instructors/)
  - How to Become a Contract Instructor Video
  - Standard Statement of Work
  - Course Instructor Criteria
  - Bid sheet
  - List of biddable courses

- Qualified Bidders
  - Open Bid Cycles are May 1-31 for the first 6 months of the following FY and Nov. 1-30 for the last 6 months of the FY.

- NCIC Checks for instructors
  - Conducted/renewed every 6 months



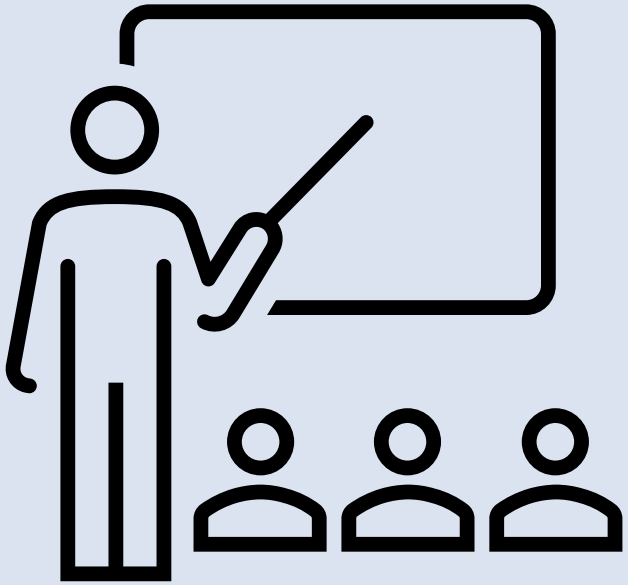
EMI Contract Instructor Selection Process



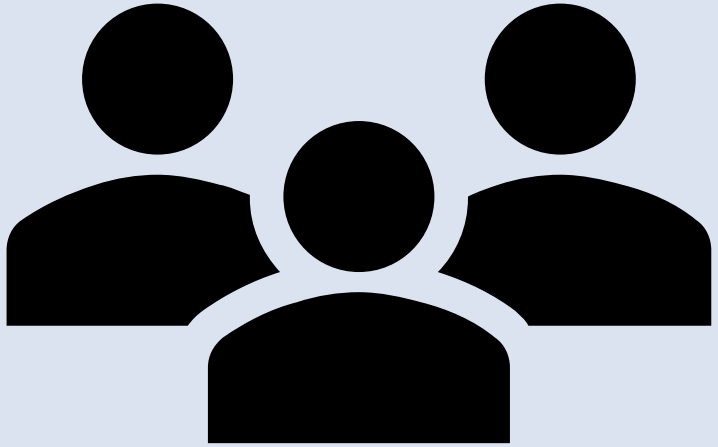
- Contract Instructor Micropurchase Awards
  - Course Managers select from bids received based on low bid, best value and rotation
  - Bid award emails go out prior to contract.
  - The contract is sent out to selected instructors prior to the Period of Performance.
  - Contract instructors should never travel without receiving a contract which is a violation of procurement policy.

New Contract Instructors

- Application process is outlined in the video on the web.
- Potential instructors submit the following to FEMA-EMI-InstructorApplication@fema.dhs.gov:
  - A cover letter that lists the course they would like to instruct, no more than five (5) courses per application.
  - A resume outlining their experience.
  - The documentation necessary to demonstrate that they meet the course-specific requirement for each course.
  - A link to a 30-minute teaching demonstration.
  - At least two references.



New Contract Instructors



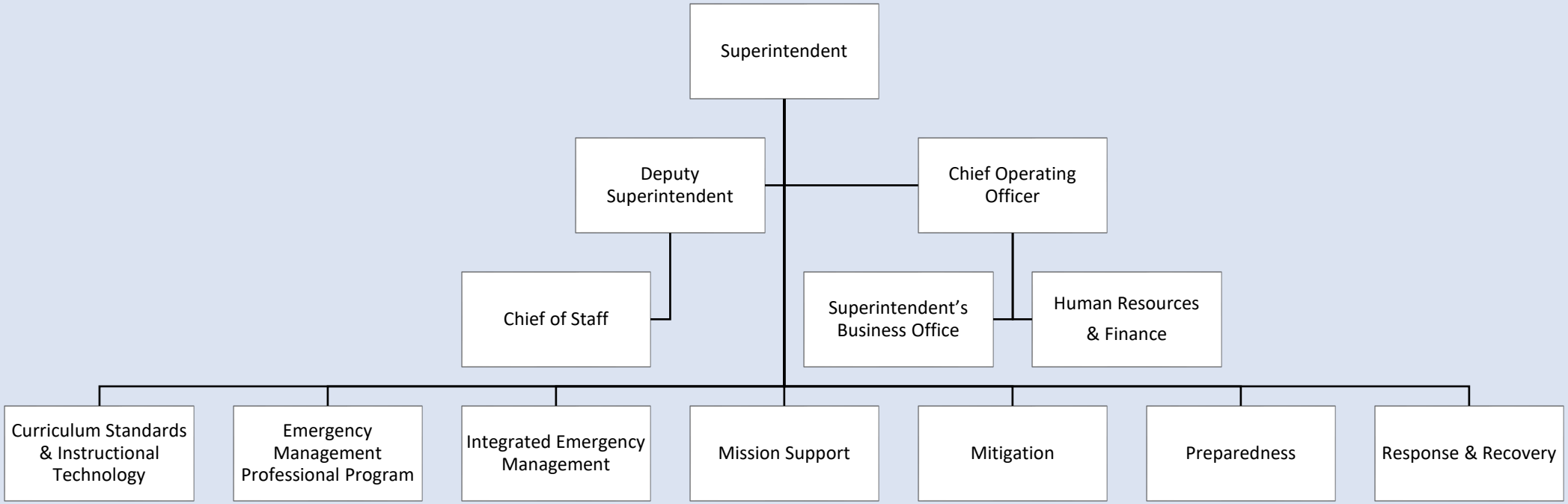
- Course Managers review documentation to ensure the candidates meet the qualification criteria, check references, and interview the candidates using a pre-designed rubric.
- Course Managers provide the completed interview package back to FEMA-EMI-InstructorApplication@fema.dhs.gov once approved or noted as disqualified.
- Typically takes approximately 60 days.

Current

EMI Organizational Structure

FEMA

EMI Org. Chart



Curriculum by Branch

- **Curriculum Standards & Instructional Technology**
  - Learning Management Systems
  - EMI Independent Study Program
  - Curriculum Management
- **Emergency Management Professional Program**
  - Executive, Advanced, and Basic Academies
  - Public Information Officer Program
- **Integrated Emergency Management**
  - Community-specific & Exercise-based Training Courses
  - Master Exercise Practitioner
  - Master Planning Practitioner
  - Virtual Tabletop Exercise Series
- **Mission Support**
  - Cybersecurity Symposium
  - Community Emergency Response Team Training
  - Continuity of Operations
  - Emergency Management Accreditation Program
  - Emergency Operations Center Training
  - Grants Management Training
  - Instructor Development
  - State-delivered “G” Courses
- **Mitigation**
  - K-12 Schools Programs
  - Dam Technical Safety Seminar
  - Hazard Mitigation Stakeholders Seminar
  - Multi-hazards Emergency Management for Higher Ed.

Curriculum by Branch, continued

- **Mitigation, continued**
  - FEMA Flood Plain Management Division
  - FEMA Flood Insurance Directorate
  - Hazard Mitigation Assistance
  - Arc Geographic Information Systems
  - Hazard Mitigation Planning
  - Cooperating Technical Partners Seminar
- **Preparedness**
  - National Incident Management System (NIMS) Training Program
  - Core Incident Command Systems (ICS) Curriculum
  - NIMS All Hazards Position-Specific ICS Curriculum
  - Tribal Training Curriculum
- **Response and Recovery**
  - Emergency Management Assistance Compact
  - Debris Management
  - Volunteer and Donations Management
  - Crisis Counseling
  - Hurricane Preparedness and Response
  - Individual Assistance Preparations and Grants
  - Public Assistance Operations and Grants
  - Recovery Operations
  - State Coordinator Training

National Training Liaison

FEMA

Role of the National Training Liaison

- EMI Monthly Newsletter
- National Preparedness Symposium
  - Roundtable
  - EMI-hosted
  - Center for Domestic Preparedness-hosted
- Monthly Regional Training Manager Calls
- Federal Preparedness Coordinators Monthly Calls
- Outreach/Liaison
  - FEMA Training Stakeholders/Partners
  - Other Federal Agencies
  - National/International Associations
- Ad Hoc Projects

State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Jeff Hice
Branch Chief
Preparedness

FEMA

Preparedness Branch

- National Incident Management System (NIMS)
- Incident Command System (ICS)
- ICS Position Training for the National Qualification System (NQS)
- Tribal Emergency Management
- ICS/ ICS Position/ Tribal Train the Trainer

NIMS/ICS Training

- Independent Study
  - NIMS Training (IS-700)
  - National Response Plan (IS-800)
  - Incident Command System Training: ICS 100 (IS-100) AND ICS 200 (IS-200)
  - over 1 million completions per year https://training.fema.gov
- Instructor Led Training
  - ICS 300 and 400 (E/L/G 300 and 400)
  - ICS-EOC Interface (E/L/G 191)
  - ICS 402, NIMS Over for Senior Officials (G402)
  - Primarily delivered by the States using State managed instructors for a State-generated certificate of completion
- NIMS/ICS training tied to Preparedness Grants
  - NIMS Implementation Objectives
  - https://www.fema.gov/emergency-managers/nims/implementation-training

ICS Position Training 1 of 2 (All Hazards Position Specific)

- 18 Instructor Led Courses for ICS Leadership Positions
- Support National Qualification System ICS Position Qualification
- Primarily delivered by the States using approved instructors (L Course)
- EMI maintains an approved instructor list
- Requested through EMI Preparedness and produces an EMI certificate
- Over 5,000 completions per year https://training.fema.gov/allhazards/
- Tied to Preparedness Grants
  - NQS Implementation Objectives https://www.fema.gov/emergency-managers/nims/components/nqs-supplemental-documents
- Future revision will add online-pre-work and increase performance-based training

ICS Position Training 2 of 2 (All Hazards Position Specific)

- Incident Commander
- Safety Officer
- Public Information Officer
- Liaison Officer
- Operations Section Chief
- Air Support Group Supervisor
- Division/Group Supervisor
- Task Force/ Strike Team (Resource) Leader
- Planning Section Chief
- Situation Unit Leader
- Resources/Demobilization Unit Leader
- Logistics Section Chief
- Communications Unit Leader
- Supply Unit Leader
- Facilities Unit Leader
- Finance/Administration Section Chief
- Finance/Administration Unit Leaders: Compensation/Claims, Cost, Procurement, Time

Pending Revisions will Increase to 22 position specific courses for 26 NQS PTBs

Tribal Training Curriculum

- Courses designed by and for Tribal audiences
  - E/L 0580: Emergency Management Framework for Tribal Government
  - E/L 0581: Emergency Management Operations for Tribal Government
  - E/L 0582: Mitigation for Tribal Government
  - E/L 0583: Emergency Management Overview for Tribal Leaders
  - E/L/K 8585 Tribal Train the Trainer Seminar
- Designed to complement NIMS/ICS Training
- 2022 Train the Trainer to decentralize delivery

Train-the-Trainer Programs (TTT)

- Incident Command System TTT (E/L/K 449)
  - Rigorous 5-day course developing instructors for the TTT Program
  - Not a requirement to instruct ICS in a State
  - Designed as a Capstone Course, not a first step
- ICS Position Training TTT
  - 11 separate 2–5 day classroom TTT courses for ICS Positions
- Tribal Train the Trainer TTT (E/L/K 8585) Courses
- General Requirements for TTT Courses
  - Complete the courses they will teach
  - Training and experience in adult education
  - Recent and relevant operational experience related to courses
  - Demonstrated proficiency on the course exams and in class presentations

Preparedness Branch Members

- Preparedness Branch Chief – Jeff Hice
- National Training Liaison - Dan Lubman
- ICS and Training Instructional Design
  - Russ Flick (Team Lead)
  - Sabra Arnold
  - Samantha Yesalonia
- ICS Position Training
  - Bob Patrick (Team Lead)
  - Kenny Cline
  - Tina Kelly
- Tribal Training - Mary Reevis

In conclusion… Key Take-Aways

- Independent Study (IS) Courses are available online at no cost
- Instructor Led versions of NIMS/ICS Independent Study Courses are available for download and use by Jurisdictions
- Instructor led G Courses are State Delivered for a State Certificate of Completion
- ICS Position Training is delivered by the States as an L delivery using EMI approved Instructors for an EMI Certificate of Completion
- State funded L deliveries require prior coordination, a formal request, and EMI approved instructors
- EMI does not normally deliver ICS or ICS Position Courses directly
- Train the Trainers are delivered through EMI

Contact Information

- Jeff Hice Jeffrey.hice@fema.dhs.gov
- ICS and ICS PositionEMI-NIMS-ICSTraining@fema.dhs.gov
- Tribal Mary.reevis@fema.dhs.gov

State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Chris Yambor
Mission Support Branch

FEMA

Mission Support Areas of Responsibility

- Cybersecurity Symposium
- Community Emergency Response Team Training
- Continuity of Operations
- Emergency Operations Center Training
- Grants Management Training
- Instructor Development
- State-delivered “G” Courses

G Courses Details

- States can choose any instructor they deem qualified
- States are expected to follow the Course Objectives, and Plan of Instruction
- Courses can not currently be modified, plans to unlock the visuals for alteration are in the works.
- Test Bank Control and Academic Integrity
- Provide Feedback to FEMA about course needs/usage

Future Changes

- Future G-Course website to contain information on courses currently down for revision.
- Future G-Course website to contain advanced warning of course retirements.
- Future G-Course website to contain course replacement information
- SID/Login style lockdown for STO/trusted partner access only. Including opportunity for change in content.

Impacts to G Courses

- “EMI-Anywhere” model will make additional E/L/K deliveries a reality
- Course funds are not guaranteed (revision, new content, new courses)
- How often are G-Courses being used? Data is lacking.

Customer Service

- What do you need from the G-Course Curriculum?
- Communications with EMI via email/RTMs and seminars.
- Communications back to states from EMI Newsletter, email directly with Lauren, RTM communications, and seminars/conferences.

Mission Support / EOC Course Update

- Each course focuses on the associated skillsets and the categories, tasks, and EOC products associated with them.
- We focus on “What right looks like” and use an “I do, we do, you do” approach.
- All Courses are available as E/L/K/G

E/L/K/G 2302 EOC Leaders Skillsets

- Skillset focus: Center Management, Policy and Direction, Leadership

E/L/K/G 2304 EOC Planning Skillsets

- Skillset focus: Planning, Recovery Coordination, Performance Improvement

E/L/K/G 2306 EOC Resource Skillsets

- Skillset focus: Resource Ordering and Acquiring, Resource Sourcing, Resource Tracking, Understanding the Resource Requirement, Facility Management, Finance

E/L/K/G 2308 EOC Operations and Situational Awareness Skillsets

- Skillset focus: Action Tracking, Situational Awareness, Documents, Organizational Representation

COOP – Continuity of Operations

- E/L/K 1301 and 1302 Courses

- Level 1 Practioners Completion and 141 Instructor Course
- Level 2 Practioners = Solo Instructorship and review by Coop Officer Personnel

Christopher Yambor

Christopher.Yambor@fema.dhs.gov

CERT – Community Emergency Response Team Training

- Management Level Courses only
- Train the Trainer Course
- Currently only E/L but becoming G course - Agreement to be signed in interim
- Contact Jamie.Mauk@fema.dhs.gov

Grants and 141

- All grants courses
- E/L 141

- Sheila McCartney
- Sheila.mccartney@fema.dhs.gov

G-Courses

- New Technology Solution coming soon.
- Contact Lauren.bond@fema.dhs.gov with questions or needs

State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Barry Breslin
Branch Chief
Integrated Emergency Management Branch

FEMA

Integrated Emergency Management Branch

E/L0930 Integrated Emergency Management Course (IEMC)

- Course Length: 4 Days
- Target Audience: State, Local, Tribal, or Territorial Emergency Management Organizations
- Format:
  - Classroom and Exercises are tailored to community
  - Course delivered locally or at the NETC campus (typically 12 per year)
- Timeline:
  - Communities apply through the State to the FEMA Region by February 1 (Tribes can apply directly to the FEMA Region or through the State)
  - FEMA Regions Prioritize Applications and send to EMI by February 15
  - EMI Superintendent makes selections in March/April
  - Communities notified in April/May
- Point of Contact: Patrick Flynn patrick.flynn@FEMA.dhs.gov or fema-emi-iemb@fema.dhs.gov
- Webpage: https://training.fema.gov/iemc/

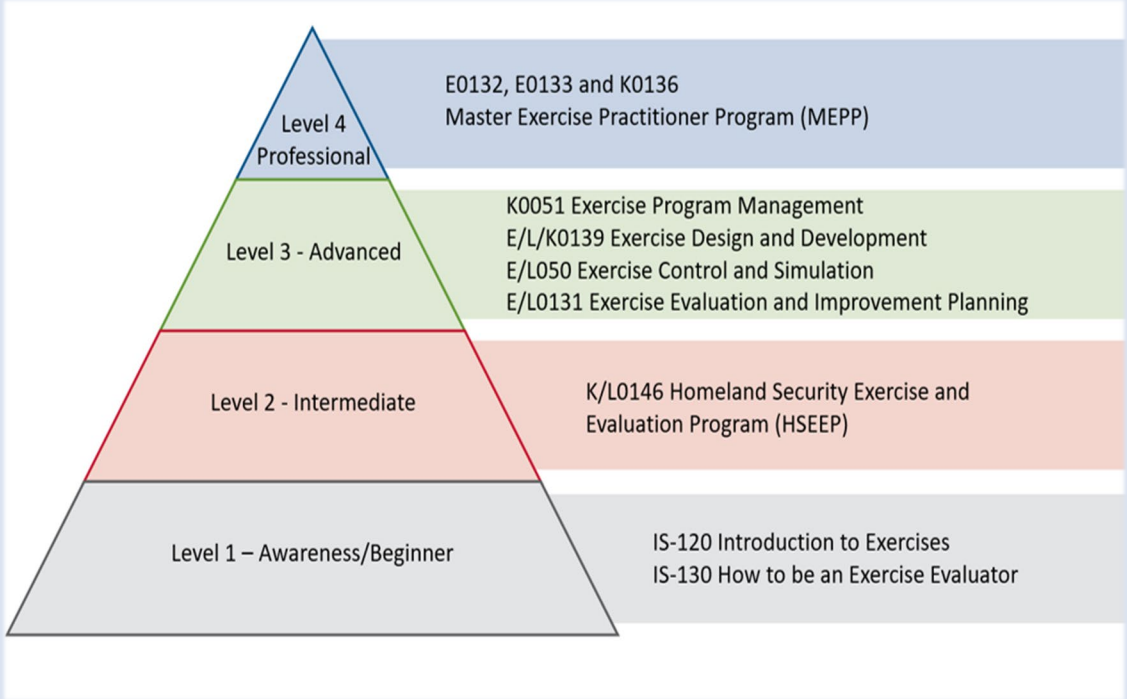
Integrated Emergency Management Branch

- **V0001 Virtual Tabletop Exercise (VTTX)**
  - Course Length: 4 hours
  - Target Audience: Federal, State, Local, Tribal, or Territorial Emergency Management Organizations, Private Sector, Non-Profit, Healthcare, Education, etc.
  - Format:
    - VTTXs are conducted via Zoom
    - Approximately 22 scenarios per year; each scenario offering is offered Tuesday, Wednesday, Thursday from 12pm-4pm Eastern Time (organizations only need to attend 1 day)
    - EMI hosts the plenary; local point of contact facilitates the discussion locally and reports out for the organization in plenary
  - Application: communities apply directly to EMI to participate
  - Point of Contact: Reg Godfrey reginald.godfrey@fema.dhs.gov or fema-emi-iemb@fema.dhs.gov
  - Webpage: https://training.fema.gov/programs/emivttx.aspx

Integrated Emergency Management Branch

National Standard Exercise Curriculum

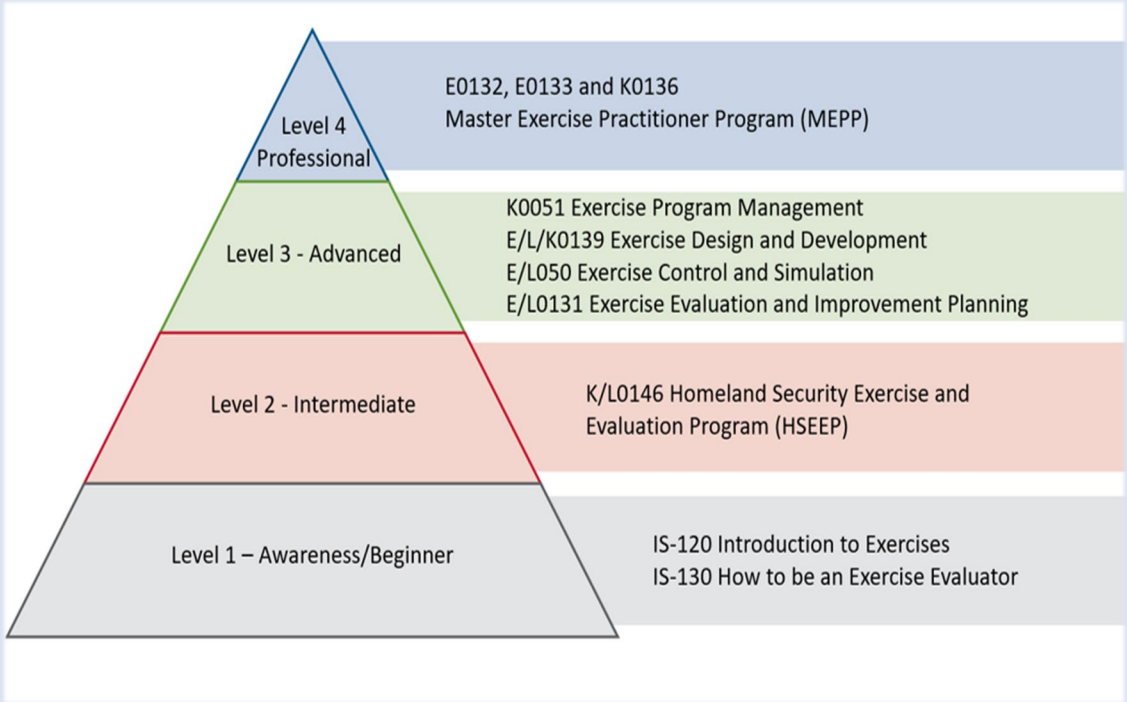
- Consists of four levels
  - Level 1 (Awareness/Beginner): IS120 and IS130
  - Level 2 (Intermediate): E/L/K0146 HSEEP
  - Level 3 (Advanced): K0051, E/L/K0139, E/L0050, E/L/K0131
  - Level 4 (Professional): MEPP E0132, E0133, K0136



Integrated Emergency Management Branch

National Standard Exercise Curriculum

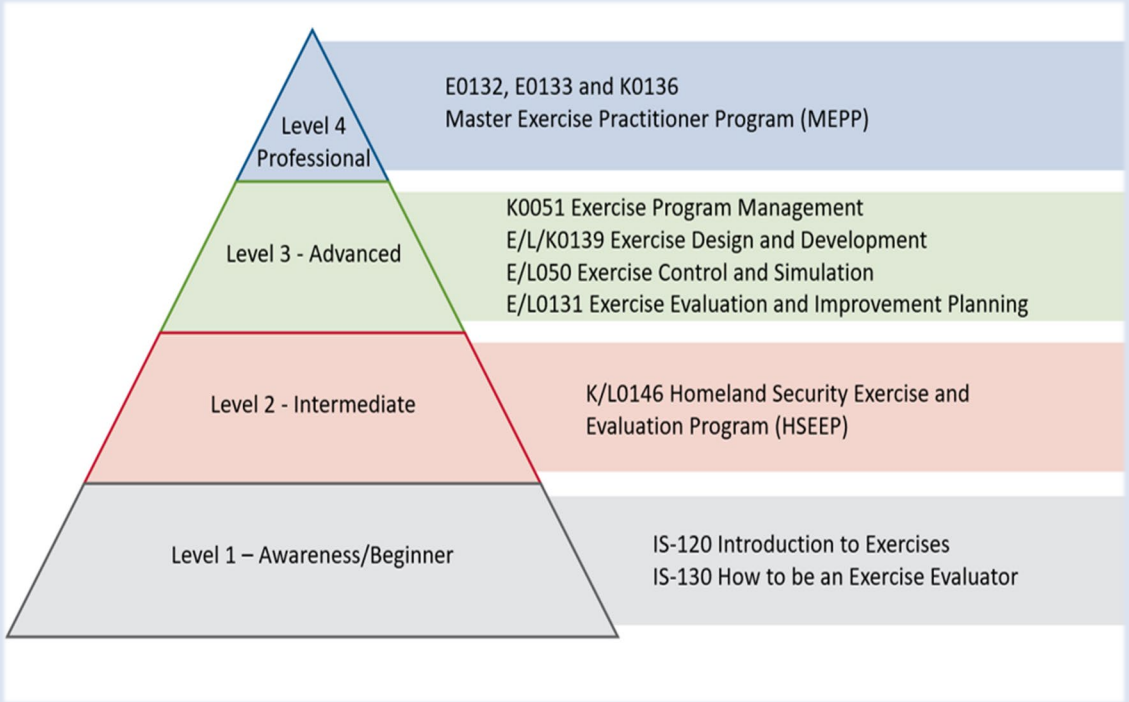
- Level 2 (Intermediate): E/L/K0146 HSEEP
  - Course Length: 16 hours
  - Scheduling:
    - Schedule directly with EMI via email fema-emi-iemb@fema.dhs.gov
    - EMI will send checklist instructions for hosting course either locally or virtually
    - EMI does not provide instructors for HSEEP courses; State Training Officers will verify that instructors meet criteria for the course
  - Points of Contact: email: fema-emi-iemb@fema.dhs.gov and Steven Cardinal, steven.cardinal@fema.dhs.gov



Integrated Emergency Management Branch

National Standard Exercise Curriculum

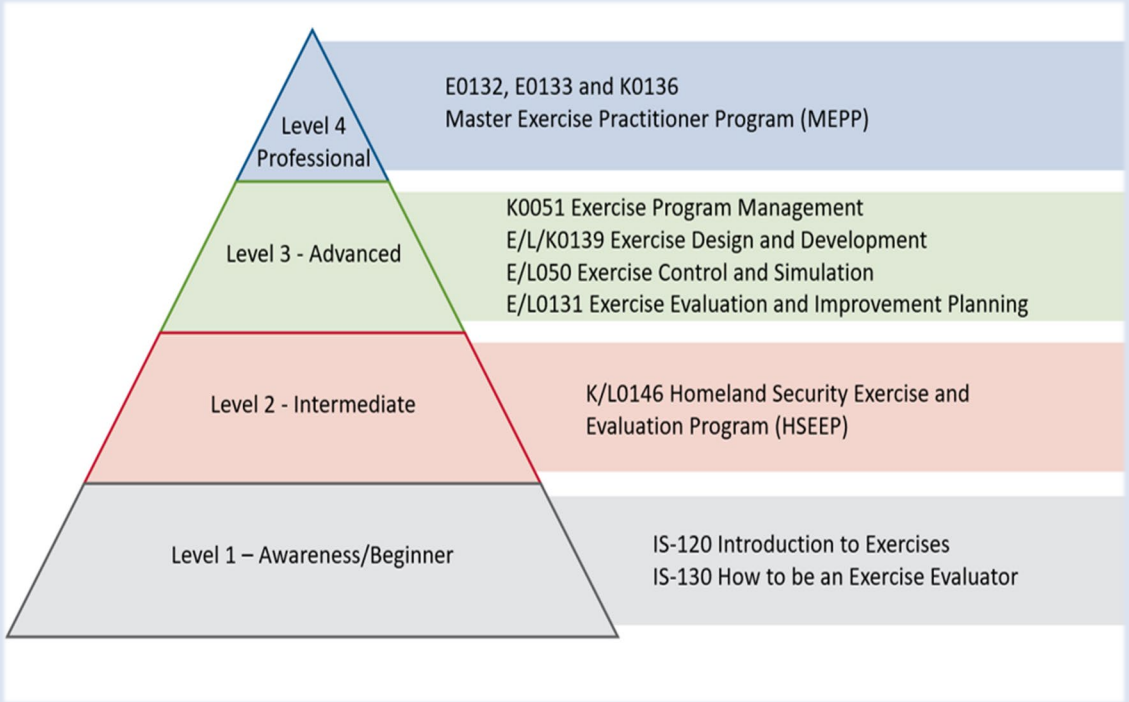
- Level 3 (Advanced): K0051, E/L/K0139, E/L0050, E/L/K0131
  - Course Length: K0051=4 hours; E/L/K0139 and E/L0050=16 hours; E/L/K0131=32 hours
  - Format:
    - Courses are held at EMI, locally or virtually
  - Prerequisite: E/L/K0146 HSEEP is prerequisite for all Advanced-level courses
  - Scheduling:
    - Individual students apply via NETC Online Admission
    - For local offerings, coordinate directly with EMI via email fema-emi-iemb@fema.dhs.gov an
  - Points of Contact: email: fema-emi-iemb@fema.dhs.gov and Mark Moure mark.moure@fema.dhs.gov



Integrated Emergency Management Branch

National Standard Exercise Curriculum

- Level 4 (Professional): MEPP E0132, E0133, K0136
  - Course Length: E0132 and E0133 are 32 hours each; K0136 is a virtual Capstone presentation (approximately 1 hour)
  - Offering: there are 2 MEPP cohorts per year (40 students in each cohort)
  - Application:
    - Application period is May 1 to July 1 each year
    - Application requirements and selection process found a: https://training.fema.gov/programs/nsec/mepp/
  - Points of Contact: email: fema-emi-iemb@fema.dhs.gov and Meghan Van Aken meghan.vanaken@fema.dhs.gov



Integrated Emergency Management Branch

Planning Practitioner Program (PPP)

- Courses:
  - E0237 Foundations, Program Management, Design and Development (5 days)
  - E0238: Planning Integration and Contemporary Issues (5 days)
  - K0243 PPP Capstone Presentation
- Target Audience:
  - Appointed emergency management staff from FSLTT emergency management offices with current operational planning responsibilities.
  - Public safety or political appointees who currently conduct operational planning within the emergency management field
  - Personnel serving in various emergency management disciplines (e.g., private sector, law enforcement, fire, public works, and public health) who have a substantial current operational planning responsibility
- Format:
  - Classes are conducted at the NETC Campus (Capstone is virtual)
  - There are 2 cohorts of 28 students each year
- Timeline:
  - Students apply from May 1 through July 1 each year
  - FEMA Regions assist in the student selection
- Point of Contact: James Greenshields james.greenshields@fema.dhs.gov or fema-emi-iemb@fema.dhs.gov
- Webpage: https://training.fema.gov/programs/planning-practitioner/

State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Vic Kurz
Response and Recovery Branch

FEMA

Response and Recovery Branch

- Our Branch's mission is to educate and train the States, Territories, Tribal Nations and local communities (SLTT) in order to save lives, minimize suffering, and protect property in a timely and effective manner.
- We seek to engage all partners and stakeholders to develop solutions for catastrophic disasters when acts of terrorism, natural disasters, or other emergencies exceed their capabilities to respond to and recover from such events.
- We design and deliver a variety of event types, such as: Symposiums, Seminars, Workshops, Courses, Just-In-Time Training, Briefings, Focus Groups, and other Training Opportunities

Response and Recovery Branch

- Response Components:
- Logistics
- Public Assistance
- Individual Assistance
- Hurricane Program
- Voluntary Agencies
- Emergency Management Assistance Compact (EMAC)

- Recovery Components:
- Logistics
- Public Assistance
- Individual Assistance
- Voluntary Agencies
- National Disaster Recovery Framework (NDRF)
- Interagency Recovery Coordination group (IRC)

State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Janelle Massiatte
Mitigation Branch Chief

FEMA

Mitigation Branch

The Emergency Management Institute's (EMI) Mitigation Branch implements a variety of programs authorized by Congress that cover the full range of hazards.

Hazard Mitigation efforts:

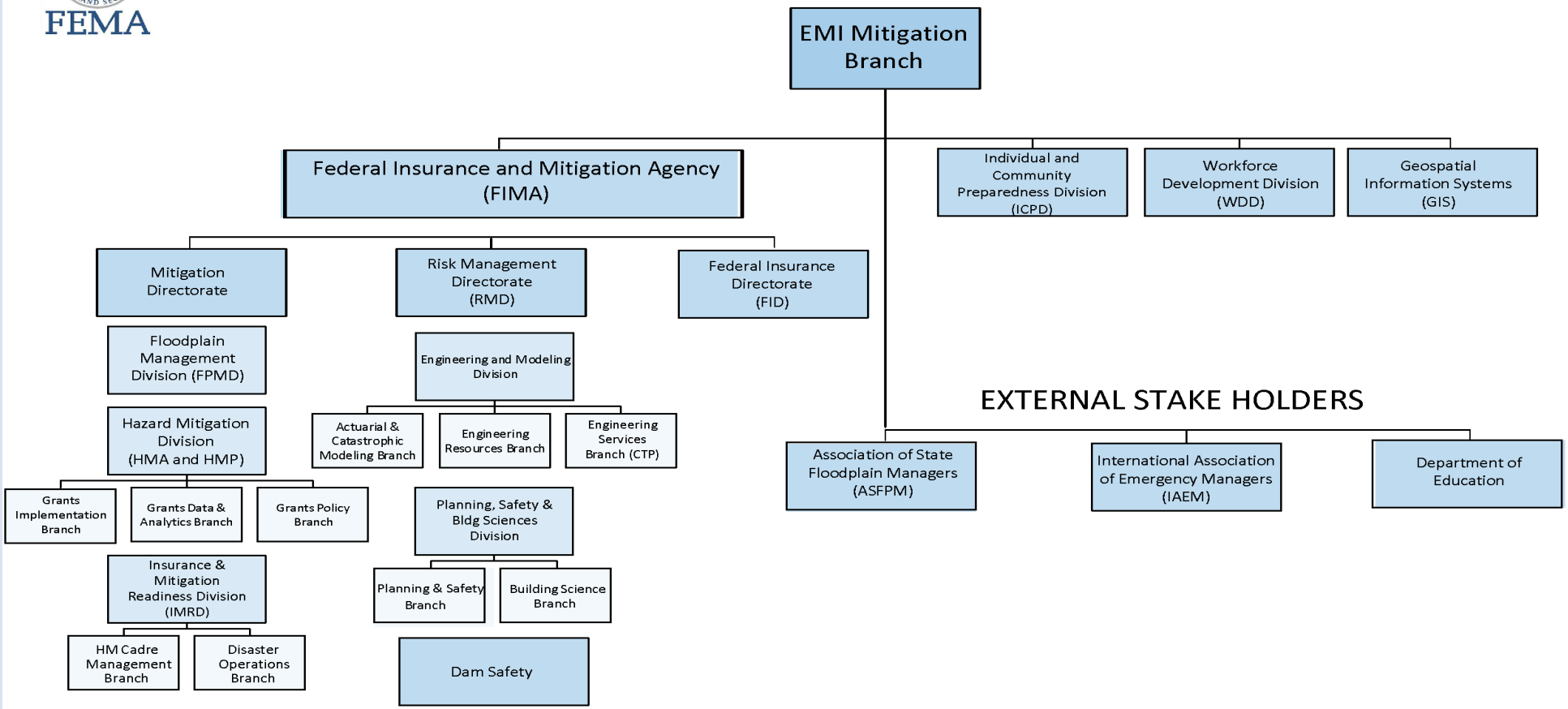
(1) Create resilient communities by reducing loss of life and property damage
(2) Enable individuals to recover more rapidly from floods and other disasters
(3) Lessen the financial impact of disasters across the Nation

We coordinate with over 15 FEMA program offices and external stakeholders for the development, revision and retirement of all formal, accredited Mitigation training.

Mitigation Branch Internal & External Stakeholder Dependencies

FEMA

Stakeholders provide support for course development, revision, retirement and instructor support



Dependency Impacts

Course Request Process

- Minimum of 45 days needed for each L/K course request
- Requestor expected to notify you of request
- If requestor needs instructor support – additional coordination time is needed
- K courses do NOT have the agenda/timeline as in-person offerings; requires double the amount of resources
- Upon approval of course request; RTM and STO are Cc'd on email
- Multiple requests from same state or region will result in collaborative discussion

Instructor Support/Coordination

- Each Program Office owns the instructor relationship
  - Qualifying/vetting
  - Scheduling
  - Funding
  - Communication
- Some courses require 4 or more instructors to convene (SME specific topics and/or group activities
- EMI can only fund approved EMI contract instructors (application process required approx. 3-6 months
- Non-EMI course manager training may be needed for L/K offerings = more time needed

Note: G course updates do not always occur immediately after update and are subject to removal by Program Office

Mitigation Course Portfolio:

RTM/STO Notification-Based Courses

Mitigation has 132 courses; 82 of these courses are resident offerings (E), community-delivered (L) or virtual-instructor led (K)

	Cs Code	Course Title	Annual Course Expected Delivery Type			G	FEMA PTB Needs*
			E (FY23)	L	K		
FPMD	273	Managing Floodplain Development through the NFIP	5	35	In development	No	63
	278	NFIP/Community Rating System	3	4	TBD	No	N/A
	194	Advanced Floodplain Management Concepts	0	TBD	Under Revision	Yes	22
	282	Advanced Floodplain Management Concepts II	0	TBD	Under Revision	Yes	34
	284	Advanced Floodplain Management Concepts III	0	TBD	Under Revision	Yes	17
GIS	190	ArcGIS for Emergency Managers	2	4	N/A	No	69
HMA	212	HMA: Developing Quality Application	1	12	10 (2)	No	107
	213	HMA: Application Review and Evaluation	1	10	TBD	No	16
	214	HMA: Project Implementation & Programmatic Closeout	1	10	TBD	No	21
HMP	318	Local Hazard Mitigation Planning	N/A	12 to 15	4 (P.O. Sponsored)	Yes	N/A (SLTT Need)
	329	Planning for States	N/A	10	TBD in FY 23	No	N/A (SLTT Need)
Dam Safety	260	Dam Security and Protection Technical Seminar	N/A	2	N/A	No	N/A
	2455	2-Day Community Dam Safety Preparedness and Mitigation Course	N/A	2 to 4 (under revision)	N/A	No	N/A
Building Science	279	Retrofitting Floodprone Residential Bldgs	2	0	TBD (under revision)	No	210
	312	Fundamentals of Building Science	2	4	4	No	189
	386	Residential Coastal Construction	2	6	2 to 4	No	30
	219	Mitigation Assessment Team (MAT) Workshop	N/A*	4	1 if needed	No	N/A

* FEMA Non PTB training related needs are increasing as FEMA programs and staffing evolve

Mitigation Communication Summary with RTM and STO

Course Request Communication

- L (community delivered courses) or K (virtual) course requests require use of EMI course request form*
- Coordination box MUST be checked yes (not approval)
- RTM and STO Cc'd on all course approvals

Course Update Communication (Inactive Actions / Retirements)

- Regional Training Manager (RTM) Newsletter
- EMI Direct communication with RTMs via monthly RTM call
- Direct Program Office Coordination/Communication with respective stakeholders*

**EMI may not be included or aware of communication*

Mitigation Contacts

- Janelle Massiatte, Mitigation Branch Chief, Janelle.massiatte@fema.dhs.gov
- Tina Hovermale, Mitigation Team Lead, Tina.Hovermale@dhs.gov

- General Inquiries/Course Requests: FEMA-EMI-MIT@fema.dhs.gov

Questions?

Concerns?

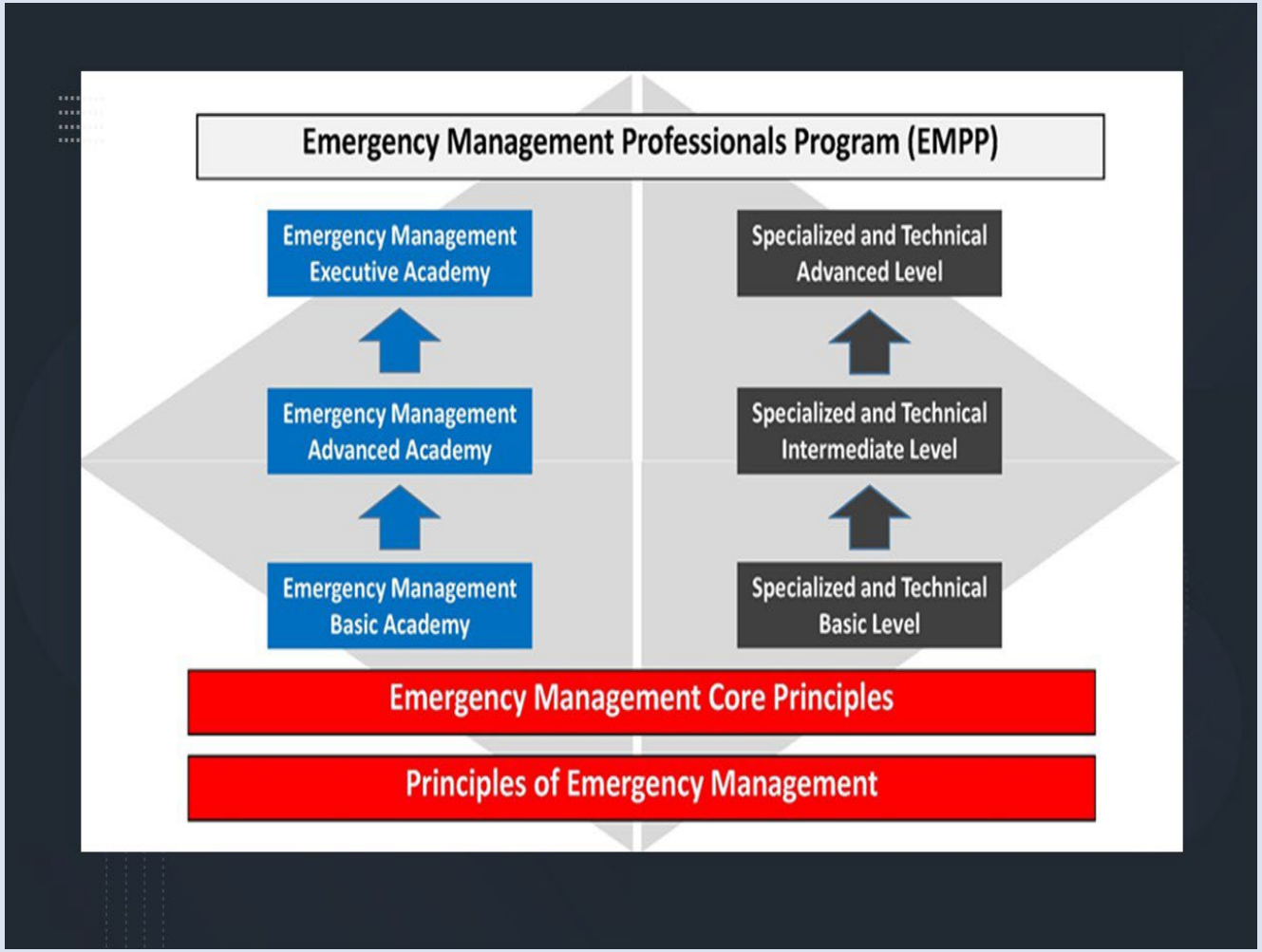
Emergency Management Professional Program (EMPP)

Dr. Kelly Garrett
Director, Emergency Management Professional Program

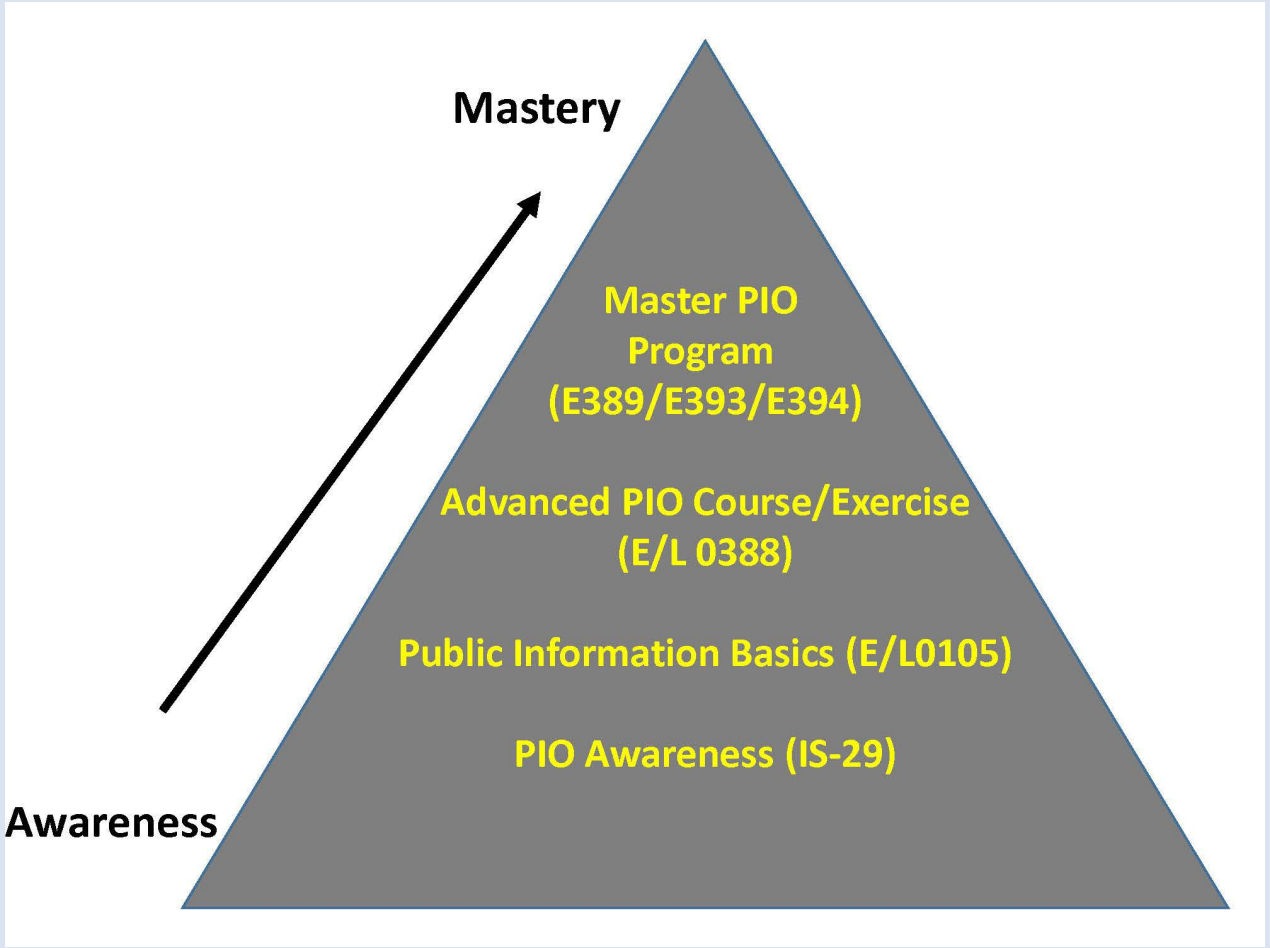
FEMA

Emergency Management Professional Program (EMPP)

- The EMPP serves as the school of continuing and professional studies for acquiring the knowledge, skills, and abilities to meet the challenges of a dynamic and complex environment in homeland security.
- The Basic, Advanced, and Executive Academies have evolved into a whole community forum for the professional development of the emergency management profession.



Public Information Officer Program



Emergency Management Professional Program (EMPP)

- Started in 2011, the Basic Academy provides the opportunity to acquire an understanding of the key concepts of emergency management.
- Launched in 2013, the Advanced Academy creates an academically rigorous learning environment by using critical thinking and complex problem-solving processes in examining key topics in the contemporary emergency management environment.
- Initiated in 2013, the Executive Academy enhances the knowledge of our Nation's executive emergency managers through a well-rounded understanding of, and ability to apply, emergency management executive leadership core competencies in a collaborative learning environment.
- Initiated in 1990 (becoming part of EMPP in 2019), the Public Information Officer Program provides our Nation's public information officers the essential knowledge, skills, and abilities to support proper decision-making by delivering the right information, to the right people, at the right time.

EMPP Core Competencies

What Should Emergency Managers:	What Are Emergency Management Capabilities?
Know **(Knowledge, Skills, Abilities)**	**Technical Acumen**
Do **(Management & Administrative)**	**Organizational Acumen**
Be **(Leadership Development)**	**Leadership Acumen**

EMPP Course Content Matrix

COMPETENCIES	BASIC ACADEMY	ADVANCED ACADEMY	EXECUTIVE ACADEMY
Broad Knowledge Base	75%	40%	25%
Organizational Acumen	17%	35%	25%
Leadership Development	8%	25%	50%
	Lead Self; Team Member	Lead Programs, Projects, Teams, People	Lead Organizations and the Profession

Basic Academy

- Provides the opportunity to acquire an understanding of the key concepts of emergency management.
- Enhances the careers of emergency managers by combining the knowledge of fundamental systems, training, concepts and practices of contemporary emergency management.
- Enables students to gain a common understanding of the roles, responsibilities, legal and ethical implications of emergency management; build an emergency management community of practice in the initial phase of their careers; and establish a network of professional contacts.
- The Basic Academy is delivered both on campus and in the field as locally-hosted courses.
- Completion of the Independent Study (IS) course pre-requisites must be accomplished prior to attending the E/L0101 Foundations Course. Previously 23 hours of IS, now 45 hours of IS.

Basic Academy Curriculum

BASIC ACADEMY
EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

Course 1: E/L/K0101 Foundations of Emergency Management (45 hours IS, 40 hours classroom)

Introduces the knowledge and skills needed to perform at the entry-level of emergency management. Topics: individual leadership, building teams, decision making, prevention and protection, mitigation, response and recovery.

Course 2: E/L/K0146 Homeland Security Exercise and Evaluation Program (16 hours)

Introduction to the fundamentals of exercise simulation and design as integrated systems.

Course 3: E/L/K0102 Science for Disasters (24 hours)

An overview of the scientific principles and concepts that shape our increasingly dangerous world.

Basic Academy Curriculum

BASIC ACADEMY
EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

Course 4: E/L/K0103 Planning Emergency Operations (16 hours)

Basic planning concepts and processes unique to the field of emergency management.

Course 5: E/L/K0105 Public Information Basics (24 hours)

Introduces the role of the Public Information Officer in emergency management and provides information about the Integrated Public Alert and Warning System.

E/L 0388 Advanced Public Information Officer

- Course was revised to update curriculum and improve learning content
- Major areas revised:
  - Unit 2 – Original Crisis Communications unit was moved to the new L0105 Public Information Basics Course. Developed a new Crisis Communications, Management and Leadership Principles unit for APIO.
  - Unit 3 – Current Media, Fear and the Changing American Family unit was mostly devised of outdated statistical information. Completely reworked Unit 3 to include topics of Alternative Perspectives, Beliefs and Fear.
  - Unit 7 – Developed a unit to identify and understand the PIO's role in the short- and long-term recovery phases
- Next Steps:
  - Review and revise exercise injects
  - Review and revise exercise evaluation forms
  - Develop a plan/schedule for virtual delivery

Master Public Information Officer Course (104 hours)

- The Master Public Information Officer Program is a three-course series that prepares public information officers for an expanded role in delivering public information and warning using a strategic whole community approach.
- The program reinforces the qualities needed to lead whole community public information/external affairs programs, provides relevant management theories and concepts, and uses case studies to enhance public information/external affairs skill sets. MPIOP participants work within a collaborative environment on projects and establish a network of peers.
- E0389 Master Public Information Officer Course – Implementing Communications Strategies for Whole Community Leadership (32 hours)
- E0393 Master Public Information Officer Course – Applying Advanced Concepts in Public Information and Communications (40 hours)
- E0394 Master Public Information Officer Course – Mastering Public Advocacy Plans to Create an Effective Community of Stakeholders (32 hours)

Advanced Academy

- Reinforces the qualities needed to lead emergency management programs
- Provides relevant management theories and concepts
- Analyzes and creates case studies
- Supports a collaborative environment on projects
- Establishes a network of peers

Advanced Academy Curriculum (160 hours)

Course 1: E/L0451 Application of Advanced Individual Concepts in Emergency Management (40 hours)

A survey of major advanced concepts in emergency management for the individual: personal leadership and management skills, critical thinking and problem solving, mission and vision statements and the value of each, understanding personal power and influence, paper guidance/preparation and topic identification, and analysis of a case study.

Course 2: E/L0452 Assessment of Teams in Professional Emergency Management (40 hours)

A team-focused leadership and management approach of advanced issues in emergency management, legal issues for emergency managers in the community, building teams as emergency managers, ethical leadership, and a team approach to reviewing, assessing and briefing on an EM case study. Students also provide an executive review of a book of their choice.

Advanced Academy Curriculum

Course 3: E/L0453 Contemporary Issues in the Emergency Management Organizations (40 hours)

An organizational leadership and management approach of contemporary issues in the community of practice, change management and the effects on the organization, along with strategic planning, innovation and conflict resolution strategies.

Course 4: E/L0454 Advanced Concepts and Policy in the EM Profession (40 hours)

A community of practice and holistic approach at advanced issues in emergency management, building resilient communities, development within the profession of Emergency Management, and contemporary issues. Student academic papers are shared with the cohort.

Executive Academy

- Advances strategic and policy level executive leadership
- Stimulates analysis, critical thinking and problem solving
- Enhances core competencies from a leadership lens
- Facilitate a collaborative contribution to enhance emergency management policy and practice
- Builds a network of strategic leaders to ensure continual improvement of the field

Executive Academy Curriculum (128 hours)

EXECUTIVE ACADEMY
EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

Course 1: E0680 Examining Emergency Management Policy and Doctrine (32 hours)

This course develops high level emergency management thought leaders by providing a competency-based compendium of emergency management policy and doctrine at the strategic level, advancing a professional acumen with a foundation in emergency management framework and principles, to become critical thinkers and empowered, ethical decision-makers, and to hone executive communication skills.

Course 2: E0682 Leading Complex Systems (32 hours)

Participants are immersed in a collaborative environment for senior-level emergency management professionals to foster discussions on complex systems, to become systems thinkers and innovative change leaders, and to hone personal influence, political savvy, and conflict resolution skills.

Executive Academy Curriculum

EXECUTIVE ACADEMY
EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

Course 3: E0684 Interpreting the Contemporary Emergency Management Environment (32 hours)

This course will further develop the strategic and policy lens by providing insight, information, and process tools in addressing the realities and complexities of current and future emergency management challenges. The goal is to reshape and reconsider essential questions relevant to emergency management policy and practice; better understand the power and implications of scientific, geographic, and sociocultural data; utilize technology applications to advance emergency management initiatives; and formulate effective evidence-based strategies and policies to risk management and risk ownership.

Course 4: E0686 Creating the Emergency Management Stakeholder Community (32 hours)

This final course will facilitate the ability to conceptualize the stakeholder community, explore the nuances of successfully engaging stakeholders and partners to create effective networks, and hone the presentation of important ideas and strategies as a collaborative effort to produce a legacy, leveraging a path toward improving the practice and profession of emergency management.

Application Process Advanced / Executive / Master PIO

Application Period: April 1 – June 1, 2022

Documents can be found under the appropriate program and consists of:

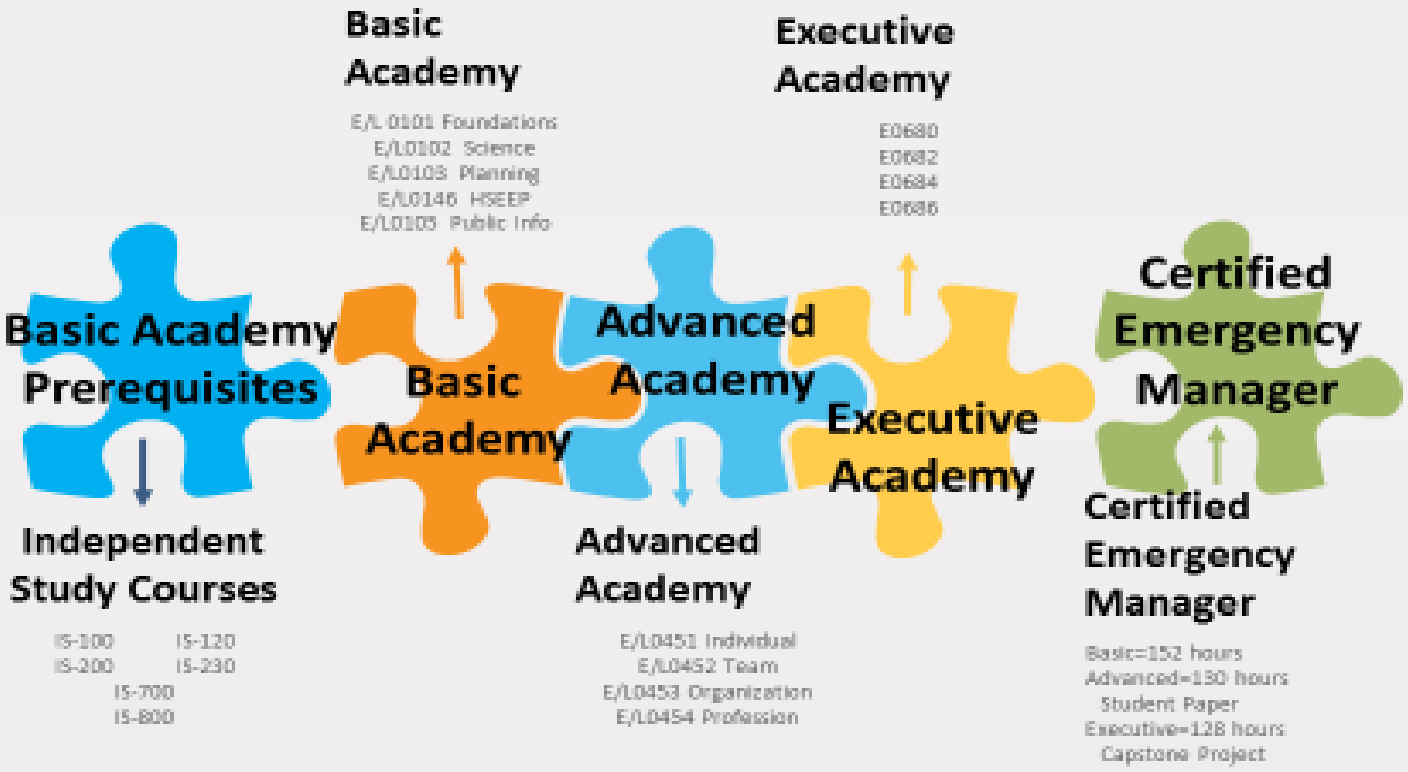
- **Candidate Information**
- **Cover letter**
- **Resume**
- **Program Commitment Statement**
- **Program Questionnaire**
- **Recommendation letter from your Supervisor**
- **Signatures**

Formal selection board panel held in June / notifications will be sent in August

Additional information and documents can be found *Emergency Management Institute (EMI) | Emergency Management Professional Program (EMPP) (fema.gov)*

EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

Professional Development With EMPP

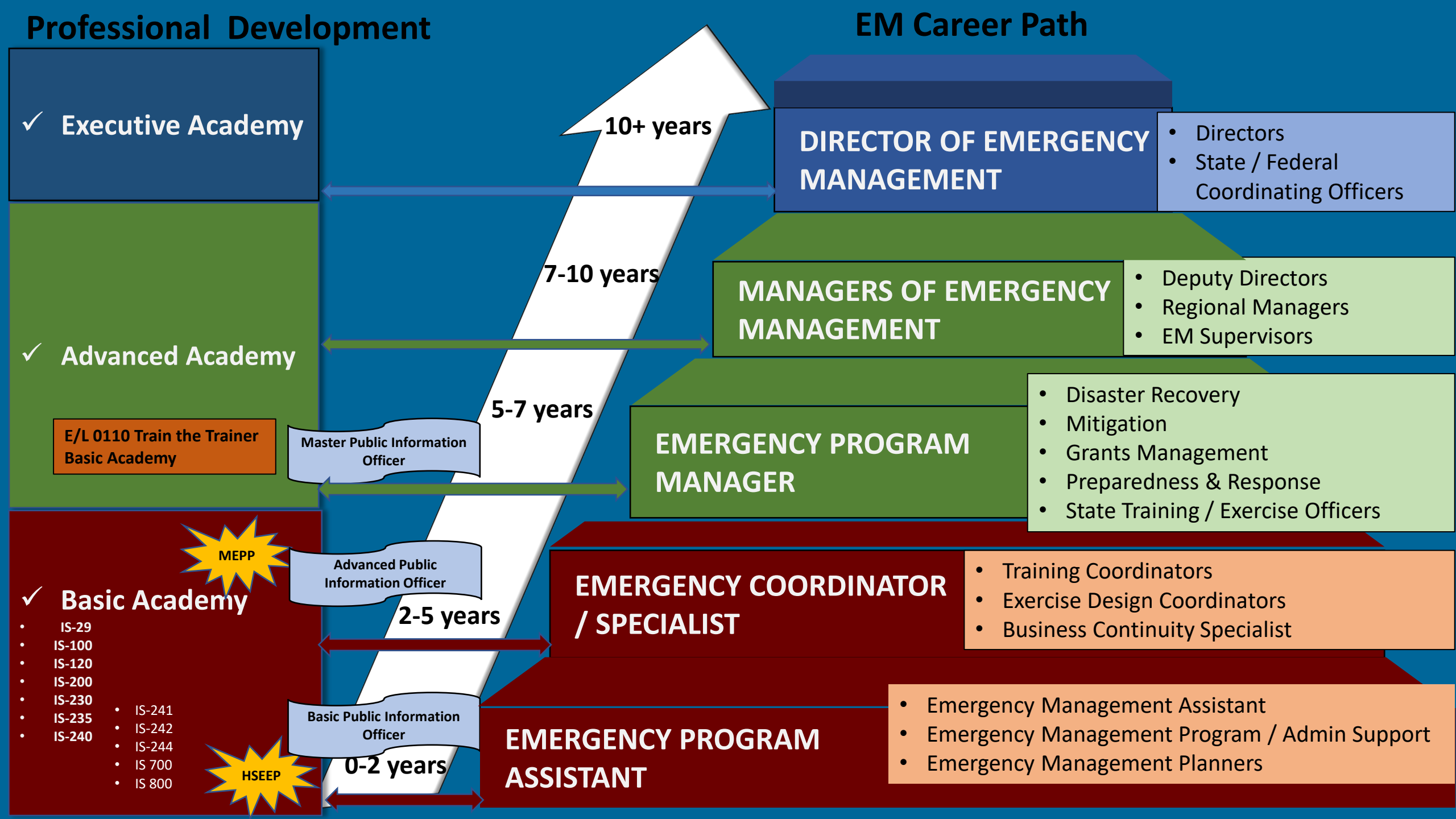


EMPP Academies: Alignment with CEM

Course		Acceptable Hours	Allocation
Pre-requisites for E/L101	IS-100 (any version) – Introduction to the Incident Command System (ICS)	3	E
	IS-700 (any version) – National Incident Management System (NIMS), An Introduction	3	E
	IS-800.b – National Response Framework, An Introduction	3	E
	IS-230.d – Fundamentals of Emergency Management	10	E/G
Basic Academy	E/L0101, Foundations of Emergency Management (80 hours) 10 days (may be broken down – see below to use all hours)	80	60.5 E 19.5 G
	Basic EM	14	E
	Legal EM	4	E
	Leadership	18.5	G
	Social Issues in EM	4	E
	Communication	1	G
	Public Information in EM	2.5	E
	Preparedness	11	E
	Mitigation	3.5	E
	Response	8	E
	Recovery	4	E
	EM Technology	3.5	E
	EM Exercise	6	E
	E/L0102, Science of Disaster	24	E
	E/L0103, Planning: Emergency Operations	16	E
	E/L0104, Exercise Design	16	E
	E/L0105, Public Information and Warning	16	E

EMPP Academies: Alignment with CEM

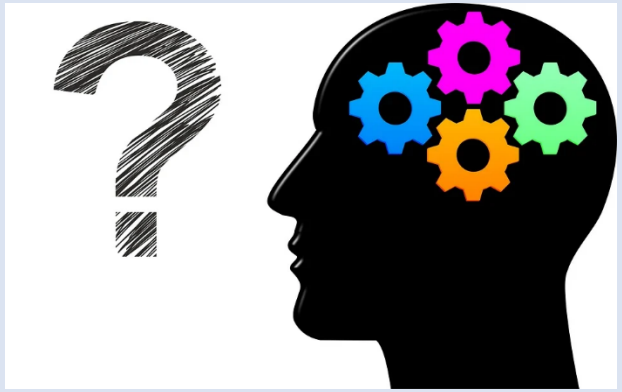
Course		Acceptable Hours	Allocation
Advanced Academy	E0451 Advanced I – A Survey of Advanced Concepts in Emergency Management	25	G
	E0452 Advanced II – Assessment and Application of Professional Style in Emergency Management	35 (25)	E/G
	E0453 Advanced III – Advanced Concepts and Issues in the Emergency Management Organization	35 (25)	E/G
	E0454 Advanced IV - Advanced Concepts and Issues in the Emergency Management Community and Profession	35 (25)	E/G
Executive Academy	E0680, Systems Thinking and Research Methods for Executives	32 (25)	G
	E0682, Executive EM Leader Core Competencies I	32 (25)	E
	E0684, Executive EM Leader Core Competencies II	32 (25)	E
	E0686, Executive EM Leaders Core Competencies III	32 (25)	G


Professional Development
EM Career Path
✓ Executive Academy
✓ Advanced Academy
E/L 0110 Train the Trainer
Basic Academy
Master Public Information Officer
MEPP
Advanced Public Information Officer
✓ Basic Academy
IS-29
IS-100
IS-120
IS-200
IS-230
IS-235
IS-240
IS-241
IS-242
IS-244
IS 700
IS 800
HSEEP
Basic Public Information Officer
10+ years
7-10 years
5-7 years
2-5 years
0-2 years
DIRECTOR OF EMERGENCY MANAGEMENT
Directors
State / Federal Coordinating Officers
MANAGERS OF EMERGENCY MANAGEMENT
Deputy Directors
Regional Managers
EM Supervisors
EMERGENCY PROGRAM MANAGER
Disaster Recovery
Mitigation
Grants Management
Preparedness & Response
State Training / Exercise Officers
EMERGENCY COORDINATOR / SPECIALIST
Training Coordinators
Exercise Design Coordinators
Business Continuity Specialist
EMERGENCY PROGRAM ASSISTANT
Emergency Management Assistant
Emergency Management Program / Admin Support
Emergency Management Planners

EMPP Contacts

- Dr. Kelly Garrett, Director, Emergency Management Professional Program / kelly.garrett@fema.dhs.gov
- Douglas Kuhn, Program Manager, National Emergency Management Advanced Academy and Executive Academy/ douglas.kuhn@fema.dhs.gov
- Nicole Shutts, Program Manager, Public Information Officer / nicole.shutts@fema.dhs.gov
- Dr. Jeffrey Januchowski, Program Manager, National Emergency Management Basic Academy / jeffrey.januchowski@fema.dhs.gov
- Richard Bashioum, Training Specialist, Emergency Management Professional Program / richard.bashioum@fema.dhs.gov
- Roxanne Falconer, Program Support, Emergency Management Professional Program / roxanne.falconer@fema.dhs.gov

QUESTIONS?



EMI Information Sources

FEMA

Where to find more information

- EMI website *https://training.fema.gov/emi.aspx*
- National Training and Education Division Online Course Catalog *https://www.firstrespondertraining.gov/frts/npcc*
- Training Opportunity Notifications
- The EMI Monthly Newsletter
- Online Course Schedule *https://training.fema.gov/emicourses/schedules.aspx*
- Online Training (Independent Study Courses) *https://training.fema.gov/is/*
- State-delivered "G" Courses (*password required*) *https://training.fema.gov/gstate/login.aspx*
- NETC Online Admissions System *https://training.fema.gov/netc_online_admissions/*
- EMI Social Media
  - *Twitter* (*http://www.twitter.com/FEMA_EMI*)
  - *Facebook* (*http://www.facebook.com/FEMAEMI*)
  - *LinkedIn* (*https://www.linkedin.com/company/5397113?trk=tyah&trkInfo=clickedVertical:showcase,clickedEntityId:5397113,idx:2-1-2,tarId:1474288217436,tas:fema%20training*)

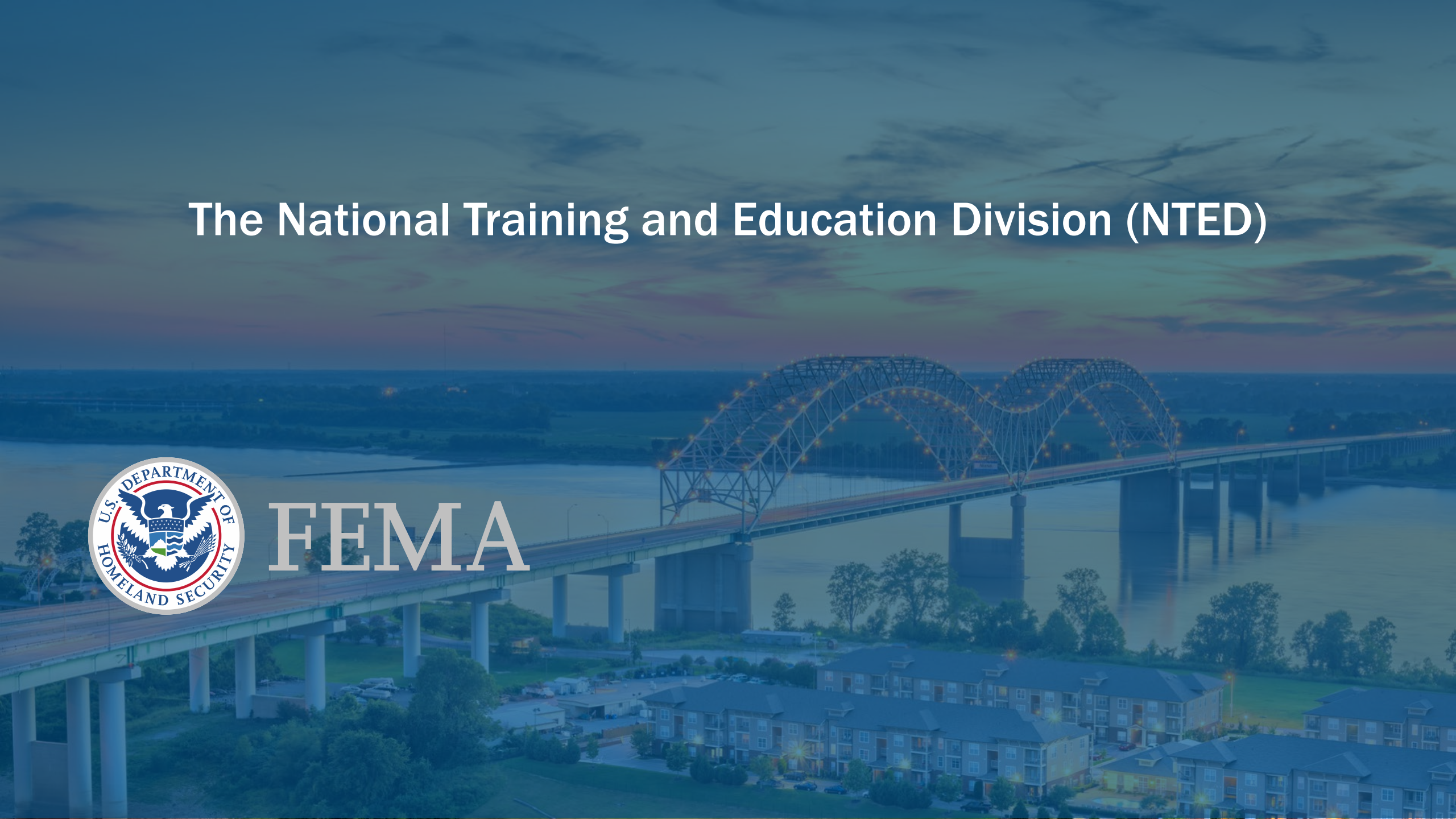
Program Points-of-Contact

EMI Branch	Email
National Training Liaison	daniel.lubman@fema.dhs.gov
EMPP	empp@fema.dhs.gov
IEM	fema-emi-iemb@fema.dhs.gov
Mission Support	fema-ms-branch@fema.dhs.gov
Mitigation	fema-emi-mit@fema.dhs.gov
Preparedness	fema-emi-prepbranch@fema.dhs.gov
Response & Recovery	fema-emi-RandR@fema.dhs.gov
G-course Program	fema-G-course@fema.dhs.gov
General EMI Inquiries	emiactionoffice@fema.dhs.gov
Independent Study	independent.study@fema.dhs.gov
NETC Admissions	netcadmissions@fema.dhs.gov

Questions

FEMA

The National Training and Education Division (NTED)



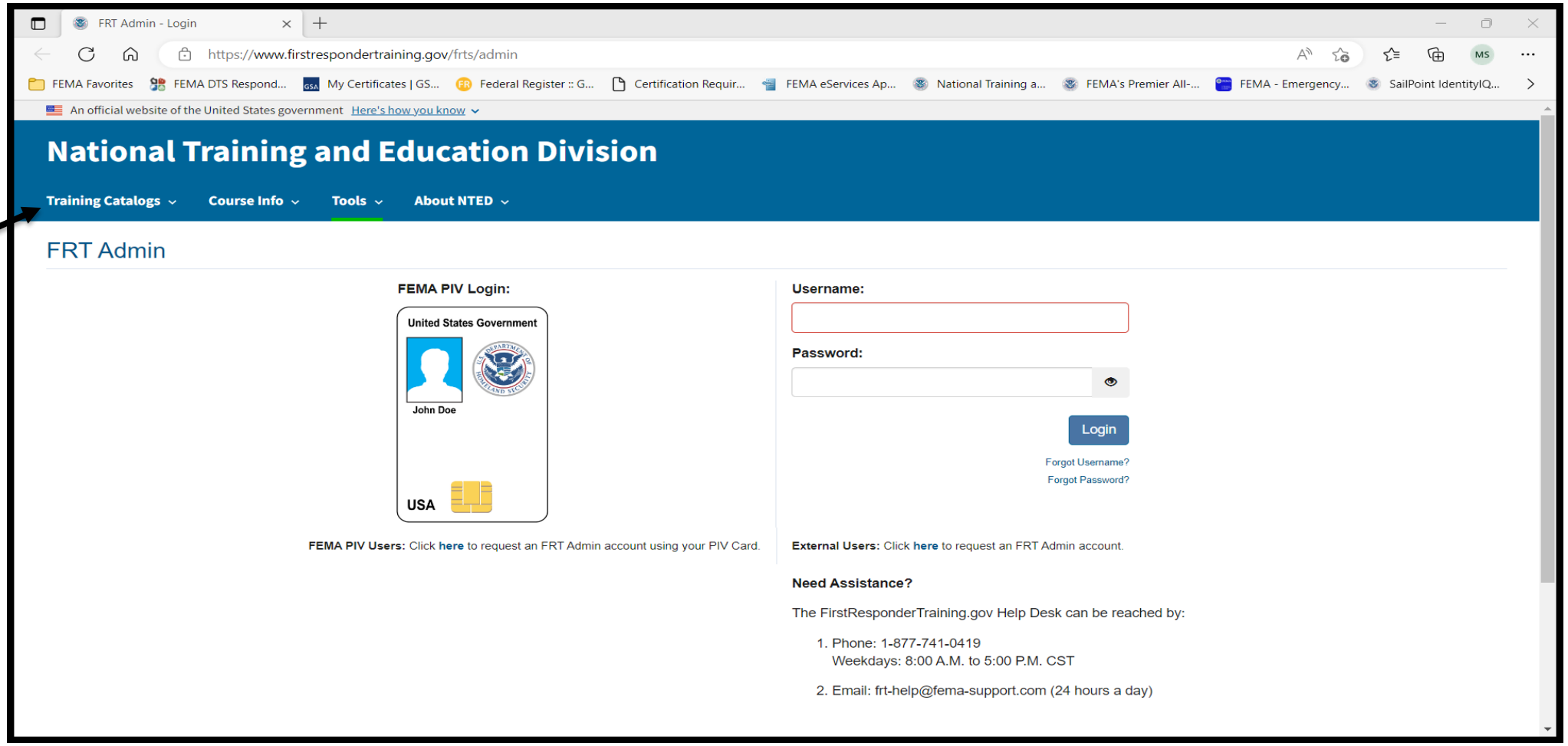
NTED Mission

The mission of NTED is to make high-quality training available to first responders that enhances their skills for preventing, protecting, responding to, and recovering from manmade and natural catastrophic events

Who Do We Serve?

NTED serves the Nation's first responder community, offering more than 200 courses to help build skills that responders need to function effectively in mass consequences events to include State, local, tribal, and territorial entities in 10 professional disciplines.

Accessing Course Catalog



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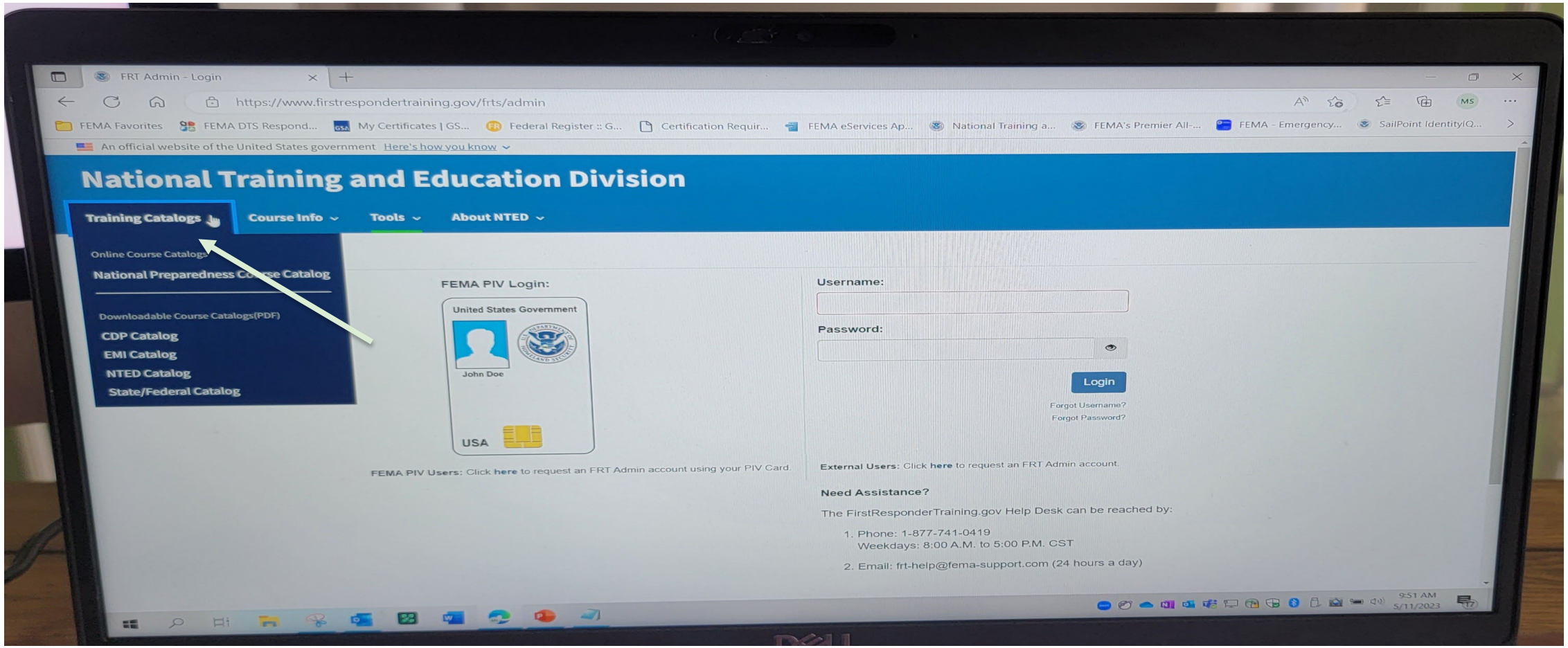
Accessing Course Catalog Cont.



FEMA

Accessing Course Catalog Cont.

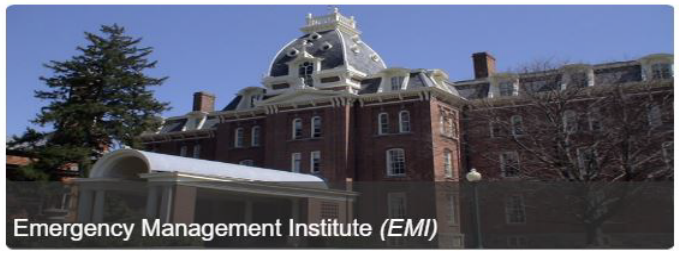
Go to National Preparedness Course Catalog

Center for Domestic Preparedness *(CDP)*

FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama, is the United States Department of Homeland Security's only federally chartered Weapons of Mass Destruction training center. The CDP provides advanced, hands-on training to state, local, tribal and territorial emergency response professionals at the awareness-, performance- and management-levels. The CDP offers the only federally chartered training facility where emergency responders train in a toxic environment (chemical and biological) and the only hospital in the nation dedicated solely to training.

Center for Domestic Preparedness training is fully funded for state, local, tribal and territorial responders-including travel, lodging and meals. CDP training is also open to federal, private-sector and international emergency response professionals on a fee-for-service basis. Learn more about CDP's advanced, hands-on training opportunities at https://cdp.dhs.gov.

- View CDP courses in the NPCC
- CDP Scheduling Information



Emergency Management Institute *(EMI)*

Through its courses and integrated programs, EMI serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of State, local, and Tribal government officials; volunteer organizations; FEMA's disaster workforce; other Federal agencies; and the public and private sectors to minimize the impact of disasters and emergencies on the American public. EMI curricula are structured to meet the needs of this diverse audience with an emphasis on separate organizations working together in all-hazards emergencies to save lives and protect property. Particular emphasis is placed on governing doctrine such as the National Response Framework, National Incident Management System, and the National Preparedness Guidelines.

- View EMI courses in the NPCC
- EMI Scheduling Information

National Training and Education Division *(NTED)*

NTED serves the nation's first responder community, offering more than 150 courses to help build critical skills that responders need to function effectively in mass consequence events. NTED primarily serves state, local, territorial, and tribal entities in 18 professional disciplines. Instruction is offered at the awareness, performance, and management and planning levels. Students attend NTED courses to learn how to apply the basic skills of their profession in the context of preparing, preventing, deterring, responding to and recovering from acts of terrorism and catastrophic events. Course subjects range from weapons of mass destruction terrorism, cybersecurity, and agro-terrorism to citizen preparedness and public works. NTED training includes multiple delivery methods: instructor-led (direct deliveries), train-the-trainers (indirect deliveries), customized (conferences and seminars) and web-based. Instructor-led courses are offered in residence (i.e., at a training facility) or through mobile programs, in which courses are brought to state and local jurisdictions that request the training.

- View NTED courses in the NPCC
- NTED Scheduling Information

FEMA

How to Apply for/Schedule a Course Delivery

- Find a course – search the catalog to find the course of interest (www.firstrespondertraining.gov)
- Get approval through your internal chain of command
- Find your State Administrative Agency (SAA) Training Point of Contact (TPOC)

How to Apply for/Schedule a Course Delivery Continued

- Provide your SAA TPOC with the following information
  - Course ID
  - Course Title
  - Training Provider

All applicants must have a FEMA SID*

(If you do not have a SID or can't remember your SID, you may obtain or look up at https://cdp.dhs.gov/femasid

FEMA

NTED Training Partners

National Domestic Preparedness Consortium

NDPTC

Counterterrorism Operations Support

Academy of Counter-Terrorist Education, Louisiana State University, NCBRT

Texas A&M Engineering Extension Service, TEEX, National Emergency Response and Recovery Training Center

Security and Emergency Response Training Center, SERTC

New Mexico Tech EMRTC

Center for Homeland Defense and Security

NPS Praestantia per Scientiam

Center for Homeland Defense and Security
Naval Postgraduate School

Rural Domestic Preparedness Consortium

The University of Tennessee Knoxville

NWACC Northwest Arkansas Community College

The Center for Rural Development

ALL HAZARDS A University of Findlay Training Center

UC Davis WIFSS Western Institute for Food Safety & Security

NC Central University

Other Continuing Training Grant Recipients

National Cybersecurity Preparedness Consortium

Mississippi State University, Raspet Flight Research Laboratory

National Center for Disaster Preparedness
Earth Institute | Columbia University

Mid-Atlantic Center for Emergency Management & Public Safety

Georgia Tech Research Institute

U.S. Department of Homeland Security

FEMA

Questions

FEMA