Emergency Management Institute

Welcome Package

Center for Domestic Preparedness

November 2008

FEMA

EMERGENCY MANAGEMENT INSTITUTE (EMI)
CENTER for DOMESTIC PREPAREDNESS (CDP)
WELCOME PACKAGE

The Federal Emergency Management Agency (FEMA) training facility at the CDP includes a campus with several training sites and a lodging facility. These areas include the Main Complex at Building 61, the Noble Training Facility, the Responder Training Facility (500 block), the Chemical Ordnance Biological Radiological/ Nuclear Training Facility (COBRATF), and the lodging complex. Below is information to help you plan your travel to the CDP. Even if you've taken classes at CDP before, please read it carefully. Procedures may have changed since your last visit, and you will be responsible for complying with the current procedures. Page 12 of this packet is entitled "CONTACT INFORMATION." We suggest you print it and provide a copy to your family or office staff in case they need to contact you during your stay.

If you have any questions regarding application or stipend issues, you may call the **National Emergency Training Center (NETC) Admissions Office** at **(800) 238-3358 x 1035** or **(301) 447-1035**, or by email at NETC-Admissions@dhs.gov.

If you are calling the Noble Training Facility, please call:

Normal Duty Hours

- Student Services **(256) 231-0132**

Off Duty Hours

- Registration Desk **(256) 741-3418**

If you need to fax information to either of the following offices, please note the fax numbers:

- EMI Admissions Office **(301) 447-1658/1441**
- Noble Training Facility **(256) 741-3417**

FEMA

Noble Training Facility
294 DeKalb Court
Anniston, Alabama 36205

SECURITY

Due to increased security precautions, students should bring two photo IDs to campus. PLEASE HAVE THEM WITH YOU, NOT IN YOUR BAGGAGE!

If you are a student from a foreign country, please be prepared to show your passport or visa at registration.

TRAVEL

***Please contact the CDP Student Services at least 2 weeks in advance* regarding travel information. CDP must know your mode of travel, whether driving, flying, train, bus, or carpool.**

TRAVEL BY AIR:

- **You must make your own travel arrangements.**
- You must be sure your **flights meet the shuttle pickup/departure times.**
- Ticket purchase follows the parameters of travel as defined under "REIMBURSEMENT" in this package.

NOBLE SHUTTLE PICKUP POINTS:

- You must call the CDP Student Services Office at least 2 weeks prior to course start date to reserve a seat. **If you do not call, seating may not be available and transportation to the CDP will be at your own expense.**
- Shuttle service is available between the CDP and the Hartsfield-Jackson Atlanta International Airport as listed on the "COURSE SPECIFIC INFORMATION" sheet that was enclosed with the acceptance letter you received for this class. Read it carefully before making flight arrangements!
- If you need bus transportation to the CDP from the airport, you should plan to arrive before 4 p.m. EST.

MEETING THE BUS:

- Upon your arrival in Atlanta and after securing your luggage, please proceed to the **South Terminal** at the end of Carousel #5. You will be met by a representative of the CDP at this location.

continued on next page

- If for some reason you cannot find the CDP representative, proceed down the escalator; at the foot, turn right, continuing through the exterior doors and you will see a line of passenger buses. Please locate the Alabama Limo Travel Line Bus/Van with CDP sign displayed in the front door window.
- **(*Note*: If you arrive several hours prior to the bus departure time, please proceed to the South Terminal and check in with the CDP representative.)**

DELAYED FLIGHTS:

Participants who experience travel difficulties should call (256) 741-3418 as soon as you know you will not be able to meet the scheduled bus. You will be informed whether we will arrange alternate transportation for you or if you will have to make your own arrangements. If you are eligible for stipend reimbursement, the cost of the transportation (up to $110) will be reimbursed with your stipend payment. You will be required to provide **original** receipts at registration.

IF DRIVING:

- The CDP is approximately 90 miles west of Atlanta, Georgia, and 60 miles east of Birmingham, Alabama.
- You may arrive on campus any time after 3 p.m. the day before your course begins.
- You must depart campus after the end of your course, except for courses with a next-day departure date.
- **Your vehicle must be registered at lodging, even if you do not stay on campus.**
- There are no connections for mobile homes or recreational vehicles available at the CDP.

DIRECTIONS TO CDP LODGING OFFICE:

If traveling from the east, west, or south, the best access is Interstate 20 to Exit 185 in Oxford, then north on Alabama Highway 21 for approximately 10 miles. From the north, take I-59 to US 431 south to Alabama Highway 21. Turn left on Highway 21 north and travel approximately 3 miles. Enter facility—Fort McClellan at Baltzell Gate off of Rt. 21. Follow Baltzell Gate Road past the public golf course. Once you pass the golf course, continue to the traffic circle. **(Follow signs to Lide Hall.)** Proceed around the circle to Berman Road. Follow Berman Road to Iron Mountain Road. Turn right onto Iron Mountain Road; lodging and parking will be on your right.

If you need additional directions please call:

Lodging/Registration (256) 741-3418

LODGING

WHAT IF I'M HERE FOR BACK-TO-BACK COURSES?

Please contact the Student Services Office (256-231-0132) at least 2 weeks prior to your course start dates; the staff will tell you whether you may or may not stay on campus between your classes. If not, you will have to arrange for your own lodging.

MUST I CALL TO MAKE A LODGING RESERVATION?

- **No**, rooms are randomly assigned once you are accepted into a course. Because of that, you may or may not be lodged in the same building as your classmates.
- All rooms are single rooms with a shared bath.
- **Disabilities/Special Accommodations:** Students who mark "yes" in block 11 of the application form must submit in writing, from their physician or medical attendant on official stationery, what specific accommodation(s) is needed. This must be done no later than 2 weeks prior to your arrival.
- If you have problems with the room you've been assigned, please contact the lodging desk. **We do not want students switching rooms with someone else without notifying staff, because we would not be able to contact you in case of an emergency.**
- The lodging buildings do not have elevators. If this is a problem, please let Student Services know at least 2 weeks before your course start date.

IS THERE A CHARGE FOR LODGING?

- No, not if you are eligible for stipend reimbursement or if you are a Department of Homeland Security (DHS) Federal traveler (see "reimbursement" section).
- If you **do** have to pay for lodging, the current charge is $25/day. CDP lodging accepts travelers' checks and credit cards (American Express, VISA, MasterCard, and Discover).
- State and local students stay at no cost.

WHAT IF I CHOOSE TO STAY OFF CAMPUS?

If you choose to stay off campus, it will be at your own expense.

continued on next page

WHAT AMENITIES ARE IN EACH ROOM?

- Shared bathroom.
- TV and clock radio.
- Linens and towels with daily housekeeping service.
- Telephone.
- A telephone jack is located in some rooms for dial-up Internet access. Check with your Internet Service Provider (ISP) for local calling area access. Out-of-area ISP accessibility will require credit card, third party, or collect billing for access from CDP. You should consider bringing a longer cord (10 ft.) if you are bringing your laptop computer. Some courses require students to bring reports or projects to be shared with the class. It is convenient to bring that information in an electronic format. CDP can support CD-ROM, USB devices, and 3-1/2" floppy storage. USB devices will be scanned before being allowed to connect to Government equipment.

ARE THERE LAUNDRY FACILITIES AVAILABLE?

Yes, there are coin-operated washers and dryers for your convenience. Laundry supplies are available through vending machines.

ARE FAMILIES, FRIENDS, OR PETS ALLOWED IN THE LODGING ROOMS ON CAMPUS?

- No, only the CDP student assigned to the room is allowed in the room. Relatives or friends are not allowed in the rooms, and cannot be lodged on campus. Upon request, the CDP Lodging Office will provide information regarding local off-campus accommodations; however, you are responsible for arranging and paying for the accommodations.
- Animals are not allowed in campus housing, except for guide- and other service dogs. Please notify CDP Student Services at least 2 weeks in advance if you will be bringing an animal.

WHAT TIME MUST I CHECK OUT OF MY ROOM?

- Check out time starts at 5:30 a.m. CST. If eating breakfast before departing the CDP, check out first and then enjoy breakfast. Breakfast is 5:30 a.m. to 6:30 a.m. CST.
- Check out for privately owned vehicle (POV) is 7 a.m. CST.
- If you are driving, you may leave your luggage in your room during breakfast; however, all luggage must be removed from the rooms by 7 a.m. CST.

ADMISSIONS POLICIES

ATTENDANCE:

- **You are required to attend all sessions of the course.** If you do not, you will not receive a certificate and your stipend may be denied.
- EMI students are limited to three trips per fiscal year. FEMA/DHS employees and State, local, and tribal offices of emergency services or those enrolled in the Master Trainer Program or the Master Exercise Practitioner Program are excluded from this policy.

SUBSTITUTIONS:

- Substitutions for EMI courses are made from waiting lists; **slots do not belong to the organizations.**
- All requests to consider an equally qualified person **must be** in writing and be accompanied by a completed General Admissions Application (FEMA Form 75-5) for the substitute. The application must be submitted for signature through the appropriate State or Regional Training Office.

CANCELLATIONS OR NO-SHOWS:

EMI's mission for delivery of courses is impaired significantly by cancellations and no-shows. It is very difficult and costly to recruit students at the last minute. Currently there is a 2-year ban on attendance for students who are no-shows or cancel within 30 days of the course start date without a valid reason. If you are under such a restriction, your supervisor will need to send a letter to Admissions explaining the cancellation/no-show before the restriction can be lifted.

STIPEND REIMBURSEMENT

Frequently asked questions/answers about reimbursement procedures are listed below. Please read them carefully. If you have any questions about your eligibility to receive a stipend, please contact Admissions either by email at NETC-Admissions@dhs.gov or by phone at (301) 447-1035.

You must request any exceptions to travel in writing and fax the request along with documentation to (301) 447-1658, AND have it approved in writing prior to making your travel arrangements. Otherwise, your stipend may be denied or limited to your State ceiling.

If you do not apply for a stipend reimbursement within 60 days following the course start date, your stipend reimbursement may be denied.

WHO IS ELIGIBLE FOR STIPEND REIMBURSEMENT?

- State, local, or Tribal government representatives;
- recognized volunteer organization representatives; and
- active emergency management organization representatives.

WHO IS NOT ELIGIBLE FOR REIMBURSEMENT?

- Federal government (Federal students are subject to Federal travel regulations and travel under orders prepared by their office).
- Private industry employees.
- Employees who are contracted to Federal, State, or local government entities.
- Representatives of a foreign organization.
- Students eligible for federally-funded grants.

HOW WILL I BE REIMBURSED?

- Reimbursement will be deposited electronically into the checking or savings account that you identify. Please note it may take 6 to 8 weeks to process.
- **Reimbursement will be made only to an account that bears your name.** You are responsible for reimbursing your department, if applicable. This is as a result of increased restriction by the receiving financial institutions.
- **If you do not have a personal account, please contact the Admissions office prior to your arrival for instructions.**

continued on next page

IF I FAIL THE COURSE, WILL I BE REIMBURSED?

- If eligible for a stipend, you will be reimbursed for the course you failed.
- If you reapply to either EMI or the National Fire Academy (NFA) and are accepted, no stipend will be paid for that course, and you will be required to pay for lodging. Once you successfully complete a course, you once again will be eligible to receive a stipend for future courses.

IF I FLY, WHAT WILL I BE REIMBURSED?

- You will be reimbursed the cost of a direct (no side trips or extended stays), **21-day prior to course travel date prepurchase**, **nonrefundable** ticket for round-trip transportation by common carrier (economy coach class or less) for each course or back-to-back courses that you attend. Proof of non-refundable fare is required!
- ***If you take side trips or travel outside of the defined travel days,*** your reimbursement shall be limited to no more than the State ceiling amount as noted on the Reimbursement Ceiling Chart (located at the end of this document).
- ***To eliminate the perception of misuse of government funds, FIRST CLASS, BUSINESS CLASS, and REFUNDABLE AIRLINE TICKETS WILL NOT BE REIMBURSED AT FULL FARE***, unless you request, in writing, an exception **prior** to making your travel arrangements, and receive a written approval from the NETC Admissions Office. Otherwise, your reimbursement will be limited up to, but not to exceed, the State ceiling amount.
- **It is your responsibility to find the cheapest ticket available.** Failure to do so may result in your reimbursement being limited to the State ceiling amount.
- **Use of frequent flyer miles** toward the purchase of a ticket is **not** reimbursable.
- If any portion of your airfare is subsidized by another source, that portion is **not** reimbursable under the stipend program.

IF I DRIVE, WHAT WILL I BE REIMBURSED?

- You will be reimbursed the current POV Federal mileage allowance, or the State ceiling, **whichever is less**.
- POV mileage is subject to validation.
- If you do not register your vehicle with the Lodging/Registration Office, reimbursement for POV mileage will be denied.
- If someone drops you off, you must have the vehicle verified by the Housing Office prior to the vehicle departing campus, or your stipend will be denied.
- If you carpool with another student, only the driver will be reimbursed.
- If you drive a rental car, your reimbursement is limited to the POV allowance. Your name must be included on the original receipt as a driver of the vehicle.

continued on next page

IF I TAKE A TRAIN OR BUS, WHAT WILL I BE REIMBURSED?

- Your reimbursement is limited to the cost of the ticket, not to exceed the State ceiling amount.
- You must provide copies of the tickets actually used.
- Reimbursement shall not include costs for sleep accommodations or for transport of vehicles on the train.

IF I SAVE MONEY ON MY AIRFARE, WILL I BE REIMBURSED FOR EXTRA EXPENSES?

Yes, but **only if your class is 5 days or less in length with no Saturday stayover, and you save a minimum of $250** off the cost of a 21-day prior to course travel date prepurchase nonrefundable round-trip economy-class common carrier ticket. To request reimbursement for the extra expenses, submit **written** documentation of the savings—this can consist of itinerary copies of both the original price and the cheaper fare, **or** copies of both fares from the Internet. Comparisons should be of like travel. Fax the request and supporting documentation to (301) 447-1658. If you do not receive written approval from Admissions prior to making your travel arrangements, the extra expenses will not be reimbursed. The following apply if your request is approved:

You may stay in the Atlanta metro area before or after your course.

- If you save at least $250 in airfare as noted in the terms above, you may be reimbursed up to $110/day (2-day limit for savings over $500) for lodging and transportation. **Original** receipts must be provided.
- If you carpool using a rental car, only one individual will be reimbursed.
- If you stay after your course ends, ask for a Stipend Agreement Amendment (FEMA Form 75-3a) when you register. When you return home, mail it with **original hotel** receipts to NETC-Admissions, Room I-216, 16825 South Seton Avenue, Emmitsburg, MD 21727 within 60 days of the start date of the course, or reimbursement **will be denied**.
- **You may not stay on campus after the course ends.**
- **If you do not apply for a stipend reimbursement within 60 days following the course start date your stipend reimbursement may be denied.**

As of October 1, 2008 LUGGAGE REIMBURSEMENT: Airlines have tightened their restrictions on luggage. For students eligible for stipend reimbursement, you may be reimbursed for your first piece of luggage checked (up to 50 lbs.) not to exceed $60 roundtrip if you provide the required documentation. Receipts are required for both trips (travel to NETC and return to residence). Luggage receipts must be submitted within 2 weeks of the course end date in order to be considered for reimbursement. Failure to submit receipts within 2 weeks will result in non-reimbursement for luggage. Legible receipts for charges for your first piece of luggage may be faxed to 301-447-1658 or 301-447-1441 or emailed to netc-admissions@dhs.gov. **You must provide receipts in order to be reimbursed for the luggage.** Convenience charges and service fees are not reimbursable.

Policy subject to change based on airline policies.

NOBLE TRAINING FACILITY POLICIES/INFORMATION

CONDUCT:

- Federal Regulations (available at the Housing desk).
- FEMA and CDP Instructions (available in dorm rooms and, for FEMA employees, on the Intranet Web site).

COURSE CEUs:

All CDP courses are issued Continued Education Units (CEUs) through the International Association for Continuing Education Training (IACET). Nurses are awarded CEUs through the Alabama Board of Nursing (ABN).

FOOD SERVICE

MUST I PURCHASE A MEAL TICKET?

Meals are provided at no cost to all State and local students. A meal card will be issued to Federal and all other affiliated students. These students will pay only for meals consumed.

WHAT IS THE COST?

Meal costs: breakfast—$9.00, lunch—$10.00, dinner—$15.00. Snack costs are incorporated into the meal costs and are included.

WHAT IF I'M HERE FOR BACK-TO-BACK COURSES?

- **Meal cards will be issued for each class separately.**
- **Please call student services with questions.**

HOW DO I PAY FOR MY MEALS?

You will pay for the meals checked on your meal card prior to your last evening meal before departure. The Food Service Provider accepts

- Cash.
- Travelers' checks.
- Credit card (MasterCard or VISA) (Minimum charge of $6).
- The food service contractor **DOES NOT accept personal checks.**

continued on next page

WHAT IF I'M ON A SPECIAL DIET?

Please fax your request to (256) 741-3417 at least 2 weeks prior to arriving at CDP. Arrangements will be made to meet your needs. If you don't make arrangements prior to your arrival, you will be responsible for purchasing the normal meal ticket.

CONTACT INFORMATION

HOW DO I GET A TELEPHONE CALL?

CDP* will not *accept personal telephone calls to students. The caller may dial your direct extension (256) 741-xxxx, which will be provided at check-in. Numbers are **not** given to anyone else. ***You may NOT accept collect calls.*** Doing so may restrict you from attending future EMI, NFA, or CDP courses.

WHAT IF THE CALL IS AN EMERGENCY?

The caller should state that the call is an emergency.

- The message will be delivered to you immediately, unless you are not on campus.
- If you are leaving campus for a period of time, you should notify security or the Registration Desk where you can be reached.
- If you must return home due to an emergency, check out with the Lodging/Registration Office. You must complete an early departure form.

HOW DO I GET MAIL?

- Mail is delivered to the 294 DeKalb Court Lodging Desk Monday through Friday, except Federal holidays.
- All packages are inspected by CDP Security, and no delivery is provided on weekends or holidays.
- Letters or packages should not be mailed to reach CDP before you arrive, since mail-holding areas are not available. Mail received when you are not on campus will be returned to the sender automatically.
- Outgoing mail should be deposited in the mailbox located outside of the CDP Building.

ADDRESS:

(Your name)—Student
Noble Training Facility
294 DeKalb Court (**Room numbers are provided upon arrival)**
Anniston, AL 36205

STATE CEILING CHART

THIS TABLE WILL BE USED TO DETERMINE REIMBURSEMENT FOR NTF STUDENTS WHO

- drove or traveled by bus or train;
- purchased tickets less than 21 days prior to course travel date;
- did not purchase or show proof of nonrefundable fare; and/or
- took side trips or had extended stayovers.

STATE CEILINGS FOR 2008

State	Noble
AK – Alaska	$ 890.00
AL – Alabama	210.00
AR – Arkansas	420.00
AS – American Samoa	2,500.00
AZ – Arizona	480.00
CA – California	590.00
CO – Colorado	510.00
CT – Connecticut	320.00
DC – District of Columbia	390.00
DE – Delaware	290.00
FL – Florida	320.00
GA – Georgia	170.00
GU – Guam	1,940.00
HI – Hawaii	1,130.00
IA – Iowa	560.00
ID – Idaho	800.00
IL – Illinois	360.00

continued on next page

State	Noble
IN – Indiana	240.00
KS – Kansas	340.00
KY – Kentucky	410.00
LA – Louisiana	540.00
MA – Massachusetts	350.00
MD – Maryland	300.00
ME – Maine	570.00
MI – Michigan	420.00
MN – Minnesota	270.00
MO – Missouri	420.00
MP – Saipan	3,000.00
MS – Mississippi	320.00
MT – Montana	640.00
NC – North Carolina	390.00
ND – North Dakota	650.00
NE – Nebraska	680.00
NH – New Hampshire	360.00
NJ – New Jersey	270.00
NM – New Mexico	460.00
NV – Nevada	1,000.00
NY – New York	310.00
OH – Ohio	410.00
OK – Oklahoma	560.00
OR – Oregon	580.00
PA – Pennsylvania	650.00
PR – Puerto Rico	800.00
RI – Rhode Island	480.00
SC – South Carolina	330.00
SD – South Dakota	550.00
TN – Tennessee	200.00

continued on next page

State	Noble
TX – Texas	560.00
UT – Utah	1,090.00
VA – Virginia	430.00
VI – Virgin Islands	900.00
VT – Vermont	410.00
WA – Washington	590.00
WI – Wisconsin	280.00
WV – West Virginia	400.00
WY – Wyoming	630.00

FREQUENTLY ASKED REIMBURSEMENT QUESTIONS

1. **Why must I be reimbursed electronically?** Public Law 104-134 mandates that, after January 1, 1999, all Federal payments shall be made by electronic funds transfer unless a waiver is obtained from the Secretary of the Treasury.

2. **If my organization paid for my ticket, may I request that the reimbursement go to them?** Due to increased restrictions by the receiving financial institutions, money should be deposited only into an account bearing your name. You then may reimburse your organization.

3. **What if I don't have a checking account?** The money can be deposited into a savings account. Please call the Admissions Office (301-447-1035) and we will send you a form to complete. If you don't have a checking or savings account, you **must** submit a letter stating that fact, and a check will be sent to your home address. However, your reimbursement may take longer (up to 12 weeks).

4. **How will I know when it's deposited?** The entry in an account may differ from bank to bank, but most likely it will be listed as "FED SALARY, FEM2, or TREAS" and probably will **not** have your name next to it.

5. **How long will it take for me to receive reimbursement?** The reimbursement should be made to your account no later than 6 to 8 weeks from the course start date. If, after 8 weeks, you still haven't received your reimbursement, please call the Admissions Office at (301) 447-1035 or email us at NETC-Admissions@dhs.gov to check on the status of your claim.

6. **What would delay my stipend being processed?** Not having any one of the following: 1) your airline ticket; 2) itinerary with ticket number and payment made (ticket number pending is not acceptable); 3) POV information; 4) request from your organization for reimbursement; or 5) the appropriate direct deposit information. If you bank with a credit union, please have them confirm your routing and account numbers.

7. **What would reduce my stipend claim?** Your stipend might be reduced if you purchased a refundable, first- or business-class ticket; took side trips or had extended stays; or purchased your ticket within 21 days prior to the course travel date.

8. **What if I am submitting an electronic airline ticket?** You must submit the itinerary receipt (listing the ticket number and showing that payment was made) at registration. If the itinerary does not identify that the ticket is nonrefundable, you need to provide us with documentation that the ticket is either nonrefundable or the cheapest fare available at the time you purchased your ticket. If you do not provide the documentation to us, we will reimburse only up to your State's ceiling amount.

continued on next page

9. **Will I be reimbursed for the airfare if frequent flyer miles are used?** Frequent flyer miles cannot be reimbursed because you would not be incurring out-of-pocket expenses.

10. **What do I need to provide if I take a side/extended trip?** If the cost is less than your State's ceiling amount, you will be reimbursed for the cost of the ticket. If the cost is higher than your State's ceiling amount, your reimbursement will be limited to your State's ceiling amount.

11. **Do I receive reimbursement for parking, shuttles, and travel between my home and my local airport?** No, those expenses are part of the student's share of the stipend program.

12. **Will I be reimbursed for my meals?** No, that expense is also part of the student's share of the stipend program.

13. **What is the driving mileage allowance?** Your reimbursement will be limited to the current POV Federal mileage allowance, or the State ceiling, **whichever is less**. POV mileage is subject to validation.

14. **What information should I bring when driving my POV?** You must show a picture ID (we recommend you bring two in case our security level is elevated), registration card, and have your odometer readings and license tag number **prior** to receiving your room key. Some States do not require the registration to be in the vehicle. However, you must submit a copy of your POV registration to be eligible for a stipend.

15. **What documentation do I need if I am driving my organizational vehicle and they want to be reimbursed for my mileage?** In addition to the information listed in question #14, you also need a statement from your organization, on organization letterhead, stating that you are authorized to drive the vehicle and they would like you to receive reimbursement. If you carpool with another student, only one driver will be reimbursed. As stated in #2, the reimbursement will be made to your account. You will be responsible for reimbursing your organization.

16. **What if I'm driving with family, and they will be using the car off campus while I'm at the CDP?** You must register your car on campus prior to your family taking the car off campus or you will not be eligible for reimbursement.