
WELCOME TO THE EMERGENCY MANAGEMENT INSTITUTE

The mission of the Emergency Management Institute (EMI) is to “Provide national leadership in developing and delivering training to ensure that individuals and groups having key emergency management responsibilities at all levels of government, including FEMA employees, possess the requisite skills to perform their jobs effectively.”

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, Tribal, and local 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 with particular emphasis on governing doctrine such as the National Response Framework, National Incident Management System, and the National Preparedness Guidelines.

EMI’s instruction is based upon the principles of emergency management which create a framework within communities to reduce vulnerability to hazards and cope with disasters. EMI develops courses and administers Resident, Field, and Independent Study training programs in areas of natural hazards—such as earthquakes, hurricanes, floods, and dam safety; technological hazards—such as hazardous materials and radiological incidents; and other important areas of study to include: professional development, leadership, instructional methodology, exercise design and evaluation, information technology, public information and communication, resource management, and integrated emergency management. Through these courses participants learn to coordinate and to integrate activities necessary to build, sustain, and improve their communities’ capacity to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.



The information in this catalog is also available on the Internet at:
<http://training.fema.gov/EMICourses/EMICatalog.asp>

Course dates are available on the Web at:
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The National Civil Defense/Emergency Management Monument (Description can be found on page 10)



The Emergency Management Institute (EMI) is part of the Department of Homeland Security's Federal Emergency Management Agency (FEMA). The EMI provides national leadership in developing and delivering training to ensure that individuals and groups having key emergency management responsibilities, including FEMA employees, possess the requisite skills to perform their jobs effectively.

“A 58-YEAR LEGACY OF TRAINING AND EDUCATION IN EMERGENCY MANAGEMENT”

History

In 1979, President Jimmy Carter formed the Federal Emergency Management Agency (FEMA) by consolidating several government organizations. That same year Congress appropriated funds to transfer the Civil Defense Staff College (CDSC) and United States Fire Administration (USFA) and National Fire Academy (NFA) into FEMA.

The Civil Defense Program (CDP) had been established in 1947 under the Department of Defense. Training was first offered under this authority in the spring of 1951 at three federal facilities. In 1954, CDSC was founded in Battle Creek, Michigan, as a national adult resident training center under CDP to administer the civil defense training program. At the time of transfer to FEMA, the CDSC was re-designated as the Emergency Management Institute (EMI) to reflect its new and significantly broader mission to train and educate the nation's emergency management community.

In June of 1809, Elizabeth Bayley Seton (later canonized as the first American Saint) had arrived in Emmitsburg, Maryland, and established the first parochial school for girls in the United States. Over the years, that school grew to include Saint Joseph College, a four-year liberal arts college for women. In 1973, Saint Joseph College closed its doors and merged its students and faculty with Mount Saint Mary's University, formerly a liberal arts men's college located two miles south on highway U.S. 15.

Saint Joseph College facilities were purchased by FEMA in 1979 with funding from Congress for the specific purpose of housing EMI, USFA, and NFA in suitable facilities. Since 1979, EMI continues to share the 107-acre campus with USFA and NFA. Collectively the campus is designated the National Emergency Training Center (NETC). CDSC funded its move and the major renovation needed to open required buildings for EMI on this campus. During transition, EMI held classes in temporary facilities until its renovations were completed and officially opened its doors on the new campus in early 1981. Additionally, major upgrades to the NETC campus occurred from 1991 through 1995 from Congressional appropriations.

EMI and NFA are managed independently with unique student audiences and curricula for the emergency management and national fire communities. EMI and NFA have collaborated on curricula and programs since their inception.

Present Day

Today EMI is accomplishing its mission of improving the competencies of United States officials at all levels of government to prevent, prepare for, respond to and recover from, and mitigate the potential effects of disasters and emergencies. EMI promotes integrated emergency management principles and practices through application of the National Response Framework, National Incident Management System, and an all hazards approach. EMI is the lead national emergency management training, exercising, and education institution.

EMI offers a full spectrum emergency management curriculum with more than 400 courses available to the integrated emergency management community, which includes: FEMA staff and disaster employees; Federal partners; State, Tribal, and local emergency managers; volunteer organizations; and first responders from across the Nation. EMI supports international emergency management with more than 50 countries participating in EMI's training and educational activities through the years, both in residence and through internationally deployed training teams.

EMI also enjoys close relations with several nationally recognized professional emergency management and related organizations and has interfaced with them through training, conferences, and exercises. Some of these significant organizations include the International Association of Emergency Managers (IAEM), National Emergency Management Association (NEMA), Association of State Flood Plain Managers (ASFPM), American Public Works Association (APWA), American Society of Civil Engineers (ASCE), and American Society of Engineering Management (ASEM). EMI is fully accredited by the International Association for Continuing Education and Training (IACET) and the American Council on Education (ACE). In 1997, EMI was awarded the W. Edwards Deming Outstanding Training Award by the United States Department of Agriculture Graduate School at the Excellence in Government Conference. This annual award is presented to an organization for an impressive workforce development and training initiative that has measurably improved their organization's performance.

In 2007, EMI delivered 514 resident courses at the NETC campus training 14,565 individual students. The EMI Independent Study (IS) Program, a Web-based distance learning program open to the public, delivered extensive online training from 62 courses and trained more than 2.8 million individuals. The EMI IS Web site receives 2.5 to 3 million visitors a day. Nineteen new courses were added to the curriculum this past year alone. EMI has provided technical support to dozens of other Federal government agencies and State offices on advanced distributed learning technology development and application. The IS program also hosts training for related Federal agencies.

A vital asset to FEMA's disaster operations is the Disaster Field Training Operation (DFTO), implemented by EMI. In 2007 alone, the DFTO trained 24,950 disaster response employees and volunteers directly at disaster sites throughout the United States.

EMI conducts three national level conferences. The Institute is the host to the National Preparedness Annual Training and Exercise Conference held in May and attended by Regional Training Managers, State Training Officers and Exercise Training Officers, State Administrative Authority Officials, and subject matter experts from a broad sector of the preparedness community. The EMI Higher Education Conference is held the first week in June for more than 300 college and university officials with current or developing programs in emergency management and hosts up to 70 separate discussion groups. The Dam Safety Conference held in February is attended by dam safety officials, hydrologists, engineers, and reclamation officials.

For further information on EMI programs and to access training, exercise, and application information, visit www.training.fema.gov.

State/Local/Tribal Field Courses

A significant portion of our training is conducted by State emergency management agencies, under cooperative agreement with FEMA. Not all of the courses listed in the State/Local/Tribal Field section of this catalog are offered in each State every year. Contact the appropriate State office of emergency management to obtain dates of course offerings and other information on training activities. The address and phone numbers for State and Regional Training Officers are listed at the back of this catalog.

FEMA/Federal Partners Courses

Providing performance-based disaster operations and recovery training for FEMA's Disaster Workforce is a key mission for the Emergency Management Institute. EMI works with FEMA's Disaster Workforce Cadre Managers and Program Offices to develop Position Task Books that detail the tasks to be performed for each job; Credentialing Plans that show the training, skills, knowledge, and experience necessary to meet the standards for all FEMA cadre members; and job-specific training that is linked to the requirements defined in the Position Task Books. EMI's training approach is focused on learning and relevance, with the objective of strengthening the capabilities of FEMA's Disaster Workforce so they are ready when disaster strikes.

Other Federal Agency (OFA) personnel with specific roles and functions outlined in the National Response Framework (NRF) also participate in EMI's disaster operations and recovery training. Training with allied Federal partners is critical to fostering common understandings, integrated operating procedures, communications, and a unified response and recovery effort.

Higher Education Project

The primary goal of the FEMA Emergency Management Higher Education Project is to work with colleges and universities, emergency management professionals, and stakeholder organizations to help create an emergency management system of sustained, replicable capability and disaster loss reduction through formal education, experiential learning, practice, and experience centered on mitigation, preparedness, response, and recovery from the full range of natural, technological, and intentional hazards which confront communities, States, and the Nation.

Toward that end, EMI has developed a number of college- and graduate-level emergency management courses. The courses have been developed by college and university faculty and are freely accessible at the following Web site address: <http://training.fema.gov/emiweb/edu>

In addition, the following information can be found on the Web site: a listing of colleges and universities offering emergency management and homeland security programs, books and materials to support emergency management higher education courses, syllabi compilation, emergency management references, and a variety of other information.

Certified Emergency Manager® (CEM®) Program

The Emergency Management Institute endorses the Certified Emergency Manager® program, which is administered by the International Association of Emergency Managers. The purpose of this program is to raise and maintain professional standards and certify individuals who have demonstrated basic competencies in the emergency management profession.

Information on the CEM® program can be obtained by contacting the International Association of Emergency Managers at 201 Park Washington Court, Falls Church, Virginia, 22046, by phone at (703) 538-1795, or by e-mail at info@iaem.com. See <http://www.iaem.com> for more information.

Certified Floodplain Manager (CFM) Program

The Association of State Floodplain Managers (ASFPM) has a national program for the professional certification of floodplain managers. The program recognizes continuing education and professional development that enhance the knowledge and performance of local, State, Federal, and private-sector floodplain managers. The primary goal of the ASFPM Certified Floodplain Manager (CFM) Program is to help reduce the nation's flood losses and protect and enhance the natural resources and functions of its floodplains by improving the knowledge and abilities of floodplain managers. There are currently more than 5,000 Certified Floodplain Managers throughout the United States.

Credit for EMI Courses

American Council on Education (ACE) Recommendations

Although EMI is not accredited as an academic institution, some EMI courses involve college-level work, and individuals completing these courses may apply to their colleges to receive credit based on having attended the EMI courses. These courses have been evaluated by the ACE College Credit Recommendation Service and recommended for equivalent college credit in the ACE's Guide to Educational Credit for Training Programs. Not all courses are recommended for college credit. For those that are, specific information on credit equivalency recommendations from the Guide are included in the course descriptions in this catalog under the title "ACE Recommendations."

Level Codes

- LD Lower Division (can apply to associate's degree or first 2 years of bachelor's degree program)
- UD Upper Division (third and fourth year of bachelor's degree program; also can be applied to LD if school agrees)
- G Graduate Program

Continuing Education Units (CEUs) Granted

Continuing Education Units (CEUs) are granted to course participants seeking these credits toward a program which an individual needs for maintaining specific knowledge, skills, and abilities. The number of CEUs is based on successful completion of a course which grants 1 CEU per 10 contact hours of an organized training experience under sponsorship by an institute such as EMI. Records of participation are maintained permanently and issued from the NETC Admissions Office upon request. Each course description includes the CEUs.

FEMA is an authorized provider that ensures the training received meets all criteria under the International Association of Continuing Education and Training.

Continuing Education Credits (CECs)

Continuing Education Credits (CECs) are awarded by the Association of State Floodplain Managers (ASFPM) for classes taken to advance the professional development of floodplain managers and those working with floodplain management issues. As part of their Certified Floodplain Manager (CFM) program, the ASFPM awards these credits to recognize and track the continued development and growth of the floodplain manager's skills through training. There are two types of ASFPM CEC credits: core and parallel. Core floodplain management subjects are those that are directly related to the field of floodplain management. Continued study in these subjects is an important part of maintaining CFM status. Parallel floodplain management subjects are those that are indirectly related to the field of floodplain management.

College Credit for Independent Study Courses

EMI Independent Study courses are reviewed annually for college credit through a nationally accredited college or university. For more information, contact:

FEMA Independent Study Program (College Credit)
 Emergency Management Institute
 National Emergency Training Center
 16825 South Seton Avenue
 Emmitsburg, Maryland 21727-8998

Military reserve personnel may earn retirement points for completing EMI Independent Study courses. Refer to the Independent Study section of this catalog for details (page 114).

The Independent Study courses can be accessed on the Internet at: <http://training.fema.gov/IS/>

Outline of Catalog and Course Coding

The catalog is divided into sections to make it user friendly. The Overview section provides information on the campus and facilities, certifications, special projects, etc.

The General Information section provides information relative to the Application, Registration, Attendance, Costs and Stipends, Foreign Applicants, Travel, Lodging, Food Services, etc., and maps with descriptions for NETC are addressed on page 13.

The courses are divided into Resident, State/Local/Tribal Field, and FEMA/Federal Partners sections: Mitigation, HAZUS-MH, Preparedness and Technology, Professional Development, Disaster Operations and Recovery, Integrated Emergency Management, Master Exercise Practitioner Program, and Independent Study.

To identify where the different courses are offered, the following course codes are used:

- B Resident courses held at FEMA's Center for Domestic Preparedness (CDP) Noble Training Center
- E Resident courses held at the NETC campus
- G State/Local/Tribal Field-delivered courses
- IS Independent Study courses
- L Resident courses held off-site
- K Self-paced training using the World Wide Web (Master Trainer Program—Evaluation of Training)

WORLD WIDE WEB ADDRESSES

FEMA	http://www.fema.gov
EMI	http://training.fema.gov
Higher Education	http://training.fema.gov/EMIWeb/edu/
LRC	netclrc@dhs.gov (e-mail) http://www.lrc.fema.gov (online card catalog)
Independent Study	http://training.fema.gov/is/
USFA/NFA	http://www.usfa.dhs.gov
FEMA Form 75-5	http://www.training.fema.gov/apply/
EMI Catalog	http://www.training.fema.gov/EMICourses/EMICatalog.asp
CD Videos and CD-ROMS	http://www.ntis.gov
Master Trainer Program	http://training.fema.gov/emiweb/mtp
Integrated Emergency Management Courses (IEMC)	http://training.fema.gov/EMIWeb/IEMC
Master Exercise Practitioner Program (MEPP)	http://training.fema.gov/EMIWeb/CEC/emiopt.asp





NATIONAL EMERGENCY TRAINING CENTER

The National Emergency Training Center (NETC) in Emmitsburg, Maryland, is the home of the Emergency Management Institute (EMI) and offers the finest in educational resources. The 107-acre campus also houses the U.S. Fire Administration and the National Fire Academy. The campus is located 12 miles south of Gettysburg, Pennsylvania, 75 miles north of Washington, DC, and 50 miles northwest of Baltimore, Maryland.

The campus is fully equipped with air-conditioned classrooms, lodging for students, a Learning Resource Center, and dining and recreational facilities. There are also several specialized facilities, such as the Simulation and Exercise Laboratory, a television studio, and four computer laboratories that are integral to the instruction of many courses.

The Learning Resource Center

The Learning Resource Center (LRC) is the campus library for participants attending the EMI, NFA, and other training and education programs delivered at the NETC. The LRC provides current information and resources on fire and emergency management subjects. With its collection of more than 100,000 books, reports, periodicals, and audiovisual materials, the LRC facilitates and supports student and faculty research and supplements classroom lectures and course materials.

The LRC routinely supplies answers to simple requests—such as an organization’s telephone number and address, a publication’s source and price, etc. In response to more complex subject inquiries, the LRC staff will conduct literature searches, compile bibliographies, and, depending on copyright restrictions, provide documentation in the form of reports and articles.

The LRC is closed to the general public. Only NETC personnel, faculty, and students may visit the LRC and borrow material. However, via interlibrary loan

(www.lrc.fema.gov/lrcwebillinfo.html) through local libraries, the general public can access most of the LRC’s collection. Additionally, the LRC’s Online Card Catalog is available to the public for searching at www.lrc.fema.gov.

When classes are in session, the LRC’s regular schedule of hours is Monday through Thursday, 8:30 a.m. to 9 p.m., and Friday 8:30 a.m. to 5 p.m. EST/EDT. Specifically in support of the NETC curriculum, the LRC is open some weekends and evenings. Please call ahead when visiting the LRC at these times.

Contact the LRC at:

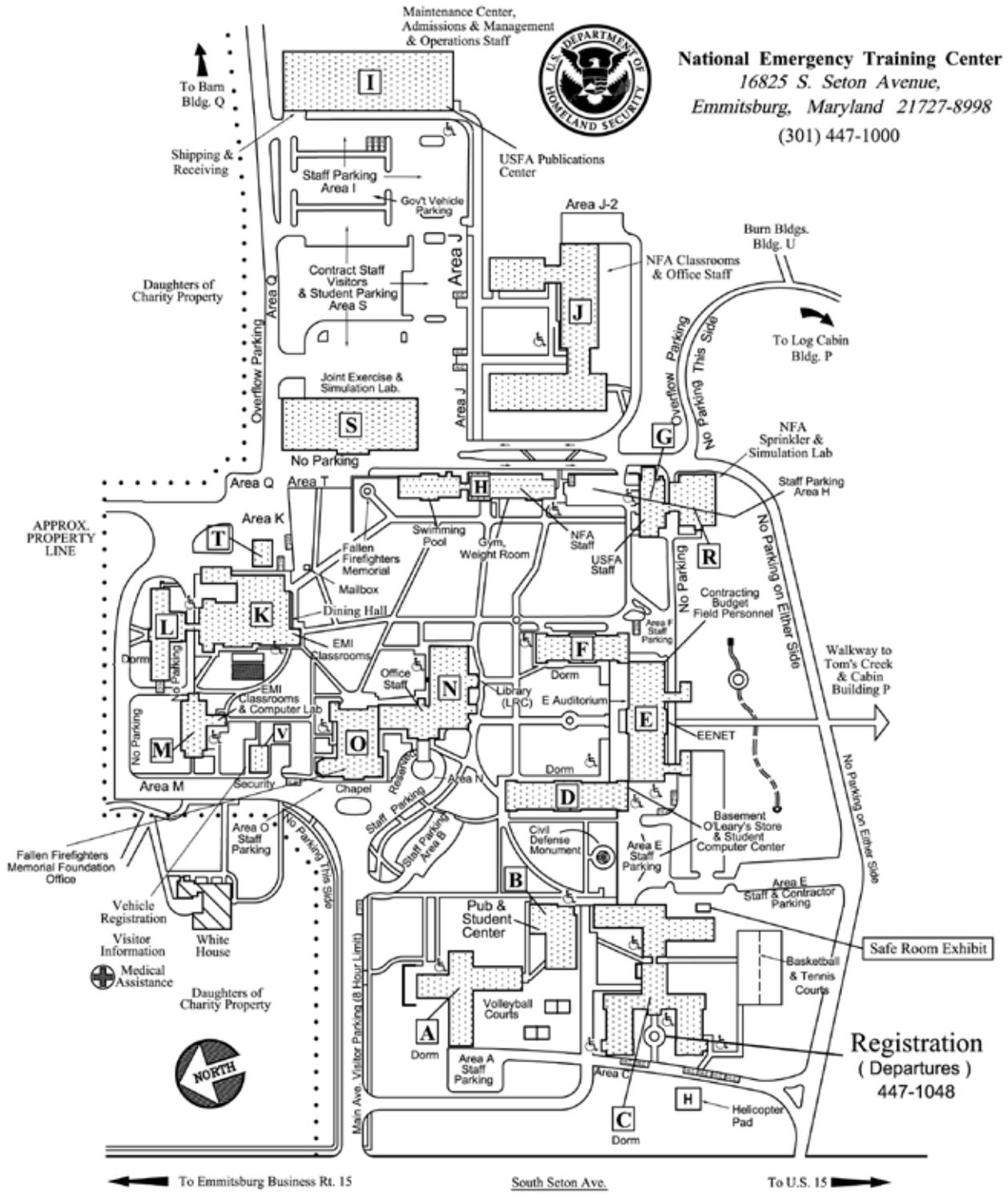
National Emergency Training Center
Learning Resource Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727
1-800-638-1821
301-447-1030
301-447-3217 (fax)
netclrc@dhs.gov (e-mail)
www.lrc.fema.gov (online card catalog)

The Campus

A map of the campus appears on the next page. The following page describes each of the buildings.



Map of Campus



Important Phone Numbers:
Security: 1111
Emergency: 911
Transportation Request: 1113
Dining Hall: 1551
Maintenance: 1500
LRC: 1030
Computer Help Desk: 1175

Photo ID required at all times.

DESCRIPTION OF BUILDINGS

National Emergency Training Center

St. Joseph College was purchased by the Federal Emergency Management Agency (FEMA) in 1979 to serve as a training facility. Prior to its official closing in 1973, the college served as a four-year liberal arts college for women. In 1981, the facility was entered into the Federal records as the National Emergency Training Center (NETC). The NETC houses the Emergency Management Institute and the United States Fire Administration (which includes the National Fire Academy). The following is a brief description of the buildings identified on the previous page.

The Fallen Firefighters Memorial was dedicated on October 4, 1981, and in October 1990, Congress designated it as the National Fallen Firefighters Memorial. It is a memorial to firefighters who lost their lives in the line of duty.

Building A—A 3-story residence hall built in 1964 and renovated in 1996. It has 93 dormitory rooms. (I)

Building B—Student Center, built in 1956, the location of a game room, pub, and recreational activities. A large picture window overlooks the scenic Catoctin Mountain range. (F)

Building C—Built in 1956 and renovated in 1995, it has 213 dormitory rooms. (F)

Building D—Built in 1926 and renovated in 1965 and 1995, it is a 3-story brick structure that has the charm of the old architecture. It consists of NETC Procurement offices, 45 dormitory rooms, and a convenience shop in the basement. (G) (I)

Building E—Built in 1926 and renovated in 1966 and 1993, it is occupied by NETC Budget offices, Computer Support personnel, the EENET TV studio and the EENET staff on the 2nd and 3rd floors. (F)

Building F—Built in 1925 and renovated in 1965 and 1995, it has 45 dormitory rooms. (G) (I)

Building G—Built in 1948, and renovated in 1984 and 2001 to accommodate staff of the National Fire Data Center and National Fire Programs Divisions. (G)

Building H—Built in 1923 and renovated in 1993 it houses the National Fire Academy offices, a fully equipped gymnasium, weight room, and an indoor swimming pool. (F)

Building I—Built in 1996, it serves as the Material Receipt and Distribution Center, Maintenance Facility offices, Support Services Division offices, and the USFA Publications Center. (F)

Building J—Built in 1966, and renovated in 1993, it is the National Fire Academy (NFA) classroom facility and houses NFA and National Fire Programs Division staff. It includes a lobby and a tiered 249-seat auditorium. (F)

Building K—Built circa 1870, renovated in 1982 and 1993, it houses the Emergency Management Institute classrooms. The 3-story brick structure also contains a Dining Hall capable of seating 500 people and EMI Independent Study offices. (F)

Building L—Built in 1959, renovated in 1993, it consists of 38 dormitory rooms, an EMI classroom, and support offices. (I)

Building M—Built in 1965, renovated in 1989, it houses 2 EMI classrooms and the EMI Computer Lab. (F)

Building N—Designed by the English-born architect, E.G. Lind (1829-1909), it was built in 1870 and renovated in 1987 and 1992. The building is an example of Second Empire Style that was popular in the second half of the 19th Century. As such, it is listed on the National Register of Historic Buildings. It houses staff of the United States Fire Administrator's office, the Learning Resource Center, and the Emergency Management Institute. (F)

HANDICAPPED ACCESS: F-Fully Accessible I-Accessible 1st floor only N-Not accessible G-Ground Floor Accessible only R-Restrooms not accessible

Building O—Erected in 1839 as a chapel. The marble, alabaster altars, and stained glass windows were retained when it was renovated in 1965. Support offices are in the basement. (I)

Building P—The Log Cabin serves as a recreational facility overlooking peaceful Tom’s Creek. (F)

Building Q—The brick barn is a service facility. The ornamental brick grill windows are characteristic of the early 19th Century Western Maryland construction. (F)

Building R—Built in 1948, renovated in 1993, located behind Building G, it serves as the USFA Fire Protection Laboratory. (F)

Building S—Renovated in 2001, this building is the home of the Emergency Management Institute and National Fire Academy Simulation Laboratories. (F)

Building T—The old Milk House of the original St. Joseph’s campus.

Building U—A burn building complex used by the NFA for arson investigation and demonstration. (F)

Building V—Built in 1992, it houses the Security Office. (F)

The National Civil Defense/ Emergency Management Monument

On November 13, 1999, President Clinton signed a bill (HR 348/PL 106-103) that granted authority to the National Civil Defense Monument Commission to construct a monument at FEMA’s National Emergency Training Center in Emmitsburg, Maryland.

The purpose of the monument is to honor the thousands of Civil Defense and Emergency Management professionals and volunteers who have worked hard and faithfully to protect the public from both man-made and natural hazards. This monument particularly recognizes the numerous military and civilian volunteers and professionals who have gone beyond the normal call of duty to save lives and alleviate suffering in times of crises. The monument serves as an enduring reminder of the heartfelt thanks that a multitude of people feel whenever they remember those who have selflessly served them or their loved ones in times of great need.

The centerpiece of the monument is a 15-ton block of polished white Vermont granite, shaped as a three-sided pyramid, representative of the Federal, State, and local governments and their efforts in working together to accomplish a joint mission. The triangular base is 5 feet on each side, rising to 15 feet in height. The pinnacle of the monument is capped with a large, bronze American eagle, sculpted by the world-renowned sculptor, Lorenzo Ghiglieri. The base is encircled by a stone and concrete plaza with appropriately inscribed bronze State plaques embedded in concrete, surrounded by a circle of State flags. A brick wall rises approximately 3 feet in height on the back or south side of the plaza. Near the edge of the plaza are two bronze plaques bearing the names of advocates and members of the Monument Commission.

The monument was dedicated on April 6, 2002. The Commission plans to hold an annual memorial service to pay tribute to those who have given to their



fellow citizens by mitigating the potential losses from emergency situations, for those who have responded to emergencies, and to the professionals and our elected officials who strive to improve the methods of handling emergencies.

NETC Campus Information

Lodging

All lodging rooms are nonsmoking rooms and are randomly assigned prior to your arrival. Because of the random assignments of rooms, classmates may not be lodged together. If the student count exceeds the number of single rooms available, students may have to share a room. Please do not call to request a single room. However, if you have a disability and require special accommodations, please note those accommodations on your application. If you are required to pay for your lodging, you may do so by cash, personal check, traveler's check, and credit card (MasterCard, Visa, American Express, and Discover).

If you are a non-DHS Federal employee, your Travel Authorization should state that "Housing will be provided to the traveler at NETC" (currently \$20 to \$30 per night), payable upon arrival at NETC. If housing is not available at NETC a "Certificate of Non-Availability" will be issued by NETC. If you are a foreign student, private sector representative, or contractor to a State or local government entity, you are responsible for your own travel and per diem costs, and lodging (currently \$20 to \$30 per night), payable upon arrival at NETC. USFA accepts credit card payment (Visa, MasterCard, Discover, or American Express) for lodging. If you are a DHS employee (including DAE/SAEs), you must present a copy of your travel authorization at registration, and you should read the FEMA instructions, policies, and comptroller-grams dealing with travel to NETC. Your travel authorization should state that "Housing will be provided to the traveler at NETC at no cost." If lodging on the NETC campus is not needed, you must notify the Housing Office in writing at NETC-Housing@dhs.gov. Failure to notify the Housing Office that lodging is not needed will result

in you being charged for the room for the length of the course.

If you are a Federal employee participating in a course at NETC, a dormitory room will be reserved for you. If you do not require lodging at NETC, you must notify the Housing Office in writing at NETC-Housing@dhs.gov. You must make this notification upon receipt of your acceptance letter. Failure to notify the Housing Office that lodging is not needed will result in your being charged for the room for the length of the course.

Food Service

There is an on-campus dining facility. The meal charge will be identified in all acceptance letters and will include costs for three meals per day beginning with dinner on the day preceding the course start date and extending through lunch on the last day of the course, plus morning and afternoon breaks. Meals may be paid for with cash, traveler's check, purchase order, credit card (MasterCard or Visa) or by advance payment. There are no refunds for meals missed. All participants residing on campus must purchase a meal ticket. Any participant who does not purchase a meal ticket must move off campus for the duration of the course at his/her own personal expense. Participants staying off campus must pay for morning and afternoon breaks.

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 do not have the photo IDs, you will not be permitted on campus. Security checks will delay your registration at the NETC.

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

Firearms

Prohibited on Campus! Due to heightened security requirements, please understand that security and law enforcement personnel may search you, your vehicle, or your luggage. Maryland law is very

narrow in its definition of Law Enforcement Officers who may carry firearms. For your own protection, and to expedite your processing into the NETC, **do not bring weapons of any kind to campus.** Weapons include knives with blades longer than 3 inches, machete, bow and arrows, ammunition, rifles, shotguns, pistols, etc. Sworn/Commissioned and State POST certified officers, and Federal officers, or local officers with concurrent jurisdiction who require a firearm for the performance of required official duties must obtain an exception from the Director of Support Services prior to arrival on campus. If you do arrive at NETC with weapons of any kind without prior approval, your entry to campus will be significantly delayed.

Alcoholic Beverages

Consumption of alcoholic beverages is limited to the Pub and Log Cabin. **Alcohol is not allowed in lodging rooms or vehicles, and will be confiscated.** If you arrive at NETC with alcohol, or are attempting to bring it on campus, your entry to campus could be significantly delayed.

Registration

Upon arrival, students must report to Building C to obtain room assignments and key cards. Students may be lodged a distance from the registration building; for this reason we recommend luggage with wheels. Picture identification is required at registration and for entry to campus.

Transportation and Parking

Students must make their own flight arrangements. Travel days are normally the day before the course begins and the day after the course ends. Specific travel information relative to each course will be included in the student acceptance package.

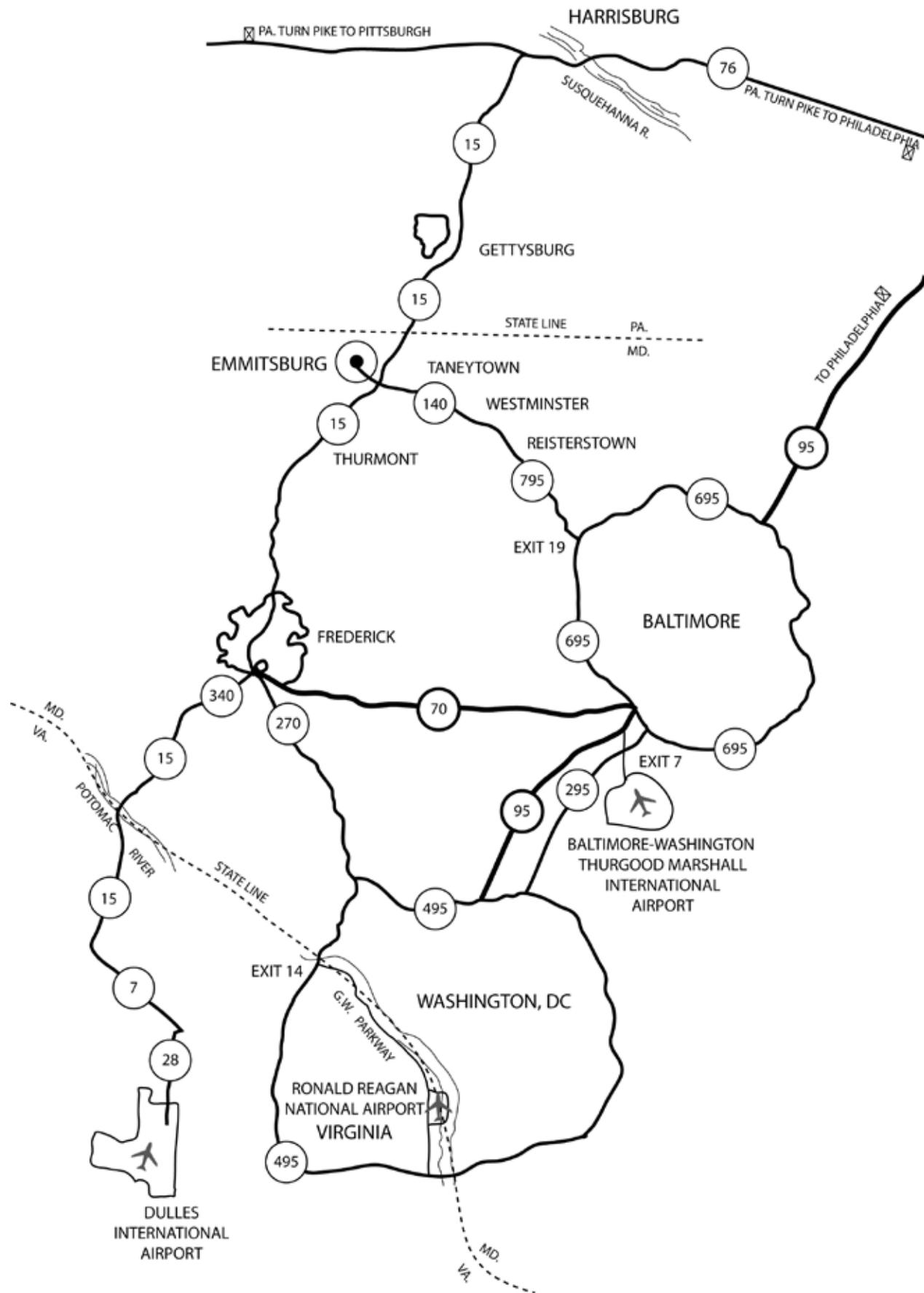
Please read this information carefully BEFORE making flight arrangements. Students must call the NETC Transportation Office at 301-447-1113 at least 2 weeks in advance to reserve a seat on the airport shuttle.

Seating on the bus may be unavailable, and transportation to Emmitsburg will be at the student's own expense if a student fails to call.

Students who drive to campus must register their vehicles upon arrival in the lobby of Building C. Picture identification and automobile registration (owner's card) must be shown when the vehicle is registered in order to receive stipend reimbursement. A parking permit will be issued, which must be displayed on the vehicle. Student parking is in the lot north of Building J and is not permitted elsewhere on campus. Vehicles parked in violation of this rule are subject to towing at the owner's expense. Loading and unloading of luggage is permitted in designated areas. Students may arrive on campus any time after 12:30 p.m. the day before class begins. Departure is usually 9:30 a.m. Friday morning for 4-day classes, but can vary depending on the length of the course.

Directions to NETC

- **From Baltimore:** I-695 (Baltimore Beltway) to I-70 West (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.
- **From Washington:** I-495 (Washington Beltway) to I-270 North (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.
- **From Philadelphia and East:** Pennsylvania Turnpike west to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Turn right off Route 15 to South Seton Avenue.
- **From Pittsburgh and West:** Pennsylvania Turnpike east to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Turn right off Route 15 to South Seton Avenue.
- **From Herndon, Virginia (Dulles Airport):** Turn left onto Route 28 (turns into Route 7). Take Route 7 west to Route 15. At Leesburg, Virginia, take Route 15 North to Frederick, Maryland. Continue on Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.



NATIONAL EMERGENCY
TRAINING CENTER



GENERAL INFORMATION

Eligibility

To take an EMI course, applicants must meet the selection criteria and prerequisites specified for each course. Participants may not take the same course more than once.

Enrollment in EMI courses is generally limited to U.S. residents; however, each year a limited number of international participants are accommodated in EMI courses. (See Foreign Applicants, next page.)

The NETC is an equal opportunity campus. It does not discriminate on the basis of age, sex, race, color, religious belief, national origin, or disability in its admissions and student-related policies and procedures. NETC actively encourages all qualified minority and female candidates to apply for all courses.

Application Procedures

The form used to apply to take an EMI course is the General Admissions Application Form (FEMA Form 75-5, which expires May 31, 2010). The only FEMA Form 75-5 that will be accepted is the one with the expiration date of May 31, 2010. A copy of the form is included at the back of this catalog, and it may be duplicated. Additional forms can be downloaded from the EMI Web site (www.training.fema.gov/apply) or obtained from State and local emergency management offices, FEMA regional offices, or the NETC Office of Admissions. The addresses for the State/local emergency management offices and the FEMA regional offices are listed at the back of the catalog. **Please fill out all blanks on the application form completely or it will be returned.**

ENROLLMENT FOR EMI COURSES

Students can now apply to EMI courses any time up to 5 weeks before the start of the course. Acceptance letters will be sent to students who apply early 8 weeks prior to the start of the course.

Dates for courses can be accessed at www.training.fema.gov/EMICourses. The NETC Admissions Office will review the applications as they are received and notify applicants regarding their status.

Once accepted into a course, participants will receive an acceptance letter with further instructions regarding transportation and other matters. Arriving at NETC for a class without formal acceptance from the NETC Admissions Office will result in the participant being sent home.

In an effort to fill EMI courses, vacancies will be updated frequently and posted on the EMI Web site (www.training.fema.gov/EMICourses) and interested personnel may apply. EMI will fill vacancies on a first-come, first-served basis. (**NOTE:** for IEMC vacancies by position, consult the IEMC Web site at www.training.fema.gov/EMICourses).

Applications must be coordinated, reviewed, and approved by:

- The head of the applicant's sponsoring organization,
- The emergency management office of the applicant's State, and
- The NETC Admissions Office.

Completed applications should be sent to:

NETC Office of Admissions
Building I, Room 216
16825 South Seton Avenue
Emmitsburg, MD 21727

General admissions questions may be directed to the NETC Admissions Office at 1-800-238-3358, ext. 1035; 301-447-1035, or via e-mail to: NETC-Admissions@dhs.gov.

Attendance/Substitution/Cancellation

Once accepted, participants are expected to attend all sessions of each course, seminar, or workshop. Those who do not attend all sessions will not receive course completion certificates and will not be reimbursed under the Student Stipend Program.

If an organization must cancel an accepted participant, the organization may request substitution of an equally qualified person. This request must be made **in writing** at the same time as the cancellation and must be accompanied by a completed General Admissions Application Form for the substitute.

Requests for substitutions for EMI courses must be submitted through the applicable State emergency management office.

If a last-minute cancellation is necessary, please call the NETC Admissions Office at (301) 447-1035 or (800) 238-3358 (extension 1035). A fax may be sent to (301) 447-1658; e-mail address is NETC-Admissions@dhs.gov.

Dress Policy

When attending EMI classes, it is each participant's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both the local climate differences and

classroom activities. If EMI staff determine that a participant's attire is inappropriate, the participant will be required to change into more appropriate clothing before being allowed to continue class.

Costs/Stipends/Reimbursements

There are no tuition fees for EMI on-campus or off-site courses. All instruction, course materials, and housing (for most participants) are provided at no cost. Participants from other countries, other Federal agencies, and most participants from private industry or contractors to State, local, or Tribal governments must pay their own transportation and lodging fees. All participants are responsible for the cost of cafeteria meals provided and for personal, incidental expenses.

Stipend reimbursement is limited to three trips for each participant per fiscal year. (This restriction does not apply to participants who are employees of State, local, and Tribal offices of emergency services, or those enrolled in the Master Trainer Program or Master Exercise Practitioner Program.) You must purchase a 21-day pre-purchased, nonrefundable ticket for round-trip transportation by common carrier (economy, coach class, or less). First class and business class airline tickets will not be reimbursed. Reimbursement for airline tickets will be at the State ceiling as established by NETC. If you choose to drive, you will be reimbursed the current Privately Owned Vehicle (POV) Federal mileage allowance or the State ceiling, whichever is less.

Reimbursement will be made by direct deposit to your personal account (please provide a copy of a check). You are responsible for reimbursing your organization.

If you have questions about your eligibility to receive a stipend, please call (301) 447-1035.

Foreign Applicants

EMI often receives inquiries from citizens and officials of foreign countries. EMI courses are generally available to U.S. citizens only. Most EMI resident courses expect attendees to have full knowledge of, and experience with, U.S. governmental and political systems and are based on U.S. specific legislation,

regulations, and systems. Thus, most EMI courses are not appropriate for foreign participants.

While EMI cannot generally accommodate international participants in its resident courses, it occasionally sends faculty to other nations to deliver emergency management training on-site. All expenses for such training must be paid by the host Nation. For more information, write to:

Superintendent
Emergency Management Institute
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

International participants are occasionally accepted to attend EMI resident courses on a space-available, fee-pay basis. To be considered for such an exception, applications from foreign individuals must meet the following conditions:

- The application must come from and be endorsed by an appropriate component of the national government of the applicant's home Nation. Applications are generally routed through the appropriate embassy.
- The applicant must be a government employee with official emergency management responsibilities pertinent to the course which he/she is requesting to attend. The official endorsement must describe these responsibilities, their relationship to the course requested, and a compelling need to attend EMI to receive the required training.
- Because language translation is not provided on campus, participants must be fluent in reading, writing, and speaking English.

Completed applications should be sent to:

Admissions Office, Room I-216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998
(301) 447-1035
(301) 447-1658 (fax)
NETC-Admissions@dhs.gov (e-mail)

Travel Planning

Applicants must not make travel plans prior to receiving an official acceptance package from the NETC Admissions Office. Acceptance packages contain important travel information for the specific classes.

EMI Training at Noble Training Center (NTC), Fort McClellan/Anniston, Alabama

The Emergency Management Institute (EMI) also conducts training at the Noble Training Center (NTC) (Fort McClellan), which is located at FEMA's Center for Domestic Preparedness (CDP) in Anniston, Alabama, between the cities of Oxford and Jacksonville, in Calhoun County. This northeastern area of Alabama generally has a mild climate. The area formerly known as Fort McClellan is still used by the Alabama National Guard and the Army Reserve as a military training area.

Smoking/Alcohol

Smoking in Federal facilities is prohibited. Each building has a designated outdoor smoking area. Alcoholic beverages are not permitted on the premises.

Weapons

Firearms and other personal weapons are not required for training and are not authorized at CDP. **Transportation of any weapon onto the Federal facility or possession of any weapon on CDP property is cause for immediate dismissal from training and notification of local law enforcement agencies.**

Lodging

Lodging will be provided onsite to eligible participants at no cost to you or your organization.

Meals

Depending on the course, student expenditures are very similar to those at EMI. Your acceptance letter

will outline the specific course amounts, methods of payment, etc.

Note: Onsite transportation is provided to and from all training areas and support facilities at CDP on a scheduled basis.

Dress Code

Attire for training is business casual during course hours. During outdoor training, participants should consider wearing clothing suitable for the weather conditions and training activity.

Security

All personnel entering CDP should become familiar and comply with the security regulations and instructions. All personnel will walk through a metal detector, and both personnel and packages are subject to search and inspection. All students will display their student badge (identification) at all times while inside the facility.

Recreation

Fitness Facilities

Each dormitory building has exercise equipment located on the first floor. In addition, there are two fitness facilities available for your use. These facilities are owned and operated by the city of Anniston.

The Truman Gym is open daily until 9 p.m. The following activities are available at Truman Gym: heated indoor pool, racquetball, sauna, Nautilus room, free-weight room, and basketball.

The Fitness Center is located 1 mile from CDP. The center is open daily until 6:30 p.m. The following activities are available at the Fitness Center: Nautilus, sauna, sauna-vibe massage, cardio room, and free-weights.

There is also an 18-hole golf course currently at the CDP site. The golf course is currently owned and operated by the city of Anniston. It includes a pro shop and clubhouse which serves food and beverages.

Banking Facilities

The Fort McClellan Credit Union has an ATM located in the shopping area (Commissary and PX complex). There are numerous other banking institutions within the local area.

Travel

Note: You must first receive an acceptance letter from the NETC Admissions Office before making any travel arrangements.

Privately-Owned Vehicles

Driving directions to CDP are provided below. Your acceptance letter will outline the method and rate of reimbursement.

Air Travel

Your acceptance letter will contain specific instructions on making airline reservations. Arrangements should be made with your flight arriving at Hartsfield Atlanta International Airport. For security purposes, be prepared to show a photo ID. Transportation to CDP will be provided via shuttle bus to/from the airport. Please call (256) 741-3600 to reserve a seat on the shuttle bus.

In case of emergency or travel difficulties, please call the Center for Domestic Preparedness at (256) 741-3419.



General Directions to Center for Domestic Preparedness/ Noble Training Center

FEMA's Center for Domestic Preparedness (CDP)/ The Noble Training Center (NTC) is approximately 90 miles west of Atlanta, Georgia, and 60 miles east of Birmingham, Alabama. 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 7 miles. From the north, take I-59 to U.S. 431 South to Alabama Highway 21. Turn left on Highway 21 North and travel approximately 3 miles. The entrance is Baltzell Gate-Fort McClellan.

From Birmingham airport:

1. From the Birmingham Airport, take I-20 East from Birmingham.
2. Take I-20 East to exit 185 OXFORD-ANNISTON (Ala 21) (about 60 miles).
3. Upon exiting, you will be in Oxford, Alabama. Continue north on Ala 21 into Anniston. Proceed through Anniston to Fort McClellan.
4. After driving on Ala 21 for about 8 miles, you will see the Fort fence on your right. You will pass two closed gates. You will come to a signalized intersection (EXXON station on left). Proceed through this intersection and KEEP RIGHT.
5. Turn right onto Baltzell Gate Road. Follow Baltzell and parallel the golf course. You will pass the clubhouse on your left.
6. At the intersection (TEE), turn left onto FEDERAL WAY and proceed up the hill. Watch for the blue and white signs for FEMA/Noble Training Center which will be on your right on CARE DRIVE. Park in northeast lot. Go to glass door (under FEMA sign).

Watch for the blue and white signs marking the route to NTC on Baltzell Gate Road.

If you need additional directions, please call FEMA's Center for Domestic Preparedness at (256) 240-7500.



From Atlanta airport:

1. At your car rental agency, ask for directions from the airport to CAMP CREEK PARKWAY.
2. Take CAMP CREEK PARKWAY to I-20 West (about 13 miles).
3. Take I-20 West to exit 185 OXFORD-ANNISTON (Ala 21) about 75 miles.
4. Upon exiting you will be in Oxford, Alabama. Continue north on Ala 21 into Anniston. Proceed through Anniston to Fort McClellan.
5. After driving on Ala 21 for about 8 miles, you will see the Fort fence on your right. You will pass two closed gates. You will come to a signalized intersection (EXXON station on left). Proceed through this intersection and KEEP RIGHT.
6. Turn right onto Baltzell Gate Road. Follow Baltzell and parallel the golf course. You will pass the clubhouse on your left.
7. At the intersection (TEE), turn left onto FEDERAL WAY and proceed up the hill. Watch for the blue and white signs for FEMA/Noble Training Center which will be on your right on CARE DRIVE. Park in northeast lot. Go to glass door (under FEMA sign).

Watch for the blue and white signs marking the route to NTC on Baltzell Gate Road.

If you need additional directions, please call FEMA's Center for Domestic Preparedness at (256) 240-7500.





CURRICULUM DESCRIPTIONS

Resident Courses

Mitigation Curriculum

The Mitigation curriculum provides training for Federal, State, local, and Tribal government officials who are working to eliminate or reduce the long-term risk to human life and property posed by earthquakes, floods, tornadoes, dam failures, landslides, hurricanes, and other natural hazards.

The curriculum includes training courses of varying lengths. Resident offerings generally last 4 days while field courses last 1 to 2 days. Some offerings are appropriate only for resident delivery because they require instruction by representatives of a number of Federal agencies and facilitators located in the Washington, DC, area.

Many of the courses offered in this curriculum area directly support the training requirements of Federal programs, such as the National Flood Insurance Program (NFIP), the National Hurricane Program, and the National Earthquake Hazards Reduction Program (NEHRP). Participants in these courses learn about program regulations and policies and are provided with the tools and techniques for implementing mitigation strategies.

Building Design for Homeland Security (E155)

This course covers the content of FEMA 426, *Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings* and FEMA 452, *FEMA: A How-To Guide to Mitigate Potential Terrorist Attacks*. Both documents combine best practices among Federal agency publications for engineers and architects and other design professionals. The course is designed to enhance participant knowledge of measures and technology available to reduce risks from terrorist attacks. The course focus is on explosive blast; chemical, biological, and radiological attacks; and the best mitigation measures for site

and building design and layout. There is guidance on electronic security systems. Participants will understand the design approaches to mitigate man-made hazards and comprehend the trade-offs needed to optimize various design requirements.

Selection Criteria: The course is intended for engineers, architects, and building science officials involved in mitigation planning and design to protect people and property against man-made hazards. Secondary audiences include land-use planners, hazard mitigation specialists, consultants, academic staff, and other professionals involved in State/local planning or design efforts.

Course Length: 3 days

CEUs: 2.1

Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer (TTT) (E156)

This course covers the content of FEMA 426, *Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings* and FEMA 452, *FEMA: A How-To Guide to Mitigate Potential Terrorist Attacks*. This course is being offered to Federal Executive Branch officials with Continuity of Operations (COOP) responsibilities.

This course outlines a methodology to determine the risk of a building's critical functions and infrastructure against various terrorist threats and highlights applicable protective measures. The course considers Explosive Blast and Chemical, Biological, and Radiological attacks, and it identifies protective measures for site and building design and layout. The course also provides guidance on electronic security systems.

This training includes a "Train-the-Trainer" module to equip the managers to train the course to others.

In order to ensure that Federal agencies or departments are able to take full advantage of this training opportunity, FEMA will only accept participants representing their department or agencies' COOP Program Office, Facility Management, and Security Management sections.

Upon completion of this course, participants should be able to:

- Understand the design approaches to mitigate man-made hazards that have the greatest applicability and benefit for specific threats;
- Train other COOP stakeholders to include Program Managers and Facility/Security Offices.

REQUIREMENT: A laptop is required by each individual for classroom exercises.

Selection Criteria: FEMA will only accept participants representing their Federal department or agencies' COOP Program Office, Facility Management, and Security Management sections. Participants are limited to two from the same department or agency.

Prerequisites:

Recommended: Completion of IS-546, *Continuity of Operations (COOP) Awareness*, or IS-547, *Introduction to Continuity of Operations (COOP)*.

Course Length: 3 days

CEUs: 2.1

Advanced Floodplain Management Concepts (E194)

This course consists of four modules: NFIP Floodplain Rules and Regulations in Depth; NFIP: LOMC Procedures for Applying and Floodplain Management Implications; Roles and Responsibilities of the Local Floodplain Manager; and Preparing for Post-Disaster Responsibilities. Each of these topics are designed to be at a higher level of detail than any basic course. Developed and real-life scenarios will be examined and exercises will be conducted in each section to make sure participants not only understand the appropriate rules and regulations, but also why they are in effect and how to apply

them. This course is exercise rich and participants can expect to be engaged throughout much of the course.

Selection Criteria: Floodplain Managers with more than 3 years of full-time floodplain management experience.

Course Length: 4 days

CECs: 12 (core)

Unified Hazard Mitigation Assistance (E212)

The goal of this course is to enable Unified Hazard Mitigation Assistance (HMA) grant applicants and sub-applicants to develop eligible mitigation projects and submit successful applications. The objectives include: clearly explain and apply mitigation concepts; identify and develop eligible mitigation projects; prepare and submit successful grant applications; and identify Unified HMA programs that could fund mitigation plans and projects.

Selection Criteria: Personnel of local jurisdictions, Tribal governments, and Private Non Profit (PNP) organizations that are eligible applicants for Unified HMA grants; State mitigation staffs responsible for assisting Unified HMA sub-applicants; FEMA employees who assist State mitigation staff and/or who are responsible for reviewing Unified HMA applications and/or monitoring Unified HMA grant awards; and staffs of public or private sector organizations that offer consulting services to Unified HMA grant applicants.

Course Length: 4 days

CECs: 2.8

Digital Hazard Data (E234)

This course is designed to give floodplain and emergency management personnel the necessary skills and knowledge to use digital flood data and other hazard data. It is **not** intended to make participants technically proficient (experts) in the hands-on use of Geographic Information Systems (GIS). Participants must have basic computer skills

and literacy, including knowledge of Windows. Advanced users should be aware that many **basic** GIS concepts will be included in course content and exercises. This training supports FEMA's conversion of the paper flood insurance rate maps to a computerized format.

Selection Criteria: The audience for this course consists of State and local floodplain and emergency management personnel, regional personnel with National Flood Insurance Program responsibilities, personnel from other Federal agencies involved in floodplain and emergency management, and State and local planners. Individuals who are not in manager/planner positions may apply if the need to attend this training is documented in block 16 of the application.

Prerequisites:

Required: Participants must be able to do the following.

1. Read and interpret the Flood Insurance Rate Map.
2. Use, or be planning to use, GIS.
3. Use a personal computer and Windows 2000.

A statement verifying the above qualifications should be included in block 16 of the application form.

Course Length: 4 days

CEUs: 2.8

CECs: 6 (parallel)

**Cooperating Technical Partners (CTP):
Special Topics (E241)**

This course is specifically designed for communities, regional, and State agencies that are participating in the Cooperating Technical Partners (CTP) Programs. This course is designed and tailored based on partners' needs, and its goal is to address specific areas of the CTP Program that are complex or involve new technology in order to give the partners a more advanced level of specific technical training. Examples of topics include topographic data development; base mapping and digital flood maps;

and map production and processing procedures. At the conclusion of this course, participants will have answers to specific questions, a better understanding of the technical aspects of the CTP, and more insight into the FEMA guidance and standards for NFIP flood maps.

Selection Criteria: Federal, State, and local staff responsible for implementing and overseeing the CTP initiative. The course is intended for current CTP members who are active mapping partners, and who are responsible for administering the CTP Program for a State or regional agency, or local community partner and/or managing the technical aspects of mapping activities.

Prerequisites:

Required: Participants must have signed a Partnership Agreement and Mapping Activity Statement with FEMA to be eligible to attend this course. Only those approved by FEMA Headquarters Point of Contact will be considered for the course.

Course Length: 4 days

CEUs: 2.8

**Instructional Delivery for Subject Matter
Experts (SMEs) (E262)**

This is an exciting and dynamic course that helps subject matter experts develop the skills necessary to deliver high quality, effective training. Course material includes the following: how to impact the learning environment; learner effects; room effects; instructor effects; and course material effects. Also covered are room design and set-up, instructional preparation, and course delivery and evaluation. Interactive sessions move participants through each one of these topic areas, and the final 2 days of the course are spent with participants and course instructors evaluating presentations and providing positive and powerful feedback. Participants are videotaped so that they may learn from watching their presentation after the course is over and continue to refine their preparation and delivery skills.

Selection Criteria: Participants must be designated as instructors for their agency as a part of their work responsibilities. This designation does not have to be full-time but can be “another duty as assigned”.

Course Length: 4 days

Hydrologic Engineering Center: Riverine Analysis System (HEC-RAS) (E264)

The objective of this course is to enable the participants to perform water-surface profile computations using the computer program Hydrologic Engineering Center-Riverine Analysis System in a sound and effective manner.

Topics will include concepts of open channel flow, data requirements, basic input requirements, output analysis, application of bridge and culvert routines, and floodway determination. Participants will have an opportunity to prepare and analyze output during workshops.

Selection Criteria: This course is limited to professional staff of State and Federal dam safety programs only.

Course Length: 4 days

CEUs: 2.8

Managing Floodplain Development Through the National Flood Insurance Program (NFIP) Train-the-Trainer (TTT) (E270)

This course is designed to train subject matter experts in how to deliver an effective and interesting course on floodplain management topics. The *Managing Floodplain Development Through the NFIP* (E273) course is used as the basis for delivery of this training. Participants will be expected to pick two sections of the E273 course and be prepared to teach them to the full class, and then to receive constructive feedback regarding their presentation. Two days of the course are dedicated to the various factors that can make training exceptional and effective, with the remaining 2 days used for practice and evaluation. Videotapes will be made so that participants can review their own performance and critique themselves at their leisure.

Selection Criteria: Participants should be thoroughly familiar with the course material and experienced enough to teach the class and answer in-depth questions. More than 3 years of floodplain management experience is required.

Prerequisites:

Recommended: Participants should have attended E273, *Managing Floodplain Development Through the National Flood Insurance Program* (NFIP).

Course Length: 4 days

Hydrologic Engineering Center: Hydrologic Model System (HEC-HMS) (E271)

The Hydrologic Engineering Center-Hydrologic Modeling System (HEC-HMS) is designed to simulate the precipitation-runoff processes of dendritic watershed systems. It is designed to be applicable to a wide range of problems including flood hydrology used for dam safety applications. Hydrographs produced by the program can be used in conjunction with other software to analyze flow forecasting, watershed land use changes, reservoir spillway design, flood damage reduction, and flood inundation mapping.

The program can be used for any size of river basin. The HMS model components include basin models, meteorologic models, control specifications, and input data. The basin model can deal with subbasin, reaches, junctions, sources, sinks, diversions, and reservoirs. The meteorological model can handle many different inputs for precipitation including a newly added snowmelt method. The control specification sets the time span of the simulation run.

Selection Criteria: This course is limited to professional staff of State and Federal dam safety programs only.

Course Length: 4 days

CEUs: 2.8

Managing Floodplain Development Through the National Flood Insurance Program (NFIP) (E273)

This course is designed to provide an organized training opportunity for local officials responsible for administering their local floodplain management ordinance. The course will focus on the NFIP and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance.

Selection Criteria: Local officials responsible for administering local floodplain management ordinances, including but not limited to floodplain management administrators, building inspectors, code enforcement/zoning officers, planners, city/county managers, attorneys, engineers, and public works officials. Federal/State/regional floodplain managers also are encouraged to attend. The course is designed for those officials with less than 3 years of floodplain management experience. Attendance will be limited to two participants from any State for each offering.

Course Length: 4 days

CEUs: 3.1

CECs: 12 (core)

National Dam Safety Technical Workshop (NDSTW) (E274)

The NDSTW Workshop is a 2-day workshop held each year in February. A topic is selected by the training subcommittee of the National Dam Safety Review Board that highlights relevant issues in dam safety engineering and safety.

Selection Criteria: The audience for this course is limited to professional staff of dam safety programs at the State and Federal levels, and also those from the private sector, such as engineering firms.

Benefit-Cost Users Workshop (E275)

This workshop is designed for Local, Tribal, State, and FEMA mitigation grant programs staff that have understanding of the fundamental concepts of FEMA's benefit-cost analysis (BCA) and

methodologies. Participants engage and learn about newer developments and changes to the mitigation BCA methodologies, tools, and training. Updates to the current BCA modules for riverine and coastal flood are reviewed, and the hurricane wind, earthquake, and numerous other software modules are discussed. This workshop will also provide opportunities to discuss level-two BC analyses.

Selection Criteria: Personnel involved in conducting benefit-cost analysis.

Prerequisites:

Required: Participants must have knowledge of mathematics (basic algebra and percentages) and computers (Windows and spreadsheet programs).

Course Length: 2½ days

CEUs: 1.3

Benefit-Cost Analysis: Entry-Level Training (E276)

This course is designed as an introduction to the fundamental concepts of benefit-cost (BC) analysis. Participants will learn how to obtain BC data and conduct analyses using the basic versions of the riverine and coastal A-zone software modules. This course will not teach how to conduct level-two BC analyses.

Selection Criteria: The target audience is FEMA and State hazard mitigation officials. Other personnel involved in conducting BC analyses may also apply.

Prerequisites:

Required: Participants must have knowledge of mathematics (basic algebra and percentages) and computers (Windows and spreadsheet programs).

Recommended: Familiarity with basic mitigation terminology is suggested.

Course Length: 2½ days

CEUs: 1.3

CECs: 12 (core)

National Flood Insurance Program Community Rating System (NFIP/CRS) (E278)

This course covers the CRS, a nationwide initiative of FEMA's National Flood Insurance Program. It describes activities eligible for credit under CRS, how a community applies, and how a community modifies an application to improve its classification.

Selection Criteria: FEMA regional office staff, NFIP State coordinators, regional planning officials, local and Tribal government officials, those performing floodplain management services for local governments, and others interested in learning about the CRS in order to provide technical assistance to communities seeking to apply for CRS credit. Attendance will be limited to two participants from any one community per fiscal year.

Prerequisites:

Recommended: The course is designed for those officials with some floodplain management experience.

ACE Recommendation:

Credit Hours: 2 hours
Level: LD or UD
Curricula: Public Administration or Emergency Management

Course Length: 4 days

CEUs: 2.9

CECs: 12 (core)

Retrofitting Flood-Prone Residential Buildings (E279)

This course is designed to provide engineering and economic guidance on what constitutes proper retrofitting techniques for flood-prone residential structures. The course will focus on the concepts of floodproofing, regulatory framework, controlling parameters, design practices, and benefit, cost, and technical feasibility analysis. There is a case study design exercise and a written examination.

Selection Criteria: The audience comprises engineers and architects, and building code, floodplain management,* hazard mitigation,* planning,* zoning,* and public works officials.*

* This course is intended for those with engineering, architectural, or building science knowledge.

Prerequisites:

Recommended: It is recommended that participants complete IS-279, *Retrofitting Flood-Prone Residential Structures*. Please see the Independent Study curriculum in this catalog to enroll in IS-279.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curricula: Civil Engineering, Emergency Management, or Resource Economics

Course Length: 4½ days

CEUs: 2.9

CECs: 12 (core)

Advanced Floodplain Management Concepts II (E282)

This advanced floodplain management course is a dynamic and interactive instruction that covers the following four topics in great detail: Considerations for Placement of Manufactured Homes and Recreational Vehicles in the Floodplain, NFIP Flood Insurance Principles for the FPM, Higher Standards in Floodplain Management, and Hydrology and Watershed Processes for the Non-Engineer. Each of these topics is designed to be discussed and reviewed in greater detail than any basic course. Developed and real-life scenarios will be examined and exercises will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in these particular topic areas. This course is exercise rich and participants can expect to be engaged throughout much of the course.

Selection Criteria: Full-time floodplain managers with more than 3 years of full-time floodplain management experience.

Course Length: 4 days

CECs: 12 (core)

Mitigation for Tribal Officials (E344)

This course provides Tribal members and their representatives with an overview of FEMA's mitigation programs, outlines Tribal mitigation responsibilities, and discusses opportunities for achieving mitigation successes. The course will cover mitigation planning, the National Flood Insurance Program (NFIP), and mitigation grant programs.

Selection Criteria: The course will be limited to Federally recognized Tribal members and their representatives.

Prerequisites:

Required: E580, *Emergency Management Framework for Tribal Governments*.

Recommended: E581, *Emergency Management Operations for Tribal Governments*.

Course Length: 4 days

CEUs: 2.4

Multi-Hazard Emergency Planning for Schools Train-the-Trainer (TTT) (E362)

This 4-day Train-the-Trainer course provides school district teams with the knowledge, skills, and tools needed to develop all-hazard school plans for school emergencies. The course focuses on the phases of emergency management and explains how to use the Incident Command System (ICS) as the foundation for a school emergency response plan. Using ICS, school personnel will be able to coordinate their emergency activities with outside agencies in response to any situation. Teams are expected to return to their school districts and teach the field course to their school personnel.

- Unit 1: Course Overview and Introduction
- Unit 2: Responding Using the Incident Command System
- Unit 3: Developing the School Plan
- Unit 4: Planning for Incidents Involving Violence
- Unit 5: Training and Testing the Plan
- Unit 6: Final Exercise
- Unit 7: Course Summary

Delivering the Course in the Field

Selection Criteria is as follows:

- Only “school district” teams should apply for the Train-the-Trainer (E362).
- Submit applications as a “package” using the format below as a cover sheet. Place person's name next to position being filled.

First Responders

- 1 person—Law Enforcement/SRO
- 1 person—Fire/Emergency Medical Services (EMS)/Public Health
- 1 person—Emergency Management

School District/School Officials—5 people (DO NOT DUPLICATE POSITIONS)

- Superintendent or Assistant Superintendent
- Risk Manager
- School Security Official, or School Safety Coordinator, or School Safety Team Member
- Transportation Coordinator
- Principal or Vice Principal
- Facility Manager or Building Engineer
- Food Service Coordinator
- Nurse
- Counselor or Psychologist

Prerequisites:

Required: Completion of IS-100.SC, *Introduction to the Incident Command System, ICS-100, for Schools*.

Course Length: 4 days

CEUs: 2.8

Residential Coastal Construction (E386)

This course is designed to train participants on FEMA's *Coastal Construction Manual*. This manual is the primary, state-of-the-art reference for planning, designing, and constructing residential structures in the various coastal environments.

Selection Criteria: The target audience is engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, and building officials with building science knowledge may also apply.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curricula: Coastal Residential Construction Practices, Emergency Management Hazard Mitigation Techniques, or Civil Engineering

Course Length: 4½ days

CEUs: 2.9

CECs: 12 (core)

Disaster-Resistant Jobs' Strategies for Community Emergency and Economic Risk (CEER) Management (E464)

Participants will learn background and techniques to promote mitigation within the business community. They are expected to return to their communities and work to promote mitigation in the economic sector.

Selection Criteria: Participants should be local emergency managers, economic developers, Chamber of Commerce staff, and others who can promote mitigation in the local business community.

Prerequisites:

Required: Completion of IS-393.A, Introduction to Hazard Mitigation.

Course Length: 4 days

CEUs: 2.8



HAZUS-MH Curriculum

Beginning in FY 2009, a HAZUS-MH Training Curriculum will be leading to the attainment of a completion certificate as a “HAZUS Professional” or “HAZUS Practitioner” for those individuals seeking recognition for their training accomplishments in HAZUS. Required course completions for each track are listed below and as noted in Figure 1. Upon completion of the required courses, a certificate of completion for the applicable track will be issued.

In addition, the following course titles have been modified to reflect more clearly the course content and emphasis.

E190, Introduction to ArcGIS (formerly E190, Introduction to ArcGIS for HAZUS Users)

E170, HAZUS-MH for Hurricane (formerly E170, Advanced HAZUS Multi-Hazard for Hurricane)

E172, HAZUS-MH for Flood (formerly E172, Advanced HAZUS Multi-Hazard for Flood)

E174, HAZUS-MH for Earthquake (formerly E174, Advanced HAZUS Multi-Hazard for Earthquake)

E179, Application of HAZUS-MH for Disaster Operations (formerly E179, Application of HAZUS Multi-Hazard for Disaster Operations)

E296, Application of HAZUS-MH for Mitigation Planning (formerly E296, HAZUS Multi-Hazard/DMA 2000 Risk Assessment)

E313, Basic HAZUS-MH (formerly E313, Basic HAZUS Multi-Hazard)

HAZUS Trained Professional Track

1. E190, Introduction to ArcGIS (user experience in GIS may substitute)
2. E313, Basic HAZUS-MH
3. E317, Comprehensive Data Management
4. Minimum of **ONE** of the following:
 - E170, HAZUS-MH for Hurricane, or
 - E172, HAZUS-MH for Flood, or
 - E174, HAZUS-MH for Earthquake

HAZUS Practitioner Track

1. E190, Introduction to ArcGIS (user experience in GIS may substitute)
2. E313, Basic HAZUS-MH
3. E317, Comprehensive Data Management
4. E296, Application of HAZUS-MH for Mitigation Planning or
E179, Application of HAZUS-MH for Disaster Operations
5. Minimum of **ONE** of the following:
 - E170, HAZUS-MH for Hurricane, or
 - E172, HAZUS-MH for Flood, or
 - E174, HAZUS-MH for Earthquake



HAZUS-MH Curriculum Program

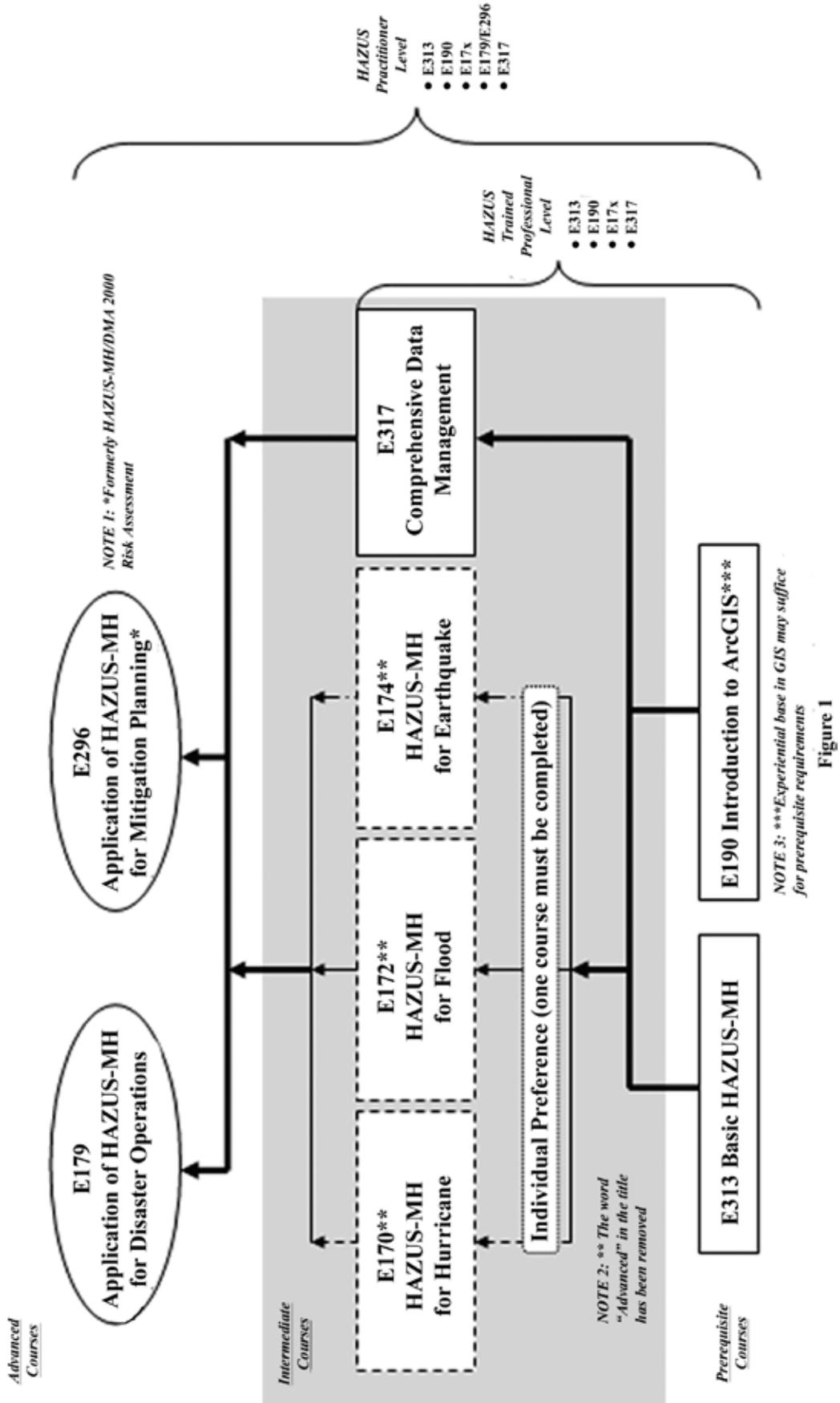


Figure 1

HAZUS-MH for Hurricane (former title: Advanced HAZUS Multi-Hazard (MH) for Hurricane) (E170)

This course provides in-depth discussion of the HAZUS-MH hurricane model through a combination of lectures and hands-on exercises. The course begins with a review of the basics of the hurricane model components. It then proceeds to provide instruction on the organization of and processes for updating of the general building stock as well as site-specific facility inventory. This is followed by a detailed discussion on the definition of the hurricane hazard including a review of the key components that drive the hazard analysis and the damage models that generate the analysis output. The course provides participants with an understanding of the means by which HAZUS can be applied in response and recovery activities; techniques for conducting more effective shelter, debris, and economic loss modeling; and applications of HAZUS-MH for mitigation benefit analysis. It concludes with a review of model uncertainties and the means by which to address those uncertainties within the analysis process.

Selection Criteria: The audience for this course includes State and local emergency managers and GIS specialists, State and local planners, regional personnel responsible for wind mitigation and response activities, and other Federal agencies. A strong working knowledge of ArcGIS is recommended.

Prerequisites:

Recommended: E313, Basic HAZUS-MH course, any field or resident HAZUS course, previous or current use of HAZUS or ArcGIS software in performing your job, or skills equivalent to those taught in E190, Introduction to ArcGIS.

Course Length: 3½ days

CEUs: 2.6

HAZUS-MH for Flood (former title: Advanced HAZUS Multi-Hazard (MH) for Flood) (E172)

This course provides in-depth instruction and hands-on exercises that develop the skills needed to effectively use HAZUS-MH for modeling the impacts on communities from riverine and coastal flooding. The course provides a detailed review of the methodologies used to compile the extensive out-of-the-box inventory that is provided with HAZUS. It also discusses techniques for updating the inventory, which is largely composed of best available national data sources, with more accurate aggregate and site-specific local data. Of particular importance, it identifies those inventory elements that should be given updating priority in order to produce the best possible loss estimates. Participants will become familiar with the many options that HAZUS-MH provides for generating a flood depth grid including application of the Flood Information Tool (FIT) which, when provided with user-supplied flood study inputs, calculates the most accurate flood depth and elevation information that can be produced by HAZUS-MH for riverine and coastal flood hazards. Following a review of the hazard development process, the course will explore the multitude of maps, tables, and reports that HAZUS-MH generates with a focus on how to interpret the wealth of information provided in these outputs. Finally, it will end with a discussion of the sensitivity of the model to variations in the quality of the inventory and hazard data.

Selection Criteria: The audience for this course includes State and local emergency managers and GIS specialists, State and local planners, regional personnel responsible for flood mitigation and response activities, and other Federal agencies. A strong working knowledge of ArcGIS and Spatial Analyst is recommended.

Prerequisites:

Recommended: E313, Basic HAZUS-MH course, any field or resident HAZUS course, previous or current use of HAZUS or ArcGIS software in performing your job, or skills equivalent to those taught in E190, Introduction to ArcGIS.

Course Length: 3½ days

CEUs: 2.6

HAZUS-MH for Earthquake (former title: Advanced HAZUS Multi-Hazard (MH) for Earthquake) (E174)

This course provides participants with the opportunity to explore many of the more powerful capabilities of the HAZUS-MH earthquake model. The class begins with an in-depth discussion of the HAZUS inventory with emphasis on those inventory components that are of critical importance to the earthquake model and the process for updating both aggregate and site-specific inventory with local data. The class continues with a discussion of how HAZUS-MH can be used to conduct advanced analysis using the Advanced Engineering Building Module (AEBM). It also reviews the differences that might be seen in the output from earthquake models due to variations in vulnerabilities that are seen in different building configurations. The class helps participants understand the impacts of modifying model parameters by providing focused discussion on the process of estimating losses for bridges, pipelines, and socioeconomic parameters. It concludes with a discussion on model uncertainties, and applications of the model for assessing mitigation strategies as well as for response and recovery activities.

Selection Criteria: The audience for this course includes State and local emergency managers and GIS specialists, State and local planners, regional personnel with responsibility for earthquake mitigation and response activities, and other Federal agencies with risk assessment responsibilities. A strong working knowledge of ArcGIS is recommended.

Prerequisites:

Recommended: E313, Basic HAZUS-MH course, any field or resident HAZUS course, previous or current use of HAZUS or ArcGIS software in performing your job, or skills equivalent to those taught in E190, Introduction to ArcGIS.

Course Length: 3½ days

CEUs: 2.6

Application of HAZUS-MH for Disaster Operations (former title: Application of HAZUS Multi-Hazard (MH) for Disaster Operations) (E179)

This course is designed to increase the level of awareness and knowledge of Federal and State emergency management officials of the capabilities of HAZUS-MH, the information and analyses requirements of key sections at the Regional Response Coordination Center (RRCC) and Joint Field Office (JFO), and the potential applications of HAZUS-MH to support decisions at the RRCC, Emergency Support Team (EST), and the JFO including hurricane disaster operations, mitigation, Individual Assistance (IA), and Public Assistance (PA). The course also provides a description of the full range of potential uses of HAZUS-MH analyses into strategies for mitigation, IA, and PA.

Selection Criteria: FEMA Mitigation staff, Mitigation DAEs, and State Building Science and GIS professionals; additionally, Federal and State officials who have a role and responsibility in the JFO, with priority given to mitigation, IA, and PA. The course also targets select decisionmakers on the Emergency Support Team, in the Regional Operations Center (ROC), and the State Emergency Operations Center (EOC).

Course Length: 3½ days

CEUs: 2.6

Introduction to ArcGIS (former title: Introduction to ArcGIS for HAZUS-MH Users) (E190)

This hands-on course is designed to empower emergency managers, planners, engineers, public safety professionals, and others with the skills needed to visualize, query, and analyze information related to disaster mitigation, response, recovery, and risk management using ArcGIS, the application on which HAZUS-MH is based.

The course provides a solid foundation of basic skills for new ArcGIS users as well as an exploration

of the many powerful tools for managing, visualizing, and analyzing information that ArcGIS and its many extensions make available. The first day's topics include spatial data concepts; symbolizing information, designing maps, charts, and reports using ArcGIS; and techniques for constructing both spatial and attribute-related queries. The second day explores creation and manipulation of tabular as well as geographic data, understanding and managing coordinate systems, and working with Arc Catalog. The third day provides instruction on how to adjust scanned imagery and other data that is not georeferenced so that it can be included in a GIS project by locating it properly in space. It also develops the skills required to geocode addresses of critical facilities, homes, or other structures so that they can be mapped and analyzed. In addition, it surveys the capabilities of geodatabases and explores the Spatial Analyst extension. That extension is required by HAZUS-MH for flood modeling, but it can also be used for a significant range of other tasks including visualization of terrain data, modeling of population movements, and much more. The final day of the course includes a demonstration of HAZUS-MH and a discussion of how the skills learned in the class apply to HAZUS-MH users. The class concludes with a group exercise in which participants apply the skills that they have learned to solve a realistic problem.

While this course does not provide hands-on instruction specifically on HAZUS-MH, all exercises use HAZUS-MH inventory and model output and therefore participants become familiar with elements of HAZUS-MH while learning the underlying GIS tools upon which HAZUS-MH depends.

Selection Criteria: This course is intended for State and local emergency managers; State and local GIS specialists responsible for risk assessment activities; regional personnel responsible for mitigation and response activities; other Federal agencies with a need to conduct risk assessment; and State and local planners.

Participants must currently use or be planning to use GIS and HAZUS.

Course Length: 3½ days

CEUs: 2.6

Application of HAZUS-MH for Mitigation Planning (former title: HAZUS Multi Hazard/DMA 2000 Risk Assessment) (E296)

This course provides participants with an understanding of how they can use the HAZUS-MH risk assessment methodology and tools to assist them in their efforts to conduct the community risk assessments that are necessary to be compliant with the ongoing requirements of the Disaster Mitigation Act of 2000 which, among other things, sets conditions which must be met for communities to be eligible to receive certain disaster relief funding. The course includes hands-on computer exercises using the HAZUS-MH software and other tools such as the HAZUS-MH Risk Assessment Tool and Flood Wizard to perform risk assessment-related tasks. It focuses on the process of applying the wealth of information that HAZUS-MH includes, and that it can produce, to the risk assessment process rather than on learning the process of actually running HAZUS-MH. A combination of individual as well as group hands-on exercises leads the class through the step-by-step process of conducting a risk assessment including hazard identification, profiling of hazards, developing asset inventories, estimating losses, and prioritizing mitigation options.

Selection Criteria: The audience for this course includes FEMA regional staff and State and local emergency management planners.

Prerequisites:

Recommended: E313, Basic HAZUS-MH course.

Course Length: 3 days

CEUs: 1.8

Basic HAZUS-MH (E313)

This course provides participants with an understanding of the multi-hazard applications of HAZUS-MH toward mitigation, response, recovery, and risk management for earthquake, flood, and hurricane hazards. It also discusses how HAZUS-MH inventory data can be applied to assessing the exposure to other types of hazards.

During the first part of the course, participants are led through an introduction of HAZUS-MH, the process of software installation, definition of a geographic area of interest, and an overview of the components of the HAZUS-MH user interface. They are then provided with a combination of lectures and hands-on exercises that help them understand how HAZUS-MH can be used to define and analyze a hazard and the types of information that HAZUS-MH can produce. The course focuses on a level 1 analysis which makes it possible to perform a complete hazard analysis with minimal to no additional input of data beyond what is installed with the application. It also prepares participants who are interested in integrating their own data into the HAZUS-MH analysis process with the foundation of skills that are necessary to successfully complete the advanced HAZUS-MH courses where those techniques are taught.

The Flood model allows users to determine flood depths, estimate damages and losses, and define floods of varying magnitudes. Users may also assess riverine, coastal, and alluvial fan flooding; estimate potential damages to buildings, essential facilities, transportation, and requirements; and estimate direct losses based on physical damage to structures, contents, and building interiors. Finally, it allows users to simulate the effects of a disaster and determine the level and type of damage and economic loss people may suffer.

The Earthquake model uses mathematical formulas and information about building stock, local geology, and the location and size of potential earthquakes, economic data, and other information to estimate losses from a potential earthquake. The HAZUS-MH earthquake module maps and displays ground shaking, the pattern of building damage, and demographic information about a community. Once the location and size of a hypothetical earthquake is identified, the model will estimate the violence of the following ground shaking, the number of buildings damaged, the number of casualties, the amount of damage to transportation systems, disruption to

the electrical and water utilities, the number of people displaced from their homes, and estimated cost of repairing projected damage and other effects.

The Hurricane model provides the means by which to assess the losses that might be experienced from a hurricane. Participants are introduced to the capabilities that the hurricane model provides to model historic storms, user-defined storms, and probabilistic scenarios. They are also introduced to the wide range of output that the model will produce from a hurricane loss estimation analysis such as building damage estimates, shelter needs, and economic impacts.

Selection Criteria: The audience includes Federal, State, local, and Tribal GIS specialists, participants and researchers, insurance companies, utilities, and anyone involved with or interested in planning for emergencies associated with flooding or earthquake events.

Prerequisites:

Recommended: Skills equivalent to those taught in the E190, *Introduction to ArcGIS* course.

Course Length: 4 days

CEUs: 2.8

Comprehensive Data Management (E317)

This course focuses on the HAZUS-MH inventory. It is recommended for GIS analysts, database administrators, and others who will be responsible for integrating local data into the HAZUS-MH database structure.

It will include an in-depth discussion of the methodologies that were used to develop and compile the HAZUS-MH provided inventory and it will identify the issues associated with using that inventory for purposes other than those for which it is intended. A significant portion of the course will be devoted to exploring a variety of strategies and techniques for updating both the site-specific and aggregate inventory with local data. Update processes for both the State geodatabases and study region specific data will be covered. The course will also help participants

effectively prepare for their own data updating projects by identifying those inventory elements that have the most impact on the estimation of losses for flood, earthquake, and hurricane analysis events. Numerous hands-on exercises will be completed during the course.

Selection Criteria: The audience includes State and local emergency managers and GIS specialists, State and local planners, regional personnel responsible for mitigation and response activities, and other Federal agencies. A strong working knowledge of ArcGIS is recommended.

Prerequisites:

Recommended: E313, Basic HAZUS-MH course, any field or resident version of a HAZUS course, or previous or current use of HAZUS or ArcGIS software in performing your job.

Course Length: 4 days

CEUs: 2.8



Preparedness and Technology Curriculum

Most of the Preparedness and Technology courses are conducted at the local and State level (see the Preparedness and Technology State/Local/Tribal Field Course section).

The current Preparedness and Technology menu of resident courses focuses on radiological hazards, terrorism, and hazardous materials. Resident courses include those specific to the Radiological Emergency Preparedness (REP) program and those generic to any radiological hazard. The preparedness resident courses include emergency planning for radiological incidents, as well as skill and exercise-based courses for gathering and analyzing radiological data.

Emergency management training for schools can be found under the Mitigation curriculum.

Radiological Emergency Preparedness (REP) Exercise Evaluation (Non-Resident) Regional Delivery (L304)

This course is for Federal evaluators of nuclear power plant off-site exercises. Course topics include regulations and guidelines for evaluating exercises and the techniques for exercise evaluation.

Selection Criteria: Primarily Federal evaluators of nuclear power plant off-site REP exercises. State, local, Tribal, and utility personnel who are involved in the development of off-site REP plans and exercises also may apply.

Prerequisites:

Required: IS-331, Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation.

ACE Recommendation:

Credit Hours: 2 hours
Level: G or UD
Curricula: Radiological Sciences, Public Administration

Course Length: 3 days

CEUs: 1.8

Radiological Emergency Preparedness (REP) Planning (E/L340)

This course focuses on nuclear power plant off-site emergency preparedness. It addresses Federal regulatory policies, development and testing of plans, and public perceptions. This course provides a sound understanding of basic planning assumptions and policy issues.

Selection Criteria: Local, State, Federal, and Tribal government and utility personnel involved in off-site nuclear power plant emergency planning (under the provisions of NUREG 0654/FEMA REP-1, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants*). This course is recommended for new Federal/State/local/Tribal REP planners and Federal/State/local/Tribal emergency response managers. Utility company off-site planners also may apply.

Prerequisites:

Recommended: Completion of IS-235, Emergency Planning.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curricula: Radiological Sciences, Public Administration

Course Length: 4 days

CEUs: 3.1

Radiological Accident Assessment Concepts (RAAC) (E341)

This course addresses radiological consequences of accidents involving radiological materials. This includes accidents or incidents involving commercial power reactors, lost sources, dispersion devices, and transportation. The focus of the course is concepts involved in formulating protective action recommendations following a radiological accident, such as dose quantities, atmospheric dispersion, dose projection, protective action guides, and derived intervention levels. Participants engage in problem-

solving sessions and a tabletop exercise. **There are two required evening sessions and a final examination in this course.**

Selection Criteria: Enrollment is limited to local, State, and Federal technical radiological accident assessment staff. Private sector (i.e., utility company) technical staff also may apply. **This course is not intended for emergency management staff.** This course requires familiarity with mathematical equations and exponential manipulations. Participants must bring a scientific calculator which they know how to use to perform the required calculations. Participants also should know how to use Microsoft Excel and the Nuclear Regulatory Commission computer code, RASCAL.

Prerequisites:

Required: Completion of the Precourse Workbook is required prior to attending the course. Course manager must review all applications prior to acceptance by admissions office.

Recommended: Completion of IS-301, *Radiological Emergency Response*.

Course Length: 5 days

CEUs: 3.1

Incident Command System (ICS) Curricula Train-the-Trainer (TTT) (E449)

This course prepares participants to deliver EMI's ICS curricula. While ICS-100 and ICS-200 courses are addressed, the major emphasis is on ICS-300 and ICS-400.

Selection Criteria: Participants must have a working knowledge of ICS through experience and training, and be experienced in adult training.

Prerequisites:

Required: IS-100, *Introduction to the Incident Command System*, IS-200, *Incident Command System for Single Resources and Initial Action Incidents*, G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*, ICS-300, G400, *Advanced Incident Command System*

(ICS), *Command and General Staff—Complex Incidents*, ICS-400, IS-700, *National Incident Management System (NIMS), An Introduction*, and IS-800.B, *National Response Framework (NRF), An Introduction*. **Note:** Participants must have taken the Emergency Management Institute, U.S. Department of Agriculture, National Fire Academy, or National Wildfire Coordinating Group ICS courses. Other ICS courses must be consistent with the ICS objectives prescribed by the NIMS Integration Center.

Participants must have served as IC, Command or General Staff positions on incidents longer than one operational period (or required a written incident action plan) and involved multiagency coordination.

Note: Persons who previously completed E449 can deliver EMI's revised curriculum without repeating E449.

Course Length: 4 days

CEUs: 3.1

Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT) (E/L548)

This course is designed to acquaint experienced COOP practitioners and instructors with the Continuity of Operations (COOP) Managers course materials. The objectives include defining COOP, explaining the benefits of a viable COOP program and plan, identifying elements of a viable COOP program, identifying processes, resources, and tasks necessary to implement and manage a successful COOP program. The course will also refresh experienced instructors on instructional methodology and techniques.

Selection Criteria: This course is designed for public sector staff with responsibility for managing their COOP effort. Others who are integral to the COOP planning process may also take the course. E548 is for Federal participants.

Prerequisites:

Required: Participants must have knowledge of COOP programs, the Federal Preparedness Circular 65, “Federal Executive Branch Continuity of Operations,” and be experienced instructors.

Recommended: IS-547, Introduction to Continuity of Operations (COOP).

Course Length: 3 days

CEUs: 1.8

Continuity of Operations (COOP) Planning Train-the-Trainer (TTT) (E550)

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) plans and programs. COOP plans facilitate the performance of essential functions during any situation which may disrupt normal operations. This course is designed to provide the skills and knowledge to improve the overall quality and workability of COOP plans.

Selection Criteria: The primary audience is individuals who have responsibility for COOP planning in their department or agency. E550 is for Federal participants.

Prerequisites:

Required: IS-547, Introduction to Continuity of Operations (COOP), E/L548, Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT), or G549, Continuity of Operations (COOP) Program Manager Course.

Recommended: IS-235, Emergency Planning.

Course Length: 3 days

CEUs: 1.8



Emergency Management Framework for Tribal Governments (E/L580)

This course provides Tribal leaders with a basic understanding of emergency management principles and their role in leading and directing their Tribes in implementing comprehensive emergency management systems.

Specific topics include:

- Federal, State, Tribal, and local partnership in emergency management.
- Getting a program started.
- Concept of emergency management and the four phases.
- Definition and analysis of hazards.
- Resources for emergency management available at the Tribal, State, and Federal levels, as well as from the private sector.
- Developing an emergency operations plan.
- Comprehensive emergency management, its elements, and the appropriate role taken by the emergency manager.
- Meeting the challenges for upgrading and sustaining emergency management capabilities.

Selection Criteria: Tribal government officials who can lead and direct their jurisdictions in implementing comprehensive emergency management systems.

Course Length: 4 days

CEUs: 3.1

Emergency Management Operations for Tribal Governments (E581)

The goal of this course is to identify Tribal organizational structures, operational procedures, and resources for effective emergency management operations.

Specific topics include:

- Organizing and selling an all-hazards emergency management program to stakeholders.
- Legal authorities for conducting emergency management programs in response, recovery, mitigation, and preparedness.
- Directing and controlling operations using the National Incident Management System (NIMS) concepts and principles.
- Inventorying and assigning first responder primary and secondary roles to carry out coordinated response efforts.
- Identifying communication assets and resolving the interoperability issue.
- Implementing effective warning, alert, and notification systems with emphasis on addressing the needs of special populations.
- Getting the word out during times of disaster to ensure the public has accurate, timely, and useful information.
- Educating the public through pre-disaster outreach programs.
- Coordinating and ordering evacuations to ensure the public is safe from disaster.
- Opening and operating mass care and sheltering facilities to provide for victims.
- Mobilizing and managing health, medical, and environmental services.
- Establishing authorities and organizational structure to effectively manage resources.
- Protecting, repairing, and restoring critical infrastructure.
- Developing and writing standard operating procedures for the support functions.

As a culminating activity, participants will develop and present written proposals to get buy-in from their stakeholders to start a new emergency management program or improve an existing one.

Selection Criteria: Tribal emergency managers, Tribal government officials, and other authorized Tribal representatives responsible for leading, directing, and coordinating Tribal emergency management operations.

Prerequisites:

Required: Successfully completed E/L580, Emergency Management Framework for Tribal Governments, or have key responsibility for writing and updating the community's all-hazards emergency operations plan.

Course Length: 4 days

CEUs: 3



Professional Development

In most communities, the strength of the emergency management system is related directly to the skills of the local emergency management professionals. Protection of lives and property begins on the local level where the emergency impact is felt immediately. Prompt, effective response and speedy recovery is the result of planning done over the years. The creation of a viable emergency management system, one that can tap needed resources from both public and private agencies, can be credited to those individuals who took leadership roles in their communities.

Course initiatives for instilling management and state-of-the-art skills for the training cadre and for developing additional expanded professional capabilities are now available. This cadre is at the core of training and a professional, competent emergency management workforce. The Master Trainer Program is designed to develop this cadre of training professionals capable of performing all training functions from analyzing training needs to the design, development, delivery, and evaluation of training activities with the goal of achieving excellence through training.

Master Trainer Program

In the Master Trainer Program (MTP), each participant will be designing and developing training specific to the needs of his or her organization. After the *Performance and Needs Analysis* course, participants should conduct a needs assessment to identify a valid training need. Based on an identified need, a task analysis must be completed and used in the *Instructional Design* course to develop a Plan of Instruction that will be used in the *Course Development* course to develop training materials like Instructor Guides and Participant Manuals. These materials will be used in the *Instructional Delivery* course to present a unit or a segment thereof. In *Evaluation of Training*, participants will design an evaluation instrument for some of the units in their course materials.

Individuals interested in applying for the Master Trainer Program must attend the *Management and Supervision of Training* course first. This course is a

prerequisite for all the other courses in the Master Trainer Program. In order to apply for the Practicum, an individual must have completed *Management and Supervision of Training* and *Performance and Needs Analysis*, and be accepted into the Master Trainer Program.

The practicum is the culminating activity of the Master Trainer Program. A Master Trainer candidate will be required to submit a proposal. Upon approval, a staff advisor will be assigned to the candidate as a mentor and to provide necessary support. The practicum requirement should be completed within 1 year of successful completion of all other Master Trainer requirements. Those who complete the entire program will be presented an EMI certificate stating they have completed the Master Trainer Program.

Completion of the National Fire Academy's *Fire Service Course Design* course may be substituted for EMI's *Instructional Design* course. No other course substitutions will be permitted.

The MTP consists of seven resident courses and a practicum that have been designed to develop or improve skills of State emergency management training officers, FEMA training staff, Tribal training officers, and other State/local and Federal personnel with training responsibilities for emergency service organizations. Upon completion of the MTP, these professionals will possess the skills and abilities to analyze performance shortfalls and design, develop, deliver, and evaluate performance-based training for adult learners.

The MTP curriculum consists of the following courses:

- | | |
|-------------|---|
| E601 | <i>Management and Supervision of Training</i>
(description on page 41) |
| E602 | <i>Performance and Needs Analysis</i>
(description on page 42) |
| E603 | <i>Instructional Design</i>
(description on page 42) |
| E604 | <i>Course Development</i>
(description on page 42) |

E605 Instructional Delivery
(description on page 43)

K606 Evaluation of Training
(description on page 43)

E609 Master Trainer Practicum
(description on page 44)

To Apply

Applications for admission to the Master Trainer Program will only be accepted after completion of E601. Applications will be reviewed on an individual basis as they are received and require the following items:

- A letter from the applicant requesting admission to the program. The letter should specify applicant's qualifications, commitment to complete the entire program, and expectation of the program.
- A General Admission Application Form (FEMA Form 75-5). Item #9a should state "EMI Master Trainer Program." Indicate in item #10 completion of the *Management and Supervision of Training* course.
- The questionnaire, which is provided to all persons who complete the *Management and Supervision of Training* course, completed with information about a training need the applicant has identified in his/her area of responsibility.
- A letter of recommendation from the applicant's immediate supervisor indicating the organization's commitment to allow the applicant to complete the entire program.
- A college transcript or a copy of the diploma to support the completion of at least an associate's degree.

All materials should be packaged and sent directly to:

Master Trainer Program
Emergency Management Institute
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

The Emergency Management Institute will send a copy of the application to the appropriate State Training Officer for Emergency Management to obtain his/her approval. Without this approval, the applicant cannot be accepted into the program.

Individuals who are not accepted for the Master Trainer Program may apply for the individual courses within the program. Enrollment will be on a space-available basis, first come, first served.

Management and Supervision of Training (E601)

This course is designed to enable participants to develop, plan, manage, and evaluate a training program effectively. Key topics include conducting a performance and needs analysis, designing and developing courses, and selecting training sites, arranging logistics, promoting teamwork during training, minimizing liability, and evaluating a training program.

This course is the initial activity in the Master Trainer Program. As such, it provides an introduction to the functions of performance analysis, course design, course development, course delivery, and course evaluation. It is appropriate for training managers whose training responsibility is a collateral duty or who are new to the position.

Selection Criteria: This course is designed for those who have overall responsibility for developing, planning, managing, and evaluating training programs. FEMA Regional Training Managers, State emergency management training officers, and other State-level organizational training managers are appropriate candidates for this course. Managers of local training organizations will be accepted provided they demonstrate that the system they manage is of a complexity commensurate with that of the State emergency management organization which includes all functions identified above.

Prerequisites:

Required: Applicants must have the responsibility for developing, planning, managing, and evaluating a training program.

Pre-Course Work: Participants will be required to do some pre-course reading.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Human Resource Management or Adult Education

Course Length: 4 days

CEUs: 2.4

Performance and Needs Analysis (E602)

This course will enable the participant to conduct a performance and needs analysis. An analysis plan is developed based on a problem that individuals bring to the course. The plan is the basis for conducting a performance and needs analysis. The results will determine an appropriate intervention to the problem(s).

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other key emergency management trainers.

Prerequisites:

Required: Participants must complete E601, Management and Supervision of Training first.

Recommended: Participants also should do research on a real problem from their department, agency, or organization.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Public Administration, or Emergency Management

Course Length: 4 days

CEUs: 3.0

Instructional Design (E603)

This course will enable the participant to develop a Plan of Instruction (POI). The POI is used to develop supporting training materials. Participants work with the performance and needs analysis results completed after the E602 course.

During the course, participants will use the task analysis to organize their training and work on a POI. Activities include analyzing tasks, content, and the audience; writing objectives; planning for participant and course evaluation; and selecting instructional strategies and methods.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other key trainers with emergency management responsibilities.

Prerequisites:

Required: Participants must complete E601, Management and Supervision of Training and E602, Performance and Needs Analysis.

Pre-Course Work: Since participants will be designing training based on a performance and needs analysis, they are required to submit a list of tasks that participants should be able to perform at the end of the training. Reading assignments also are part of pre-course work.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Public Administration, or Emergency Management

Course Length: 4 days

CEUs: 3.0

Course Development (E604)

This course will provide participants with the knowledge, skills, and tools necessary to develop course materials for a content-specific course of instruction, which can be delivered effectively by other instructors.

Participants will complete parts of a Participant Manual and Instructor Guide, plus some visuals, a job aid, and an activity guide.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other trainers with emergency management responsibilities.

Prerequisites:

Required: Participants must complete E601, Management and Supervision of Training and E602, Performance and Needs Analysis, and E603, Instructional Design first.

Pre-Course Work: Participants will be required to complete and submit the Plan of Instruction they completed during *Instructional Design* (E603).

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Public Administration, or Emergency Management

Course Length: 4 days

CEUs: 3.0

Instructional Delivery (E605)

This course will provide the participant with the knowledge, skills, and tools to become a more effective instructor. The course includes in-class reading assignments, group exercises, and individual presentations. Since the emphasis of this course is on **delivery**, participants will be required to deliver **three** presentations using a variety of training techniques.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other trainers with emergency management responsibilities. Another focus will be on other personnel that conduct training for their agency. This could include other Federal, State, local, and Tribal agencies or other emergency management groups.

Prerequisites:

Required: Participants must complete E601, Management and Supervision of Training, E602, Performance and Needs Analysis, E603, Instructional Design, and E604, Course Development first.

Pre-Course Work: Participants **must be prepared to deliver a presentation using the content of the unit or lesson of instruction that was developed in the Course Development course** or that they are developing for their Master Trainer Practicum, or another unit of instruction from something else they have developed. The participant **must** come to class with a complete unit to include the instructor guide, participant manual, and visuals.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Adult Learning (Training), Public Administration, Emergency Management, or Human Resource Development

Course Length: 4 days

CEUs: 3.0

Evaluation of Training (K606)

This Web-based course will provide the participant with the knowledge, skills, and tools to evaluate training effectively. Using instructional materials designed and developed in previous Master Trainer courses, participants will develop some evaluation items for the training they are developing.

This is only available as self-paced training using the World Wide Web (WWW). When participants complete E604, *Course Development*, they are eligible for K606. The K606 course manager will discuss the course requirements and enrollment procedures when speaking before various Master Trainer Program courses, especially E604. Participants should contact the course manager for K606 to enroll in the course.

A limited number of participants can be enrolled in K606 at one time. Participants have up to 14 weeks to complete the course. Participants will submit four written assignments for instructor evaluation and will be able to communicate electronically with the instructor and other participants.

A standard certificate will be issued upon successful completion of the course.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other trainers with emergency management responsibilities.

Prerequisites:

Required: Participants must complete E601, Management and Supervision of Training, E602, Performance and Needs Analysis, E603, Instructional Design, and E604, Course Development first.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Adult Education and Training, or Human Resources Management

Course Length: 4 to 14 weeks on the Web

CEUs: 3.1

Master Trainer Practicum (E609)

The Master Trainer Practicum is the culminating activity of the Master Trainer Program. It is not a course, but it involves an individual project in which the participant is responsible for conducting a performance and needs analysis aimed at enhancing some area of emergency management. Under the supervision of a mentor, the participant will then design, develop, deliver, and evaluate a training activity to meet those needs.

Selection Criteria: The Master Trainer Practicum is available only to those individuals who have been accepted and enrolled in the Master Trainer Program and completed E602, *Performance and Needs Analysis*.

Prerequisites:

Required: Participants must complete E601, Management and Supervision of Training, and E602, Performance and Needs Analysis, before submitting a practicum proposal for approval. Upon approval of the proposal, the participant will be notified and assigned a mentor. Together the mentor and participant will prepare a review plan for completion of the practicum.

Course Length: (Not a course)

CEUs: 0

National Training and Exercise Roundtable (E236)

This activity is designed to provide State and select Federal representatives an opportunity to research and identify topics and speakers for the annual National Training and Exercise Conference (E237).

Selection Criteria: Participation is limited to State Emergency Management and Administrative Agency Training and Exercise Officers. In even-numbered years, the participants are taken from FEMA's even-numbered Regions, and vice versa in odd-numbered years. Federal participation is limited to FEMA's Regional Training Managers, Regional Exercise Officers, and FEMA Headquarters training and exercise program staff.

Course Length: 2½ days

National Training and Exercise Conference (E237)

This annual conference highlights new FEMA training and exercise initiatives and State best practices related to emergency management training and exercises.

Selection Criteria: Participation is limited to State Emergency Management and Administrative Agency Training and Exercise Officers. Federal participation is limited to FEMA's Regional Training Managers, Regional Exercise Officers, Regional National Incident Management System (NIMS) Points of Contact, and

FEMA Headquarters training and exercise program staff. Others may be admitted as space is available.

Course Length: 4 days

State Emergency Management Director Training Course (E257)

One of the Federal Emergency Management Agency's (FEMA's) most important stakeholders is the State Emergency Management Agency. These State agencies are responsible for implementing FEMA's programs. FEMA's Emergency Management Institute (EMI) conducts training for new State Emergency Management Directors. The resident training course at EMI is conducted in cooperation with the National Emergency Management Association (NEMA), an organization which represents the State Directors.

The training is designed to bring new State Directors together at EMI for opportunities to learn about FEMA programs, what NEMA has to offer, and to further develop skills necessary to lead their departments.

Course Goals:

- Provide State emergency management directors and deputy directors with the information, resources, and tools they need to effectively lead and manage their agencies and programs.
- Identify current and emerging issues, challenges, and trends in all hazards emergency management and help identify and develop effective strategies to deal with them.
- Encourage innovation in emergency management and homeland security through public policy discussion and debate.
- Develop leadership and management skills for a constantly changing environment.

Selection Criteria: State Emergency Management Directors and Deputy Directors who have not previously take this course.

Prerequisites:

Required: Participation in pre-course Webinars.

Course Length: 2½ days

Emergency Management Higher Education Conference (E392)

The primary purpose of this Conference is to encourage and support inter-school dialogue on a variety of issues and problems related to hazard, disaster, and emergency management higher education, as well as to facilitate direct dialogue between the Emergency Management Higher Education Project and representatives of colleges and universities with emergency management programs. A secondary purpose of the Conference is to provide information to the faculty and administrators of emergency management collegiate programs which could be used in the development of new emergency management college courses and programs or in the modification of existing courses—akin to an “educate the educator” posture.

Selection Criteria: Faculty and administrators with colleges and universities which (1) have a hazard, disaster, or emergency management academic program in place, (2) are investigating or developing a hazard, disaster, or emergency management academic program, or (3) FEMA is seeking to interest in developing such a program. In addition, a small number of participants are FEMA Emergency Management Higher Education Project materials developers and representatives of stakeholder organizations.

Course Length: 3 days

CEUs: 2.25



Disaster Operations and Recovery

EMI's Disaster Operations and Recovery curriculum provides training and education for Federal, State, Tribal, and local personnel involved in response and recovery activities.

The curriculum emphasizes the functions involved in response and recovery that can be applied to all hazards.

Recent disasters illustrate the need to have disaster response and recovery plans and to provide training for disaster workers on their roles, responsibilities, functions, and procedures in disasters. The Disaster Operations and Recovery curriculum provides such training and education for workers at the Federal, State, Tribal, and local levels of government and allied organizations.

Debris Management Planning for State, Tribal, and Local Officials (E202)

This course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on State, Tribal, and local responsibilities. Developed from a pre-disaster planning perspective, the course includes debris staff organizations, compliance with laws and regulations, contracting procedures, debris management site selection, volume reduction methods, recycling, special debris situations, and supplementary assistance.

Selection Criteria: Tribal, local, and State emergency management personnel, including public works and waste management staffs, who are responsible for planning and/or implementing debris removal and disposal actions.

Course Length: 4 days

CEUs: 2.4

State Coordinating Officer (E208)

This course provides key State staff with updated information on the disaster assistance process and disaster assistance programs. The focus is on management issues the SCO may face in relationship with Federal, State, local, and Tribal partners in the Joint Field Office (JFO) and Emergency Operations Center (EOC).

Selection Criteria: State and FEMA staff who have disaster management responsibilities such as Individual Assistance Officers, Public Assistance Officers, State Hazard Mitigation Officers, State Public Information Officers, State Coordinating Officers, and others who have a disaster management assignment.

Prerequisite:

Required: IS-208, *State Disaster Management*, completed through the Independent Study Program.

Course Length: 4 days

CEUs: 2.9

Recovery from Disaster: The Local Government Role (E210)

This resident course is designed for local disaster recovery teams consisting of emergency managers, city/county administrators, public works directors, building inspectors, and community planners. The course focuses on the roles and responsibilities of each team member, and provides guidance on developing a local disaster recovery plan. Best practices in disaster recovery are summarized in a CD-ROM toolkit included in course materials. Participants are given the opportunity to develop an outline of their own recovery plan during the course.

Selection Criteria: Local government emergency managers, building officials, community planners, city or county administrators, and public works directors. State disaster recovery personnel who work directly with local governments in disasters are eligible to attend the course.

Course Length: 4 days

CEUs: 2.5

ESF #14 FEMA/State Long-Term Community Recovery (E211)

The purpose of this training is to enable managers and key field operations staff to convene, coordinate, implement, and deactivate an ESF #14 - LTCR mechanism. This course is designed to provide a foundation for the application of ESF #14 - LTCR through a pragmatic understanding of its policies, strategies, and tools.

Selection Criteria: This course is designed for primary and secondary target audiences. The primary audience includes key staff with management responsibilities in ESF #14 and LTCR operations within:

FEMA: Recovery Division Staff; ESF #14 Liaisons, ESF #14 Regional Coordinators, ESF #14 Leads, ESF #14 Field Team Staff, Federal Coordinating Officers (FCOs), and Intra-agency Partners (PA, MIT, PLANNING).

Primary Agencies: ESF #14 Representatives from U.S. Department of: Commerce, Housing and Urban Development, Treasury, Homeland Security (Emergency Preparedness and Response and FEMA), SBA, National Working Group members, and Incident Support Team members.

Support Agencies: ESF #14 Representatives from U.S. Department of: Defense (Army Corps of Engineers) Energy, Health and Human Services, Interior, Labor, Transportation, Environmental Protection Agency, Tennessee Valley Authority, and American Red Cross.

States: LTCR representatives from lead or supporting agencies (Governor's Office, Department of Administration, Department of Economic Development among others), State Coordinating Officers (SCOs).

The secondary audience includes partners and stakeholders in the LTCR process including:

- Local government
- Private sector
- Community and faith-based organizations
- Regional planning organizations

Prerequisites:

Required: All participants are to have completed the NIMS baseline ICS courses, including: IS-100, Introduction to the Incident Command System, IS-200, Incident Command System for Single Resources and Initial Action Incidents, IS-700, National Incident Management System (NIMS), An Introduction and IS-800.B, National Response Framework (NRF), An Introduction.

Course Length: 4 days

CEUs: 2.4

State Volunteer and Donations Management (E289)

This course teaches the components of a volunteer and donations management program to be administered at the State level during a large-scale disaster event. Course participants will be equipped to prepare a program for their State to effectively manage unaffiliated volunteers, unsolicited donations of goods, and offers of undesignated cash. The course content and exercises also serve as a template, thereby increasing continuity among States. This training also provides information regarding FEMA's volunteer and donations management responsibilities and to help build relationships between government and non-profit organizations.

Selection Criteria: Priority will be given to States who send a team of participants; the State Volunteer/Donations Coordinator and leading stakeholders of statewide voluntary organizations. Each FEMA Region is invited to send a Human Services staff member. Other invitees include Federal, State, territorial, and Tribal emergency management.

Prerequisites:

Required: IS-288, *The Role of Voluntary Agencies in Emergency Management*.

Recommended: IS-100, Introduction to the Incident Command System; IS-700, National Incident Management System (NIMS), An Introduction; IS-230, Principles of Emergency Management; and knowledge of and experience with a VOAD.

Course Length: 3½ days

CEUs: 2.5

Basic Crisis Counseling Grant Program Course (E354)

This course is designed to provide mental health departments of States, U.S. Territories, or federally recognized Tribal organizations with the knowledge and tools necessary to successfully complete the Crisis Counseling Program (CCP) Grant applications in order to manage a CCP during a Presidentially declared disaster. Training topics include the CCP Grant application process, Grant reporting requirements, disaster mental health concepts, and organizational aspects of disaster response.

Note: This course does not provide instruction on crisis counseling or stress management techniques.

Selection Criteria: State mental health personnel who, following a qualifying Presidential declaration of disaster, are responsible for preparing the CCP Grant application on behalf of the State, Territory, or federally recognized Tribal organization, and have first-hand knowledge of the State, Territory, or Tribal mental health system. Enrollment is by nomination from State, Territory, or Tribal mental health authorities.

Course Length: 4 days

CEUs: 2.4

State Public Assistance Operations (E376)

This course provides State, local, and Tribal staffs with an overview of FEMA's Public Assistance (PA) Program, process, and policies. Course topics include introduction to program laws, regulations and policies, PA process, grants management, eligibility, hazard mitigation in the PA program, compliance with other Federal laws and regulations, and project formulation.

Selection Criteria: State, Tribal, and local government personnel responsible for administering Public Assistance grants.

Prerequisite:

Required: IS-630, Introduction to the Public Assistance Process.

Course Length: 4 days

CEUs: 2.4

Emergency Management Assistance Compact (EMAC) Train-the-Trainer (TTT) (E430)

This Train-the-Trainer is designed to prepare State emergency management EMAC staffs and coordinators identified as instructors in the delivery of the new EMAC field course and related duties and tasks. In addition, participants will prepare for and deliver sections of the EMAC field course during the TTT. Participants must have knowledge in the fundamentals of adult training as well as experience in instructing adult learners.

Selection Criteria: State emergency management EMAC instructors and coordinators.

Prerequisites:

Recommended: Prior to attending the course, participants should read the EMAC field course, Read-Ahead Module currently located at www.emcweb.org.

Course Length: 4 days

CEUs: 2.4

Public Assistance Grants Administration for Grantees (E478)

This course provides State/Grantee Public Assistance (PA) and Grant Administration staff with an in-depth look at the pre-award, post-award, and close-out activities associated with the PA program. Participants will learn to apply Federal regulations, assist with project identification, ensure financial reporting requirements are met, and outline documentation requirements.

Selection Criteria: Grantee staff responsible for administering the PA program or those involved in PA grant administration.

Prerequisites:

Required: IS-630, Introduction to the Public Assistance Process.

Course Length: 4 days

CEUs: 2.4

Integrated Emergency Management

This exercise-based curriculum addresses emergency response activities for the total community—from the chief elected official to professional staff, both paid and volunteer, within the emergency response organizations. This set of courses is called the Integrated Emergency Management Courses (IEMCs). The IEMC stresses the integration of functions, resources, organizations, and individuals in all phases of emergency management. These courses are offered in several versions and may be offered either for officials from many communities (open enrollment or “generic” courses) or for a specific community. Current IEMCs include: IEMC: All Hazards Preparedness and Response; IEMC: All Hazards Recovery and Mitigation; IEMC: Hurricane Preparedness and Response; IEMC: Earthquake Preparedness and Response; IEMC: Homeland Security; IEMC: Hazardous Materials Preparedness and Response; and IEMC: Emergency Operations Center—Incident Management Team Interface.

IEMCs immerse participants in the practical application of functions associated with Emergency Operations Center (EOC) management. Each course includes orientation presentations to specific response functions as well as simulated emergency situations that participants must demonstrate proficiency in a high-stress EOC environment.

For additional information, please visit our Web site at <http://training.fema.gov/EMIWeb/IEMC/>.

ENROLLMENT FOR EMI COURSES

Students can now apply to IEMC courses any time up to 5 weeks before the start of the course. Acceptance letters will be sent to students who apply early 8 weeks prior to the start of the course.

Dates for courses can be accessed at www.training.fema.gov/EMICourses. The NETC Admissions Office will review the applications as they are received and notify applicants regarding their status.

Once accepted into a course, participants will receive an acceptance letter with further instructions

regarding transportation and other matters. Arriving at NETC for a class without formal acceptance from the NETC Admissions Office will result in the participant being sent home.

In an effort to fill EMI courses, vacancies will be updated frequently and posted on the EMI Web site (www.training.fema.gov/EMICourses) and interested personnel may apply. EMI will fill vacancies on a first-come, first-served basis. (**Note:** for IEMC vacancies by position, consult the IEMC Web site at www.training.fema.gov/EMICourses).

All applications must be submitted through the appropriate State Emergency Management Agency to the NETC Admissions Office with the required signatures of endorsement.

INTEGRATED EMERGENCY MANAGEMENT COURSE (IEMC) PARTICIPANT SELECTION CRITERIA

Participants for open enrollment IEMCs are recruited for the following positions. For additional information on who should attend, visit our Web site at: <http://training.fema.gov/EMIWeb/IEMC> and click on the link “who should attend” in the left margin.

Who Should Attend an IEMC

1. Mayor/County Executive
2. City/County Manager
3. City/County Attorney
4. City/County Council Member
5. Public Information Officer
6. School Superintendent
7. Jurisdiction Elected/Appointed Official
8. Jurisdiction Department Head
9. Police Chief/Sheriff
10. Asst. Chief/Deputy Sheriff
11. Police/Sheriff Operations Officer
12. State Police EOC Representative
13. State Police Operations
14. Corrections Officer
15. Police/Sheriff Dispatcher

16. Fire Chief
17. Assistant Fire Chief
18. Battalion Chief
19. Fire Operations Officer
20. HazMat Specialist
21. Fire Marshal
22. Fire Dispatcher
23. Public Health Director/Officer
24. Environmental Health Officer
25. Assistant Public Health Officer
26. Hospital Administrator
27. Epidemiologist
28. Infection Control
29. Public Health Laboratory
30. Medical Examiner/Coroner
31. EMS/Medical Services Chief
32. EMS Operations
33. EMS Dispatcher
34. Mental Health Services Specialist
35. Public Works Director
36. Assistant Public Works Director
37. Water Superintendent
38. Street Superintendent
39. Sewer Superintendent
40. Building and Safety Official
41. Electric Company Representative
42. Gas Company Representative
43. Water Dept. Representative
44. Telephone Company Representative
45. Public Works Dispatcher
46. Dept. of Transportation/Highways
47. Public/Mass Transportation
48. Airport Manager
49. City/County Planning Official
50. Finance Department
51. Parks and Recreation
52. Social Service Agency Case Officer
53. School Safety Officer
54. School Resource Officer
55. Housing Department Official
56. Private Industry
57. Local Emergency Planning Committee (LEPC) Member
58. National Guard Member
59. Citizen Corps Member/CERT
60. Volunteer Organization Active in Disaster (VOAD) personnel (e.g., Red Cross, Salvation Army, faith-based orgs.)
61. State/City/County Emergency Manager
62. Assistant Emergency Manager
63. State Emergency Management
64. EOC Staff
65. GIS Technical Specialist

IEMC: All Hazards Preparedness and Response (E900)

This IEMC addresses preparedness and response in emergency situations resulting from severe weather-related hazards. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision making in a learning environment that is nonetheless realistic. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for IEMC: All Hazards Preparedness and Response focuses on severe weather and related flooding.

Prerequisites:

Recommended: IS-100 and IS-200. Participants are encouraged to enroll in both IEMC: All Hazards Preparedness and Response and the IEMC: All Hazards Recovery and Mitigation in consecutive, back-to-back, offerings.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD or LD

Curriculum: Public Administration, Emergency Management

Note: Credit can be awarded for only one course of the IEMC courses: E900, IEMC: *All Hazards Preparedness and Response*, E905, IEMC: *Hurricane Preparedness and Response*, or E910, IEMC: *Earthquake Preparedness and Response*.

Course Length: 4 days**CEUs:** 2.5

IEMC: All Hazards Recovery and Mitigation (E901)

This exercise-based course emphasizes recovery and mitigation activities and planning. It places public officials and other key community leaders in a simulation that begins after a disaster has affected a community. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision making in a learning environment that is nonetheless realistic. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, in both the short-term and the long-term. The exercise scenario focuses on recovery from severe weather and related flooding. Mitigation activities to prevent or reduce the future impact of a similar disaster also are identified during the mitigation exercise.

Prerequisites:

Recommended: E900, IEMC: *All Hazards Preparedness and Response*; IS-100; and IS-200. Participants are encouraged to enroll in both IEMC: *All Hazards Preparedness and Response* and IEMC: *All Hazards Recovery and Mitigation* in consecutive, back-to-back, offerings.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD or LD

Curriculum: Public Administration, Emergency Management

Course Length: 4 days**CEUs:** 2.5

IEMC: Hurricane Preparedness and Response (E905)

This IEMC addresses preparedness and response in emergency situations resulting from a hurricane. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision making in an educational, yet realistic, environment. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for IEMC: *Hurricane Preparedness and Response* focuses on evacuation issues prior to the simulated hurricane making landfall and response activities after landfall.

Prerequisites:

Recommended: IS-100 and IS-200.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD or LD

Curriculum: Public Administration, Emergency Management

Note: Credit can be awarded for only one course of the IEMC courses: E900, IEMC: *All Hazards Preparedness and Response*, E905, IEMC: *Hurricane Preparedness and Response*, or E910, IEMC: *Earthquake Preparedness and Response*.

Course Length: 4 days**CEUs:** 2.5

IEMC: Earthquake Preparedness and Response (E910)

This IEMC addresses preparedness and response in emergency situations resulting from an earthquake. This exercise-based course is conducted for participants from communities throughout the country.

The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decision making in a learning environment that is realistic. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for the IEMC: *Earthquake Preparedness and Response* focuses on response to an earthquake. Also, additional planning needs to prepare for an earthquake response are identified.

Prerequisites:

Recommended: IS-100 and IS-200.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD or LD

Curriculum: Public Administration, Emergency Management

Note: Credit can be awarded for only one course of the IEMC courses: E900, IEMC: *All Hazards Preparedness and Response*, E905, IEMC: *Hurricane Preparedness and Response*, or E910, IEMC: *Earthquake Preparedness and Response*.

Course Length: 4 days

CEUs: 2.5

IEMC: Homeland Security (E915)

This IEMC focuses on preparing for and responding to the consequences of a terrorist act. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision making in a realistic learning environment. In the IEMC: *Homeland Security*, special attention is placed on the response among agencies when the disaster area also is a crime scene.

Prerequisite:

Recommended: G408, *Homeland Security Planning for Local Governments*; IS-100; and IS-200.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD or LD

Curriculum: Public Administration, Emergency Management

Course Length: 4 days

CEUs: 2.5

IEMC: Hazardous Materials Preparedness and Response (E920)

This IEMC focuses on preparing for and responding to a major hazardous materials incident. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision making in a learning environment that is nonetheless realistic.

Prerequisites:

Recommended: IS-100, *Introduction to the Incident Command System*, IS-200, *Incident Command System for Single Resources and Initial Action Incidents*, and IS-700, *National Incident Management System (NIMS), An Introduction*.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD or LD

Curriculum: Public Administration, Emergency Management

Course Length: 4 days

CEUs: 2.5

COMMUNITY-SPECIFIC INTEGRATED EMERGENCY MANAGEMENT COURSES (E930)

These IEMCs place emphasis on a specific community's risks, response capability, target capabilities, and short-term recovery issues. They are tailored to fit the jurisdictions and are based on a selected hazard scenario. Course methodologies include classroom instruction, group planning sessions, and exercises that allow for structured decision making in a learning environment. A key outcome of this IEMC is to provide participants with the ability to carry out their respective EOC functions related to disaster response and assist with making the transition from response activities to short-term recovery.

Steps in the Community-Specific IEMC Application Process

- The chief elected official of the jurisdiction submits a letter of request, addressing the below specified information, to his/her respective State office of emergency management.
- If the State office of emergency management supports the request, it will attach its letter of endorsement outlining how acceptance of this request will meet State emergency management objectives. Note: At this stage in the request, the State may elect not to forward the request but, instead, work with the community (especially if the community is under 100,000 in population) to conduct the G110, *Emergency Management Operations Course (EMOC) for Local Governments*.
- If endorsed by the State EM office, the application is forwarded to the appropriate FEMA Regional Office for review. The FEMA Regional Office includes its endorsement for each jurisdiction's application. If more than one jurisdiction is submitted, the Region will prioritize its recommendations.
- Applications must be received at EMI from the FEMA Regional Office no later than January 15 each year. Between January 15 and February 15, EMI staff reviews the applications and ranks them based on Regional priority and information provided in the requests. Final selection is made by March 1.

- By March 31, communities that have been accepted will be notified, as well as communities that are not accepted. Appropriate FEMA Regional Offices and State emergency management offices are also notified.
- Communities that are not selected and that want to be reconsidered for the following year must re-apply.

Communities must include the following information in their application:

- Population of jurisdiction.
- A brief description of the government structure (include organizational chart); clarify if the request is for a single jurisdiction (e.g., one city) or a combination of jurisdictions (e.g., a city and county).
- A narrative that includes the status of emergency management in the community, including past disaster history.
- Emergency management training and exercise history.
- Specific hazards facing the jurisdiction and/or specific hazards requested to be addressed in the IEMC.
- Any major national events or special events planned for the jurisdiction, such as sporting events, conventions, etc.
- The community emergency management objective(s) that will be accomplished through participation in an IEMC program.

For additional information, please visit our Web site at: training.fema.gov/EMIWeb/IEMC_15.asp

Prerequisites:

Recommended: IS-100 and IS-200.

Course Length: 4 days

CEUs: 2.5

IEMC: Emergency Operations Center Incident Management Team Interface (E947)

This course is a new resident course released in FY 2009 to provide an exercise environment for EOC members and IMT responders to practice communications and coordination between the EOC and field operations command during simulated incidents, both planned and unplanned. This course describes the roles, responsibilities, and relationships of local emergency operations centers (EOCs) and Incident Management Teams (IMTs). It trains participants on effective management of domestic incidents and exercises the interfaces between EOC personnel and All Hazards IMTs (Types 3, 4, and 5). This IEMC clarifies the difference between resource management at the EOC and on-scene command. It presents four ways an EOC can be organized and explains the difference between the IMT's on-scene command responsibilities and an EOC's coordination responsibilities. This course is delivered via classroom lectures, discussions, and functional exercises.

Selection Criteria: The target audience for this course includes EOC management personnel and IMT members. EOC management personnel include, but are not limited to, mayors; city and county managers; general counsel; community and county managers; emergency managers; fire, police, and public safety chiefs; public works and public health managers; EMS managers; community services providers; and key EOC support staff. IMT participants are members of recognized AHIMTs (State or UASI regions).

Prerequisites:

Required: EOC Personnel: IS-100, Introduction to the Incident Command System, IS-200, Incident Command System for Single Resources and Initial Action Incidents, and IS-700, National Incident Management System (NIMS), An Introduction. IMT Members: G300, Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300, and G400, Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents, ICS-400.

Recommended: G775, Emergency Operations Center (EOC) Management and Operations, IS-100, IS-200, and IS-701, Multi-Agency Coordination System (MACS) Course.

Course Length: 3 days

Advanced Public Information Officers (E388)

This advanced course builds on the foundations established in *Basic Public Information Officers (G290)* by focusing on PIO responsibilities in large-scale emergency situations. This is accomplished through a series of lectures and simulation exercises. Topics include legal issues, risk communication, interpersonal skills, and effective communication in emergencies, media relations, and use of the joint information system.

Selection Criteria: Full- and part-time public information personnel who have completed the *Basic Public Information Officers (G290)*. This recommended requirement can be waived for those individuals who have extensive experience in public information activities. Waiver requests must be submitted to Admissions and approved in writing before an application will be accepted.

Prerequisites:

Recommended: *Basic Public Information Officers (G290)* (or pre-approved EMI waiver).

Course Length: 4 days

CEUs: 3.1



The National Standard Exercise Curriculum (NSEC) and the Master Exercise Practitioner Program (MEPP)

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities-based exercise program that includes a cycle, mix, and range of exercise activities of varying degrees of complexity and interaction. The purpose of HSEEP is to build self-sustaining exercise programs and provide a standardized methodology for designing, developing, conducting, and evaluating all exercises.

The National Standard Exercise Curriculum (NSEC) is a current effort to unify curricula in exercise program management, design, development, conduct, evaluation, and improvement planning across the country in support of the HSEEP. In Fiscal Year 2008, the NSEC replaced FEMA's older Comprehensive Exercise Curriculum (CEC) to reinforce the national strategy to emphasize the principles, concepts, practices, terminology, and tools in HSEEP. In FY 2009, the NSEC will continue to develop and deploy updated training opportunities to the exercise community.

The NSEC strategy involves providing guidance to State and local jurisdictions concerning the exercise and training curricula, workshops, and briefings.

The goals of NSEC are to:

1. ensure consistency across all exercise training curricula in accordance with the National Incident Management System and the National Preparedness Goal,
2. shape future efforts in exercise training and course development, and
3. provide a clear path for participants to become a beginner, intermediate, and ultimately a master exercise practitioner.

The NSEC Working Group has identified four levels of training as guidance to help organizations determine appropriate courses for selected target audiences. This recognizes that not all individuals have

the need, necessity, or the resources to become expert in every facet of exercise program management or the exercise process. It also acknowledges that participation in many exercise training programs derives from the need to be able to perform specific tasks, i.e., function as an exercise evaluator or serve as a member of an exercise planning team, etc.

These levels include the following:

Level I: Awareness/Beginner

*Independent Study courses currently available through EMI's Independent Study Program (ISP) on the Web at <http://training.fema.gov/IS/>

Level II: Intermediate

*Homeland Security Exercise and Evaluation Program (HSEEP) Mobile course consisting of 7 modules (For information on the HSEEP mobile course, please visit the Web site at <http://hseeptraining.com/info.aspx>).

Level III: Advanced

*Classroom-based courses currently administered by State Emergency Management Agencies (SEMAs) (For more information on State training opportunities, please visit the Web site at <http://www.fema.gov/about/contact/statedr.shtm>)

Level IV: Professional

*Master Exercise Practitioner Program (MEPP) administered by the Emergency Management Institute for MEPP Candidates Only (For more information on EMI's MEPP, please visit the Web site at <http://training.fema.gov/>)

The specific target audiences based on exercise roles and responsibilities are identified as the following:

- Exercise Planning Team Leader
- Exercise Program Manager
- Exercise Planning Team Member
- Controller/Facilitator
- Evaluator
- Senior Official

For more detailed information on the National Standard Exercise Curriculum initiative, detailed explanations of the current and proposed courses, and specific functional target audiences, please visit the Web site at https://hseep.dhs.gov/pages/1001_Homel0.aspx.

MASTER EXERCISE PRACTITIONER PROGRAM (MEPP)

The Emergency Management Institute (EMI) created the Master Exercise Practitioner Program (MEPP) in 1999 as a non-resident program to recognize those individuals who have completed prescribed training and demonstrated, through hands-on application, a high degree of professionalism and capability in the arena of emergency management exercises. In 2004, EMI began offering this title certificate program in a resident series of courses at the National Emergency Training Center (NETC) in Emmitsburg, Maryland, to meet the needs of the emergency management exercise community.

As of September 30, 2008, more than 1,000 individuals have completed EMI's Master Exercise Practitioner Program and are empowered to place MEP after their names in recognition of this accomplishment.

The MEPP mission is to improve the capabilities of emergency management exercise personnel in exercise program management and in every phase of the overall exercise process. Through the improvement of the knowledge, skills, and abilities, both the quantity and quality of exercises conducted at the local, Tribal, State, and Federal levels of government can be improved. The National Standard Exercise Curriculum (NSEC) includes the Master Exercise Practitioner Program (MEPP) as the Level IV: Professional level of training and includes both the **Resident** and **Non-Resident** MEPP options for completion. Non-Resident MEPP information can be found on page 82.

Target Audience for the Master Exercise Practitioner Program (MEPP)

EMI's Resident and Non-Resident Master Exercise Practitioner Program (MEPP) eligibility includes local, Tribal, State, Territorial, Department of Homeland Security (DHS), and other Federal agency emergency management/emergency services personnel with responsibilities involving emergency management exercises. This includes exercise training officers, emergency managers, emergency services personnel from fire, emergency medical, hospitals, public/environmental health, coroners, law enforcement, corrections officials, public works/utilities, community service/volunteer agencies, non-profits, and private entities who participate in emergency services/emergency management exercise design/development, conduct, evaluation, and improvement planning activities, members of exercise planning teams, evaluation teams, and/or who manage exercise programs.

MEPP Applicant Categories for the Resident Option (Courses taught in Residence at the National Emergency Training Center by the Emergency Management Institute)

- Category 1: Local, State, Tribal Nation, and Trust Territories
- Category 2: Department of Homeland Security organizations and agencies (FEMA, TSA, USCG, etc.)
- Category 3: Other Federal Agencies (DOD, DOE, DOT, DOL, etc.)
- Category 4: Private Industry

Prerequisites:

Required: For FY 2009, EMI Resident MEPP Applicants must complete the following EMI Independent Study courses and include copies of certificates of completion as part of their MEPP Applicant package:

- IS-100, Introduction to the Incident Command System
<http://training.fema.gov/EMIWeb/IS/is100.asp>
- IS-120.A, An Introduction to Exercises
<http://training.fema.gov/EMIWeb/IS/IS120A.asp>
- IS-130, Exercise Evaluation and Improvement Planning
<http://training.fema.gov/EMIWeb/IS/IS130.asp>
- IS-200, Incident Command System for Single Resources and Initial Action Incidents
<http://training.fema.gov/EMIWeb/IS/is200.asp>
- IS-230, Principles of Emergency Management
<http://training.fema.gov/EMIWeb/IS/is230.asp>

These EMI Independent Study (IS) courses are available on the Web at <http://www.training.fema.gov/IS/>. A complete listing of all of the EMI Independent Study courses can be found at <http://training.fema.gov/IS/crslist.asp>.

EMI highly recommends that MEPP Applicants complete the Homeland Security Exercise and Evaluation Program (HSEEP) mobile training course. For more information on the HSEEP mobile training course, please visit <http://hseeptraining.com/>. Inquiries regarding this training opportunity may be directed via e-mail to hseep@dhs.gov.

Please note that EMI reserves the right to modify the prerequisites for the MEPP on an MEPP Series basis. This means that no new prerequisites will be required of an MEPP Applicant who has submitted an MEPP package within an Open Enrollment Period.

To Apply for the Resident EMI MEPP

Applicants must complete and submit an application package that contains the following:

1. A General Admission Application Form (FEMA Form 75-5). Item #9a should list the MEPP Series in which the applicant wishes to enroll. NOTE: Item #10 must list the IS courses cited above in the Prerequisites.
2. A letter from the applicant requesting admission to the program. The letter should address applicant's qualifications, expectations, and commitment to complete the entire program and note involvement and responsibilities related to Department of Homeland Security (DHS) and/or other federally funded grant programs with exercise requirements.
3. A letter of recommendation from the applicant's immediate supervisor indicating the organization's commitment to allow the applicant to complete the entire program which includes the time necessary to complete Proficiency Demonstration requirements (take home assignments) between the E132, Discussion-Based Exercise Design and Evaluation, and E133, Operations-Based Exercise Design and Evaluation Course, and the E133, Operations-Based Exercise Design and Evaluation Course, and E136, Operations-Based Exercise Development Course, approximately 60 hours for completion.

If you are eligible for reimbursement for your transportation expenses as shown above (to learn more about these requirements, visit the Participant Information Web site), you must submit your MEPP package to your respective State Emergency Management Agency (SEMA) <http://www.fema.gov/about/contact/statedr.shtm>. This Point of Contact (POC) will submit your MEPP application package to:

NETC Admissions Office
EMI Master Exercise Practitioner Program
(MEPP)
16825 South Seton Avenue
Emmitsburg, MD 21727

Note: If you are a Category 1 MEPP Applicant and send your MEPP package directly to Admissions or to EMI, this may result in a delay or a determination of ineligibility as an MEPP Candidate.

MEPP applicants from Federal Agencies, private sector, and others who are **NOT** eligible for reimbursement for travel expenses and lodging at no charge should send their completed MEPP application packages directly to:

NETC Admissions Office
EMI Master Exercise Practitioner Program
(MEPP)
16825 South Seton Avenue
Emmitsburg, MD 21727

EMI Resident MEPP Application packages remain active for one (1) year from the date of receipt at the NETC Admissions Office. This means your MEPP Application package will be considered for the next two (2) MEPP Series. After that time, your package will be invalid and a new package will have to be completed and submitted.

If you are accepted as an MEPP candidate, you will be enrolled in a specific MEPP series. You are not permitted to enroll in other MEPP series. Each MEPP series consists of three (3) resident courses at EMI on the campus of the National Emergency Training Center (NETC) in Emmitsburg, Maryland. **You must complete the training requirements in this order:**

1. E132, *Discussion-Based Exercise Design and Evaluation* (replaces *Exercise Design and Evaluation* as of September 30, 2008)
2. E133, *Operations-Based Exercise Design and Evaluation Course* (replaces *Exercise Control/Simulation and Program Management* as of September 30, 2008)
3. E136, *Operations-Based Exercise Development Course* (replaces *Exercise Development Course* as of September 30, 2008)

CEUs: 2.5 CEUs for each course, total 7.5 CEUs.

If you need more information on the MEPP, please contact Lowell Ezersky, MEPP Manager, e-mail lowell.ezersky@dhs.gov, toll free 1-800-238-3358, extension 1355 or direct phone (301) 447-1355, or Chris Laborde, Training Specialist, e-mail chris.d.laborde@dhs.gov, toll free 1-800-238-3358, extension 7239, direct phone (301) 447-7239.

Discussion-Based Exercise Design and Evaluation (replaces Exercise Design and Evaluation as of September 30, 2008) (E132)

This course is designed for Master Exercise Practitioner Program (MEPP) Candidates exercise staff to acquire knowledge and skills and to demonstrate proficiencies necessary to successfully complete the five phases of the exercise process for discussion-based exercises. Participants are introduced to the Homeland Security Exercise and Evaluation Program (HSEEP) doctrine, terminology, and practices. A wide variety of instructional strategies—including classroom lectures, exercise case studies, exercise workshops, and performance-based proficiency demonstrations—are used to challenge the participants to function effectively in exercise planning teams using HSEEP tools and templates. Team members must then conduct these exercises in simulated exercise environments, and complete the exercise evaluation and improvement planning phases of the exercise process. Exercise activities include the conduct of exercise seminars, workshops, and tabletop exercises. At the conclusion of the course, participants are given instructions and guidance to complete a take-home Proficiency Demonstration (PRODEM), which must be completed and submitted at the beginning of the second MEPP course.

Selection Criteria: Participation in this course is limited to EMI Resident MEPP Candidates. EMI Resident MEPP Candidates are selected from all levels of government (local, State, Trust Territories, Tribal Nations, the Department of Homeland Security [DHS], and other Federal agencies) and are representative of emergency management/emergency services personnel whose responsibilities include emergency management exercises. This includes exercise training officers; emergency managers;

emergency services personnel from fire, emergency medical, hospitals, public/environmental health, law enforcement, public works/utilities, community service/volunteer agencies; and private entities who participate in emergency services/emergency management exercise planning teams, design and development, control/simulation, and evaluation teams or manage exercise programs.

Prerequisites:

Recommended: Successful completion of the Homeland Security Exercise and Evaluation Program (HSEEP) mobile training course.

Course Length: 4½ days

CEUs: 2.5

Operations-Based Exercise Design and Evaluation Course (replaces Exercise Control/Simulation and Program Management as of September 30, 2008) (E133)

This second required course for Master Exercise Practitioner Program (MEPP) Candidates focused on the knowledge, skills, and proficiency demonstrations necessary to successfully complete the five phases of the exercise process for an operations-based exercise. A wide variety of instructional strategies—including classroom lectures, exercise workshops, and performance-based proficiency demonstrations—are used to challenge the participants to function effectively in exercise planning teams using HSEEP tools and templates. Participants must master basic control/simulation concepts and principles to structure a simulation cell (SIMCELL), design and develop a simple functional exercise, and then successfully conduct the exercise in a simulated exercise environment. Team members are also challenged to complete exercise evaluation and improvement planning phases of the exercise process. At the conclusion of this course, participants are given instructions and guidance to complete the second take-home Proficiency Demonstration (PRODEM), which must be completed and submitted at the beginning of the final course in the MEPP Series.

Selection Criteria: Participation in this course is limited to EMI Resident MEPP Candidates who have successfully completed the E132, *Discussion-Based Exercise Design and Evaluation* course. EMI Resident MEPP Candidates are selected from all levels of government (local, State, Trust Territories, Tribal Nations, the Department of Homeland Security [DHS], and other Federal agencies) and are representative of emergency management/emergency services personnel whose responsibilities include emergency management exercises. This includes exercise training officers; emergency managers; emergency services personnel from fire, emergency medical, hospitals, public/environmental health, law enforcement, public works/utilities, community service/volunteer agencies; and private entities who participate in emergency services/emergency management exercise planning teams, design and development, control/simulation, and evaluation teams or manage exercise programs.

Prerequisites:

Required: E132, *Discussion-Based Exercise Design and Evaluation* (replaces *Exercise Design and Evaluation* as of September 30, 2008).

Recommended: Successful completion of the Homeland Security Exercise and Evaluation Program (HSEEP) mobile training course.

Course Length: 4½ days

CEUs: 2.5

Operations-Based Exercise Development Course (replaces Exercise Development Course as of September 30, 2008) (E136)

This third and final course in EMI's Resident Master Exercise Practitioner Program (MEPP) focuses on complex functional exercises (FX) and full scale exercises (FSE). Participants must develop a complex functional exercise and successfully conduct the exercise in a simulated emergency operations center environment. This course primarily consists of performance-based workshops and proficiency demonstration activities. HSEEP tools and templates must be used to complete the five phases of the

exercise process for a major complex functional exercise. After the completion of the FX activities, participants must establish the foundation for and complete exercise plans for a full scale exercise. At the end of the course, individuals who have met all the requirements are awarded the MEPP title and certificate of completion.

Selection Criteria: Participation in this course is limited to EMI Resident MEPP Candidates and to Non-Resident MEPP Candidates who have successfully completed the G138, *Exercise Practicum*. EMI Resident MEPP Candidates are selected from all levels of government (local, State, Trust Territories, Tribal Nations, the Department of Homeland Security [DHS], and other Federal agencies) and are representative of emergency management/emergency services personnel whose responsibilities include emergency management exercises. This includes exercise training officers; emergency managers; emergency services personnel from fire, emergency

medical, hospitals, public/environmental health, law enforcement, public works/utilities, community service/volunteer agencies; and private entities who participate in emergency services/emergency management exercise planning teams, design and development, control/simulation, and evaluation teams or manage exercise programs.

Prerequisites:

Required: E133, *Operations-Based Exercise Design and Evaluation Course* (replaces *Exercise Control/Simulation and Program Management Course* as of September 30, 2008).

Recommended: Successful completion of the Homeland Security Exercise and Evaluation Program (HSEEP) mobile training course.

Course Length: 4½ days

CEUs: 2.5



State/Local/Tribal Field Courses

State/Local/Tribal Field courses are offered by the State/Local/Tribal training offices. To find out more information about these courses, please contact your State Training office (phone numbers and addresses are listed in this catalog starting on page 138).

Mitigation Curriculum

Mitigation makes sense—and it works. For every dollar spent on mitigation, at least two are saved in potential response and recovery costs.

Mitigation means preventing or reducing a disaster's effects on life and property through land-use planning, retrofitting, effective building codes, hazards identification and risk assessment, and a wide variety of other activities. Mitigation reduces the impact of any future disaster; it protects a community on a long-term basis. A disaster-resistant community is one where citizens, elected officials, and local businesses undertake "sustained action that reduces or eliminates long-term risk to people and property from hazards and their effects."

FEMA encourages communities to become disaster resistant by emphasizing efforts at the local level, with mitigation goals determined by the community. The strong partnerships developed between government, private industry, and the citizens of a community bring together resources from diverse sources to address a common goal.

EMI's State/Local/Tribal Field courses provide a way for many of these partners to attend the training they need at the State, local, or Tribal level. These courses are designed for those who make mitigation happen by making changes at the local level: local officials and community leaders; architects, engineers, and building officials; building contractors; educators and school administrators; and others concerned with making their community disaster-resistant.

Local mitigation leaders are also encouraged to review EMI's Independent Study curriculum offerings, described in this catalog beginning on page 114.

Seismic Retrofit Training for Building Contractors and Inspectors (G225)

This 8-hour course demonstrates methods to retrofit residential structures to reduce seismic damage. Participants are shown methods of properly tying a structure to a foundation and using connectors to strengthen its frame. Topics covered include earthquake basics, shear walls, foundations, connections, and miscellaneous elements in construction. In addition, liability issues for contractors are discussed throughout the course. The manual is designed to be an on-site reference tool for contractors.

Selection Criteria: This course is intended for builders, building contractors, building inspectors, and others responsible for retrofitting residential structures to reduce seismic damage.

Disaster-Resistant Jobs Training (G246)

This 2-day course is designed to highlight the need for the local business community to mitigate and prepare for disasters. Communities must protect their economic base in order to survive and thrive in the wake of a disaster. This course will help local leaders recognize the impact of disasters on business and industry and what steps need to be taken to lessen the impact of disaster on local jobs.

Selection Criteria: This course is for economic development district staff; local community leaders and business people; chamber of commerce staff; State economic development officials; and State, Tribal, and local emergency managers.

Residential Coastal Construction (G277)

This 2-day course is designed to train participants on FEMA's *Coastal Construction Manual*. This manual is the primary, state-of-the-art reference for planning, designing, and constructing residential structures in the various coastal environments.

Selection Criteria: The target audience is engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, and building officials with building science knowledge also may apply.

Benefit-Cost Analysis: Entry-Level Training (G278)

This 2-day course is designed as an introduction to the fundamental concepts of benefit-cost (BC) analysis. Participants will learn how to obtain BC data and conduct analyses using the basic versions of the riverine and coastal A-zone software modules. This course will **not** teach how to conduct level-two BC analysis.

Selection Criteria: The target audience is FEMA and State hazard mitigation officials. Other personnel involved in conducting BC analyses also may apply.

Prerequisites:

Required: Participants should have some prior knowledge of mathematics (basic algebra and percentages) and computers (Windows and spreadsheet programs).

Recommended: Familiarity with basic flood mitigation terminology is suggested.

Retrofitting Flood-Prone Residential Buildings (G279)

This 2-day course is designed to provide engineering guidance on retrofitting existing one- to four-family residential structures situated in flood-prone areas. Subjects covered include an introduction to retrofitting, regulatory framework, controlling parameters, building assessment, and design practices. There is also a 1-hour unit on economics and a final exam.

Selection Criteria: This course is intended for engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, zoning, and public works officials with engineering, architectural, or building science knowledge are also part of the target audience.

Benefit-Cost Analysis Using the Limited Data Module: Intermediate Training (G285)

The goal of the 2½-day course is to enable participants to conduct complex benefit-cost (BC) analysis on riverine or coastal A-zone flood mitigation projects using FEMA's Riverine Flood Limited-Data (LD) module. The course builds on the skills taught in the *BC Analysis: Entry-Level Training* and focuses exclusively on the LD module.

Selection Criteria: The target audience is FEMA and State hazard mitigation officials. The course is intended for participants who have completed the entry-level training (G278) or have several months' on-the-job experience using FEMA's BC analysis modules.

Prerequisites:

Required: Participants should have knowledge of mathematics (basic algebra and percentages) and computers (Windows and spreadsheet programs).

Recommended: Familiarity with flood mitigation terminology is suggested.

Mitigation Planning Workshop for Local Governments (G318)

This 2-day workshop discusses the Disaster Mitigation Act of 2000 which amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act by, among other things, adding a new section, 322—Mitigation Planning. Section 322 requires local governments to prepare and adopt jurisdiction-wide hazard mitigation plans as a condition of receiving Hazard Mitigation Grant Program (HMGP) funds to “brick and mortar” mitigation projects. The *Mitigation Planning Workshop for Local Governments* course assists representatives of local communities or multi-jurisdictional planning areas to develop a mitigation plan that meets community needs as well as the Section 322 local government planning requirements as described in 44 CFR Section 201.6. This workshop explains each of the requirements, demonstrates how FEMA's new Mitigation Planning How-to-Guides can be used to address each requirement,

and provides opportunities to begin the planning process in group activities with representatives of the same community or planning area.

Selection Criteria: The target audience for this Workshop includes the following representatives of local government: elected officials, managers, planners, emergency program managers, and other staff with expertise needed for mitigation projects. The Workshop is also intended for community members interested in avoiding or minimizing hazard losses who may wish to participate in the mitigation planning process.

Multi-Hazard Emergency Planning for Schools (G362)

This course will provide participants with the knowledge, skills, and tools needed to develop all-hazard school emergency operations plans for school emergencies. The course focuses on the phases of emergency management and explains how to use the Incident Command System (ICS) as the foundation for a school emergency response plan. By using ICS, school personnel will be able to coordinate their emergency activities with outside agencies in response to any situation.

Prerequisites:

Recommended: Completion of IS-100.SC, *Introduction to the Incident Command System, ICS-100, for Schools*.

Hurricane Readiness for Coastal Communities (G363)

This 2-day course is designed to provide participants the tools needed to help communities along the coast prepare for and respond to a hurricane event. Upon completion, the participants will have a background in understanding advisory products of the National Weather Service; describe information from FEMA Hurricane Evacuations studies; describe the various issues and measures needed in their jurisdiction for effective decisionmaking; and have a basic checklist for time-phased actions.

Selection Criteria: The target audience should be comprised of public and private sector decisionmakers and managers from coastal communities who prepare for and respond to hurricane hazards that threaten their community. A team made up of officials from police, fire, emergency management, public works, transportation, voluntary agencies, business, and the American Red Cross should attend.

Prerequisites:

Required: Completion of IS-324, *Community Hurricane Preparedness*.

Mitigation for Emergency Managers (G393)

This course is designed to train emergency managers and other interested individuals who have no specialized technical background, but who can support mitigation efforts as advocates. The course provides activities and exercises that build the participants' abilities to: perform the tasks and responsibilities of the emergency manager's role; create long-term strategies for disaster-resistant communities; identify local mitigation opportunities; select mitigation solutions to hazard risk problems; and find resources to carry out mitigation activities in a post-disaster environment.

Selection Criteria: Tribal and local government officials, emergency managers, community leaders in such efforts as voluntary organizations, businesses and industries, and other emergency service personnel.

Prerequisites:

Required: Completion of IS-393.A, *Introduction to Hazard Mitigation*.



Mitigation and Recovery Exercises (G398)

Earthquake (G398.1)

Flood (G398.2)

Hurricane (G398.3)

The *Mitigation and Recovery Exercises* are 1-day exercises for local government agencies such as building officials, zoning officers, commissioners, councils, and chief executive officers. The exercises present a series of challenges to a local government that could face a threat from earthquake, flood, or hurricane. The local government will have to solve how it intends to deal with temporary housing issues, building permits, and temporary business locations as well as long-term recovery issues.

These exercises work well in any size community from large metropolitan areas to small rural towns and villages. The exercise material explains what must be done to plan and prepare for the activity.

Earthquake Safety Program for Schools (G434)

This 2-day course is intended to help the school community prepare to be self-sufficient in the aftermath of a damaging earthquake. Topics include planning, hazard identification and nonstructural mitigation techniques, drills, immediate response exercises, post-earthquake recovery and mitigation opportunities, and crisis intervention.

Earthquakes: A Teacher's Package for K-6 (G436)

This hands-on workshop introduces kindergarten and elementary school teachers to *Earthquakes: A Teacher's Package for K-6* (publication FEMA 159). Also known as *Tremor Troop*, the collection of multidisciplinary hands-on classroom activities was developed for FEMA by the National Science Teachers Association. The material provides basic information about earthquakes. The lesson plans and activities are designed to promote scientific literacy among young children and give them the information and skills they need to cope safely during and following an earthquake. The workshop also addresses **Crisis Intervention**, focusing on the needs of children and school personnel, and **earthquake risk reduction for schools**.

Selection Criteria: Elementary science coordinators, elementary curriculum coordinators, kindergarten and elementary classroom teachers, and teacher educators from regional science and educational resource centers.

The purpose of the 1-day workshop is to introduce *Tremor Troop* to teachers who then will use it in their own classrooms.

The purpose of the 2-day workshop is to introduce *Tremor Troop* to educators who then will train teachers in their own districts.

Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7-12 (G439)

This course introduces master teachers of grades 7-12 to *Seismic Sleuths* curriculum. This teacher's package provides hands-on/minds-on classroom activities on earthquake-related topics that can be integrated into existing science, math, and social studies curricula. Produced by the American Geophysical Union, in cooperation with FEMA, the materials foster an understanding of how science, math, and social studies concepts can be applied to reduce earthquake hazards and risk in the built environment through seismic safety design, construction, land-use, and emergency management techniques.

FIELD-DELIVERED COOPERATIVE COURSES

FEMA's Mitigation Directorate, in cooperation with the Recovery Division, has entered into cooperative agreements with numerous professional organizations and associations in order to bring appropriate technical mitigation information to the audiences served by these organizations. We have developed training courses for the following audiences:

- Building Code Enforcement Officials
- Engineers
- Architects
- School Administrators
- K-12 Teachers

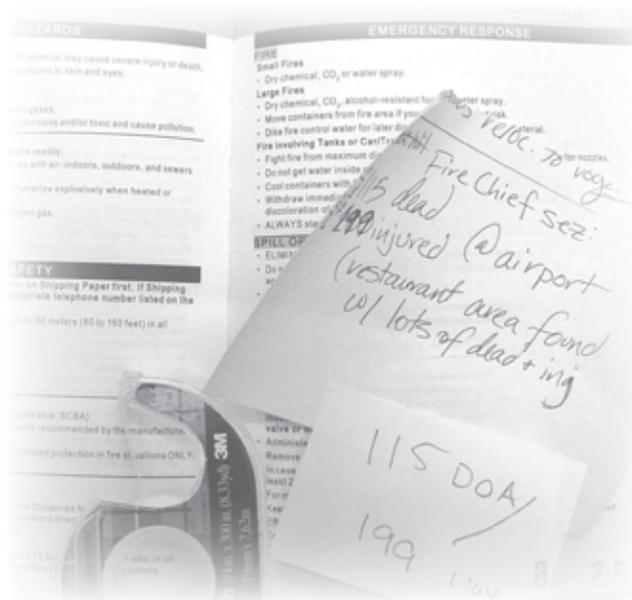
Should you wish to arrange for training courses to be conducted in your State or jurisdiction, please contact your FEMA Regional Training Manager, or your State Training Officer for Emergency Management, for additional information.

- G271** Hazardous Weather and Flood Preparedness (description on page 68)
- G276** Resource Management (description on page 69)
- G278** Benefit-Cost Analysis: Entry-Level Training (description on page 62)
- G279** Retrofitting Flood-Prone Residential Buildings (description on page 62)
- G362** Multi-Hazard Emergency Planning for Schools (description on page 63)
- G285** Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training (description on page 62)
- G365.3** Workshop in Emergency Management: Partnerships for Creating and Maintaining Spotter Groups (description on page 73)
- G393** Mitigation for Emergency Managers (description on page 63)

- G434** Earthquake Safety Program for Schools (description on page 64)
- G436** Earthquakes: A Teacher's Package for K-6 (description on page 64)
- G439** Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7-12 (description on page 64)

INDEPENDENT STUDY COURSES

- IS-8.A** Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699 (description on page 116)
- IS-100.SC** Introduction to the Incident Command System, ICS-100, for Schools (description on page 120)
- IS-279** Retrofitting Flood-Prone Residential Buildings (description on page 125)
- IS-362** Multi-Hazard Emergency Planning for Schools (description on page 128)
- IS-393.A** Introduction to Hazard Mitigation (description on page 128)
- IS-394.A** Protecting Your Home or Small Business from Disaster (description on page 128)



Preparedness and Technology Curriculum

The Emergency Management Institute offers a number of training activities that develop operational capabilities and facilitate an effective response when an emergency occurs. Much of this preparedness training supports the requirements of chief executives and top-level, appointed emergency management officials. Public officials are responsible for protecting the lives and property of their constituents at all times. Yet, it is the emergency management professional on whom chief executives must depend for developing and maintaining emergency response capabilities on a day-to-day basis, as well as for providing sound advice and proper resource support during a period of crisis. This team relationship is critical for smooth, quick decision making and coordination during a community emergency. Preparedness courses provide both orientation and insight into emergency responsibilities including the development of emergency plans, facilities, and appropriate public policies.

EMI offers courses that facilitate public policy formulation, technical skill building, and effective planning measures at Federal, State, local, and Tribal levels of government. Such courses, seminars, and workshops address preparedness issues including continuity of operations, radiological preparedness, and hazardous materials preparedness.

Some of the training is specific and technical, while other topics are designed to stimulate proactive policy level decision making. The many resident and non-resident training activities included in the Preparedness and Technology Curriculum provide specialized training and information needed by Federal, State, local, and Tribal government staffs and selected representatives from the private sector (business and industry).

EMI'S INCIDENT COMMAND SYSTEM CURRICULUM

FEMA's Emergency Management Institute, the United States Fire Administration's National Fire Programs Branch, the National Wildfire Coordinating Group, and the United States Department of Agriculture developed common course objectives and content for the 100-, 200-, 300-, and 400-level ICS courses. The partner agencies and departments recognize these courses as equivalent.

ICS-100- and 200-level courses are available in both a Web-based Independent Study format and as a classroom-delivered course. These entry-level ICS courses are suitable for persons working in an ICS environment. ICS-100 and 200 are located on EMI's Independent Study Web site at: www.training.fema.gov.

The 300- and 400-level courses are classroom-based multi-discipline or multi-jurisdiction courses intended for persons with supervisory responsibilities, such as the Incident Commander or Planning Section chief.

These revised courses are National Incident Management System (NIMS) compliant.

Introduction to the Incident Command System (ICS), ICS-100

This course provides training on and resources for personnel who require a basic understanding of the Incident Command System (ICS).

ICS-100, *Introduction to the Incident Command System*, introduces the ICS and provides the foundation for higher-level ICS training. This course describes the history, features, principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS).

Selection Criteria: The target audience includes persons involved with emergency planning, and response or recovery efforts.

Course Topics

- ICS Overview
- Basic Features of ICS
- Incident Commander and Command Staff Functions
- General Staff Functions
- ICS Facilities
- Command Responsibilities

Delivery Options

ICS-100 can be taken as an Independent Study course in a classroom setting. Detailed information is found on the Web at <http://www.training.fema.gov/emiweb/IS/crslist.asp>

NIMS Compliance

ICS-100 meets the following 2006 NIMS requirement:

- Entry-level first responders (including firefighters, police officers, emergency medical services providers, public works on-scene personnel, public health on-scene personnel, and other emergency responders) and other emergency personnel that require an introduction to the basic components of the ICS.

Course Length: Approximately 8 hours for the classroom version.

Incident Command System/Emergency Operations Center (ICS/EOC) Interface (G191)

This course works best when delivered to Incident Command System and Emergency Operations Center personnel from the same community. The course provides an opportunity for participants to begin developing an ICS/EOC interface for their community. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface.

Selection Criteria: Participants should be teams from a community's ICS and EOC personnel.

Prerequisites:

Recommended: IS-100, Introduction to the Incident Command System, IS-200, Incident Command System for Single Resources and Initial Action Incidents, and/or EOC Management courses.

Course Length: 8 hours

Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources.

Selection Criteria: The primary target audience is response personnel with supervisory responsibilities.

Course Goals and Topics

- Describe the ICS organization appropriate to the complexity of the incident or event
- Use ICS to manage an incident
- Leadership and management
- Delegation of authority and management by objectives
- Functional areas and positions
- Briefings
- Organizational flexibility
- Transfer of command

Delivery Options

ICS-200 can be taken as an Independent Study course in a classroom setting. Detailed information is found on the Web at <http://www.training.fema.gov/emiweb/IS/crslist.asp>

NIMS Compliance

ICS-200, Incident Command System for Single Resources and Initial Action Incidents, meets the 2006 NIMS requirement:

- First-line supervisors, single-resource leaders, lead dispatchers, field supervisors, company officers, and entry-level positions (trainees) on Incident Management Teams and other emergency personnel that require a higher level of ICS training.

Prerequisites:

Required: ICS-100, Introduction to the Incident Command System.

Recommended: Response and recovery experience.

Course Length: Approximately 13 hours for classroom delivery.

Workshop: Emergency Management (WEM) (G250)

This special workshop deals with specific emergency management activities and problems. It is intended to cover nonadministrative, innovative, or situational emergency management training subjects that may normally confront local directors. It does not replace any current course or segments of courses. The following two workshop modules are available for use in conducting WEM workshops.

Workshop: Amateur Radio Resources (G250.6)

This 3- to 4-hour workshop is designed to provide State and local elected officials, emergency managers, and other public officials an understanding of how these volunteer communication groups can help in supplementing telecommunication and warning systems.

Selection Criteria: State and local elected officials, emergency managers, and other public officials.

Senior Officials' Workshop: Preparedness and Response for Terrorist Incidents (involving nuclear, biological, and chemical agents) (G250.12)

This 4-hour course focuses on the roles and responsibilities of community senior officials in preparing for, responding to, and recovering from terrorist attacks. It is the revised version of the course originally offered by the Department of Defense as part of the Domestic Preparedness Program.

This workshop has an optional tabletop exercise.

Selection Criteria: Elected and appointed community officials.

Hazardous Weather and Flood Preparedness (G271)

The National Weather Service (NWS) and FEMA developed this course with input from many States and local emergency managers. It is intended to help to promote a more proactive response to weather and flooding hazards through close coordination between emergency management and NWS. This course covers:

- how the basic elements of weather can combine to create potential hazards in an area;
- weather forecast products and how to interpret them; and
- anticipating hazardous weather for planning, warning, and response purposes.

Selection Criteria: Local and State emergency managers who respond to hazardous weather events.

Warning Coordination (G272)

This 1½-day field course is the latest in the hazardous weather series of courses produced in partnership with the National Weather Service (NWS). It is designed to be conducted jointly by NWS warning coordination meteorologists and State emergency management staff for an audience of local emergency managers.

Every year the United States experiences more severe weather than any other country in the world. In order to reduce deaths, injuries, and property losses, emergency managers must work closely with the NWS and the news media to provide effective warnings that can be received and understood by people at risk. This course is intended to help facilitate that process.

Course topics include The Social Dimensions of Warning Response; Developing Effective Warning Messages; Developing an Effective Community Warning Process; and Working with the News Media to Create a Weather Warning Partnership. In addition to lecture and discussion, the course includes case studies, exercises, and an opportunity for interaction with representatives of the local news media.

Selection Criteria: Intended for local emergency managers.

Emergency Operations Center (EOC) Management and Operations (G275)

This course has been superseded by G775, *Emergency Operations Center (EOC) Management and Operations*, which is described on page 75 of the State/Local/Tribal Field Course Section.

Resource Management (G276)

This course has been superseded by IS-703, *National Incident Management System (NIMS) Resource Management*, which is described on page 131 of the Independent Study section.

Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300 (G300)

ICS-300 provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). The course expands upon information covered in the ICS-100 and ICS-200 courses.

Selection Criteria: Individuals who may assume a supervisory role in expanding incidents or Type 3 incidents.

Note: During a Type 3 incident, some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. These incidents may extend into multiple operational periods.

Prerequisites:

Required: ICS-100, *Introduction to the Incident Command System*, and ICS-200, *Incident Command System for Single Resources and Initial Action Incidents*.

Recommended: Command or General Staff experience.

Course Objectives

- Describe how the NIMS Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).
- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

Course Length: 18 hours

This course is currently available from your State Training Officer.

Introduction to Hazardous Materials Preparedness (G301)

This 5- to 6-hour, 2-module course provides an introduction to hazardous materials concepts and practices. It is predicated on participants' mastery of the hazardous materials Independent Study course (IS-5.A) prior to enrollment. It covers basic principles of preparedness, the role of local communities, and the hazards presented by chemicals in transportation or fixed-site threats. Each participant must be familiar with IS-5.A principles before enrolling in this class.

Selection Criteria: State and local personnel with a responsibility for hazardous materials.

Prerequisites:

Required: Completion of IS-5.A, *An Introduction to Hazardous Materials*.

Weapons of Mass Destruction Courses (G310)

This series of facilitator-led courses is intended to help senior local government officials prepare for and improve their ability to manage and respond to mass casualty terrorism incidents involving the use of Weapons of Mass Destruction (WMD). Each course has the same five objectives and each uses a different scenario to enable participants to accomplish them. The objectives are stated below.

At the completion of the training, local government officials should be able to:

- Exercise greater leadership in preparing for and managing response to WMD mass casualty terrorism incidents through a better understanding of their jurisdiction's response capabilities.
- Analyze the appropriateness of plans, policies, procedures, and other preparedness elements currently in place to respond to and recover from a mass casualty terrorist incident.
- Determine the adequacy and the level of training of jurisdictional disaster and emergency management staff.
- Determine the adequacy of the jurisdiction's resources (e.g., personnel, materials, and personal protective and other equipment) for response and recovery from a mass casualty incident.
- Identify the coordination requirements among local, State, and Federal governments for response to WMD terrorist incidents.

There are no Participant Manuals; the facilitator must tailor the course for the specific community.

G310.1 *Weapons of Mass Destruction: Nuclear Scenario*

G310.2 *Weapons of Mass Destruction: Radiological Scenario*

G310.3 *Weapons of Mass Destruction: Chemical-Sarin Scenario*

G310.4 *Weapons of Mass Destruction: Chemical-Vx Scenario*

G310.5 *Weapons of Mass Destruction: Biological-Anthrax Scenario*

G310.6 *Weapons of Mass Destruction: Suicide Bomber Scenario*

Selection Criteria: The following is a list of recommended participants, but it is not all-inclusive.

Core Recommended Audience: Chief elected/appointed officials; fire chiefs; sheriffs; police chiefs; directors, emergency services; directors, public works; directors, public health and safety; public information officers; chief financial officers; legal counsel; chief medical examiner/coroners; and communications directors.

Other Possible Participants: transportation authority (port authority, airport authority, and/or area transportation authority, etc.*); evacuation coordinators;* mass care coordinators;* resource managers; chiefs, animal care and control agency; warning coordinators; coordinator of volunteer organizations; directors, emergency medical service (EMS); directors, hazardous materials team (HMT);* State and/or Federal representatives, as appropriate;* area military representative;* National Guard representatives; Department of Energy (DOE) representatives; Federal Bureau of Investigation (FBI) representatives;* Centers for Disease Control and Prevention (CDC) representatives; Environmental Protection Agency (EPA) representatives; U.S. Coast Guard (USCG) representatives; and representatives of neighboring jurisdictions.

*The target audience with an asterisk must be invited (if they are available).

Prerequisites:

Required: The course is designed with the following assumptions about participation:

1. The city or county conducting the course has an emergency operations plan (EOP) and Standard Operating Procedures (SOPs).

- The participants know and understand their roles and responsibilities, as defined by their EOP; are trained in their areas of expertise; and know their jurisdiction.

Hazardous Materials Contingency Planning (G311)

This 4½-day course is for emergency management personnel responsible for hazardous materials planning and coordination. It covers emergencies including transportation, use, storage, and disposal of hazardous materials and episodic releases of air-toxic chemicals from fixed-site facilities. Emphasis is placed on interagency cooperation and the identification of technical assistance that is available. Topics include local, State, and Federal mechanisms to assist in planning and response, tactical requirements, hazardous materials characteristics, and regulatory compliance. This course is co-sponsored by the Environmental Protection Agency, the U.S. Department of Transportation, and FEMA.

Selection Criteria: Open to all officials responsible for public policy and strategic planning and response.

Radiological Instructors

States select a cadre of instructors who become qualified to teach radiological monitors and radiological response teams. These instructors could be key local staff, such as fire department instructors, emergency managers, radiological officers, State radiation control agency representatives, and others. Radiological instructors obtain qualification by successfully completing the following program of Non-Resident and Resident study:

IS-3, Radiological Emergency Management,
G320, Fundamentals Course for Radiological Response,
IS-301, Radiological Emergency Response,
IS-302, Modular Emergency Radiological Response Transportation Training (MERRTT), and
IS-330, Refresher Course for Radiological Response.

Fundamentals Course for Radiological Response (G320)

This 3-day performance-based (hands-on) course for State and local radiological response team members covers the concepts of radiation protection, radiation detection instruments, radiological monitoring techniques, radiological hazards and protective actions, team-building, and basic procedures to support planning/response for emergency and recovery activities in the event of a radiological incident. The course covers all types of radiological hazards from fixed facility to transportation to WMD. This course is designed so that modules may be conducted separately and adapted to specific audience needs and requirements.

Selection Criteria: State and local government radiological response teams and newly assigned hazardous materials response team members.

Prerequisites:

Required: IS-3, Radiological Emergency Management.

Hospital Emergency Department Management of Hazardous Materials Accidents (HMA) (G346)

This 1-day course introduces medical personnel to the procedures for handling radiation and other hazardous materials accident victims in the hospital environment. The goal is to enable participants to provide prompt and appropriate care for hazardous materials/radiological accident victims while minimizing exposure and preventing the spread of contamination. Part 1 concentrates on radiation accidents whereas part 2 covers other hazardous materials incidents.

Selection Criteria: Physicians, nurses, and others who provide emergency medical services in hospitals.

Prerequisites:

Required: Successful completion of IS-346, Orientation to Hazardous Materials for Medical Personnel.

Who's in Charge Here?: Exercising Leadership in an Emergency or Disaster (G351)

The purpose of this 6-hour course is to prepare local elected government officials to lead and direct their jurisdiction in implementing comprehensive emergency management systems.

At the conclusion of the course, participants will be able to:

- Exercise greater leadership in an emergency through a better understanding of their roles and responsibilities;
- Develop emergency management policies and procedures for emergency management activities and implement necessary policies and procedures to respond to and recover from a disaster;
- Initiate appropriate emergency management actions during a disaster;
- Negotiate through the intergovernmental response system to obtain the required resources and assistance in an emergency;
- Maximize gains for disaster recovery assistance through appropriate contacts and knowledge of available resources;
- Understand the partnership among Federal, State, and local governments;
- Establish relationships and partnerships with other agencies and organizations (i.e., profit, not-for-profit, and business and industry) for effective emergency management response and recovery outcomes; and
- Take actions to ensure citizen satisfaction during a disaster and build credibility before a disaster.

Selection Criteria: Local elected officials (i.e., mayors, etc.).

Emergency Response to Criminal and Terrorist Incidents (G357)

The primary goals of this course include increasing safety by describing hazards that may exist at crime scenes, enhancing evidence preservation and rescue efforts, and fostering cooperative working relationships among all responders through role and responsibility clarification. The course uses a combination of instructor-led discussions and video presentations and concludes with an exercise.

Selection Criteria: The audience for this 6- to 8-hour course consists of persons who will respond to a criminal or terrorist event. This course is a joint training effort that includes firefighters, emergency medical services, law enforcement, public works, and others with emergency management responsibility from a local community. It is recommended that this course be taught to groups from the same jurisdiction for maximum benefit.

Evacuation and Re-entry Planning Course (G358)

This 12-hour course is designed to provide participants with knowledge and skills needed to design and implement an evacuation and re-entry plan for their jurisdictions. It uses a community's vulnerability analysis and evacuation plan. It also addresses evacuation behavior and recommends methods to make evacuation and re-entry more efficient.

This course **does not address** the decision to evacuate or re-enter.

Selection Criteria: The persons responsible for planning, implementing, and carrying out evacuations within a jurisdiction must attend this course as a team. This includes, but is not limited to, local and State government emergency program managers, emergency planners, and response personnel.

Workshop: Partnerships for Creating and Maintaining Spotter Groups (G365.3)

This 5-hour workshop emphasizes the valuable service that spotter groups provide to protect lives during hazardous weather and flooding. This activity is intended to promote the creation and enhancement of spotter groups across the country. It includes a wide variety of tools and approaches to help make spotter groups a key part of effective community warning systems. This workshop should be delivered jointly by emergency management and National Weather Service staff.

Selection Criteria: State and local emergency managers and National Weather Service staff.

Mass Fatalities Incident Response (G386)

This course prepares local and State response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with the survivors in an emergency or disaster.

This course covers incident management, mass fatalities, planning before and operations during an incident, establishing the morgue, family assistance support operations, and assistance from the Federal government. The course concludes with a tabletop exercise.

Selection Criteria: The course is designed for a wide audience, encompassing the range of personnel with a role to play in mass fatality incidents. Coroners, medical examiners, funeral directors, heads of first response agencies (fire, police, EMS, etc.), planners, and emergency management coordinators will benefit from this course.

Course Length: 17 hours

Advanced Incident Command System (ICS), Command and General Staff Complex Incidents, ICS-400 (G400)

This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS-100 through ICS-300 courses. These earlier courses are prerequisites for ICS-400.

Selection Criteria: The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multiagency Coordination Entity.

Prerequisites:

Required: IS-100, Introduction to the Incident Command System, IS-200, Incident Command System for Single Resources and Initial Action Incidents, G300, Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300, IS-700, National Incident Management System (NIMS), An Introduction, and IS-800.B, National Response Framework, An Introduction.

Recommended: Command or General Staff experience.

Course Objectives

- Explain how major incidents engender special management challenges.
- Describe the circumstances in which an Area Command is established.
- Describe the circumstances in which multiagency coordination systems are established.

Course Length: 14 hours

This course is currently available from your State Training Officer.

Incident Command System (ICS), Overview for Executives and Senior Officials, ICS 402 (G402)

This 2-hour course provides executives and senior officials (including elected officials, city/county managers, agency administrators, etc.) an orientation to the Incident Command System (ICS).

This course replaces the Incident Command System for Public Officials (G194). EMI developed this and all of its new ICS courses collaboratively with the National Wildfire Coordinating Group (NWCG), and the United States Fire Administration (USFA).

Selection Criteria: Senior officials including elected officials, city/county managers, agency administrators, etc.

Prerequisites:

Required: IS-100, Introduction to the Incident Command System, IS-200, Incident Command System for Single Resources and Initial Action Incidents, G300, Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300, IS-700, National Incident Management System (NIMS), An Introduction, and IS-800.B, National Response Framework (NRF), An Introduction.

Recommended: Command or General Staff experience.

Course Outline

- Part 1: What is ICS?
- Part 2: ICS Organization and Features
- Part 3: Unified and Area Command
- Part 4: Coordination and Incident Management Assessment
- Part 5: ICS Preparedness

How can I get this course? Contact your State training officer. Contact information for State emergency management offices can be found starting on page 138, or on the Web at <https://www.fema.gov/about/contact/statedr.shtm>.

Course Length: 2 hours

Homeland Security Planning for Local Governments (G408)

This course teaches participants to evaluate, revise, or develop a homeland security appendix to their jurisdiction's existing Emergency Operations Plan (EOP). The course addresses such key issues as vulnerability analysis and command and control for homeland security events. In keeping with recommendations of the Gilmore Commission, this course builds on existing emergency response systems as articulated by the local EOP.

Participants must bring a current copy of their EOP and a map of their jurisdiction to the training.

This course supplements EMI's Emergency Planning Workshop.

Selection Criteria: Ideally, Local Emergency Planning Teams that include one person from: emergency management; public works; law enforcement; fire service; public health/medical service.

Note: While this course targets local governments, State personnel involved with assisting local planners are encouraged to apply.

Prerequisites:

Required: Participants should have a working knowledge of emergency planning (as articulated in FEMA's Guide for All-Hazard Emergency Operations Planning), the Incident Command System, and/or EOC operations.

Course Length: 3 days

CEUs: 3.2



Continuity of Operations (COOP) Program Manager Course (G549)

This course is designed for public sector staff with responsibility for managing their agency/office COOP effort. Others integral to the COOP planning and program management may also take the course.

The course objectives include defining COOP; explaining the benefits of a viable COOP program and plan; and identifying processes, resources, and tasks necessary to implement and manage a successful COOP program.

Selection Criteria: Public sector staff with responsibility for managing their agency/office COOP effort. Others integral to the COOP planning and program management may also take the course.

Prerequisites:

Recommended: IS-547, *Introduction to Continuity of Operations (COOP)*.

Course Length: 2 days

CEUs: 1.2

Communications Interoperability Course (G575)

The purpose of this course is to provide a process and tools for jurisdictions to use in working together to achieve communications interoperability. Based on the SAFECOM model developed by the Department of Homeland Security's Office for Interoperability and Compatibility, and the National Incident Management System (NIMS), this course focuses on cooperative planning in five main areas—governance, technology, plans and procedures, training and exercises, and usage—and on funding improvements in those areas.

Selection Criteria: State and local emergency managers and personnel involved in operating and maintaining communications equipment and capabilities.

Course Length: 2 days

CEUs: 1.4

Emergency Operations Center (EOC) Management and Operations (G775)

This course explores the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a multiagency coordination system. The course contains disaster-related examples, activities, and case studies that relate to EOCs and multiagency coordination systems at the local, State, and Federal levels of government.

At the end of the course, participants should be able to:

- Relate EOC operations to National Incident Management System (NIMS) requirements.
- Describe the role that EOCs play in overall multiagency coordination.
- Describe the relationship between the EOC and the on-scene Incident Command System (ICS) structure.
- Identify staffing, information, systems, and equipment needs at the EOC.
- Determine whether participants' EOC organizations are conducive to effective coordination.
- Identify potential alternate locations suitable for EOC operations should the primary EOC facility become damaged or inoperable.
- Create a test, training, and exercise plan for critical EOC operations.
- Develop a strategy and schedule for reviewing EOC resource requirements and technology needs.

Selection Criteria: This course is open to all Federal, State, local, and Tribal emergency managers; first responders to include incident commanders from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and Voluntary Organizations Active in Disaster (VOAD) personnel.

Prerequisites:

Recommended: IS-701, *Multi-Agency Coordination System (MACS) Course*.

Course Length: 2 days

CEUs: 1.4

Professional Development

FEMA's Professional Development curriculum addresses skills and abilities required by the emergency management professional in today's complex environment. Whether dealing with natural hazards, technological hazards, or national security hazards, the emergency manager must be prepared to exercise a leadership role that extends far beyond his or her own department.

The field of emergency management is emerging into higher visibility in communities throughout the Nation as they are victimized by disasters that are increasingly severe and more numerous. With this comes greater responsibilities for the emergency managers, and likewise for the trainers who guide them in developing the skills to deal with disasters.

Managing People in Disasters: A Local Perspective (G249)

This 3-day course is aimed at preparing people to step in to manage and supervise in chaotic and stressful crisis situations. The package of skills offered in this course should enable an emergency manager to shift from managing a normal office environment to supervising an expanded staff in rapidly changing conditions. Major topics include communicating, community relationships, leadership, managing staff, teams, and managing the work.

Selection Criteria: Anyone who performs emergency management work. This course applies many of the basic skills of the Professional Development Series within a disaster context, and thus offers the possibility of being given as a Capstone experience or offered as refresher modules at conferences and other functions.

Prerequisites:

Recommended: IS-240, *Leadership and Influence*, IS-241, *Decision Making and Problem Solving*, and IS-242, *Effective Communication*.



Instructional Delivery Skills (formerly G261, Instructional Presentation Skills) (G265)

The purpose of this 3½-day course is to prepare the participant to assist with State-delivered training. It covers preparation, presentation, and evaluation skills. In addition, the audience will be able to incorporate the needs of training participants into their training delivery. At the conclusion of this course, participants should be able to:

- Analyze the audience characteristics, given a particular training activity.
- Review course materials to determine how the needs of the training participants affect their presentation.
- Prepare to use instructional techniques, methods, and media effectively.
- Prepare and manage the learning environment.
- Demonstrate effective instructional delivery techniques given a specific audience and materials.

Selection Criteria: Members of State and local emergency management teams. Recommended for members of State and local emergency management teams who assist in the teaching of FEMA- or State-developed classroom training.

Prerequisites:

Required: Must have responsibility for teaching a portion of a FEMA- or State-developed course.

ADVANCED PROFESSIONAL SERIES

Participants who complete the 5 required courses and any 5 of 16 elective courses are eligible to receive the Advanced Professional Series Certificate of Completion.

Required Courses

- G191** Incident Command System/Emergency Operations Center (ICS/EOC) Interface (description on page 67)
- G250.7** Local Situation (RAPID) Assessment Workshop (description on page 79)
- G270.4** Recovery from Disaster: The Local Government Role (description on page 79)
- G775** Emergency Operations Center (EOC) Management and Operations (description on page 75)
- G318** Mitigation Planning Workshop for Local Governments (description on page 62)

Elective Courses

Any of the last three listed not taken as a required course, and

- G108** Community Mass Care Management (description on page 78)
- G110** Emergency Management Operations Course (EMOC) for Local Governments (description on page 81)
- G137** Exercise Program Manager/Management (description on page 84)
- G197** Emergency Planning and Special Needs Populations (formerly G250.3—Disaster-Related Needs of Seniors and Persons with Disabilities) (description on page 78)
- G202** Debris Management Planning for State, Tribal, and Local Officials (description on page 78)
- G271** Hazardous Weather and Flood Preparedness (description on page 68)

- G272** Warning Coordination (description on page 68)
- IS-703** National Incident Management System (NIMS) Resource Management (description on page 128)
- G288** Local Volunteer and Donations Management (description on page 79)
- G290** Basic Public Information Officers (description on page 81)
- G358** Evacuation and Re-entry Planning Course (description on page 72)
- G361** Flood Fight Operations (description on page 80)
- G362** Multi-Hazard Emergency Planning for Schools (description on page 63)
- G386** Mass Fatalities Incident Response (description on page 73)
- G400** Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents, ICS-400 (description on page 73)
- G408** Homeland Security Planning for Local Governments (formerly Terrorism Planning Course) (description on page 74)



Disaster Operations and Recovery

Disaster Operations and Recovery are phases of emergency management that require a team effort at all levels of government and the private sector. Professionals involved in disaster operations and recovery include elected and appointed officials, city and county administrators, emergency managers, public works directors, building officials, community planners, emergency services personnel, and other allied professionals.

Training and education in disaster operations is a critical first step towards ensuring successful disaster operations. The Disaster Operations and Recovery curriculum is designed to equip Federal, State, local, and Tribal professionals with the knowledge, skills, and abilities required to perform their jobs. These professionals are encouraged to avail themselves of the courses offered in the curriculum.

Community Mass Care Management (G108)

This 2-day course is intended to equip emergency management staff and voluntary agency personnel with the knowledge and skills necessary to perform as effective mass care coordinators in a broad range of disaster situations. The course covers how to assess and size up mass care needs; how to plan for mass care; recruitment, training, and exercises for mass care personnel; and actions to take in short-term and long-term mass care operations (response and recovery).

Selection Criteria: State, Tribal, and local government emergency management and voluntary agency personnel who provide mass care assistance.

Emergency Planning and Special Needs Populations (G197)

This 2½-day course is intended to provide those with responsibilities for providing emergency planning or care of seniors, people with disabilities, and/or special needs groups with the skills and

knowledge they will need to prepare for, respond to, and recover from emergency situations.

Selection Criteria: The target audience for this course includes emergency managers, senior first-response personnel, special needs coordinators, human services organization personnel, facility planners, community-based organizational personnel, advocacy group personnel, elected officials, public health personnel, and Voluntary Organizations Active in Disaster (VOAD) personnel.

Debris Management Planning for State, Tribal, and Local Officials (G202)

This field course is designed for State, local, and Tribal personnel at all levels as well as public works directors, their staffs, and waste management personnel. The course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from debris-generating events. Latest revision is dated December 2007.

Selection Criteria: State, local, and Tribal personnel.

Note: All course files are accessible to the State Training Officer via the FEMAWeb site.

Public Assistance Program Applicant Workshop (G203)

This 1-day field course is an overview of the roles and responsibilities of potential applicants who participate in FEMA's Public Assistance program. The target audience includes local government/Tribal personnel, public works directors, emergency management coordinators, and other local government/Tribal personnel with disaster assignments involving the community infrastructure.

*During the early stages of disaster recovery, this course can be used to provide an overview of local government responsibilities involving public assistance.

Workshop: Emergency Management (WEM) (G250)

This special workshop deals with specific emergency management activities and problems. It is intended to cover non-administrative, innovative, or situational emergency management training subjects that may normally confront local directors. It does not replace any current course or segments of courses. The following workshop modules are available for use in conducting WEM workshops.

Workshop: Local Situation (RAPID) Assessment (G250.7)

Communities can use the Resource Guide and Facilitator's Guide when developing the plan and procedures for rapidly and efficiently collecting disaster intelligence immediately following a disaster. This intelligence is used to prioritize response activities, allocate available resources, and specifically request resources from other sources to save and sustain lives.

Selection Criteria: Any community working to improve its disaster intelligence collection procedures.

Expedient Flood Training (G270.3)

This 45-minute orientation module is designed to train volunteers in flood-fighting techniques using sandbags and other materials.

Selection Criteria: Local government emergency managers and emergency responders.

Recovery from Disaster: The Local Government Role (G270.4)

This workshop is a condensed version of the 4-day EMI resident course.

The WEM is designed for ½–2-day delivery, depending on local need, and covers the roles and responsibilities of local recovery team members.

Selection Criteria: Local government emergency managers, city and county administrators, community

planners, building inspectors, and public works directors.

Note: All course files are accessible to the State Training Officer via the FEMAWeb site.

Managing Through a Disaster for Supervisors (G270.5)

This 1½-day workshop provides local government managers and supervisors with an improved ability to supervise disaster workers and to plan for and cope with problems working through and recovering from disasters.

Selection Criteria: Local government managers and supervisors.

Working Through a Disaster for Front-Line Employees (G270.6)

This 1-day workshop provides front-line local government employees with an improved ability to plan for and cope with the problems of working through and recovering from disasters.

Selection Criteria: Local government emergency managers and response and recovery personnel.

Local Volunteer and Donations Management (G288)

This 8–12-hour workshop addresses the planning considerations and operational requirements for an effective donations management system at the local level. A special emphasis is put on the importance of collaborative partnerships between local government, voluntary agencies, and community organizations as the key to success in volunteer and donations management.

Selection Criteria: Local government officials and State and/or local leaders of key voluntary organizations (i.e., those affiliated with the State VOAD), who have responsibility for planning, coordinating, implementing, and/or operating the donations management function at the State and the local level.

Prerequisites:

Required: Participants must have some responsibility to oversee, coordinate, and/or assist with the State and local donations functions during disasters. IS-288, *The Role of Voluntary Agencies in Emergency Management*.

Recommended: IS-100, *Introduction to the Incident Command System*, and IS-700, *National Incident Management System (NIMS), An Introduction*.

Flood Fight Operations (G361)

This 2½-day course is for emergency managers, public works officials, levee district representatives, and others responsible for planning, preparing, and managing the response to a flood. Using a combination of lectures, discussions, activities, and exercises, the course will take participants through the complete process from well before the flood to clean-up afterwards. Officials from every community at risk of flooding should take this training.

While this training emphasizes how to conduct a flood fight, it provides information to help communities decide if a flood fight is possible and worth

the effort and cost. Diagrams with materials lists and equipment and labor requirements to construct various types of temporary flood protection can be used to help determine if there is enough time and resources to protect the community. If the whole community cannot be protected, then officials must decide where to concentrate their efforts to protect some areas and/or evacuate and relocate what they can. If a flood fight is undertaken, it should be done the right way or the effort will be wasted.

Instructors should be experienced in flood fighting. It is recommended that the U.S. Army Corps of Engineers (USACE) be part of the instructional team to discuss the methods and techniques it will use in your region and to explain what assistance it may be able to provide.

Note: Some States may decide to add the 45-minute Expedient Flood Training (G270.3) to offerings of this course and may also do a field activity to build a sandbag wall. If participants will be asked to fill and place sandbags, they should be told to bring appropriate clothing.

Selection Criteria: Federal, State, Tribal, and local officials responsible for planning, preparing, and managing response to floods.



Integrated Emergency Management

Two integrated emergency management field courses are available that can be used as stand-alone training or in preparation to attend the advanced resident courses.

Emergency Management Operations Course (EMOC) for Local Governments (G110)

The EMOC is designed for local communities or Tribal governments that may not be able to participate in FEMA's resident *Integrated Emergency Management Courses*. The EMOC is an exercise-based program with planning sessions that begin weeks prior to the actual course, and it includes classroom sessions and exercises. The flexible format of the EMOC allows it to be conducted in a 2½-day or 3-day format. The purpose of the EMOC is to improve operational capabilities as they relate to managing emergencies in the local community. The course places emphasis on the Emergency Operations Center (EOC) as a focal point for managing a simulated emergency.

Selection Criteria: Elected and appointed city and county officials. These include mayor, city manager, city council, county commissioner, county manager, and other key positions, such as emergency management director and public information officer. Also included as eligible participants are upper- and mid-management personnel, including supervisory, operational, and communications staff from the fire service, law enforcement, public works, and emergency medical services. Volunteer groups also should participate.



Basic Public Information Officers (PIO) (G290)

This 2½-day course is intended for the new or less experienced PIO. Its emphasis is on the basic skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing, and television interviews.

Selection Criteria: Emergency management personnel, including fire and law enforcement who have either full- or part-time responsibilities for public information in their communities or departments. Individuals with considerable experience in public information may want to consider applying for a waiver to attend the *Advanced Public Information Officers (E388)* course at EMI. See page 54 of this catalog for details.

Non-Resident Master Exercise Practitioner Program

For FY 2009, State Emergency Management Agencies (SEMAs) and FEMA Regions may, at their option, choose to administer EMI's Non-Resident Master Exercise Practitioner Program (MEPP). Please note that requirements for this option have changed for FY 2009 in support of the National Preparedness Goal, the Homeland Security Exercise and Evaluation Program (HSEEP), and the National Standard Exercise Curriculum (NSEC) initiative, which replaced the older Comprehensive Exercise Curriculum in FY 2008.

Individuals who wish to participate in the Non-Resident MEPP Option for Fiscal Year 2009 beginning October 1, 2008, and ending September 30, 2009, must first enroll in the G138, *Exercise Practicum for the Master Exercise Practitioner*, as administered by State Emergency Management Agencies and/or FEMA Regions in order to complete eleven non-resident exercise proficiency demonstration requirements. The G138, *Exercise Practicum for the Master Exercise Practitioner*, is an individually administered supervised series of negotiated exercise proficiency demonstrations which will require a substantial investment of time to complete. Non-resident MEPP graduates have completed the G138, *Exercise Practicum for the Master Exercise Practitioner*, training requirements, and the capstone E136, *Operations-Based Exercise Development Course*, in as few as 24 months to as many as 48 months.

After a Non-Resident MEPP Candidate has completed the G138, *Exercise Practicum for the Master Exercise Practitioner*, and the specified training courses which follow, the State and/or the FEMA Region can request the Non-Resident MEPP Candidate complete the MEPP through participation in the E136, *Operations-Based Exercise Development Course* taught in residence by the Emergency Management Institute at the National Emergency Training Center. After the completion of this course, the MEPP Candidate will be awarded the title certificate Master Exercise Practitioner (MEP) by the Emergency Management Institute (EMI).

To Apply for the Non-Resident EMI MEPP

Individuals who are members of the target audiences for the Master Exercise Practitioner Program (MEPP) should direct their inquiries to their respective State Emergency Management Agencies on the Web at <http://www.fema.gov/about/contact/statedr.shtm> (a complete list of this contact information is found starting on page 138) to request enrollment in the G138, *Exercise Practicum for the Master Exercise Practitioner*. MEPP applicants should be prepared to provide their qualifications, expectations, and commitment to complete the entire program and note involvement and responsibilities related to Department of Homeland Security (DHS) and/or other federally funded grant programs with exercise requirements.

Prerequisites:

Required: For FY 2009, all Non-Resident MEPP applicants must complete the following six EMI Independent Study courses and include copies of certificates of completion to enroll in the G138, *Exercise Practicum*:

- IS-100, *Introduction to the Incident Command System*
<http://training.fema.gov/EMIWeb/IS/is100.asp>
- IS-120.A, *An Introduction to Exercises*
<http://training.fema.gov/EMIWeb/IS/IS120A.asp>
- IS-130, *Exercise Evaluation and Improvement Planning*
<http://training.fema.gov/EMIWeb/IS/IS130.asp>
- IS-139, *Exercise Design*
<http://training.fema.gov/EMIWeb/IS/is139.asp>
- IS-200, *Incident Command System for Single Resources and Initial Action Incidents*
<http://training.fema.gov/EMIWeb/IS/is200.asp>
- IS-230, *Principles of Emergency Management*
<http://training.fema.gov/EMIWeb/IS/is230.asp>

These EMI Independent Study (IS) courses are available on the Web at <http://www.training.fema.gov/IS/>. A complete listing of all of the EMI Independent Study courses can be found at <http://training.fema.gov/IS/crslist.asp>.

The classroom-based courses that can be completed after enrollment in the G138, *Exercise Practicum for*

the Master Exercise Practitioner, as administered by State Emergency Management Agencies that are required of Non-Resident MEPP Candidates are as follows:

1. G130, *Exercise Evaluation Course*
2. G135, *Exercise Control/Simulation Course*
3. G137, *Exercise Program Manager/Management Course*

Homeland Security Exercise and Evaluation Program (HSEEP) mobile training course (completion of the HSEEP Train-The-Trainer course can be substituted for this requirement).

For more information on the HSEEP mobile training course, please visit <http://hseeptraining.com/>. Inquiries regarding this training opportunity may be directed via e-mail to hseep@dhs.gov.

*Additional Training Requirements: State Emergency Management Agencies may choose to, and are authorized to, require additional coursework as part of the Non-Resident MEPP. In addition, EMI reserves the right to modify the prerequisites, training, and proficiency demonstration requirements for the Non-Resident MEPP on a Fiscal Year Basis.

If you need more information on the Non-Resident MEPP, please contact your respective State Emergency Management Agency <http://www.fema.gov/about/contact/statedr.shtm> (a complete list of this contact information is found starting on page 138) and the State Training Managers.

Inquiries may also be directed to Lowell Ezersky, MEPP Manager, e-mail lowell.ezersky@dhs.gov; toll free 1-800-238-3358, extension 1355; or direct phone (301) 447-1355; or Chris Laborde, Training Specialist, e-mail chris.d.laborde@dhs.gov; toll free 1-800-238-3358, extension 7239; or direct phone (301) 447-7239.

Exercise Evaluation (G130)

This 2-day course provides knowledge and develops skills that will enable those attending to manage exercise evaluation activities before, during, and after an emergency management exercise.

Selection Criteria: State, FEMA regional, and local emergency management and emergency services staff who have the responsibility of managing exercise evaluation activities associated with the overall emergency management functions or emergency service disciplines, such as fire, law enforcement, emergency medical services, public works, and community service/volunteer agencies and organizations.

Prerequisites:

Recommended: The participant must have substantial knowledge of emergency operations within his/her organization and the assigned responsibility to manage the evaluation function or serve as an evaluation team leader as part of the community's exercise program.

Exercise Control/Simulation (G135)

This 2-day course is designed for experienced emergency exercise staff to perform tasks as chief exercise controllers or control team leaders for emergency management exercises. Participants are challenged to examine exercise concepts and objectives, develop exercise control plans, and perform an examination of the tasks necessary to perform effective exercise control and simulation for tabletop, functional, and full-scale exercises.

Selection Criteria: State, FEMA regional, other Federal agency staff, and local emergency management/emergency services staff who have the responsibility of functioning as chief exercise controller or exercise control team leader in their respective organization's/jurisdiction's comprehensive exercise program activities.

Prerequisites:

Recommended: The participant must have substantial knowledge of emergency management operations and exercises within his/her organization and the assigned responsibility to function as chief exercise controller or control team leader/member.

Exercise Program Manager/Management (G137)

This 2½-day course provides knowledge, skills, and job aids to assist local, State, and Federal personnel in implementing their roles and responsibilities as exercise program managers. Work products developed during the course will be useful for the participant to develop or upgrade his or her comprehensive exercise program.

Selection Criteria: State, FEMA regional, other Federal agency staff, and local emergency management/emergency services staff who have the responsibility to initiate and/or maintain their respective organization's/jurisdiction's overall exercise program.

Prerequisites:

Required: The participant must have substantial knowledge of emergency management operations and exercises within his/her organization and the assigned responsibility to initiate and/or upgrade the overall comprehensive exercise program.

Exercise Practicum for the Master Exercise Practitioner (G138)

This activity consists of a series of self-directed and negotiated proficiency demonstrations of the knowledge, skills, and abilities acquired through the completion of courses in the Comprehensive Exercise Curriculum (CEC). The proficiency demonstrations are structured in three major areas of concentration: exercise design and control, exercise evaluation, and exercise management/program management. Practicum sponsors will monitor the completion of 11 major proficiency demonstrations. In this manner, capabilities gained in classroom instruction can be applied to actual emergency management exercises as conducted by local, State, and Federal agencies.

Selection Criteria: State, FEMA regional, other Federal agency staff, and local/Tribal emergency management/emergency services staff who have the responsibilities related to the design, development, performance, and evaluation of emergency management exercises. Applicants must declare their intention of completing the CEC offerings and earn the Master Exercise Practitioner title.



FEMA/Federal Partners Courses

Every year natural disasters cause hundreds of deaths, displace thousands, and cause more than \$50 billion in damages. Some of these disasters are of a magnitude that the President determines Federal assistance is warranted. When this occurs, FEMA provides disaster assistance for individuals and their communities as directed under its statutory authority, the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*.

To carry out the provisions of the Stafford Act requires FEMA to maintain a well-trained disaster workforce. The workforce must be capable of performing their jobs in a unified effort to accomplish a shared mission that involves other Federal agencies; local, State, and Tribal governments; voluntary agencies; and the private sector. The FEMA Disaster Workforce is comprised of Permanent Full-Time (PFT) employees with collateral disaster duties, Cadre of On-call Reservist Employees (COREs), and some 4,000 Disaster Assistance Employees (DAEs). The work is performed at FEMA's Joint Field Offices (JFOs), Regional Response and Coordination Centers (RRCCs), National Response and Coordination Center (NRCC), and other sites that support disaster response and recovery operations.

To build the capabilities of FEMA's Disaster Workforce, EMI offers a robust curriculum of disaster operations and recovery training. This training is aligned to the various positions within FEMA's 23 disaster cadres. The courses focus on tactics, techniques, and procedures that are required to carry out programmatic responsibilities. They also provide participants the opportunity to hone the skills required for interagency and intergovernmental planning and operations. Included in the curriculum are courses on the Public Assistance Program, Individual Assistance Program, Operations, Logistics, Planning, External Affairs, and Administration and Finance. The courses are offered in residence, at the FEMA Regional Offices, and at various locations set up in support of disaster operations. Only those who meet the required prerequisites and selection criteria are eligible to attend the training.

Disaster Operations and Recovery

Debris Task Force Leader (E200)

This course is designed for FEMA disaster recovery staff, PA technical assistance contractors (TAC), and other Federal agency staff selected by FEMA to manage FEMA PA debris operations. The course is designed to enable participants to develop and implement an effective FEMA debris operations strategy by using the tools and information provided during the course.

Course Length: 3 days

CEUs: 1.8

Debris Operations (E201)

This course addresses duties and responsibilities for managing, overseeing, or monitoring debris removal during disaster response and recovery. It prepares FEMA field staff for the resolution of debris removal issues after a disaster declaration.

Selection Criteria: FEMA Public Assistance (PA) Group Supervisors, PA Task Force Leader, Public Assistance Coordinator (PAC) Crew Leader, PA Project Specialist, and PA Technical Specialist.

Course Length: 4 days

CEUs: 2.4

Equal Rights Officer Basic (E216)

This course instructs new Equal Rights Officers on the procedures and policies that ERO must understand and execute. Subject matter includes EEOC policy and procedures, civil rights issues as they pertain to disaster assistance, disability rights, and counseling techniques. The course includes hands-on exercises and role-playing scenarios.

Selection Criteria: New FEMA Equal Rights Officers.

Course Length: 4 days

Equal Rights Officer Update Course (E217)

This course explains changes in Equal Employment Opportunity and Civil Rights laws and policies through a series of presentations and exercises.

Selection Criteria: Current Equal Rights Officers.

Course Length: 4 days

CEUs: 3.2

Situation Unit (E224)

This course is designed to provide FEMA Planning Section personnel with the knowledge and abilities to operate in the Situation Unit during a disaster operation. It is an intermediate-level course, with a high intensity of exercises and work projects to be completed in order to pass. Upon completion of this course, participants will be able to collect and analyze information; develop and maintain the Information Collection Plan; produce statistical and situational displays; demonstrate basic analytical skills; produce various intelligence reports and summaries; and establish and maintain the Situation Room.

Selection Criteria: Planning personnel who have an assignment and responsibility in the Situation Unit. Participants who sign up for this course should have completed at least three field experiences within this area. All nominations will be submitted through the Regional Cadre Managers.

Prerequisites:

Required: Active Homeland Security Information Network (HSIN), Outlook e-mail accounts, IS-228, *Planning Overview*, IS-292, *Disaster Basics*, IS-100, *Introduction to the Incident Command System*, IS-200, *Incident Command System for Single Resources and Initial Action Incidents*, and proficiency in Microsoft Word, Excel, and PowerPoint.

Recommended: IS-3, *Radiological Emergency Management*, IS-242, *Effective Communication*, IS-271, *Anticipating Hazardous Weather and Community Risk*, and IS-346, *Orientation to Hazardous Materials for Medical Personnel*.

Course Length: 4 days

CEUs: 3.0

Documentation Unit (E229)

This course is designed to provide FEMA Planning Section personnel with the knowledge and abilities to operate in the Documentation Unit during a disaster operation. It is an intermediate-level course, with a high intensity of exercises and work projects to be completed in order to pass. Upon completion of this course, participants will be able to describe the roles and responsibilities within the Documentation Unit; produce the major products that this unit is responsible for during a disaster operation; and describe the inter-relationship of the Documentation Unit to other Planning, JFO, and higher echelon elements.

Selection Criteria: Planning personnel who have an assignment and responsibility in the Documentation Unit. Participants who sign up for this course should have completed at least three field experiences within this area. All nominations will be submitted through the Regional Cadre Managers.

Prerequisites:

Required: Active Homeland Security Information Network (HSIN), Outlook e-mail accounts, IS-228, *Planning Overview*, IS-242, *Effective Communication*, and proficiency in Microsoft Word, Excel, and PowerPoint.

Recommended: IS-292, *Disaster Basics*, DF-225, *Microsoft Word 2003*, and Microsoft Word or equivalent.

Course Length: 4 days

CEUs: 3.0

Demobilization/Plans Support Unit (E233)

This course is designed to provide FEMA Planning Section personnel with the knowledge and abilities to operate in the Demob/Plans Support Unit during a disaster operation. It is an intermediate-level course, with a high intensity of exercises and work projects to be completed in order to pass. Topics covered include incident action planning; strategic, contingency, and Incident Management Assistance Team (IMAT) management planning; Continuity of Operations (COOP); and demobilization planning.

Selection Criteria: Planning personnel who have an assignment and responsibility in the Demob/Plans Support Unit. Participants who sign up for this course should have completed at least three field experiences within this area. All nominations will be submitted through the Regional Cadre Managers.

Prerequisites:

Required: Active Homeland Security Information Network (HSIN), Outlook e-mail accounts, IS-228, *Planning Overview*, IS-292, *Disaster Basics*, and proficiency in Microsoft Word, Excel, and PowerPoint.

Recommended: IS-100, *Introduction to the Incident Command System*, IS-200, *Incident Command System for Single Resources and Initial Action Incidents*, IS-235, *Emergency Planning*, IS-546, *Continuity of Operations (COOP) Awareness*, IS-547, *Introduction to Continuity of Operations (COOP)*.

Course Length: 4 days

CEUs: 3.0

Rapid Needs Assessment Team Training (L236)

This course is offered in the Regional offices and provides individuals with the skills to operate within the Rapid Needs Assessment (RNA) team. It covers data collection and analysis techniques for identifying and defining critical resource needs for a community following a major emergency or disaster.

Selection Criteria: State government, FEMA, and other Federal agencies such as Environmental Protection Agency (EPA), Health and Human Services (HHS), U.S. Army Corps of Engineers (USACE), U.S. Coast Guard (USCG), and the American Red Cross (ARC).

Prerequisites:

Recommended: IS-292, *Disaster Basics*.

Course Length: 3½ days

CEUs: 2.1

406 Hazard Mitigation Section (E239)

This course is designed to educate Public Assistance staff about the use of mitigation assistance provided under Section 406 of the Robert T. Stafford Act. Course topics include coordination with other Federal programs, hazard mitigation methods and practices, mitigation measures by disaster type, benefit-cost analysis, and document preparation.

Selection Criteria: FEMA Public Assistance (PA) Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, and PA Technical Specialist.

Prerequisites:

Recommended: IS-631, *Public Assistance Operations I*, or E381, *Public Assistance (PA) Operations I*.

Course Length: 4 days

CEUs: 2.4

Public Affairs Policy and Procedures (E249)

This is a Basic Public Affairs course for all new FEMA DAEs entering the cadre, as well as DAEs assigned to other External Affairs cadres who need cross-training. At the conclusion of the course, participants will have a basic understanding of the ESF 15/ External Affairs structure, process, and procedures; and how to communicate clear and accurate information; manage expectations of disaster victims and the media; handle potential public affairs problems rapidly and strategically; and build partnerships.

Selection Criteria: New DAEs entering the Public Affairs cadre, as well as DAEs assigned to other External Affairs cadres who need cross-training.

Course Length: 4 days

Disaster Travel Manager Train-the-Trainer (TTT) (E256)

The purpose of this course is to train FEMA employees with Travel Manager responsibilities on the process of successfully and competently completing the needed Travel Manager 8.2 transactions for all disaster-deployed employees, as well as training them to instruct others in the DHS/FEMA travel regulations and policies and the Travel Manager 8.2 software.

Selection Criteria: The target audience will include individuals with FEMA Travel Manager responsibilities.

Prerequisites:

Required: Applicants should have either successfully completed the E254, Travel Manager 8.2 course, or have 4 or more years of Travel Manager experience. The applicant must also have some rudimentary computer skills (e.g., knowledge of keyboard, mouse, and Windows).

Course Length: 5 days

Human Resources (HR) Operations (E259)

The purpose of this course is to provide Human Resources Unit leaders, managers, and supervisors on a Disaster Operation with the knowledge and skills required to perform management and leadership responsibilities more effectively and with greater confidence.

After completing this course, participants will be able to:

- Explain how the relationship theory can contribute to a greater understanding of self and others within the context of the disaster operations environment.
- Apply appropriate leadership styles to specific disaster situations.
- Apply strategies for effective communication in disaster operations.
- Apply strategies for managing the performance and conduct of disaster staff.

- Practice useful techniques for building and maintaining cohesive teams in disaster operations.
- Describe the disaster manager's role in managing stress in disaster operations.

Selection Criteria: The target audience for this course includes managers and supervisors of FEMA's Human Resources Cadre (from both Headquarters and the Regions). The course will be offered to Permanent Full-Time (PFT) employees, COREs, and Disaster Assistance Employees (DAEs). All must have had **at least one** assignment as an HR Unit Leader or Manager before attending the course.

Prerequisites:

Required: E325, Human Resources (HR) Specialist Training, and IS-292, Disaster Basics.

Course Length: 4 days

CEUs: 2.9

Community Relations Reporting Techniques and Analysis (E267)

This course will familiarize participants with the purpose of Community Relations (CR) reporting, types of reports that are generated by CR, reporting time frames, and the CR Information System Program (CRISP), the program used to record CR reports.

Selection Criteria: Two attendees from FEMA Headquarters and regional CR Cadres. Other qualified applicants are placed on the waiting list.

Prerequisites:

Required: Must be a Level 2 CR Specialist; successful completion of E277, Community Relations Basic Training; and completion of at least one field deployment—indicate most recent disaster number. If have been deployed multiple times, indicate a disaster that required some complexity of tasks.

Recommended: Must be computer literate (databases and word processing), have good writing and editing skills, and be knowledgeable of CR and other disaster programs.

Course Length: 4 days

CEUs: 2.9

Managing FEMA Staff on Disaster Operations (E/L269)

This course provides FEMA managers and supervisors, including PFTs and DAEs who work in the Joint Field Office (JFO) and other disaster operation facilities, with the knowledge and skills to perform their staff management responsibilities more effectively and with greater confidence. Individuals must complete the Myers-Briggs Type Indicator (MBTI) Instrument and should have JFO experience.

Selection Criteria: FEMA managers and supervisors including PFTs and DAEs.

Course Length: 4½ days

CEUs: 2.9

Basic Training for Community Relations (CR) for Field Specialists (E277)

This course prepares FEMA Community Relations (CR) staff with the skills and abilities to perform effectively as CR Specialists. Participants will be given the opportunity to apply the CR philosophy and standard operating procedures in activities such as the community assessment process and identifying the CR Specialist's role in developing and fostering Federal, State, and local partnerships. This course is required for credentialing as a CR Specialist.

Selection Criteria: This course is by invitation only. The primary audience is potential and current CR Specialists who have been nominated by their CR Cadre Manager.

Prerequisites:

Required: Must be a member of FEMA's CR Cadre.

Length of Course: 4 days

CEUs: 3.0

Community Relations (CR) for Managers (E281)

This course prepares FEMA Community Relations (CR) staff to serve as CR Managers to lead and direct CR staff in the field. Individuals are provided with the skills needed to effectively manage sectors and areas of CR in a disaster. The course provides opportunities for individuals to practice skills in management and leadership, conflict management, coaching as a function of management, building partnerships, and decision making.

Selection Criteria: The primary audience is current CR managers and CR Specialists who have been nominated by their CR Cadre Manager to serve in various CR management positions.

Prerequisites:

Required: Must be a Level 3 FEMA CR Specialist; successful completion of E277, *Basic Training for Community Relations (CR) for Field Specialists*.

Recommended: It is recommended that all participants have field experience as a CR Specialist and Unit Leader.

Course Length: 5 days

CEUs: 3.0

Disaster Field Training Operations (DFTO) Orientation (E283)

This course offers individuals the knowledge and skills needed to serve as a DFTO training specialist. The course is performance based and requires individuals to meet specific criteria in a simulated DFTO environment. The course addresses disaster assistance programs and other FEMA programs to enable the individual to serve as an instructor in those areas if necessary.

Selection Criteria: DFTO Cadre members who are training specialists. Individuals who may become team unit leaders must also attend this course. The audience comes from the Regions or Headquarters. Cadres usually consisting of Federal DAEs, COREs, or PFTs.

Prerequisites:

Required: IS-292, Disaster Basics.

Course Length: 4 days

CEUs: 2.9

Disaster Field Operations Management (DFOM) (E292)

This course provides disaster managers with the knowledge, skills, and abilities needed to establish and maintain effective coordination among all elements in a Joint Field Office (JFO) or disaster operations support facility. All participants must have a strong working knowledge of FEMA programs and be capable of making a significant contribution to their organization's disaster response, recovery, and mitigation capabilities.

Selection Criteria: FEMA Headquarters, Regional, or NSPC staff, GS-12 or higher, who will function as managers in a Joint Field Office or disaster operations support facility.

Prerequisites:

Recommended: IS-292, Disaster Basics, and E/L269, Managing FEMA Staff on Disaster Operations.

Course Length: 4 days

CEUs: 2.9

Disaster Field Training Operations (DFTO) Training Unit Leader (E294)

This course provides individuals with the ability to serve as supervisors, managers, and leaders of a DFTO in a disaster field setting. The course provides an introduction to the purpose and use of training evaluations and the validation of the evaluation instruments.

Selection Criteria: Experienced DFTO Cadre members designated to potentially become training unit leaders (DAEs, CORE, or PFTs); Federal employees from FEMA Regions and Headquarters.

Prerequisites:

Required: E283, Disaster Field Training Operations (DFTO) Orientation.

Course Length: 4 days

CEUs: 2.9

Individual Assistance (IA) Basic Management (E/B/L321)

This course gives participants the tools needed to provide the best service to disaster victims based on the New FEMA vision of being the Nation's pre-eminent emergency management agency.

The primary audience for this course is FEMA, nationwide Individual Assistance (IA) staff including IA Branch Directors, IA Group Supervisors, as well as Operations Section Chiefs and Federal Coordinating Officers.

Selection Criteria: Participants should have served in one disaster operations field position as Group Supervisor or Team Leader.

Human Resources (HR) Specialist Training (E325)

This course provides HR Cadre Members with the knowledge and ability to operate the HR/Personnel office within a Joint Field Office (JFO) operation.

Selection Criteria: HR staff assigned as a human resources specialist, generally DAEs and PFTs from Regional offices and Headquarters.

Course Length: 4 days

CEUs: 2.9

Introduction to Mission Assignment (MA) Processing (E347)

This course is intended to provide FEMA personnel with an in-depth introduction to the mission assignment (MA) process including MA Issuance, Execution, Billing, and Closeout. The participants receive computer training on the eCAPs software program used for processing of Action Request Forms (ARFs) for mission assignments.

Selection Criteria: MA Managers, MA Specialists, Action Trackers, Operations Section Chiefs, Branch Directors, and Finance and Logistics staff as appropriate.

Prerequisites:

Required: Must complete a pre-course reading assignment and quiz. Completion of the MA Overview Independent Study (IS) course will be required (when available).

Orientation to Mission Assignments (E348)

This course is intended to provide FEMA and other Federal program and finance staff and State emergency managers with key Mission Assignments (MA) concepts and the knowledge to carry out their assigned responsibilities as they relate to the program and financial management components of the MA Process. The target audience is members of the Regional Interagency Steering Committee (RISC).

Selection Criteria: FEMA, other Federal agency staff and State emergency managers.

Prerequisites:

Required: Completion of IS-293, *Mission Assignment (MA) Overview* (when available), or at the approval of the FEMA Region or EMI Course Manager.

Course Length: 2 days

CEUs: 1.4

Individual Assistance (IA) Program Management (E356)

This course is designed to provide guidance and training for FEMA staff assigned the responsibility to manage, coordinate, and oversee Crisis Counseling Assistance and Training Program, Disaster Unemployment Assistance Program, and Disaster Legal Services Program (CCP/DUA/DLS). The course will discuss effective management in order that these programs are fully implemented for FEMA and its partners and ultimately beneficial for the disaster-affected individual.

The participants for this course are Individual Assistance (IA) Program staff and leadership responsible for the implementation, management, and oversight of the CCP/DUA/DLS.

Selection Criteria: The participants will be FEMA personnel including:

- IA Branch Director
- IA Group Supervisors
- Headquarters staff
- Regional Office staff

Enrollment in this course is on a first-come, first-served basis.

Congressional Affairs Specialist (E368)

This course provides FEMA employees assigned to work as Congressional Affairs Specialists at a Joint Field Office (JFO) with the knowledge, skills, and sensitivities necessary to effectively perform their duties. This includes applying the congressional liaison philosophy and procedures externally, to foster a partnership between Congress and FEMA, and internally, to advise the Federal Coordinating Officer (FCO) and JFO staff. This also includes supporting the Regions and Headquarters in their ongoing communications with Congress and to facilitate information flow between Congress and the JFO.

Selection Criteria: Participants authorized to attend this course will belong to the FEMA Congressional Cadre. All nominations will be submitted through the National Cadre Manager.

Course Length: 4½ days

CEUs: 2.9

Congressional Affairs Advanced (E370)

This course provides FEMA employees assigned to work as the Congressional Affairs Lead at a Joint Field Office (JFO) with the knowledge, skills, and sensitivities necessary to effectively perform their duties. This includes analyzing trends and developing strategic plans; managing relationships effectively with partners in the disaster operation; including Members of Congress and their Staff, managing the work of the Congressional Affairs function; and managing staff by providing opportunities for growth and success.

Selection Criteria: Participants authorized to attend this course will belong to the FEMA Congressional Cadre. All nominations will be submitted through the National Cadre Manager.

Course Length: 4½ days
CEUs: 2.9

FEMA State Public Assistance (PA) Workshop (E372)

Designed for FEMA Public Assistance (PA) staff and State and Tribal PA officers responsible for implementing the PA program at the Federal or State level. Includes a forum for identifying, discussing, and/or resolving PA Program issues.

Course Length: 3 days

Public Assistance Officer (PAO) Course (E374)

This resident course focuses on the duties and responsibilities of a Public Assistance (PA) Group Supervisor and PA Task Force Leader by providing a review of legislation, regulations, policies, and guidance governing the Public Assistance Program.

Selection Criteria: FEMA Public Assistance Staff who have performed or may be expected to perform the duties of a PA Group Supervisor or PA Task Force Leader during a disaster event.

Prerequisites:

Required: IS-631, Public Assistance Operations I, or E381, Public Assistance (PA) Operations I, and E382, PAC Crew Leader (formerly Public Assistance Operations II).

Course Length: 4 days
CEUs: 2.4.

Grant Administration: A Public Assistance Perspective (E377)

This course is designed for FEMA regional staff responsible for processing PA grants. The course covers the pre-award, application/award, post-award and closeout/audit phases of the PA grant life cycle.

Course Length: 4 days
CEUs: 2.4

Public Assistance (PA) Operations I (E381)

This course focuses on the duties and responsibilities of a Public Assistance (PA) Project Specialist. Topics include initial operations, program eligibility, project formulation, and special considerations.

Selection Criteria: FEMA Public Assistance (PA) Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, and PA Technical Specialist.

Course Length: 4 days
CEUs: 2.4

PAC Crew Leader (E382)

This course focuses on the duties and responsibilities of a PAC Crew Leader. Topics include Public Assistance eligibility, special considerations, and process management tools.

Selection Criteria: FEMA public assistance staff who will perform the duties of a PAC Crew Leader only.

Prerequisites:

Required: IS-631, Public Assistance Operations I, or E381, Public Assistance (PA) Operations I.

Course Length: 4 days
CEUs: 2.4

Defense Support of Civil Authorities (DSCA Phase II) (E/L384)

This course is intended to provide the participants with an introduction to the National framework within which Department of Defense (DOD) supports local, State, Federal, and Tribal authorities in overwhelming natural and/or man-made disasters. Participants are provided the opportunity to act as staff planners in three exercise scenarios, utilizing current policy guidance and DOD procedures. It is jointly sponsored by EMI and DOD.

Selection Criteria: DOD personnel, FCO Cadre, and FEMA Section Chiefs with disaster response experience involved in planning and response activities. Selection is on a space-available basis. Contact the EMI Course Manager, and the DOD Course Manager at ARNORTH.ORG.

Prerequisites:

Required: Completion of DSCA Phase I, an 8-hour Independent Study course at ARNORTH.ORG; IS-700, National Incident Management System (NIMS), An Introduction, and IS-800.B, National Response Framework (NRF), An Introduction.

Course Length: 4½ days

CEUs: 4.0

Response Operations II—420 Intermediate Command and General Staff (E422)

This course is intended to train and exercise Command and General staff in leadership and management skills and to effectively perform their roles and responsibilities as members of a Type II Team.

Selection Criteria: FEMA Section Chiefs (Operations, Planning, Logistics, and Finance/Administration) and Command Staff (FCOs, Safety Officer, External Affairs Officer, Security Officer, and Chief of Staff) who are training to be part of a Type II Team.

Prerequisites:

Required: Completion of E/L438, ICS-300—Intermediate ICS Principles for Joint Field Office, and E/L440, ICS-400—Advanced ICS Principles for Joint Field Office.

Course Length: 4 days

CEUs: 3.6

Response Operations III—320 Introduction (E/L423)

This course is intended to provide FEMA and other Federal agency personnel with the foundation of the Federal government's role in operational response concepts utilizing the Incident Action Planning Process, the National Incident Management System (NIMS), and ICS concepts. Participants learn to develop incident objectives, how to conduct a strategy meeting, and outline a response organization based on hurricane and terrorism scenarios.

Selection Criteria: Joint Field Office (JFO) FEMA personnel at the Branch Director/Unit Leader and above and other Federal agency personnel. A secondary audience would include staff assigned to the National Response Coordination Center (NRCC) and Regional Response Coordination Center (RRCC).

Prerequisites:

Required: Must have successfully completed E/L438, ICS-300—Intermediate ICS Principles for Joint Field Office and have supervisory approval.

Course Length: 3 days

CEUs: 2.1

ICS-300—Intermediate ICS Principles for Joint Field Office (E/L438)

ICS-300 training is required for all management and supervisory positions within the Joint Field Office (JFO) structure. The NIMS requirements include the training of all JFO positions who are responsible for program management and supervisors of the disaster workforce.

Selection Criteria: All FEMA Disaster Assistance Employees (DAEs), COREs, and Permanent Full-Time (PFT) employees who currently hold or may be assigned to supervisory/lead positions.

Prerequisites:

Required: IS-100, Introduction to the Incident Command System, IS-200, Incident Command System for Single Resources and Initial Action Incidents, IS-700, National Incident Management System (NIMS), An Introduction, and IS-800.B, National Response Framework (NRF), An Introduction.

Recommended: Previous experience working in the JFO environment.

Course Length: 3 days

CEUs: 2.1

ICS-400—Advanced ICS Principles for Joint Field Office (E/L440)

ICS-400 training is required by law for all managers and chiefs of a Joint Field Office (JFO) that uses National Incident Management System (NIMS) and Incident Command System (ICS) principles. The course relates their application of those principles in the implementation of the National Response Framework (NRF), program policies, and various functional goals of a disaster response operation generally associated with the JFO. Completion of ICS-400 courses is required before September 30, 2008, per the NIMS directives.

Selection Criteria: Senior FEMA Permanent Full-Time (PFT) and Disaster Assistance Employee (DAE) Regional Managerial staff is required to complete ICS-400 training.

Prerequisites:

Required: IS-100, Introduction to the Incident Command System, IS-200, Incident Command System for Single Resources and Initial Action Incidents, E/L438, ICS-300—Intermediate ICS Principles for Joint Field Office, IS-700, National Incident Management System (NIMS), An Introduction, and IS-800.B, National Response Framework (NRF), An Introduction.

Recommended: Previous experience working in the JFO environment in a leadership capacity.

Course Length: 2 days

CEUs: 1.4

FEMA Incident Command System (ICS) for Joint Field Offices (JFOs) Train-the-Trainer (TTT) (E/L443)

This Train-the-Trainer (TTT) supports the core competency of Incident Management by providing instructors for E/L438, ICS-300—Intermediate ICS Principles for Joint Field Office, and E/L440, ICS-400—Advanced ICS Principles for Joint Field Office. These two courses provide the leadership and key decision-makers with the training to provide effective incident management, efficient operational decisions, and economical resource management.

Selection Criteria: Experience in program delivery to adult learners.

Prerequisites:

Required: IS-100, Introduction to the Incident Command System, IS-200, Incident Command System for Single Resources and Initial Action Incidents, E/L438, ICS-300—Intermediate ICS Principles for Joint Field Office, IS-700, National Incident Management System (NIMS), An Introduction, and IS-800.B, National Response Framework (NRF), An Introduction.

Recommended: Previous experience working in the JFO environment.

Course Length: 4 days

CEUs: 2.8

Public Assistance (PA) Cost Estimating Format (E480)

This course focuses on the understanding and use of the Public Assistance (PA) Cost Estimating Format (CEF) spreadsheet and is specifically designed for participants with a background and experience in engineering and construction estimating who will be called upon to apply CEF (for estimating and/or reviewing large PA projects) in the field.

Selection Criteria: FEMA PA Staff with experience in engineering and construction estimating who are responsible for estimating and/or reviewing large PA projects.

Prerequisites:

Required: IS-631, Public Assistance Operations I, or E381, Public Assistance (PA) Operations I.

Course Length: 4 days

CEUs: 2.4

Cost Estimating Format Train-the-Trainer (TTT) (E482)

This course is for FEMA and technical assistance contractor (TAC) staff who will be expected to instruct the E480 PA CEF course.

Prerequisites:

Required: Participants must have completed the E480, Public Assistance (PA) Cost Estimating Format course.

Course Length: 4 days

Individuals and Households Program (IHP) Direct Housing Operations Management (E485)

This course is designed to provide the Individuals and Households Program (IHP)/Direct Housing Assistance and other essential FEMA staff with the knowledge and skills necessary to manage a Direct Housing Assistance mission.

Selection Criteria: The course is designed for FEMA Individual Assistance (IA) personnel who may manage the IHP Direct Assistance mission. These staffs may include the following: IA Branch Director, IA Housing Group Supervisor, IA Housing Team Leader, Direct Housing Team Leader/Manager, and IA Technical Assistance Contractor (TAC) Group Supervisor.

Prerequisites:

Recommended: It is recommended that participants have basic knowledge of Individual Assistance programs, 44 CFR 206, Subpart D, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended. It is also recommended that participants have field experience in a Direct Housing Operation.

Course Length: 4 days

CEUs: 2.4

FEMA Mobilization Center/National Logistics Staging Area (E660)

This course trains FEMA, OFA, and other key personnel in the management and operation of a Federal Mobilization Center and National Logistics Staging Area (NLSA). Participants will receive instruction and practice in the following essential areas:

- Selecting and confirming the site location for a NLSA
- Assembling a Mob Center team at predetermined locations
- Establishing internal and external communications plans
- Laying out a site by commodity and traffic flow
- Establishing essential services for team and driver support
- Receiving and issuing commodities using a first in/first out (FIFO) system
- Initiating inventory management and resource tracking systems
- Developing and executing a Demobilization Plan.

Selection Criteria: The class is open to Logistics cadre who have or who will operate in a FEMA Mob Center or Operations Staging Area. Participants will be accepted on a first-come, first-served basis.

Course Length: 3 days

Cadre Manager Workshop (E/L661)

The participants will be provided with the foundations of Cadre Management and the specific roles and responsibilities of a cadre manager. Specific pre-disaster operational tasks that will be discussed: Staffing, Recruiting, Selection Process, Hiring and Firing, and Training (getting the workforce ready to respond and perform their duties). Also discussed will be how to maintain a fully capable workforce through various communication methods, how to monitor and maintain cadre readiness, and how to work with the cadre when they are deployed and when they return.

Selection Criteria: FEMA Headquarters (National) and FEMA Region Cadre Managers (generally PFTs or COREs). Support staff is eligible on a space-available basis.

Workshop Length: 2½ days

CEUs: 1.9

FEMA Basic Grants Management (E/L701)

The purpose of this course is to identify the foundations for grants management. The training will provide policy direction, guidance, and procedures for making administrative decisions. The overall goal of the course is to provide directorate-specific information that will increase the ability of the staff to comply with directorate and government-wide grant requirements.

Selection Criteria: The target audience will include Financial/Grants Management Specialists and Program Specialists working with grants.

Prerequisites:

Required: At least 1 year of FEMA experience working with grants. Pre-course reading materials will be mailed to participants after their official enrollment into the course.

Course Length: 3 days

CEUs: 1.8

FEMA Advanced Grants Management (E/L702)

The purpose of this course is to focus on grants management decisionmaking with the overall goal being to assimilate elements of good judgment in the grants management decisionmaking process through the use of case scenarios.

Selection Criteria: The target audience will include FEMA Financial/Grants Management Specialists and FEMA Program Specialists working with grants.

Prerequisites:

Required: Applicants should have either successfully completed the E/L701, FEMA Basic Grants Management course or the E377, *Grant Administration: A Public Assistance Perspective*, or have 4 or more years of grants-related experience in grants management, Public Assistance, or Mitigation programs, or financial positions, such as Grants Management Specialist, Financial Specialist, or Program Specialist.

Course Length: 3 days

CEUs: 1.8

Disaster Contracting (E706)

This course is designed as basic training for any FEMA Joint Field Office (JFO) Contract Specialist, most specifically for members of the FEMA Acquisition/Procurement Disaster Workforce Cadre or any personnel with an Automated Deployment Database (ADD) deployment title of Procurement Unit Leader, Contract Specialist, or Procurement Clerk.

Selection Criteria: This course is for any FEMA Acquisition/Procurement Disaster Workforce Cadre Member who will serve as a Contract Specialist in JFO disaster operations or any personnel with an ADD deployment title of Procurement Unit Leader, Contract Specialist, or Procurement Clerk. Approval to attend this course is made by the FEMA Acquisition/Procurement National Cadre Manager, or a member of the Office of Procurement/FEMA Headquarters who can sign on behalf of the Acquisition/Procurement National Cadre Manager.

The signature of the aforementioned is required. If the person is also a FEMA Regional employee, the signature of the FEMA Regional Training Manager is also required.

Prerequisites:

Recommended: IS-100, Introduction to the Incident Command System, IS-200, Incident Command System for Single Resources and Initial Action Incidents, IS-700, National Incident Management System (NIMS), An Introduction, and IS-800.A, National Response Plan (NRP), An Introduction, or IS-800.B, National Response Framework (NRF), An Introduction.

Course Length: 4 days

CEUs: 2.4

Introductory Field Attorney Training (E/L713)

The purpose of this course is to prepare new Field Attorneys to perform their responsibilities of ensuring that field operations are consistent with the Stafford Act, other laws, regulations, and agency policy and standards. The Field Attorneys provide timely onsite legal advice to ensure that Federal Coordinating Officer and program staff decisions are legally sound and fiscally responsible.

Selection Criteria: The target audience will include employees that are new to the FEMA Field Attorney Cadre and the Office of Chief Counsel (OCC). Enrollment is reserved for FEMA Field Attorney Cadre members.

Prerequisites:

Required: Must have completed and submitted the test for IS-292, Disaster Basics course. Must have read *Your Guide to FEMA Booklet* (disaster related).

Course Length: 4 days

Advanced Field Attorney Training (E714)

The purpose of this course is to update the Field Attorneys based on the last year's lessons learned which will allow them to be better able to perform their responsibilities of ensuring that field operations are consistent with the Stafford Act, other laws, regulations, and Agency policy and standards. The Field Attorneys provide timely onsite legal advice to ensure that Federal Coordinating Officer and program staff decisions are legally sound and fiscally responsible.

Selection Criteria: The target audience will include employees of the FEMA Field Attorney Cadre and the Office of Chief Counsel (OCC).

Course Length: 2 days

Comptroller Basic (E716)

This course is required for any person serving as a FEMA Comptroller in FEMA Joint Field Office (JFO) operations prior to their deployment in this position. The course is a specific overview of systems, grants programs, National Response Plan/National Response Framework (NRP/NRF), National Incident Management System (NIMS) structure, and Units that report to the Finance and Administration Section (Human Resources [HR], Procurement, Training, Financial Management).

Selection Criteria: This course is for any FEMA Comptroller Disaster Workforce Cadre Member who will serve as a Comptroller in FEMA JFO disaster operations or any FEMA National personnel who will serve as a Comptroller in FEMA JFO disaster operations. Approval to attend this course is made by the FEMA National Comptroller Cadre Manager, or a member of the Office of Chief Financial Officer/FEMA Headquarters who can sign on behalf of the FEMA National Comptroller Cadre Manager. The signature of the aforementioned is required. If the person is also a FEMA Regional employee, the signature of the FEMA Regional Training Manager is also required.

Prerequisites:

Recommended: IS-100, Introduction to the Incident Command System, IS-200, Incident Command System for Single Resources and Initial Action Incidents, IS-700, National Incident Management System (NIMS), An Introduction, and IS-800.A, National Response Plan (NRP), An Introduction, or IS-800.B, National Response Framework (NRF), An Introduction.

Course Length: 4 days

CEUs: 2.4

Disaster Alternative Dispute Resolution Basic Training (E/B717)

This course provides new FEMA Alternative Dispute Resolution (ADR) Specialists with the skills required to implement effective mediation and conflict resolution guidance during disaster operations. The course provides a basic understanding of FEMA's culture, Joint Field Office (JFO) dynamics, deployment issues, Disaster Field Training Office (DFTO) agenda, and a general awareness of the role ADR plays in FEMA.

Basic Property Management (E720)

This course is designed to provide participants with basic knowledge of the elements of property management. This course is mandatory for the accountable property officer credentialing process.

Selection Criteria: All Accountable Property Officers, Custodial Officers, and any personnel who handle and/or manage Agency property who have not attended an approved Basic Property Management course within the last 2 years.

Prerequisites:

Required: E725, Custodial Officer Training.

Course Length: 3½ days

CEUs: 2.0

Advanced Property Management (E721)

The purpose of the *Advanced Property Management* course is to provide FEMA with Accountable Property Officers (APOs) who have the knowledge and skills to provide cost effective and efficient management of Agency assets. The foundation for the curriculum will be the Personal Property Management—Manual 6150.1. To that will be added best practices suggestions and documented updates to the guidance provided in the manual.

Selection Criteria: The primary target audience consists of FEMA Agency APOs, Property Management Officers (PMOs), Logistics Chiefs, Operations Chiefs, Comptrollers, Acquisition staff, and other FEMA staff with property management responsibilities.

Prerequisites:

Required: E720, Basic Property Management.

Course Length: 4 days

CEUs: 2.4

Logistics Information Management System (LIMS) (E722)

This course provides participants with the necessary database skills to effectively complete required property accountability transactions. It is mandatory that the LIMS automated system be used to maintain accountable property and records.

Selection Criteria: All Accountable Property Officers, Custodial Officers, and personnel who handle and/or manage Agency property who have not previously attended the LIMS III course. Attendance selections will be based on meeting the Agency's accountable property mission.

Course Length: 4 days

CEUs: 2.4

Custodial Officer Training (E725)

This course is designed to provide participants with basic knowledge of the elements of custodial officer responsibilities. This course is mandatory for the accountable property officer credentialing process.

Selection Criteria: All Accountable Property Officers, Custodial Officers, and any personnel who handle and/or manage Agency property who have not attended an approved *Basic Property Management* course within the last 2 years.

Course Length: ½ day

CEUs: .4

External Affairs Leadership (E729)

The objective of the course is to prepare FEMA reservists, COREs, and PFTs who already have significant field/functional experience to assume the role and responsibilities of an External Affairs lead—be that the Assistant External Affairs Officer for a specific component on a large-scale disaster, or the External Affairs Officer/Deputy on a smaller-scale disaster.

The course is designed to enhance participants' knowledge and appreciation of the critical function each External Affairs component plays in delivering information and messages to its core audience. Upon completion of this course, the participants will be able to apply the ESF #15/External Affairs concept, principle, policy, and procedures to:

- Set-up, manage, and effectively lead a unified External Affairs operation on a disaster of any scale.
- Understand and implement the External Affairs concept of operations in the field for both a notice and no-notice event.
- Work effectively with other FEMA operational units, as well as Federal, State, local, Tribal, and voluntary agency communications partners in not only delivering messages, but gathering and sharing information, providing analysis, and contributing to both the tactical and strategic plans.

- Effectively work with a PFO/FCO to develop strategy/messaging and implement the Incident Action Plan.
- Coordinate with Headquarters and Regional offices to ensure an integrated and comprehensive External Affairs effort in support of disaster operations.

Selection Criteria: A mix of FEMA DAEs, COREs, and/or PFTs from all ten Regions, as well as other Federal agencies required to assume a leadership role in ESF #15.

Prerequisites:

Recommended: E731, *External Affairs Overview Field Course*.

Course Length: 4 days

External Affairs Overview Field Course (E731)

This course is designed to be offered in the field and provide an overview of the new External Affairs concept, enhancing participants' knowledge and appreciation of the critical function each External Affairs component plays in delivering information and messages to FEMA's core audiences. Through informational units on organizational structure, workshops on specific job functions, and exercises and case studies based on actual disaster scenarios, participants will gain a practical understanding of FEMA's new approach to public disaster communications—identified as one of the Agency's core competencies.

Course Length: 2 days

LIMS Mobile (E732)

This course provides participants with the necessary database skills to effectively complete required property accountability transactions using the LIMS Mobile system.

Selection Criteria: All Accountable Property Officers, Custodial Officers, and personnel who handle and/or manage Agency property who have not previously attended the LIMS III course. Attendance selections will be based on meeting the Agency's accountable property mission.

Prerequisites:

Required: E722, Logistics Information Management System (LIMS).

Course Length: 1 day

FEMA Mobile Disaster Recovery Center (MDRC) Operators Course (E735)

This course is mandatory for all Driver/Operators of MDRCs in the Logistic Cadre. It entails the safe operation of the vehicle, establishing satellite communications links, and setting up and taking down Disaster Recovery Centers (DRCs).

Selection Criteria: Member of the Logistics Cadre.

Prerequisites:

Required: CDL operator's license.

Course Length: 4 days

CEUs: 2.8

DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout (E758)

This training course is primarily for FEMA Regional office employees, and Joint Field Office (JFO) personnel, Disaster Finance Center (DFC), and the National Processing Service Centers (NPSCs) who have the responsibility of managing, monitoring, and/or closing out IHP Housing and Other Needs Assistance (ONA) Provisions.

The goal of this course is to introduce participants to the newly developed policies and procedures for managing, monitoring, and closing out IHP Housing and ONA Provisions, and to assist participants in developing strategies that will assist them in carrying out these responsibilities.

Selection Criteria: The participants will be primarily FEMA personnel, including:

- Individual Assistance (IA) Group Supervisors
- Disaster Recovery and Operations Specialists
- Emergency Management Program Specialists
- IA Branch Directors

DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout Train-the-Trainer (TTT) (E/L759)

The goal of this course is to train future instructors to deliver the E758 course. The E758 course introduces participants to the newly developed policies and procedures for managing, monitoring, and closing out Individual Housing Program Housing and Other Needs Assistance (ONA) Provisions; and to help participants develop strategies that will facilitate carrying out these responsibilities. Personnel attending this course understand they may be deployed to serve as instructors for the E758 course in the future.

Selection Criteria: Participant must have experience working in the areas of Individual Assistance Financial Management or Grants Management.

Prerequisites:

Required: E758, DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout.

Course Length: 4 days

CEUs: 2.4

Resources Unit (E760)

The goal of this course is to deliver uniform procedures, knowledge, skills, abilities, and tools needed to perform in the Emergency Response Team (ERT) Resources Unit. Upon completion of the course, participants will be able to describe the composition, capabilities, and naming methods for all tactical resources; demonstrate the ability to apply all relevant Incident Command System (ICS) methods to Resources Unit functions during events; explain the composition, organization, duties, and responsibilities of the local, ERT/State, Regional Response Coordination Center (RRCC), and National Response Coordination Center (NRCC) Resources Units; describe the performance of check-in/check-out; demonstrate a working knowledge of data collection sources and methods for performing Resources Unit functions; list and describe all Resources Unit products; and demonstrate the ability to conduct all analyses of resources data vital to Resources Unit functions.

Selection Criteria: The course primarily targets FEMA staff who will be serving in an ERT, RRCC, or NRCC Resources Unit or performing a function that interacts with the Resources Unit. This includes Federal Resources Unit, Planning, Logistics, Finance/Administration, and Operations ERT, RRCC, and NRCC staff and State partners. The audience will have knowledge of and experience in Federal/State response and recovery operations, ICS, National Incident Management System (NIMS), organizational and chain of command principles, and disaster resources management.

Prerequisites:

Required: IS-292, *Disaster Basics*, IS-703, *National Incident Management System (NIMS) Resource Management*, knowledge of Microsoft Word and Microsoft Excel, E/L438, ICS-300—*Intermediate ICS Principles for Joint Field Office*, and IS-706, *NIMS Intrastate Mutual Aid—An Introduction*.

Course Length: 4½ days

CEUs: Not yet determined

Joint Field Office (JFO) Middle Managers Training (E778)

Course Purpose

- Enhance the readiness of FEMA middle managers and their organizations.
- This course **focuses** on management and leadership, and accessing resources.
- Every disaster environment has a “political” aspect. You have to manage in that environment.
 - **“Big P”** (Congressional, State, White House); and
 - **“Little P”** (internal JFO-type politics).
- Working in this type of environment requires superior management and leadership skills.
- This course **does not** focus on how to be, for example, an Individual Assistance (IA) Branch Director or a Resource Unit Leader.

Course Objectives

At the end of this course, participants will be able to:

- Describe the basic tenets of National Incident Management System (NIMS), Incident Command System (ICS), and disaster response and recovery.
- Explain the FEMA response lifecycle and the organizational structure.
- Determine the roles and responsibilities of middle managers in disaster response and recovery.
- Recognize the importance of middle management participation in planning.
- Demonstrate an ability to handle administrative requirements of managers.
- Identify elements of resource and personnel management unique to disasters.
- Exhibit effective management skills and leadership abilities at the level expected of a middle manager.

Selection Criteria: The audience for this course includes individuals from Headquarters and Regions who are assigned the following disaster/JFO positions: Section Chiefs, Branch Director, Unit Leader, Division/Group Supervisors, and possible Strike Team Leaders and Task Force Leaders. The course is not specific to any function or cadre. The audience can include PFTs, COREs, and DAEs. All must have had at least one assignment as one of the above positions.

Prerequisites:

Required: IS-292, *Disaster Basics*.

Recommended: E292, *Disaster Field Operations Management (DFOM)*, and/or E/L269, *Managing FEMA Staff on Disaster Operations*.

CEUs: 2.9

Orientation to Disaster Response Operations (E/L779)

The 4-day (resident) and 3-day (field) course is intended to provide participants with an orientation to disaster response and recovery operations as addressed in the current National Response Framework (NRF) with a focus on the inter-relationships among FEMA, other Federal agencies, and the State/local and Tribal governments.

Selection Criteria: FEMA, other Federal agency personnel who are assigned to the Joint Field Office (JFO), Regional Response Coordination Center (RRCC), National Response Coordination Center (NRCC), and other disaster facilities as well as State agency management staff.

Prerequisites:

Required: IS-292, *Disaster Basics*.

CEUs: 2.1

FEMA Safety Officers Course (E780)

This course is mandatory for all new safety professionals within the FEMA Safety Cadre. It meets the Occupational Safety and Health Administration (OSHA) requirements for what a Safety Officer

must know, what to look for, and how to look for it. Completion of this course is required for credentialing in accordance with the National Safety Cadre.

Selection Criteria: Offered to FEMA Disaster Safety Officers by the Occupational Safety and Health (OSH) Office.

Prerequisites:

Required: Member of the Safety Cadre.

Course Length: 4 days

CEUs: 2.8

eTasker (E786)

The FEMA eTasker System is designed to provide users with an automated, standardized system to record all activities associated with the tasker process. It is a Web-based system designed for ease of use. The system provides FEMA Logistics managers with the capability to produce reports that provide information about individual taskers or groups of taskers based upon a variety of input criteria.

Selection Criteria: The class is open to the Logistics cadre. Participants will be accepted on a first-come, first-served basis.

Course Length: 1 day

National Response Coordination Center (NRCC) Training Lecture (L934)

This course is held in Washington, DC, at least once per year for the members of the Emergency Support Teams who work in the National Response Coordination Center (NRCC) during an activation. By the completion of this course, participants will have a broad understanding of the elements that make up the NRCC, and how each position fits together to accomplish the centralized goal of effective response to a disaster incident.

Selection Criteria: FEMA and Emergency Support Function personnel assigned to the NRCC for activations.

Course Length: 2 days

National Response Coordination Center (NRCC) Training Exercise (L935)

This course is designed as a tabletop exercise and is held in Washington, DC, at least once per year for the members of the Emergency Support Teams who work in the National Response Coordination Center (NRCC) during an activation. By the completion of this exercise, participants will be able to demonstrate the ability to work in an interactive manner within the NRCC to develop situational awareness of an incident.

Selection Criteria: FEMA and Emergency Support Function personnel assigned to the NRCC for activations.

Prerequisites:

Required: L934, National Response Coordination Center (NRCC) Training Lecture.

Course Length: 1 day

Security Orientation (E979)

This is an introductory course designed to acclimate newly hired FEMA Security Specialists to the responsibilities of their position within a Joint Field Office. Topics include violence in the workplace, identity theft, video surveillance systems, security operations, security assessments, reports and plans, physical and personnel security, and an overview on the Security Identification Badging System.

Selection Criteria: Newly hired FEMA Security Specialists. All nominations will be submitted through the National Cadre Manager.

Course Length: 4 days

CEUs: 3.0

Security Recertification (E980)

This is a high-level course designed specifically for FEMA Security Managers and Specialists who will be trained on a yearly basis on updated policies and procedures regarding Badging, Fingerprinting, and Credentialing, as well as AED/CPR/First Aid/BBP and any other certifications that they are currently responsible for.

Selection Criteria: Security Managers and Specialists who belong to the FEMA Security Cadre. All nominations will be submitted through the National Cadre Manager.

Prerequisites:

Required: E979, Security Orientation.

Course Length: 4 days

CEUs: 3.0

FEMA Safety Refresher Course (E981)

This course is mandatory for all safety professionals within the FEMA Safety Cadre. This course meets the Occupational Safety and Health Administration (OSHA) requirements for what a Safety Officer must know, what to look for, and how to look for it. Completion of this course is required for credentialing in accordance with the National Safety Cadre.

Selection Criteria: Offered to FEMA Disaster Safety Officers by the Occupational Safety and Health (OSH) Office.

Prerequisites:

Required: Member of the Safety Cadre.

Course Length: 4 days

CEUs: 2.8

Hurricane Liaison Team (HLT) (L990)

This training is for individuals assigned to the Hurricane Liaison Team (HLT) that works at the National Hurricane Center (NHC) to support pre- and post-hurricane events.

Selection Criteria: FEMA personnel from Regions (Permanent Full-Time, CORE, and DAEs) who are training in specific knowledge and skills required to get the HLT operational within the NHC structure.

Prerequisites:

Recommended: IS-292, Disaster Basics.

Course Length: 3 days

CEUs: 2

Mitigation

Leadership and Management of Hazard Mitigation Field Operations (E203)

Leadership and Management of Hazard Mitigation Field Operations provides a healthy learning environment in which participants acquire management skills and adopt leadership principles to create and accomplish the Hazard Mitigation Strategy in a disaster. Experienced hazard mitigation supervisors for this course must be nominated by the Regional Cadre Coordinator and/or Regional Mitigation Division Director for this training. The course is highly interactive, encouraging peer discussion across the Regions.

Selection Criteria: FEMA employees approved by the Regional Hazard Mitigation Cadre Coordinator.

Prerequisites:

Required: Successful completion of E778, *Joint Field Office (JFO) Middle Managers Training* course exam and/or DF-128, *Introduction to Hazard Mitigation Field Operations*.

Course Length: 5 days

Conducting Hazard Mitigation Disaster Operations Training (E206)

Conducting Hazard Mitigation Disaster Operations Training provides a practical, application-based learning experience that enables participants to effectively deliver Hazard Mitigation courses and workshops to the Hazard Mitigation disaster workforce. This course is intended only for FEMA Hazard Mitigation Branch staff identified by their Region to serve as lead or support instructors for Hazard Mitigation Branch courses and workshops at disasters. Hazard Mitigation Branch training coordinators also are included in the training audience. Ideally, participants should have completed *Introduction to Hazard Mitigation Field Operations* and any other courses or workshops they expect to conduct or coordinate at a disaster. This 4-day course is conducted at the Emergency Management Institute (EMI).

Selection Criteria: FEMA employees approved by the Regional Hazard Mitigation Cadre Coordinator.

Prerequisites:

Required: Successful completion of DF-128, *Introduction to Hazard Mitigation Field Operations*.

Course Length: 4 days

Building Science Seminar (E312)

The purpose of this seminar is to provide current information on state-of-the-art disaster resistant building science practices. In addition, this offering has a secondary purpose of providing updated information based on participant requests from previous seminars.

Selection Criteria: The audience for this seminar is on-call FEMA disaster response staff, known as Disaster Assistance Employee (DAEs), and FEMA Permanent Full-Time Employees (PFTs) whose work assignments require disaster-resistant building science knowledge. Only those participants nominated by their Regions will be enrolled.

Course Length: 2½ days

CEUs: 1.5



Environmental and Historic Preservation

Environmental and Historic Preservation (EHP) Program Policy Integration and Management Training (E252)

The National Environmental Policy Act (NEPA) requires all Federal agencies to consider the effects of their actions on the environment and to comply with all applicable Federal Environmental and Historic Preservation (EHP) laws, regulations, and Executive Orders. This course provides the EHP Cadre with training on specialized issues related to the implementation of environmental and historic preservation laws and management of cadre staff that cannot be addressed in detail in other EHP courses. Topics include: Coordination with Public Assistance and Individual Assistance, GIS Training for EHP Specialists, Tribal Consultations, and Cadre Management Tools (SOP, Task Books, etc.). The course stresses consistency and best practice approaches to EHP incident operations and management.

Selection Criteria: This course is open to all Environmental and Historic Preservation (EHP) cadre members including EHP Advisors, Team Leads, and EHP Specialists.

Prerequisites:

Required: E/L/IS-253, *Coordinating Environmental and Historic Preservation Compliance*; knowledge and experience with FEMA's programs; working knowledge of environmental and historic preservation laws, regulations, and executive orders that dictate environmental compliance.

Course Length: 4½ days

CEUs: 2.8

Coordinating Environmental and Historic Preservation Compliance (E/L253)

This course is usually delivered in the field and provides an introduction to FEMA's Environmental and Historic Preservation (EHP) compliance responsibilities. Upon completion of this course, participants should have a basic knowledge of Federal EHP laws; be able to outline FEMA's responsibilities under these laws; know how to access EHP resources and staff; and be able to identify and address EHP issues where they arise in FEMA projects. The goal is not necessarily to provide participants with all the skills and knowledge needed to successfully assume the duties and responsibilities of an Environmental, Historic Preservation, or Floodplain Management Specialist. This course is also available online as an Independent Study (IS) course through the Emergency Management Institute's (EMI) virtual campus. IS-253 can be accessed at the following address: <http://www.training.fema.gov/EMIWeb/IS/is253.asp>.

Selection Criteria: This course is open to all Environmental and Historic Preservation (EHP) cadre members and specifically targets new EHP Specialists. FEMA program staff, FEMA Technical Assistance Contractors, and State/Tribal and community representatives who require a basic knowledge of the EHP compliance process may also attend.

Prerequisites:

Recommended: This course is designed for a wide audience, including FEMA Program managers and staff, Environmental and Historic Preservation specialists, State Emergency Management Program staff, FEMA's Technical Assistance Contractors, and any others who require a basic knowledge of FEMA's environmental and historic preservation compliance process. Participants are expected to possess a basic knowledge of FEMA's Public Assistance and Mitigation programs prior to taking this course.

Course Length: 3 days

CEUs: 1.8

Environmental and Historic Preservation Management Information System (E-MIS) Train-the-Trainer (TTT) (E255)

FEMA's Environmental and Historic Preservation (EHP) Section uses an independent Web-based system to review and document environmental and historic preservation compliance for FEMA disaster and non-disaster programs that are submitted to eGrants or Emergency Management Mission Integrated Environment (EMMIE). This course is designed to prepare EHP staff for the field delivery of E-MIS Training to the EHP cadre, and focuses on E-MIS functionality and effective training strategies.

Selection Criteria: This course is only open to Environmental and Historic Preservation (EHP) cadre members who have approval from Headquarters and/or FEMA Regional Environmental Officers.

Prerequisites:

Required: IS-253, *Coordinating Environmental and Historic Preservation Compliance*.

Recommended: E/L253, *Coordinating Environmental and Historic Preservation Compliance*; working knowledge of FEMA's programs; working knowledge of environmental and historic preservation laws, regulations, and Executive Orders.

Course Length: 3 days

CEUs: 1.8

Advanced Methods of FEMA'S Historic Preservation Program (E265)

This course provides in-depth training needed to implement the regulations of the National Historic Preservation Act (NHPA) and other related HP laws required for FEMA's programs/activities. Upon completion of this course, participants should be able to describe, interpret, and apply all HP laws that apply to FEMA's programs/activities; explain/implement their roles/responsibilities in the HP process; coordinate all affected parties in the HP compliance process; and describe how the compliance process fits into the broader FEMA mission.

Selection Criteria: This course is open to all Environmental and Historic Preservation (EHP) cadre members and specifically targets Historic Preservation Specialists. FEMA Technical Assistance Contractors who support the EHP cadre and State/Tribal representatives may attend with a recommendation from their FEMA Regional Environmental Officer.

Prerequisites:

Required: E/L253, *Coordinating Environmental and Historic Preservation Compliance*; knowledge and experience with FEMA's programs; working knowledge of historic preservation laws and regulations.

Course Length: 4½ days

CEUs: 2.8

Advanced Environmental Operations (E266)

This course provides an in-depth training on the role and importance of the implementing regulation of the National Environmental Policy Act (NEPA) and other related environmental protection laws within the context of FEMA's programs and activities. Upon completion of this course, participants should be able to interpret and apply environmental and historic preservation laws, regulations, and Executive Orders; explain and implement their roles/responsibilities in the compliance process; communicate with all affected parties in the environmental compliance process; and describe how the compliance process fits into the broader FEMA mission.

Selection Criteria: This course is open to all Environmental and Historic Preservation (EHP) cadre members and specifically targets Environmental Specialists, Environmental/Historic Preservation Advisors, and Team Leads. FEMA Technical Assistance Contractors who support the EHP cadre, and State/Tribal and community representatives may also attend with a recommendation from their FEMA Regional Environmental Officer.

Prerequisites:

Required: E/L253, *Coordinating Environmental and Historic Preservation Compliance*; knowledge and experience with FEMA's programs; working knowledge of environmental laws, regulations, and Executive Orders that dictate environmental compliance.

Course Length: 4 days

CEUs: 2.4

Executive Order 11988—Floodplain Management Training (E727)

Executive Order (EO) 11988 on Floodplain Management requires Federal agencies to avoid actions in or adversely affecting floodplains and wetlands unless there is no practicable alternative. EO 11988 establishes an eight-step process that agencies should carry out as part of their decision-making on projects that have the potential to impact floodplains. This course is designed to provide participants with the training needed to understand the principles of EO 11988 and to apply the requirements of 44 CFR Part 9 to FEMA programs and activities. Compliance with EO 11988 is a requirement for all FEMA-funded programs and activities.

Selection Criteria: This course is open to all Environmental and Historic Preservation (EHP) cadre members and specifically targets Environmental Floodplain Management Specialists. The course also targets FEMA Public Assistance Officers, coordinators and project officers, Mitigation project officers, managers and floodplain management specialists, and Individual Assistance (IA) Temporary Housing officers and managers. State/Tribal and local representatives may also attend with a recommendation from their FEMA Regional Environmental Officer.

Prerequisites:

Required: E/L253, *Coordinating Environmental and Historic Preservation Compliance*; working knowledge of FEMA's programs.

Course Length: 3 days

CEUs: 1.8

Interagency Consultation for Endangered Species (E791)

Section 7 of the Endangered Species Act (ESA) requires all Federal agencies to prevent or modify any project authorized, funded, or carried out by the Agency that is likely to jeopardize the continued existence of any endangered species or threatened species or their habitats. In order to determine if a proposed activity will jeopardize endangered or threatened species, FEMA must consult with either the U.S. Fish and Wildlife Service (FWS) or the National Marine Fisheries Service (NMFS). Compliance with ESA is a requirement for all FEMA-funded programs and activities. This course provides training on the implementation of ESA Section 7 within the context of FEMA's programs and trains EHP staff on proper consultation procedures and strategies for streamlining compliance with ESA.

Selection Criteria: This course is open to all Environmental and Historic Preservation (EHP) cadre members and specifically targets Environmental Specialists. Others may attend with a recommendation from their FEMA Regional Environmental Officer.

Prerequisites:

Required: E/L253, *Coordinating Environmental and Historic Preservation Compliance*; working knowledge of FEMA's programs.

Course Length: 3 days

CEUs: 1.8



NEMIS

National Emergency Management Information System Emergency Support (NEMIS ES)—Finance (E830)

This course provides hands-on National Emergency Management Information System (NEMIS) financial software training for FEMA disaster staff that uses the financial management functions of Initial Allocations, Amended Allocations, Obligations, Status, Query, and Emergency Support Maintenance.

Selection Criteria: FEMA financial staff such as Comptrollers, Financial Specialists/Technicians, Funds Control Leaders, and Regional staff that support the disaster financial function.

Course Length: 4½ days

National Emergency Management Information System Emergency Support (NEMIS ES)—Finance Train-the-Trainer (TTT) (E831)

This course provides information on how to effectively teach National Emergency Management Information System Emergency Support (NEMIS ES) at the Regional and field levels. The course addresses the most current development, releases, and issues pertaining to NEMIS ES – Finance module and training. These initiatives must be taught and supported by the NEMIS ES Trainers, and this course is offered once a year.

Selection Criteria: NEMIS ES—Finance Trainer.

Course Length: 4 days (may vary in length depending on material at the time of the offering).

Emergency Management Mission Integrated Environment (EMMIE) Public Assistance Train-the-Trainer (TTT) (E861)

This course is designed to teach trainers for the Public Assistance module of the Emergency Management Mission Integrated Environment (EMMIE) all system functions of both the internal (FEMA) and external (Grantee) applications. Participants perform paper-based exercises and also learn techniques for conducting EMMIE training.

Selection Criteria: Participants must be designated EMMIE Public Assistance Trainers.

Prerequisites:

Required: Experienced EMMIE user.

Recommended: Stand up instructional skills.

Course Length: 4 days



IT Training

Joint Field Office (JFO) Communications (E815)

This course is designed to teach the JFO communications standard operating procedures, the Incident Communications Annexes, and Incident Communications Plans. This instruction will assist in assuring consistency in communications planning and execution during an incident.

Selection Criteria: FEMA Communications/IT and Operations disaster planners and responders.

Phone Book Exchange (PBX) Maintenance (E816)

PBX Maintenance is a 2-day class that teaches the hands-on skills needed to maintain Phone Book Exchange (PBX) systems that are installed in FEMA permanent and temporary facilities. PBX equipment will be available for the hands-on training of each participant.

Selection Criteria: FEMA Communications/IT and Operations disaster planners and responders.

Disaster Training for IT Managers (E817)

This is an exercise-based course for FEMA IT Managers designed to test the efficacy of JFO policies and procedures in the areas of information technology and communications. Participants are taught the current operational standards and participate in table-top exercises designed to simulate JFO conditions.

Selection Criteria: Participants must be FEMA Information Technology Managers.

Course Length: 2½ days

IT Wireless Communications (E818)

This course will acquaint the participant with the wireless communications assets available to FEMA for routine and emergency response use, the underlying technologies, rules and regulations, and procedures for interoperability. At the completion of training, the course participants will be able to identify FEMA and non-FEMA assets; know what networks and systems are available as well as their functionality and capability; be familiar with radio regulations and procedures; define interoperability issues and solutions; define FEMA response organizations, missions, and capabilities; isolate operational problems and recognize when wireless technology is a solution; and evaluate, select, and acquire the necessary wireless resources to meet an operational need.

Selection Criteria: A mix of Regional IT cadre small group telecom leaders from Regions; US & R and NDMS Telecommunications personnel; MERS Telecommunications personnel; Regional IT Managers and Staff from Regions; and disaster response personnel.

Course Length: 2 days

Advanced Phone Book Exchange (PBX) Operations (E819)

This course provides advanced installation, operations, and maintenance training as well as in-depth administrative training for systems operators to manage a G3 Phone Book Exchange (PBX) system.

Selection Criteria: FEMA Communications/IT and Operations disaster planners and responders.

Information Technology Enterprise System (E835)

This course trains Information Technology System (ITS) staff in Enterprise Systems Administration.

Selection Criteria: FEMA ITS staff with Enterprise Systems Administration responsibilities.

Course Length: 4½ days

Employee Development

Travel Manager 8.2 (E254)

Travel Manager 8.2 is the agency's Automated Travel Authorization and Travel Voucher Preparation Software Package. This course is designed to provide participants detailed instructions on using the Travel Software Package for preparing travel authorizations, vouchers, and claim for reimbursements. Participants will also be briefed on the Federal Travel Regulations.

Selection Criteria: Employees responsible for preparing travel documents who have never received any Travel Manager training.

Enrollment: Submit a FEMA Form 75-5 (General Admissions Application) to the National Emergency Training Center (NETC) Admissions Office. Applications are reviewed and approved by the NETC Admissions Office.

Course Length: 3 days

Posting Integrated Financial Management Information System (IFMIS) Transactions (E337)

This course trains participants in posting financial transactions to the Integrated Financial Management Information System (IFMIS). Classes are conducted using the computer laboratory at the Emergency Management Institute, National Emergency Training Center, in Emmitsburg, Maryland. Participants will be instructed by an expert system user about transactions for the following: disaster assistance, travel advances, receiving reports, invoices, expenditures, approvals, reports, and more. For each type of transaction, participants will be guided through an exercise, and then given a similar exercise to perform on their own. Successful completion of the course is required before access to the system will be granted.

Selection Criteria: Required for any FEMA financial staff member who needs to record transactions to the accounting system as part of his or her duties.

Course Length: 4 days

CEUs: 2.6

Performance Excellence Series II— Communication and Customer Service (E526)

Communication and Customer Service is a 4-day resident course. It teaches the FEMA professional employees in grades GS 11/12/13 in the course elements of oral and written communications to meet and exceed the performance expectations in those areas. This course will instruct participants in appropriately, accurately, and succinctly relaying information. Participants will learn to independently and effectively communicate messages, even when their viewpoints are counter to the audience's ideas or beliefs, in a respectful manner tailored to the audience. This course is a highly interactive course.

Selection Criteria: FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis.

Course Length: 4 days

Performance Excellence Series II— Representing the Agency (E527)

Representing the Agency teaches the FEMA professional employees in grades GS 11/12/13 to be positive representatives of the organization to meet and exceed the performance expectations in this area. This course will instruct participants in appropriately, accurately, and succinctly relaying information to both internal and external customers. Participants will identify their personal strengths when relating to others through the use of an individual assessment tool. They will learn to craft an effective External Affairs message delivering concise, focused, and key-message points. Participants will be videotaped to see their personal delivery technique. They will learn to analyze and practice conflict and stressful situation resolution skills, gaining the ability to explain/defend viewpoints tailored to specific audiences, speaking in a confident and compelling manner. This is a highly interactive course.

Selection Criteria: FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis.

Course Length: 4 days

Performance Excellence Series II— Achieving Results and Teamwork (E528)

Achieving Results and Teamwork teaches the FEMA professional employees in grades GS 11/12/13 development of a practical approach to goal-setting and prioritization. Participants will be able to identify and use proactive variations to situations enabling more effective outcomes to goals. Participants will bring projects/plans for projects on which to work or start in this segment, thus offering an opportunity to practically use lessons learned in the classroom. The participants will increase skills in collaborative team building through recognition of contributions from a variety of groups emphasizing cultural and generational issues. The course lists ways to deal with everyone fairly, equitably, and professionally. Participants will gain a better understanding of ways to anticipate potential detriments to effective teams and provide constructive conflict resolution and common goal identification. This course is a highly interactive course.

Selection Criteria: FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis.

Prerequisites:

Required: A project participants wish to work on.

Course Length: 4 days

Performance Excellence Series II— Leadership for Managerial Success (E529)

Leadership for Managerial Success teaches the FEMA professional employees in grades GS 11/12/13 to prepare or increase their ability to lead and supervise. Participants learn to benchmark from best practices. Participants will identify their personal strengths and weaknesses as they use a tool to evaluate their leadership skills and learn how to improve the positive skills to build a stronger performing unit. They

will learn how to apply communication and conflict management styles to build and sustain high performing teams. Participants will learn to adapt coaching styles to meet the needs of their team members. They will also work on an individualized career development plan. This course is a highly interactive course.

Selection Criteria: FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis.

Course Length: 4 days

Support Advisory Group for Empowerment (SAGE) Conference (E530)

The Support Advisory Group for Empowerment (SAGE) Conference has evolved from the Director's office as the Secretarial Advisory Committee in 1994 to the Secretarial Advisory Group for Empowerment in 1996 under the direction of the Learning and Development Branch. Membership continued to expand since then and the name changed once more to its current, "**Support Advisory Group for Empowerment.**" Current membership consists of a cross-section of administrative and professional personnel at various grade levels throughout the Agency. The group meets on a monthly basis to discuss and plan upcoming events and activities. This time is also used to share future individual or group endeavors.

SAGE membership is a 2-year term. New membership was announced in August 2007 for the 2008–2010 term.

Mission: To serve as a liaison to FEMA's administrative support personnel in the development of methods for improving the overall Agency administrative support. In order to accomplish its mission, SAGE recommends and/or provides training opportunities and activities that enhance job knowledge, skills, and abilities.

Goals

- Foster an environment that supports continuing education through quality programs designed to meet the needs of FEMA's administrative support and professional personnel.

- Seek ideas and input from all FEMA staff that aids in enhancing the administrative services throughout the Agency.
- Encourage and support networking among Agency administrative support personnel.
- Promote activities that recognize and support the growth of Agency administrative and professional personnel.

Ongoing Events

- SAGE Conferences are conducted yearly to assist DHS/FEMA employees with the development or enhancement of soft skills and knowledge that could increase career opportunities, improve job performance, encourage creative thinking, and promote self-management.
- SAGE Brown Bags offer various topics to help employees enhance skills and become more marketable in today's constantly changing work environment.

Performance Excellence Series Level I (E534/E535/E536)

The Performance Excellence Series Level 1 has been designed to help strengthen and reinforce the core competencies of **DHS/FEMA personnel through the GS-9 levels**. Participants will learn new strategies in *Communication and Customer Service*; *Achieving Effective Results/Teamwork*; and *Representing the Agency*. The Series consists of three in-depth, unique, 1-week segments and one repeated segment. Each segment will explore and uncover new methodologies for excellence in the work place.

Learning Methods: Self-assessments; individual, small, and large group practical exercises; in-class writing; discussions; facilitator presentations; feedback from the facilitator; demonstrations and application planning.

- **Week I:** *Communication and Customer Service* (E534)
- **Week II:** *Achieving Effective Results/Teamwork* (E535)
- **Week III:** *Representing the Agency* (E536)
- **Week IV:** *Communication and Customer Service* (E534)

Selection Criteria: DHS/FEMA personnel through the GS-9 levels. Stafford Act employees and temporary full-time employees are welcome on a space-available basis.

Course Length: 4 days

Basic Mediation (E542)

This 34-hour Basic Mediation skills training course explores all aspects of the mediation process through interactive exercises, demonstrations, lectures, supervised role-plays, and group debriefing. Participants will develop essential communication skills and successful dispute resolution techniques. Participants will learn effective tools to deal with issues of denial, anger, power, and impasse. Conflict resolution strategies, principles, and theories will be presented. Participants will identify the five different conflict styles, including their own. All participants will understand how to reduce and transform conflict in their workplace.

Selection Criteria: FEMA Employees working in situations/environments where conflict-resolution skills will enhance the performance of the agency and strengthen its mission. For individuals who encounter miscommunications and misunderstandings which must be resolved quickly and meaningfully for successful operations.

Enrollment: Submit a FEMA Form 75-5 (General Admissions Application) to the NETC Admissions Office. Applications are reviewed and approved by the NETC Admissions Office.

Program Costs: No cost for training. All travel costs are the responsibility of the sending organization.

Course Length: 4½ days

Human Resources for Supervisors and Managers (E543)

This course is designed to provide FEMA supervisors and managers with an overview and understanding of their personnel management responsibilities, as well as to provide the tools needed to accomplish organizational objectives and abide by human resources laws and regulations. Some course topics are: Merit System Principles, Prohibited Personnel Practices, Position Classification, Recruitment and Placement, Labor Management Relations, and Performance Management.

Course Objectives

- Describe the nine merit systems principles
- Identify the fourteen principles of ethical conduct expected of all Federal employees
- Discuss some ways the Agency fosters an environment that values and respects differences
- Recognize the three statutory pay systems
- Explain the goals of position management and classification process
- Identify strategically linked performance elements and how to write measurable standards for each
- Distinguish between performance and conduct problems
- Describe the various types of leave and accrual rates
- Understand the collective bargaining process and recognize the rights of employees, unions, and management
- Describe the benefits and application of alternative dispute resolution procedures
- Describe the benefits of alternative work schedules

Selection Criteria: Permanent full-time (PFT) Supervisors and Managers have first priority.

Course Length: 4 days

Supervisory Leadership Training (E736)

This course is designed to provide newly appointed first-line supervisors with the communication and soft skills necessary for effective leadership. FEMA supervisors come together to study shared leadership traits and practices.

Areas of study include:

- Making the Transition to Supervisor
- Managing in a Crisis
- Self-Management and Stress
- Ethical Leadership
- Communicating for Results
- Motivating Employees
- Developing Your Leadership Potential
- Managing Performance
- Managing Performance Problems
- Managing the Work
- Leading Employees through Change
- Working through Conflict

Selection Criteria: Newly appointed FEMA permanent full-time (PFT) first-line supervisors and experienced PFT supervisors who have not attended a supervisory leadership course.

Enrollment: Submit a FEMA Form 75-5 (General Admissions Application) to the NETC Admissions Office. Applications are reviewed and approved by the NETC Admissions Office.

Program Costs: No cost for training. All travel costs are the responsibility of the sending organization.

Course Length: 4½ days

Independent Study

The Emergency Management Institute's (EMI) Distance Learning (DL) Section offers the Independent Study Program (ISP). This is a distance learning program which offers training, free of charge, to the Nation's emergency management network and the general public. It serves as both an alternative means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally. The ISP offers more than 60 training courses via our training site: <http://training.fema.gov/>.

Program Eligibility

The program is open to all residents with a valid U.S. deliverable postal address including Army Post Office (APO) and Fleet Post Office (FPO) addresses. At the present time, most of the ISP course materials are available for download free of charge from our Web site.

How to Get Started

The fastest way to begin taking courses is to visit our Web site. You can learn about each course, download materials, and take courses interactively. Just follow these easy steps:

1. Go to our Web site at www.training.fema.gov/
2. Click on FEMA Independent Study.
3. Click on ISP Course List.
4. Select your course of interest.

Once you have studied the training material, you can submit your final exam, all from the convenience of your home or office. Upon successful exam completion, you will receive an e-mail within one business day that confirms your transcript has been updated and a link to create your electronic certificate.

Submitting Your Test

Whether you download the materials or participate interactively, you will submit the final exam in the same manner.

1. Go to our Web site at www.training.fema.gov/
2. Click on FEMA Independent Study.
3. Click on ISP Course List.
4. Select your course of interest.
5. Click "Take Final Exam".

We will score your test and send you a response via e-mail usually within 24 hours. If you score a 75 percent or higher, your e-mail will contain a link to access and print your certificate of completion.

Earn College Credit

Through the regional accreditation agencies, it is possible to earn transferable academic credit for completion of Independent Study courses. Frederick Community College has assumed responsibility for the evaluation of our Independent Study courses. Courses meeting their academic standards become eligible for lower-division academic credit. To apply for college credit, you must successfully complete a course. You can then submit an application with a fee to receive a personal copy of your college transcript. Two official copies may be directed to other institutions free of charge. A printable application can be downloaded from our Web site under the "College Credit" section or by visiting www.emergencymanagementstudy.com. You also may request a copy via e-mail at Independent.Study@dhs.gov.

Continuing Education Units (CEUs)

The ISP courses are evaluated and awarded CEUs in accordance with the standards established by the International Association of Continuing Education and Training (IACET). The number of CEUs for each course is listed on our Web site.

Professional Development Series Certificate of Completion

Those who complete all Professional Development Series (PDS) courses are eligible to receive a PDS Certificate of Completion. The courses are, in recommended order of completion: IS-230, *Principles of Emergency Management*, IS-235, *Emergency Planning*, IS-242, *Effective Communication*, IS-241, *Decision Making and Problem Solving*, IS-240, *Leadership and Influence*, IS-244, *Developing and Managing Volunteers*, and IS-139, *Exercise Design*. There are also classroom versions of these courses, which may be conducted using the Instructor Guides and PowerPoint developed for that purpose.

Active and Reserve Members of the Military

Active duty members of some branches of the military may be eligible to apply the completion of ISP courses toward promotion and retention programs. Contact your personnel or education office to determine if this program is applicable to your career progression. Our experience indicates that the member is usually required to apply and pay for college credit before receiving consideration to apply his or her participation in the ISP toward promotion or retention points. Members of the reserve components, who are required to accumulate retirement and retention points, are, in most cases, able to obtain credit for their work through the ISP.

Emergency Manager (IS-1)

This Independent Study course is for emergency managers and related professionals from Federal, State, and local offices in the field of emergency management. This course provides an overview of the field of emergency management, the job of the emergency manager, and the four phases of emergency management: mitigation, preparedness, response, and recovery as they are implemented in a comprehensive emergency management program. The course consists of a text, illustrations, diagrams, figures, and an accompanying toolkit on CD-ROM. The CD-ROM toolkit contains supplementary information as well as aids for performing the emergency management job including: sample budget, emergency management plans, and other materials. This

course cannot be downloaded from the Independent Study Web site since it contains a CD-ROM toolkit. The exam can be taken on the Web site. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Radiological Emergency Management (IS-3)

This Independent Study course contains information on a variety of radiological topics, including:

- Fundamental principles of radiation
- Nuclear threat and protective measures
- Nuclear power plants
- Radiological transportation accidents
- Other radiological hazards

This course is a prerequisite for *Fundamentals Course for Radiological Response (G320)*. This course is available on the Independent Study Web site. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

An Introduction to Hazardous Materials (IS-5.A)

This Independent Study course is intended to provide a general introduction to hazardous materials that can serve as a foundation for more specific studies in the future. No prior knowledge of the subject is required or assumed. At the end of the course, the participant should be able to:

- Explain the roles of Federal, State, Tribal, and local governments in reducing hazardous materials risks through Health and Environmental Regulations;
- Discuss the two major hazardous materials identification systems used within the United States;

- Identify possible terrorists' targets of opportunities in the use of Toxic Industrial Chemicals (TIC) as Weapons of Mass Destruction (WMD);
- Identify locations where hazardous materials are commonly found and how to determine their potential health effects;
- Describe basic terms that pertain to exposures to hazardous materials;
- Read and interpret a Materials Safety Data Sheet (MSDS);
- Explain how hazardous materials enter the body and contaminate the environment;
- Describe what communities can do to increase their emergency preparedness to respond to hazardous materials incidents; and
- Identify steps individuals and communities can take to protect themselves during a hazardous materials release.

CEUs: 1.0

Study Hours: 10

A Citizen's Guide to Disaster Assistance (IS-7)

This Independent Study course provides a basic understanding of the roles and responsibilities of the local community, State, and the Federal government in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management who need a general introduction to disaster assistance. This course can be downloaded from the Independent Study Web site and the test can be completed and submitted online. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699 (IS-8.A)

This course provides the participant with the background necessary to understand the effects of Executive Order (EO) 12699, signed by President Bush in 1990. In the wake of the Loma Prieta earthquake of October 1989, this EO requires all Federally owned, leased, or financed new buildings to comply with strict earthquake building design set forth in the National Earthquake Hazard Reduction Plan (NEHRP) Recommended Building Provisions. The NEHRP has provided a base for all national building codes for seismic design.

The course is a nontechnical discussion of earthquakes, building design, and the requirements of the EO. It is for local officials including mayors, city managers and commissioners, local council persons, building inspectors, zoning officials, building designers, and others concerned with this topic. The materials for this course can NOT be downloaded. However, the test can be completed and submitted online at the Independent Study Web site. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Animals in Disaster: Module A, "Awareness and Preparedness" (IS-10)

Module A of this two-part course is designed to increase the awareness and preparedness of animal owners and care providers. It includes sections on typical hazards, how these can affect animals, and what responsible animal owners can do to prepare for or avoid such hazards. This course can be downloaded from the Independent Study Web site and the test can be completed and submitted online. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Animals in Disaster: Module B, “Community Planning” (IS-11)

Module B, the second part of the Animals in Disaster course, is intended to guide emergency management officials, animal owners, care providers, and those in the commercial industry in preparing disaster plans. The goal of this module is to provide sufficient information to enable the animal care community and emergency management officials to meet and develop meaningful and effective plans that improve the care of animals in times of disaster. This course can be downloaded from the Independent Study Web site and the test can be completed and submitted online. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Property Acquisition (Buyout) for Local Communities (Restricted to FEMA, State, and local officials in the Acquisition Buyout Program) (IS-12)

Property acquisition is a way to reduce repetitive losses, primarily those resulting from floods. Properties that are repeatedly damaged from floods may be eligible for purchase, relocation, or elevation through a State-managed grant program to local communities. Once property is acquired and structures removed, it is then maintained as open space, such as a park, which will suffer little damage in future flooding. This course familiarizes the State and local officials with the property acquisition process under FEMA’s Hazard Mitigation Grant Program. Using the guidance manual for the acquisition program, this course takes the participant through the steps required to successfully apply for and implement a program in his/her own community. Sample forms and job aids are provided to assist participants in preparing applications, reports, and other requirements to participate in and manage the program. The course is for State and local officials who will manage or administer property acquisition programs in their own jurisdictions.

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Special Events Contingency Planning for Public Safety Agencies (IS-15.A)

Almost every community is host at one time or another to a special event, whether it is a fair, parade, sporting event, or another type of mass gathering. This course is intended for representatives of the public safety team involved in development of the event contingency plan. The Web-based course has numerous activities based on a series of planning aids. These planning aids include contingency plan considerations for law enforcement, fire, emergency medical, public health, public works, and emergency management. The test can be completed and submitted online at the Independent Study Web site. A classroom version is available. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.) This course may also be delivered in the classroom using the Instructor Guide and PowerPoint developed for that purpose.

CEUs: .5

Study Hours: 5

Supervisors Guide to Equal Employment Opportunity (IS-16)

The FEMA Supervisors Guide to Equal Employment Opportunity has been developed to help FEMA managers and supervisors understand their responsibilities in EEO and to help them confidently handle equal rights issues and potential issues as they arise. This self-paced course will enable you to describe the EEO laws that protect Federal employees from discrimination, identify manager’s and supervisors’ responsibilities in preventing and dealing with discrimination, and describe the appropriate action managers and supervisors should take to handle the EEO situation presented given a series of field-specific case studies.

CEUs: 1.0

Study Hours: 10

Are You Ready? An In-Depth Guide to Citizen Preparedness (IS-22)

This course has been designed to help the citizens of this Nation learn how to protect themselves and their families against all types of hazards. It can be used as a reference source or as a step-by-step basic preparedness manual. The focus of the content is on how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble a disaster supplies kit that contains the food, water, and other supplies in sufficient quantity for individuals and their families to survive.

There are real benefits to being prepared.

- Being prepared can reduce fear, anxiety, and losses that accompany disasters. Communities, families, and individuals should know what to do in the event of a fire and where to seek shelter during a tornado. They should be ready to evacuate their homes and take refuge in public shelters and know how to care for their basic medical needs.
- People also can reduce the impact of disasters and sometimes avoid the danger completely through such actions as flood proofing, elevating a home, moving a home out of harm's way, and securing items that could shake loose in an earthquake.

By reading and following the instructions in this guide, you and your family can respond yes, when asked, are you ready?

This course can be downloaded from the Independent Study Web site and the end-of-course test can be completed and submitted online. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Mitigation eGrants for the Subgrant Applicant (IS-30)

This interactive computer-based course is designed to provide subgrant applicants with basic knowledge about using the Web-based Mitigation Electronic Grants (eGrants) Management System. A part of the eGovernment initiative, eGrants streamlines the application process by providing local governments the ability to apply for and manage their subgrant applications over the Internet. This course is designed to allow the individual to take it in its entirety or to focus on specific aspects of the Mitigation eGrants System. The course examines registering for access to the eGrants System; creating and completing and submitting subgrant applications to the Grant Applicants; and managing submitted applications. Participants will also learn how to describe the eGrants system function, users, and subgrant application process; log in and out of eGrants; navigate and access Help within the eGrants system; create a subgrant application; describe each subgrant application section; provide, update, and revoke access to a subgrant application; complete and submit a subgrant application; and manage previously submitted subgrant applications. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: .5

Study Hours: 5

Household Hazardous Materials (IS-55)

The course will introduce you to household hazardous materials and things you can do to protect yourself and your family from injury or death.

In the first unit, you will learn about basic chemical and physical properties, the ways chemicals enter your body, and the effects chemicals have on your body.

In the second and third units, you will learn about cleaning products, lead, mercury, gasoline, compressed gases, carbon monoxide, medical supplies, chlorine, pesticides, and much more.

In the last two units, you will cover labels, personal protective equipment, proper disposal methods, preventive measures to take before natural disasters, and less toxic alternatives.

Dangers from chemical products depend greatly on the individuals using them. Chemicals are safe to use when people read the directions and use them correctly. This course is available both online or by requesting a CD-ROM from the Independent Study Web site. It will take 1 to 3 hours to complete all the units and take the final exam. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

(Technical Requirements: Internet Explorer 5.5 or higher. You may encounter problems when viewed in Netscape browser. Quicktime viewer to view panoramic picture (in CD version only) and Windows Media Player to view video clips.)

CEUs: .3

Study Hours: 3

Introduction to the Incident Command System (IS-100)

This course introduces the ICS and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .3

Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Federal Disaster Workers (IS-100.FW)

This course introduces the ICS and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident

Management System (NIMS). (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .3

Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Healthcare/Hospitals (IS-100.HC)

This course introduces the ICS as it applies to the healthcare/hospital environment and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between ICS and the NIMS. This course should be completed by the hospital personnel who would have a direct role in emergency preparedness, incident management, and/or emergency response during an incident (e.g., hospital emergency manager, hospital administrator, department head). (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .3

Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Law Enforcement (IS-100.LE)

This course introduces the ICS and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between ICS and the NIMS. This course uses the same objectives and content as other ICS-100 courses while using law enforcement examples. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .3

Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Public Works Personnel (IS-100.PW)

This course introduces the ICS and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between ICS and the NIMS. This course uses the same objectives and content as other ICS-100 courses while using public works examples. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .3

Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Schools (IS-100.SC)

This course introduces the ICS and provides the foundation for higher level ICS training. This course is a comprehensive introduction to ICS tailored for school situations. Case studies, scenarios, and video clips of people and places that have been involved in school emergency planning are integrated into the course. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .2

Study Hours: 2

Livestock in Disasters (IS-111)

This Independent Study course is for farmers, extension agents, emergency managers, and others who have interests in the livestock industry. It describes the various hazards that animals can face and how to mitigate for them, as well as how to respond to an actual disaster. The livestock industry is a multi-billion dollar business that provides food for the American people as well as those overseas. It is important to insure our livestock are safe from hazards and will not suffer from the effects of hazards. This course can be downloaded from the Independent Study Web site and the test can be completed and submitted online. (See page 114, “How

to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

An Introduction to Exercises (IS-120.A)

This Independent Study course introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEPP) and the National Standard Exercise Curriculum (NSEC). The IS-120.A replaces the IS-120, *An Orientation to Community Disaster Exercises*. At the end of this course, participants will be able to:

- Identify the five phases of the exercise process.
- Distinguish the tasks necessary to complete each phase of the exercise process.
- Understand how exercises complete the emergency preparedness cycle.
- Comprehend the role of exercises in the testing of facilities, equipment, and personnel in a performance-based environment.
- Recognize how exercises prepare communities to respond to and recover from major emergencies.

CEUs: .5

Study Hours: 5

Exercise Evaluation and Improvement Planning (IS-130)

This Independent Study course is a new offering that introduces the basics of emergency management exercise evaluation and improvement planning. It also provides the foundation for exercise evaluation concepts and practices as identified in the Homeland Security Exercise and Evaluation Program (HSEEP). At the end of this course, participants will be able to:

- Understand the exercise, evaluation, and improvement planning steps;

- Comprehend the process of designing and developing exercise evaluation criteria;
- Identify the necessary tasks in conducting an exercise evaluation;
- Understand methods of analyzing exercise data;
- Identify the steps necessary to prepare an After Action Report (AAR) and conduct an After Action Conference (AAC).

Prerequisites:

Required: Individuals who wish to enroll in the IS-130, *Exercise Evaluation and Improvement Planning*, must complete the IS-120.A, *An Introduction to Exercises*.

CEUs: .5**Study Hours:** 5**Exercise Design (IS-139)**

Emergency managers, emergency services personnel, and individuals who are part of the emergency preparedness and response communities at all levels of government need to be able to use the fundamentals of exercise simulation and design as an integrated system of resources and capabilities. This course is designed to develop exercising skills in the following areas:

- Comprehensive exercise program
- The exercise process
- Exercise design steps
- Tabletop, Functional, and Full-Scale exercises
- Exercise evaluation
- Exercise enhancements
- Designing a functional exercise

This course is available for download from the Independent Study Web site. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.5**Study Hours:** 15**Special Needs Planning Considerations for Emergency Management (IS-197.EM)**

This course is designed for emergency management and first responder personnel to enable them to better understand the special needs population and teach how to partner with persons with special needs as well as their support providers and organizations.

Course Goals

- Describe the impact of different types of hazards on the special needs population.
- Describe challenges faced by the emergency manager during the different phases of the disaster.
- Explain how to develop emergency plans for special needs populations and plan with special needs persons and their organizations during the planning process for your local community.

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 0.4**Study Hours:** 4½**Special Needs Planning Considerations for Service and Support Providers (IS-197.SP)**

This course is designed for people who work with the elderly and people with disabilities, and will teach how to partner with local emergency management to better prepare for all phases of an emergency.

Course Goals

- Describe the impact of different types of hazards on special needs populations.
- Describe challenges during the different phases of an emergency.
- Explain how to develop emergency plans and work with emergency management and other local officials during the planning process for your local community.

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 0.4

Study Hours: 4½

Incident Command System for Single Resources and Initial Action Incidents (IS-200)

This course is designed to enable personnel to operate efficiently during an incident or event within the ICS. IS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

Prerequisites:

Required: IS-100, *Introduction to the Incident Command System*.

CEUs: .3

Study Hours: 3

Applying Incident Command System (ICS) to Healthcare Organizations (IS-200.HC)

This course is designed to enable healthcare/hospital personnel to operate efficiently during an incident or event within the ICS. IS-200.HC provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. IS-100.HC is a prerequisite to the IS-200.HC course. This course should be completed by personnel whose primary responsibility is emergency management, to include (at minimum) middle management within a hospital or healthcare system. Middle management may refer to physicians, department managers, unit leaders, charge nurses, and any staff (e.g., hospital administration) who would have a role in an emergency operations center (hospital, local, or State). (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

Prerequisites:

Required: IS-100.HC, *Introduction to the Incident Command System, ICS-100, for Healthcare/Hospitals*.

CEUs: .3

Study Hours: 3

State Disaster Management (IS-208)

This course provides fundamental information on the disaster assistance process and disaster assistance programs. During a disaster, States must be responsive to local jurisdictions and must effectively acquire and distribute Federal resources. State disaster management is complex, requiring that State staff members have accurate information on the Federal programs available and work with Federal counterparts in the management of those programs. As a State Coordinating Officer (SCO), you play a critical role in managing the response and recovery operations. Other State staff that have a vital role include Operations Officers, Individual Assistance (IA) Officers, Public Assistance (PA) Officers, Hazard Mitigation Officers (HMOs), Community Relations Managers, and Public Information Officers (PIOs). (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Principles of Emergency Management (IS-230)

Understanding the fundamental principles and practices of emergency management provides a framework for the future professional growth of every emergency manager and responder. This course is designed to provide a basic framework for understanding emergency management in the following areas:

- Overview of the Integrated Emergency Management System
- The emergency management cycle
- The Plan as program centerpiece

- Functions of an emergency management program
- Emergency management program participants
- Applying emergency management principles

This course is available for download from the Independent Study Web site. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Emergency Planning (IS-235)

Being able to use all the basic elements of the planning process gives emergency managers, planners, and other stakeholders a basis for working together to shape the community’s disaster response to all types of hazards and problems. This course is designed to provide common experience of a properly structured Emergency Operations Plan in the following areas:

- The planning process
- Hazard analysis
- The basic plan
- Annexes and appendices
- Implementing instructions

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Leadership and Influence (IS-240)

Being able to lead others—to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system—is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your leadership and influence skills. It addresses:

- Leadership from within

- How to facilitate change
- How to build and rebuild trust
- Using personal influence and political savvy
- Fostering an environment for leadership development

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .9

Study Hours: 9

Decision Making and Problem Solving (IS-241)

Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills. It addresses:

- The decision making process
- Decision making styles
- Attributes of an effective decision maker
- Ethical decision making and problem solving

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .8

Study Hours: 8

Effective Communication (IS-242)

Being able to communicate effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your communication skills. It addresses:

- Basic communication skills
- How to communicate in an emergency
- How to identify community-specific communication issues
- Using technology as a communication tool
- Effective oral communication
- How to prepare an oral presentation.

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .8

Study Hours: 8

Developing and Managing Volunteers (IS-244)

This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary organizations. This course will provide procedures and tools for building and working with voluntary organizations. Topics include benefits and challenges of using volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment, placement, training, supervision, and evaluation; coordinating with voluntary agencies and community-based organizations; and special issues such as spontaneous volunteers, liability, and stress. This course is designed for all audiences including Federal, State, Tribal, local emergency management, voluntary agencies, and affiliated organizations. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Emergency Support Function #15 (ESF #15) External Affairs: A New Approach to Emergency Communication and Information Distribution (IS-250)

The goal of this course is to provide basic training on the concept and practical application of the Emergency Support Function #15 (ESF #15) Standard Operating Procedures to all FEMA External Affairs staff, regardless of duty station, as well as to staff in all other agency divisions and Federal, Tribal, State, local, and Voluntary Organizations Active in Disaster (VOAD) partners.

This course is offered as an Independent Study course, with an optional conference call session available to participants who have additional questions. Participants view videos online in conjunction with using the L250 Participant Manual and Web-based resources to complete the final exam online. Upon completion of this course, the participant will have a better understanding of how ESF #15 is activated and how the External Affairs concept helps make incident communication more integrated, comprehensive, and empowered. The course is intended for use by FEMA External Affairs staff and all Federal agencies that are signatories of the National Response Plan (NRP). Additionally, State and local partners that may adopt the External Affairs/ESF #15 concept may find this course helpful in its implementation. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .1

Study Hours: 1

Coordinating Environmental and Historic Preservation Compliance (IS-253)

This interactive computer-based course is designed to:

- Provide the user with the basic background and practical knowledge needed to participate in FEMA’s environmental and historic preservation review process.
- Help the user understand how the environmental/historic preservation review process applies to various job responsibilities within FEMA’s programs.
- Provide the resources necessary for the user to accomplish environmental/historic preservation responsibilities.

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Anticipating Hazardous Weather and Community Risk (Web-based) (IS-271)

This course will help you, the emergency manager, anticipate and prepare for hazardous weather more effectively by:

- Enhancing your ability to recognize potentially hazardous weather and flooding situations and how they may affect your community.
- Familiarizing you with National Weather Service (NWS) products so that you understand how to use and interpret forecasts.
- Encouraging you to develop a partnership with the NWS well in advance of a threat. This course has four main sections: Weather, Hazards, Forecasting, and Warning Partnership.

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Retrofitting Flood-Prone Residential Buildings (IS-279)

This Independent Study course is recommended prior to attendance at EMI’s more technical resident course of the same title (E279). The course provides the users with an overview of retrofitting, the National Flood Insurance Program (NFIP), and minimum requirements of floodplain management as it relates to retrofitting methods, and parameters that influence retrofitting decisions.

This course format is programmed instruction which allows you to work at your own pace. This course can be downloaded from the Independent Study Web site and the test can be completed and submitted online. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

The Role of Voluntary Agencies in Emergency Management (IS-288)

This Independent Study course is intended to educate the reader about the vital role that voluntary agencies play as key partners in providing disaster relief services throughout the entire emergency management cycle (i.e., mitigation, preparedness, response, and recovery). This course can be downloaded from the Independent Study Web site and the test can be completed and submitted online. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Disaster Basics (IS-292)

This course will provide individuals with the basic information about Federal disaster programs and operations. It will also prepare FEMA personnel for response to recovery operations whether assigned to a Regional Response Coordination Center (RRCC), National Response Coordination Center (NRCC), an Emergency Operations Center (EOC), Joint Field Office (JFO), or other FEMA fixed facility. FEMA employees may complete the course as a prerequisite for other training.

CEUs: 1.0

Study Hours: 10

Mission Assignment (MA) Overview (IS-293)

This course is intended to provide basic training on the concept of the mission assignment (MA) process beginning with the request for Federal assistance to MA issuance, execution, billing, and closeout. Course objectives include:

1. Define Mission Assignments, the three types and relationship to disaster operations.
2. Describe the request for Federal assistance and the Action Request Form (ARF).

3. Describe the roles and responsibilities of the key staff involved in the MA Process including the State, Tribal, FEMA, and other Federal agencies.
4. Describe the various elements of the MA Phases from MA issuance, MA Execution to MA Billing, Reimbursement and Closeout.

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

Selection Criteria: The course is open to all local, State, Tribal, other Federal agency, and FEMA/DHS program and financial staff who have a role or interest in the mission assignment process.

CEUs: .3

Study Hours: 3

Radiological Emergency Response (IS-301)

The goal of this course is to provide a learning experience in which participants demonstrate a comprehensive understanding of radiological protection and response principles, guidelines, and regulations that will prepare them for the operations course (RERO). This course can be downloaded from the Independent Study Web site and the test can be completed and submitted online. (See page _____, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Modular Emergency Radiological Response Transportation Training (MERRTT) (IS-302)

This course is a series of modules for emergency responders to learn about response to transportation incidents and accidents that involve radiological materials. This course is a joint sponsorship with FEMA and the Department of Energy (DOE). DOE is one of the largest shippers of radiological materials. This series of modules can be taken to refresh knowledge and skills about emergency response for any type of incident involving the shipment of

radiological materials. Topics range from radiation fundamentals to public information and ICS relationships. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Introduction to Community Emergency Response Teams (IS-317)

This course prepares the participant to take the performance-based *Community Emergency Response Team (CERT)* training offered in a classroom setting by his/her community. Also, graduates of the CERT program are encouraged to complete the Independent Study course to reinforce principles learned during training.

CERT is part of the President’s Citizen Corps initiative. Local government or its representative sponsors the program in the community. The goal is to prepare community volunteers for their local hazards.

To read more about the CERT program, visit the Independent Study Web site. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

Selection Criteria: This course is available to people who want to learn more about the CERT program and the skills that are taught during the classroom training.

CEUs: .8

Study Hours: 8

Community Hurricane Preparedness (IS-324)

This course provides those involved in the decision making process for hurricanes with basic information about:

- How hurricanes form.
- The hazards they pose.
- How the National Weather Service (NWS) forecasts future hurricane behavior.

- What tools and guiding principles can help emergency managers prepare their communities.

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1

Study Hours: 10

Refresher Course for Radiological Response (IS-330)

This individualized instruction is available on DVD or videotape and workbook for the individual to review monitoring techniques, protective actions, and radiation information for all types of radiation emergencies. Access to a ½” VHS/DVD player and television is required. The DVD or videotape may be kept for future refresher training. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

Prerequisites:

Required: Successful completion of G320, Fundamentals Course for Radiological Response, and/or B301, Radiological Emergency Response Operations (RERO). Participants should submit a copy of their certificates along with the enrollment application.

CEUs: 1.0

Study Hours: 10

Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation (IS-331)

This Web-based course is designed for Federal evaluators of offsite response exercises in FEMA’s REP program. The course is a prerequisite to the L304, Radiological Emergency Preparedness (REP) Exercise Evaluation course which is delivered in the Regions. Course topics include basic REP concepts and terminology, evaluator role and responsibilities, and evaluation areas. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Hazardous Materials Prevention and Planning (IS-340)

Hazardous materials pose a continuing and growing emergency risk for local jurisdictions across the Nation. This course will provide you the assistance and confidence needed to effectively plan for and respond to hazardous materials incidents (HMI), through sound emergency planning and with the highest level of safety for response personnel within your jurisdiction.

The course will consist of nine lessons, excluding the Course Introduction. It will be interactive and conclude with an end-of-course examination. Time to complete this online course will be approximately 4 hours.

You will enroll when you complete the online answer sheet for the final exam. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Orientation to Hazardous Materials for Medical Personnel (IS-346)

This self-study guide is designed to prepare medical and hospital personnel to analyze hazardous materials situations, take the necessary steps to assure medical provider safety, and identify appropriate resources for decontamination and medical care. This course serves as the prerequisite for the State/Local/Tribal field course G346, Hospital Emergency Department Management of Hazardous Materials Accidents (HMA). This course can be downloaded from the Independent Study Web site and the test can be completed and submitted online. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Multi-Hazard Emergency Planning for Schools (IS-362)

This Independent Study course will provide individuals with the basic information and tools needed to develop effective plans for the wide array of potential emergencies that schools may face. It addresses: understanding emergency management; recruiting your planning team; assessing your hazards; developing your plan; planning for terrorism; and training and testing your plan.

The audience for this course includes all who are responsible for planning and responding to school emergencies.

This course can be downloaded from the Independent Study Web site. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .8

Study Hours: 8

Introduction to Residential Coastal Construction (IS-386)

This is a very comprehensive, advanced level course. It will introduce the learner to basic information about residential coastal construction. Some unit topics include coastal environment, regulatory requirements, and identifying hazards. The target audience is engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, and building officials with building science knowledge are also part of the target audience. This course can be downloaded from the Independent Study Web site and the test can be completed and submitted online. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.4

Study Hours: 14

Introduction to Hazard Mitigation (IS-393.A)

As the costs of disasters continue to rise, governments and ordinary citizens must find ways to reduce risks to our communities. As communities plan for new development and improvements to existing infrastructure, mitigation can and should be an important component of the planning effort. This means taking action to reduce or eliminate long-term risk from hazards and their effects. This course provides an introduction to mitigation for those who are new to emergency management and/or mitigation. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Protecting Your Home or Small Business from Disaster (IS-394.A)

The purpose of this course is to provide a foundation of knowledge that will enable participants to:

- Describe different types of natural disasters.
- Describe hazards that pose a risk to their home or small business.
- Explain how protective measures can reduce or eliminate long-term risks to their home and personal property from hazards and their effects.
- Explain how protective measures for small businesses secure people, business property, and building structures, and prevent business loss from a natural disaster.

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: 1.0

Study Hours: 10

Continuity of Operations (COOP) Awareness (IS-546)

This 1-hour Web-based course will provide all public sector employees a fundamental understanding of continuity of operations, terms, objectives, and benefits to your organization. It gives a brief overview of the elements of a viable COOP capability. This awareness course provides information on how a COOP event might affect you, your organization, and your family, whether you are a member of your organization's COOP team or not. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: .1

Study Hours: 1

Introduction to Continuity of Operations (COOP) (IS-547)

This 5-hour Web-based course is designed for a broad Federal audience—from senior managers to those directly involved in the Continuity of Operations (COOP) planning effort. The course provides a working knowledge of the COOP guidance. The course also provides activities to enhance your COOP program. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

Prerequisites:

Required: IS-546, *Continuity of Operations (COOP) Awareness.*

CEUs: .5

Study Hours: 5

Introduction to the Public Assistance Process (IS-630)

This Independent Study program includes four units of instruction covering such topics as an overview, eligibility, kick-off meeting, project formulation, and small project validation. The materials include a resource center which includes public assistance policy publications, forms, glossary, and end-of-course examination. The course is designed for all audiences including Federal, State, Tribal, and local emergency management staffs with responsibilities in FEMA's Public Assistance Program. It is highly recommended for nonpublic assistance personnel who need a basic understanding of the process. Enrollment is available via the Independent Study Web site. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: .2

Study Hours: 2

Public Assistance Operations I (IS-631)

This course covers such topics as initial operations, governing documents, eligibility, special considerations, project formulation (worksheet and validation), and a summary. The course also includes a resource center that includes public assistance policy publications, forms, glossary, and an end-of-course exam. This course is designed for all audiences including Federal, State, Tribal, local emergency management, and contractor staffs with responsibilities in FEMA's Public Assistance Program. Enrollment is available via the Independent Study Web site. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: .7

Study Hours: 7

Introduction to Debris Operations in FEMA's Public Assistance Program (IS-632)

This course is divided into two major topic areas—General Debris Removal Operations and Critical Issues in Debris Operations. There is also a resource center which includes Public Assistance documents, test resources (exam), sample forms, and key content.

This course is designed for all audiences including Federal, State, Tribal, local emergency management, and contractor staffs with debris removal responsibilities in FEMA's Public Assistance Program. It is recommended for all staff required to take an introductory course in debris operations. Enrollment is available via the Independent Study Web site. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: .5

Study Hours: 5

Building Partnerships with Tribal Governments (IS-650)

Effective partnerships form and evolve because the individual partners have an understanding, appreciation, and respect for one another that they acquire through education and life experiences. This course is designed to provide the basic knowledge needed to build effective partnerships with Tribal governments and to work in concert with them to protect native people and their property against all types of hazards.

Throughout this course, Tribal representatives speak about their history, their culture, their way of life, and what people need to know to develop good relationships with them. What they say will provide insight into a people who have endured great suffering and challenges but remain proud and committed to taking care of one another, their land, and their traditions.

There are lessons devoted to specific program challenges in working with Tribal people to provide monetary and technical assistance through the Individual

Assistance, Public Assistance, and Hazard Mitigation Programs. For example, getting the word out about how and where to apply for disaster assistance to native people who live in remote areas and are not served by traditional print and mass media networks. The program challenges reflect actual experiences of native people and FEMA representatives working together before, during, and after disasters to deliver assistance in Indian Country.

Throughout the course, there are opportunities to test understandings by applying what has been learned to answer questions and to make decisions in response to real-life disaster scenarios. (See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

CEUs: 1

Study Hours: 10

National Incident Management System (NIMS), An Introduction (IS-700)

This Awareness-level course introduces the National Incident Management System (NIMS) and describes the purpose, principles, key components, and benefits of NIMS.

(See page 114, "How to Get Started" section to learn how to access the Independent Study Web site.)

A printed version of this course and a facilitator's guide are available for organizations wanting to deliver this in a classroom setting.

CEUs: .3

Study Hours: 3

Multi-Agency Coordination System (MACS) Course (IS-701)

This interactive computer-based NIMS course prepares participants to use the components of a multi-agency coordination system and establish relationships between all elements of the system. After taking the course, participants should be able to:

- Define multi-agency coordination at the local, State, and Federal levels of government.

- Identify each agency involved in incident management activities to ensure appropriate situational awareness and resources status information is shared through multi-agency coordination.
- Identify typical priorities established between elements of the multi-agency coordination system.
- Define key terms related to the multi-agency coordination system.
- Describe the process of acquiring and allocating resources required by incident management personnel in relationship to the entire multi-agency coordination system.
- Identify typical future resource requirements for the entire multi-agency coordination system.
- Identify potential coordination and policy issues arising from an incident relative to the entire multi-agency coordination system.

The primary functions of multi-agency coordination systems addressed in the course are: to support incident management policies and priorities; facilitate logistics support and resource tracking; make informed resource allocation decisions using incident management priorities; coordinate incident management-related information; and coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

There also is a group study version of this course by which it may be delivered in the classroom.

CEUs: .5

Study Hours: 5

National Incident Management System (NIMS) Public Information Systems (IS-702)

The public information systems described in NIMS are designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response. The goal of this course is to facilitate NIMS compliance by providing participants with the basic information and tools that they need to apply the NIMS public information systems and protocols during incident management. This course is designed for local and State public information officers. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .3

Study Hours: 3

National Incident Management System (NIMS) Resource Management (IS-703)

This interactive computer-based course provides the principles, tools, processes, and systems used in the NIMS that incident managers need for timely and effective resource management during an incident. Primary tasks addressed in this course are:

- Establishing systems for describing, inventorying, requesting, and tracking resources;
- Activating these systems prior to and during an incident;
- Dispatching resources prior to and during an incident; and
- Deactivating or recalling resources during or after incidents.

The course shows that resources, including personnel, teams, facilities, equipment, and supplies, are managed through NIMS by advance planning, resource identification and ordering, categorizing resources, use of agreements, acquisition management, management information systems, and protocols for ordering, mobilization, and dispatching.

This course will supersede G276, *Resource Management*. For purposes of the Advanced Professional Series, those who have completed G276 may still claim credit for it as an elective, or IS-703 will count toward that elective. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

There also is a group study version of this course by which it may be delivered in the classroom.

CEUs: .3

Study Hours: 3

NIMS Intrastate Mutual Aid— An Introduction (IS-706)

This computer-based course provides an introduction to NIMS intrastate mutual aid and assistance. Participants will learn about the purpose and benefits of mutual aid and assistance, and the emphasis that NIMS places on mutual aid and assistance. The course explains how to develop mutual aid and assistance agreements and mutual aid operational plans. Course objectives include:

- Describe the purpose, benefits, and uses of mutual aid and assistance.
- Explain how mutual aid and assistance agreements relate to NIMS.
- Identify what information should be included in a mutual aid and assistance agreement.
- Explain the process for developing mutual aid and assistance agreements.
- Identify the elements of a mutual aid and assistance operational plan.

This course is designed for State, local, and Tribal emergency response and coordination personnel and takes approximately 2½ hours to complete.

CEUs: .2

Study Hours: 2½

National Response Framework (NRF), An Introduction (IS-800.B)

This course is intended for government executives, private-sector and non-governmental organizations (NGO) leaders, and emergency management practitioners. This includes senior elected and appointed leaders, such as Federal department or agency heads, State governors, mayors, Tribal leaders, and city or county officials—those who have a responsibility to provide for effective response. This course introduces participants to the concepts and principles for the National Response Framework. At the end of this course, participants will be able to describe:

- The purpose of the National Framework.
- The response doctrine established by the National Response Framework.
- The roles and responsibilities of entities as specified in the National Response Framework.
- The actions that support national response.
- The response organizations used for multi-agency coordination.
- How planning relates to national preparedness.

The course is available on the Independent Study Web site. (See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .5

Study Hours: 5

National Infrastructure Protection Plan (NIPP) (IS-860)

This course is intended for DHS and other Federal staff responsible for implementing the NIPP, and Tribal, State, local, and private sector emergency management professionals. The course is also designed to teach potential security partners about the benefits of participating in the NIPP.

Course Goals

Explain the criticality of protecting and ensuring the continuity of critical infrastructure and key resources (CI/KR) of the United States.

1. Describe how the NIPP provides the unifying structure for the integration of CI/KR protection efforts into a single national program.
2. Define CI/KR and protection in the context of the NIPP.
3. Identify the relevant authorities and roles of NIPP security partners.
4. Describe how the use of the risk management framework ensures a steady state of protection within and across the CI/KR sectors.
5. Identify the risk management activities implemented by NIPP security partners.
6. Explain how the NIPP fosters information sharing; provides guidance on the content of the CI/KR protection-related aspects of homeland security plans; and helps to ensure an effective, efficient CI/KR protection program over the long term.

(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .2

Study Hours: 2

National Disaster Medical System (NDMS) Federal Coordinating Center (FCC) Operations Course (IS-1900)

This course provides training to address the needs of Federal Coordinating Centers (FCCs). The purpose of this course is to:

- Provide the training necessary to ensure all FCCs as being proficient to perform their duties.
- Provide flexible training for FCCs which will not sacrifice training quality or standards.
- Provide a forum for FCC development through individual participation.
- Acclimate FCCs to function during incidents of national significance.
- Acclimate FCCs to function in support of the DOD.

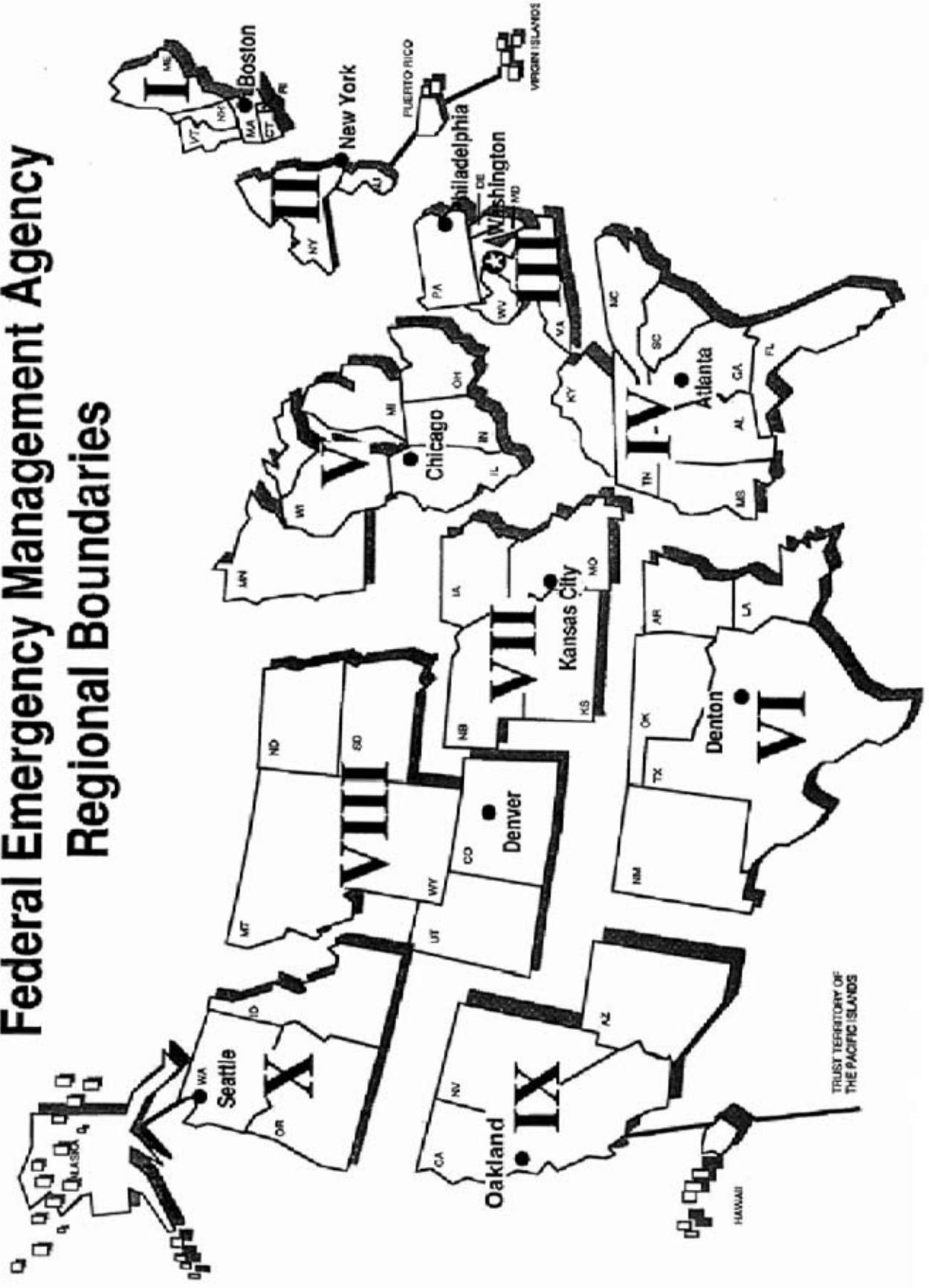
(See page 114, “How to Get Started” section to learn how to access the Independent Study Web site.)

CEUs: .3

Study Hours: 3



Federal Emergency Management Agency Regional Boundaries





REGIONAL AND STATE INFORMATION

FEMA Regional Offices

There are 10 FEMA regional offices. Each office is headed by a regional director who reports to the Undersecretary of Emergency Preparedness and Response and is responsible for FEMA programs in the region. Regional Training Manager contact information is listed below.

ADDRESS

STATES SERVED

Region I

Richard J. Quinlan, Regional Training Manager
99 High Street, 5th Floor
Boston, Massachusetts 02110
(617) 956-7550 (Training Office)
FSN: 551-9550
Fax: (617) 956-7519 or 956-7538
E-mail: richard.quinlan@dhs.gov

Connecticut, Maine, Massachusetts, New
Hampshire, Rhode Island, Vermont

Region II

Russell Fox, Regional Training Manager
26 Federal Plaza, Room 1307
New York, New York 10278-0002
(212) 680-8504
(212) 225-7018 (Training Office)
Fax: (212) 680-3608
E-mail: russell.fox@dhs.gov

New Jersey, New York, Puerto Rico, Virgin Islands

Region III

Janice Barlow, Regional Training Manager
One Independence Mall Building
615 Chestnut Street, 6th Floor
Philadelphia, Pennsylvania 19106-4404
(215) 931-5500
(215) 931-5569 (Training Office)
FSN: 553-5569
Fax: (215) 931-5714
E-mail: janice.barlow@dhs.gov

Delaware, District of Columbia, Maryland,
Pennsylvania, Virginia, West Virginia

ADDRESS**Region IV**

Gayle Alston, Regional Training Manager
 3003 Chamblee Tucker Road
 Atlanta, Georgia 30341
 (770) 220-5200
 (770) 220-5218 (Training Office)
 FSN: 554-5218
 Fax: (770) 220-5275
 E-mail: gayle.alston@dhs.gov

Region V

Nancy Olson, Regional Training Manager
 536 South Clark Street, 6th Floor
 Chicago, Illinois 60605
 (312) 408-5500
 (312) 408-5376 (Training Office)
 FSN: 555-5377
 Fax: (312) 408-5222
 E-mail: nancy.olson@dhs.gov

Region VI

Joe Howard, Acting Regional Training Manager
 Federal Regional Center
 800 North Loop 288
 Denton, Texas 76209
 (940) 898-5458
 (940) 898-5457 (Training Office)
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 Fax: (940) 898-5263
 E-mail: joe.howard@dhs.gov

Region VII

Jim Nelson, Regional Training Manager
 9221 Ward Parkway Building, Suite 300
 Kansas City, Missouri 64114-3372
 (816) 283-7061
 (816) 283-7093 (Training Office)
 FSN: 537-7093
 Fax: (816) 283-7098
 E-mail: james.nelson2@dhs.gov

STATES SERVED

Alabama, Florida, Georgia, Kentucky, Mississippi,
 North Carolina, South Carolina, Tennessee

Illinois, Indiana, Michigan, Minnesota, Ohio,
 Wisconsin

Arkansas, Louisiana, New Mexico, Oklahoma, Texas

Iowa, Kansas, Missouri, Nebraska

ADDRESS**Region VIII**

Anne Griffin, Regional Training Manager
 Denver Federal Center
 Building 710
 P.O. Box 25267
 Denver, Colorado 80225-0267
 (303) 235-4800
 (303) 235-4929 (Training Office)
 FSN: 538-4929
 Fax: (303) 235-4857
 E-mail: anne.griffin@dhs.gov

Region IX

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 111 Broadway, Suite 1200
 Oakland, CA 94607-4052
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 (510) 627-7106 (Training Office)
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 Fax: (510) 627-7112 or 627-7117
 E-mail: wayne.schmaling@dhs.gov

Region X

Kathy J. Burke, Regional Training Manager
 Federal Regional Center
 130 228th Street SW
 Bothell, Washington 98021-9796
 (425) 487-4600
 (425) 487-4603 (Training Office) or
 (425) 487-4684
 FSN: 530-4603
 Fax: (425) 487-4777
 E-mail: kathy.burke@dhs.gov

STATES SERVED

Colorado, Montana, North Dakota, South Dakota,
 Utah, Wyoming

Arizona, California, Hawaii, Nevada, American
 Samoa, Guam, Commonwealth of the Northern
 Mariana Islands, Republic of the Marshall Islands,
 Federated States of Micronesia

Alaska, Idaho, Oregon, Washington

State Training Offices

REGION I

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 www.ct.gov/demhs/site/default.asp

Maine

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 State House, Station 72
 Augusta, Maine 04333-0072
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 Fax: (207) 287-3189
 E-mail: michael.f.grant@maine.gov
 www.maine.gov/mema/

Massachusetts

State Training Officer
 Massachusetts Emergency Management Agency
 400 Worcester Road
 Framingham, Massachusetts 01702-5399
 (508) 820-1405
 Fax: (508) 820-2030
 E-mail: michael.russas@state.ma.us
 www.mass.gov

New Hampshire

State Training Officer
 New Hampshire Homeland Security and
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 33 Hazen Drive
 Concord, New Hampshire 03305
 (603) 271-2661; (603) 271-2231
 Fax: (603) 271-1091
 E-mail: roy.nieder@hsem.nh.gov
 www.nh.gov/safety/divisions/bem/

Rhode Island

State Training Officer
 Rhode Island Emergency Management Agency
 645 New London Avenue
 Cranston, Rhode Island 02920-3097
 (401) 462-7122
 Fax: (401) 944-1891
 E-mail: michelle.sansouci@us.army.mil
 www.riema.ri.gov

Vermont

State Training Officer
 Vermont Emergency Management Agency
 Waterbury State Complex
 103 South Main Street
 Waterbury, Vermont 05671-2101
 (802) 241-5094; (800) 347-0488
 TTY: (888) 545-7598; Fax: (802) 241-5349
 E-mail: rschell@dps.state.vt.us
 www.dps.state.vt.us/

REGION II

New Jersey

Training Officer
 New Jersey Office of Emergency
 Management
 P.O. Box 7068
 One River Road
 West Trenton, New Jersey 08628-0068
 (609) 584-5000 (ext. 5009)
 Fax: (609) 584-1528
 E-mail: lppheatd@gw.njsp.org
 www.state.nj.us/oem/county/

New York

State Training Officer
 New York State Emergency Management Office
 1220 Washington Avenue
 Building 22, Suite 101
 Albany, New York 12226-2251
 (518) 292-2351
 Fax: (518) 322-4987
 E-mail: william.campbell@semo.state.ny.us
 www.semo.state.ny.us/

Puerto Rico

Training Officer
 Puerto Rico Office of Civil Defense
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 Puerta De Tierra Station
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 (787) 724-0124
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Virgin Islands

State Training Officer
 Virgin Islands Territorial Emergency
 Management Agency (VITEMA)
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 St. Thomas, U.S. Virgin Islands 00802
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 Fax: (340) 774-1491

FEMA Caribbean

P.O. Box 70105
 San Juan, Puerto Rico 00936-8105
 (787) 296-3514
 Fax: (787) 296-3642
 E-mail: jose.bravo@dhs.gov

REGION III**Delaware**

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 165 Brick Store Landing Road
 Smyrna, Delaware 19977-9628
 (302) 659-2233
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 E-mail: mark.claveloux@state.de.us
 www.dema.delaware.gov

District of Columbia

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 DC Emergency Management Agency
 2720 Martin Luther King, Jr., Avenue, SW
 Washington, DC 20032
 (202) 727-6161; (202) 673-2101 (ext. 1162)
 Fax: (202) 673-2290
 E-mail: chris.voss@dc.gov
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Maryland

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 Camp Fretterd Military Reservation
 5401 Rue Saint Lo Drive
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 (877) MEMA-USA
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 www.mema.state.md.us/

Pennsylvania

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 2605 Interstate Drive
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Virginia

State Training Officer
 Virginia Department of Emergency Management
 10501 Trade Court
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 (804) 897-6559; (804) 897-6500
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 www.vdem.state.va.us/

West Virginia

State Training Officer
 West Virginia Division of Homeland Security
 and Emergency Management
 Building 1, Room EB-80
 1900 Kanawha Boulevard East
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REGION IV**Alabama**

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Mississippi

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www.msema.org

North Carolina

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South Carolina

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Tennessee

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 Indiana Department of Homeland Security
 Public Safety Training Institute
 302 West Washington Street, Room E208
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 Governor's Division of Emergency Management
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 Fax: (512) 424-5647
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Kansas

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Missouri

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 Missouri Emergency Management Agency
 P.O. Box 116
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 (573) 526-9110
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Nebraska

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 9195 East Mineral Avenue, Suite 200
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 E-mail: robyn.knappe@state.co.us
www.dola.state.co.us/oem/oemindex.htm

Montana

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 Montana Disaster and Emergency Services Division
 P.O. Box 4789
 1900 Williams Street
 Fort Harrison, Montana 59636-4789
 (406) 841-3968; (406) 841-3911
 Fax: (406) 841-3965
 E-mail: fnaeher@state.mt.us
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North Dakota

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 North Dakota Department of Emergency
 Services
 P.O. Box 5511
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www.nd.gov/des

South Dakota

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 E-mail: randy.maddox@state.sd.us
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Utah

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 Utah Division of Emergency Services and
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Wyoming

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 122 West 25th Street
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REGION IX**Arizona**

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California

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Hawaii

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 Hawaii State Civil Defense
 3949 Diamond Head Road
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Nevada

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 Division of Emergency Management
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 Fax: (775) 687-0323
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 http://dem.state.nv.us/

American Samoa

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 Territorial Emergency Management
 Coordinating Office (TEMCO)
 American Samoa Government
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Guam

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 Guam Homeland Security
 Office of Civil Defense
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Northern Mariana Islands

Director
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 www.cnmiemo.gov.mp

Republic of the Marshall Islands (MH)

Director
 National Disaster Management Office
 Office of the Chief Secretary
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 Majuro, MH 96960-0015
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 Fax: (692) 625-6896

Federated States of Micronesia (FM)

National Disaster Control Officer
 Federated States of Micronesia
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REGION X**Alaska**

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<http://www.oregon.gov/OMD/OEM/index.shtml>

Washington

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INDEX OF COURSES AND MISSION AREAS

On March 31, 2005, DHS issued the Interim National Preparedness Goal (the Goal) that established a vision for National Preparedness including National Priorities as outlined in Homeland Security Presidential Directive-8 (HSPD-8). The Target Capabilities List (TCL) identifies 37 capabilities integral to Nation-wide all-hazards preparedness, including acts of terrorism.

The Goal encompasses the full spectrum of activities necessary to address the entire range of threats and hazards. In addition to a number of common activities that support preparedness (e.g., planning, interoperable communications, risk management, and citizen preparedness and participation), four mission areas help create a framework for developing the subset of national capabilities that will be supported by DHS preparedness grant program funding. The four mission areas are prevent, protect, respond, and recover.

As stated in NIMS, mitigation activities are important elements of preparedness and provide a critical foundation across the spectrum from prevention through recovery. The mission areas are discussed in further detail below.

Prevent: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves intelligence and deterrence operations; heightened inspections; improved surveillance and security operations; investigations; education and training; enhanced nuclear and radiological detection capabilities; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and certain law enforcement operations. Public announcements, infrastructure improvements, and citizen vigilance also are important, especially when considering an all-hazards approach.

Protect: Actions to reduce the vulnerability of critical infrastructure or key resources in order to deter, mitigate, or neutralize terrorist attacks, major

disasters, and other emergencies. Protection also includes continuity of government and operations planning; evacuation planning; awareness elevation and understanding of threats and vulnerabilities to related critical facilities, systems, and functions; promotion of effective sector-specific protection practices and methodologies; and expansion of voluntary security-related information sharing between government and private entities.

Respond: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increasing security and law enforcement operations; continuing investigations into the nature and source of the threat; continuing ongoing public health and agricultural surveillance and testing processes; providing immunizations; enforcing isolation or quarantine; and allowing appropriate citizen response. A prepared community will also possess sufficient capability for emergency feeding and sheltering of displaced personnel.

Recover: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Common: Activities that support preparedness (e.g., planning, interoperable communications, risk management, and citizen preparedness and participation).

The following table matches EMI's courses with the mission areas developed to support the National Preparedness Goal.

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E132	Discussion-Based Exercise Design and Evaluation	X				X	State, Local, Tribal, Trust Territories, and Federal EM; Exercise Program Managers, Fire, EMS, Healthcare Providers, PH, Environmental Health, LE, PW, Utilities, VOAD, Public Information Officers, Private Industry
E133	Operations-Based Exercise Design and Evaluation Course	X				X	State, Local, Tribal, Trust Territories, and Federal EM; Exercise Program Managers, Fire, EMS, Healthcare Providers, PH, Environmental Health, LE, PW, Utilities, VOAD, Public Information Officers, Private Industry
E136	Operations-Based Exercise Development Course	X				X	State, Local, Tribal, Trust Territories, and Federal EM; Exercise Program Managers, Fire, EMS, Healthcare Providers, PH, Environmental Health, LE, PW, Utilities, VOAD, Public Information Officers, Private Industry
E155	Building Design for Homeland Security			X			Engineers, Architects, Building Science Officers
E156	Building Design for Homeland Security for COOP TTT			X			Federal Agency COOP Program Office facility management and security management representatives
E170	HAZUS-MH for Hurricane			X	X		EM, GIS Specialists, State and Local Planners
E172	HAZUS-MH for Flood			X	X		EM, GIS Specialists, State and Local Planners
E174	HAZUS-MH for Earthquake			X	X		EM, GIS Specialists, State and Local Planners
E179	Application of HAZUS-MH for Disaster Operations			X	X		FEMA Mitigation Staff, State Building Science Officials, GIS professionals
E190	Introduction to ArcGIS			X	X		EM, GIS Specialists
E194	Advanced Floodplain Management Concepts	X					Floodplain Managers
E200	Debris Task Force Leader				X		FEMA Disaster Recovery Staff, TACs
E201	Debris Operations				X		FEMA PA Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, and PA Technical Specialist
E202	Debris Management Planning for State, Tribal, and Local Officials				X		State, Local, and Tribal EM
E203	Leadership and Management of Hazard Mitigation Field Operations		X				FEMA Staff Involved in Mitigation Grant Processes
E206	Conducting Hazard Mitigation Disaster Operations Training				X		FEMA Staff Involved in Mitigation Grant Processes
E208	State Coordinating Officer	X					State and Federal Coordinating Officers and Program Managers
E210	Recovery from Disaster: The Local Government Role				X		State, Local, and Tribal EM
E211	ESF #14 FEMA/State Long-Term Community Recovery				X		FEMA Staff, OFAs, State LTCR Representatives

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E212	Unified Hazard Mitigation Assistance			X			State or FEMA Staff Involved in Mitigation Grants
E216	Equal Rights Officer Basic	X					New FEMA EROs
E217	Equal Rights Officer Update Course	X					Current EROs
E224	Situation Unit				X		FEMA Planning Personnel in Situation Unit
E229	Documentation Unit				X		FEMA Planning Personnel in Documentation Unit
E233	Demobilization/Plans Support Unit				X		FEMA Planning Personnel in Demob/Plans Unit
E234	Digital Hazard Data		X				EM
E236	National Training and Exercise Roundtable		X				State EM Training and Exercise Officers
L236	Rapid Needs Assessment Team Training				X	X	FEMA, Other Federal Agencies, and State Representatives who Comprise an RNA Team
E237	National Training and Exercise Conference		X				FEMA RTMs, State Emergency Management Training Officers, State Emergency Management Exercise Officers
E239	406 Hazard Mitigation Section				X		FEMA PA Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, and PA Technical Specialist
E241	Cooperating Technical Partners (CTP): Special Topics	X					Federal/State/Local CTP Members
E249	Public Affairs Policy and Procedures				X	X	FEMA Public Affairs or External Affairs Specialists
E252	Environmental and Historic Preservation (EHP) Program Policy Integration and Management Training		X				EHP Cadre Members including EHP Advisors, Team Leads, and EHP Specialists
E/L253	Coordinating Environmental and Historic Preservation Compliance		X				EHP Cadre Members, new EHP Specialists, FEMA Program Staff, TACs, State/Tribal and Community Representatives
E254	Travel Manager 8.2	X			X	X	Frequent Travelers, Travel Document Preparers, and Individuals Responsible for Interpreting Federal and FEMA-Specific Travel Rules and Regulations
E255	Environmental and Historic Preservation Management Information System (E-MIS) TTT		X				EHP Cadre Members who serve as Trainers in the Field
E256	Disaster Travel Manager TTT	X			X	X	FEMA Employees with Travel Manager responsibilities
E257	State Emergency Management Director Training Course			X			State Emergency Management Directors
E259	Human Resources (HR) Operations				X	X	FEMA HR Unit Leaders and Managers
E262	Instructional Delivery for Subject Matter Experts (SMEs)	X					FEMA Staff designated to train in various EM subject areas
E264	Hydrologic Engineering Center: Riverine Analysis System (HEC-RAS)		X				Staff of State or Federal Dam Safety Offices

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E265	Advanced Methods of FEMA's Historic Preservation Program		X				EHP Cadre Members, Historic Preservation Specialists, FEMA TACs, State/ Tribal Representatives
E266	Advanced Environmental Operations		X				EHP Cadre Members, Environmental Specialists, Advisors, Team Leads, TACs
E267	Community Relations Reporting Techniques and Analysis				X		Level 2 CR Specialist
E/L269	Managing FEMA Staff on Disaster Operations	X					FEMA Managers and Supervisors
E270	Managing Floodplain Development through the NFIP TTT	X					Floodplain Managers
E271	Hydrologic Engineering Center: Hydrologic Model System (HEC-HMS)		X				Staff of State or Federal Dam Safety Offices
E273	Managing Floodplain Development Through the National Flood Insurance Program (NFIP)	X					Floodplain Managers
E274	National Dam Safety Technical Workshop (NDSTW)		X	X			Staff of State or Federal Dam Safety Offices
E275	Benefit-Cost Users Workshop		X				FEMA, State, and Local Hazard Mitigation Officials
E276	Benefit-Cost Analysis: Entry-Level Training		X				FEMA, State, and Local Hazard Mitigation Officials
E277	Basic Training for Community Relations (CR) for Field Specialists				X		Potential and Current CR Specialists
E278	National Flood Insurance Program/ Community Rating System (NFIP/CRS)	X					Floodplain Managers
E279	Retrofitting Flood-Prone Residential Buildings			X			Engineers, Architects, Building Science Officials
E281	Community Relations (CR) for Managers				X		Level 3 CR Specialist
E282	Advanced Floodplain Management Concepts II	X					Floodplain Managers
E283	Disaster Field Training Operations (DFTO) Orientation				X		DFTO Cadre Member Training Specialists or Team Unit Leaders
E289	State Volunteer and Donations Management	X					State and Federal Donations Managers, VOAD
E292	Disaster Field Operations Management (DFOM)				X	X	FEMA Employees who are Program and Functional Managers within Joint Field Offices and other disaster facilities

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E294	Disaster Field Training Operations (DFTO) Training Unit Leader				X	X	FEMA Employees attached to the DFTO
E296	Application of HAZUS-MH for Mitigation Planning			X	X		EM, GIS Specialists, State, and Local Planners
L304	Radiological Emergency Preparedness (REP) Exercise Evaluation	X				X	EM, Federal, State, Tribal, and Local REP Staff
E312	Building Science Seminar			X			FEMA PFTs and DAEs
E313	Basic HAZUS-MH			X	X		EM, GIS Specialists, State, and Local Planners
E317	Comprehensive Data Management			X	X		EM, GIS Specialists, State, and Local Planners
E/B/L321	Individual Assistance (IA) Basic Management				X		IA Branch Directors, IA Group Supervisors, Operations Section Chiefs, FCOs
E325	Human Resources (HR) Specialist Training				X	X	FEMA Personnel attached to the HR function in the JFO
E337	Posting Integrated Financial Management Information System (IFMIS) Transactions	X					FEMA Staff
E/L340	Radiological Emergency Preparedness (REP) Planning	X				X	EM, new Federal, State, Local, and Tribal REP planners, and Emergency Managers for fixed nuclear facilities
E341	Radiological Accident Assessment Concepts (RAAC)					X	Federal, State, Local, and utility technical radiological accident assessment staff
E344	Mitigation for Tribal Officials			X		X	Tribal and EM officials
E347	Introduction to Mission Assignment (MA) Processing				X		MA Managers, MA Specialists, Action Trackers, Operations Section Chiefs, Branch Directors, and Finance and Logistics Staff as appropriate
E348	Orientation to Mission Assignments				X		FEMA Staff, OFA Staff, State EM
E354	Basic Crisis Counseling Grant Program Course				X		State Emergency Management
E356	Individual Assistance (IA) Program Management (CCD/DUA/DLS)				X		FEMA IA Program Staff
E362	Multi-Hazard Emergency Planning for Schools TTT	X					Education, Police, Fire, EM, EMS, PH
E368	Congressional Affairs Specialist				X		FEMA Congressional Cadre Members
E370	Congressional Affairs Advanced				X		FEMA Congressional Cadre Members
E372	FEMA State Public Assistance (PA) Workshop				X		FEMA PA Staff, State and Tribal PA Officers
E374	Public Assistance Officer (PAO) Course				X		FEMA PA Staff

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E376	State Public Assistance Operations				X		EM
E377	Grant Administration: A Public Assistance Perspective				X		FEMA Regional Staff
E381	Public Assistance (PA) Operations I				X		FEMA PA Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, and PA Technical Specialist
E382	PAC Crew Leader				X		FEMA PA Staff performing duties of PAC Crew Leader
E/L384	Defense Support of Civil Authorities—Phase II				X		DOD Personnel, FCO Cadre, and FEMA Section Chiefs
E386	Residential Coastal Construction			X			Engineers, Architects, Building Science Officials
E388	Advanced Public Information Officers		X	X	X	X	Public Information Officers, LE, Fire, EMS, PW, PH, EM
E392	Emergency Management Higher Education Conference	X					College and University Faculty and Administrators
E422	Response Operations II—420 Intermediate Command and General Staff					X	FEMA Section Chiefs and Command Staff
E/L423	Response Operations III—320 Introduction					X	JFO FEMA Personnel at Branch Director/Unit Leader and above, other OFA
E430	EMAC TTT				X		State Emergency Management
E/L438	ICS-300—Intermediate ICS Principles for Joint Field Office				X	X	FEMA Personnel who serve in the Command and General Staff of the JFO
E/L440	ICS-400—Advanced ICS Principles for Joint Field Office				X	X	FEMA Personnel who serve in the Command and General Staff of the JFO
E/L443	FEMA Incident Command System (ICS) for Joint Field Offices (JFOs) TTT				X	X	FEMA Staff who are the instructors for E/L438 and E/L440
E449	Incident Command System (ICS) Curricula TTT					X	Chief elected and appointed officials
E464	Disaster-Resistant Jobs' Strategies for Community Emergency and Economic Risk (CEER) Management		X	X	X	X	Economic Development Officials, EM, Local Government Leaders, Small or Medium-sized Business Owners
E478	Public Assistance Grants Administration for Grantees				X		EM
E480	Public Assistance (PA) Cost Estimating Format				X		FEMA PA Staff
E482	Cost Estimating Format TTT				X		FEMA, TAC Staff
E485	Individuals and Households Program (IHP) Direct Housing Operations Management				X		FEMA Staff who may manage the IHP Direct Assistance Mission. May include IA Branch Manager, IA Housing Supervisor, IA Housing Team Leader, Direct Housing Team Leader/Manager, and IA-TAC Group Supervisor

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E526	Performance Excellence Series II—Communication and Customer Service	X					FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis
E527	Performance Excellence Series II—Representing the Agency	X					FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis
E528	Performance Excellence Series II—Achieving Results and Teamwork	X					FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis
E529	Performance Excellence Series II—Leadership for Managerial Success	X					FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis
E530	Support Advisory Group for Empowerment (SAGE) Conference	X					FEMA permanent full-time employees and CORE employees on a space-available basis
E534	Performance Excellence Series Level I—Communication and Customer Service	X					Permanent full-time (PFT) employees at the GS-9 and below levels. CORE employees may participate on a space-available basis
E535	Performance Excellence Series Level I—Achieving Effective Results/ Teamwork	X					Permanent full-time (PFT) employees at the GS-9 and below levels. CORE employees may participate on a space-available basis
E536	Performance Excellence Series Level I—Representing the Agency	X					FEMA Permanent full-time (PFT) employees at the GS-9 and below levels. CORE employees may participate on a space- available basis
E542	Basic Mediation	X					FEMA Employees
E543	Human Resources for Supervisors and Managers	X					FEMA Permanent full-time (PFT) Supervisors and Managers
E/L548	Continuity of Operations (COOP) Program Managers TTT			X			Federal, State, Local, and Tribal COOP Managers who teach G549
E550	COOP Planning TTT			X			COOP Planners
E/L580	Emergency Management Framework for Tribal Governments		X	X	X	X	Fire, LE, EMS, PW, PH, EM, Government Officials, Public Information Officers, Animal Care/Control, Mass Care Providers, Educators, Resource Managers, Financial Officials, VOAD
E581	Emergency Management Operations for Tribal Governments		X	X	X	X	Fire, LE, EMS, PW, PH, EM, Government Officials, Public Information Officers, Animal Care/Control, Mass Care Providers, Educators, Resource Managers, Financial Officials, VOAD
E601	Management and Supervision of Training	X					Trainers
E602	Performance and Needs Analysis	X					Trainers
E603	Instructional Design	X					Trainers
E604	Course Development	X					Trainers

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E605	Instructional Delivery	X					Trainers
E609	Master Trainer Practicum	X					Trainers
E660	FEMA Mobilization Center/National Logistics Staging Area				X	X	State, Local, and Federal Logistics Personnel
E/L661	Cadre Manager Workshop				X	X	FEMA Personnel assigned as National and Regional Cadre Managers
E/L701	FEMA Basic Grants Management	X			X		Financial/Grants Management Specialists and Program Specialists working with Grants
E/L702	FEMA Advanced Grants Management	X			X		Financial/Grants Management Specialists and Program Specialists working with Grants
E706	Disaster Contracting				X		FEMA JFO Contract Specialists
E/L713	Introductory Field Attorney Training				X	X	New FEMA Field Attorney Cadre and Office of Chief Counsel (OCC) Members
E714	Advanced Field Attorney Training				X	X	Members of FEMA Field Attorney Cadre and Office of Chief Counsel (OCC)
E716	Comptroller Basic				X		FEMA JFO Comptroller
E/B717	Disaster Alternative Dispute Resolution Basic Training	X					FEMAADR Specialists
E720	Basic Property Management				X	X	FEMA Staff working with Property Management
E721	Advanced Property Management				X	X	FEMA Staff working with Property Management
E722	Logistics Information Management System (LIMS)				X	X	FEMA Staff working with Property Management
E725	Custodial Officer Training				X	X	FEMA Staff working with Property Management
E727	Executive Order 11988—Floodplain Management Training		X				EHP Cadre Members, Environmental Floodplain Management Specialists, PAOs, Coordinators, Project Officers
E729	External Affairs Leadership				X	X	FEMA DAEs, COREs, PFTs
E731	External Affairs Overview Field Course				X	X	FEMA DAEs, COREs, PFTs
E732	LIMS Mobile				X	X	FEMA Staff working with Property Management
E735	FEMA MDRC Operators Course				X		Members of FEMA's Logistics Cadre
E736	Supervisory Leadership Training				X		FEMA new PFT Supervisors and Managers hired or promoted on or after October 2006
E758	DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout	X					FEMA IA Group Supervisors, Disaster Recovery and Operations Specialists, EM Program Specialists, IA Branch Directors
E/L759	DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout TTT	X					FEMA Employees working in areas of IA Financial Management or Grants Management
E760	Resources Unit				X		FEMA Staff serving in ERT, RRCC, or NRCC Resources Unit

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E778	Joint Field Office (JFO) Middle Managers Training				X	X	FEMA Staff who are assigned as Section Chiefs, Branch Directors, Division/ Group Supervisors, and Unit Leaders
E/L779	Orientation to Disaster Response Operations					X	FEMA OFA Personnel assigned to JFO, RRCC, or NRCC
E780	FEMA Safety Officers Course				X		FEMA Disaster Safety Officers
E786	eTasker				X	X	FEMA Logistics Personnel
E791	Interagency Consultation for Endangered Species		X				EHP Cadre Members, Environmental Specialists
E815	Joint Field Office (JFO) Communications				X		FEMA Communications/IT and Operations Disaster Planners and Responders
E816	Phone Book Exchange (PBX) Maintenance				X		FEMA Communications/IT and Operations Disaster Planners and Responders
E817	Disaster Training for IT Managers				X		FEMA IT Managers
E818	IT Wireless Communications				X		Regional IT Cadre, US&R, NDMS, and MERS Telecommunications Personnel; Regional IT Managers and Staff
E819	Advanced Phone Book Exchange (PBX) Operations				X		FEMA Communications/IT and Operations Disaster Planners and Responders
E830	National Emergency Management Information System Emergency Support (NEMIS ES)— Finance				X		FEMA Financial Staff
E831	National Emergency Management Information System Emergency Support (NEMIS ES)— Finance TTT				X		NEMIS ES-Finance Trainer
E835	Information Technology Enterprise System				X		FEMA ITS Staff
E861	Emergency Management Mission Integrated Environmental (EMMIE) Public Assistance TTT				X		EMMIE Public Assistance Trainers
E900	IEMC: All Hazards Preparedness and Response	X				X	Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E901	IEMC: All Hazards Recovery and Mitigation			X	X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E905	IEMC: Hurricane Preparedness and Response	X				X	Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E910	IEMC: Earthquake Preparedness and Response	X				X	Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E915	IEMC: Homeland Security	X				X	Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E920	IEMC: Hazardous Materials Preparedness and Response	X				X	Elected Officials, HazMat specialists, VOAD, LE, Fire, EMS, PW, PH, EM
E930	Community-Specific Integrated Emergency Management Courses	X				X	LE, Fire, EMS, PW, PH, EM, Elected Officials, VOAD, PIO
L934	National Response Coordination Center (NRCC) Training Lecture					X	FEMA and ESF Personnel
L935	National Response Coordination Center (NRCC) Training Exercise					X	FEMA, ESF Personnel
E947	IEMC: EOC-IMT Interface					X	EOC Management Personnel and IMT members. EOC Management Personnel include, but are not limited to, Mayors, City/County Managers, General Counsel, Community/County Managers, Emergency Managers, Fire/Police/Public Safety Chiefs, Public Works and Public Health Managers, EMS Managers, Community Services Providers, and key EOC Support Staff. IMT Participants are members of recognized AHIMTs (State or UASI Regions).
E979	Security Orientation				X		Newly hired FEMA Security Specialists
E980	Security Recertification				X		Security Managers and Specialists belonging to FEMA Security Cadre
E981	FEMA Safety Refresher Course				X		FEMA Safety Cadre Members
L990	Hurricane Liaison Team (HLT)				X	X	FEMA Personnel assigned to the HLT (work at National Hurricane Center)
K606	Evaluation of Training	X					EM Trainers
G108	Community Mass Care Management					X	EM
G110	Emergency Management Operations Course (EMOC) for Local Governments	X				X	EM, EMS, Fire, LE, PW, EOC Staff, VOAD, PIO
G130	Exercise Evaluation	X				X	EM, Public Information Officials, Fire, EMS, PH, LE, PW, VOAD, Private
G135	Exercise Control/Simulation	X				X	EM, Public Information Officer, Fire, EMS, PH, LE, PW, VOAD, Private Industry
G137	Exercise Program Manager/Management	X				X	EM, Public Information Officer, Fire, EMS, PH, LE, PW, VOAD, Private Industry
G138	Exercise Practicum for the Master Exercise Practitioner	X				X	EM, Public Information Officer, Fire, EMS, PH, LE, PW, VOAD, Private Industry
G191	Incident Command System/Emergency Operations Center (ICS/EOC) Interface					X	LE, Fire, EMS, PW, PH, EM
G197	Emergency Planning and Special Needs Populations					X	EM, Special Needs Agencies, PH, Hospital Personnel, EMS, Evacuation Planners
G202	Debris Management Planning for State, Tribal, and Local Officials				X		State, Local, and Tribal EM

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G203	Public Assistance Program Applicant Workshop				X		EM
G225	Seismic Retrofit Training for Building Contractors and Inspectors				X		Building Inspectors
G246	Disaster-Resistant Jobs Training	X					EM Planners, Business Industry, Local EM
G249	Managing People in Disasters: A Local Perspective					X	EM
G250.6	WEM: Amateur Radio Resources	X				X	EM, Amateur Radio Emergency Services
G250.7	WEM: Local Situation (RAPID) Assessment	X					State, Tribal, and Local EM, Fire, LE, PW, PH
G250.12	Senior Officials' Workshop: Preparedness and Response for Terrorist Incidents	X					Chief elected and appointed officials, Department Heads, and others with leadership responsibilities
G265	Instructional Delivery Skills	X					State and Local Emergency Management Trainers
G270.3	WEM (Response and Recovery): Expedient Flood Training	X					EM, Community Volunteers, Fire
G270.4	WEM (Response and Recovery): Recovery from Disaster: The Local Government Role				X		State, Local, and Tribal EM
G270.5	WEM (Response and Recovery): Managing Through a Disaster for Supervisors	X					Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM
G270.6	WEM (Response and Recovery): Working Through a Disaster for Front-Line Employees	X					State, Tribal, and Local LE, Fire, EMS, PW, PH, EM
G271	Hazardous Weather and Flood Preparedness	X		X			EM, PW, National Weather Service, Elected Officials, Fire
G272	Warning Coordination	X	X				EM
G275	Emergency Operations Center (EOC) Management and Operations						Superseded by G775
G276	Resource Management						Superseded by IS-703
G277	Residential Coastal Construction			X			Engineers, Architects, Building Science Officials
G278	Benefit-Cost Analysis: Entry-Level Training		X				FEMA State, Local, Hazard Mitigation Officials
G279	Retrofitting Flood-Prone Residential Buildings			X			Engineers, Architects, Building Science Officials

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G285	Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training		X				FEMA, State, Local Hazard Mitigation Officials
G288	Local Volunteer and Donations Management				X		State Emergency Management
G290	Basic Public Information Officers (PIO)					X	Public Information Officers in EM and related fields of LE, Fire, EMS, PW, PH, EM
G300	Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300					X	LE, Fire, EMS, PW, PH, EM
G301	Introduction to Hazard Materials Preparedness	X					LE, Fire, EMS, PW, PH, EM
G310.1	Weapons of Mass Destruction: Nuclear Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G310.2	Weapons of Mass Destruction: Radiological Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G310.3	Weapons of Mass Destruction: Chemical-Sarin Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G310.4	Weapons of Mass Destruction: Chemical-Vx Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G310.5	Weapons of Mass Destruction: Biological-Anthrax Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G310.6	Weapons of Mass Destruction: Suicide Bomber Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G311	Hazardous Materials Contingency Planning	X					LE, Fire EMS, PW, PH, EM
G318	Mitigation Planning Workshop for Local Governments		X				Local EM Officials
G320	Fundamentals Course for Radiological Response					X	Federal, State, Tribal, and Local LE, Fire, EM, PW, PH, EM (generally first and second-level responders)
G346	Hospital Emergency Department Management of Hazardous Materials Accidents (HMA)					X	EMS and Medical/Hospital Staff
G351	Who's in Charge Here?: Exercising Leadership in an Emergency or Disaster	X					Chief elected and appointed officials
G357	Emergency Response to Criminal and Terrorist Incidents					X	LE, EMS, EM, Fire, HazMat

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G358	Evacuation and Re-entry Planning Course	X					EM, Planners, Persons responsible for evacuations
G361	Flood Fight Operations	X	X	X			EM, PW, Elected Officials
G362	Multi-Hazard Emergency Planning for Schools	X					Education, LE, Fire, EM
G363	Hurricane Readiness for Coastal Communities				X	X	EM, Fire, LE
G365.3	WEM: Partnerships for Creating and Maintaining Spotter Groups	X	X	X			EM, National Weather Service, Community Volunteers
G386	Mass Fatalities Incident Response				X	X	EM
G393	Mitigation for Emergency Managers			X	X		EM, Mitigation Planners, Tribal, State and Local Officials
G398.1	Earthquake Mitigation and Recovery Exercise		X			X	PW, Urban Planners, Local Legislators
G398.2	Flood Mitigation and Recovery Exercise		X			X	PW, Urban Planners, Local Legislators
G398.3	Hurricane Mitigation and Recovery Exercise		X			X	PW, Urban Planners, Local Legislators
G400	Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents, ICS-400					X	LE, Fire, EMS, PW, PH , EM
G402	Incident Command System (ICS), Overview for Executives and Senior Officials, ICS-402					X	Elected or Appointed Officials, Agency Administrators, Executives
G408	Homeland Security Planning for Local Governments	X					Planners from LE, Fire, EMS, PW, PH , EM
G434	Earthquake Safety Program for Schools	X					Teachers, School Administrators
G436	Earthquakes: A Teacher's Package for K-6	X					Teachers
G439	Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7-12	X					Teachers
G549	Continuity of Operations (COOP) Program Manager Course			X			Public sector staff who manage COOP activities for their agency or office
G575	Communications Interoperability Course				X	X	State, Local EM

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G775	Emergency Operations Center (EOC) Management and Operations	X			X	X	Emergency Managers and Staff, First Responders, Private Industry, and Voluntary Agency Personnel
IS-1	Emergency Manager			X	X	X	EM
IS-3	Radiological Emergency Management	X					General Public, Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM
IS-5.A	An Introduction to Hazardous Materials	X					LE, Fire, EMS, PW, PH, EM , General Public
IS-7	A Citizen's Guide to Disaster Assistance	X					General Public
IS-8.A	Building for the Earthquakes of Tomorrow: Complying with EO 12699		X				Building Officials, Planners, Local Government Leaders
IS-10	Animals in Disaster: Module A, "Awareness and Preparedness"		X	X			General Public, Animal Welfare Officials, Local EM
IS-11	Animals in Disaster: Module B, "Community Planning"		X	X	X	X	General Public, Animal Welfare Officials, Local EM
IS-12	Property Acquisition (Buyout) for Local Communities				X		State and Local Mitigation Officials
IS-15.A	Special Events Contingency Planning for Public Safety Agencies			X			LE, Fire, EMS, PW, PH, EM
IS-16	Supervisors Guide to Equal Employment Opportunity	X					FEMA Supervisors and Managers
IS-22	Are You Ready? An In-Depth Guide to Citizen Preparedness		X	X	X	X	General Public
IS-30	Mitigation eGrants for the Subgrant Applicant				X		Local, State and Tribal officials involved with development of flood mitigation assistance and Pre-Disaster Mitigation competitive projects
IS-55	Household Hazardous Materials	X		X			General Public
IS-100	Introduction to the Incident Command System					X	LE, Fire, EMS, PW, PH , EM
IS-100.FW	Introduction to the Incident Command System, ICS-100, for Federal Disaster Workers					X	Federal Disaster Workers
IS-100.HC	Introduction to the Incident Command System, ICS-100, for Healthcare/Hospitals					X	Healthcare, Public Health
IS-100.LE	Introduction to the Incident Command System, ICS-100, for Law Enforcement					X	LE, Fire, EMS, PW, PH , EM

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
IS-100.PW	Introduction to the Incident Command System, ICS-100, for Public Works Personnel					X	LE, Fire, EMS, PW, PH , EM
IS-100.SC	Introduction to the Incident Command System, ICS-100, for Schools					X	LE, Fire, EMS, PH, EM, Schools
IS-111	Livestock in Disasters		X	X	X	X	Animal Owners, EM, Agriculture Officials
IS-120.A	An Introduction to Exercises	X				X	EM, Public Information Officers, Fire, EMS, PH, LE, PW, VOAD, Private Industry
IS-130	Exercise Evaluation and Improvement Planning	X				X	EM, Public Information Officers, Fire, EMS, PH, LE, PW, VOAD, Private Industry
IS-139	Exercise Design	X				X	EM, Public Information Officers, Fire, EMS, PH, LE, PW, VOAD, Private Industry
IS-197.EM	Special Needs Planning Considerations for Emergency Management			X		X	Emergency management personnel; NGO advocacy organizations, medical and EMS personnel
IS-197.SP	Special Needs Planning Considerations for Service and Support Providers	X					Service and support providers of special needs population; NGO advocacy organizations, medical and EMS personnel; general population
IS-200	Incident Command System for Single Resources and Initial Action Incidents					X	LE, Fire, EMS, PW, PH , EM
IS-200.HC	Applying Incident Command System (ICS) to Healthcare Organizations					X	Healthcare, Public Health
IS-208	State Disaster Management	X			X		Federal, State, and Tribal EM
IS-230	Principles of Emergency Management	X					EM
IS-235	Emergency Planning	X					EM
IS-240	Leadership and Influence	X					EM
IS-241	Decision Making and Problem Solving	X					EM
IS-242	Effective Communication	X					EM
IS-244	Developing and Managing Volunteers	X					EM
IS-250	ESF #15 External Affairs: A New Approach to Emergency Communication and Information Distribution					X	FEMA External Affairs Staff, Federal, Tribal, State, Local and VOAD Partners
IS-253	Coordinating Environmental and Historic Preservation Compliance				X		EM

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
IS-271	Anticipating Hazardous Weather and Community Risk		X		X		General Public, EM
IS-279	Retrofitting Flood-Prone Residential Buildings			X			Engineers, Architects, Building Science Officials
IS-288	The Role of Voluntary Agencies in Emergency Management	X					State and Federal voluntary agency liaisons
IS-292	Disaster Basics	X					Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM
IS-293	Mission Assignment (MA) Overview				X		Local, State, Tribal, and other Federal Agency and FEMA/DHS Program and Financial Staff
IS-301	Radiological Emergency Response	X				X	Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM (first and second level responders)
IS-302	Modular Emergency Radiological Response Transportation Training (MERRTT)					X	Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM (first and second level responders)
IS-317	Introduction to Community Emergency Response Teams	X		X		X	Community Volunteers
IS-324	Community Hurricane Preparedness					X	EM, Fire, LE, PW
IS-330	Refresher Course for Radiological Response	X					Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM (first and second-level responders)
IS-331	Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation					X	LE, Fire, EMS, PW, PH, EM, NGO
IS-340	Hazardous Materials Prevention and Planning		X			X	LE, Fire, EMS, PW, PH, EM
IS-346	Orientation to Hazardous Materials for Medical Personnel	X					Fire, EMS, PH, and Medical/Hospital Staff
IS-362	Multi-Hazard Emergency Planning for Schools	X					Education
IS-386	Introduction to Residential Coastal Construction			X			Engineers, Architects, Building Science Officials
IS-393.A	Introduction to Hazard Mitigation	X	X	X	X		General Public, EM
IS-394.A	Protecting Your Home or Small Business from Disaster	X	X	X	X		General Public
IS-546	Continuity of Operations (COOP) Awareness			X			LE, Fire, EMS, PW, PH, EM, Appointed or Elected Officials
IS-547	Introduction to Continuity of Operations (COOP)			X			LE, Fire, EMS, PW, PH, EM, Agency Managers, COOP Planners

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
IS-630	Introduction to the Public Assistance Process				X		EM
IS-631	Public Assistance Operations I				X		EM
IS-632	Introduction to Debris Operations in FEMA's Public Assistance Program				X		EM
IS-650	Building Partnerships with Tribal Governments				X	X	Disaster Workers who interface with Tribal people during times of disaster
IS-700	NIMS, An Introduction	X					All persons with response or recovery responsibilities
IS-701	Multi-Agency Coordination System (MACS) Course				X	X	State, Tribal, local, voluntary agency, and private sector officials who broker assets to support incident management
IS-702	NIMS Public Information Systems					X	Local, State Public Information Officers
IS-703	NIMS Resource Management					X	State and Local individuals responsible for effectively developing and maintaining a resource management system within the EOC or ICS
IS-706	NIMS Intrastate Mutual Aid—An Introduction					X	State, Tribal, Local Emergency Response and Coordination Staff
IS-800.B	National Response Framework (NRF), An Introduction					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-860	National Infrastructure Protection Plan (NIPP)	X				X	DHS and other Federal staff responsible for implementing the NIPP, Tribal, State, local, and private sector EM professions
IS-1900	National Disaster Medical System (NDMS) Federal Coordinating Center (FCC) Operations Course	X				X	FCC



ACRONYMS

ACE	American Council on Education	CRS	Community Rating System
ADD	Automated Deployment Database	CSEPP	Chemical Stockpile Emergency Preparedness Program
AEBM	Advanced Engineering Building Model	DAE	Disaster Assistance Employee
APO	Army Post Office	DFC	Disaster Finance Center
APS	Advanced Professional Series	DFTO	Disaster Field Training Operation
ARC	American Red Cross	DH	Disaster Housing
ARF	Action Request Form	DHS	Department of Homeland Security
ARIO	Advanced Radiological Incident Operations	DLS	Disaster Legal Services Program
BC	Benefit-Cost	DOE	Department of Energy
CBT	Computer-Based Training	DSCA	Defense Support of Civil Authorities
CCP	Crisis Counseling Assistance and Training Program	DUA	Disaster Unemployment Assistance Program
CDC	Centers for Disease Control and Prevention	ED	Emergency Department
CDL	Commercial Driver's License	EHP	Environmental and Historic Preservation
CDP	Center for Domestic Preparedness	EM	Emergency Management
CEC	Continuing Education Credit	EMI	Emergency Management Institute
CEER	Community Emergency and Economic Risk	EMMIE	Emergency Management Mission Integrated Environment
CEF	Cost Estimating Format	EMOC	Emergency Management Operations Course
CEM	Comprehensive Emergency Management and Certified Emergency Manager	EMPG	Emergency Management Performance Grants
CERT	Community Emergency Response Team	EMS	Emergency Medical Services
CEU	Continuing Education Unit	EMT	Emergency Management Training
CFR	Code of Federal Regulations	EO	Executive Order
CI/KR	Critical Infrastructure and Key Resources	EOC	Emergency Operations Center
COG	Continuity of Government	EOP	Emergency Operations Plan
COOP	Continuity of Operations	EPA	Environmental Protection Agency
CPC&E	Chemical Protective Clothing and Equipment	ERO	Equal Rights Officer
CR	Community Relations	ERT	Emergency Response Team
CRISP	Community Relations Information System Program	EST	Eastern Standard Time or Emergency Support Team
		ETO	Exercise Training Officer
		FBI	Federal Bureau of Investigation

FCC	Federal Coordinating Center	IHP	Individuals and Households Program
FCO	Federal Coordinating Officer	IMAT	Incident Management Assistance Team
FCRR	Fundamentals Course for Radiological Response	IMS	Incident Management System
FEMA	Federal Emergency Management Agency	IS	Independent Study
FIT	Flood Information Tool	IT	Information Technology
FPC	Federal Preparedness Circular or Federal Power Commission	ITS	Information Technology System
FPO	Fleet Post Office	JFO	Joint Field Office
FWS	U.S. Fish and Wildlife Service	JIC	Joint Information Center
G	Graduate Program or Code for State/Local/Tribal field courses	KSA	Knowledge, Skills, and Abilities
GIS	Geographic Information System	LD	Lower Division and Limited Data
HAZUS	Hazards United States	LRC	Learning Resource Center
HES	Hurricane Evacuation Study	MA	Mission Assignment
HHS	Health and Human Services	MACS	Multi-Agency Coordination System
HIMS	Hospital Incident Management System	MBTI	Myers-Briggs Type Indicator
HLT	Hurricane Liaison Team	MCI	Mass Casualty Incident
HMA	Hazardous Materials Accidents Hazard Mitigation Assistance	MDRC	Mobile Disaster Recovery Center
HMGP	Hazard Mitigation Grant Program	MEP	Master Exercise Practitioner
HMI	Hazardous Material Incident	MEPP	Master Exercise Practitioner Program
HMO	Hazard Mitigation Officers	MH	Multi-Hazard
HMT	Hazardous Materials Team	MMRS	Metropolitan Medical Response System
HR	Human Resources	MSDS	Materials Safety Data Sheet
HSIN	Homeland Security Information Network	MTP	Master Trainer Program
IA	Individual Assistance	NDMS	National Disaster Medical System
IAEM	International Association of Emergency Managers	NEHRP	National Earthquake Hazards Reduction Program
ICS	Incident Command System	NEMIS	National Emergency Management Information System
ICS/EOC	Incident Command System/Emergency Operations Center	NEMIS ES	National Emergency Management Information System Emergency Support
IEMC	Integrated Emergency Management Course	NEPA	National Environmental Policy Act
IEMS	Integrated Emergency Management System	NETC	National Emergency Training Center
IFMIS	Integrated Financial Management Information System	NFA	National Fire Academy
		NFIP	National Flood Insurance Program
		NGO	Non-Governmental Organization
		NHC	National Hurricane Center
		NHPA	National Historic Preservation Act
		NIMS	National Incident Management System
		NIPP	National Infrastructure Protection Plan

NMFS	National Marine Fisheries Service	STO	State Training Officer
NPSC	National Processing Service Center	TAC	Technical Assistance Contractor
NRCC	National Response Coordination Center	TIC	Toxic Industrial Chemicals
NRF	National Response Framework	TTT	Train-the-Trainer
NRP	National Response Plan	UD	Upper Division
NSEC	National Standard Exercise Curriculum	URL	Uniform Resource Locator
NTC	Noble Training Center	USACE	U.S. Army Corps of Engineers
NTIS	National Technical Information Service	USCG	U.S. Coast Guard
NUREG	Nuclear Regulatory Guide	USFA	United States Fire Administration
NWS	National Weather Service	VOAD	Voluntary Organizations Active in Disaster
OGT	Office of Grants and Training	WEM	Workshop: Emergency Management
ONA	Other Needs Assistance	WMD	Weapons of Mass Destruction
OSHA	Occupational Safety and Health Administration	WWW	World Wide Web
PA	Public Assistance		
PAC	Public Assistance Coordination		
PBX	Phonebook Exchange		
PDA	Preliminary Damage Assessment		
PDS	Professional Development Series		
PFT	Permanent Full-Time Employee		
PIO	Public Information Officer		
PNP	Private Non-Profit		
POV	Privately Owned Vehicle		
PREPnet	National Preparedness Network		
RAA	Radiological Accident Assessment		
RAAC	Radiological Accident Assessment Concepts		
REP	Radiological Emergency Preparedness		
RERO	Radiological Emergency Response Operations		
RRCC	Regional Response Coordination Center		
RTM	Regional Training Manager		
SAGE	Support Advisory Group for Empowerment		
SARA	Superfund Amendments and Reauthorization Act		
SCO	State Coordinating Officer		
SOP	Standard Operating Procedures		



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EM CLASSROOM

Welcome to Registration

Please be sure for:

- Check the spelling of your name.
- Check the organization that is listed for correct spelling and address.
- Confirm your attendance and any changes by initiating next to your name.

Please be aware of the following:

- Nicknames are not permitted.
- Home address and/or phone number may not be used. (per the Privacy Act)
- If your organization has changed, you must submit a new application. (This could affect eligibility to attend and whether a stipend is reimbursed.)

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DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY GENERAL ADMISSIONS APPLICATION		See Reverse for Privacy Act Statement	O.M.B. No. 1660-0100 Expires May 31, 2010
SECTION I - GENERAL INFORMATION			
1. U.S. Citizen <input type="checkbox"/> YES <input type="checkbox"/> NO If No, City and Country of Birth: _____			
2. NAME (Last, First, Middle Initial, Suffix)		3. SOCIAL SECURITY NUMBER	
4. HOME ADDRESS (Street, avenue, road no./city or town, state, and zip code)		5. WORK PHONE NO. ()	
		6. HOME PHONE NO. ()	
		7. FAX NO. ()	
		8. E-MAIL ADDRESS:	
9a. ENTER COURSE CODE AND TITLE: (If you wish to apply for more than one course, please attach a sheet of paper to this application)		9b. COURSE LOCATION	9c. DATES REQUESTED (Please give three choices)
10. COMPLETE THE ITEMS BELOW REGARDING THE PREREQUISITES OF THE COURSE FOR WHICH YOU ARE APPLYING			
INSTITUTION	DEGREE/CERTIFICATE	DATE EARNED	COURSE/FIELD OF STUDY
11. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL ASSISTANCE DURING YOUR ATTENDANCE IN TRAINING? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, describe & indicate any special assistance required on a separate sheet)			
SECTION II - EMPLOYMENT INFORMATION AND AUTHORIZATION			
12a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED		12b. NFIRS # (NFA STUDENTS ONLY)	13. CURRENT POSITION AND NUMBER OF YEARS IN POSITION
14. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION			
14 a. JURISDICTION	14 b. ORGANIZATION		15. CURRENT STATUS
1. <input type="checkbox"/> STATEWIDE	4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP/ TRIBAL NATION	1. <input type="checkbox"/> ALL CAREER	1. <input type="checkbox"/> PAID FULL TIME
2. <input type="checkbox"/> COUNTY GOVERNMENT	5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS)	2. <input type="checkbox"/> ALL VOLUNTEER	2. <input type="checkbox"/> PAID PART TIME
3. <input type="checkbox"/> CITY/TOWN/VILLAGE	6. <input type="checkbox"/> INDUSTRY/BUSINESS	3. <input type="checkbox"/> COMBINATION	3. <input type="checkbox"/> VOLUNTEER
	7. <input type="checkbox"/> FOREIGN		4. <input type="checkbox"/> DISASTER RESERVIST
	8. <input type="checkbox"/> DHS/FEMA		
	9. <input type="checkbox"/> NDER/IMA		
16. Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Attach an organizational chart for the organization being represented and indicate your position. If you need more space, please attach a sheet to this application.			
17. CHECK ONE BOX IN EACH COLUMN THAT BEST DESCRIBES YOUR PRESENT PRIMARY RESPONSIBILITY AND TYPE OF EXPERIENCE AS IT RELATES TO THE COURSE FOR WHICH YOU ARE APPLYING. ALSO ENTER THE NUMBER OF YEARS OF EXPERIENCE.			
17a. PRIMARY RESPONSIBILITY	17b. TYPE OF EXPERIENCE	17c. NUMBER OF YEARS OF EXPERIENCE _____	
1. <input type="checkbox"/> MANAGEMENT	1. <input type="checkbox"/> INCIDENT COMMAND	17d. SIZE OF DEPARTMENT _____	
2. <input type="checkbox"/> TRAINING/EDUCATION	2. <input type="checkbox"/> ADMINISTRATION/STAFF SUPPORT	17e. BUSINESS TYPE	
3. <input type="checkbox"/> SCIENTIFIC/ENGINEERING	3. <input type="checkbox"/> SUPERVISION	1. <input type="checkbox"/> GOVERNMENT	
4. <input type="checkbox"/> INVESTIGATION	4. <input type="checkbox"/> BUDGET/PLANNING	2. <input type="checkbox"/> EDUCATION	
5. <input type="checkbox"/> FIRE PREVENTION	5. <input type="checkbox"/> PROGRAM DEVELOPMENT/DELIVERY	3. <input type="checkbox"/> FIRE SERVICE	
6. <input type="checkbox"/> FIRE SUPPRESSION	6. <input type="checkbox"/> COORDINATION/LIAISON	4. <input type="checkbox"/> LAW ENFORCEMENT	
7. <input type="checkbox"/> PROGRAM/ACTIVITY	7. <input type="checkbox"/> PUBLIC EDUCATION	5. <input type="checkbox"/> VOLUNTEER AGENCY	
8. <input type="checkbox"/> HEALTH	8. <input type="checkbox"/> CODE DEVELOPMENT	6. <input type="checkbox"/> EMERGENCY MANAGEMENT	
9. <input type="checkbox"/> PUBLIC WORKS	9. <input type="checkbox"/> CODE ENFORCEMENT/INSPECTION	7. <input type="checkbox"/> HEALTH CARE	
10. <input type="checkbox"/> DISASTER RESPONSE/RECOVERY	10. <input type="checkbox"/> SUPPORT SERVICES	8. <input type="checkbox"/> PUBLIC WORKS	
11. <input type="checkbox"/> EMERGENCY MEDICAL SERVICE	11. <input type="checkbox"/> RESEARCH AND DEVELOPMENT		
12. <input type="checkbox"/> HAZARD MITIGATION	12. <input type="checkbox"/> ARSON		
13. <input type="checkbox"/> EMERGENCY PREPAREDNESS	13. <input type="checkbox"/> LAW ENFORCEMENT		
14. <input type="checkbox"/> OTHER (Specify) _____	14. <input type="checkbox"/> DESIGN AND PLANNING		
	15. <input type="checkbox"/> OTHER (Specify) _____		
18. DATE OF BIRTH		19. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	20a. ETHNICITY <input type="checkbox"/> HISPANIC or LATINO <input type="checkbox"/> NOT HISPANIC or LATINO
20b. RACE (Please check all that apply)			
1. <input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE	2. <input type="checkbox"/> ASIAN	3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN	4. <input type="checkbox"/> WHITE
			5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER

GENERAL ADMISSIONS APPLICATION

SECTION III - ENDORSEMENT AND CERTIFICATION

21a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 U.S.C. 1001).
 21b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief or designee.
 21c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.
 21d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC, and NTF. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

SIGNATURE OF APPLICANT	DATE
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22. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION

"By signing this application, I certify that my organization does not discriminate on the basis of age, sex, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees."

22a. SIGNATURE	22b. PRINTED NAME AND TITLE
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23. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE:

23a. SIGNATURE AND DATE (State Office)	23b. SIGNATURE AND DATE (FEMA Regional Office)
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24a. FOR NFA REGIONAL DELIVERY COURSES AND COURSES DELIVERED AT EMMITSBURG, MD. SUBMIT APPLICATION TO: <p style="text-align:center"> NATIONAL EMERGENCY TRAINING CENTER OFFICE OF ADMISSIONS, BLDG. I-216 16825 SOUTH SETON AVENUE EMMITSBURG, MD. 21727 </p>	24b. FOR EMI COURSES DELIVERED AT NETC, MWEOC, OR NTF SUBMIT APPLICATION THROUGH THE APPROPRIATE STATE EMERGENCY MANAGEMENT COORDINATOR OR FEMA REGIONAL TRAINING MANAGER TO NETC. 24c. FOR FIELD PROGRAM COURSES, SUBMIT APPLICATION TO APPROPRIATE SPONSOR.
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25. DISPOSITION <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	SIGNATURE OF REVIEWER	DATE
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EQUAL OPPORTUNITY STATEMENT

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, sex, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

PRIVACY ACT STATEMENT

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.) Section 552a, for individuals applying for admission to NFA or EMI.

AUTHORITY - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 *et. seq.*; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121 *et. seq.*; Title 44 U.S.C., Section 3101; Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

PURPOSES - To determine eligibility for participation in NFA and EMI courses. Information such as age, sex, and ancestral heritage are used for statistical purposes only.

USES - Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Board of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring States, local officials, or State agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

EFFECTS OF NONDISCLOSURE - Personal information is provided on a volunteer basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PL 93-579, SECTION 7(b) - E.O. 9397 authorizes the collection of the SSN. The SSN is necessary because of the large number of individuals who have identical names and birthdates and whose identities can only be distinguished by the SSN. The SSN is used for recordkeeping purposes, i.e., to ensure that your academic record is maintained accurately. Disclosure of the SSN is voluntary. However, if you do not provide your SSN, another number will be substituted, which will delay processing your application or course certificate.

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 9 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0100). **NOTE: Do not send your completed form to this address.**

HUMAN DIGNITY STATEMENT

The uniqueness of all individuals attending DHS-conducted or sponsored training is recognized, as well as their diversity, which can be a resource that enriches the learning environment through sharing of differing perspectives. An equal learning opportunity is provided to all course participants. This is supported by:

- ensuring equal opportunity to all participants, employees, and contractors;
- prohibiting all discrimination and harassment;
- supporting affirmative employment policies and practices on behalf of minorities, women, and persons with disabilities;
- encouraging participants, staff, and contractors to communicate and behave in a manner which is sensitive to, and acknowledges the viewpoints of others;
- regarding diversity as a resource that enriches the learning environment through the sharing of differing perspectives, experiences, and ideas;
- removing barriers to teamwork through collaboration, problem-solving, and the constructive resolution of conflicts; and
- continuing to identify and eliminate barriers to training, employment, and advancement of minorities, women, and persons with disabilities.

Participants, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus.

