

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## *Recruitment Notice*

### **Course:** *E361 Multi-Hazard Emergency Planning for Schools*

**Dates:** March 1-4, 2010

#### **Course Description:**

This 4-day course provides school district teams with the knowledge, skills and tools needed to review, enhance and sustain an all-hazard district/school emergency plan.

This course focuses on the phases of incident management and explains how to utilize the National Incident Management System (NIMS) as the foundation for planning and building partnerships with outside agencies such as law enforcement, fire and emergency management. In addition, this course will provide participants with opportunities to exercise the district/school emergency plan using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines as well as guidance on how to sustain the district/school emergency plan through action planning sessions.

The course includes the following units:

- Unit 1: Course Overview and Introduction
- Unit 2: Getting Ready for Planning
- Unit 3: Understanding the Situation
- Unit 4: Developing the School Emergency Operations Plan
- Unit 5: Developing Procedures and Functional Annexes
- Unit 6: Developing Hazard- and Incident-Specific Annexes
- Unit 7: Incorporating NIMS into the School Emergency Operations Plan

- Unit 8: Training and Exercising the School Emergency Operations Plan
- Unit 9: Establishing an Action Plan for Sustainability
- Unit 10: Course Summary

#### **Course Goal:**

1. Establish an action plan for sustainability.
2. Build partnerships among the State and other disaster response and recovery organizations.
3. Apply skills to develop positive working relationships.

#### **Prerequisite:**

Completion of IS-100.SCa (or IS-100.SC) Introduction to the Incident Command System, ICS-100, for Schools is required. In addition, completion of the NIMS, An Introduction (IS-700.A/700) is also required.

#### **Course Length:**

4 full days. Travel days are Sunday and Friday.

#### **Target Audience:**

School administrators and local first responders interested in comprehensive planning for K-12.

#### **Continuing Education Units (CEU's):**

EMI awards 2.8 CEUs for completion of this course.

# TRAINING OPPORTUNITY

**Location:**

National Emergency Training Center (NETC), Emergency Management Institute (EMI), Emmitsburg, Maryland.

For further enrollment information, please refer to the EMI web site at <http://training.fema.gov/Apply>. For course information, contact the EMI course manager, Dawn Warehime at (301) 447-1309, 1-800-238-3358 (ext. 1309), or email [Dawn.Warehime@dhs.gov](mailto:Dawn.Warehime@dhs.gov).

**To Apply:**

Follow *Team Selection Criteria* and complete a FEMA Form 75-5, General Admissions Application for each person, with student signature and signature of supervisor or sponsoring agency official. Submit the applications through the State emergency management training office who will fax them to the NETC Admissions Office at (301) 447-1658.

**Team Selection Criteria:**

- Only “School District Teams” should apply.
- Submit applications as a “package” using the format below as a cover sheet. Place person’s Name next to position they are filling. DO NOT DUPLICATE POSITIONS

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**Date of Course:** \_\_\_\_\_  
**Team Coordinator:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**State/School District:** \_\_\_\_\_

**First Responders:**

- 1 person: School Resource Officer (SRO)/Law Enforcement
- 1 person: Fire
- 1 person: Emergency Management or Public Health

**School District Officials: Up to 6 people**

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

# TRAINING OPPORTUNITY

