EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727

FEMA

Recruitment Notice

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

Dates: June 21-24, 2010
July 19-22, 2010
August 2-5, 2010

Cost: There is no tuition fee associated with Emergency Management Institute (EMI) on-campus courses. All instruction, course materials, and housing (for most participants) are provided at no-cost. Participants are responsible for the cost of cafeteria meals provided and for personal incidental expenses.

Course Description:

This newly developed E361 Multi-Hazard Emergency Planning for Schools course is tailored to the unique planning and exercise needs of school systems. This course integrates all Department of Homeland Security (DHS) doctrine into an easy-to-follow planning process. This course follows the steps outlined in the Comprehensive Planning Guide (CPG 101) and provides participants the information to ensure alignment with recent doctrine such as the National Incident Management System (NIMS), National Response Framework (NRF), and National Infrastructure Protection Plan (NIPP). By systematically analyzing threats/hazards, school teams are able to identify needed enhancements to their plans for preventing or mitigating incidents while also preparing for, responding to, and recovering from incidents. In addition, each school team prepares and conducts a table-top exercise using the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and tools. Teams are given an opportunity to develop an implementation and sustainment strategy.

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.

Course Length:

4 full days. Travel days are Sunday and Friday.

Continuing Education Units (CEU's):

EMI awards 2.8 CEUs for completion of this course.

Target Audience:

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

TRAINING OPPORTUNITY

No. 828 **Wednesday, March 17, 2010**

Recommended:

Completion of IS-100.SCa (or IS-100.SC) Introduction to the Incident Command System, ICS-100, for Schools and IS-700.A/700, The National Incident Management System, An Introduction.

Location:

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

For further enrollment information, please refer to the EMI website 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**.

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.

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: 4 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
- Food Service Coordinator
- Nurse
- Counselor or Psychologist