

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Recruitment Notice

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

**FY 2012 Dates:** November 7-10, 2011  
February 27-March 1, 2012  
April 2-5, 2012  
June 25-28, 2012  
July 30-August 2, 2012

#### Course Description:

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 Preparedness Guide (CPG 101) and provides participants the information to ensure alignment with recent doctrine such as the National Incident Management System (NIMS). 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 participates in 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 (EOP)
- 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. Review, enhance, and sustain an all-hazards district/school EOP.
2. Build partnerships among the State and other disaster response and recovery organizations.

#### 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.

**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.

#### Recommended:

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

# TRAINING OPPORTUNITY



**Location:**

National Emergency Training Center (NETC), Emergency Management Institute, 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 119-25-1, 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: 4 to 7 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

# TRAINING OPPORTUNITY

