

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E131 – Exercise Evaluation and Improvement Planning*

Course Dates:

November 26 - 29, 2012
February 25 - 28, 2013
August 26 - 29, 2013

Travel Dates:

Travel days are:
Sunday, November 25 and Friday, November 30, 2012
Sunday, February 24 and Friday, March 1, 2013
Sunday, August 25 and Friday, August 30, 2013

Course Length:

This course is 4 days in length.

Location:

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

Course Description:

For an emergency management or security system to be effective, it is critical that personnel, plans, procedures, facilities, and equipment be exercised and tested on a regular basis. No amount of exercising will be constructive unless each exercise is followed by a structured evaluation that enables the jurisdiction or organization to identify strengths, weaknesses, gaps, and disconnects, and related corrective actions that need to be taken to ensure improved capability. This course focuses on a systematic exercise and improvement planning program as the primary means by which Federal, State, local, tribal, territorial, and other organizations' managers can:

- Validate the effectiveness of their emergency and security management programs;
- Determine whether program changes are being appropriately implemented;
- Evaluate preparedness capabilities to prevent, prepare, and respond to hazard incidents of all sizes;
- Identify corrective actions that require additional emphasis or improvement (such as planning, training, equipment, facilities, or personnel); and
- Generate data on exercises that can support a nationwide view of capabilities.

Prerequisite:

The following courses are required:

- IS-120.a - An Introduction to Exercises
- IS-130 - Exercise Evaluation and Improvement Planning

The following course is recommended:

- E/L146 - Homeland Security Exercise and Evaluation Program (HSEEP)

Target Audience:

The target audience for this course includes Emergency Operations Center (EOC) management personnel. 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, Emergency Medical Services (EMS) managers, community services providers, private industry, National Guard Members, and key EOC support staff.

TRAINING OPPORTUNITY

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application with a student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

NETC Admissions Office, Room I-216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netc-admissions@fema.dhs.gov

Notice to Applicants for FY 2013 courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form.

The SSN number is no longer required.

How do I obtain my FEMA SID number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>
Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1) for any courses that begin on or after October 1, 2012.

For continual updates on other EMI exercise-based courses, please sign up for **our free e-mail subscription service** at: <http://training.fema.gov/EMIWeb/IEMC/>

EMI Point of Contact:

For additional information contact course manager, Doug Kahn, at (301) 447-7645 or email douglas.kahn@fema.dhs.gov



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