Emergency Management Institute

Fiscal Year 2013 Training Catalog

Train, Exercise, Educate

FEMA

Established
Release

Welcome to the Emergency Management Institute

The mission of the Emergency Management Institute (EMI) is to "*Support the Department of Homeland Security and the Federal Emergency Management Agency's (FEMA's) goals by improving the competencies of U.S. officials at all levels of Government to prevent, prepare for, respond to, recover from, and mitigate the potential effects of all types of disasters and emergencies on the American people.*"

EMI serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of State, local, and tribal 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.

The instruction is based upon the principles of emergency management and instructional systems design which create a framework within whole communities to reduce vulnerability to hazards and to cope with disasters. EMI develops courses and implements training delivery systems to include residential onsite training; offsite delivery in partnership with emergency management training systems, colleges, and universities; and technology-based mediums to conduct individual training courses for emergency management and response personnel across the Nation.

Tony Russell, CEM
Superintendent
Emergency Management Institute

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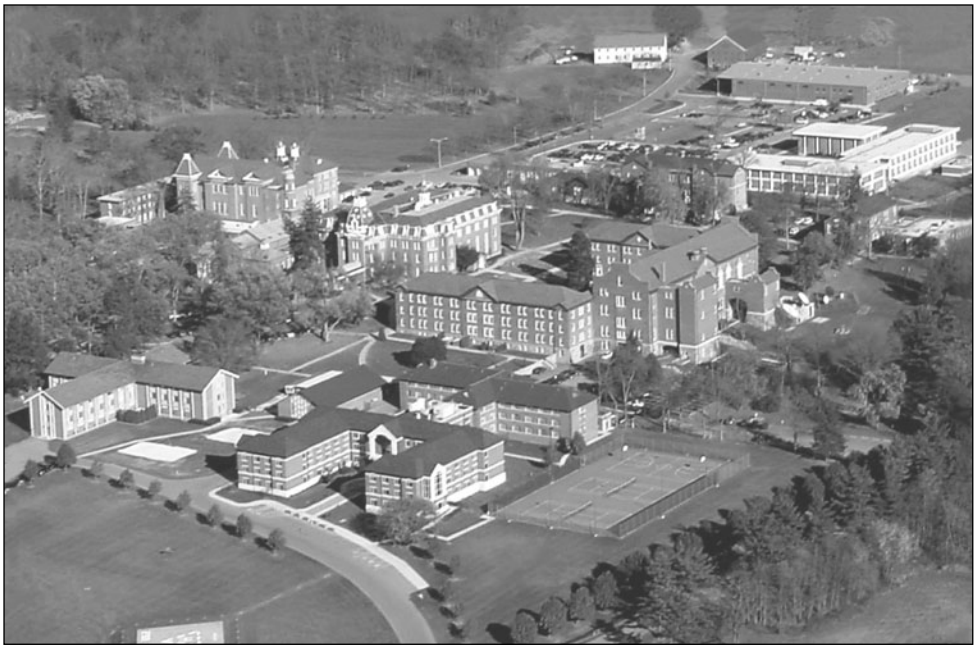

The information in this catalog is also available on the Internet at:
http://training.fema.gov/EMICourses/EMICatalog.asp

Course dates are available on the Internet at:
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Emergency Management Institute (EMI) Overview

The Emergency Management Institute (EMI) is part of the Department of Homeland Security's (DHS) Federal Emergency Management Agency (FEMA). 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 effectively perform their jobs.

"Train, Exercise, Educate"

FEMA History

FEMA coordinates the Federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or manmade, including acts of terror. FEMA can trace its beginnings to the Congressional Act of 1803. This Act, generally considered the first piece of disaster legislation, provided assistance to a New Hampshire town following an extensive fire. In the century that followed, ad hoc legislation was passed more than 100 times in response to hurricanes, earthquakes, floods, and other natural disasters.

By the 1930s, when the Federal approach to problems became popular, the Reconstruction Finance Corporation was given authority to make disaster loans for repair and reconstruction of certain public facilities following an earthquake, and later, other types of disasters. In 1934, the Bureau of Public Roads was given authority to provide funding for highways and bridges damaged by natural disasters. The Flood Control Act, which gave the U.S. Army Corps of Engineers greater authority to implement flood control projects, was also passed. This piecemeal approach to disaster assistance was problematic and it prompted legislation that required greater cooperation between Federal agencies and authorized the President to coordinate these activities.

The 1960s and early 1970s brought massive disasters requiring major Federal response and recovery operations by the Federal Disaster Assistance Administration, established within the Department of Housing and Urban Development (HUD). Hurricane Carla struck in 1962, Hurricane Betsy in 1965, Hurricane Camille in 1969, and Hurricane Agnes in 1972. The Alaskan Earthquake hit in 1964 and the San Fernando Earthquake rocked Southern California in 1971. These events served to focus attention on the issue of natural disasters and brought about increased legislation. In 1968, the National Flood Insurance Act offered new flood protection to homeowners, and in 1974, the Disaster Relief Act firmly established the process of Presidential disaster declarations.

However, emergency and disaster activities were still fragmented. When hazards associated with nuclear power plants and the transportation of hazardous substances were added to natural disasters, more than 100 Federal agencies were involved in some aspect of disasters, hazards, and emergencies. Many parallel programs and policies existed at the State and local levels, compounding the complexity of Federal disaster relief efforts. The National Governor's Association sought to decrease the many agencies with which State and local governments were forced to work. They asked President Jimmy Carter to centralize Federal emergency functions.

Executive Order 12127

President Carter's 1979 Executive Order merged many of the separate disaster-related responsibilities into the Federal Emergency Management Agency (FEMA). Among other agencies, FEMA absorbed: the Federal Insurance Administration, the National Fire Prevention and Control Administration, the National Weather Service Community Preparedness Program, the Federal Preparedness Agency of the General Services Administration, and the Federal Disaster Assistance Administration activities from Housing and Urban Development (HUD). Civil defense responsibilities were also transferred to the new Agency from the Defense Department's Defense Civil Preparedness Agency.

John Macy was named as FEMA's first director. Macy emphasized the similarities between natural hazards preparedness and the civil defense activities. FEMA began development of an Integrated Emergency Management System with an all-hazards approach that included "direction, control and warning systems which are common to the full range of emergencies from small isolated events to the ultimate emergency—war."

The new Agency was faced with many unusual challenges in its first few years that emphasized how complex emergency management can be. Early disasters and emergencies included the contamination of Love Canal, the Cuban refugee crisis, and the accident at the Three Mile Island nuclear power plant. Later, the Loma Prieta Earthquake in 1989 and Hurricane Andrew in 1992 focused major national attention on FEMA. In 1993, President Clinton nominated James L. Witt as the new FEMA director. Witt became the first Agency director with experience as a State emergency manager. He initiated sweeping reforms that streamlined disaster relief and recovery operations, insisted on a new emphasis regarding preparedness and mitigation, and focused Agency employees on customer service. The end of the Cold War also allowed Witt to redirect more of FEMA's limited resources from civil defense into disaster relief, recovery, and mitigation programs.

In 2001, President George W. Bush appointed Joe M. Allbaugh as the director of FEMA. Within months, the terrorist attacks of September 11th focused the Agency on issues of national preparedness and homeland security, and tested the Agency in unprecedented ways. The Agency coordinated its activities with the newly formed Office of Homeland Security, and FEMA's Office of National Preparedness was given responsibility for helping to ensure that the Nation's first responders were trained and equipped to deal with weapons of mass destruction.

A New Mission: Homeland Security

Billions of dollars of new funding were directed to FEMA to help communities face the threat of terrorism. Just a few years past its 20th anniversary, FEMA was actively directing its "all-hazards" approach to disasters toward homeland security issues. In March 2003, FEMA joined 22 other Federal agencies, programs, and offices in becoming the Department of Homeland Security (DHS). The new department, headed by Secretary Tom Ridge, brought a coordinated approach to national security from emergencies and disasters—both natural and manmade.

On October 4, 2006, President George W. Bush signed into law the Post-Katrina Emergency Management Reform Act. The Act significantly reorganized FEMA, provided it with substantial new authority to remedy gaps that became apparent in the response to Hurricane Katrina in August 2005, the most devastating natural disaster in U.S. history, and included a more robust preparedness mission for FEMA.

As it has been for 30 years, FEMA's mission remains: to lead America to prepare for, prevent, respond to, and recover from disasters with a vision of "A Nation Prepared."

EMI History

The Emergency Management Institute started as the Civil Defense Staff College (CDSC) in Olney, Maryland, on April 1, 1951, and taught civil defense courses in program administration and finance, radiation monitoring and control, and heavy rescue. Due to concerns during the Cold War, the CDSC's parent organization, the Federal Civil Defense Administration (FCDA), under Administrator Val Peterson, saw the Presidential Order to move the FCDA and the CDSC to Battle Creek, Michigan, to remove them from the increasing Cold War threat of Washington, DC, being attacked.

The CDSC continued teaching courses in program administration and finance, civil defense operations, and radiological monitoring among others, to State and local personnel, but by 1979, some new courses had been created on natural disaster operations. By this point in time, the FCDA came under the Department of Defense and was re-titled the Defense Civil Preparedness Agency (DCPA).

In 1979, then President Jimmy Carter brought together a number of Federal agencies that had involvement in disasters, including DCPA, and created a new, amalgamated organization, the Federal Emergency Management Agency (FEMA). Also in 1979, President Carter dedicated the former St. Joseph's College, which closed with its merger of participants and faculty with Mount Saint Mary's University in Emmitsburg, Maryland, as the FEMA National Emergency Training Center (NETC). NETC then became the home for the National Fire Academy (NFA) and the re-named Staff College, which became the Emergency Management Institute (EMI), to reflect its now broader training role. The move from Battle Creek, Michigan, to Emmitsburg was done in the fall of 1980, and the first EMI class was conducted in January 1981.

EMI and NFA are managed independently with unique participant audiences and curricula for the emergency management and national fire communities. EMI and NFA have collaborated on curricula and programs since their inception, and share in the operations costs of NETC.

In 2011, EMI celebrated its 60th Anniversary and Legacy of Emergency Management Training and Education for the Nation.

Present Day

Today EMI is accomplishing its mission of improving the competencies of U.S. officials at all levels of government to prevent, prepare for, respond to, 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 (NRF), National Incident Management System (NIMS), 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 689 active courses available to the integrated emergency management community, which includes: FEMA staff and disaster employees; Federal partners; State, local, and tribal 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 Floodplain 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 U.S. 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 the organization's performance.

In 2011, EMI delivered 1,170 resident course offerings, training 28,768 individual participants. The EMI Independent Study (IS) Program, a web-based distance learning program open to the public, delivered extensive online training of more than 170 courses and trained more than 2.2 million individuals. Twenty-eight new and 13 revised courses were added to the curriculum this past year. 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 Operations (DFTO) implemented by EMI. In 2011 alone, the DFTO trained 21,298 disaster response and recovery employees at disaster sites throughout the United States.

EMI conducts three national-level conferences. The Institute hosts the National Preparedness Annual Training and Exercise Conference, which is 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 400 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 *http://training.fema.gov/EMI*.

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 Offices are listed at the back of this catalog.

The Emergency Management Professional Program (EMPP)

The Emergency Management Professional Program (EMPP) will strengthen training for professionals in the emergency management field. The goal is to ensure that Federal training supports professionals in developing core competencies necessary to fulfill their responsibilities in mitigating outcomes, preparing for, responding to, and recovering from disasters. EMPP is intended to provide: foundational knowledge and skills for entry into the field; requisite skills to practicing professionals within specific programs or operational areas; knowledge and skills for mid-level professionals; and strategic leadership and critical thinking for senior leaders and policy makers involved with national and international events and policy.

Two Components:

1. Emergency Management Academies

Emergency Manager Basic Academy	***Emergency Manager Leaders Academy***	***Emergency Manager Executive Academy***
Focus: Foundational knowledge and skills	Focus: Multi-Agency Coordination in EOC and JFO; Specialize in Protection, Prevention, Mitigation, Response, and Recovery Areas	Focus: Strategic Leadership

2. Specialized and Technical Training Programs

Three certificate levels:	Program Areas to be aligned with Core Capabilities in PPD-8 **Mission Areas**:	Additional Specialized and Technical Training in **Common Areas** such as:
Advanced Intermediate Basic	• Prevention • Protection • Mitigation • Response • Recovery	• Hazus/GIS • Training • Planning • COOP • Exercises • Risk Analysis/Reduction • Public Information • Tribal • Academic Institutions

Contact these individuals for more information about the following programs:

Emergency Manager Basic Academy:	301-447-1535
Tom Gilboy:	tom.gilboy@fema.dhs.gov
Emergency Manager Leaders Academy:	301-447-1490
Lillian Virgil:	lillian.virgil@fema.dhs.gov
Emergency Manager Executive Academy:	301-447-1249
Steve Borth:	stephen.borth@fema.dhs.gov
Specialized and Technical Programs:	301-447-1299
Al Fluman:	al.fluman@fema.dhs.gov

The Emergency Manager Basic Academy

The purpose for the establishment of an Emergency Manager Basic Academy is to support the professionalization of the field of emergency management with a structured and progressive framework for acquiring the knowledge, skills, and abilities to enter the field and grow to meet the challenges of an unpredictable and complex environment. Similar to "basic" academies operated by the fire and law enforcement communities, the Basic Academy will offer a foundational education in emergency management while providing an opportunity for participants to build camaraderie, establish professional contacts, and gain a common understanding of the roles, responsibilities, and authorities of an emergency management program.

For individuals new to the field, or transferring from another profession into emergency management, the Basic Academy is the opportunity to get a standard and comprehensive grounding in all the key aspects of the field. The training objectives are based on the newly established emergency management competencies that the National Emergency Management Association (NEMA), International Association of Emergency Managers (IAEM), and State, local, tribal, and territorial emergency management professionals have established in coordination with the Emergency Management Institute (EMI).

Target Audience

The Basic Academy has an entry-level curriculum designed for newly appointed emergency managers and staff from State, local, tribal, territorial, FEMA, and other Federal agencies, as well as prospective professionals transferring from another discipline to emergency management. Participants in the target audience will be selected based on their willingness to meet the prerequisites and their commitment to complete all requirements of the Basic Academy.

Classroom Course Requirements

The Basic Academy consists of the following classroom courses:

- E/L101, *Foundations of Emergency Management* (80 hours) 10 days
- E/L102, *Science of Disaster* (under development, guided by scientists from USGS; NWS; atmospheric scientists; and others) (approximately 24 hours) 3 days
- E/L103, *Planning* (adding new THIRA and CPG 201 concepts) (16 hours) 2 days
- E/L104, *Exercise Design* (under development, guided by EMI's Integrated Emergency Management Branch) (16 hours) 2 days
- E/L105, *Public Information and Warning* (being developed based on recently created External Affairs course materials) (16 hours) 2 days
- Total course hours: 152 hours

Course descriptions can be found on pages 27–29.

Prerequisites

Prerequisite requirements to the classroom courses are four Independent Study courses. A participant must complete all of the prerequisite EMI Independent Study courses before submitting his or her application for the E/L101 course.

- IS-100 (any version), *Introduction to the Incident Command System (ICS)* (3 hours)
- IS-700 (any version), *National Incident Management System (NIMS), An Introduction* (10 hours)
- IS-800.b, *National Response Framework, An Introduction* (3 hours)
- IS-230.b, *Fundamentals of Emergency Management* (3 hours)

The Emergency Manager Leaders Academy (EMLA)

The Emergency Manager Leaders Academy (EMLA) is the first leadership component of the Emergency Management Professional Program. EMLA will provide the essential skills needed to lead emergency management programs at the leadership level, and will be essential to building the foundation for collaboration by bringing emergency management leaders together to share their experiences and establish a network. Sharing best practices, lessons learned, tools, and documentation will allow emergency management leaders to have a firm understanding of Federal, State, and local emergency management programs, as well as how these programs can be effectively leveraged to support State and local needs and requirements.

The EMLA curriculum will remain grounded in the principles of emergency management; incorporate fully developed emergency management core leader competencies; provide progressive career-long training and education; and support further professionalization of the field of emergency management.

Target Audience

This course is designed for current and emerging leaders in emergency management. The target audience includes government, non-profit voluntary organizations, and private sector managers responsible for emergency management or homeland security, including:

- State, local, tribal, and territorial emergency management or homeland security program staff and managers;
- Federal department heads and branch chiefs of emergency management or homeland security;
- Directors and managers of non-profit voluntary organizations;
- Private sector managers leading emergency management offices and related programs; and
- Emergency management program directors from all organizations listed above with significant authority and responsibilities.

The Emergency Manager Executive Academy (EMEA)

The Emergency Management Institute (EMI), in collaboration with prominent programs at higher education institutions, has created the Emergency Manager Executive Academy (EMEA), to produce a comprehensive and cutting-edge curriculum that supports the advancement of the emergency management profession at strategic and policy levels, and its executive leadership.

This program is designed for current and future emergency management executives in State, local, tribal, territorial, and Federal government agencies; non-profit voluntary organizations; and the private sector. The EMEA instills current and future emergency management leaders with a deeper understanding of contemporary and emerging emergency management issues, debates, and public policy. It provides insights, theories, tools, and resources that enable decision-makers to think and act more strategically and to build capacity to protect against, prepare for, respond to, recover from, and mitigate all types of disasters. The EMEA provides the opportunity to work collaboratively, share smart practices, and participate in exercises with other senior leaders facing similar challenges.

Target Audience

Formal acceptance into the Emergency Manager Executive Academy will include participants from State, local, Tribal Nations, Trust territories, Federal

Agencies, Urban Area Security Initiative (UASI), higher education institutions, recognized leaders in emergency management, related private industries, and voluntary organizations.

This course is designed for current and emerging executives at the national, State, regional, tribal, territorial, or major urban area levels. Ideal candidates will serve on major commissions and task forces or be responsible for making decisions that have a significant effect on national policy, or the management of disaster response and recovery activities. The audience may include, but is not limited to:

- Emergency management and homeland security directors or advisors;
- High-ranking administrators;
- Presidents or chairs of major professional organizations;
- Federal department heads of offices of emergency management or homeland security;
- Chiefs or directors of voluntary agencies or organizations; and
- Private sector executives leading major emergency management offices.

EMI will select up to 40 emergency management executives to participate in the EMEA per year, who will reflect the Whole Community concept.

Classroom Course Requirements

The Executive Academy consists of four classroom courses, periodic webinars, reading, and case studies, and will culminate with an exercise-based course.

Classroom courses are:

- E/L680, *Emergency Management—A Leadership Challenge* (32 hours) 4 days
- E/L682, *Emergency Management in the 21st Century* (32 hours) 4 days
- E/L684, *The Science of Disaster: Integration into Emergency Management Policies and Decisions* (32 hours) 4 days
- E/L686, *Putting Strategic Leadership Knowledge into Practice* (32 hours) 4 days

Course descriptions can be found on pages 30–32.

Prerequisites

Participants must have completed the first three sessions (E/L680, E/L682, and E/L684) of the Executive Academy before applying for E/L686.

FEMA/Federal Partners Courses

Providing performance-based disaster operations and recovery training for FEMA's Disaster Workforce is a key mission for EMI. EMI works with FEMA's Disaster Workforce Cadre Managers and Program Offices to identify training priorities and position-specific training that is linked to the requirements defined by the FEMA Qualification System (FQS). 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 Program

The primary goal of the FEMA Emergency Management Higher Education Program 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, tribal entities, 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 Higher Education Program web site:

http://training.fema.gov/emiweb/edu

In addition, the following information can be found on the Higher Education Program 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, annual Higher Education conference, and a variety of other information.

Accreditations and Credit for EMI Courses

American Council on Education (ACE) Recommendations

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for 47 of the Emergency Management Institute's courses. The American Council on Education, the major coordinating body for all the Nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues, and to influence public policy through advocacy, research, and program initiatives.

ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education. For more information, visit the ACE CREDIT web site at *www.acenet.edu/credit*.

For the benefit of its students, EMI participates in the American Council on Education (ACE) Transcript Service. The ACE Transcript Service offers a lifelong record for students who have successfully completed EMI courses that have been reviewed by ACE CREDIT. This service enables adult learners to present a nationally recognized transcript to the college or university of their choice for the potential award of academic credit. For more information, visit the ACE CREDIT Transcript Service web site at *www.acenet.edut/credit/transcripts*.

International Association for Continuing Education and Training

EMI has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, Virginia 22102. In obtaining this approval, EMI has demonstrated that it complies with the American National Standards Institute (ANSI)/IACET 1-2007 Standard, which is widely recognized as the international standard of good practice. As a result of its Authorized Provider membership status, EMI is authorized to offer IACET Continuing Education Units (CEUs) for its programs that qualify under the ANSI/IACET 1-2007 Standard.

Continuing Education Units (CEUs) Granted

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 are issued from the NETC Admissions Office upon request. Each course description indicates the course's CEUs (if applicable).

Continuing Education Credits (CECs)

CContinuing 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 its 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: (1) core and (2) 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 Retirement Points

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 172).

The Independent Study courses can be accessed on the Internet at:

http://training.fema.gov/IS/

Outline of Catalog and Course Coding

This 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 application, registration, attendance, costs and stipends, foreign applicants, travel, lodging, Food Services, etc. A map of NETC is provided on page 13.

Courses are divided into Resident, State/Local/Tribal Field, and FEMA/Federal Partners sections: Mitigation, Hazus MH, Preparedness, Professional Development, Response and Recovery, Mission Support, 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 Facility
- E Resident courses held at the NETC campus
- G State/Local/Tribal Field-delivered courses
- IS Independent Study courses
- K Adobe Connect course
- L Resident courses held off-site
- S Resident courses held at the FEMA Distribution Center in Frederick, Maryland
- V Video Teleconference course

Web Addresses

FEMA	http://www.fema.gov
EMI	http://training.fema.gov/emi
Higher Education	http://training.fema.gov/emiweb/edu/
LRC	netclrc@fema.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
General Admission Application Form (FEMA Form 119-25-1)	http://training.fema.gov/emicourses/
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 (NETC), Home of the Emergency Management Institute

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 participants, 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 NETC Learning Resource Center (LRC)

The NETC Learning Resource Center (LRC) has, for more than three decades, been the home to the Nation's preeminent collection of all-hazards first responder resources. The LRC's 190,000 titles encompass the entire gamut of natural and manmade hazards from fires and hurricanes to tornadoes and flooding, from chemical and biological to radiological and nuclear hazards. The emergency management, fire, and emergency medical services collections in particular have the greatest depth and breadth of any in the United States.

The LRC routinely supplies answers to simple requests either on the phone or via e-mail. 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.

Visit the LRC web site at *www.lrc.fema.gov* to search the extensive collection 24/7, including more than 22,000 downloadable items. On the home page, users can also sign up for the weekly newsletter or subscribe to one of the RSS feeds. In addition, users can browse special landing pages such as:

- First Responder Dissertations and Theses
- Civil Defense Era Documents and Reports
- Fire and All-Hazards Subject Guides
- Major Disaster Bibliographies

The LRC is open to the general public; however, only NETC personnel and participants may borrow materials directly from the LRC. Visitors to the LRC should call at least 24 hours in advance at 301-447-1046. This will help expedite entry through security. Admittance will not be granted after 5 p.m. (Monday–Thursday) or on the weekend unless prior arrangements have been made.

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.

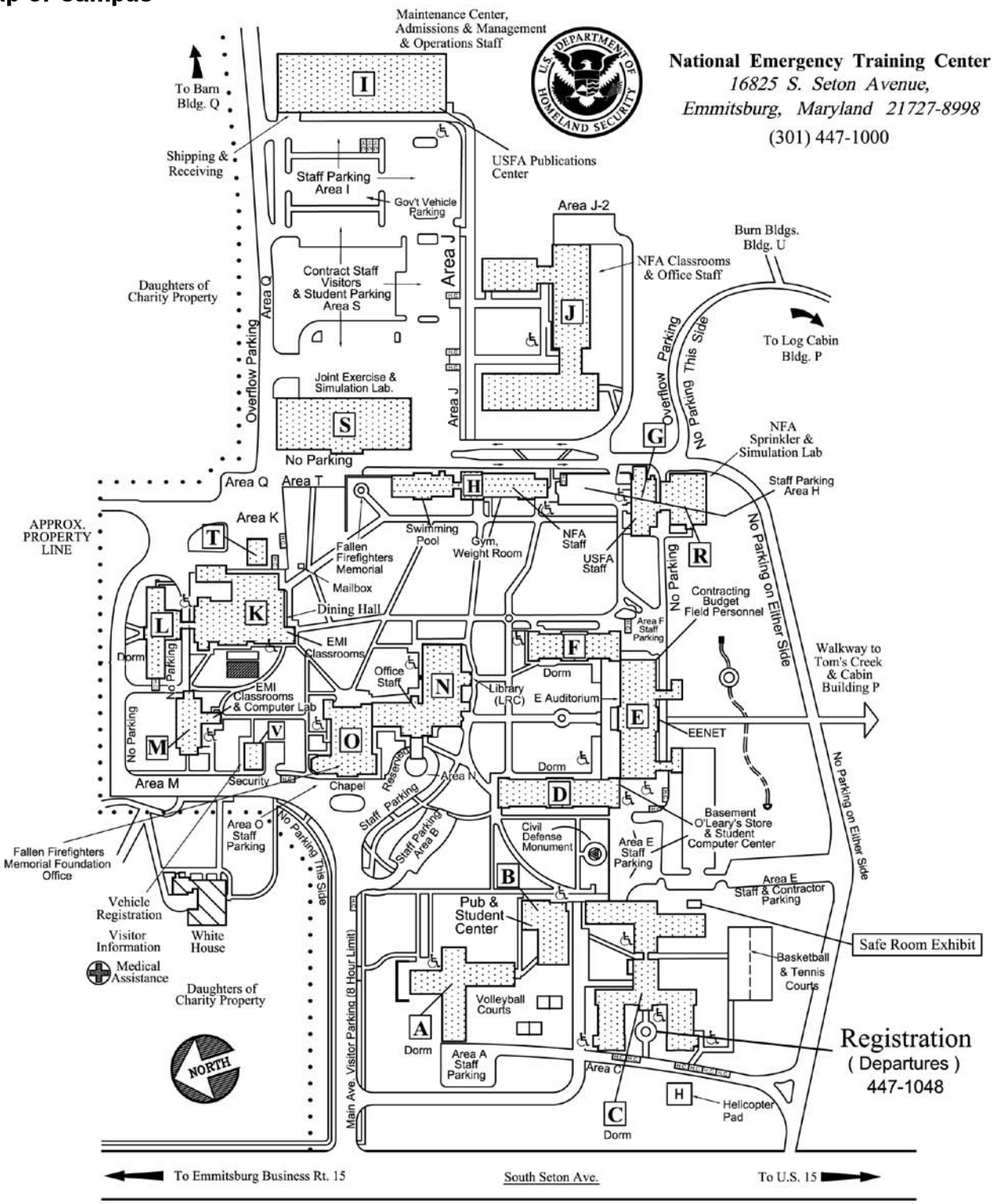
Contact the LRC at:

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@fema.dhs.gov (e-mail)
www.lrc.fema.gov (online card catalog)

The Campus

A map of the campus appears on the next page, followed by a description of each building.

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 4-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 (EMI) and the United States Fire Administration (USFA) (which includes the National Fire Academy [NFA]). 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. (F)

Building E—Built in 1926 and renovated in 1966 and 1993, it is occupied by EMI Distance Learning offices, NETC Budget offices, and Computer Support personnel. (F)

Building F—Built in 1925 and renovated in 1965 and 1995, it houses EMI Integrated Emergency Management offices and has 45 dormitory rooms. (F)

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 NFA 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 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 EMI classrooms. The 3-story brick structure also contains a Dining Hall capable of seating 500 people, EMI Independent Study offices, and support offices. (F)

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

Building M—Built in 1965, renovated in 1989, it houses two 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 EMI. (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. It houses the National Fallen Firefighters Foundation, and 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 EMI and NFA 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)

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

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 NETC 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 manmade 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.

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. (See Foreign Applicants, page 22.)

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 participant-related policies and procedures. NETC actively encourages all qualified 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 119-25-1 [formerly FEMA Form 75-5]). 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 or it will be returned.**

FEMA is moving toward eliminating the use of the Social Security Number (SSN), where possible, when applying **for any FEMA training**. As of April 15, 2012, individuals, **including FEMA employees**, applying for Emergency Management Institute resident classes will be required to register using the Center for Domestic Preparedness (CDP) Training Administration System (CTAS) and obtain a CDP Student Identification (SID) number. This number will be used in place of the SSN on the General Admissions Application Form.

Which courses does this process impact?

All EMI Resident courses, including courses held at NETC (E code); off-site (L code); Center for Domestic Preparedness (B code); and FEMA Distribution Center in Frederick, Maryland (S code). State, local, and tribal field-delivered courses (G code); and Independent Study courses (IS code) are not impacted by the process.

How do I obtain my FEMA Training Identification Number (FTIN)/CDP SID number?

Step 1: To register, go to *https://cdp.dhs.gov/eLMS*

Step 2: Click on the "Create Account" button on the left side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

What do I do with this new FTIN/CDP SID number I've been assigned?

The CDP SID number should be used in place of the SSN on the General Admissions Application (FEMA Form 119-25-1).

Why is it important to register in the CTAS?

Any applications for FY 2013 EMI courses that do not include the training registration number will not be processed until CDP SID is provided.

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:

Office of Admissions
National Emergency Training Center
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@fema.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@fema.dhs.gov.

GENERAL INFORMATION

ENROLLMENT FOR EMI COURSES

Participants can apply to EMI courses any time up to 5 weeks before the start of the course. For participants who apply early, acceptance letters will be sent 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*.)

Transcripts

Participants can request a transcript by submitting a request in writing to:

National Emergency Training Center
Attn: Admissions Office
16825 South Seton Avenue -
Emmitsburg, MD 21727 -

Or by e-mailing NETC-Admissions@fema.dhs.gov

Requests should include the address where the transcripts should be sent.

Dress Code

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 voided check). You are responsible for reimbursing your organization.

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

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.

NETC Campus Information

Lodging

All lodging rooms are nonsmoking and are randomly assigned prior to your arrival. Because of the random assignments of rooms, classmates may not be lodged together. If the participant count exceeds the number of single rooms available, participants may need 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 on your application. If you are required to pay for your lodging, you may do so by cash, personal check, traveler's check, or credit card (MasterCard, Visa, American Express, or Discover).

If you are a non-DHS Federal employee, your Travel Authorization (TA) should state that "Housing will be provided to the traveler at NETC" (currently $40 per night), payable upon arrival at NETC. If NETC housing is not available, a "Certificate of Non-Availability" will be issued by NETC. 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, you must notify the Housing Office in writing at NETC-Housing@fema.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.

If you are a foreign participant, 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 $40 per night), payable upon arrival at NETC. NETC accepts credit card payment (Visa, MasterCard, Discover, or American Express) for lodging.

If you are a DHS employee (including FEMA Disaster Reservists), you must present a copy of your TA when you arrive at registration, and you should read the FEMA instructions, policies, and comptroller-grams dealing with travel to NETC. Your TA 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 NETC Housing Office in writing at NETC-Housing@fema.dhs.gov. 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, participants 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 participant from a foreign country, please be prepared to show your passport or visa at registration.

Firearms

Firearms are 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 arrive at NETC with weapons of any kind without prior approval, your entry 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, participants must report to Building C to obtain room assignments and key cards. Participants may be lodged at 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.

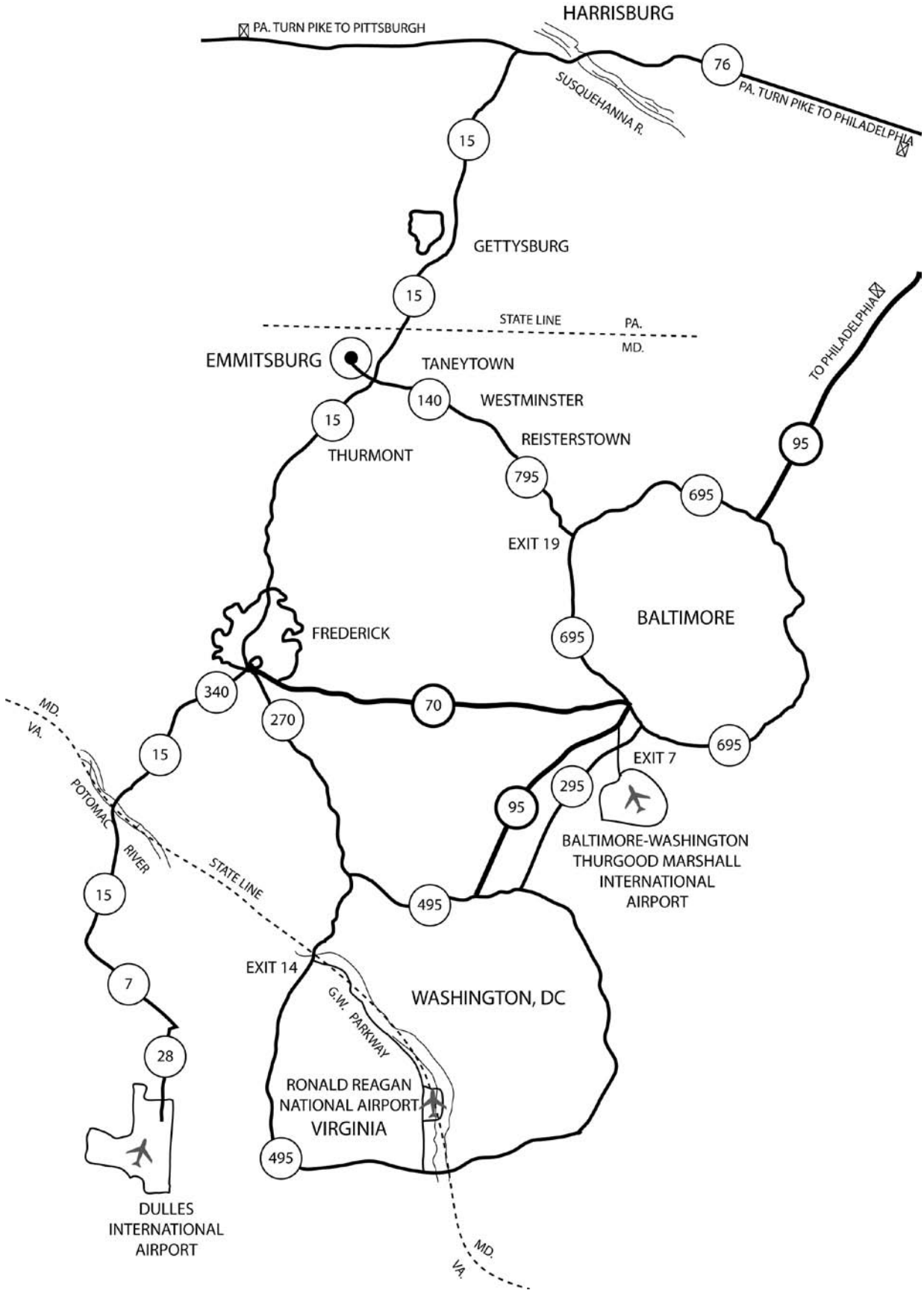
Transportation and Parking

Participants 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 participant acceptance package. **Please read this information carefully BEFORE making flight arrangements. Participants must call the NETC Transportation Office at (301) 447-1113 at least 2 weeks in advance to reserve a seat on the NETC airport shuttle.** Seating on the bus may be unavailable, and transportation to Emmitsburg will be at the participant's own expense if a participant fails to call.

Participants 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. Participant 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. Participants may arrive on campus any time after 12:30 p.m. the day before class begins. Shuttle 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.



GENERAL INFORMATION

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 be submitted **at least 60 days prior to the course start date** and 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 should be notified of acceptance/rejection 2 weeks prior to the start date.
- 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@fema.dhs.gov (e-mail)

EMI Training at the Center for Domestic Preparedness, Anniston, Alabama

EMI also conducts training at FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama. The CDP campus consists of four major training sites: Main Training Facility (Building 61), Noble Training Facility (NTF), the Advanced Responder Training (ART) Facility (500 area), and the COBRA Training Facility (COBRATF).

Smoking

Smoking in Federal facilities is prohibited. Each building has a designated outdoor smoking area.

Alcohol

The minimum age for consumption of alcoholic beverages in Alabama IS-21 years of age. There is no exception to this law at the CDP. Consumption of alcoholic beverages (beer and wine only, no liquor) is limited to the Recovery Zone (student lounge) and individual dormitory rooms. Personal quantities of beer and wine only are allowed in individual dormitory rooms. "Drinking" parties and open containers of alcoholic beverages are prohibited in any common or outdoor areas in the lodging complex. The CDP reserves the right to either limit or refuse the purchase of alcoholic beverages to patrons of the Recovery Zone.

Weapons

All firearms are prohibited on the CDP campus. Due to heightened security requirements, security and law enforcement personnel may search you, your vehicle, or your luggage. For your own protection, and to expedite your processing into the CDP, **do not bring weapons of any kind to the CDP campus.** Weapons include knives with blades longer than 3 inches, bow and arrows, ammunition, rifles, shotguns, pistols, etc. **If you arrive at the CDP with weapons of any kind without prior written approval, your entry to campus will be denied.**

Lodging

Lodging will be provided onsite to eligible State and local participants at no cost to you or your organization. Federal and private sector employees will be charged at a rate of $25 per night.

Meals

Eligible State and local participants will receive meals at no cost. Federal and private sector employees will be charged for meals at a rate of $9.00 for breakfast, $10.00 for lunch, and $15.00 for dinner. Federal and private sector employees will be issued a meal card and will pay only for meals consumed.

Dress Code

Training attire is casual for the duration of the course. When attending CDP 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 and classroom activities. Classroom sessions will be held in climate-controlled buildings. This northeastern area of Alabama generally has a mild climate. During outdoor training, participants should consider wearing durable clothing relevant to the training environment. Agency-prescribed dress or uniform is acceptable for training. Slacks and jeans are recommended for all hands-on (lanes) training. Flip flops, sandals, and tank tops are not permitted.

If CDP staff determines that a participant's attire is inappropriate, the participant will be required to change into more appropriate clothing before being allowed to continue training. Attire for training is business casual during course hours.

Security

All personnel entering CDP should become familiar and comply with the security regulations and instructions. All participants will display their participant badge (identification) at all times while inside the facility.

Recreation

Fitness Facilities

The Truman Gym and McClellan Fitness Center are available for all participants at minimal cost. Further information is available at the CDP Hospitality Desk, Building 320. The facilities are owned and operated by the City of Anniston. The facilities are open daily until 9:00 p.m. The following activities are available:

Truman Gym Fitness Center

Heated indoor pool
Racquetball
Sauna
Sauna-Vibe Massage
Nautilus room
Cardio room
Free weights
Basketball

The Fitness Center

Nautilus room
Basketball
Free-weight room

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 McClellan Park area (former location of the commissary and PX complex), Building 61 (main building, cafeteria), Noble Training Facility (cafeteria), and Building 320 (lodging). 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) 231-0132 to reserve a seat on the shuttle bus.

In case of emergency or travel difficulties, please call the Center for Domestic Preparedness at (256) 741-3418.

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

General Directions to Center for Domestic Preparedness/ Noble Training Facility

FEMA's Center for Domestic Preparedness (CDP)/ The Noble Training Facility (NTF) 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 Facility, which will be on your right on CARE DRIVE. Park in northeast lot. Go to glass door (under FEMA sign).

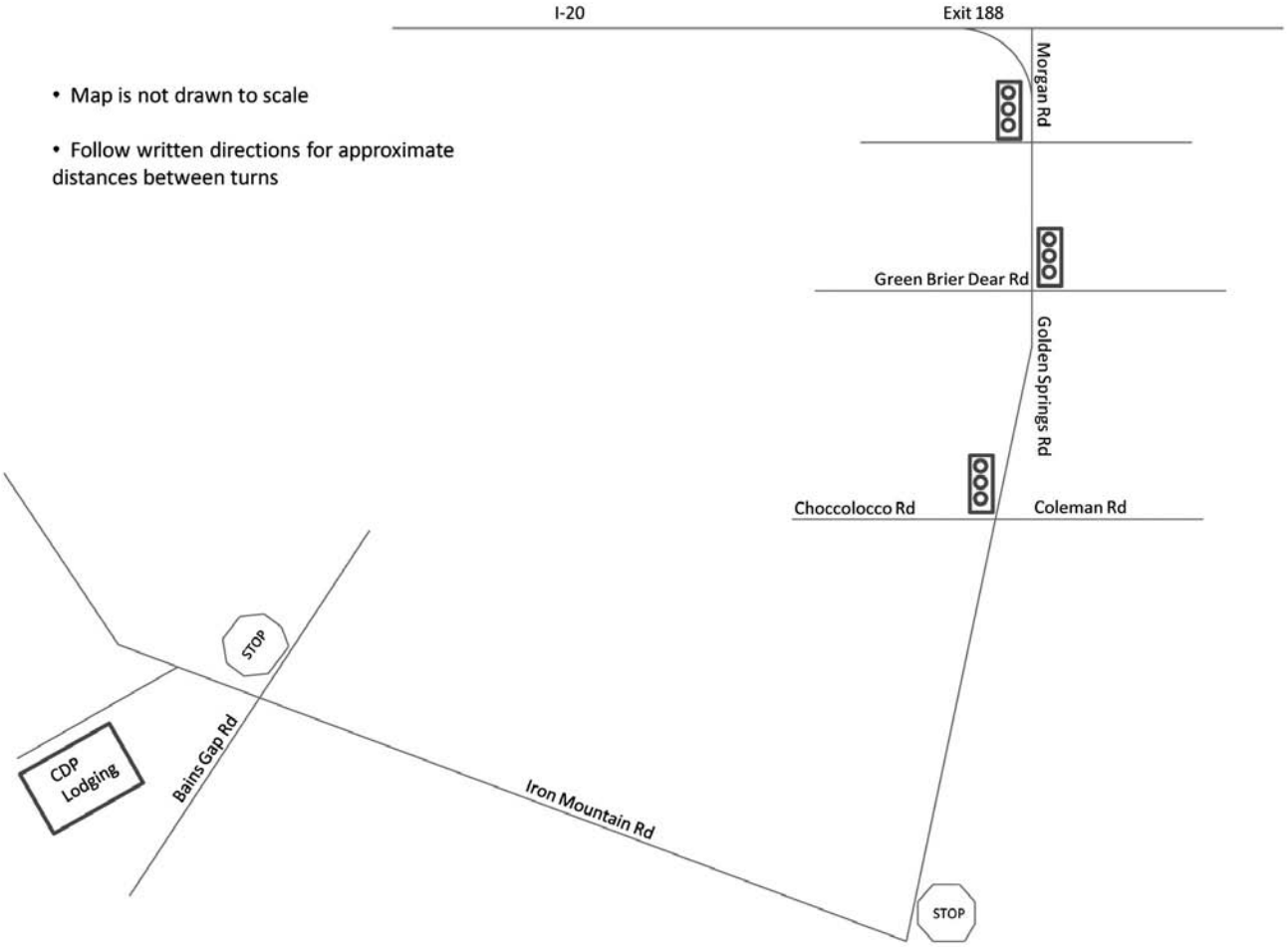
NOTE: Watch for the blue and white signs marking the route to NTF on Baltzell Gate Road.

If you need additional directions, please call FEMA's Center for Domestic Preparedness at (256) 231-0132 or (256) 741-3418.

From Atlanta Airport:

1. Follow I-20 to exit 188 (Oxford).
2. Turn right off the exit onto Morgan Road.
3. Continue straight passing through 3 traffic - lights (road will change to Golden Springs - Road).
4. Cross through the third traffic light (cross-road is Coleman/Choccolocco Road) and stay straight onto the bypass.
5. Follow the bypass for approximately 2–3 miles to the stop sign.
6. Turn right at the stop sign onto Iron Mountain Road.
7. Follow Iron Mountain road approximately 3–4 miles to a stop sign at the intersection of Bains Gap Road.
8. Proceed straight through crossing Bains Gap - Road approximately 500 yards. -
9. Turn left on the first street to the left.
10. Follow this street approximately ¼ mile to CDP Lodging Area on the left.

If you need additional directions, please call FEMA's Center for Domestic Preparedness at (256) 231-0132 or (256) 741-3418.



GENERAL INFORMATION

Curriculum Descriptions

Resident Courses

Emergency Management Professional Program (EMPP) Curriculum

Emergency Manager Basic Academy

The purpose for the establishment of an Emergency Manager Basic Academy is to support the professionalization of the field of emergency management with a structured and progressive framework for acquiring the knowledge, skills, and abilities to enter the field and grow to meet the challenges of an unpredictable and complex environment. Similar to "basic" academies operated by the fire and law enforcement communities, the Basic Academy will offer a foundational education in emergency management while providing an opportunity for participants to build camaraderie, establish professional contacts, and gain a common understanding of the roles, responsibilities, and authorities of an emergency management program.

For individuals new to the field, or transferring from another profession into emergency management, the Basic Academy is the opportunity to get a standard and comprehensive grounding in all the key aspects of the field. The training objectives are based on the newly established emergency management competencies that the National Emergency Management Association (NEMA), International Association of Emergency Managers (IAEM), and State, local, tribal, and territorial emergency management professionals have established in coordination with the Emergency Management Institute (EMI).

Foundations of Emergency Management (E/L101)

The Federal Emergency Management Agency (FEMA) recognizes the need to tie training programs to an established set of emergency management competencies and to a career development program through a progressive training and education system that includes the entry-level Academy, called the Emergency Manager Basic Academy. Training objectives for this course, *Foundations of Emergency Management*, are based on the newly established Emergency Manager competencies that the National Emergency Management Association (NEMA); the International Association of Emergency Managers (IAEM); and local, State, territorial, and tribal emergency management professionals have established in coordination with the Emergency Management Institute (EMI).

The following topics in emergency management are covered in this course: legal issues; intergovernmental and interagency context; influencing, organizing, social vulnerability issues; managing stress; collaboration, preparedness; team building; mitigation; response; prevention and protection; ethical decision-making; recovery; technology; administration; and the future.

Selection Criteria: This course is intended for newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

Prerequisites:
Required: IS-100 (any version), *Introduction to the Incident Command System (ICS)*; IS-230.b, *Fundamentals of Emergency Management*; IS-700 (any version), *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework, An Introduction*.

Course Length: 10 days
CEUs: 8.0

Science of Disaster (E/L102)

This course in the Emergency Manager Basic Academy is designed to provide the participants with an overview of scientific principles and concepts that shape our increasingly dangerous world.

The contents of the course include the following:

- Introduction to Science of Disaster provides a definition and benefits of science.
- Earth Science and National Hazards describes how the Earth's design sets the stage for the world's natural hazards.
- Science of Natural Hazards describes the scientific basis of common natural hazards.
- Prediction gives us the capability to expect the unexpected.
- Physical Science and Implications for Emergency Management identifies how emergency management can benefit from knowledge of the physical science of hazards.
- Biological and Chemical Threats identifies the scientific basis of biological and chemical threats.
- Explosive Threats identifies the scientific basis of those threats.
- Radiological and Nuclear Threats identifies the scientific basis of those threats.

Selection Criteria: This course is intended for newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

Course Length: 3 days
CEUs: To Be Determined

Planning (E/L103)

This course in the Emergency Manager Basic Academy is designed to give basic concepts and planning steps to those new to the field of emergency management so that they may apply planning discipline and skills to challenges in their jobs. The course content includes emergency management planning doctrine and steps to take to accomplish writing plans and using them to deal with special events, which are common challenges for all jurisdictions.

The content also derives from Comprehensive Preparedness Guide 101, *Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans* and its six-step planning process and inclusive Whole Community philosophy. Likewise, doctrine from Comprehensive Preparedness Guide 201, *Threat and Hazard Identification and Risk Analysis*, is included in the course. Special event planning is then explained in the course and table group activities to analyze plans for special events are conducted.

Selection Criteria: This course is intended for newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

Course Length: 2 days

Exercise Design (E/L104)

This 2-day course is designed to introduce participants to the fundamentals of exercise design. Emergency managers, emergency services personnel, and individuals who are part of the emergency preparedness communities at all levels of government, private sector, or volunteer organizations 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:

- Components of the Homeland Security Exercise and Evaluation Program (HSEEP)

- Exercise process application
- Comprehensive exercise program (exercise program management) application
- Exercise design steps application
- Major accomplishments in designing and implementing an exercise
- Purpose and application of various exercise documents
- Tabletop, functional, and full-scale exercises
- Exercise design applications for tabletop, functional, and full-scale exercises

Selection Criteria: This course is designed for those who have an emergency management function in any mission area (protection, prevention, response, recovery, and mitigation). The audience may include, but is not limited to:

- Emergency managers;
- Planners;
- First responders and supervisors; and
- Representatives from private sector and volunteer organizations.

This training course is a requirement for the completion of EMI's Basic Academy.

Prerequisites:
Recommended: IS-120.a, *An Introduction to Exercises*, and IS-130, *Exercise Evaluation and Improvement Planning*.

Course Length: 2 days

Public Information and Warning (E/L105)

This Emergency Manager Basic Academy course introduces the participants to what the Public Information Officer (PIO) does in emergency management along with the basic information about the Integrated Public Alert and Warning System (IPAWS). The PIO topics covered include the role of the PIO; communication tools and resources encompassing social media; effective communication; preparing the community through outreach and other means; and communication in an incident. The IPAWS topics covered include what the system is and does, preparing alert and warning messages, and writing common alerting protocol messages. This is a 2-day classroom course which gives participants time to perform activities and exercises to reinforce the knowledge and build basic skills.

Selection Criteria: This course is intended for newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

Course Length: 2 days

EMERGENCY MANAGER LEADERS ACADEMY (EMLA)

The Emergency Manager Leaders Academy (EMLA) is the first leadership component of the Emergency Management Professional Program. EMLA will provide the essential skills needed to lead emergency management programs at the leadership level, and will be essential to building the foundation for collaboration by bringing emergency management leaders together to share their experiences and establish a network. Sharing best practices, lessons learned, tools, and documentation will allow emergency management leaders to have a firm understanding of Federal, State, and local emergency management programs, as well as how these programs can be effectively leveraged to support State and local needs and requirements.

The EMLA curriculum will remain grounded in the principles of emergency management; incorporate fully developed emergency management core leader competencies; provide progressive career-long training and education; and support further professionalization of the field of emergency management.

Leadership Attributes (E451)

This 4-day course is an interactive developmental course that will focus on leadership core competencies required to effectively operate in the emergency management environment.

This course is designed to introduce the qualities of an effective emergency management leader, relevant management styles, strategic thinking, and decision making. Leaders will understand and implement emergency management program evaluation, situational awareness, planning, mission and vision statements, and effectively address human resource issues. This course will provide an awareness of the key attributes of communication and collaboration for an effective emergency management leader along with inter- and intra-agency communication, public advocacy, change management, and personal strengths.

Selection Criteria: This course is designed for current and emerging leaders in emergency management. The target audience includes government, non-profit voluntary organization, and private sector managers responsible for emergency management or homeland security, including:

- State, local, tribal, and territorial emergency management or homeland security program staff and managers;
- Federal department heads and branch chiefs of emergency management or homeland security;
- Directors and managers of non-profit voluntary organizations;
- Private sector managers leading emergency management offices and related programs; and
- Emergency management program directors from all organizations listed above with significant authority and responsibilities.

Course Length: 4 days

Emergency Manager Executive Academy (EMEA)

The Emergency Management Institute (EMI), in collaboration with prominent programs at higher education institutions, has created the Emergency Manager Executive Academy (EMEA), to produce a comprehensive and cutting-edge curriculum that supports the advancement of the emergency management profession at strategic and policy levels, and its executive leadership.

This program is designed for current and future emergency management executives in State, local, tribal, territorial, and Federal government agencies; non-profit voluntary organizations; and the private sector. The EMEA instills current and future emergency management leaders with a deeper understanding of contemporary and emerging emergency management issues, debates, and public policy. It provides insights, theories, tools, and resources that enable decision-makers to think and act more strategically and to build capacity to protect against, prepare for, respond to, recover from, and mitigate all types of disasters. The EMEA provides the opportunity to work collaboratively, share smart practices, and participate in exercises with other senior leaders facing similar challenges.

Emergency Management—A Leadership Challenge (E/L680)

The Emergency Management Institute (EMI), partnering with Harvard University, will deliver E/L680, *Emergency Management—A Leadership Challenge*. This course is based on Meta-Leadership training developed by Harvard for the National Preparedness Leadership Initiative (NPLI). Meta-Leadership provides the framework that strategically leverages the efforts of different organizational units. The course focuses on Whole Community and Meta-Leadership capabilities that enable effective leadership across organizational boundaries. The Five Dimensions of Meta-Leadership are: The Person of the Meta-Leader; the Situation; Leading Your Silo; Leading Up; and Leading Cross-Agency Connectivity.

Other course topics include Terrorism; Mistakes You Will Make in a Crisis; and Negotiation and Conflict Resolution in Complex Crisis Environments. The course is highly interactive and includes relevant case studies and realistic simulation exercises.

Selection Criteria: Formal acceptance into the Emergency Manager Executive Academy will include participants selected from State, local, Tribal Nations, Trust territories, Federal Agencies, Urban

Area Security Initiative (UASI), higher education institutions, and recognized leaders in emergency management, related private industries, and voluntary organizations.

This course is designed for key executive positions at the national, State, regional, tribal, territorial, or major urban area levels. Ideal candidates will serve on major commissions and task forces or be responsible for making decisions that have a significant effect on national policy. The audience may include, but is not limited to:

- Emergency management and homeland security directors or advisors;
- High-ranking administrators;
- Presidents or chairs of major professional organizations;
- Federal department heads of offices of emergency management or homeland security;
- Chiefs or directors of voluntary agencies or organizations; and
- Private sector executives leading major emergency management offices.

Prerequisites:
Required: Participants must have completed the first three sessions (E/L680, E/L682, and E/L684) of the Executive Academy before applying for E/L686.

Course Length: 5 days

Emergency Management in the 21st Century (E/L682)

The Emergency Management Institute (EMI), partnering with the Center of Homeland Defense and Security (CHDS) at the Naval Postgraduate School (NPS), will deliver E/L682, *Emergency Management in the 21st Century*. This course provides the emergency management leader with historical, social, economic, legal, and ethical perspectives that shape policy and decision-making. Participants have the opportunity to explore and analyze technical and operational issues of the Homeland Security enterprise in order to create an understanding of the link between policy and action and vice versa. Participants further develop critical thinking skills and novel problem-solving techniques when dealing with the complexity and pressures that are associated with emergency management executive-level decision making.

Selection Criteria: Formal acceptance into the Emergency Manager Executive Academy will include participants selected from State, local, Tribal Nations, Trust territories, Federal Agencies, Urban Area Security Initiative (UASI), higher education institutions, and recognized leaders in emergency management, related private industries, and voluntary organizations.

This course is designed for key executive positions at the national, State, regional, tribal, territorial, or major urban area levels. Ideal candidates will serve on major commissions and task forces or be responsible for making decisions that have a significant effect on national policy. The audience may include, but is not limited to:

- Emergency management and homeland security directors or advisors;
- High-ranking administrators;
- Presidents or chairs of major professional organizations;
- Federal department heads of offices of emergency management or homeland security;
- Chiefs or directors of voluntary agencies or organizations; and
- Private sector executives leading major emergency management offices.

Prerequisites:
Required: Participants must have completed the first three sessions (E/L680, E/L682, and E/L684) of the Executive Academy before applying for E/L686.

Course Length: 5 days

The Science of Disaster: Integration into Emergency Management Policies and Decisions (E/L684)

The Emergency Management Institute (EMI), partnering with the University of Hawaii, National Disaster Preparedness Training Center (NDPTC), will deliver E/L684, *The Science of Disaster: Integration into Emergency Management Policies and Decisions*. This course will focus on the tools and techniques for understanding and managing catastrophic disasters by examining the science and research that underlies current and emerging threats, hazards, and resulting consequences. Topics include sociological studies, organizational behavior theory and practice, and the use of models and studies in the analysis of complex disaster environments.

Selection Criteria: Formal acceptance into the Emergency Manager Executive Academy will include participants selected from State, local, Tribal Nations, Trust territories, Federal Agencies, Urban Area Security Initiative (UASI), higher education institutions, and recognized leaders in emergency management, related private industries, and voluntary organizations.

This course is designed for current and emerging executives at the national, State, regional, tribal, territorial, or major urban area levels. Ideal candidates will serve on major commissions and task forces or be responsible for making decisions that have a significant effect on national policy, or the management of disaster response and recovery activities. The audience may include, but is not limited to:

- Emergency management and homeland security directors or advisors;
- High-ranking administrators;
- Presidents or chairs of major professional organizations;
- Federal department heads of offices of emergency management or homeland security;
- Chiefs or directors of voluntary agencies or organizations; and
- Private sector executives leading major emergency management offices.

Prerequisites:
Required: Participants must have completed the first three sessions (E/L680, E/L682, and E/L684) of the Executive Academy before applying for E/L686.

Course Length: 5 days

Putting Strategic Leadership Knowledge into Practice (E/L686)

The Emergency Management Institute (EMI), partnering with the Texas Engineering Extension Service (TEEX), will deliver E/L686, *Putting Strategic Leadership Knowledge into Practice*. Management and leadership behaviors, including policy and strategy level decision-making, are emphasized throughout the week. This course will place participants in difficult emergency management situations, resulting in personal stress, while exploring leadership, decision-making, and policy-making methodologies during adversity.

Selection Criteria: Formal acceptance into the Emergency Manager Executive Academy will include participants selected from State, local, Tribal Nations, Trust territories, Federal Agencies, Urban Area Security Initiative (UASI), higher education institutions, and recognized leaders in emergency management, related private industries, and voluntary organizations.

This course is designed for current and emerging executives at the national, State, regional, tribal, territorial, or major urban area levels. Ideal candidates will serve on major commissions and task forces or be responsible for making decisions that have a significant effect on national policy, or the management of disaster response and recovery activities. The audience may include, but is not limited to:

- Emergency management and homeland security directors or advisors;
- High-ranking administrators;
- Presidents or chairs of major professional organizations;

- Federal department heads of offices of emergency management or homeland security;
- Chiefs or directors of voluntary agencies or organizations; and
- Private sector executives leading major emergency management offices.

Prerequisites:
Required: Participants must have completed the first three sessions (E/L680, E/L682, and E/L684) of the Executive Academy before applying for E/L686.

Course Length: 5 days

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 for Continuity of Operations (COOP) Train-the-Trainer (TTT) (E/L156)

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 and State 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 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.

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

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

Selection Criteria: FEMA will accept participants representing their Federal/State department or agencies' COOP Program Office, Facility Management, and Security Management sections.

Prequisites:
Recommended: Completion of IS-546.12, *Continuity of Operations (COOP) Awareness*, or IS-547.12, *Introduction to Continuity of Operations (COOP)*; IS-395, *FEMA Risk Assessment Database*.

Course Length: 3 days
CEUs: 2.1

Advanced Floodplain Management Concepts (E194)

This advanced floodplain management course is a dynamic and interactive instruction that covers the following four topics in detail:

1. National Flood Insurance Program (NFIP) Floodplain Rules and Regulations in Depth (1 day).
2. Letter of Map Change (LOMC) - Procedures for Applying and Floodplain Management Implications (1 day).
3. Roles and Responsibilities of the Local - Floodplain Manager (1 day). -
4. Preparing for Post-Disaster Responsibilities - (1 day). -

Each topic is designed to be discussed and reviewed in greater detail than the 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 the particular topic areas. This course is exercise rich and participants can expect to be engaged throughout the course.

Selection Criteria: Certified Floodplain Managers (CFM) or community officials with 2 years of full-time floodplain management experience. Federal, State, tribal, and local officials will take precedence.

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

ACE Recommendation:
Credit Hours: 2 hours
Level: LD
Curricula: Emergency Management or Homeland Security

Course Length: 4 days
CECs: 12 (core)

Unified Hazard Mitigation Assistance: Developing Quality Application Elements (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.

Prerequisites:
Required: IS-393.a, *Introduction to Hazard Mitigation*, and IS-212, *Introduction to Unified Hazard Mitigation Assistance*.

Course Length: 4 days
CECs: 12 (core)
CEUs: 3.2

Unified Hazard Mitigation Assistance: Application Review and Evaluation (E213)

The purpose of this course is to equip participants with the knowledge and skills required for effective grant application and subapplication review and evaluation, and to equip participants with a general knowledge of how a grant is awarded.

Selection Criteria: The primary audience for this course are personnel of State and tribal 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.

The secondary audience for this course includes tribal liaisons, Mission Support personnel, Grants Program Directorate staff, and fiscal managers.

Prerequisites:
Required: IS-393.a, *Introduction to Hazard Mitigation*, IS-212, *Introduction to Unified Hazard Mitigation Assistance*, and E/L212, *Unified Hazard Mitigation Assistance Program: Developing Quality Application Elements*.

Recommended: E/L276, *Benefit-Cost Analysis Entry*.

Course Length: 2 days
CECs: 12 (core)
CEUs: 1.3

Unified Hazard Mitigation Assistance: Project Implementation and Programmatic Closeout (E214)

The purpose of this course is to provide course participants with the knowledge and skills required for effective implementation and closeout of a project.

Selection Criteria: The primary audience for this course include 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 monitoring Unified HMA grant awards; and staffs of public or private sector organizations that offer consulting services to Unified HMA grant applicants.

The secondary audience for this course includes State and tribal liaisons, Environmental Planning and Historical Preservation staff, Federal Coordinating Officers, and Grants Program Directorate staff.

Prerequisites:
Required: IS-393.a, *Introduction to Hazard Mitigation*, IS-212, *Introduction to Unified Hazard Mitigation Assistance*, and E/L212, *Unified Hazard Mitigation Assistance Program: Developing Quality Application Elements*.

Recommended: E/L276, *Benefit-Cost Analysis Entry*.

Course Length: 2 days
CECs: 12 (core)
CEUs: 1.3

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

This course is specifically designed for communities and 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

Consequence Assessment for Dam Failure Scenarios (E261)

This course is designed to provide dam owners, emergency managers, and other relevant stakeholders with information needed to define and estimate consequences for dam failure scenarios. The course will provide participants with an overview and description of current consequence estimation methodologies, including information on the technical capability and resource requirements for each.

The course will highlight the importance of defining dam failure scenarios and assessing consequences through the presentation of case studies. The full range of social, institutional, and environmental consequences will be addressed during the course, including focus on direct and indirect economic consequences and loss-of-life estimation. Specific instructions and detailed examples for computing

economic and loss-of-life consequences will be provided for some of the more commonly used procedures and methodologies. Participants will be provided with the concepts of how consequence assessment is an important part of risk management strategies, how to establish initial priorities using consequence data, and how consequence estimation plays an important role in emergency preparedness efforts.

Selection Criteria: The audience for this course is limited to dam owners, professional staff of dam safety programs, dam security programs, and emergency managers at the Federal, State, local, tribal, and territorial levels, as well as dam safety, dam security, and incident management personnel from the private sector.

Course Length: 2 days
CEUs: 1.3

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

This course is designed to enable participants to perform water-surface profile computations using the computer program Hydrologic Engineering Center: Riverine Analysis System (HEC-RAS) 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 Federal and State dam safety programs only.

Course Length: 4 days
CEUs: 2.8

Hydrologic Engineering Center: Hydrologic Modeling 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 Federal and State 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 limited floodplain management experience. Attendance will be limited to two participants from any State for each offering. Participants should have less than 3 years of full-time experience in the field of floodplain management.

Prerequisites:
Required: Participants must have knowledge of computers (basic Windows and spreadsheet programs). Participants must complete the following online tutorials:

1. Flood Insurance Rate Map (FIRM) tutorial at *http://www.fema.gov/media/fhm/firm/ot_firm.htm* (30 minutes)
2. Federal Insurance Studies (FIS) tutorial at *http://www.fema.gov/media/fhm/fis/ot_fis.htm* (40 minutes)

Course Length: 4 days
CEUs: 3.1
CECs: 12 (core)

Benefit-Cost Users Workshop (E275)

This workshop is designed for Federal, State, local, and tribal 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 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 primarily Federal, State, and tribal Hazard Mitigation staff. Other personnel involved in conducting BC analyses may also apply.

Prerequisites:
Required: Participants must have knowledge of computers (basic Windows and spreadsheet programs). Participants must complete the following online tutorials:

1. FIRM tutorial at *http://www.fema.gov/media/fhm/firm/ot_firm.htm* (30 minutes)
2. FIS tutorial at *http://www.fema.gov/media/fhm/fis/ot_fis.htm* (40 minutes)

Recommended: E212, *Unified Hazard Mitigation Assistance* course is recommended, familiarity with basic mitigation terminology is essential.

Course Length: 2½ days
CEUs: 1.6
CECs: 12 (core)

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

This course covers the Community Rating System (CRS), a nationwide initiative of FEMA's National Flood Insurance Program. It describes activities eligible for credit under the 2012 CRS Coordinator's Manual, how a community applies, and how a community modifies an application to improve its classification.

Selection Criteria: This course is intended for a wide range of participants including FEMA Regional Office staff, NFIP State Coordinators, regional planning officials, local and tribal government officials, those who perform floodplain services for local governments and other 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 in any fiscal year.

Prerequisites:
Required: Must be a Certified Floodplain Manager (CFM), or have completed the E273, *Managing Floodplain Development Through the National Flood Insurance Program (NFIP)*, course or be a full-time Floodplain Manager with more than 2 years of full-time floodplain management experience, as demonstrated through work in a floodplain management, codes enforcement, or building code field and through work specifically related to floodplain management. Participants must have an understanding of the National Flood Insurance Program (NFIP) and floodplain management principles. The course material will be difficult to follow without a participant being well-versed in basic concepts of floodplain management.

ACE Recommendation:
Credit Hours: 2 hours
Level: LD or Associate
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 primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge may also apply.

Prerequisites:
Required: It is necessary to have a basic knowledge of building science.

Recommended: Participants should complete IS-279, *Retrofitting Flood-Prone Residential Buildings*. Taking IS-279 should also help potential participants establish whether they have the necessary level of building science knowledge. 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 or Emergency Management

Course Length: 4 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 detail:

1. Placement of Manufactured Homes and Recreational Vehicles in the Floodplain (1 day).
2. NFIP Flood Insurance Principles for the Floodplain Manager (1 day).
3. Higher Standards in Floodplain Management (1 day).
4. Hydrology and Hydraulics for the FPM (1 day).

Each topic is designed to be discussed and reviewed in greater detail than the 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 the particular topic areas. This course is exercise rich and participants can expect to be engaged throughout the course.

Selection Criteria: Certified Floodplain Managers (CFM) or community officials with 2 years of full-time floodplain management experience. Federal, State, tribal, and local officials will take precedence.

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

ACE Recommendation:
Credit Hours: 2 hours
Level: LD
Curricula: Emergency Management or Homeland Security

Course Length: 4 days
CECs: 12 (core)

Advanced Floodplain Management Concepts III (E284)

This advanced floodplain management course is a dynamic and interactive instruction that covers the following five topics in detail:

1. Floodway Standards (1 day).
2. Disconnects between NFIP Regulations and Insurance (1 day).
3. Common Noncompliance Issues (½ day).
4. Digital Flood Insurance Rate Maps (DFIRMs) (½ day).
5. Substantial Improvement/Substantial Damage (1 day).

Each topic is designed to be discussed and reviewed in greater detail than the 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 the particular topic areas. This course is exercise rich and participants can expect to be engaged throughout the course.

Selection Criteria: Certified Floodplain Managers (CFM) or community officials with 2 years of full-time floodplain management experience. Federal, State, tribal, and local officials will take precedence.

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

ACE Recommendation:
Credit Hours: 2 hours
Level: LD
Curricula: Emergency Management or Homeland Security

Course Length: 4 days
CECs: 12 (core)

Multi-Hazard Emergency Planning for Schools (E/L361)

This course is tailored to the unique planning and exercise needs of school systems. It integrates Department of Homeland Security (DHS) doctrine into an easy-to-follow planning process. The course follows the steps outlined in DHS's Comprehensive Preparedness Guide (CPG 101), and provides participants with the information to ensure alignment with recent doctrines such as the National Incident Management System (NIMS). By systematically analyzing threats/hazards, teams are able to identify and document needed enhancements to their plans for preventing and mitigating incidents while also preparing for, responding to, and recovering from incidents. In addition, each team prepares and participates in a tabletop exercise using the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and tools.

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

- Refine their district and school EOP. Throughout the course, teams will have an opportunity to review their existing EOP and, using a sample EOP and other resources, determine areas for improvement.
- Conduct an EOP exercise. Teams will have several opportunities to create and conduct drills and tabletops designed to exercise the procedures in their plans.
- Develop an action plan for sustaining their EOP. Throughout the course, the teams will record action items they plan to take when they return to their school districts after this course, including communicating their EOPs with critical stakeholders.
- Build partnerships and develop positive working relationships among disaster response and recovery organizations.

Selection Criteria: Only school district, county, and State teams should apply. Submit applications as a "package" using the format below as a cover sheet. Place person's name next to position being filled. DO NOT DUPLICATE POSITIONS.

First Responders:

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

School District/School Officials:

- 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
- Principal or Assistant Principal
- Facility Manager or Building Engineer
- Transportation Coordinator
- Food Service Coordinator
- School Nurse or School Counselor or Psychologist

Prerequisites:
Required: Each team MUST bring their school district/school EOP.

Recommended: Completion of IS-100.SCa (or ICS-100.SC or ICS-100), *Introduction to the Incident Command System, ICS-100, for Schools*, and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Course Length: 4 days
CEUs: 2.8

Multi-Hazard Emergency Planning for Schools Train-the-Trainer (TTT) (E/L362)

This course prepares participants to deliver G364, *Multi-Hazard Emergency Planning for Schools* field course. The purpose of the Train-the-Trainer is to develop a cadre of instructors capable of teaching G364, *Multi-Hazard Emergency Planning for Schools* field course within their States or local regions.

Selection Criteria: The target audience for this course includes school administrators, and State and local emergency managers and first responders. Participants must demonstrate a working knowledge of school planning through experience and training, and must be experienced in adult education.

Prerequisites:
Required: Completion of IS-100.b, *Introduction to the Incident Command System (ICS)*, ICS-100 or ICS-100.SC, *Introduction to the Incident Command System, ICS-100, for Schools*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-362.a, *Multi-Hazard Emergency Planning for Schools*; and E/L361, *Multi-Hazard Emergency Planning for Schools* or G364, *Multi-Hazard Emergency Planning for Schools*.

Course Length: 3 days
CEUs: 2.1

Multi-Hazard Emergency Planning for Higher Education (L363)

This 3-day course provides institutions of higher education with the knowledge and planning strategies to better protect lives, property, and operations within the context of comprehensive emergency management by utilizing the Incident Command System (ICS) to develop and implement an Emergency Operations Plan (EOP). At the end of the training, campus personnel will:

1. Recognize the importance of an emergency plan that meets the unique needs of an institution of higher education;
2. Identify hazards that present risks for institutions of higher education and the impact of those hazards;
3. Identify the process and benefits of conducting a risk assessment;
4. Identify the benefits of an effective Emergency Operations Center (EOC);
5. Create a partnership with stakeholders;
6. Identify and assemble a planning team;
7. Develop or revise a multi-hazard EOP;
8. Develop and implement a strategy for training and testing the EOP; and
9. Engage the academic community in the essential elements of emergency planning.

Selection Criteria:

- Only "college/university" teams should apply.
- Submit applications as a "package" to the host institution using the format below as a cover sheet. Place person's name next to position being filled.

Community First Responders—1–2 people (Do NOT duplicate positions)

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

College/University Officials—5–6 people (Do NOT duplicate positions)

- College Administrator (President, Vice President, Provost, Dean, etc.)
- Office of Emergency Management/Planning Official
- Risk Manager
- Public Information Officer
- Security Officer, Environmental Safety Officer, or Public Safety Chief
- Office of Facilities Management Official
- Food/Dining Services Director
- Health Services or Counseling Services Representative or Psychologist

- Faculty Representative
- Student Affairs Representative

Prerequisite:
Required: Completion of IS-100.HE, *Introduction to the Incident Command System, ICS-100, for Higher Education.*

Course Length: 3 days
CEUs: 2.1

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 primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge may also apply.

Prerequisites:
Required: It is necessary to have a good working knowledge of building science.

Recommended: Participants should complete IS-279, *Retrofitting Flood-Prone Residential Buildings.*

ACE Recommendation:
Credit Hours: 2 hours
Level: UD
Curricula: Coastal Engineering or Emergency Management

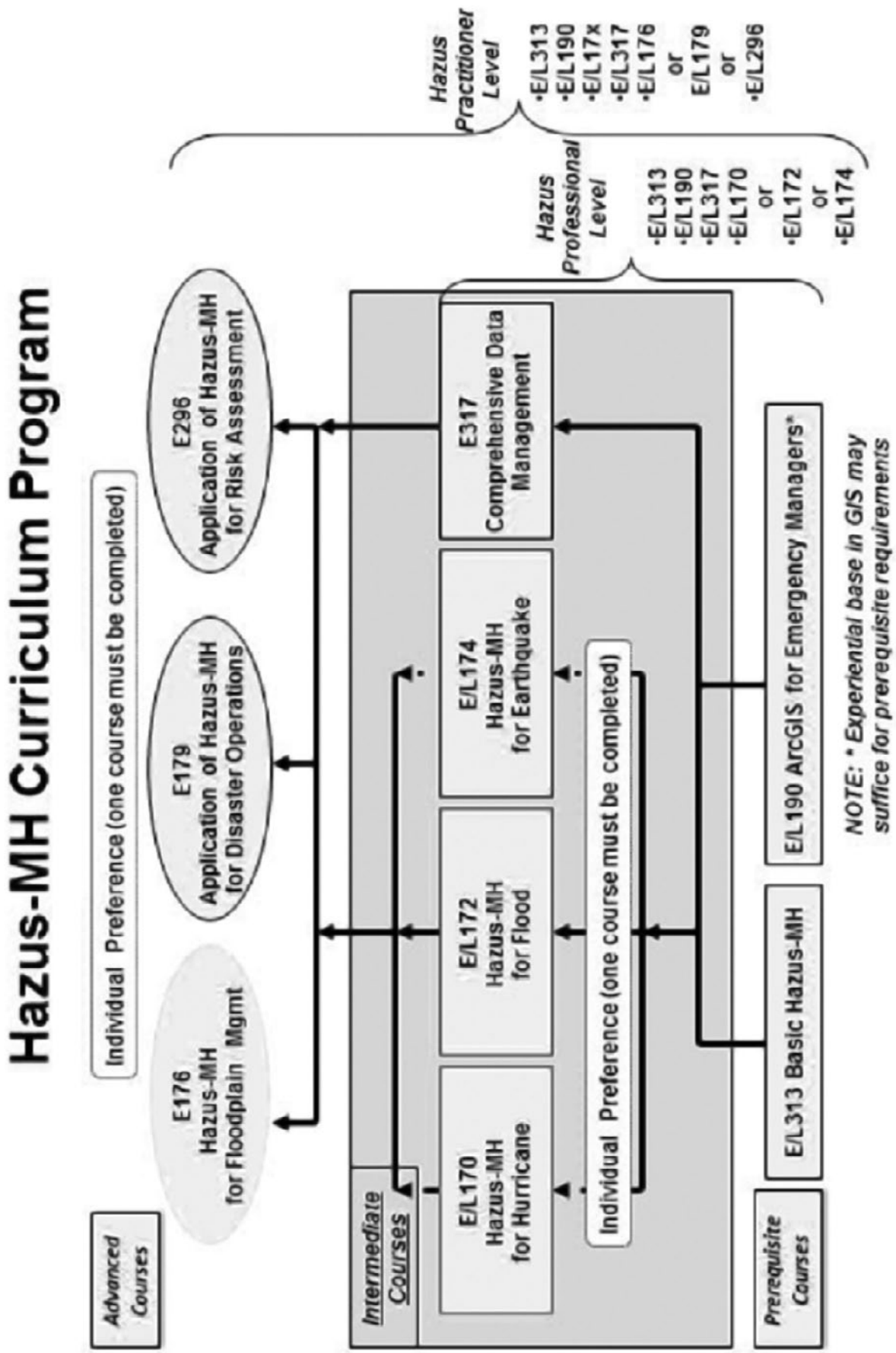
Course Length: 4 days
CEUs: 2.8
CECs: 12 (core)

Integrating Emergency Management Education Into Your Institution (E390)

This workshop provides information about Emergency Management (EM) and the benefits of and resources available for integrating EM degree programs and EM course offerings. It is a facilitation-driven workshop focused on creating an action plan to be applied within each participant's academic department. During the session, participants will be inspired to see the importance of EM and will create an action plan that they can use, along with a toolkit of additional resources that will be provided, when they return to their schools to increase their school's EM-related offerings.

Selection Criteria: Department chairs of emergency management-related disciplines (such as sociology, geography, public administration, or psychology, etc.) from Historically Black Colleges and Universities, Tribal Colleges and Universities, and Hispanic-Serving Institutions.

Course Length: 2 days
CEUs: 1.2


Hazus-MH Curriculum Program
Hazus Practitioner Level
•E/L313
•E/L190
•E/L17x
•E/L317
•E/L176
or
E/L179
or
•E/L296
Hazus Professional Level
•E/L313
•E/L190
•E/L317
•E/L170
or
•E/L172
or
•E/L174
E296
Application of Hazus-MH for Risk Assessment
Individual Preference (one course must be completed)
E179
Application of Hazus-MH for Disaster Operations
E176
Hazus-MH for Floodplain Mgmt
Advanced Courses
Intermediate Courses
E317
Comprehensive Data Management
E/L174
Hazus-MH for Earthquake
E/L172
Hazus-MH for Flood
E/L170
Hazus-MH for Hurricane
Individual Preference (one course must be completed)
E/L190 ArcGIS for Emergency Managers*
E/L313 Basic Hazus-MH
Prerequisite Courses
NOTE: * Experiential base in GIS may suffice for prerequisite requirements

Hazus-MH Curriculum

Beginning in FY 2009, a Hazus-MH Training Curriculum was initiated, 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 on the diagram on the next page. 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.

E170, *Hazus-MH for Hurricane*

E172, *Hazus-MH for Flood*

E174, *Hazus-MH for Earthquake*

E176, *Hazus-MH for Floodplain Managers*

E179, *Application of Hazus-MH for Disaster Operations*

E190, *ArcGIS for Emergency Managers*

E296, *Application of Hazus-MH for Risk Assessment*

E313, *Basic Hazus-MH*

E317, *Comprehensive Data Management for Hazus MH*

Hazus Trained Professional Track

- E190, *ArcGIS for Emergency Managers* (user experience in GIS may substitute)
- E313, *Basic Hazus-MH*
- E317, *Comprehensive Data Management for Hazus-MH*
- 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

- Requirements for Hazus Trained Professional, plus one of the following:
  - E176, *Hazus-MH for Floodplain Managers*
  - E179, *Application of Hazus-MH for Disaster Operations*
  - E296, *Application of Hazus-MH for Risk Assessment*

Hazus-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*, 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, *ArcGIS for Emergency Managers*.

Course Length: 4 days
CEUs: 2.8

Hazus-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*, 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, *ArcGIS for Emergency Managers*.

Course Length: 4 days
CEUs: 2.8

Hazus-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 socio-economic 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*, 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, *ArcGIS for Emergency Managers*.

Course Length: 4 days
CEUs: 2.8

Hazus-MH for Floodplain Managers (E176)

This course provides in-depth instruction and hands-on exercises that develop the skills needed by Certified Floodplain Managers and Emergency Planners to effectively use the Hazus-MH and GIS tools for modeling the impacts on communities from riverine and coastal flooding. Those who complete this course will understand the roles that Floodplain Managers support as well as how geospatial technologies such as Hazus-MH can be used to protect communities beyond the minimum standards that Floodplain Managers are responsible for implementing. The audience for this course includes State and local Floodplain Managers; GIS specialists; Federal, State, and local planners; and other personnel responsible for supporting flood mitigation and response activities.

Selection Criteria: The audience for this course includes State and local Floodplain Managers; GIS specialists; Federal, State, and local planners; and other personnel responsible for flood mitigation and response activities.

Prerequisites:
Required: E313, *Basic Hazus-MH*, E172, *Hazus-MH for Flood*, and E317, *Comprehensive Data Management for Hazus-MH*.

Recommended: E190, *ArcGIS for Emergency Managers*.

Course Length: 4 days
CEUs: 2.8

Application of Hazus-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 Disaster Reservists, and State Building Science and GIS professionals; additionally, Federal, State, local, and tribal 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 EST, in the Regional Operations Center (ROC), and the State Emergency Operations Center (EOC).

Prerequisite:
Recommended: E313, *Basic Hazus-MH*.

Course Length: 4 days
CEUs: 2.8

ArcGIS for Emergency Managers (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: 4 days
CEUs: 2.8

Application of Hazus-MH for 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.

Prerequisite:
Required: E313, *Basic Hazus-MH.*

Course Length: 4 days
CEUs: 2.8

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: Skills equivalent to those taught in E190, *ArcGIS for Emergency Managers*.

Course Length: 4 days
CEUs: 2.8

Comprehensive Data Management for Hazus-MH (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: E313, *Basic Hazus-MH*, in field or resident version and E190, *ArcGIS for Emergency Managers*, or previous or current use of Hazus or ArcGIS software in performing your job.

Course Length: 4 days
CEUs: 2.8

Preparedness Curriculum

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

The current Preparedness menu of resident courses focuses on tribal training, radiological hazards, Continuity of Operations (COOP) Program, hazardous materials, and Community Emergency Response Team (CERT) training. Resident courses include those specific to the Radiological Emergency Preparedness (REP) program and those generic to any hazard. The Preparedness resident courses include emergency planning for incidents, as well as skill and exercise-based courses for gathering and analyzing data.

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

Emergency Management Accreditation Program (EMAP) Accreditation Manager Orientation/Assessor Training (E122)

The EMAP Accreditation Manager Orientation/Assessor Training combined course is currently open for registration. The purpose of the first half of the course is to provide emergency management, preparedness, and homeland security personnel with information that will assist them in assessing their jurisdiction's system for disaster preparedness and response using the *Emergency Management Standard* by EMAP. The second half of the course is to train and qualify experienced emergency managers to serve as Assessors that will perform on-site assessments for a candidate's emergency management program. Assessor training is conducted to ensure that all members of the Assessor Cadre uniformly and consistently administer the principles of EMAP in all assessments. Training addresses means of validating compliance with EMAP standards and appropriate interaction with candidate program personnel during planning, assessment, and post-assessment activities. Graduates of this course will be eligible to perform duties as an EMAP Assessor if they meet the following additional requirements:

- Five years of experience in an emergency management position in government emergency management;
- Experience in at least one actual emergency in which the emergency plan was implemented, and participation in an activated Emergency Operations Center requiring implementation of operations response procedures;
- Participated in at least one emergency operation, training, or exercise event in the last calendar year;
- Be knowledgeable and up-to-date about the principles of comprehensive emergency management;
- Must abide by the EMAP's Code of Conduct;
- Must be available for at least one assessment each year;
- Have no conflict of interest in regards to any aspect of EMAP that might prevent objective review and assessment of a candidate program; and
- Must be able and willing to serve as a neutral observer.

Selection Criteria: A minimum of 3 years of experience in an emergency management agency and/or currently serves in a designated role within their agency with responsibilities directly related to EMAP accreditation.

Course Length: 3 days
CEUs: 1.8

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 the 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.

ACE Recommendation:

Credit Hours: 1 hour
Level: UD
Curricula: Emergency Management, Political Science

Course Length: 4 days
CEUs: 2.8

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 taken this course. A limited number of FEMA Federal Coordinating Officers (FCOs) are also eligible to attend.

Prerequisite:
Required: Participation in pre-course Webinars.

Course Length: 2½ days

Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300 (E/L300)

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

The course objectives are as follows:

- Describe how the National Incident Management System (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 (IAP) for a simulated incident.

ICS-300: Instructor Guidelines (in addition to the General ICS Instructor Guidelines):

1. Successful completion of accredited IS-100.b, *Introduction to the Incident Command System (ICS)*, ICS-100; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*, ICS-200; ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced*

Incident Command System (ICS), Command and General Staff—Complex Incidents; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

2. Service in a mid-level incident management position within 5 years in real-world incidents, planned events, or accredited exercises.
3. Recognized qualifications in techniques of instruction and adult education methodologies.

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: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Recommended: Experience using concepts and principles from ICS-100 and ICS-200 in a response or exercise.

Course Length: 18 hours

This course is also currently available from your State Training Officer as a State/local/tribal field (G)-delivered course. Description can be found on page 118.

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.

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

ACE Recommendation:
Credit Hours: 1 hour
Level: UD
Curricula: Radiological Safety, Public Administration

Course Length: 3 days
CEUs: 1.8

Radiological Emergency Preparedness (REP) Core Concepts Course (RCCC) (E339)

This course focuses on the nuclear power plant off-site Radiological Emergency Preparedness (REP) Program. It addresses the REP Program history and sentinel events, Federal regulatory policies, basic radiation principles, REP planning guidance (planning standards), REP demonstration guidance (exercise evaluation areas), and the REP Disaster Initiated Review (DIR) process. At the successful completion of this course, the participant will have satisfied the instructor-led training prerequisites for both L340, *REP Planning*, and L304, *REP Exercise Evaluation*.

Prerequisite:
Required: IS-3, *Radiological Emergency Management*.

Course Length: 1½ days
CEUs: 1.2

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: Federal, State, local, and tribal government and utility personnel involved in off-site nuclear power plant emergency planning (under the provisions of Nuclear Regulatory Guide (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:
Required: IS-3, *Radiological Emergency Management*; IS-235.b, *Emergency Planning*; IS-301, *Radiological Emergency Response*; and IS-836, *Nuclear/Radiological Incident Annex*.

Recommended: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-120.a, *An Introduction to Exercises; IS-200.b, Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-302, *Modular Emergency Radiological Response Transportation Training* (MERRTT); IS-331, *Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; and IS-812, *Emergency Support Function (ESF) #12—Energy*.

ACE Recommendation:
Credit Hours: 2 hours
Level: UD
Curricula: Radiological Safety, Public Administration

Course Length: 4 days
CEUs: 3.1

Radiological Accident Assessment Concepts (RAAC) (E341)

This course addresses consequences of accidents involving radiological materials. This includes accidents or incidents involving commercial nuclear power reactors 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 Federal, State, and local 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

Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents, ICS-400 (E/L400)

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.

The course objectives are as follows:

- 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.

ICS-400: Instructor Guidelines (in addition to the General ICS Instructor Guidelines):

1. Successful completion of accredited IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.
2. Service in a mid-level incident management position within 5 years in real-world incidents, planned events, or accredited exercises.
3. Recognized qualifications in techniques of instruction and adult education methodologies.

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

Recommended: Experience using concepts and principles from ICS-100, ICS-200, and ICS-300 in a response or exercise.

Course Length: 14 hours

This course is also currently available from your State Training Officer as a State/local/tribal field-delivered (G) course. Description can be found on page 118.

Community Emergency Response Team (CERT) Program Manager (E427)

This course prepares participants to establish and sustain an active local CERT program.

The responsibilities of a local CERT Program Manager are various. This course defines the core components of a local CERT program and focuses on effective practices for:

- Planning and interacting with a broad range of stakeholders
- Managing program resources
- Sustaining the program

Course topics include:

- Developing local CERT program goals and a related strategic plan
- Promoting a local CERT program
- Orienting, managing, and retaining CERT members
- Recruiting, funding, managing, and retaining CERT trainers
- Acquiring and managing program resources
- Delivering and managing effective training and exercises

- Developing policies and procedures for operating a local CERT program
- Evaluating and sustaining the program

The *CERT Program Manager* course is delivered at EMI sequentially during the same week with E428, *CERT Train-the-Trainer*. Participants who wish to take both courses must submit a separate application for each course. Although either course may be taken separately, EMI encourages participants to take both courses the same week.

Selection Criteria: The target audience for this course includes professionals and volunteers who are designated to be or are interested in being appointed a local CERT Program Manager and those who are already in the CERT Program Manager position.

Prerequisites:
Required: A referral from a CERT-sponsoring agency, typically a State, local, or regional government agency, and completion of the *CERT Basic Training* course or IS-317, *Introduction to CERT*, which can be found at *http://www.citizencorps.gov/cert/IS317/*.

Course Length: 2 days
CEUs: 1.2

Community Emergency Response Team (CERT) Train-the-Trainer (TTT) (E428)

This course prepares participants to deliver FEMA's *CERT Basic Training* course.

This Train-the-Trainer course focuses on preparing instructors to:

- Deliver *CERT Basic Training*
- Convey the messages and intent of the CERT Program (e.g., safety, teamwork, place in overall community Emergency Operations Plan)
- Assure that participants achieve the objectives of *CERT Basic Training*
- Create a comfortable yet managed learning environment

Course topics include:

- CERT history, program purpose, and values
- Materials and requirements for the *CERT Basic Training* course
- Roles of the CERT instructor
- Effective presentation of *CERT Basic Training* content
- Effective coaching and demonstration of skills in the classroom
- Practices to maximize learning
- Effective evaluation of CERT training participants

The *CERT Train-the-Trainer* course is delivered at EMI sequentially during the same week with E427, *CERT Program Manager*. Participants who wish to take both courses must submit a separate application for each course. Although either course may be taken separately, EMI encourages participants to take both courses the same week.

Selection Criteria: The target audience for this course includes those who will:

- Serve as the Course Manager for the *CERT Basic Training* course
- Be *CERT Basic Training* course instructors

Prerequisites:
Required: A referral from a CERT-sponsoring agency, typically a State, local, or regional government agency, and must have completed the *CERT Basic Training* or IS-317, *Introduction to CERT*, which can be found at *http://www.citizencorps.gov/cert/IS317/*.

Course Length: 3 days
CEUs: 1.8

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 demonstrate a working knowledge of ICS through experience and training and must be experienced in delivering adult education.

Participants must have worked as IC, Command, or General Staff positions on incidents, planned events, or exercises that went longer than one Operational Period or involved a written Action Plan and involved multi-agency coordination.

Prerequisites:
Required: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-700.a, *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 will be reviewed for consistency with the ICS objectives prescribed by the NIMS Integration Center.*

NOTE: *Persons who previously completed E449,* Incident Command System (ICS) Curricula Train-the-Trainer (TTT), *can deliver EMI's revised ICS 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 COOP Program 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; and 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. E/L548 is for Federal participants.

Prerequisites:
Required: Participants must have knowledge of COOP programs and the Federal Continuity Directives 1 and 2.

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

Course Length: 3 days
CEUs: 1.8

Continuity of Operations (COOP) Planning Train-the-Trainer (TTT) (E/L550)

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. E/L550 is for Federal participants.

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

Recommended: IS-235.b, *Emergency Planning.*

Course Length: 3 days
CEUs: 1.8

Continuity of Operations (COOP) Devolution Planning Workshop Train-the-Trainer (TTT) (E/L551)

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) plans and programs. This workshop is designed to provide participants with hands-on experience necessary to develop a department or agency devolution plan as part of their overall COOP program. Topics include conditions under which devolution would be appropriate, identifying special considerations for devolution planning, and how to develop a devolution plan.

Selection Criteria: The primary audience is Federal agency personnel with responsibility for COOP planning in their department or agency. E/L551 is for Federal participants.

Prerequisites:
Required: IS-547.a, *Introduction to Continuity of Operations (COOP)*; E/L548, *Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT)*; and E/L550, *Continuity of Operations (COOP) Planning Train-the-Trainer (TTT)*.

Recommended: IS-235.b, *Emergency Planning*.

Course Length: 3 days
CEUs: 1.8

Continuity of Operations (COOP) for Tribal Governments (L552)

This course provides tribal representatives with an understanding of how to develop and implement a COOP program to ensure continuity of community essential functions across a wide range of emergencies and events. Topics include legal basis for continuity, continuity planning, determining essential functions, vital records management, and pandemic flu implications for continuity operations.

Selection Criteria: The primary audience is tribal leaders, tribal emergency managers, and tribal community response personnel. L552 is only offered as an off-site delivery. Delivery must be requested through the EMI Preparedness Branch.

Prerequisites:
Recommended: E/L580, *Emergency Management Framework for Tribal Governments*; IS-546.12, *Continuity of Operations (COOP) Awareness*; or IS-547.a, *Introduction to Continuity of Operations (COOP)*.

Course Length: 2 days
CEUs: 1.2

Emergency Management Framework for Tribal Governments (E/L580)

This 4-day course will provide tribal representatives with the information and strategies to develop or improve emergency management programs and systems within their tribal community. The course promotes the integration of all aspects of emergency management from preparedness, response, recovery, and mitigation into the planning process. The course will provide the knowledge and skills needed to improve the overall response to emergencies regardless of hazard, size, or complexity, and improve the sustainability of their tribal community and better protect tribal citizens, lands, culture, and sovereignty.

Selection Criteria: The target audience for this course includes, but may not be limited to:

- Tribal personnel who are responsible for overseeing the emergency planning emergency management processes.
- Tribal personnel who may be assigned to a leadership or support position in emergency planning or emergency management.

Prerequisites:
Recommended: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days
CEUs: 3.0

Emergency Operations for Tribal Governments (E/L581)

This 4-day course will provide tribal representatives with the information, skills, and strategies to improve overall emergency operations and make tribal governments more capable and self-sufficient during emergency operations. The course also promotes the integration of emergency operations across all functional lines in order to enhance the tribes' overall response for all emergencies, regardless of hazard, size, or complexity.

Selection Criteria: The target audience for this course includes, but may not be limited to:

- Tribal personnel who are responsible for overseeing the emergency planning and emergency management processes.
- Tribal personnel who may be assigned to a leadership or support position in emergency management or operations.
- Tribal council members, tribal leaders, and others who are responsible for the safety and security of the tribal population.

Prerequisites:
Required: E/L580, *Emergency Management Framework for Tribal Governments.*

Recommended: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction.*

Course Length: 4 days
CEUs: 3.0

Mitigation for Tribal Governments (E/L582)

This 4-day course provides tribal representatives with an understanding of mitigation opportunities and techniques, examples of mitigation success stories to reduce future losses from natural or other hazards, and an overview of available FEMA Mitigation Programs. Primary emphasis is on helping tribal emergency managers and planners identify mitigation planning requirements and identifying mitigation opportunities to protect their communities.

Specific topics include:

- Identifying and organizing technical experts and mitigation stakeholders to participate in the mitigation planning process.
- Identifying hazards that pose a threat to the tribe and determining the probable degree of damage from each.
- Developing a tribal mitigation plan that prioritizes hazards and identifies, evaluates, and prioritizes mitigation actions and activities.
- Preparing an implementation strategy, implementing the mitigation plan, and monitoring its effectiveness over time.

Selection Criteria: Tribal representatives involved in emergency management, planning, economic development, and tribal leaders/elected officials. The course will be limited to federally recognized tribal members and their representatives. Exceptions authorized by Course Manager only.

Prerequisites:
Required: E/L580, *Emergency Management Framework for Tribal Governments.*

Recommended: E/L581, *Emergency Operations for Tribal Governments.*

Course Length: 4 days
CEUs: 3.0

Emergency Management Overview for Tribal Leaders (L583)

This 4-hour course will provide elected and appointed tribal officials with the knowledge and skills necessary to prepare their communities to respond to and recover from incidents and help tribal leaders understand how effective emergency management can improve the sustainability of their tribal community and better protect tribal citizens, lands, culture, and sovereignty.

Selection Criteria: Tribal elected officials; tribal council members; tribal chairs, presidents, governors, principal chiefs, and appointed officials.

Course Length: 4 hours
CEUs: .4

Master Trainer Program (MTP) Curriculum

Building national capability through training…

Training a Professional Workforce

Protecting the population is a primary responsibility of government, and fulfilling this responsibility depends on the skills and abilities of emergency personnel to respond in a timely and proficient manner when disaster strikes.

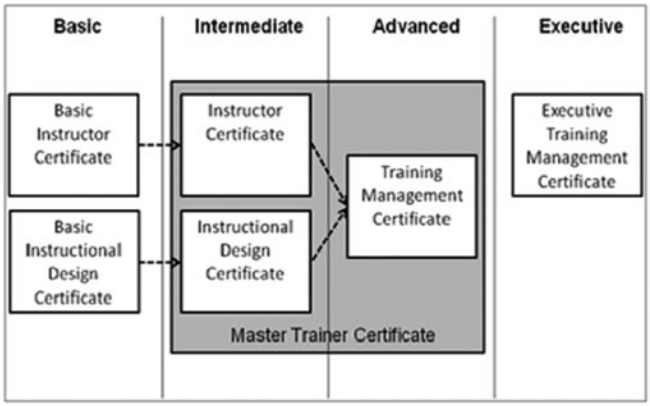
Developing professional and competent emergency personnel requires a community-wide commitment to ensure that all individuals involved in emergency response and support activities have the skills they need to perform under stressful conditions. At the heart of any comprehensive training program are the trainers who design, teach, and evaluate the many training programs that provide basic entry-level skills and advanced technical skill specializations. The Emergency Management Institute's (EMI) Master Trainer Program (MTP) is designed to develop a cadre of training professionals capable of performing all training functions from analyzing training needs to the design, development, delivery, evaluation, and management of training activities with the goal of achieving excellence through training.

Who Should Enroll in the Master Trainer Program?

Training officers, training staff, and training officials that perform instructional delivery; design and develop curriculum; and manage training programs.

The Master Trainer Program

The Master Trainer Program is designed to provide training professionals a means to acquire knowledge and skills in various areas of the training profession and at various levels of expertise. The program is comprised of seven separate certificate programs, at basic through advanced and executive levels, in the areas of Instruction, Instructional Design, and Training Management.



Information regarding the Master Trainer Program is also available on the MTP web site at *http://training.fema.gov/emiweb/mtp/*.

BASIC INSTRUCTOR CERTIFICATE

The Basic Instructor Certificate provides entry-level personnel assigned to implement and deliver curriculum in support of courses, training programs and training activities, with an introduction to instructing participants in a classroom environment. An emphasis is placed on communication skills, instructional skills, and basic learning theory. A certificate of completion for the Basic Instructor Certificate will be awarded upon completion of required courses.

NOTE: *Individuals with experience as instructors may be interested in completing the Instructor Certificate vice the Basic Instructor Certificate. Please review the prerequisites and applications for the Instructor Certificate to see if you are eligible.*

Application Requirements

Participants will enroll in the required classroom courses through the NETC Admissions process for courses offered by EMI. Online courses may be completed via the EMI Independent Study Program located at *http://training.fema.gov/IS/crslist.asp*.

Required Courses for Certificate Completion

- **Effective Communication** (IS-242.a)
- And **ONE** of the following courses:
  - **Instructional Presentation and Evaluation Skills** (E141)
  - **Instructional Skills for Subject Matter Experts (SMEs)** (E262)
  - **Instructor Training Certification** (PER-266)

Course Descriptions

Effective Communication (IS-242.a)

Please see course description on page 187 of this catalog.

Instructional Presentation and Evaluation Skills (E141)

This 4-day course addresses the practicalities of conducting successful interactions, managing the classroom experience, and making presentations. It covers the basics of adult learning and of training evaluation for those wanting more experience in this area.

Participants have several opportunities to practice presentation and instructional skills, first as spokespersons for small groups, and then during short duo presentations, 3-minute individual presentations, and finally 20-minute individual presentations using material related to their own programs or functions. Detailed feedback is provided.

A large number of job aids is provided, to help in application of training skills. To prepare for the

20-minute presentation, participants should come to class with materials from a pre-existing course which is related to their work.

Selection Criteria: Subject Matter Experts who have been given the responsibility to deliver instruction.

Course Length: 4 days
CEUs: 2.4

Instructional Skills for Subject Matter Experts (SMEs) (E262)

This course is a dynamic, interactive, and educational 4-day course designed for SMEs who are called upon to deliver training or provide presentations in their area of expertise. Participants will learn, in the first 2 days of the course, how to account for such things as room design, material organization, classroom/meeting room technology, learner/attendee influences, and the impact of the instructor/presenter on the environment. The second 2 days are for practice training/briefing delivery sessions with constructive feedback from fellow participants and the course instructors.

Participants will be responsible for delivering two 10 minute presentations on their area of expertise—one on Wednesday and one on Thursday. Presentations will be videotaped so participants can critique themselves at a later date. Participants must bring the PowerPoint or other materials they use in their presentations to the practice sessions. If the course is to be delivered for a particular audience, i.e., a specific FEMA program office, the course material will be geared toward that function and the delivery method they use, i.e., presentation or instruction.

Selection Criteria: Participants with a requirement to provide presentations or teach information to any variety of publics, from internal briefings to teaching courses or providing presentations on their project they are working on at the time OR those seeking COOP Level II Master Professional Continuity Practitioner certification.

Federal, State, and local attendees should receive priority admission for this course, followed by contractors.

Course Length: 4 days

The Center for Domestic Preparedness (CDP) Instructor Training Certification (PER-266)

This course provides the responder with an overview of instruction on adult learning, task analysis, risk and hazard analysis, learning objectives and lesson plans, communication skills, instructional delivery and multimedia, testing and evaluations, and the After-Action Report (AAR). Participants will complete practical exercises that require the responder to perform tasks associated with course lessons. Please visit the CDP web site at *https://cdp.dhs.gov/resident/index.html* to find more information regarding this course and CDP admissions policies.

BASIC INSTRUCTIONAL DESIGN CERTIFICATE

The Basic Instructional Design Certificate provides entry-level personnel assigned to design and develop curriculum materials in support of courses, training programs, and training activities with an introduction to development models and processes as well as various curriculum materials associated with training activities. An emphasis is placed on communication skills and basic instructional design theory. A certificate of completion for the Basic Instructional Design Certificate will be awarded upon completion of required courses.

NOTE: *Individuals with experience as curriculum developers may be interested in completing the Instructional Design Certificate vice the Basic Instructional Design Certificate. Please review the prerequisites and applications for the Instructional Design Certificate to see if you are eligible.*

Application Requirements

Participants will enroll in the required classroom courses through the NETC Admissions process for courses offered by EMI. Online courses may be completed via the EMI Independent Study Program located at http://training.fema.gov/IS/crslist.asp

Required Courses for Certificate Completion

- **Effective Communication** (IS-242.a)
- **Introduction to Instructional Design Methods** (E610)

Course Descriptions

Effective Communication (IS-242.a)

Please see course description on page 187 of this catalog.

Introduction to Instructional Design Methods (E610)

This course provides participants with an introduction to methods and theories used to develop and evaluate a training program effectively. Key topics include conducting a performance and needs analysis, designing and developing courses, and evaluating a training program.

Selection Criteria: The primary audience for this course is composed of individuals assigned to curriculum design and development duties or positions.

ACE Recommendation: This course has not been reviewed for credit.

Course Length: 4 days
CEUs: This course has not been reviewed for credit.

Other Courses That Fulfill Certificate Requirements

Previous completion of *Management and Supervision of Training* (E601) will fulfill the requirement for *Introduction to Instructional Design Methods* (E610).

INSTRUCTOR CERTIFICATE

The Instructor Certificate provides personnel assigned to implement and deliver curriculum materials in support of courses, training programs, and training activities with the practical knowledge and skills in teaching and facilitating learning events in the classroom and online. Emphasis is placed on the science of learning and its practical application in instructing participants and facilitating discussions, managing the classroom environment, and managing courses. A certificate of completion for the Instructor Certificate will be awarded upon completion of required courses and research paper.

Application Requirements

Prospective participants in this certificate program should submit an application letter requesting enrollment in the program to NETC Admissions, 16825 S. Seton Ave., Emmitsburg, MD, 21727. The enrollment request should include either a completion certificate for the Master Trainer Program Basic Instructor Certificate or a resume that outlines a minimum of 1–2 years of experience as an instructor. Additionally, please include a completed General Admissions Application, FEMA Form 119-25-1, for each resident course required by the certificate. This form is available online at *http://training.fema.gov/Apply/*. Online courses may be completed via the EMI Independent Study Program located at *http://training.fema.gov/IS/crslist.asp*.

NOTE: *The E611 and E612 courses are scheduled sequentially over a 2-week period. Participants are expected to request enrollment for both courses and complete them as scheduled in residence for 2 weeks.*

Required Courses for Certificate Completion

- **Instructing and Facilitating in the Classroom and Online** (E611)
- **Managing Courses and Classrooms** (E612)
- **Research in Training and Education** (IS-619)
- **Section 508 Awareness Course** (IS-901)

Required Research Paper for Certificate Completion

Each participant in the certificate program will be required to complete a research-to-application paper regarding an observed instructional delivery issue within his/her organization. This paper will describe the issue to be researched, results of a literature review, the research model used in collecting data, the results of analysis of data, and recommendations to resolve the identified issue.

Course Descriptions

Instructing and Facilitating in the Classroom and Online (E611)

This course provides instruction and practice in support of delivering successful training events, both as an instructor and as a facilitator in various learning environments. This course emphasizes application of various aspects of science of learning theory in conducting presentations and facilitating learning through discussion in the classroom, meeting room, or online.

Selection Criteria: The primary audience for this course is composed of individuals assigned to instructor duties or positions.

Prerequisites:
Required: Completion of the Master Trainer Program Basic Instructor Certificate OR 1–2 years of experience as an instructor.

ACE Recommendation: This course has not been reviewed for credit.

Course Length: 4½ days
CEUs: This course has not been reviewed for credit.

Managing Courses and Classrooms (E612)

In addition to teaching and facilitating, instructors are required to manage participant and training facilities to effectively deliver courses and other training events. This course provides the information and application of knowledge in selecting training sites; classroom design; classroom/meeting room technology; arranging logistics; promoting teamwork during training; and minimizing liability.

Selection Criteria: The primary audience for this course is composed of individuals assigned to instructor duties or positions.

Prerequisites:
Required: Completion of the Master Trainer Program Basic Instructor Certificate OR 1–2 years of experience as an instructor.

ACE Recommendation: This course has not been reviewed for credit.

Course Length: 4 days
CEUs: This course has not been reviewed for credit.

Research in Training and Education (IS-619)

Please see course description on page 197 of this catalog.

Section 508 Awareness Course (IS-901)

Please see course description on page 208 of this catalog.

Instructional Design Certificate

The Instructional Design Certificate provides personnel assigned to design and develop curriculum materials in support of courses, training programs, and training activities with the needed practical knowledge and skills to develop and publish training materials. Emphasis is placed on the process of developing training plans, training materials, evaluation plans, and student knowledge and skill assessments. A certificate of completion for the Instructional Design Certificate will be awarded upon completion of required courses and research paper.

Application Requirements

Prospective participants in this certificate program should submit an application letter requesting enrollment in the program to NETC Admissions, 16825 S. Seton Ave., Emmitsburg, Maryland, 21727. The enrollment request should include either a completion certificate for the Master Trainer Program Basic Instructional Design Certificate or a resume that outlines a minimum of 1–2 years of experience as a curriculum developer. Additionally, please include a completed General Admissions Application, FEMA Form 119-25-1, for each resident course required by the certificate. This form is available online at *http://training.fema.gov/Apply/*. Online courses may be completed via the EMI Independent Study Program located at *http://training.fema.gov/IS/crslist.asp*.

NOTE: *The E614 and E615 courses are scheduled sequentially over a 2-week period. Participants are expected to request enrollment for both courses and complete them as scheduled in residence for 2 weeks.*

Required Courses for Certificate Completion

- **Technical Writing** (IS-613)
- **Analysis and Design of Training** (E614)
- **Development and Evaluation of Training** (E615)
- **Research in Training and Education** (IS-619)
- **Section 508 Awareness Course** (IS-901)

Required Research Paper for Certificate Completion

Each participant in the certificate program will be required to complete a research-to-application paper regarding an observed instructional design and development issue within his/her organization. This paper will describe the issue to be researched, results of a literature review, the research model used in collecting data, the results of analysis of data, and recommendations to resolve the identified issue.

Course Descriptions

Technical Writing (IS-613)

Please see course description on page 197 of this catalog.

Analysis and Design of Training (E614)

An essential element of instructional design and curriculum development is the initial analysis of the need for training and the resulting design of training methods and content. This course provides participants the theory and application of analysis methods and course design. Key topics of this course will include analysis of training needs and requirements, development of analysis documents, and design of courses and training programs based upon the results and recommendations of an analysis.

Selection Criteria: The primary audience for this course is composed of individuals assigned to curriculum development duties or positions.

Prerequisites:
Required: Completion of the Master Trainer Program Basic Instructional Design Certificate or 1–2 years of experience as a curriculum developer.

ACE Recommendation: This course has not been reviewed for credit.

Course Length: 5 days
CEUs: This course has not been reviewed for credit.

Development and Evaluation of Training (E615)

Efficient development of course content and evaluation of curriculum and training program elements are key to the successful implementation and sustainment of training. Key topics of this course will include development of various types of training materials, participant knowledge and skill assessments, and implementation of evaluation programs for courses, instructors, and training programs.

Selection Criteria: The primary audience for this course is composed of individuals assigned to curriculum development duties or positions.

Prerequisites:
Required: Completion of the Master Trainer Program Basic Instructional Design Certificate or 1–2 years of experience as a curriculum developer.

ACE Recommendation: This course has not been reviewed for credit.

Course Length: 4 days
CEUs: This course has not been reviewed for credit.

Research in Training and Education (IS-619)

Please see course description on page 197 of this catalog.

Section 508 Awareness Course (IS-901)

Please see course description on page 208 of this catalog.

Other Courses That Fulfill Certificate Requirements

- *Previous completion of Performance and Needs Analysis* (E602) and *Instructional Design* (E603) will fulfill the requirement for *Analysis and Design of Training* (E614).
- Previous completion of *Performance and Needs Analysis* (E602) and *Fire Service Course Design* (R129) will fulfill the requirement for *Analysis and Design of Training* (E614).
- Previous completion of *Course Development* (E604) and *Evaluation of Training* (K606) will fulfill the requirement for *Development and Evaluation of Training* (E605).

TRAINING MANAGEMENT CERTIFICATE

The Training Management Certificate provides managers assigned to supervise and coordinate training programs and activities with the practical knowledge and skills in project and program management as they apply to training programs. A certificate of completion for the Training Management Certificate will be awarded upon completion of required courses and research paper.

Application Requirements

Prospective participants in this certificate program should submit an application letter requesting enrollment in the program to NETC Admissions, 16825 S. Seton Ave., Emmitsburg, MD, 21727. The enrollment request should include either a completion certificate for the Master Trainer Program Instructor Certificate or Instructional Design Certificate, or a resume that outlines a minimum of 5–6 years of experience as an instructor or curriculum developer. Additionally, please include a completed General Admissions Application, FEMA Form 119-25-1, for each resident course required by the certificate. This form is available online at *http://training.fema.gov/Apply/*. Online courses may be completed via the EMI Independent Study Program located at *http://training.fema.gov/IS/crslist.asp*.

NOTE: *The E616 and E617 courses are scheduled sequentially over a 2-week period. Applicants are expected to request enrollment for both courses and complete them as scheduled in residence for 2 weeks.*

Required Courses for Certificate Completion

- **Leadership and Influence** (IS-240.a)
- **Decision Making and Problem Solving** (IS-241.a)
- **Training Program Management** (E616)
- **Training Project Management** (E617)
- **Research in Training and Education** (IS-619)
- **Section 508 Awareness Course** (IS-901)

Required Research Paper for Certificate Completion

Each participant in the certificate program will be required to complete a research-to-application paper regarding an observed training management issue within his/her organization. This paper will describe the issue to be researched, results of a literature review, the research model used in collecting data, the results of analysis of data, and recommendations to resolve the identified issue.

Course Descriptions

Leadership and Influence (IS-240.a)

Please see course description on page 187 of this catalog.

Decision Making and Problem Solving (IS-241.a)

Please see course description on page 187 of this catalog.

Training Program Management (E616)

This course discusses the essential elements of training program management, including program life-cycle requirements, financial requirements, managing training facilities, management of instructors, instructional technology, and other factors that support a quality training program.

Selection Criteria: The primary audience for this course is composed of individuals assigned to training management duties or positions.

Prerequisites:
Required: Completion of the Master Trainer Program Instructor Certificate or Instructional Design Certificate or 5–6 years of experience as an instructor or curriculum developer.

ACE Recommendation: This course has not been reviewed for credit.

Course Length: 5 days
CEUs: This course has not been reviewed for credit.

Training Project Management (E617)

Key topics for this course support the management of development and acquisition projects for training programs, including course development, development and acquisition of supporting technology, and other projects. Emphasis is placed on the use of project management knowledge, skills, and materials to successfully complete a project in an efficient manner.

Selection Criteria: The primary audience for this course is composed of individuals assigned to training management duties or positions.

Prerequisites:
Required: Completion of the Master Trainer Program Instructor Certificate or Instructional Design Certificate or 5–6 years of experience as an instructor or curriculum developer.

ACE Recommendation: This course has not been reviewed for credit.

Course Length: 4 days
CEUs: This course has not been reviewed for credit.

Research in Training and Education (IS-619)

Please see course description on page 197 of this catalog.

Section 508 Awareness Course (IS-901)

Please see course description on page 208 of this catalog.

Executive Training Management Certificate

The Executive Training Management Certificate provides organization executives an opportunity to discuss how organizational training and development programs can impact their employees and the accomplishment of the organization's mission and goals. A certificate of completion for the Executive Training Management Certificate will be awarded upon completion of required courses.

Application Requirements

Prospective participants in this certificate program should submit an application letter requesting enrollment in the program to NETC Admissions, 16825 S. Seton Ave., Emmitsburg, MD, 21727. The enrollment request should include a resume that outlines their position as an executive in their organization and their duties in regard to management of training. Additionally, please include a completed General Admissions Application, FEMA Form 119-25-1, for the resident course required by the certificate. This form is available online at *http://training.fema.gov/Apply/*. Online courses may be completed via the EMI Independent Study Program located at *http://training.fema.gov/IS/crslist.asp*.

Required Courses for Certificate Completion

- **Leadership and Influence** (IS-240.a)
- **Decision Making and Problem Solving** (IS-241.a)
- **Strategic Issues in Training Management** (E618)
- **Section 508 Awareness Course** (IS-901)

Prerequisite: Assignment to an executive-level leadership position for training programs and organizations.

Course Descriptions

Leadership and Influence (IS-240.a)

Please see course description on page 187 of this catalog.

Decision Making and Problem Solving (IS-241.a)

Please see course description on page 187 of this catalog.

Strategic Issues in Training Management (E618)

This course facilitates the discussion of the issues involved in translating an organization's mission and goals to effective training and development programs. Key topics include developing professionals within the organization, long-term development and support of programs, and program evaluation.

Selection Criteria: The primary audience for this course is composed of individuals assigned to executive management duties or positions.

ACE Recommendation: This course has not been reviewed for credit.

Course Length: 2 days
CEUs: This course has not been reviewed for credit.

Section 508 Awareness Course (IS-901)

Please see course description on page 208 of this catalog.

Master Trainer Certificate

The Master Trainer Certificate provides an individual with the opportunity to have his/her expertise in Instruction, Instructional Design, and Training Management be recognized at the Master level. A certificate of completion for the Master Trainer Certificate will be awarded upon completion of certificate requirements.

Application Requirements

Prospective participants in this certificate program should submit an application letter requesting enrollment in the program to NETC Admissions, 16825 S. Seton Ave., Emmitsburg, MD, 21727. The enrollment request should include the individual's certificates of completions for the Instructor Certificate, Instructional Design Certificate, and Training Management Certificate programs.

Required for Certificate Completion

- MTP Instructor Certificate
- MTP Instructional Design Certificate
- MTP Training Management Certificate

Required Research Paper for Certificate Completion

Each participant in the certificate program will be required to complete a research-to-application paper regarding the outcomes of implementation of recommendations from previous program research papers. This paper will provide a synopsis of the issue's research results and recommendations from each of the research papers developed from the Instructor Certificate, Instructional Design Certificate, and Training Management Certificate; the research model used in collecting data to evaluate the implementation of recommendations resulting from research, the results of analysis of data, and a recommendations on continued improvement in your organization's training programs.

Required Portfolio of Work for Certificate Completion

Each participant in the certificate program will be required to submit of a portfolio of work products across the areas of instruction, instructional design, and training management, compiled from his/her normal duties as a training professional. These products will be used to assess the individual's mastery of the concepts, theories, and skills practiced across all areas of the training profession. The required work products are:

Instruction

- List of courses the participant is required to teach, including the length of each course and number of times each year the course is delivered.
- Copies of formal instructor evaluations received during the previous 12 months.
- Video of the participant in an instructor role, teaching a lesson or module of a course. The course title (and number if applicable) and lesson topic title must be provided with the video.

Instructional Design

- List of course development projects the participant has actively developed materials for during the last 24 months.
- Copies of the materials that the participant developed. These materials should represent the participant's work, not work completed as a group, or managed by the participant.

Training Management

- Descriptions of the training programs that the participant directly manages, including course descriptions, target audience, student throughput numbers, and program resources utilized (number of instructors, training facilities, training technology, etc.) for each program managed.
- Descriptions of the training projects that the participant directly manages, including a synopsis of the project management plan, resources assigned, work breakdown structure, project timeline, and analysis of project efficiency (such as Earned Value Management (EVM)) for each project managed.
- Copy of the training program budget the participant developed for the previous 2 years.

Symposiums Curriculum

National Training and Exercise Conference 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, lessons learned, and case studies related to emergency management training and exercises.

Selection Criteria: Participation is limited to State Emergency Management and Administrative Agency Training and Exercise Officers and tribal officials. Federal participation by 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 is encouraged. Others may be admitted as space is available.

Course Length: 3 days

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 Federal and State levels, and also those from the private sector, such as engineering firms.

Course Length: 2 days
CEUs: 1.4

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 Program 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 Program materials developers and representatives of stakeholder organizations.

Course Length: 3 days
CEUs: 2.25

Mission Support Curriculum

The Emergency Management Institute's (EMI's) Mission Support curriculum provides training and education for Federal, State, local, and tribal personnel involved in mission support activities during the response and recovery phases of a disaster. The curriculum emphasizes the functions involved in mission support activities 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 Mission Support curriculum provides a focus on those roles which support the disaster response and provides such training and education to workers at the Federal, State, local, and tribal levels of government and allied organizations.

Advanced Public Information Officers (E388)

This advanced course builds on the foundations established in *Basic Public Information Officer (PIO)* (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 (JIS).

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

Prerequisites:
Recommended: G290, *Basic Public Information Officer (PIO)*; IS-29 or G289, *Public Information Officer Awareness*; G291, *Joint Information System/Joint Information Center Planning for Public Information Officers*; and E952, *NIMS ICS All-Hazards Position-Specific Public Information Officer* (or pre-approved EMI waiver).

Course Length: 4 days
CEUs: 2.7

Master Public Information Officer (E389)

The Public Information Officer (PIO) Master-Level course provides PIOs with National Incident Management System (NIMS) guidance, management, leadership tools, and techniques to use during disasters. It addresses larger coordination efforts needed for events requiring communication at the Federal, State, and regional levels.

Participants will complete a final project research paper based on one of the activities in the course. The project should also meet the participant's interest and jurisdictional needs. Sample project topics include:

- A Limited English Proficiency (LEP) Plan for the participant's jurisdiction
- A policy for social media plan for his/her jurisdiction
- A JIC Plan for his/her jurisdiction

Selection Criteria: Applicants should provide to the Course Manager the following material: writing sample (example: piece of your professional writing as a PIO).

- An essay of no more than 500 words that explains why you would like to be considered for admission into this course. The essay should conform to the APA writing style.
- Recommendations (at least two) from a supervisor and/or a peer. Recommendations should address the following:
  - Why should the applicant be considered for admission into this course?
  - What will the applicant gain from the course?
  - What will the applicant contribute to the course?
  - What will be the applicant's potential impact on his or her organization?

Prerequisites:

Required: IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-702.a, *National Incident Management System (NIMS) Public Information Systems*; G290, *Basic Public Information Officer (PIO)*; G291, *Joint Information System/Joint Information Center Planning for Public Information Officers*; and E388, *Advanced Public Information Officers*.

Recommended: E952, *NIMS ICS All-Hazards Public Information Officer*; ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-241.a, *Decision Making and Problem Solving*; and IS-250, *Emergency Support Function (ESF) #15—External Affairs: A New Approach to Emergency Communication and Information Distribution*.

Course Length: 5 days

Introduction to FEMA Office of Chief Counsel (OCC) Field Operations—Response (E/L709)

This 1½-day course provides attorneys with a basic understanding of FEMA's statutory and regulatory emergency management authorities relating to response operations. This course is designed to provide introductory knowledge on substantive topics including disaster declarations and response operations focusing on Federal agency authorities; coordination of Federal, State, local, and tribal voluntary agency support, mission assignments, and grant assistance for emergency protective measures.

Selection Criteria: Federal, State, local, and tribal government attorneys who provide legal counsel related to emergency management response activities.

Course Length: 1½ days

Introduction to FEMA Office of Chief Counsel (OCC) Field Operations—Response and Recovery (E/L711)

This 2½-day course provides attorneys with a basic understanding of FEMA's statutory and regulatory emergency management authorities relating to response and recovery operations. The course is designed to provide introductory knowledge of substantive topics including disaster declarations and response operations focusing on Federal agency authorities; coordination of Federal, State, local, tribal, and voluntary agency support; mission assignments; grant assistance for emergency protective measures; records requests (Freedom of Information Act [FOIA] and Privacy Act); and recovery operations focusing on public assistance, individual assistance, and hazard mitigation.

Selection Criteria: Federal, State, local, and tribal government attorneys who provide legal counsel related to emergency management response and recovery activities.

Course Length: 2½ days

Response and Recovery Curriculum

The Emergency Management Institute's (EMI's) Response and Recovery curriculum provides training and education for Federal, State, local, and tribal personnel involved in response and recovery activities.

The curriculum emphasizes the functions involved in response and recovery that can be applied to all hazards. There are also courses which teach aspects of the FEMA Individual Assistance and Public Assistance recovery programs.

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 Response and Recovery curriculum provides such training and education for workers at the Federal, State, local, and tribal 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, local, and tribal 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: State, local, and tribal emergency management personnel, including public works and waste management staffs, who are responsible for planning and/or implementing debris removal and disposal actions.

ACE Recommendation:
Credit Hours: 1 hour
Level: LD
Curricula: Emergency Management, Civil Engineering, or Environmental Science

Course Length: 4 days
CEUs: 2.8

State Coordinating Officer (E208)

This course provides key State staff with updated information on the disaster assistance process and 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 Federal Coordinating Officers, Individual Assistance Officers, Public Assistance Officers, State Hazard Mitigation Officers, State Public Information Officers, State Coordinating Officers, and others who have a key or lead disaster management assignment.

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

Course Length: 4 days
CEUs: 2.9

Hurricane Preparedness for Decision Makers (L324)

This course, held at the National Hurricane Center (NHC) in Miami, Florida, instructs emergency managers on how to plan for and make decisions to implement and execute protective actions from hurricanes, particularly hurricane evacuations.

Students receive comprehensive instruction from NHC specialists on how to use hurricane forecasts and other NHC products to determine who and when they must evacuate from various types of approaching hurricanes. This includes how to

interpret and use the Sea, Lake, and Overland Surge from Hurricanes (SLOSH) numerical storm surge model to perform the hurricane hazard analysis of their coastal jurisdiction. The course then provides instruction from FEMA and USACE specialists on using data from their State and local Hurricane Evacuation Studies (HES) to formulate their local evacuation plans. In addition, the course provides hands-on instruction on the use of the HURREVAC computer software decision-support tool for determining the optimum timing of their evacuation decisions and evacuation orders.

The course includes a behind-the-scenes tour of the NHC and a demonstration of how the NHC specialists track and forecast hurricanes and their potential impacts. The final course activity is a hurricane exercise to practice the tools and techniques presented in the course.

Selection Criteria: The course is designed for:

- State and coastal local emergency managers that have hurricane evacuation decision making authority.
- Elected officials that have hurricane evacuation decision making authority.
- Hurricane evacuation planners and operations officers who have direct responsibilities for evacuation decision making during a hurricane.

Participants will be selected based on their jurisdiction and responsibilities. To participate, all applicants must serve coastal communities. Applications from inland communities will not be accepted.

Prerequisites:
Required: Completion of the online EMI Independent Study (IS) course IS-324.a, *Community Hurricane Preparedness*. To register: *http://training.fema.gov/IS/crslist.asp* and a letter of recommendation from your immediate supervisor.

Course Length: 4½ days
CEUs: 3.2

Voluntary Agency Liaison Specialist: Functions and Methods (E/L287)

This course is designed to help participants learn and share skills among a team of partners so they can provide consistent delivery of service to communities impacted by disasters.

Throughout the 5 full days of class, participants are challenged to do more than simply memorize and recall information. They will be expected to apply information in many different ways. Through the activities and information presented, they will appraise, argue, choose, defend, estimate, judge, predict, select, value, and evaluate. By the end of the week, critical thinking will be the foundation for all the work participants will do as a Voluntary Agency Liaison (VAL)!

Selection Criteria: FEMA VALs, State VALs, and representatives from voluntary organizations who have an interest in learning more about the work of VALs in disasters. The course is not recommended for individuals with less than 6 months of experience working with voluntary agencies in disaster, or for those who have fewer than 3 months of deployment experience.

Prerequisites:
Required: IS-7, *A Citizen's Guide to Disaster Assistance*; IS-100.b, *Introduction to the Incident Command System (ICS)*, *ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*, *ICS-200*; IS-230.b, *Fundamentals of Emergency Management*; IS-244.a, *Developing and Managing Volunteers*; IS-288, *The Role of Voluntary Agencies in Emergency Management*; IS-403, *Introduction to Individual Assistance*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; IS-806, *ESF #6*, and DF-115, *Applicant Services in the DRC*.

Recommended: G108, *Community Mass Care Management*; G197, *Planning for Disability Integration in Emergency Management*; and G288, *Local Volunteer and Donations Management*.

Course Length: 5 days
CEUs: 3.5

State Volunteer and Donations Management (E/L289)

This course teaches the components of a volunteer and donations management program to be administered at the State level during a large-scale disaster. 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 activities also serve as a plan template, thereby increasing continuity among States and their voluntary agency partners. This training also provides information regarding FEMA's volunteer and donations management responsibilities and helps 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 managers.

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

Recommended: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-230.b, *Fundamentals of Emergency Management*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and knowledge of and experience with Voluntary Organizations Active in Disaster (VOAD).

Course Length: 3½ days
CEUs: 2.5

Crisis Counseling Assistance and Training Program: Training State Trainers (E352)

This course is designed to provide States, U.S. Territories, or federally recognized tribal organizations with a cadre of trainers who have the knowledge and tools necessary to conduct standardized trainings for the Crisis Counseling Assistance and Training Program. After this class, participants will train grant-supported crisis counselors to carry out individual and group crisis counseling, basic education and support, referral, community networking, and public education for disaster survivors and affected communities.

Selection Criteria: Individuals who are selected by or who are State and Territory Disaster Behavioral Health Coordinators. These individuals should be experienced trainers and knowledgeable and experienced in the Crisis Counseling Program (CCP). Final selection will be jointly authorized by FEMA and the Substance Abuse and Mental Health Services Administration (SAMHSA).

Course Length: 4 days
CEUs: 2.8

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 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: 2.8

State Individual Assistance (IA) Operations (E357)

This course is designed for State-level staff responsible for coordinating and administering IA to those affected by emergencies or disasters. It is intended to enable participants to coordinate State response and recovery operations for individuals and families.

Upon completing this course, the participant will be able to:

- Define IA operations during response to and recovery from Presidential-declared emergencies and disasters.
- Differentiate between short- and long-term disaster assistance.
- Describe IA programs and administration requirements.
- Demonstrate program authority and eligibility.
- Demonstrate the sequence of service delivery.
- Highlight partnerships and information-sharing.

Selection Criteria: State-level staff responsible for coordinating and administering IA to those affected by emergencies or disasters.

Prerequisites:
Required: IS-100, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction* (previous versions of IS-800 are acceptable).

Course Length: 4 days
CEUs: 2.4

State Public Assistance (PA) 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, local, and tribal government personnel responsible for administering Public Assistance grants.

Prerequisite:
Required: IS-630, *Introduction to the Public Assistance (PA) Process* or IS-634, *Introduction to the Public Assistance (PA) Program*.

Course Length: 4 days
CEUs: 2.8

Understanding the Emergency Management Assistance Compact (EMAC) (E431)

This course enables emergency management personnel and response and recovery personnel from all political jurisdictions to more effectively understand, activate, implement, and utilize the EMAC system.

The goal of this course is to introduce emergency management personnel and response and recovery personnel from all political jurisdictions to the EMAC process and assist them in gaining familiarity and competency with the EMAC system so that when an event occurs that requires activation of the EMAC system, they know how to proceed, and what documentation and sources of information to use for guidance in order to maximize use of all available resources.

Selection Criteria: Emergency management personnel and response and recovery personnel from all political jurisdictions who can be legally deployed through the EMAC system, persons officially responsible for requesting and providing EMAC assistance, and those individuals desiring a more comprehensive working knowledge of the EMAC system.

Course Length: 4 days
CEUs: 2.4

Public Assistance (PA) 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 closeout 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.

Prerequisite:
Required: IS-634, *Introduction to the Public Assistance (PA) Program*.

Course Length: 4 days
CEUs: 2.8

Administration of Public Assistance (PA) for Community Recovery (E/L483)

The purpose of this course is to help participants increase the administrative alignment of their organizations, people, process, and paperwork to meet Federal fiduciary standards for Public Assistance recovery. The topics include Stafford Act; Office of Management and Budget (OMB) standards; FEMA policies and procedures; NIMS application; Public Assistance categories A–G; and the criteria for reimbursement of force account labor, force account equipment, materials, rented materials, and contracts. The methodologies include case study analysis, group discussions, and major simulation exercises transitioning from Emergency Operations Center (EOC) operations to long-term recovery.

Selection Criteria: State, local, county, or tribal officials who are or could be the Public Assistance Agent representatives for their community.

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

Local Volunteer and Donations Management: Training the Team (L488)

This session is designed to walk participants through the recent update to G288, *Local Volunteer and Donations Management*, and lead them through a series of small group discussions and activities about the course materials. The course focuses on adjusting the materials to fit the needs of local jurisdictions and sharing suggestions for delivery. *This course does not cover instructional delivery techniques*.

Selection Criteria: This course is designed for State and local government officials and members of voluntary organizations who plan to work as a team to teach the Local Volunteer and Donations Management class.

Prerequisite:
Recommended: Attendance at G288, *Local Volunteer and Donations Management*.

Course Length: 4 hours
CEUs: .4

Integrated Emergency Management Curriculum

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*.

Each course includes orientation presentations to specific response functions as well as simulated emergency situations that participants must demonstrate proficiency in a high-stress environment. Learning objectives are based on critical tasks in the Core Capabilities.

For additional information, please visit the IEMC web site at *http://training.fema.gov/emiweb/iemc/*.

Enrollment For EMI Courses

Participants can now apply to IEMC courses <u>any time</u> up to 5 weeks before the start of the course. Acceptance letters will be sent to participants who apply early 8 weeks prior to the start of the course.

Dates for courses can be accessed at *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 (*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 *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 the 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 Department Representative
44. - Telephone Company Representative
45. - Public Works Dispatcher
46. - Department 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/Community Emergency Response Team (CERT)
60. - Voluntary Organizations Active in Disaster (VOAD) personnel (e.g., Red Cross, Salvation Army, faith-based organizations.)
61. - State/City/County Emergency Manager
62. - Assistant Emergency Manager
63. - State Emergency Management
64. - Other Key EOC Staff
65. - GIS Technical Specialist

Exercise Evaluation and Improvement Planning (E131)

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.

Selection Criteria: To support individuals with substantial involvement in the exercise evaluation and improvement planning function within their jurisdiction or organization. Specifically, this course is recommended for individuals with responsibilities in exercise programs, including emergency program managers, exercise training officers, security managers, and emergency service personnel in the public, private, and non-profit sectors.

Prerequisites:
Required: IS-120.a, *An Introduction to Exercises*, and IS-130, *Exercise Evaluation and Improvement Planning*.

Recommended: E/L146, *Homeland Security Exercise and Evaluation Program (HSEEP)*.

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.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*. 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: LD or Associate
Curriculum: 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: 3.2

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.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*. 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: LD or Associate
Curriculum: Emergency Management

Course Length: 4 days
CEUs: 3.2

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

ACE Recommendation:
Credit Hours: 2 hours
Level: LD or Associate
Curriculum: 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: 3.2

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

ACE Recommendation:
Credit Hours: 2 hours
Level: LD or Associate
Curriculum: 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: 3.2

IEMC: Homeland Security (E915)

This IEMC focuses on preparing for and responding to the consequences of a terrorist act. Three scenarios are used for the functional exercises: chemical, biological, and explosive. 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 coordinated response among agencies when the disaster area also is a crime scene.

Prerequisites:
Recommended: G408, *Homeland Security Planning for Local Governments*; IS-100.b, *Introduction to the Incident Command System (ICS)*, *ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*, *ICS-200*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

ACE Recommendation:
Credit Hours: 2 hours
Level: LD or Associate
Curriculum: Emergency Management

Course Length: 4 days
CEUs: 3.2

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

ACE Recommendation:
Credit Hours: 2 hours
Level: LD or Associate
Curriculum: Emergency Management

Course Length: 4 days
CEUs: 3.2

IEMC: Planned Events (E922)

This course uses the IEMC format of lectures and exercises to help a community successfully prepare for a Planned Event. Planned Events are scheduled non-emergency activities that may place a strain on community resources and require special preparation in order to assure the public is protected while traveling to the events, attending these events, or simply residing near the event's location. Depending on the size of the community, these events can include county fairs, festivals, holiday celebrations,

conferences, or political, religious, and sporting events. Events like these often place stress on normal community/organization infrastructure that are tantamount to an emergency, and may result in significant negative consequences if another natural or technological emergency should occur while the Planned Event is in progress. Jurisdictions, both large and small, across the Nation are involved in scheduling and planning events that greatly impact a community for several hours or days. All Planned Events are enhanced by sufficient planning and organization using the principles and concepts outlined in the National Incident Management System (NIMS).

Selection Criteria: This course is for State, local, and tribal officials, as well as others who are responsible for security and safety of Planned Events within a community (Event Planning Committee members, EOC Management and Planning staff, IMT Planning and Command Staff, Emergency Management Agency staff, Public Information Officers, Local Elected and Appointed Officials, Venue Sponsor Staff, Convention and Visitors Bureau Staff, and Transportation Planners).

Prerequisites:
Recommended: IS-15.b, *Special Events Contingency Planning for Public Safety Agencies*; IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; and IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*.

Community-Specific Integrated Emergency Management Courses (E/L930)

Community-specific IEMCs place emphasis on a specific jurisdiction'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 awareness and skills to carry out emergency plans, policies, and procedures 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 G110, Emergency Management Operations Course (EMOC) for Local Governments.
- If endorsed by the State Emergency Management 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 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.
- Specific hazard scenario to be used in the exercises.

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

Prerequisites:
Recommended: IS-100.b, *Introduction to the Incident Command System (ICS)*, ICS-100; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*, ICS-200; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-775, *Emergency Operations Center (EOC) Management and Operations*.

Course Length: 4 days
CEUs: 3.2

IEMC: Emergency Operations Center–Incident Management Team Interface (E/L947)

This course provides 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 the 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 personnel and IMT members. EOC personnel include, but are not limited to, elected and appointed officials (e.g., mayors; city and county managers) jurisdictional attorneys; emergency managers; fire, police, emergency medical services, and public safety managers; public works and public health managers; EMS managers; community services and volunteer agency managers; and key EOC support staff. For a more detailed list, please see the IEMC web site at: *http://training.fema.gov/emiweb/iemc/iemcpos.asp*.

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

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

Course Length: 4 days
CEUs: 3.2

Master Exercise Practitioner Program (MEPP) Curriculum

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 April 15, 2012, more than 2,100 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 Federal, State, local, and tribal levels of government can be improved.

Target Audience For The Master Exercise Practitioner Program (MEPP)

EMI's Resident Master Exercise Practitioner Program (MEPP) eligibility includes State, local, tribal, 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

Mandatory Training Prerequisites: For FY2013, EMI resident MEPP applicants **must** complete the following EMI Independent Study (IS) courses or G coded equivalents. These EMI IS courses are available on the web at *http://training.fema.gov/IS/*. It is also mandatory that copies of certificates of completion be included as part of an MEPP application package. A complete listing of all of the EMI IS courses can be found at *http://training.fema.gov/IS/crslist.asp*.

- IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*
  http://training.fema.gov/EMIWeb/IS/IS100B.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.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*
  http://training.fema.gov/EMIWeb/IS/IS200B.asp
- IS-230.b, *Fundamentals of Emergency Management*
  http://training.fema.gov/EMIWeb/IS/is230b.asp
- IS-235.b, *Emergency Planning*
  http://training.fema.gov/EMIWeb/IS/is235b.asp
- IS-700.a, *National Incident Management System (NIMS), An Introduction*
  http://training.fema.gov/EMIWeb/IS/is700a.asp

- IS-775, *Emergency Operations Center (EOC) Management and Operations*
  http://training.fema.gov/EMIWeb/IS/IS775.asp
- IS-800.b, *National Response Framework (NRF), An Introduction*
  http://training.fema.gov/EMIWeb/IS/IS800b.asp

Classroom Prerequisites for all FY2013 MEPP Series: EMI requires that all MEPP applicants **must** complete the Homeland Security Exercise and Evaluation Program (HSEEP) training course. The HSEEP course has been administered since 2005 under Training and Exercise Integration (TEI) course catalog code MGT 330. An HSEEP course could also be conducted as EMI code E/L146. In addition, many States have conducted this course and issued certificates of completion. Copies of Certificates of Completion must be included in your MEPP applicant package. Certificates with dates of attendance of less than 3 days are not acceptable unless accompanied by a course agenda which clearly shows that the HSEEP course (also referred to as mobile training course) was conducted in accordance with the Plan of Instruction (POI) for the 7 course modules and contact hours.

Completion of the EMI resident course, E147, *Homeland Security Exercise and Evaluation Program (HSEEP) Train-the-Trainer (TTT)*, will also meet this requirement.

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

To Apply for the Resident EMI MEPP

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

1. A General Admissions Application Form (FEMA Form 119-25-1 [formerly 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 the 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 E132, *Discussion-Based Exercise Design and Evaluation*, and E136, *Operations-Based Exercise Development Course*, it requires approximately 60 hours for completion.

If you are eligible for reimbursement of 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 the:

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 -

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 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*
2. E133, *Operations-Based Exercise Design and Evaluation Course*
3. E136, *Operations-Based Exercise Development Course*

CEUs: 2.5 CEUs for each course; a total of 7.5 CEUs.

If you need more information on the MEPP, please contact Richard Sexton, MEPP Program Manager, e mail *richard.sexton@fema.dhs.gov*, toll free 1-800-238-3358, extension 7687, or direct phone (301) 447-7687.

Discussion-Based Exercise Design and Evaluation (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 (State, local, 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.

Course Length: 4 days
CEUs: 2.5

Operations-Based Exercise Design and Evaluation Course (E133)

This second required course for Master Exercise Practitioner Program (MEPP) Candidates focuses 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 E132, *Discussion-Based Exercise Design and Evaluation*. EMI Resident MEPP Candidates are selected from all levels of government (State, local, 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.

Prerequisite:
Required: E132, *Discussion-Based Exercise Design and Evaluation*.

Course Length: 4 days
CEUs: 2.5

Operations-Based Exercise Development Course (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 G138, *Exercise Practicum for the Master Exercise Practitioner*. 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.

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

Course Length: 4 days
CEUs: 2.5

National Incident Management System (NIMS) Incident Command System (ICS) All-Hazards Position-Specific Training Program Curriculum

The purpose of the NIMS ICS All-Hazards Position-Specific Training Program is to provide a portion of the training that may be needed to establish Type III and IV Incident Management Teams (IMTs). This training program is designed to provide all-hazards competencies and behaviors for the eight Command and General Staff and selected Unit Leader positions within the NIMS ICS and specifically within the IMT environment. Competencies within the 15 individual courses of instruction that comprise this training program are focused around the ability of the participant to assume specific position responsibilities, lead assigned personnel, communicate effectively, and to ensure the completion of assigned tasks to meet identified objectives for the position(s).

Selection Criteria, Regular Course Offerings: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are currently members of Type III or Type IV IMTs, or by those seeking credentials/certification for ICS Command and General Staff or Unit Leader positions. Participants who wish to apply for NIMS ICS All-Hazards Position-Specific training will have completed IS-100.b, IS-200.b, IS-700.a, and G300 as prerequisites for entering the program.

Course Length: The length of each Position-Specific course and related information is noted in each course description.

NIMS ICS All-Hazards Position-Specific: Incident Commander (IC) Course (E/L950)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an IC on an All-Hazards ICS IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

ACE Recommendation:

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

Course Length: 5 days
CEUs: 3.5

NIMS ICS All-Hazards Position-Specific: Public Information Officer (PIO) Course (E/L952)

This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) and local IMTs, as well as for the PIO assigned to an incident as an assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced functions to concentrate training on

the fundamental duties and responsibilities of PIO in an all-hazard environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 5 days
CEUs: 3.5

NIMS ICS All-Hazards Position-Specific: Safety Officer (SOFR) Course (E/L954)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Safety Officer (SOFR) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of a Safety Officer on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 4 days
CEUs: 2.8

NIMS ICS All-Hazards Position-Specific: Liaison Officer (LOFR) Course (E/L956)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer (LOFR) on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (IC)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 2 days
CEUs: 1.4

NIMS ICS All-Hazards Position-Specific: Operations Section Chief (OSC) Course (E/L958)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 4 days
CEUs: 2.8

NIMS ICS All-Hazards Position-Specific: Division/Group Supervisor (DIVS) Course (E/L960)

The course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Division/Group Supervisor (DIVS) on an All-Hazards Incident Management Team (AHIMT). The course walks participants through general information, including an overview of the Operations Section and information on incident mobilization, initial situation awareness, and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, and emphasizes the importance of risk management and safety considerations.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 3 days
CEUs: 2.1

NIMS ICS All-Hazards Position-Specific: Planning Section Chief (PSC) Course (E/L962)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief (PSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the planning cycle, and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or

unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 4 days
CEUs: 2.8

NIMS ICS All-Hazards Position-Specific: Situation Unit Leader (SITL) Course (E/L964)

This course helps participants establish the essential core competencies required for performing the duties of the Situation Unit Leader (SITL) in an all-hazards incident. This course addresses all responsibilities appropriate to a SITL operating in a local- or State-level All-Hazards Incident Management Team (AHIMT). These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring participants to bring a SITL Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SITL.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 5 days
CEUs: 3.5

NIMS ICS All-Hazards Position-Specific: Resources Unit Leader (RESL) Course (E/L965)

This course provides an overview of Unit Leader responsibilities, the Planning Section, and the planning process to contextualize the Resources Unit for participants unfamiliar with the planning process or the Incident Command System (ICS). It then explores specific Resources Unit Leader (RESL) functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The Status/Check-in and Demobilization functions are covered to provide participants with the knowledge to perform those duties if necessary. Exercises/simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 4 days
CEUs: 2.8

NIMS ICS All-Hazards Position-Specific: Logistics Section Chief (LSC) Course (E/L967)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief (LSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident, and 2) effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 5 days
CEUs: 3.5

NIMS ICS All-Hazards Position-Specific: Communications Unit Leader (COML) Course (E/L969)

This course helps participants establish the essential core competencies required for performing the duties of the Communications Unit Leader (COML) in an all-hazards incident. This course addresses all responsibilities appropriate to a COML operating in a local- or State-level All-Hazards Incident Management Team (AHIMT). These responsibilities include the collection, processing, and dissemination as needed to facilitate Operations of Command, General Staff, and Unit Leaders within the confines of a Type 3 AHIMT. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 4 days
CEUs: 2.8

NIMS ICS All-Hazards Position-Specific: Supply Unit Leader (SPUL) Course (E/L970)

This course helps participants establish the essential core competencies required for performing the duties of the Supply Unit Leader (SPUL) in an all-hazards incident. By requiring participants to bring jurisdiction-specific information to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SPUL organized by the fundamental steps of the ordering process. Participants identify information required for ordering, as well as complete required forms and documentation related to ordering, and anticipate ordering and supply needs for the incident. In addition to the ordering process, the course discusses mobilization, setting up and managing the Supply Unit, and demobilization.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 3 days
CEUs: 2.1

NIMS ICS All-Hazards Position-Specific: Facilities Unit Leader (FACL) Course (E/L971)

The course will help participants establish the essential core competencies required for performing the duties of the Facilities Unit Leader (FACL) in an all-hazards incident. The course walks participants through general information, including an overview of the Logistics Section and information on incident mobilization, initial situation awareness, and unit management. It also provides detailed instruction in setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security. Each unit contains a discussion-based exercise and there is a capstone tabletop exercise at the end of the course to give participants hands-on practice functioning as a FACL.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 5 days
CEUs: 3.5

NIMS ICS All-Hazards Position-Specific: Finance/Administration Section Chief (FSC) Course (E/L973)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief (FSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the Finance/Administration Section personnel, and 2) managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 3 days
CEUs: 2.1

NIMS ICS All-Hazards Position-Specific: Finance/Administration Unit Leader (FAUL) Course (E/L975)

The Finance/Administration Unit Leader (FAUL) course will help participants establish the essential core competencies required for performing the duties of the Finance/Administration Unit Leader in an all-hazards incident. The course is designed to enable participants to perform as any of the four FAULs (Time Unit Leader, Procurement Unit Leader, Compensation and Claims Unit Leader, Cost Unit Leader). Participants will learn information that is applicable across all four positions, such as Unit setup and management, information gathering, and interactions. Complex experiential exercises and discussions will afford participants the opportunity to act as each Unit Leader while connecting all information learned back to real-world application.

Selection Criteria: NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on Type III or IV AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Prerequisites:
Required: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Recommended: G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*.

Course Length: 3 days
CEUs: 2.1

National Incident Management System (NIMS) Incident Command System (ICS) All-Hazards Position-Specific Train-the-Trainer (TTT) Program Curriculum

Selection Criteria Train-the-Trainer: The major purpose for the All-Hazards Position-Specific Train-the-Trainer (TTT) Program is to train and develop a cadre of instructors capable of teaching the classes within the States and local regions. This training will support the overall mission of the program in furthering the development of Types III and IV Incident Management Teams (IMTs) trained to deal with regionalized and local incidents. All personnel who successfully complete NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes will have their names added to the existing national database of All-Hazards Position-Specific instructors for the appropriate course(s) of instruction.

The following courses of instruction must have been successfully completed by the applicant prior to gaining entrance into the program:

1. IS-700.a, *National Incident Management System, An Introduction*, or *IS-701.a, Multi-Agency Coordination System (MACS) Course*;
2. IS-800.b, *National Response Framework (NRF), An Introduction*;
3. IS-100.b, *Introduction to the Incident Command System (ICS)*, and IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and
4. G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*, and G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*, or equivalent.

In addition, all applicants must submit a resume to their respective State Emergency Management Training Officer(s) documenting significant experience as a member of a Type I, II, or III IMT, as well as documentation of experience as an instructor.

Course Length: The length of each Position-Specific Train-the-Trainer course and related information is noted in the course descriptions as follows:

NIMS ICS All-Hazards Position-Specific: Communications Unit Leader (COML) Train-the-Trainer (TTT) (E949)

This course helps attendees establish the essential core competencies required for performing the duties of the Communications Unit Leader (COML) during an all-hazards incident. This course addresses all responsibilities appropriate to a COML operating in a local- or State-level All-Hazards Incident Management Team (AHIMT). These responsibilities include the collection, processing, and dissemination of information as needed to facilitate Operations of Command, General Staff, and Unit Leader positions within the confines of a Type III AHIMT. The course is an instructor-led training program that supports learning through discussion, lecture, and active participation in multiple exercises.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 3 days
CEUs: 2.1

NIMS ICS All-Hazards Position-Specific: Incident Commander (IC) Course Train-the-Trainer (TTT) (E951)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an IC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

ACE Recommendation:
Credit Hours: 2 hours
Level: UD
Curricula: Education, Public Administration, or Emergency Management

Course Length: 5 days
CEUs: 3.5

NIMS ICS All-Hazards Position-Specific: Public Information Officer (PIO) Course Train-the-Trainer (TTT) (E953)

This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) or local Incident Management Team (IMT), as well as for the PIO assigned to an incident as an assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced function to concentrate training on the fundamental duties and responsibilities of PIO in an all-hazard environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 5 days
CEUs: 3.5

NIMS ICS All-Hazards Position-Specific: Safety Officer (SOFR) Course Train-the-Trainer (TTT) (E955)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Safety Officer (SOFR) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of an SOFR on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days
CEUs: 2.8

NIMS ICS All-Hazards Position-Specific: Liaison Officer (LOFR) Course Train-the-Trainer (TTT) (E957)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective LOFR on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 2 days
CEUs: 1.4

NIMS ICS All-Hazards Position-Specific: Operations Section Chief (OSC) Course Train-the-Trainer (TTT) (E959)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days
CEUs: 2.8

NIMS ICS All-Hazards Position-Specific: Division/Group Supervisor (DIVS) Train-the-Trainer (TTT) (E961)

The course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Division/Group Supervisor (DIVS) on an All-Hazards Incident Management Team (AHIMT). The course walks participants through general information, including an overview of the Operations Section and information on incident mobilization, initial situation awareness, and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, as well as emphasizing the importance of risk management and safety considerations.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 3 days
CEUs: 2.1

NIMS ICS All-Hazards Position-Specific: Planning Section Chief (PSC) Course Train-the-Trainer (TTT) (E963)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief (PSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: PSC duties 1) managing the planning cycle and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days
CEUs: 2.8

NIMS ICS All-Hazards Position-Specific: Resources Unit Leader (RESL) Train-the-Trainer (TTT) (E966)

This course provides an overview of Resources Unit Leader (RESL) responsibilities, the Planning Section, and the planning process to contextualize the Resources Unit for participants unfamiliar with the planning process or the Incident Command System

(ICS). It then explores specific RESL functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The Status/Check-in and Demobilization functions are covered to provide participants with the knowledge to perform those duties if necessary. Exercises/simulations, discussions, and a final exam enable attendees to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days
CEUs: 2.8

NIMS ICS All-Hazards Position-Specific: Logistics Section Chief (LSC) Course Train-the-Trainer (TTT) (E968)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief (LSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: LSC duties (1) responding to the incident; and (2) effectively fulfilling the position responsibilities of an LSC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, Intermediate Incident Command System (ICS) for Expanding Incidents; ICS-400, Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents; IS-100.b, Introduction to the Incident Command System (ICS); IS-200.b, Incident Command System (ICS) for Single Resources and Initial Action Incidents; IS-700.a, National Incident Management System (NIMS), An Introduction; and IS-800.b, National Response Framework (NRF), An Introduction.

Course Length: 5 days
CEUs: 3.5

NIMS ICS All-Hazards Position-Specific: Facilities Unit Leader (FACL) Train-the-Trainer (TTT) (E972)

The course will help attendees establish the essential core competencies required for performing the duties of the Facilities Unit Leader (FACL) during an all-hazards incident. The course walks participants through general information, including an overview of the Logistics Section and information on incident mobilization, initial situation awareness, and unit management. It also provides detailed instruction in setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security. Each unit contains a discussion-based exercise and there is a capstone tabletop exercise at the end of the course to give participants hands-on practice functioning as an FACL.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 5 days
CEUs: 3.5

NIMS ICS All-Hazards Position-Specific: Finance/Administration Section Chief (FSC) Course Train-the-Trainer (TTT) (E974)

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief (FSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: FSC duties 1) managing the Finance/Administration Section personnel and 2) managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 3 days
CEUs: 2.1

NIMS ICS All-Hazards Position-Specific: Finance/Administration Unit Leader (FAUL) Train-the-Trainer (TTT) (E976)

This course will help participants establish the essential core competencies required for performing the duties of the Finance/Administration Unit Leader during an all-hazards incident. The course is designed to enable participants to perform as any of the four Finance/Administration Unit Leaders (Time Unit Leader, Procurement Unit Leader, Compensation and Claims Unit Leader, Cost Unit Leader). Participants will learn information that is applicable across all four positions, such as unit setup and management, information gathering, and interactions. Complex experiential exercises and discussions will afford participants the opportunity to act as each unit leader while connecting all information learned back to real-world application.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 3 days
CEUs: 2.1

NIMS ICS All-Hazards Position-Specific: Supply Unit Leader (SPUL) Train-the-Trainer (TTT) (E977)

This course helps attendees establish the essential core competencies required for performing the duties of the Supply Unit Leader (SPUL) during an all-hazards incident. By requiring attendees to bring jurisdiction-specific information to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SPUL organized by the fundamental steps of the ordering process. Attendees identify information required for ordering, as well as complete required forms and documentation related to ordering, and anticipate ordering and supply needs for the incident. In addition to the ordering process, the course discusses mobilization, setting up and managing the Supply Unit, and demobilization.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days
CEUs: 2.8

NIMS ICS All-Hazards Position-Specific: Situation Unit Leader (SITL) Train-the-Trainer (TTT) (E978)

This course helps attendees establish the essential core competencies required for performing the duties of the Situation Unit Leader (SITL) during an all-hazards incident. This course addresses all responsibilities appropriate to a SITL operating in a local- or State-level All-Hazards Incident Management Team (AHIMT). These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring attendees to bring a Situation Unit Leader Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of an SITL.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:
Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 5 days
CEUs: 3.5

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 213).

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 also are encouraged to review EMI's Independent Study curriculum offerings, described in this catalog beginning on page 172.

Local Floodplain Manager Roles and Responsibilities (G194.1)

This course is designed to familiarize participants with various aspects of the Floodplain Manager's job. Four key roles will be examined and discussed: Regulator, Coordinator, Educator, and Planner. These roles impact the Floodplain Manager's job and have broad-reaching impacts in the community.

Selection Criteria: This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

National Flood Insurance Program (NFIP) Rules and Regulations in Depth (G194.2)

This course is designed to review Section 60.3 of Title 44 of the Code of Federal Regulations (CFR) and other rules and regulations that impact floodplain management. Participants will be led through discussions and interactive exercises that explore the details of the interpretations of the various regulations. Topics covered include: floodway and encroachment requirements; new residential building requirements; development in Approximate A zones; accessory and agricultural buildings; anchoring fuel storage tanks; regulating recreational vehicles; environmental and historical regulations; and typical compliance problems.

Selection Criteria: This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

Letters of Map Change (LOMC) (G194.3)

This course is designed to familiarize participants with the Letter of Map Change (LOMC) process and forms and actions necessary to get Letters of Map Change reviewed and approved or denied. Letters of Map Amendment, Letters of Map Amendment based

on Fill, Letters of Map Revision, Conditional Letters of Map Revision, and other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

Selection Criteria: This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

Preparing for Post-Disaster Responsibilities (G194.4)

This course is designed to familiarize participants with the issues surrounding getting teams started for work in the post-disaster environment. Topics include: Identifying Partners and Resources; Creating Post-Disaster Standard Operating Procedures (SOPs); Introduction to Post-Disaster SOPs; Introduction to Post-Disaster Operations; initial sweeps and public information; detailed substantial damage inspections; substantial damage declarations and posting; permitting documentation; and compliance and funding sources.

Selection Criteria: This course has in-depth discussion of the topics and exercises to help Floodplain Managers prepare for post-disaster activities and is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

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.

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 analyses.

Selection Criteria: The target audience is Federal 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 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.

Flood Insurance for the Local Floodplain Manager (G282.1)

This course is designed to familiarize participants with the flood insurance aspects of the National Flood Insurance Program (NFIP). The basics of flood insurance backed by the NFIP, including NFIP coverage, rating, NFIP policy information, rate and rule changes, and opportunities for flood insurance outreach, will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

Selection Criteria: This course is designed for floodplain managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

Hydrology and Hydraulics for the Floodplain Manager (G282.2)

This course is designed to familiarize participants with the hydrology and hydraulics aspects of the Flood Insurance Studies (FISs) prepared under the National Flood Insurance Program (NFIP). The basics of both hydrology and hydraulics are discussed and the fundamentals of the FIS and Flood Insurance Rate Map are discussed. The flood profiles, regulatory floodways, special considerations in the mapping process, and FIS interpretation are also discussed. Interactive exercises and in-depth discussions will aid participants in learning this information.

Selection Criteria: This course is designed for floodplain managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

Manufactured Homes and Recreational Vehicles (RVs) in the Floodplain (G282.3)

This course is designed to familiarize participants with the requirements for manufactured homes and recreational vehicles under the National Flood Insurance Program (NFIP). The 2008 changes in the Department of Housing and Urban Development (HUD) rules related to manufactured home installation, and inspection are discussed in detail. The analysis of the site review process, foundation design, installation concerns, and enforcement of NFIP regulations and HUD regulations, and consideration of recreational vehicles in the floodplain are also discussed. Interactive exercises and in-depth discussions will aid participants in learning this information.

Selection Criteria: This course is designed for floodplain managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

Higher Standards and No-Adverse Impact (NAI) Concepts in Floodplain Management (G282.4)

This course is designed to familiarize participants with the concept of higher standards and implementation of higher standards specifically related to freeboard, critical facilities, detailed Base Flood Elevation (BFE) determinations in approximate A Zone areas, subdivision requirements, prohibition of fill, and enclosure limitations. The concept of the No-Adverse Impact (NAI) also is discussed. Interactive exercises and in-depth discussions will aid participants in learning this information.

Selection Criteria: This course is designed for floodplain managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

Floodway Standards (G284.1)

This course is designed to familiarize participants with floodway concept and purpose, higher floodway standards, regulatory requirements, methods to comply with no-rise certification requirements, map change options for floodway modifications and other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

Selection Criteria: This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

Disconnects Between NFIP Regulations and Insurance (G284.2)

This course is designed to allow participants to identify basic rating elements and explain the difference between lowest floor and base flood. Compliance and rating of enclosures will be discussed and issues with A zones without Base Flood Elevations will be identified. The benefits and implications of dry floodproofing and other compliance factors affecting insurance rates will be described. Resources for flood insurance outreach and updates will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

Selection Criteria: This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

Common Noncompliance Issues (G284.3)

This course is designed to familiarize participants with common floodplain management compliance issues. Administration, enforcement and effective messaging to achieve compliance will be discussed, ways to eliminate noncompliance and resources to resolve noncompliance issues will be identified. Interactive exercises and in-depth discussions will aid participants in learning this information.

Selection Criteria: This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

Digital Flood Insurance Rate Maps (Digital FIRMs) (G284.4)

This course is designed to familiarize participants with floodplain mapping purposes and process. The impact and cost consequences of map updates, coordination of the map process, gaining public and political support, using Digital FIRMs and backup data and other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

Selection Criteria: This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

Substantial Improvement/Substantial Damage (G284.5)

This course is designed to familiarize participants with the Substantial Improvement and Substantial Damage (SI/SD) regulations under the NFIP. Roles and responsibilities, administration and enforcement, the significance of making determination and other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

Selection Criteria: This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

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

This 2½-day course will 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 G278, *Benefit-Cost Analysis: Entry-Level Training*, and focuses exclusively on the LD module.

Selection Criteria: The target audience is Federal and State hazard mitigation officials. The course is intended for participants who have completed the entry-level training (G278, *Benefit-Cost Analysis: Entry-Level Training*) 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 computers (Windows and spreadsheet programs).

Recommended: Familiarity with flood mitigation terminology is suggested.

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, local, and tribal officials responsible for planning, preparing, and managing response to floods.

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 (NWS); 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 decision-makers 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.

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

Multi-Hazard Emergency Planning for Schools (G364)

This 2-day course provides schools with the knowledge, skills, and tools needed to refine or develop an all-hazards school Emergency Operations Plan (EOP) and to identify how to train and exercise the school EOP. This course follows the guidance set forth in the FEMA Comprehensive Preparedness Guide, CPG 101, for developing an emergency operations plan 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 an optional exercise day, this course provides participants with an opportunity to conduct and design a tabletop exercise using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

After completing this course, participants will be able to:

- Refine or develop a school emergency operations plan (EOP). Throughout the course, the school

will review the existing EOP, determine areas for improvement, and make changes/updates to the EOP.

- Identify how to train and exercise the EOP. The school will describe the benefits of training and exercising the school's EOP, and identify who needs to be involved in training and exercising the EOP.

Selection Criteria: Principals, assistant principals, risk managers, school board members, school safety coordinators, transportation and food service coordinators, facility managers/building engineers, nurses, counselors, public information officers, teachers, and local first responders.

Prerequisites:
Required: School EOP.

Recommended: Completion of IS-100.SCa (or IS-100.SC or IS-100.b), *Introduction to the Incident Command System, ICS-100, for Schools*, and IS-700 or IS-700.a, *National Incident Management System (NIMS), An Introduction*.

Course Length: 7 or 12 hours

Planning for the Needs of Children in Disasters (G366)

This course enables participants to improve their community's mitigation and Emergency Operations Plan (EOP) specifically regarding the needs of children. The course will provide participants with the information needed to address the unique needs of children prior to, during, and following disasters. It will also provide them guidance and direction on how to form coalitions and how to become advocates for the unique needs of children in all aspects of emergency management.

After completing this course, participants will be able to:

- Articulate the importance of providing for the needs of children in disasters in their community's current emergency management plan.
- Explain what is required to keep children safe in emergencies and why those needs are unique.
- Explain the assumptions, concept of operations, and organization and assignment of responsibilities that address the unique needs of children prior to, during, and following disasters.
- Explain the planning components necessary to address the unique needs of children prior to, during, and following disasters.
- Create an annex to a community's Emergency Operations Plan (EOP) addressing the unique needs of children in disasters.
- Identify stakeholders and organizations that can assist in preparing for the needs of children in disasters.
- Initiate steps to form coalitions and build teams that have a stake in keeping children safe in disasters.

Selection Criteria: The target audience for this course is local and State emergency managers and planners, child services agencies, Non-Governmental Organizations (NGOs), child care providers, schools, and faith-based organizations.

Emergency Planning for Campus Executives (G367)

This 2-hour overview of emergency planning serves as a briefing for executives of institutions of higher education. It provides them with insights into multi-hazard emergency planning and their role in protecting lives, property, and operations. The course consists of seven modules which can be delivered independently so that executives can tailor it to fit their schedules and needs.

The seven modules are:

- Emergency Management: What Is It? Why Do It?
- Executive-Level Support
- Developing Your Emergency Operations Plan (EOP)
- Evaluating Your EOP
- Responding Using Incident Command System (ICS)
- Emergency Operations Center (EOC)
- Engaging Your Campus

Selection Criteria: Presidents, vice presidents, provosts, chancellors, deans, and other leadership positions at institutions of higher education.

Prerequisite:
Recommended: IS-100.HE, *Introduction to the Incident Command System, ICS-100, for Higher Education*.

Course Length: 2 hours

Mitigation for Emergency Managers (G393)

This course is designed to enable the non-technical emergency worker to acquire skills in the use of mitigation. The course provides training in how to perform mitigation activities fundamental to reducing and eliminating long-term risk from hazards. It addresses the important roles of the emergency program manager (or other local government representative) in mitigation: motivator, coordinator, and monitor in local implementation of the National Mitigation Strategy.

Selection Criteria: State, local, and tribal government emergency program managers, other emergency management staff, and other local government employees responsible for mitigation. The secondary audience includes Federal emergency management personnel and employees of Federal, State, and local governments who work in the emergency management field.

Prerequisite:
Recommended: Completion of IS-393.a, *Introduction to Hazard Mitigation*, prior to enrollment.

Earthquake Safety for Schools (G434.a)

The purpose of this course is to prepare school staff and administrators for an earthquake at their school location. The course is designed to describe the effects of an earthquake; explain how to mitigate those effects; state the key elements of an earthquake plan for preparedness, response, and recovery; and outline the procedures for training and exercises related to that emergency plan.

Selection Criteria: School Board members, district executives, district risk managers, principals, administrators, teachers, parents, Parent Teacher Association (PTA) members, community first responders, school support staff, and transportation coordinators.

Course Length: 10 hours

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 (NSTA). 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 (AGU), 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

EMI, in partnership with FEMA's Federal Insurance and Mitigation Administration, supports numerous professional organizations and associations 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 ___)

G278 *Benefit-Cost Analysis: Entry-Level Training* (description on page ___)

G279 *Retrofitting Flood-Prone Residential Buildings* (description on page ___)

G285 *Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training* (description on page ___)

G364 *Multi-Hazard Emergency Planning for Schools* (description on page ___)

G365 *Workshop: Partnerships for Creating and Maintaining Spotter Groups* (description on page ___)

G393 *Mitigation for Emergency Managers* (description on page ___)

G434.a *Earthquake Safety for Schools* (description on page ___)

G436 *Earthquakes: A Teacher's Package for K–6* (description on page ___)

G439 *Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7–12* (description on page ___)

Independent Study Courses

IS-8.a *Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699* (description on page ___)

IS-100.HE *Introduction to the Incident Command System, ICS-100, for Higher Education* (description on page ___)

IS-100.SCa *Introduction to the Incident Command System, ICS-100, for Schools* (description on page ___)

IS-279 *Retrofitting Flood-Prone Residential Buildings* (description on page ___)

IS-362.a *Multi-Hazard Emergency Planning for Schools* (description on page ___)

IS-393.a *Introduction to Hazard Mitigation* (description on page ___)

IS-394.a *Protecting Your Home or Small Business from Disaster* (description on page ___)

IS-395 *FEMA Risk Assessment Database* (description on page ___)

Preparedness Curriculum

The Emergency Management Institute (EMI) 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 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).

Community Mass Care Management (G108)

The Community Mass Care and Emergency Assistance course is designed to provide training for local communities to prepare for and manage this function effectively. The goal is to prepare community agencies, organizations and businesses to work together in coordination with emergency management and traditional mass care provides to plan and provide MC/EA services to those affected by disaster.

Selection Criteria: This course is intended for an entire community and/or nearby communities to train together. This includes community agencies, non-governmental organizations and private sector that will collaborate to provide the MC/EA assistance.

Planning for Disability Integration in Emergency Management (G197)

This purpose of this course is to enable the participants who are responsible for providing emergency planning to do so utilizing disability and access and functional needs inclusive practices, with the additional updated skills and knowledge they will need to prepare for, respond to, and recover from emergency situations.

Selection Criteria: This course in intended for emergency service personnel, emergency management personnel, hospital and public health personnel, Non-Governmental Organization (NGO) and Voluntary Organizations Active in Disaster (VOAD), council on aging, and other service delivery and advocacy groups for people with disabilities and others with access and functional needs.

Course Length: 2 days

Emergency Planning (G235)

This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop the capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster.

Selection Criteria: This course is designed for emergency management personnel who are involved in developing an effective emergency planning system.

Course Length: 2 days

Amateur Radio Resources (G251)

This 3- to 4-hour course is designed to provide State and local elected officials, emergency managers, and other public officials with 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.

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

This course is the condensed version of the 4-day E210 EMI resident course.

This is normally a 2-day course, however, in time of disaster, it can be shortened for immediate need in training the basics of recovery based 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, public works directors, and directors of responder agencies.

NOTE: *All course files are accessible to the State EMA Training Officer via the FEMA web site.*

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 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: State and local 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).

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.

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 Federal, State, and local governments for response to WMD terrorist incidents.

There are no Student 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);* Federal and/or State 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).
2. 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 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, Federal, State, and local mechanisms to assist in planning and response, tactical requirements, hazardous materials characteristics, and regulatory compliance.

Selection Criteria: All officials responsible for public policy and strategic planning; members of a Local Emergency Planning Committee (LEPC); and first responders.

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*, or IS-302, *Modular Emergency Radiological Response Transportation Training* (MERRTT).

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

This 6-hour course prepares 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 the 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, State and local government emergency program managers, emergency planners, and response personnel.

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

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 (NWS) staff.

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

Mass Fatalities Incident Response (G386)

This 2-day course prepares State and local 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

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

Management of Spontaneous Volunteers in Disasters (G489)

In every disaster there are well-meaning people who want to help local authorities. Often they are not put to work and leave disenchanted and upset at local authorities resulting in poor community relations.

This course is designed to identify those issues and challenges in the management of spontaneous volunteers; how to manage these volunteers', develop a plan for your community; learn how to utilize and operate a Volunteer Reception Center (VRC). This course will also discuss best practices for managing volunteers including their use by VOADs.

Course Length: 1 day

COOP Managers Training Course (G548)

This course is designed to acquaint experienced COOP practitioners and instructors with the COOP Program 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; and 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.

Course Length: 3 days
CEUs: 1.8

Local Damage Assessment (G556)

This course provides information and resources that will enable participants to plan an effective damage assessment program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of recovery and mitigation.

Selection Criteria: Local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure.

Prerequisites:
Recommended: IS-100.b, *Introduction to the Incident Command System*; IS-200.b, *ICS for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework, An Introduction*; IS-120.a, *An Introduction to Exercises*; and IS-130, *Exercise Evaluation and Improvement Planning*.

Course Length: 10½ hours

Rapid Needs Assessment (G557)

Communities can use the Resource Guide for developing a 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.

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

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 Federal, State, and local 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.

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

Course Length: 2 days

Incident Command System (ICS) Curriculum

FEMA's Emergency Management Institute, the United States Fire Administration's (USFA) National Fire Programs Branch, the National Wildfire Coordinating Group (NWCG), and the United States Department of Agriculture (USDA) 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.

General ICS Instructor Guidelines

The National Integration Center (NIC) is responsible for "facilitating the development of national guidelines for incident management training and exercises at all jurisdictional levels, while individual agencies and organizations are responsible for establishing and certifying instructors." The NIC provides guidelines for Incident Command System (ICS) instructors.

While individual agencies and organizations are responsible for establishing and certifying instructors, the NIC urges those agencies and organizations to follow these guidelines.

The NIC recommends the following general instructor guidelines:

Instructor Levels

- **Lead instructors** must have sufficient experience in presenting all units of the course to be capable of last-minute substitution for unit instructors.
- **Unit instructors** must be experienced in the lesson content they are presenting.
- **Adjunct instructors** may provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. Adjunct instructors must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

Training Requirements for Lead and Unit Instructors

Instructors should have formal instructor training (NWCG Facilitative Instructor, M-410, EMI Master Trainer Program, Office for Domestic Preparedness Instructor Course, or equivalent).

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

This course works best when delivered to Incident Command System (ICS) and Emergency Operations Center (EOC) 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 made up of a community's ICS and EOC personnel.

Prerequisites:
Recommended: IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and/or EOC Management courses.

Course Length: 8 hours

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

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 the ICS-100 and ICS-200 courses.

The course objectives are as follows:

- Describe how the National Incident Management System (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 (IAP) for a simulated incident.

ICS-300: Instructor Guidelines (in addition to the General ICS Instructor Guidelines):

1. Successful completion of accredited IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

2. Service in a mid-level incident management position within 5 years in real-world incidents, planned events, or accredited exercises.

3. Recognized qualifications in techniques of instruction and adult education methodologies.

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: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Recommended: Experience using concepts and principles from ICS-100 and ICS-200 in a response or exercise.

Course Length: 18 hours

This course is currently available from your State Training Officer.

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.

The course objectives are as follows:

- 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.

ICS-400: Instructor Guidelines (in addition to the General ICS Instructor Guidelines):

1. Successful completion of accredited IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.
2. Service in a mid-level incident management position within 5 years in real-world incidents, planned events, or accredited exercises.
3. Recognized qualifications in techniques of instruction and adult education methodologies.

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

Recommended: Experience using concepts and principles from ICS-100, ICS-200, and ICS-300 in a response or exercise.

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 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 G194, *Incident Command System for Public Officials*. 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: Executives and senior officials, including elected officials, city/county managers, agency administrators, etc.

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? You can download the course materials from *http://training.fema.gov/stcourses/crsdesc_spec.asp?courseid=G402*. You can also contact your State Training Officer. This web site provides contact information for the State emergency management offices: *https://www.fema.gov/about/contact/statedr.shtm*.

Course Length: 2 hours

Professional Development Curriculum

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 a greater responsibility for 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 participants 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.a, *Leadership and Influence*; IS-241.a, *Decision Making and Problem Solving*; and IS-242.a, *Effective Communication*.

Instructional Delivery Skills (G265)

The purpose of thIS-2-day course is to prepare the participant to assist with State-delivered emergency management training. It provides a foundation from which participants can develop or enhance their instructional delivery skills within a classroom setting. This course is not designed to teach how to design training. Rather, the focus of this course is how to present an existing lesson plan or training materials.

At the conclusion of this course, participants should be able to:

- List the qualities of effective performance-based training.
- Describe the fundamental principles of adult learning.
- Identify the preparation steps for conducting a training session.
- Describe the quality of effective presenters.
- Distinguish between presentation and facilitation.
- Describe how interpersonal skills are applied in a training setting.
- Identify the techniques used to manage classroom interactions.
- Describe how to assess training and make continuous improvements.
- Demonstrate the ability to present a lesson plan.

Selection Criteria: Members of State and local emergency management disciplines. Recommended for members of Federal, State, tribal, and local emergency management disciplines 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. Completion of IS-265, *Basic Instructional Skills*.

Course Length: 2 days
CEUs: .2

ADVANCED PROFESSIONAL SERIES (APS)

The Advanced Professional Series was established to motivate and challenge students to continue emergency management training.

These classroom courses build practical disaster management and coordination skills.

Contact your State Training Officer for a schedule of offerings.

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

http://training.fema.gov/emiweb/APS

How to Receive Your Certificate of Completion

When you have completed the series, requests for the Certificate of Completion must be sent first to the State emergency management agency for verification.

Include date and place, as well as name of the course manager, for each course completed.

The State agency will then send the request to the Emergency Management Institute (EMI) for a Certificate of Completion. This is signed by the EMI Superintendent and sent to the State Director for signature and award to the Student.

For more information, contact Paul Benyeda at (301) 447-1326 or at *paul.benyeda@fema.dhs.gov*.

Emergency Management Institute
16825 South Seton Avenue
Emmitsburg, MD 21727

Required Courses

G191 *Incident Command System/Emergency Operations Center (ICS/EOC) Interface*, or E947, *IEMC EOC/IMT Interface*, or E/L449, *ICS Train-the-Trainer** (description on page 117)

G557 *Rapid Needs Assessment* (description on page 116)

G270.4 *Recovery from Disaster: The Local Government Role* or E210, *Recovery from Disaster: The Local Government Role** (description on page 111)

G393 *Mitigation for Emergency Managers* (description on page 108)

G775 *Emergency Operations Center (EOC) Management and Operations* or IS-775, *EOC Management and Operations* (description on page 116)

Elective Courses

Complete any 5 of the following:

G108 *Community Mass Care Management* (description on page 110)

G110 *Emergency Management Operations Course (EMOC) for Local Governments* or one of the following IEMC courses E900, E905, E910, E915, E920, E930* (description on page 125)

E/L/G146 *Homeland Security Exercise and Evaluation Program (HSEEP)* or E/L/G147, *Homeland Security Exercise and Evaluation Program (HSEEP) Train-the-Trainer* (description on page 85)

G197 *Planning for Disability Integration in Emergency Management* (description on page 110)

G202 *Debris Management Planning for State, Tribal, and Local Officials* or E202, *Debris Management Planning for State, Tribal, and Local Officials* (description on page 123)

G271 *Hazardous Weather and Flood Preparedness* or IS-271.a, *Anticipating Hazardous Weather and Community Risk* (description on page 111

G272 *Warning Coordination* (description on page 111)

G288 *Local Volunteer and Donations Management* (description on page 123)

G290 *Basic Public Information Officer (PIO)* or E388, *Advanced Public Information Officer** (description on page 124)

G358 *Evacuation and Re-entry Planning Course* (description on page 114)

G361 *Flood Fight Operations* (description on page 106)

G364 *Multi-Hazard Emergency Planning for Schools*, or L363, *Multi-Hazard Planning for Higher Education** (description on page 106)

G366 *Planning for the Needs of Children in Disasters* (description on page 107)

G386 *Mass Fatalities Incident Response* (description on page 114)

G408 *Homeland Security Planning for Local Governments* (formerly Terrorism Planning (description on page 114)

IS-703.a *NIMS Resource Management* (Independent Study) (description on page 199)

Mission Support and Response and Recovery Curriculums

Mission Support and Response 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 Mission Support and Response and Recovery curriculums are 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.

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

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

NOTE: *All course files are accessible to the State Training Officer via the FEMA web site.*

Public Assistance (PA) 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.

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 Voluntary Organizations Active in Disaster (VOAD)), who have responsibility for planning, coordinating, implementing, and/or operating the donations management function at the State and local levels.

Prerequisites:

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

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

Public Information Officer (PIO) Awareness Training (G289)

This awareness-level training is suitable for new PIOs, taken alone or before *Basic Public Information Officer (PIO)* (G290) training. A secondary audience is elected or other officials who want an overview of emergency public information.

Selection Criteria: The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at State, local, or tribal levels of government.

A secondary audience for the awareness component of this training includes individuals who would benefit from a general understanding of the emergency public information function. This audience would include elected and other officials with responsibilities that would necessitate their working with PIOs or the news media during an emergency incident.

Course Length: 1-day classroom

Basic Public Information Officer (PIO) (G290)

This course is an updated, shortened, and revised version of the previous G290 course. The revised course emphasizes skills development, addresses the impact of technology on emergency public information, and offers options that allow States to tailor the instructional methodology to suit their needs while consistently meeting the course learning objectives.

Selection Criteria: The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at the State, local, or tribal levels of government.

Prerequisite:
Recommended: G289, *Public Information Officer (PIO) Awareness Training*.

Course Length: 2-day classroom

Joint Information System/Center Planning for Tribal, State, and Local Public Information Officers (PIOs) (G291)

The purpose of this course is to build on the solo PIO competencies gained in the *Basic Public Information Officer (PIO)* (G290) course to applying those skills in an expanding incident where coordination is enhanced through the establishment of a Joint Information System (JIS)/Joint Information Center (JIC).

This training will equip PIOs with the skills needed to establish and operate in a JIS/JIC. Participants will also gain a working knowledge of operational practices for performing PIO duties within the National Incident Management System (NIMS) multiagency coordination system. The course will demonstrate how JIC concepts are applied in a flexible and scalable manner at the local level.

Selection Criteria: The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function primarily at State, local, or tribal levels of government.

Prerequisites:
Recommended: This training is designed on the assumption that participants will have completed the following courses: G289, *Public Information Officer (PIO) Awareness Training*, and G290, *Basic Public Information Officer (PIO)*.

Course Length: 1-day classroom

Integrated Emergency Management Curriculum

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.

Exercise Evaluation (G130)

This 2-day course provides knowledge and develops skills that will enable participants 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 Federal, State, and local 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. 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 Federal, State, and local 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 Continuing Education Credit (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 and the Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006, FEMA must 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; State, local, 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 Response Employees (CORE), and intermittent Disaster Reservists. The work is performed at FEMA's Joint Field Offices (JFOs), Regional Response Coordination Centers (RRCCs), National Response 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. EMI disaster workforce training is developed, delivered, and participants selected based on the FEMA Qualification System requirements. This training is aligned to the various positions within FEMA's 24 disaster cadres. The courses focus on tactics, techniques, and procedures that are required to carry out programmatic and functional 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 including Mission Assignments, Logistics, Planning, Safety, Security, External Affairs, and Finance Administration. 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.**

Mission Support Curriculum

Joint Field Office (JFO) Finance and Administration Section Chief Training (E106)

This course is intended to train and exercise the experienced JFO Finance and Administration Section Chief in leadership and management skills to effectively perform his/her roles and responsibilities as a member of the management team at a complex federally declared incident.

Selection Criteria: This course is for any FEMA Comptroller Disaster Workforce Cadre Member who has experienced serving multiple disasters as Finance and Administration Section Chief in FEMA JFO disaster operations or any FEMA national personnel who experience serving multiple disasters as Finance and Administration Section Chief in FEMA JFO disaster operations. The individual should have completed all or substantially all of the qualifying criteria to be certified as a qualified F&A Section Chief prior to attending this course. Approval to attend this course is given by the FEMA Office of Chief Financial Operations (OCFO) Field Based Operations Cadre Manager, or a member of the OCFO/FEMA Headquarters who can sign on behalf of the OCFO Field Based Operations 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:
Required: E716, *Comptroller Basic*.

Recommended: IS-100.b, *Introduction to the Incident Command System (ICS)*, ICS-100; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*, ICS-200; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; and IS-101.a, *Deployment Basics*.

Course Length: 5 days
CEUs: 3.0

Joint Field Office (JFO) Procurement Specialist Training (E113)

This course is intended to teach the FEMA JFO Procurement Specialist position his/her responsibilities of files management, procedures when filing and working with JFO contracting folders, JFO purchase card folders, and how to maintain spreadsheets that track costs in the FEMA JFO Procurement Unit. This course also teaches the FEMA JFO Procurement Specialist how to work in the online environment, and in general support of the FEMA JFO Contracting Officer.

Selection Criteria: This course is for any FEMA Acquisition/Procurement Disaster Workforce Cadre Member who will serve as a JFO Procurement Specialist in JFO disaster operations or any personnel with an ADD deployment title of Procurement Unit Leader, Contract Specialist, or Procurement Specialist. 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.b, *Introduction to the Incident Command System (ICS)*, ICS-100; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*, ICS-200; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; and IS-101.a, *Deployment Basics*.

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

External Affairs Planning and Products/ Joint Information Center Basic Training (E249)

This is a basic Public Affairs course for all new FEMA Disaster Reservists entering the External Affairs Cadre with a specialty in the Public Affairs component, as well as Disaster Reservists assigned to other External Affairs Cadres who need cross-training. At the conclusion of the course, participants will have a basic understanding of the process and procedures of FEMA Products and Planning as well as operations of the FEMA Joint Information Center (JIC).

This course is offered concurrently with E/L/B753, *Policy, Procedure and Practice for External Affairs—Capstone*.

Selection Criteria: Participant must be a member of the External Affairs Cadre and have taken E/L/B750, *Policy, Procedure and Practice for External Affairs—Part 1*; L751, *Policy, Procedure and Practice for External Affairs—Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs—Field Internship Part 2*.

Course Length: 2½ days with E/L/B753, *Policy, Procedure, and Practice for External Affairs—Capstone*.

Community Relations (CR) Basic (E/L/B277)

This course prepares FEMA External Affairs Community Relations (CR) component staff with the skills and abilities to perform effectively as CR Specialists. This course is required as part of E/L/B753, *Policy, Procedure and Practice for External Affairs—Capstone*, to receive credentialing credit.

Selection Criteria: Participants in this course will be members of the External Affairs Cadre who have successfully completed E/L/B750, *Policy, Procedure and Practice for External Affairs—Part 1*; L751, *Policy, Procedure and Practice for External Affairs—Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs—Field Internship Part 2*, and are either new reservists without basic component-specific training or who are training in a new component of External Affairs.

This course is offered concurrently with E/L/B753, *Policy, Procedure and Practice for External Affairs—Capstone*.

Prerequisites:
Required: /L/B750, *Policy, Procedure and Practice for External Affairs—Part 1*; L751, *Policy, Procedure and Practice for External Affairs—Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs—Field Internship Part 2*.

Course Length: 2½ days
CEUs: 2.4

Disaster Field Training Operations (DFTO) Orientation (E283)

This course focuses on the knowledge and skills needed to serve as a DFTO Training Specialist, Training FQS Specialist, or Training Support Specialist.

Selection Criteria: FEMA employees with position titles of Training Specialist, Training FQS Specialist or training Support Specialist from the Regions or Headquarters.

Prerequisite:
Required: IS-101.a, *Deployment Basics*.

Course Length: 4 days
CEUs: 2.8

Disaster Field Operations Management (DFOM) (E292)

This course provides FEMA 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 NPSC staff, GS-12 or higher, who will function as managers in a Joint Field Office or disaster operations support facility.

Prerequisites:
Recommended: IS-101.a, *Deployment Basic*, and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days
CEUs: 2.9

Disaster Field Training Operations (DFTO) Training Unit Leader (E294)

This course provides FEMA Reservists with the ability to serve as Training Managers in a disaster field setting. The course focuses on the primary competencies and tasks needed to perform in this position.

Selection Criteria: FEMA employees with position title of Training Manager from FEMA Regions and Headquarters.

Prerequisites:
Recommended: E283, *Disaster Field Training Operations (DFTO) Orientation*.

Congressional Affairs Basic (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.

This course is offered concurrently with E/L/B753, *Policy, Procedure, and Practice for External Affairs—Capstone*.

Selection Criteria: Participant must be a member of the External Affairs Cadre and have taken E/L/B750, *Policy, Procedure and Practice for External Affairs—Part 1*; L751, *Policy, Procedure and Practice for External Affairs—Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs—Field Internship Part 2*.

Course Length: 2½ days with E/L/B753, *Policy, Procedure and Practice for External Affairs—Capstone*.

Congressional Affairs Basic Field Course (L369)

This course is designed for delivery at a Joint Field Office (JFO) and can be used for just-in-time training. The target audience includes staff working in a JFO who may have contact with the private sector. It provides the attendee 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.

Completion of this course does not meet the requirements necessary for qualification as a Congressional Affairs Specialist.

Selection Criteria: Open to all working in a Joint Field Office with preference to External Affairs cadre members.

Course Length: 2½ days

External Affairs Planning and Products/ Joint Information Center Basic Training Field Course (L385)

This course provides new Disaster Reservists and Cadre of On-call Response Employees (COREs) with an overview of the "New FEMA," the fundamentals of Emergency Support Function (ESF) #15 and the External Affairs concept for communications, general program overviews, an overview on working with State partners, writing and presentation workshops, and an introduction to specific job functions they will assume and tools they will use in the field. A variety of exercises, based on actual situations and incidents, are also included to help prepare participants for work in the field.

Selection Criteria: This course is open to those working in the Joint Field Office (JFO) who may interface with Public Affairs (External Affairs) or serve in a Public Affairs function.

Prerequisites:
Recommended: Completion of IS-250, *Emergency Support Function (ESF) #15—External Affairs: A New Approach to Emergency Communication and Information Distribution*.

Course Length: 2 days

Basic HR for Disaster Supervisors (E/L/B545)

This course is designed to assist disaster supervisors in understanding the basics of human resources in FEMA. Topics covered include hiring of local hires; deployment of Disaster Reservists; Orientation of New Employees; Credentialing; Payroll Issues; Signature Authority; Travel Responsibilities; Appraisals: Attendance; Safety/Wellness; Rotation/Retention; Reward/Recognition; Performance Issues; Conduct Issues; and Alternative Dispute Resolution (ADR).

Selection Criteria: This course is not open to non-supervisory FEMA personnel.

Prerequisites:
Required: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; and IS-101.a, *Deployment Basics*.

Course Length: 2 days
CEUs: 1.2

FEMA Mission Readiness (E696)

In 2010, FEMA instituted the "Employee Readiness Program" for all new Permanent Full-Time (PFT) hires. Four courses and elements comprise the program: Duty Readiness, Mission Readiness, Career Readiness, and Deployment Readiness. This course, "Mission Readiness" (E696), is a signature piece of this process—a week-long, cohort-style, in-residence course at the National Emergency Training Center (NETC)—designed to give new employees a comprehensive understanding of FEMA's mission, culture, structure, and organizational responsibilities to help them navigate the organization.

Selection Criteria: Permanent Full-Time (PFT), Temporary Full-Time (TFT) or CORE FEMA hires. This means if you are employed as a Reservist, you are not currently eligible for this training. All FEMA PFTs, TFTs, and COREs are eligible for Mission Readiness with priority placement for new employees.

Training required for most new PFTs: Additionally, this course is required for all new-to-FEMA PFT employees hired on or after July 1, 2010. It is not required of PFTs who are/were converted directly from a Reservist (previously "DAE"), CORE, or TFT position which they occupied prior to July 1, 2010.

Travel Costs Procedure: The cost of travel for those students required (see above) to attend Mission Readiness will be paid through a central fund.

Prerequisites: IS-100.b or IS-100.FW, *Introduction to Incident Command System, ICS-100*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days

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 FEMA Automated Deployment Database (ADD) deployment title of Procurement Unit Leader, Contract Specialist, or Procurement Specialist.

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 FEMA ADD deployment title of JFO Procurement Unit Leader, Contract Specialist, or Procurement Specialist. 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.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-101.a, *Deployment Basics*; *IS-200.b, Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 3 days
CEUs: 2.3

Introduction to FEMA Office of Chief Counsel (OCC) Field Operations—Response, Recovery, and OCC Cadre Deployment (E/L713)

This 6-day course provides new FEMA legal staff with the skills required to provide effective legal support during response and recovery operations. After completion of this course, participants will have a basic understanding of FEMA's statutory and regulatory framework, fiscal and grant management law, the interface between FEMA Headquarters OCC and field operations, and the roles and responsibilities of the field legal staff. They will have a basic knowledge of substantive topics including disaster declarations and response operations focusing on Federal agency authorities, coordination of Federal,

State, local, tribal, and voluntary agency support, mission assignments, grant assistance for emergency protective measures, records requests (Freedom of Information Act [FOIA] and Privacy Act), and recovery operations focusing on public assistance, individual assistance, and hazard mitigation. In addition, they will receive instruction on providing legal advice under disaster conditions (Advice in Crisis).

Selection Criteria: FEMA Office of Chief Counsel (OCC) staff.

Prerequisite:
Required: Must have read *Your Guide to FEMA Booklet* (disaster-related).

Course Length: 6 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 FEMA Office of Chief Counsel (OCC).

Course Length: 4 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 FEMA systems, grants programs, National Response Framework (NRF), National Incident Management System (NIMS) structure, and Units that report to the Finance and Administration Section (Human Resources [HR], Procurement, Training, and Cost Unit).

Selection Criteria: This course is for any FEMA Comptroller Disaster Workforce Cadre member who will serve as Finance and Administration Section Chief in FEMA JFO disaster operations or any FEMA national personnel who will serve as a Finance and Administration Section Chief 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 participant is also a FEMA Regional employee, the signature of the FEMA Regional Training Manager is also required.

Prerequisites:
Recommended: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-101.a, *Deployment Basics; IS-200.b, Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days
CEUs: 2.4

Financial Management Concepts for Disaster Operations (E/L/B726)

This training is intended to enable senior financial disaster staff to perform their duties in a more uniform and unified manner by increasing technical skills and reinforcing lessons learned from on-the-job training; providing measurable milestones in recognizing increased skill level; increasing consistency in quality of work, clean up, and close-out of JFOs; and providing for consistent performance and qualification of resources.

Selection Criteria: This course is open to the Finance/Administration Section Chief Type II (FSC2) and Cost Unit Leader (COST).

Prerequisites:
Required: IS-100.b, *Introduction to the Incident Command System (ICS)*, ICS-100; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*, ICS-200; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days
CEUs: 3.2

External Affairs Overview Field Course (E/L731)

This course is designed to provide an overview of the 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

External Affairs Private Sector Basic Field Course (L737)

This course is designed for delivery at a Joint Field Office (JFO) and can be used for just-in-time training. The target audience includes staff working in JFOs who may have contact with the private sector. At the conclusion of the course, participants will have a basic understanding of the function of the private sector within the FEMA External Affairs operation at a JFO.

Completion of this course does not meet the requirements necessary for qualification as a Private Sector Specialist.

Selection Criteria: Open to all working in a Joint Field Office with preference to External Affairs Cadre members.

Course Length: 2½ days

External Affairs Private Sector Basic (E738)

This is a basic private sector course for all new FEMA Disaster Reservists entering the External Affairs Cadre with a specialty in the private sector component, as well as Disaster Reservists assigned to other External Affairs cadres who need cross-training. At the conclusion of the course, participants will have a basic understanding of the function of the private sector within the FEMA External Affairs operation at a Joint Field Office.

This course is offered concurrently with E/L/B753, *Policy, Procedure and Practice for External Affairs—Capstone*.

Selection Criteria: Participant must be a member of the External Affairs Cadre and have taken E/L/B750, *Policy, Procedure and Practice for External Affairs—Part 1*; L751, *Policy, Procedure and Practice for External Affairs—Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs—Field Internship Part 2*.

Course Length: 2.5 days (with E/L/B753)

Intermediate External Affairs (E739)

FEMA External Affairs (EA) includes six functional areas: Community Relations, Congressional Affairs, Intergovernmental Affairs, Joint Information Center, Planning and Products, and Private Sector. Each of these areas is led by an Assistant External Affairs Officer (AEAO) charged with creating a strategic plan for the individual function while supporting the overall External Affairs mission. To enhance management of personnel and facilitate the External Affairs Mission, Managers are assigned to various components. These Managers specialize in specific sub-functions of External Affairs, managing staff within an Incident Command System designated span of control.

This course builds on the technical foundation established in the *Policy, Procedure and Practice for External Affairs* training (750–753).

This course will prepare participants to serve as a Manager within the External Affairs Structure at the Joint Field Office.

Selection Criteria: Participants in this course will be members of the External Affairs Cadre. They will be designated by FEMA HQ External Affairs Training and Cadre Management and must possess an open FEMA Qualification System (FQS) Task Book a manager or assistant manager position.

Prerequisites:
Required: E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*; L751, *Policy, Procedure and Practice for External Affairs–Field Internship Part 1*; L752, *Policy, Procedure and Practice for External Affairs–Field Internship Part 2*; and E/L/B753, *Policy, Procedure and Practice for External Affairs—Capstone*.

Course Length: 4 days

Practical Application of Emergency Support Function (ESF) #15 for Enhancing Interagency Collaboration (L747)

This course provides participants with a chance to demonstrate/enhance skills working within the ESF #15 – External Affairs (EA) environment. Attendees will participate in an exercise stressing interagency collaboration.

Selection Criteria: Federal, State, local, tribal, and non-governmental organizations likely to be involved in response and recovery activities during a catastrophic event.

Course Length: 3 days

Assistant External Affairs Officer (L748)

FEMA External Affairs (EA) includes six functional areas: Community Relations, Congressional Affairs, Intergovernmental Affairs, Joint Information Center, Planning and Products, and Private Sector. Each of these areas is led by an Assistant External Affairs Officer (AEAO) charged with creating a strategic plan for the individual function while supporting the overall External Affairs mission.

To be successful, the AEAO must be skillful in managing programs, leading people, and working collaboratively. While several FEMA courses touch on these subject areas and, in fact, may be required training for AEAOs, this course relates these competencies to the External Affairs environment.

This course builds on the technical foundation established in the *Policy, Procedure, and Practice for External Affairs* (750–753) training as well as the External Affairs Intermediate course (E/L/B739) and other FEMA management training.

This course will prepare participants to serve as an AEAO at the JFO.

Selection Criteria: Participants in this course will be members of the External Affairs Cadre. They will be designated by FEMA HQ External Affairs Training and Cadre Management and must possess an open FEMA Qualification System (FQS) Task Book for an Assistant External Affairs Officer.

Prerequisites:
Required: E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*, L751, *Policy, Procedure and Practice for External Affairs–Field Internship Part 1*; L752, *Policy, Procedure and Practice for External Affairs–Field Internship Part 2*; and E/L/B753, *Policy, Procedure and Practice for External Affairs—Capstone*.

Course Length: 5 days

Policy, Procedure and Practice for External Affairs–Part 1 (E/L/B750)

This is a multipart course designed to provide the knowledge and tools necessary to perform job functions in FEMA External Affairs and Emergency Support Function (ESF) #15 operations. Taken sequentially, the course will prepare participants to work seamlessly with other External Affairs functions in delivering comprehensive, integrated, and unified messages to all stakeholders.

Part one is an introductory-level course focusing on FEMA reservist policies related to External Affairs. It provides participants an understanding of FEMA programs, operations at a Joint Field Office (JFO), and the functions outlined within the ESF #15 standard operating procedures.

Selection Criteria: Participants in this course will be members of the External Affairs Cadre. Participants will have no previous External Affairs function-specific training.

Prerequisites:
Recommended: IS-100.b, *Introduction to the Incident Command System (ICS)*, ICS-100; IS-101.a, *Deployment Basics*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*, ICS-200; IS-250, *Emergency Support Function (ESF) #15—External Affairs: A New Approach to Emergency Communication and Information Distribution*; IS-650.a, *Building Partnerships with Tribal Governments*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 5 days, 40 hours

Policy, Procedure and Practice forExternal Affairs–Field Internship Part 1 (L751)

This is a multipart course designed to provide the knowledge and tools necessary to perform job functions in FEMA External Affairs and Emergency Support Function (ESF) #15 operations.

Field Internship Part 1 is a 1 week deployment to a Joint Field Office (JFO), Recovery Office, Regional Office, or FEMA Headquarters. This mentored experience will provide participants with an objective-driven overview of operations at the location. The internship will provide a structured, consistent field experience that would foster collaboration among the components of External Affairs (EA) by offering participants a comprehensive, first-hand look at the full spectrum of EA operations at the JFO and in the field. It is designed to follow, and build upon, the first week of classroom instruction as participants apply what was learned in E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*, as well as the skills and other experience they bring to the job.

Selection Criteria: Participants in this course will be members of the External Affairs Cadre who have never been deployed and who have successfully completed E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*.

Prerequisite:
Required: E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*.

Course Length: 5–6 days, 40 to 60 hours (dependent upon hours of the operation participant is deployed to.)

Policy, Procedure and Practice for External Affairs–Field Internship Part 2 (L752)

This is a multipart course designed to provide the knowledge and tools necessary to perform job functions in FEMA External Affairs and Emergency Support Function (ESF) #15 operations.

Field Internship Part 2 is another 1 week deployment to a Joint Field Office (JFO), Recovery Office, Regional Office, or FEMA Headquarters. This mentored experience will provide participants with an objective-driven overview of operations at the location. This is a continuation of the internship started in L751, *Policy, Procedure and Practice for External Affairs–Field Internship Part 1*. The internship will provide a structured, consistent field experience that would foster collaboration among the components of External Affairs (EA) by offering participants a comprehensive, first-hand look at the full spectrum of EA operations at the JFO and in the field. It is designed to follow, and build upon, the first week of classroom instruction as participants apply what was learned in E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*, as well as the skills and other experience they bring to the job.

Selection Criteria: Participants in this course will be members of the External Affairs Cadre who have never been deployed and who have successfully completed E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*, and L751, *Policy, Procedure and Practice for External Affairs–Field Internship Part 1*.

Prerequisites:
Required: E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*, and L751, *Policy, Procedure and Practice for External Affairs–Field Internship Part 1*.

Course Length: 5–6 days, 40 to 60 hours (dependent upon hours of the operation participant is deployed to.)

Policy, Procedure and Practice for External Affairs–Capstone (E/L/B753)

This is the final session of the multipart course designed to provide the knowledge and tools necessary to perform job functions in FEMA External Affairs and Emergency Support Function (ESF) #15 operations.

The Capstone for this series will allow participants to share experiences of deployment, discuss best practices learned, and further apply this knowledge in a final-day exercise conducted jointly with all components. Participants will also receive component-specific training during this week by participating in one of the following courses:

- E249, *External Affairs Planning and Products/Joint Information Center Basic Training*
- E/L/B277, *Community Relations (CR) Basic*
- E368, *Congressional Affairs Basic*
- E738, *External Affairs Private Sector Basic*
- E766, *External Affairs Resources Support Specialist*
- E768, *FEMA Video Production*
- E788, *Intergovernmental Affairs Basic*

Selection Criteria: Participants in this course will be members of the External Affairs Cadre who have successfully completed E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*; L751, *Policy, Procedure and Practice for External Affairs–Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs–Field Internship Part 2* and are either new reservists without basic component-specific training or who are training in a new component of External Affairs.

Prerequisites:
Required: E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*; L751, *Policy, Procedure and Practice for External Affairs–Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs–Field Internship Part 2*.

Course Length: 4 days, 32 hours

External Affairs Operations I (E762)

The External Affairs Operations Course series (E762, E763, E764, and E765) is a Functional Exercise (FE) designed to establish a learning environment for players to exercise operational plans, policies, and procedures during an activation of ESF #15 in the Joint Field Office (JFO). The purpose of this exercise is to evaluate player actions in the roles and responsibilities they would assume when deployed to a JFO in support of ESF #15's (External Affairs) new organization chart. Participants in the exercise may also become members of a catastrophic response team.

Selection Criteria: The target training population consists of FEMA personnel who have been selected to serve in an External Affairs organization.

This course is limited to positions at the Specialist level as defined by FQS. Participants must have an open Position Task Book for the job title assigned. This Task Book is provided by the participant's Cadre Manager. Titles assigned to this course are: Resource Support Specialist; Research and Writing Specialist; Digital Communications Specialist; Limited English Proficiency/Additional Communication Needs (LEP/ACN) Specialist; Strategy and Messaging Specialist; EA Reports Specialist; EA Program Liaison Specialist; Media Analysis Specialist; Videographer Specialist, Photographer Specialist; Congressional Affairs (CA) Specialist; Intergovernmental Affairs (IGA) Specialist; Tribal Specialist, Program Support (PS) Specialist; Community Relations (CR) Specialist; and Speakers Bureau Specialist.

Prerequisites:
Required: IS-250, *Emergency Support Function (ESF) #15—External Affairs: A New Approach to Emergency Communication and Information Distribution*; E/L/B750, *Policy, Procedure and Practice for External Affairs–Part 1*; L751, *Policy, Procedure and Practice for External Affairs–Field Internship Part 1*; L752, *Policy, Procedure and Practice for External Affairs–Field Internship Part 2*; and E/L/B753, *Policy, Procedure and Practice for External Affairs—Capstone*.

Course Length: 3 days

External Affairs Operations II (E763)

The External Affairs Operations Course series (E762, E763, E764, and E765) is a Functional Exercise (FE) designed to establish a learning environment for players to exercise operational plans, policies, and procedures during an activation of ESF #15 in the Joint Field Office (JFO). The purpose of this exercise is to evaluate player actions in the roles and responsibilities they would assume when deployed to a JFO in support of ESF #15's (External Affairs) new organization chart. Participants in the exercise may also become members of a catastrophic response team.

Selection Criteria: The target training population consists of FEMA and other Federal agency representatives who have been selected to serve in an External Affairs organization. This course is limited to positions at the Manager and Assistant Manager levels. Participants must be in possession of a Position Task Book for the job title assigned. Titles assigned to this course are: Resource Support Manager; Creative Services Manager; Program Liaison Manager; Media Relations Manager; Assistant Media Relations Manager; Visual Imaging Manager; Congressional Affairs Manager; Intergovernmental Affairs Manager; Community Relations (CR) Manager; and CR Assistant Manager.

Prerequisites:
Required: To attend this course, participants must be recommended by their cadre managers and have successfully completed: E762, *External Affairs Operations I* and E739, *Intermediate External Affairs*.

Recommended: E778, *JFO Middle Managers Training*, and E545, *Basic HR for Disaster Supervisors*.

Course Length: 5 days

External Affairs Operations III (E764)

The External Affairs Operations Course series (E762, E763, E764, and E765) is a Functional Exercise (FE) designed to establish a learning environment for players to exercise operational plans, policies, and procedures during an activation of ESF #15 in the Joint Field Office (JFO). The purpose of this exercise is to evaluate player actions in the roles and responsibilities they would assume when deployed to a JFO in support of ESF #15's (External Affairs) new organization chart. Participants in the exercise may also become members of a catastrophic response team.

Selection Criteria: The target training population consists of FEMA and other Federal agency representatives who have been selected to serve in an External Affairs organization. This course is limited to positions at the Assistant External Affairs Officer position. Participants must be in possession of a Position Task Book for the job title assigned

Titles assigned to this course are: AEAO - Community Relations (CR); AEAO - Planning and Products (P&P); AEAO - Congressional Affairs (CA); AEAO - Intergovernmental Affairs (IGA); AEAO - Joint Information Center (JIC); and AEAO - Private Sector (PS).

Prerequisites:
Required: E763, *External Affairs Operations II*, and E/L748, *Assistant External Affairs Officer*.

Course Length: 6 days

External Affairs Operations IV (E765)

The External Affairs Operations Course series (E762, E763, E764, and E765) is a Functional Exercise (FE) designed to establish a learning environment for players to exercise operational plans, policies, and procedures during an activation of ESF #15 in the Joint Field Office (JFO). The purpose of this exercise is to evaluate player actions in the roles and responsibilities they would assume when deployed to a JFO in support of ESF #15's (External Affairs) new organization chart. Participants in the exercise may also become members of a catastrophic response team.

Selection Criteria: The target training population consists of FEMA and other Federal agency representatives who have been selected to serve in an External Affairs organization. This course is limited to positions at the **External Affairs Officer** position. Participants must be in possession of a Position Task Book for the job title assigned.

Prerequisites:
Required: E764, *External Affairs Operations III*, and E767, *External Affairs Officer*.

Course Length: 6 days

External Affairs Resources Support Specialist (E766)

This course prepares participants to work in the field during a disaster response and recovery.

This course is offered concurrently with E/L/B753, *Policy, Procedure, and Practice for External Affairs—Capstone*.

Selection Criteria: Participant must be a member of the External Affairs Cadre and have taken E/L/B750, *Policy, Procedure and Practice for External Affairs—Part 1*; L751, *Policy, Procedure and Practice for External Affairs—Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs—Field Internship Part 2*.

Course Length: 2½ days with E/L/B753, *Policy, Procedure and Practice for External Affairs—Capstone*.

External Affairs Officer (E767)

This course guides the entire EA operation, managing the strategic communications plan for an incident working with the six functional areas: Community Relations, Congressional Affairs, Intergovernmental Affairs, Joint Information Center, Planning and Products, and Private Sector.

To be successful, the EAO must be skillful in managing programs, leading people, and working collaboratively. The EAO often works directly with FEMA Regional leadership as well as leadership from FEMA Headquarters, the Department of Homeland Security, and even the Office of the President. Several FEMA courses touch on Command and General Staff leadership subject areas and, in fact, may be required training for AEAOs. This course relates these competencies to the External Affairs environment. This course builds on the technical foundation established in the *Policy, Procedure and Practice for External Affairs* (750–753) training as well as in *Intermediate External Affairs* (E739); *Assistant External Affairs Officer* (E/L748), and other FEMA management training.

This course will prepare participants to serve as an EAO.

Selection Criteria: Participants in this course will be members of the External Affairs Cadre. They will be designated by FEMA HQ External Affairs Training and Cadre Management and must possess an open FEMA Qualification System (FQS) Task Book for an External Affairs Officer.

Prerequisites:
Required: E/L/B750, *Policy, Procedure and Practice for External Affairs—Part 1*; L751, *Policy, Procedure and Practice for External Affairs—Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs—Field Internship Part 2*.

FEMA Video Production (E768)

The purpose of this course is to prepare the participants to serve as FEMA videographers at the JFO.

The purpose of this training is not to learn how to shoot photos, but to:

- Explain how to request FEMA Headquarters' support.
- Understand the workflow process at FEMA Headquarters—standards and protocols.

Some of the questions we will explore in this course include:

- Why are videographers necessary on a FEMA disaster?
- What role does Headquarters staff play on a FEMA disaster?
- Why do FEMA videographers need to integrate their skills and methods with FEMA's policies and procedures?

The instructor will emphasize that, regardless of how much experience participants might have as videographers, they need to understand FEMA's methods for video production.

Through lecture, discussion, and hands-on training, the videographers will be prepared to play their role effectively at a JFO and have a better understanding of FEMA's policies and procedures.

This course is offered concurrently with E/L/B753, *Policy, Procedure, and Practice for External Affairs—Capstone*.

Selection Criteria: Participant must be a member of the External Affairs Cadre and have taken E/L/B750, *Policy, Procedure and Practice for External Affairs—Part 1*; L751, *Policy, Procedure and Practice for External Affairs—Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs—Field Internship Part 2*.

Course Length: 2½ days with E/L/B753, *Policy, Procedure and Practice for External Affairs—Capstone*.

Joint Field Office (JFO) Middle Managers Training (E778)

Course Purpose

This course enhances the readiness of FEMA middle managers and their organizations with emphasis on management and leadership, and accessing resources. 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 the 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: FEMA staff assigned the following disaster job titles: Section Chiefs, Branch Director, Unit Leader, Division/Group Supervisors, Crew Leaders, and Strike Team Leaders and Task Force Leaders. The course is not specific to any function or cadre.

Prerequisites:
Required: IS-101.a, *Deployment Basics*, and IS-800.b, *National Response Framework (NRF), An Introduction*.

Recommended: E292, *Disaster Field Operations Management (DFOM)*.

CEUs: 2.9

Basic FEMA Safety Officer 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 Safety, Health and Medical Readiness Division (SHMR). All nominations will be submitted through the National Safety Cadre Manager.

Prerequisite:
Required: Member of the Safety Cadre.

Course Length: 5 days
CEUs: 3.3

Intergovernmental Affairs Basic (E788)

This is a Basic Intergovernmental Affairs course for all new FEMA Disaster Reservists entering the External Affairs Cadre with a specialty in the intergovernmental affairs component, as well as Disaster Reservists assigned to other External Affairs cadres who need cross-training. At the conclusion of the course, participants will have a basic understanding of State, local, tribal, and territorial government structures as well as the function of intergovernmental affairs within the FEMA External Affairs operation at a Joint Field Office.

Selection Criteria: Participant must be a member of the External Affairs Cadre and have taken E/L/B750, *Policy, Procedure and Practice for External Affairs—Part 1*; L751, *Policy, Procedure and Practice for External Affairs—Field Internship Part 1*; and L752, *Policy, Procedure and Practice for External Affairs Field Internship—Part 2*.

Course Length: 2½ days (with E/L/B753)

Intergovernmental Affairs Basic Field Course (L790)

This course is designed for delivery at a Joint Field Office (JFO) and can be used for just-in-time training. The target audience includes staff working in a JFO who may have contact with tribal and/or local government officials. At the conclusion of the course, participants will have a basic understanding of State, local, tribal, and territorial government structures as well as the function of intergovernmental affairs within the FEMA External Affairs operation at a JFO.

Completion of this course does not meet the requirements necessary for qualification as an Intergovernmental Affairs Specialist or Tribal Affairs Specialist.

Selection Criteria: Open to all working in a Joint Field Office with preference to External Affairs Cadre members.

Course Length: 2½ days

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 workplace violence, identity theft, video surveillance systems, security operations, security assessments, reports and plans, physical and personnel security, and an overview on the Security identification badging and electronic fingerprinting systems.

Selection Criteria: Newly hired FEMA Security Specialists. All nominations will be submitted through the National Security Cadre Manager.

Course Length: 5 days
CEUs: 3.5

Security Recertification (E980)

This is a high-level course designed specifically for FEMA Security Managers who will be trained on a yearly basis on updated policies and procedures regarding Badging, Fingerprinting, Credentialing, Automated External Defibrillation (AED)/Cardiopulmonary Resuscitation (CPR)/First Aid/Blood Borne Pathogen (BBP), Agency Technical Representation, and any other certifications that they are currently responsible for.

Selection Criteria: Security Managers who belong to the FEMA Security Cadre. All nominations will be submitted through the National Security Cadre Manager.

Prerequisite:
Recommended: E979, *Security Orientation*.

Course Length: 5 days
CEUs: 3.5

Advanced Disaster Safety Officer (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 Safety, Health and Medical Readiness Division. All nominations will be submitted through the National Safety Cadre Manager.

Prerequisite:
Required: Member of the Safety Cadre.

Course Length: 5 days
CEUs: 3.2

Response and Recovery Curriculum

Operations Section Chief (OSC) (E/L196)

This course is designed for FEMA staff who have the title of Operations Section Chief (trainee or above) or Branch Director in the Automated Deployment Database (ADD). The course is intended to be a component of the OSC credentialing process and provide the classroom training portion to prepare and enhance the participant's knowledge and skills as a Type II OSC in a Type II disaster.

Course objectives:

1. Define the responsibilities and tasks as outlined in the OSC Position Task Book (PTB).
2. Demonstrate knowledge of the legal framework/policies relevant to the OSC.
3. Demonstrate the role of the OSC in the Incident Action Planning Process.
4. Identify the OSC decisionmaking steps in responding to request for Federal assistance.
5. Provide solutions to operations issues regarding FEMA disaster programs and dealing with the other JFO sections.
6. Apply knowledge and skills obtained in the course to a simulated Type II disaster scenario.

Prerequisites: Participants should have completed: E/L269, *Managing FEMA Staff on Disaster Operations*; E347, *Introduction to Mission Assignment (MA) Processing*; L348, *Orientation to Mission Assignments*; E/L423, *Response Operations III—ICS-320*; IS-101.a, *Deployment Basics*; IS-293, *Mission Assignment (MA) Overview*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Selection Criteria: Participants should have served as: a deputy OSC (or OSC) on a Type III Disaster (two deployments); branch director (Emergency Services/Individual Assistance or Public Assistance) on a Level II or I disaster (two deployments); and have a written recommendation/endorsement by the Department of Defense (DOD) Division Director or FEMA Headquarters.

Debris Technical Specialist (E/L201)

This course provides the basic knowledge and tools necessary for FEMA PA Staff to perform the duties and responsibilities associated with disaster debris operations.

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

Prerequisites:
Required: E/L381, *Project Specialist*, or IS-631, *Public Assistance (PA) Operations I*, prior to October 1, 2009.

Course Length: 3 days
CEUs: 2.1

Emergency Support Function (ESF) #14—FEMA/State Long-Term Community Recovery (LTCR) (E211)

This course is designed to provide a solid foundation for the practical application of ESF #14 policies, procedures and tools in order to ensure consistent and effective field operations.

The ESF #14 LTCR course provides participants with the knowledge and practical skills that will enable them to assess community needs as well as guide and support the long-term community recovery process in disaster affected communities.

Selection Criteria: This course is designed for the following target audiences. The primary audience includes staff with responsibilities in ESF #14 operations:

- FEMA
- ESF Support Agencies (USDA, SBA, Commerce, HUD, Treasury, DHS, Transportation, to name a few)
- State governmental representatives

Prerequisites:
Required: All participants are to have completed the NIMS baseline ICS courses, including: IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; and IS-814, *Emergency Support Function (ESF) #14—Long-Term Community Recovery*.

Course Length: 4 days
CEUs: 2.4

Documentation Unit (E/L/B229)

This four-day course serves as a training opportunity for FEMA personnel to identify and practice the essential core competencies required when performing the duties of the Documentation Unit Leader (DOCL) and Reports Specialist Position Task Book (PTB) and Qualification Sheet.

The goal of this course is to prepare participants to effectively assume the role of a trainee for the Documentation Unit Leader and Reports Specialist, and start building the skills required for those positions. This course lays out the competencies for the position and provides opportunities to practice and demonstrate skills needed at an incident or event. The course is one of the initial steps toward becoming a certified and qualified Documentation Unit Leader or Reports Specialist.

The primary target audience consists of FEMA personnel who will serve as either a DOCL or RESP. The target audience should have knowledge of and experience in Federal or State response and recovery operations, the Incident Command System (ICS), and disaster resource management in accordance with the course prerequisites. A secondary target audience includes Executive Assistants at an incident.

Prerequisites:
Required: IS-22, *Are You Ready? An In-Depth Guide to Citizen Preparedness*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-101.a, *Deployment Basics*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-242.a, *Effective Communication*; IS-292, *Disaster Basics*; IS-547.a, *Introduction to COOP*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; and IS-822, *Fundamentals of Management and Support Coordination of Federal Disaster Operations*.

Recommended: IS-235.b, *Emergency Planning*

406 Hazard Mitigation (E/L239)

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, PA Technical Specialist.

Prerequisites:
Required: IS-631, *Public Assistance (PA) Operations I*, prior to October 1, 2009, or E/L381, *Project Specialist*.

Course Length: 2 days
CEUs: 1.4

Management of Individual Assistance (IA) (E/L/B321)

This course gives participants the tools needed to provide the best service to disaster survivors 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.

Course Length: 4 days
CEUs: 2.8

Introduction to Mission Assignment (MA) Processing (E347)

The purpose of this course is to provide FEMA personnel with an in-depth introduction to the Mission Assignment (MA) process including MA Issuance, Execution, Billing, and Closeout. The participants also receive training on the Request Action Tracking System (RATS) web-based tracking tool and the eCAPs software program.

Selection Criteria: FEMA staff consisting of MA Managers and Specialists, Action Trackers–Operations, Operations Section Chiefs, and Branch Directors, Logistics, and Finance staff as appropriate.

Prerequisites:
Required: Completion of IS-293, *Mission Assignment (MA) Overview*, or at the approval of the FEMA Region or EMI Course Manager.

Recommended: L348, *Orientation to Mission Assignments*.

Course Length: 4 days
CEUs: 2.8

Orientation to Mission Assignments (L348)

The purpose of this course is to provide FEMA, other Federal agency program and finance staff, and the State emergency managers with the key Mission Assignment (MA) concepts and the knowledge to carry out their assigned responsibilities. The course is intended to be offered to members of the Regional Interagency Steering Committee (RISC) and FEMA Headquarters ESF Leader's Group (ESFLG).

Selection Criteria: FEMA, other Federal agency staff, and State emergency management staff.

Prerequisites:
Required: Completion of IS-293, *Mission Assignment (MA) Overview*, or at the approval of the FEMA Region or EMI Course Manager.

Course Length: 2 days
CEUs: 1.4

Individual Assistance (IA) Program Management CCP/DUA/DLS Specialist (E356)

The purpose of this course is to provide in-depth knowledge to CCP/DUA/DLS Specialists to assist with the oversight, management, evaluation, and coordination of all phases of the Crisis Counseling Assistance and Training Program (CCP), Disaster Unemployment Assistance (DUA), and Disaster Legal Services (DLS) Programs (CCP/DUA/DLS). The course will discuss effective management in order that these programs are fully implemented for FEMA and its partners and are ultimately beneficial for the disaster-affected individual.

Selection Criteria: The primary audience is FEMA Disaster Reservists who are currently identified as Crisis Counseling (CC), Disaster Unemployment Assistance (DUA), and Disaster Legal Services (DLS) Specialists and will be deployed in that capacity. Priority will be given to the primary audience. The secondary audience is other IA personnel who have implemented, managed, and monitored the CC, DUA, and DLS programs within the last 2 years. They will be admitted on space availability.

Prerequisites: Participant must be a member of the FEMA Individual Assistance Cadre and must have completed IS-101.a, *Deployment Basics*; and IS-403, *Introduction to Individual Assistance (IA)*.

Course Length: 4 days
CEUs: 2.4

Individual Assistance (IA) Branch Director Type I (E/L358)

This course is specifically designed for FEMA employees who have held the position of Individual Assistance Branch Director. This exercise-based course will provide real-world issues, challenges, requirements, and solutions to build on the participant's past experiences in the field. The goal of this course is to ensure that Individual Assistance Branch Directors are fully capable to successfully perform in a high profile or catastrophic event.

Selection Criteria: FEMA employees who have served as the Individual Assistance Branch Director.

Prerequisites:
Required: E/L/B321, *Management of Individual Assistance (IA)*.

Recommended: E778, *Joint Field Office (JFO) Middle Managers Training*, and E758, *DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout*.

Course Length: 4 days
CEUs: 3.2

Individual Assistance (IA) Other Needs Assistance (ONA) Specialist (E/L359)

This course provides training to FEMA Individual Assistance personnel to enable them to initiate, operate, and transition Other Needs Assistance (ONA) during a Presidentially declared event.

Selection Criteria: FEMA IA staff including FEMA ONA Specialist, ONA Manager, and ONA Team Leader.

Course Length: 4 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.

Selection Criteria: FEMA Public Assistance staff and State/tribal Public Assistance Officers.

Course Length: 3 days

Public Assistance (PA) Group Supervisor Course (E/L374)

This 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: E/L381, *Project Specialist*, or IS-631, *Public Assistance (PA) Operations I*, prior to October 1, 2009; L378, *Public Assistance Preliminary Damage Assessment*; E/L380, *Public Assistance (PA) Task Force Leader*; and E/L382, *PAC Crew Leader*.

Course Length: 4 days
CEUs: 2.8

Public Assistance (PA) Task Force Leader (E/L380)

This course focuses on the duties and responsibilities of a Task Force Leader in the Public Assistance (PA) Program. It is intended to teach participants a process by which to organize, manage, use, support, and understand available guidance and tools to carry out those responsibilities.

Selection Criteria: FEMA Public Assistance Staff who have performed or may be expected to perform the duties of a PA Task Force Leader during a disaster event.

Prerequisites:
Required: E/L381, *Project Specialist*, or IS-631, *Public Assistance (PA) Operations I*, prior to October 1, 2009, and E/L382, *PAC Crew Leader*.

Course Length: 2 days
CEUs: 1.4

Project Specialist (E/L381)

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.

Course Length: 3 days
CEUs: 2.1

PAC Crew Leader (E/L382)

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: E/L381, *Project Specialist*, or IS-631, *Public Assistance (PA) Operations I*, prior to October 1, 2009.

Course Length: 3 days
CEUs: 2.1

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 the Department of Defense (DoD) supports Federal, State, local, and tribal authorities in overwhelming natural and/or manmade 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: FCO Cadre, FEMA Operations and Logistics Section Chiefs, and Mission Assignment Staff with disaster response experience involved in response activities. Selection is on a space-available basis. Contact the EMI Course Manager, and the DoD Course Manager at *http://usarnorth.org*. DoD personnel need to enroll through *http://usarnorth.org*.

Prerequisites:
Required: Completion of DSCA Phase I, an 8-hour Independent Study course at *http://usarnorth.org*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; and IS-293, *Mission Assignment (MA) Overview*.

Course Length: 4½ days
CEUs: 4.0

Mass Care/Emergency Assistance Task Force Leaders (E/L410)

This new course is designed to enhance the knowledge and skills of experienced FEMA Mass Care staff. The course will focus on expanding participants' knowledge of mass care at the Federal, State, local, and NGO levels; providing practical mass care exercises, integrating best practices of mass care services, and assisting in the development and credentialing of FEMA Mass Care staff assigned to AFOs, JFOs, and RRCCs.

Primary Audience
FEMA: Mass Care/Emergency Assistance Group Supervisor, Mass Care/Emergency Assistance Task Force Leader, and Mass Care/Emergency Assistance Crew Leader.

Secondary Audience
Primary Agencies: RRCC and NRCC staff and State Mass Care Coordinator.

Prerequisites:
Required: E/L411, *Mass Care and Emergency Assistance Principles*, and IS-403, *Introduction to Individual Assistance*.

Recommended: E/L836, *Applicant Services Program Specialist*.

Course Length: 4 days

Mass Care and Emergency Assistance Principles (E/L411)

This course provides the history and context of Mass Care and Emergency Assistance (MC/EA), FEMA's and other organizations' roles in MC/EA, the roles and responsibilities of FEMA staff assigned to MC/EA missions, and lastly, provides training on the tasks performed by the MC/EA Specialist.

Selection Criteria: FEMA employees who have been assigned to MC/EA missions in the past or have the Task Book position of Mass Care and Emergency Assistance Specialist in Automated Deployment Database (ADD) (even if they have not had an MC/EA deployment to date).

Prerequisites:
Recommended: IS-806, *Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services*; IS-811, *Emergency Support Function (ESF) #11—Agriculture and Natural Resources*; IS-775, *Emergency Operations Center (EOC) Management and Operations*; IS-808, *Emergency Support Function (ESF) #8—Public Health and Medical Services*; IS-10.a, *Animals in Disaster: Module A, "Awareness and Preparedness;"* IS-11.a, *Animals in Disaster: Module B, "Community Planning;"* and IS-288, *The Role of Voluntary Agencies in Emergency Management*.

Course Length: 4 days
CEUs: 2.8

Mass Care/Emergency Assistance Group Supervisor (E/L415)

This new course is designed to enhance the knowledge and skills of experienced FEMA staff serving in Mass Care leadership positions at the JFO or AFO. This course will focus on providing tools to expand attendees' knowledge of Mass Care supervisory responsibilities. It will include information on the integration of Mass Care operations at the Federal, State, local, and tribal NGO levels; focus on the functions of a Mass Care group in a JFO setting; provide practical Mass Care exercises for a hands-on instructional approach; and integrate best practices of Mass Care services.

Primary Audience
FEMA: Mass Care/Emergency Assistance Group Supervisor, Mass Care/Emergency Assistance Task Force Leader, and Mass Care/Emergency Assistance Crew Leader.

Secondary Audience
Primary Agencies: RRCC and NRCC staff and State Mass Care Coordinator.

Prerequisites:
Required: E/L410, *Advanced Mass Care/Emergency Assistance Task Force Leaders*; E/L411, *Mass Care and Emergency Assistance Principles*; and IS-403, *Introduction to Individual Assistance*.

Recommended: E/L836, *Applicant Services Program Specialist*.

Course Length: 3 days

Response Operations II—ICS-420 (E/L422)

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: IMAT (Incident Management Assistance Team) Command and General Staff who have completed E/L423, *Response Operations III—ICS-320*.

Prerequisite:
Required: Completion of E/L423, *Response Operations III—ICS-320*.

Course Length: 4 days
CEUs: 3.6

Response Operations III—ICS-320 (E/L423)

This course is intended to provide FEMA 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 Incident Command System (ICS) concepts. Participants learn to develop incident objectives, how to conduct a strategy meeting, and outline a response organization based on various scenarios.

Selection Criteria: Joint Field Office (JFO) FEMA personnel at the Branch Director/Unit Leader and above and other Federal agency personnel.

Prerequisite:
Required: Must have supervisory approval.

Course Length: 3 days
CEUs: 2.1

Surge Capacity Force (SCF) Staging Training (E/L/B469)

Surge Capacity Force (SCF) Staging Areas are activated during periods of intense disaster activity or multiple events during which FEMA's response capabilities, heavily dependent upon manpower, are severely stressed. In order to ensure FEMA's ability to support disaster response and recovery efforts, the Agency may activate pre-identified, non-emergency Department of Homeland Security (DHS) component agencies' employees (Surge Capacity Force Personnel). Pre-designated SCF Staging Areas are established to register, train, and deploy the Surge Capacity Force. The goal of this course is to teach the successful transport, in-processing, training, and out-processing of all identified Tiered personnel.

Selection Criteria: Participants in this course will be SCF Specialists.

Prerequisites:
Required: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; and the 3-week Surge Capacity Force Specialist Training.

Course Length: 5 days
CEUs: 4

Surge Capacity Force (SCF) Liaison Training (E/L/B470)

During a disaster, FEMA's response operations must effectively acquire and distribute resources. In order to ensure FEMA's ability to support disaster response and recovery efforts, the Agency may activate pre-identified, non-emergency DHS component agencies' employees as Surge Capacity Force Personnel. The goal of this course is to provide participants with the knowledge, skills, and tools needed to function as a Surge Capacity Force Liaison with DHS agencies.

Prerequisites:
Required: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; and the 3-week Surge Capacity Force Specialist Training.

Course Length: 5 days
CEUs: 4.5

Public Assistance (PA) Cost Estimating Format (E/L480)

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 Project Specialists, Technical Specialists, and PAC Crew Leaders with experience in engineering and construction estimating who are responsible for estimating and/or reviewing large PA projects.

Prerequisites:
Required: E/L381, *Project Specialist*, or IS-631, *Public Assistance (PA) Operations I*, prior to October 1, 2009.

Course Length: 3 days
CEUs: 2.1

Individual Assistance (IA) Direct Housing Manager (E491)

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 manage Direct Housing missions. These staffs may include the following: IA Branch Director, Direct Housing Group Supervisor, Federal Coordinating Officer (FCO), Direct Housing Manager, and IA Technical Assistance Contractor (TAC) Manager.

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

Individual Assistance (IA) Direct Housing Specialist (E/L492)

The purpose of this course is to train IA Direct Housing Specialists on program planning; direct field operations on private sites, commercial sites, and group sites; contract technical monitoring; coordination of Housing Unit supply; and direct interaction with housing occupants for recertification and other administrative functions.

Selection Criteria: Personnel assigned to perform IA Direct Housing Specialist tasks as defined by the FQS Task Book.

Prerequisites:
Recommended: E/L836, *Applicant Services Program Specialist*, and IS-403, *Introduction to Individual Assistance*.

Course Length: 5 days
CEUs: 3.5

Individual Assistance (IA) Direct Housing Support Specialist (E/L493)

The purpose of this course is to train IA Direct Housing Support Specialists in their role in supporting Direct Housing missions. The main topics of this course will include ensuring all temporary housing unit transactions are complete and documented in HOMES, maintaining documentation supporting the mission, perform recertifications and understand how to fulfill program administration activities.

Course Length: 3 days

Federal Staging Area (FSA) Operations (E660)

This course trains FEMA, Other Federal Agency (OFA), and other key personnel in the setup, management, and operation of a Federal Staging Area (FSA). Participants will learn and practice standard procedures in the areas essential to the success of FSA operations, including:

- Activating the site
- Laying out the site by commodity and traffic flow
- Establishing communications
- Assembling a team
- Establishing essential services for team and driver support
- Receiving and issuing commodities
- Staging temporary housing units
- Strategic partners

Selection Criteria: The class is open to Operations, Logistics, or Planning Cadres who have or who will operate in a FEMA staging area.

Prerequisites: IS-26, *Guide to Points of Distribution*; IS-27, *Orientation to FEMA Logistics*; and IS-293, *Mission Assignment Overview*.

Course Length: 3 days

Single Point Order Tracking (SPOT) (E/L662)

Single Point Order Tracking (SPOT) is defined as an Agency-wide integrated and standardized process to manage and track all resource orders for disaster supplies, equipment, services, personnel, and teams; from order to delivery to the end user or customer. This course provides the step-by-step process and business practices for single point order tracking and will provide opportunities to practice working in teams to apply the SPOT process.

Selection Criteria: FEMA staff with responsibility to manage and track resource orders for disaster supplies, equipment, personnel, and teams.

Prerequisite:
Required: Field experience in support of multiple disaster field operations and pre-course reading assignment of the Single Point Order Management and Tracking Directive.

Course Length: 3 days
CEUs: 2.1

Managing Logistics Fiscal Responsibilities (E/L663)

This course addresses the financial functions and responsibilities performed by Unit Leaders, Managers, and Specialists within the Logistics Section and the necessity of coordination within the Joint Field Office (JFO). The course will enable participants to apply sound principles and practices involving fiscal management and accountability.

Selection Criteria: Logistics Section Chiefs, Deputies, Branch Directors, Unit Leaders, Receiving and Distribution Managers, and Accountable Property Managers.

Course Length: 1 day
CEUs: .7

LSCMS Warehouse Management (E/L664)

This course consists of the fundamental concepts and hands-on training required to understand and utilize the Logistics Supply Chain Management System (LSCMS) Warehouse Management functionality at FEMA Distribution Centers.

Selection Criteria: FEMA Distribution Center staff.

Course Length: 3 days
CEUs: 2.1

FEMA Resources Unit Leader (RESL) (E/L/B695)

This course provides participants with the knowledge and skills to successfully perform Resources Unit Leader (RESL) position-specific tasks when assigned to a Joint Field Office (JFO).

Selection Criteria: Must be a trainee in this position (RESL) and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System (FQS).

Prerequisites:
Required: Proficiency in Microsoft Word, Excel, and PowerPoint, and an active Homeland Security Information Network (HSIN) account.

Recommended: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days
CEUs: 2.8

FEMA Planning Section Chief (PSC) (E/L/B697)

This course provides participants with the knowledge and skills to successfully perform Planning Section Chief (PSC) position-specific tasks when assigned to a Joint Field Office (JFO).

Selection Criteria: Must be a trainee in this position (PSC) and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System (FQS).

Prerequisites:
Required: Proficiency in Microsoft Word, Excel, and PowerPoint.

Recommended: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days

FEMA Planning Support Unit Leader (PLSL) (E/L/B698)

This course provides participants with the knowledge and skills to successfully perform Planning Support Unit Leader (PLSL) position-specific tasks when assigned to a Joint Field Office (JFO).

Selection Criteria: Must be a trainee in this position (PLSL) and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System (FQS).

Prerequisites:
Required: Proficiency in Microsoft Word, Excel, and PowerPoint, and an active Homeland Security Information Network (HSIN) account.

Recommended: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 4 days

Introductory ADR Advisor Training (E717)

This training will provide the knowledge and skills necessary for ADR Cadre members to perform fully their ADR functions at a high level. The result will be a cadre of ADR professionals who are able to deploy to disaster sites; heighten awareness of the benefits of ADR; anticipate and prevent problems; provide conflict coaching, mediation, and facilitation services; resolve and reduce the number of complaints and conflicts; and help create an atmosphere of open communication.

Selection Criteria: Newly hired FEMA ADR Cadre members and incumbent ADR Cadre members with limited field experience.

Course Length: 4 days
CEUs: 2.4

Annual Intermediate ADR Advisor Training (E/L718)

The goal of this course is to build expertise across the cadre of Alternative Dispute Resolution (ADR) Advisors. The course will enhance the ability of cadre members to support the FEMA mission and increase the recognition of the crucial role of ADR. The course seeks to deepen and strengthen success in disaster field operations by exploring the nuances of embedded practice. An important focus will be the use of best practices in workplace ADR. The course will provide participants with a dynamic and interactive learning experience. It is an annual continuing education event for all cadre members. Each year the theme and focus will be formulated to meet current ADR requirements.

Selection Criteria: ADR staff and ADR Cadre members with deployment experience.

Prerequisite:
Required: Successful completion of E717, *Introductory ADR Advisor Training*.

Course Length: 4 days
CEUs: 2.4

Advanced Property Management (E/L721)

The purpose of this course is to provide Accountable Property Officers (APOs) with the knowledge and skills for cost effective and efficient management of Agency assets. The primary foundation for the curriculum will be the Personal Property Manual 119-7-1. The course use of the Personal Property Manual will be supplemented by Standard Operating Procedures (SOPs) and other Agency documents.

Selection Criteria: The primary target audience consists of FEMA fully accredited Property Officers with a minimum of 2 years' experience in FEMA; also Property Management Officers (PMOs), Logistics Chiefs, Accountable Property Officers (APOs), and Federal Coordination Officers (FCOs).

Prerequisites:
Required: IS-23, *Custodial Officer Training*; IS-24, *Receiving Officer Training*; IS-25, *Basic Property Management*; knowledge of the FEMA Personal Property Manual 119-7-1 and the Federal Management Regulation (FMR); and knowledge of Joint Field Office (JFO) and/or agency fixed facilities operations.

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.

Prerequisites:
Required: IS-23, *Custodial Officer Training*, and IS-25, *Basic Property Management*.

Course Length: 4 days
CEUs: 2.4

Logistics Information Management System (LIMS) for Custodial Officers (E/L730)

This course is designed to provide management-level personnel and Custodial Officers with the skills to navigate LIMS so that they may view the status of the Personal Property in their area of responsibility for the purpose of compiling reports and/or the supervision of the FEMA Personal Property staff.

Selection Criteria: Custodial Officers or personnel in managerial positions who have a requirement for knowledge of the status of FEMA Personal Property in their area of responsibility.

Prerequisites:
Required: IS-23, *Custodial Officer Training*; IS-24, *Receiving Officer Training*; and IS-25, *Basic Property Management*.

Course Length: 2 days
CEUs: 2.0

Logistics Information Management System (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.

Prerequisite:
Required: E722, *Logistics Information Management System (LIMS)*.

Course Length: 1 day

Logistics Section Chief (E/L733)

This course is designed to prepare participants to serve as a Logistics Section Chief in a complex incident.

Selection Criteria: Type III Logistics Section Chiefs, Federal Coordinating Officers, and Regional Response Coordination Center/National Response Coordination Center (RRCC/NRCC) Section Chiefs.

Prerequisite:
Required: E660, *Federal Staging Area (FSA) Operations*.

Course Length: 4 days

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 E758, *DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout*. The E758 course introduces participants to the newly developed policies and procedures for managing, monitoring, and closing out Individual and Households Program 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: Participants must have experience working in the areas of Individual Assistance Financial Management or Grants Management.

Prerequisite:
Required: E758, *DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout*.

Course Length: 4 days
CEUs: 2.4

Individual Assistance Preliminary Damage Assessments (IA PDA) Field Operations (E/L771)

The goal of this course is to prepare participants to successfully gather data during an IA PDA. This course covers the process and Standard Operating Procedures (SOP) for damage assessment, data collection, documentation, analysis, reporting, and coordination using MEDAS and the tablet. The course is designed to teach participants how to operate the tablet and introduce them to the laws and rules that govern the PDA process, team member roles, and annexes regarding Tribal Nations, Alaskan Native Villages, and Pacific Lands.

Selection Criteria: This course is designed for IA PDA Specialists.

Course Length: 4 days

FEMA Information Specialist (INSP) (E/L/B773)

This course provides participants with the knowledge and skills to successfully perform Information Specialist (INSP) position-specific tasks when assigned to a Joint Field Office (JFO) during an incident requiring FEMA assistance.

Selection Criteria: Must be a trainee in this position (INSP) and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System (FQS).

Prerequisites:
Required: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; E/B/L822, *Fundamentals of Management and Support Coordination of Federal Disaster Operations*; and proficiency in Microsoft Word, Excel, and PowerPoint.

Course Length: 3 days

Management of Individual Assistance (IA) Preliminary Damage Assessment (PDA) Field Operations (IDCL) (E/L781)

The goal of this course is to prepare participants to accurately and efficiently use the Management Application in order to manage IA PDA teams, gather information from the assessments completed in the field, and review assessments for completeness and/or approval. The course is designed to teach participants how to operate the application and introduce them to the various functions for both the IA PDA Crew Leader role and IA PDA Coordinator. This one-day course focuses on the Management Application; it does not include additional information about the roles and responsibilities of the IA PDA Crew Leader beyond the use of the Management Application.

Selection Criteria: This course is designed for IA PDA Crew Leaders and IA PDA Coordinators.

Course Length: 1 day

FEMA Status Check-In Recorder (SCKN) (E784)

This course provides participants with the knowledge and skills to successfully perform Status Check-In Recorder (SCKN) position-specific tasks when assigned to a Joint Field Office (JFO) during an incident requiring FEMA assistance.

Selection Criteria: Must be a trainee in this position (SCKN) and have been issued the Position Task Book by a certifying Official, as outlined in FEMA Qualification System (FQS).

Prerequisites:
Required: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; E/B/L822, *Fundamentals of Management and Support Coordination of Federal Disaster Operations*; and proficiency in Microsoft Word, Excel, and PowerPoint.

Course Length: 3 days

FEMA Planning Specialist (PLSP) (E/L/B793)

This course provides participants with the knowledge and skills to successfully perform Planning Specialist (PLSP) position-specific tasks when assigned to a Joint Field Office (JFO) during an incident requiring FEMA assistance.

Selection Criteria: Must be a trainee in this position (PLSP) and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System (FQS).

Prerequisites:
Required: IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200*; E/B/L822, *Fundamentals of Management and Support Coordination of Federal Disaster Operations*; and proficiency in Microsoft Word, Excel, and PowerPoint.

Course Length: 3 days

FEMA Situation Unit Leader (SITL) (E/L/B799)

This course provides participants with the knowledge and skills to successfully perform Situation Unit Leader (SITL) position-specific tasks during a disaster operation.

Selection Criteria: Must be a trainee in this position (SITL) and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System (FQS).

Prerequisites:
Required: Proficiency in Microsoft Word, Excel, and PowerPoint, and an active Homeland Security Information Network (HSIN) account.

Recommended: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*;

Course Length: 3 days

FEMA Incident Management and Support Keystone Workshop (E/L821)

This workshop is for FEMA personnel assigned to Command and General Staff, NRCC Directors, and RRCC Managers to establish a common perspective that guides FEMA incident management, support, and planning. This common perspective is built on past experiences and beliefs. In addition, this workshop will enable participants to communicate the principles, tenets, and concepts that comprise the FEMA doctrine to others.

The workshop goal is to provide FEMA personnel with a common perspective (doctrine) from which to:

- Direct response operations.
- Organize, plan, train, and equip for, as well as conduct incident management and support.
- Prepare for and conduct planning activities in FEMA response operations.

At the end of this workshop, participants will be able to communicate the principles, tenets, and concepts that comprise the FEMA response doctrine to others.

Selection Criteria: Participants must be assigned to Command and General Staff positions, which include rostered IMAT members; Federal Coordinating Officers; External Affairs Officers; Safety Officers; Liaison Officers; Executive Officers; Operations Section Chiefs; Planning Section Chiefs; Logistics Section Chiefs; Finance/Administration Section Chiefs; and deputies to any of these positions. Participants may also include NRCC/RRCC directors, managers, section chiefs, and deputies.

Prerequisite:
Recommended: IS-800.b, *National Response Framework (NRF), An Introduction.*

Course Length: 1 day

Fundamentals of Management and Support Coordination of Federal Disaster Operations (E/L822)

This 16-hour course is designed to provide fundamental knowledge of the application of the National Incident Management System (NIMS), National Response Framework (NRF), and Incident Management and Support Keystone in a Federal disaster environment.

Course Goals:

- Comprehend the Federal role within NIMS and the NRF.
- Comprehend FEMA Incident Management and Support Functions.
- Prepare for assignments in the Joint Field Office (JFO), Regional Response Coordination Center (RRCC), and National Response Coordination Center (NRCC).

Selection Criteria: Entry-level FEMA Permanent Full-Time (PFT), Reservist, and Cadre of On-Call Response Employees (CORE) personnel with minimal experience in Federal disaster operations.

Prerequisites:
Recommended: IS-100.b, *Introduction to Incident Command System (ICS), ICS-100*; IS-200.b, *ICS for Single Resources and Initial Action Incidents, ICS-200*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction.*

Course Length: 2 days

FQS Coach-Evaluator (E/L/B823)

This 1-day course is designed to teach fundamental coaching and evaluation skills to FQS Coaches-Evaluators. The course limits lecture and emphasizes facilitated discussion, demonstration of desired behaviors and strategies, and skill practice with role-playing activities.

The course goal is to familiarize participants with the responsibilities of the FQS Coach-Evaluator and to provide skill practice training for individuals who will serve as FQS Coaches-Evaluators.

Selection Criteria: FEMA personnel (including permanent full-time (PFT) employees, temporary full-time (TFT) employees, cadre of on-call response/recovery employees (CORE), and disaster reservists), who will serve as qualified FQS Coaches-Evaluators.

Prerequisite:
Required: IS-207, *Overview of the FEMA Qualification System (FQS) and Qualification Review Boards (QRBs).*

Course Length: 1 day

FEMA Incident Action Planning (E/L/B825)

This course provides participants with the knowledge and skills to apply the phases of the Incident Action Planning process effectively when assigned to a Joint Field Office (JFO) during an incident requiring FEMA assistance. This is a performanced-based course where the attendees participate in meetings during a Planning "P" Operational Period and critique components of an Incident Action Plan (IAP).

Selection Criteria: The target audience is for any Planning Section Unit Leader or above and is strongly recommended for all other Command and General Staff members. In addition, the following ICS positions are encouraged to attend:

- Operational Branch Director and/or Division/Group Supervisor (DIVS)
- Chief of Staff (COS)
- State Coordinating Officer (SCO)
- Liaison Officer (LOFR)
- External Affairs – e.g., Public information Officer (PIO)
- Communications Unit Leader (COML)
- Finance Section Chief (FSC)
- Logistics Section Chief (LSC)

Prerequisites:
Required: IS-100.b, *Introduction to Incident Command System (ICS)*, *ICS-100* and IS-200.b, *ICS for Single Resources and Initial Action Incidents*.

Recommended: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 2 days

GIS Managers and Unit Leaders (E/L/B827)

This 3-day course serves as a training opportunity for FEMA personnel to identify and practice the essential core competencies required when performing the duties of the Geospatial Information System Manager (GIMG) and the Unit Leader (GIUL) positions, in alignment with the FEMA Position Tasks Books (PTB) and Qualification Sheets.

The goal of this course is to prepare participants to effectively assume the role of GIMG or GIUL and to start building the skills required for that position. This course lays out the behaviors and activities for each position and provides opportunities to practice and demonstrate skills need at an incident or event. This course is one of the initial steps towards becoming a certified and qualified GIMG and GIUL.

Selection Criteria: Geospatial staff who have been assigned GIMG or GIUL Position Task Books, or have opened equivalent Task Books (when developed) for the NRCC and RRCC, or are identified as a National or Regional Geospatial Coordinator. The audience should also include those individuals who are experienced at the Specialist level and are likely to be called up in the capacity of GIUL or GIMG for a deployment or exercise in the near future.

Prerequisites:
Required: The participant must be a fully qualified GISP or hold an equivalent position in the NRCC/RRCC (when developed). The participant must have been issued the GIMG or GIUL Task Book(s).

Recommended: NCA-Basic Management/Supervision Training, NCA-Intermediate Management/Supervision Training (Unit Leaders only), E/L300, *Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300*; and E/L/B825, *FEMA Incident Action Planning*.

Course Length: 3 days

Applicant Services Program Specialist (E/L836)

The purpose of this course is to train individuals assigned to the role of Applicant Services Program Specialist in disaster operations to provide face-to-face contact with disaster survivors, providing information about FEMA disaster assistance and guiding them to other government and private organizations who offer disaster assistance-related services.

Selection Criteria: FEMA personnel assigned to the Applicant Services Program Specialist position in the FQS; FEMA personnel in other Individual Assistance program roles within the FQS requiring the Applicant Services Program Specialist position; Federal personnel with a need to know the basics of Individual Assistance programs.

Prerequisites:
Required: IS-403, *Introduction to Individual Assistance* or *DF-103, Introduction to IA*.

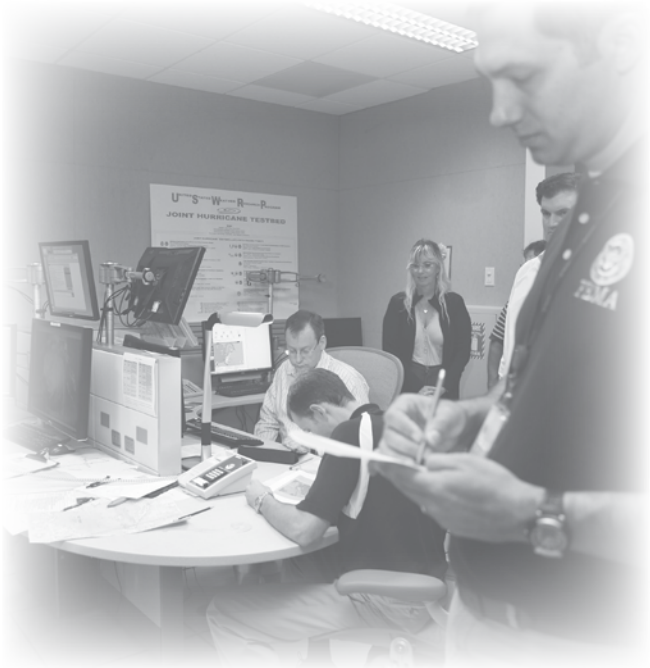
Course Length: 4 days
CEUs: 2.8

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 (PFT) employees, Cadre of On-call Response Employees (CORE), and Disaster Reservists) who are training in specific knowledge and skills required to get the HLT operational within the NHC structure.

Course Length: 3 days
CEUs: 2.0



Mitigation Curriculum

Hazard Mitigation Community Education and Outreach (CEO) in Disaster Operations (E/L/B160)

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

Selection Criteria: This workshop is designed for new Disaster Workforce employees assigned to the Hazard Mitigation (HM) Community Education and Outreach (CEO) Specialist position. HM CEO Team Leaders who have not previously participated in this training may find it to be a valuable review.

Prerequisite:
Required: All participants must complete or "test out" of E/L/B207, *Introduction to Hazard Mitigation Field Operations.*

Course Length: 1 day

Hazard Mitigation Community Planning in Disaster Operations (E/L/B161)

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

Selection Criteria: This workshop is designed for new HM Community Planners. HM Planning Team Leaders who have not previously participated in this training may find it to be a valuable review.

HM Grants Specialists will benefit from this workshop as there is overlap and collaboration between the two specialties.

Prerequisite:
Required: E/L/B207/DF-128, *Introduction to Hazard Mitigation Field Operations.*

Course Length: 1 day

Hazard Mitigation Floodplain Management in Disaster Operations (E/L/B162)

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

Selection Criteria: This workshop is designed for new HM FPM Specialists. HM FPM Team Leaders who have not previously participated in this training may find it to be a valuable review.

HM Insurance Specialists will benefit from this workshop as there is overlap and collaboration between the two specialties.

Prerequisite:
Required: E/L/B207/DF-128, *Introduction to Hazard Mitigation Field Operations.*

Course Length: 1 day
CECs: 6.5 (core)
CEUs: .85

Hazard Mitigation Grants in Disaster Operations (E/L/B163)

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

Selection Criteria: This workshop is designed for new HM Grants Specialists. HM Grants Crew Leaders who have not previously participated in this training may find it to be a valuable review.

HM Community Planner Specialists will benefit from this workshop as there is overlap and collaboration between the two positions.

Prerequisite:
Required: E/L/B207/DF-128, *Introduction to Hazard Mitigation Field Operations.*

Course Length: 1 day

Hazard Mitigation Hazard Performance Analysis (HPA) in Disaster Operations (E/L/B164)

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

Selection Criteria: This workshop is designed for new HM Architectural and Engineering Specialists and HM HPA Specialists. HM HPA Team Leaders who have not previously participated in this training may find it to be a valuable review.

Prerequisite:
Required: E/L/B207/DF-128, *Introduction to Hazard Mitigation Field Operations.*

Course Length: 1 day

Hazard Mitigation Insurance in Disaster Operations (E/L/B165)

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

Selection Criteria: This workshop is designed for new HM Insurance Specialists. HM Insurance Team Leaders who have not previously participated in this training may find it to be a valuable review.

HM Floodplain Management Specialists will benefit from this workshop because there is overlap and collaboration between the two specialties.

Prerequisite:
Required: E/L/B207/DF-128, *Introduction to Hazard Mitigation Field Operations.*

Course Length: 1 day

Core Principles for Insurance Specialists (E/L/B180)

This course will provide a learning environment where participants will gain knowledge and skills necessary to demonstrate required behaviors and activities in the HM Insurance Specialist Position Task Book (PTB) and in the Job Task list.

Selection Criteria: This course is designed for FEMA Disaster Workforce employees who will serve as HM Insurance Specialists during a disaster. Floodplain Management leaders will also benefit from this course.

Prerequisites:
Required: E/L/B207/DF-128, *Introduction to Hazard Mitigation Field Operations*, E/L/B165, *HM Insurance Specialist*, and at least one deployment as an HM Insurance Specialist or, at a minumum, at least one shadow assignment with a trained HM Insurance Specialist.

Recommended: E/L/B162, *HM Floodplain Management Specialist.*

Course Length: 3 days (4-day timeslot needed when course is offered with 1-day prerequisite workshop)

Hazard Mitigation Advisor Course: Flood (E/L/B181)

This course is intended to enable FEMA Hazard Mitigation Advisors to perform job tasks effectively in Disaster Recovery Centers (DRCs) or in other outreach activities.

Selection Criteria: This course is intended for FEMA employees who have been recently hired in HM Community Education and Outreach (CEO), or FEMA employees with other job titles who have been assigned to fulfill HM responsibilities in a DRC.

Prerequisite:
Required: E/L/B207/DF-128, *Introduction to Hazard Mitigation Field Operations.*

Course Length: 1 day

Hazard Mitigation Advisor Course: Hurricane (E/L/B182)

This course is intended to enable FEMA Hazard Mitigation Advisors to perform job tasks effectively in Disaster Recovery Centers (DRCs) or in other outreach activities.

Selection Criteria: This course is intended for FEMA employees who have been recently hired in HM Community Education and Outreach (CEO), or FEMA employees with other job titles who have been assigned to fulfill HM responsibilities in a DRC.

Prerequisite:
Required: E/L/B207/DF-128, *Introduction to Hazard Mitigation Field Operations.*

Course Length: 1 day

Hazard Mitigation Advisor Course: Tornado (E/L/B183)

This course is intended to enable FEMA Hazard Mitigation Advisors to perform job tasks effectively in Disaster Recovery Centers (DRCs) or in other outreach activities.

Selection Criteria: This course is intended for FEMA employees who have been recently hired in HM Community Education and Outreach (CEO), or FEMA employees with other job titles who have been assigned to fulfill HM responsibilities in a DRC.

Prerequisite:
Required: E/L/B207/DF-128, *Introduction to Hazard Mitigation Field Operations.*

Course Length: 1 day

Hazard Mitigation Advisor Course: Earthquake (E/L/B184)

This course is intended to enable FEMA Hazard Mitigation Advisors to perform job tasks effectively in Disaster Recovery Centers (DRCs) or in other outreach activities.

Selection Criteria: This course is intended for FEMA employees who have been recently hired in HM Community Education and Outreach (CEO), or FEMA employees with other job titles who have been assigned to fulfill HM responsibilities in a DRC.

Prerequisite:
Required: E/L/B 207/DF-128, *Introduction to Hazard MitigationField Operations.*

Course Length: 1 day

Hazard Mitigation Advisor Course: Wildfire (E/L/B185)

This course is intended to enable FEMA Hazard Mitigation Advisors to perform job tasks effectively in Disaster Recovery Centers (DRCs) or in other outreach activities.

Selection Criteria: This course is intended for FEMA employees who have been recently hired in HM Community Education and Outreach (CEO), or FEMA employees with other job titles who have been assigned to fulfill HM responsibilities in a DRC.

Prerequisite:
Required: E/L/B207/DF-128, *Introduction to Hazard Mitigation Field Operations.*

Course Length: 1 day

Leadership and Management of Hazard Mitigation Field Operations (E203)

This course 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 HM 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)

This course provides a practical, application-based learning experience that enables participants to effectively deliver HM courses and workshops to the HM 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.

Prerequisite:
Required: Successful completion of DF-128, *Introduction to Hazard Mitigation Field Operations*.

Course Length: 4 days

Introduction to Hazard Mitigation Field Operations (E/L/B207)

This course provides new Hazard Mitigation (HM) Disaster Workforce employees with a practical, applications-based opportunity to learn the basic concepts, principles, and practices needed to be successful in HM disaster assignments.

Selection Criteria: This course is intended primarily for FEMA employees who have already been assigned to HM disaster operations positions, and those who have been working in such positions without formal HM training.

A secondary audience includes State employees who have recently been assigned to disaster operations positions in the HM component of their organization, and those who have been working in such positions, but have never received training in FEMA HM field operations.

Course Length: 3 days (4-day timeslot needed when course is offered with 1-day prerequisite workshop)

Managing the Floodplain Post-Disaster (E/L272)

This course was developed in response to requests from FEMA Regions for assistance in meeting the unique challenges of post-disaster floodplain management. The course is designed to enable the FEMA disaster workforce staff, especially in the Floodplain Management and Insurance Group in the Hazard Mitigation Branch to motivate and assist community officials and other stakeholders to fully administer their responsibilities in achieving post-disaster floodplain management objectives and addressing the particular challenges that face a Floodplain Manager post-disaster.

Selection Criteria: This course is intended for HM Floodplain Management Specialists, HM Floodplain Management Team Leaders, and HM Floodplain Management and Insurance Group Supervisors in FEMA's disaster workforce.

A secondary audience is HM Insurance Specialists, HM Insurance Team Leaders, and other specialists from the Hazards and Performance Analysis Group who will support floodplain management initiatives.

Prerequisites:
Required: Participants must complete or "test out" of E/L/B207, *Introduction to Hazard Mitigation Field Operations*. All participants must complete or "test out" of L162, *HM Floodplain Management Specialist Workshop*; specifically participants must be familiar with all regulations and policy as well as job tasks of a Floodplain Management Specialist contained in L162.

Course Length: 3 days
CEUs: 2.0

Fundamentals of Building Science (E312)

This course is designed to present information on the risks posed by natural hazards, and the basic scientific and engineering concepts for hazard-resistant buildings and facilities. The course reviews information pertaining to impacts of wind, flood, earthquake, and wildland/urban interface fire on the constructed environment, and explains key performance and construction issues related to floods, wind, wildfires, and earthquakes.

Selection Criteria: The audience for this course is FEMA Disaster Reservists, Cadre of On-Call Response Employees (COREs), 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: 4 days
CEUs: 2.8

Environmental and Historic Preservation Curriculum

Executive Orders (EOs) 11988 and 11990: Floodplain Management and Wetlands Protection Train-the-Trainer (TTT) (E247)

Executive Orders (EOs) 11988 and 11990 on Floodplain Management and Wetlands Protection requires Federal agencies to avoid actions in or adversely affecting floodplains and wetlands unless there is no practicable alternative. EO 11988 and 11990 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 prepare Environmental and Historic Preservation (EHP) staff for the field delivery of E727, *Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection*, to the EHP Cadre, and focuses on effective training strategies.

Selection Criteria: This course is only open to EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

Prerequisites:
Required: IS-253, *Coordinating Environmental and Historic Preservation Compliance*.

Recommended: L253, *Introduction to 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: 2.1

Environmental and Historic Preservation Management Information System (EMIS) Training (E/L248)

FEMA is standardizing the electronic data collection and storage of all Environmental and Historic Preservation (EHP) reviews. The EMIS is an Internet-based system that facilitates the process of evaluating FEMA-funded projects for potential impacts to natural and cultural resources and for documenting project compliance with EHP laws, Executive Orders, and other requirements. This course prepares the EHP staff to complete the project reviews within EMIS.

Selection Criteria: This course is only open to EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

Prerequisites:
Required: IS-253, *Coordinating Environmental and Historic Preservation Compliance*.

Recommended: L253, *Introduction to 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: 2 days
CEUs: 1.4

Environmental and Historic Preservation (EHP) Cadre 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 a credentialing requirement for all Environmental and Historic Preservation (EHP) job titles at the Fully Qualified level. Non-EHP FEMA Program staff may attend with the Office of Environmental Planning and Historic Preservation Headquarters or Regional Environmental Officer approval.

Prerequisites:
Required: L253, *Introduction to Environmental and Historic Preservation Compliance*; 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: 4 days
CEUs: 2.8

Introduction to Environmental and Historic Preservation Compliance (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://training.fema.gov/emiweb/is/is253.asp*.

Selection Criteria: This introductory course is a credentialing requirement at the Basically Qualified level for all EHP Cadre members. 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 with the Office of Environmental Planning and Historic Preservation Headquarters or Regional Environmental Officer approval.

Prerequisites:
Recommended: This course is designed for a wide audience, including FEMA Program managers and staff, EHP 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 (EMIS) 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 EMIS Training to the EHP Cadre, and focuses on EMIS functionality and effective training strategies.

Selection Criteria: This course is only open to EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

Prerequisites:
Required: IS-253, *Coordinating Environmental and Historic Preservation Compliance*.

Recommended: L253, *Introduction to 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: 2.1

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 advanced course is targeted to Environmental and Historic Preservation (EHP) Cadre Historic Preservation Specialists at the Fully Qualified level and EHP Task Force/Crew Leaders at the Expert level. FEMA Technical Assistance Contractors who support the EHP Cadre and State/tribal representatives may attend with approval from the Office of Environmental Planning and Historic Preservation Headquarters or the FEMA Regional Environmental Officer.

Prerequisites:
Required: L253, *Introduction to Environmental and Historic Preservation Compliance*; IS-253, *Coordinating Environmental and Historic Preservation Compliance*; knowledge and experience with FEMA's programs; working knowledge of historic preservation laws and regulations. After 2011, applicants for this course must take ACHP Section 106 Essentials as a prerequisite.

Course Length: 4½ days
CEUs: 2.8

Executive Orders (EOs)11988 and 11990: Floodplain Management and Wetlands Protection (E727)

Executive Orders (EOs) 11988 and 11990 on Floodplain Management and Wetlands Protection 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 EOs 11988 and 11990 and to apply the requirements of 44 CFR Part 9 to FEMA programs and activities. Compliance with EOs 11988 and 11990 is a requirement for all FEMA-funded programs and activities.

Selection Criteria: This course targets EHP Floodplain Management Specialists at the Fully Qualified level, EHP Task Force/Crew Leaders at the Expert level, and EHP Advisors at the Basically Qualified level. 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 approval from the Office of Environmental Planning and Historic Preservation Headquarters or the FEMA Regional Environmental Officer.

Prerequisites:
Required: L253, *Introduction to Environmental and Historic Preservation Compliance*; IS-253, *Coordinating Environmental and Historic Preservation Compliance*; working knowledge of FEMA's programs.

Course Length: 3 days
CEUs: 2.1

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 specifically targets Environmental and Historic Preservation (EHP) Environmental Specialists, EHP Advisors at the Fully Qualified level, and EHP Task Force/Crew Leaders at the Expert level. Others may attend with approval from the Office of Environmental Planning and Historic Preservation Headquarters or the FEMA Regional Environmental Officer.

Prerequisites:
Required: L253, *Introduction to Environmental and Historic Preservation Compliance*; IS-253, *Coordinating Environmental and Historic Preservation Compliance*; working knowledge of FEMA's programs.

Course Length: 3 days
CEUs: 2.1

National Emergency Management Information System (NEMIS) Curriculum

National Emergency Management Information System–Mitigation (NEMIS-MT) (E841)

This course provides participants with an overview of NEMIS and how to utilize and manage the Mitigation module, how to enter and process Hazard Mitigation Grant Program (HMGP) project applications at the State and FEMA levels, and how to manage and close out projects and the HMGP program. (This course assists participants in ensuring their capability to successfully conduct the NEMIS-MT course through lecture, small-group exercise, evaluation, and individual exercise.)

Selection Criteria: This course is open to Mitigation Cadre members and State/tribal personnel who are involved with the development and/or management of the HMGP program.

Prerequisites:
Recommended: E212, *Unified Hazard Mitigation Assistance*; working knowledge of UHMA Guidance, Mitigation Program Regulations, Laws, etc., and Grants Management concepts and principles.

Course Length: 5 days (optional 5 additional lab practicum days)
CEUs: 3.5

Emergency Management Mission Integrated Environment (EMMIE) Public Assistance (PA) 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

Information Technology (IT) Training Curriculum

FEMA Telecommunications Specialist (E743)

This course provides a foundation for acquiring the tools and skills needed to install, operate, and maintain all communications systems, software, and peripheral devices, and provide customer service and support to the end-users of communications equipment and services for those new to this position. Participants completing this course will have received an in-depth outline of the tasks and procedures performed by the Information Technology (IT) Telecommunications Specialist and how to accomplish them.

Selection Criteria: This course is for FEMA Telecommunications Specialists who are new to FEMA or require refresher training.

Course Length: 4 days
CEUs: .3

FEMA Information Technology (IT) Specialist (E744)

This course provides a foundation for acquiring the skills and tools needed to effectively provide the configuration and ongoing operational support of FEMA's Information Technology (IT) enterprise for those new to this position. Subject matter includes IT Security, networking, e-mail, equipment configuration/setup, and other topics. Participants completing this course will have received an in-depth outline of the tasks and procedures performed by the IT Computer Specialist and how to accomplish them.

Selection Criteria: This course is for FEMA IT Specialists who are new to FEMA or require refresher training.

Course Length: 4 days
CEUs: .3

Joint Field Office (JFO) Communications (E815)

This course is designed to teach the Joint Field Office (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/Information Technology (IT) and Operations disaster planners and responders.

Course Length: 2½ days

Phone Book Exchange (PBX) Maintenance (E816)

This 2-day class 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/Information Technology (IT) and Operations disaster planners and responders.

Course Length: 2 days

Disaster Training for Information Technology (IT) Managers (E817)

This is an exercise-based course for FEMA Information Technology (IT) Managers designed to test the efficacy of Joint Field Office (JFO) policies and procedures in the areas of information technology and communications. Participants are taught the current operational standards and participate in tabletop exercises designed to simulate JFO conditions.

Selection Criteria: Participants must be FEMA IT Managers.

Course Length: 2½ 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/ Information Technology (IT) and Operations disaster planners and responders.

Course Length: 2 days

Information Technology (IT) 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: 4 days

Employee Development Curriculum

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: 2½ days
CEUs: 1.5

Performance Excellence Series II—Communication and Customer Service (E526)

This 4 day course is designed to provide the techniques and tools for oral and written communication necessary to meet and exceed performance expectations as a future leader. Participants are instructed in how to appropriately, accurately, and succinctly relay information at all levels. Participants learn to effectively respond to customer needs in a timely manner while setting an example of high leadership and a win-win communication style with impact.

Selection Criteria: Permanent Full-Time (PFT) employees in grades GS 11/12/13. Cadre of On-call Response Employees (CORE) employees may attend on a space-available basis.

Course Length: 4 days

Performance Excellence Series II—Representing the Agency (E527)

This 4-day course is designed to provide FEMA employees with the tools and techniques for serving as positive representatives of their organization and the Agency. Participants identify their personal strengths when relating to others and how to parlay those strengths into the ability to effectively communicate viewpoints that may differ from an audience's ideas or beliefs. Techniques are provided for crafting an External Affairs message that delivers concise, focused, and key-message points.

Selection Criteria: PFT employees in grades GS 11/12/13. CORE employees may attend on a space-available basis.

Course Length: 4 days

Performance Excellence Series II—Achieving Results and Teamwork (E528)

This course teaches participants effective and efficient team concepts and establishes a results-oriented approach to daily tasks and projects. Participants learn: goal setting, maximizing team diversity, prioritizing tasks, decision making, identifying and maintaining a common team goal, team leader vs. team member, and adapting to unforeseen situations. These skills with direct application to the workplace encourage high performance teams and employee empowerment.

Selection Criteria: PFT employees in grades GS 11/12/13. CORE employees may attend on a space-available basis.

Course Length: 4 days

Performance Excellence Series II—Leadership for Managerial Success (E529)

This is an advanced leadership course designed to increase the management and supervision skills of the agency's aspiring leaders at the GS-11 through GS-13 levels. The course will address the importance of building trust; effective communication and coaching; creating and sustaining high-performance teams; and becoming a visionary leader.

Selection Criteria: PFT employees in grades GS 11/12/13. CORE employees may attend on a space-available basis.

Course Length: 4 days

Performance Excellence Series I—Leadership Skills for Emerging Leaders (E533)

This course is an intermediate leadership course designed for employees seeking opportunities to take on new leadership roles. The course will provide an understanding of the leadership competencies necessary for advancing to the next level. The course will address the importance of building trust; effective communication; improving team effectiveness; and understanding your organization's vision and the role you play.

Selection Criteria: PFT employees in grades GS 10 and below. CORE employees may attend on a space-available basis.

Course Length: 4 days

Performance Excellence Series I—Communication and Customer Service (E534)

This course is designed to provide participants with the knowledge and skills to deliver an oral presentation with confidence, writing effectively to ensure audience understanding and an overall professional presence. It provides tools and techniques in the areas of incoming/outgoing communication to determine a win-win outcome for internal/external customers; resolving and responding to difficult customer issues; effectively responding to specific behaviors that can damage customer relations; and avoiding break-downs in the service process.

Selection Criteria: PFT employees in grades GS 10 and below. CORE employees may attend on a space-available basis.

Course Length: 4 days

Performance Excellence Series I—Achieving Effective Results and Teamwork (E535)

This course covers the requirements for effective and increased productivity in the workplace; projecting leadership and self-confidence; and managing work hours effectively. Participants learn how to analyze and organize tasks and chart a course of action and measure results. Through awareness, participants are taught to understand the value of utilizing technology, networking, and systems that increase work productivity. Participants identify important qualities and effective leadership traits needed in order to be successful in the workplace and beyond. Participants are provided with strategies and techniques for becoming effective team members.

Selection Criteria: PFT employees in grades GS 10 and below. CORE employees may attend on a space-available basis.

Course Length: 4 days

Performance Excellence Series I—Representing the Agency (E536)

This course is designed to aid participants in grasping and articulating the role and core values of the Agency and the pitfalls and consequences of misrepresentation. It provides employees with the ability to take on a more strategic, thoughtful, and credible approach when communicating and representing the Agency. Participants receive tools for enhancing their interpersonal skills and effectively interacting with others.

Selection Criteria: PFT employees in grades GS 10 and below. CORE employees may attend on a space-available basis.

Course Length: 4 days

Mediation Skills for the Workplace (E542)

To excel in the workplace and in the world, people must have command of sophisticated conflict management strategies. This course explores the skills of mediation that are applicable to dispute resolution in any workplace. Participants will practice successful problem-solving and collaboration techniques. The teaching methodology will include interactive exercises, demonstrations, lectures, supervised role-plays, and group debriefings. Conflict resolution processes, principles, and theories will be presented. The five different conflict coping styles will be discussed, and participants will identify their own style. All participants will understand how to reduce and transform conflict in the workplace.

Selection Criteria: PFT and CORE employees.

Course Length: 4 days

Human Resources (HR) for Supervisors and Managers (E543)

This course is designed to provide new FEMA supervisors and managers an overview and understanding of personnel management responsibilities. Tools are provided to abide by human resources laws and regulations for accomplishing organizational objectives. It also includes practical discussions on how to deal with various human resource issues that supervisors and managers encounter on the job.

Selection Criteria: FEMA new PFT Supervisors and Managers will be granted priority registration, followed by all other interested PFT Supervisors and Managers.

Course Length: 4 days

Independent Study

The Emergency Management Institute's (EMI) Distance Learning Branch 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 100 training courses via the training site: *http://training.fema.gov/IS*.

Program Eligibility

The program is open to all U.S. citizens with a valid U.S. deliverable postal address including Army Post Office (APO) and Fleet Post Office (FPO) addresses. At the present time, all 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 *http://training.fema.gov/IS*
2. Click on ISP Course List.
3. 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 1 business day that confirms your transcript has been updated and a link to print 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 *http://training.fema.gov/IS*
2. Click on ISP Course List.
3. Select your course of interest.
4. Click "Take Final Exam."

We will score your test and send you a response via e-mail usually within 1 business day. If you score a 75 percent or higher, your e-mail will contain a link to access and print your certificate of completion.

Group Training

The EMI Independent Study Program offers group training for some but not all of the Independent Study courses.

1. Go to our web site at *http://training.fema.gov/IS*
2. Click on ISP Course List.
3. Select a course of interest. If there is an option available for group training, there will be classroom materials available.
4. Click on Classroom Training Instructions for details.

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 that is eligible for college credit. 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. For more information, visit *www.em-study.com*.

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.b, *Fundamentals of Emergency Management*; IS-235.b, *Emergency Planning*; IS-242.a, *Effective Communication*; IS-241.a, *Decision Making and Problem Solving*; IS-240.a, *Leadership and Influence*; IS-244.a, *Developing and Managing Volunteers*; and IS-120.a, *Introduction to Exercises*.

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: An Orientation to the Position (IS-1.a)

This course provides an introduction to Emergency Management and the Integrated Emergency Management System (IEMS), including an in-depth look at the mission areas of emergency management as they are implemented in a comprehensive emergency management program. The course consists of text, illustrations, diagrams, and figures.

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.

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. The course has five units which are outlined below. 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 terrorist's 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.

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.

CEUs: 1.0
Study Hours: 10

Animals in Disaster: Module A, "Awareness and Preparedness" (IS-10 a)

This course is intended to help animal owners, care providers, and industries to understand incident management. The objectives of this course are to increase awareness and preparedness among animal owners and care providers, and to describe how typical hazards affect animals and what can be done by responsible owners to reduce the impact of disasters.

CEUs: .4
Study Hours: 4

Animals in Disaster: Module B, "Community Planning" (IS-11.a)

This course provides information for groups to meet and develop meaningful and effective plans that improve the care of animals, their owners, and the animal-care industries in disasters. The objectives of this course are to learn how to develop a community plan for managing animals in an emergency, identify hazards and threats most likely to affect your community and ways to minimize their impact on animals, indicate how communities use the Incident Command System (ICS) to respond effectively to an incident involving animals, describe resources available to help communities recover from a disaster, and develop community support for a disaster preparedness plan involving animals.

CEUs: .5
Study Hours: 5

Special Events Contingency Planning for Public Safety Agencies (IS-15.b)

This 5-hour web-based course will provide public safety agency personnel information related to pre-event planning, forming the planning team, event hazard analysis, and responding to incidents during special events in their community. Though relevant special events statutes/ordinances and codes must be considered by public safety agency personnel engaged in special event planning, an extensive job aid manual is included in the course and available for download on the course web site.

CEUs: .4
Study Hours: 4

FEMA Equal Employment Opportunity (EEO) Employee Course 2011 (IS-18.12)

This course presents the underlying principles of Equal Employment Opportunity (EEO) and recognizes FEMA's commitment to ensuring equal employment opportunity for all current and prospective FEMA employees.

Selection Criteria: FEMA employees are required to successfully complete this course one time every calendar year. Per Equal Rights Office (ERO): All Disaster Reservists must take IS-18 prior to deployment (annually). If IS-18 was not taken prior to deployment (annually), an employee has 3 weeks from the date of check-in to complete the course.

CEUs: .1
Study Hours: 1

NOTE: *This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2013, the course code will be IS-18.13.*

FEMA Equal Employment Opportunity (EEO) Supervisor Course (IS-19 12)

This course provides an overview of responsibilities in Equal Employment Opportunity (EEO) for FEMA supervisors and strategies for handling equal rights issues and potential issues as they arise.

CEUs: .1
Study Hours: 1

NOTE: *This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2013, the course code will be IS-19.13.*

Diversity Awareness (IS-20 12)

This course recognizes the benefits of diversity in our workforce and FEMA's commitment to valuing diversity of its employees and customers. Each year, in January, this course will be updated with the new calendar year information. Required for all FEMA employees by December 31, 2011, and then one time every 2 calendar years.

By the end of this course, participants will be able to:

- Define what is meant by diversity.
- Describe how diversity benefits us individually and collectively.
- State FEMA's Vision of Diversity.
- Describe the Agency's commitment to diversity as stated in the Diversity Action Plan.
- Describe how culture influences our interactions with others.
- Describe the actions you can take to optimize diversity.

CEUs: .1
Study Hours: 1

NOTE: *This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2013, the course code will be IS-20.13.*

Civil Rights and FEMA Disaster Assistance (IS-21.12)

This course provides an orientation to civil rights, including the laws that govern civil rights and strategies that will help FEMA employees protect the civil rights of those we serve. Each year, in January, this course will be updated with the new calendar year information. Required for all FEMA employees every calendar year for 2 years, then every other year.

By the end of this course, participants will be able to:

- Identify the purpose of the FEMA Civil Rights program and the protections it offers.
- Identify strategies to ensure the civil rights of FEMA customers.

CEUs: .1
Study Hours: 1

NOTE: *This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2013, the course code will be IS-21.13.*

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.

CEUs: 1.0
Study Hours: 10

Custodial Officer Training (IS-23)

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 and is only available to FEMA staff. It is accessible through the FEMA Employee Knowledge Center (FEKC).

CEUs: .2
Study Hours: 2

Receiving Officer Training (IS-24)

This course is designed to provide designated Receiving Officers with the knowledge and resources to professionally and accurately fulfill their responsibilities for effective property management.

Selection Criteria: The target population for this training program is broad and includes FEMA personnel at all levels that have been assigned Accountable Receiving Officer duties. These personnel include: FEMA HQ management, administrative, procurement, and reporting; warehouse supervisors and managers; and FEMA field personnel at sites including Incident Support Bases (ISBs).

Prerequisites:
Recommended: IS-23, *Custodial Officer Training*, and IS-25, *Basic Property Management*.

CEUs: 1.3
Study Hours: 3

Basic Property Management (IS-25)

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 and is only available to FEMA staff. It is accessible through the FEMA Employee Knowledge Center (FEKC).

Prerequisite:
Required: IS-23, *Custodial Officer Training*.

Study Hours: 8 hours

Guide to Points of Distribution (IS-26)

This guide was developed to support the Points of Distribution (POD) overview video and provide an in-depth look into the planning, operations, and demobilization stages of a POD mission. The lessons detail the staffing and procedures any State will need to plan for, execute, and shut down POD operations. The guide also includes key lessons such as safety, equipment, and resources accountability and informs the reader about the "Adopt a POD" program being used by the State of Washington.

CEUs: .4
Study Hours: 4

Orientation to FEMA Logistics (IS-27)

This course provides an overview of all field Logistics functions and organizational relationships within Logistics (roles, responsibilities, accountability). The participant will gain a baseline knowledge of the standard practices for FEMA Logistics operations from initial Presidential disaster declaration to closeout of FEMA field offices.

Selection Criteria: All new Logistics hires and Logistics staff that work in the field offices. Also, all FEMA cadres, governmental (State, local, tribal), and private sector partners who interface with FEMA Logistics during disaster response and recovery.

Prerequisite:
Recommended: IS-26, *Guide to Points of Distribution*.

CEUs: .4
Study Hours: 3–4

Public Information Officer Awareness Training (IS-29)

This course covers basic information about the role of a State or local Public Information Officer (PIO). The goal of this awareness course is to provide an orientation to the public information function and the role of the PIO in the public safety and emergency management environments. The topics addressed in this course include: understanding the PIO role, using tools and resources, communicating effectively, preparing the community, and communicating in an incident.

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, 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.

CEUs: .5
Study Hours: 5

Mitigation eGrants for the Grant Applicant (IS-31)

This interactive computer-based course is designed to provide grant 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 grant applicants the ability to apply for and manage their grant 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; managing subapplicant user registrations; completing and submitting grant application; and managing submitted grant applications. Participants will also learn how to describe the eGrants system functions, users, and the grant application process; log in and out of eGrants; navigate and access Help within the eGrants system; review subgrant applications submitted by subapplicants; create, submit, and revoke access to a subgrant application; complete and submit a grant application; accept award packages; and prepare and submit quarterly reports.

CEUs: .8
Study Hours: 8

Mitigation eGrants Internal System (IS-32)

This interactive computer-based course is part of a series of courses designed to provide various users with basic knowledge about using the web-based Mitigation Electronic Grants (eGrants) Management System. This course will address the functions in the internal eGrants system used by FEMA Regional and Headquarters (HQ) staff to administer the grant programs.

The overall purpose of this course is to provide the knowledge needed to administer the grant program which would include overview of the eGrants workflows; information for accessing the eGrants Internal System; review, approval, and denial of pending external grant applicant user registrations; management of Inbox and Check-Out/-In applications; all steps in the program office's review and approval process from Receipt and Delegate to Pre-Award Review; and monitoring of grants through review of Quarterly Reports.

Selection Criteria: New and existing FEMA Regional and HQ staff that use the Internal eGrants System to administer the various grant programs.

CEUs: .5
Study Hours: 4.5

FEMA Initial Ethics Orientation 2011 (IS-33.12)

This 1-hour course complies with the U.S. Office of Government Ethics initial Agency ethics orientation for all employees' requirements at 5 CFR Section 2638.703.

It includes the following mandatory content:

- The ethical standards and principles to keep.
- Contact persons including the employee names, titles, office addresses, and telephone numbers of the designated Agency ethics official and other Agency officials available to advise the employee on ethics issues.

This course includes the following lessons:

- Lesson 1: Course Introduction
- Lesson 2: Conflicts of Interest
- Lesson 3: Misuse of Position or Resources
- Lesson 4: Giving and Accepting Gifts
- Lesson 5: Outside Employment and Activities

Selection Criteria: New FEMA employees are required to successfully complete this course within 90 days of their FEMA appointment. In addition, if the FEMA employee is a reservist, he/she must successfully

complete the training one time every calendar year. PFT/CORE employees can take this course to meet the annual Ethics requirement. There are additional Ethics requirements for all appointees (i.e., non-career Presidential or Vice-Presidential appointees, non-career appointees in the Senior Executive Service, and Schedule C positions). Appointees will receive an additional briefing from the FEMA Ethics Officer.

CEUs: .1
Study Hours: 1

NOTE: *This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2013, the course code will be IS-33.13.*

FEMA Safety Orientation (IS-35.12)

This course is designed to help you understand your safety rights, responsibilities, and what you can do to safeguard your own well-being on the job—both in your regular workplace and during deployments. New FEMA employees are required to successfully complete this course within 90 days of their FEMA appointment. In addition, if the FEMA employee is a reservist, he/she must successfully complete the training one time every calendar year. PFT/CORE employees can take this course to meet the annual safety requirement.

Upon completing this course, the participant will be able to:

- Identify safety roles and responsibilities in the workplace
- Identify potential workplace hazards
- Identify ways to maximize personal safety at the regular workplace and when deployed
- Identify procedures for responding to emergencies in the workplace

CEUs: .2
Study Hours: 2

NOTE: *This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2013, the course code will be IS-35.13.*

Multi-Hazard Planning for Childcare (IS-36)

This course covers the steps to help childcare providers prepare for incidents to ensure the safety of the children at their site. Childcare providers must have plans and procedures to keep children safe from everyday hazards and to respond and recover when an emergency happens.

The goal of this course is to provide childcare providers, of all sizes and with responsibility for children of all ages, with the knowledge and tools to analyze the hazards and threats at the site, to develop a plan to address these hazards and threats, and to implement processes to update and practice the emergency plan.

The topics address in this course include: knowing your hazards, developing a plan, and testing and updating your plan.

Delivery Options: IS-36 can be taken as an Independent Study course in a classroom setting. Detailed information can be found at *http://www.training.fema.gov/emiweb/IS/crslist.asp.*

Selection Criteria: This course is designed for child-care providers of all sizes and for all age children, including, but not limited to, home childcare sites, childcare facilities, nursery schools, camps, scouts, sports programs, faith-based programs, and after-school programs. However, anyone with a personal or professional interest in childcare site preparedness is welcome to participate. Teachers, camp counselors, parents, volunteers, scout leaders, and coaches alike will find useful information in this course.

CEUs: .2
Study Hours: 2

Managerial Safety and Health (IS-37)

The Occupational Safety and Health Administration (OSHA) mandates that all Federal Employers who supervise or manage employees have the ability to provide a safe and healthful work place for all FEMA personnel. This course provides the training needed to comply with OSHA regulations for supervisors and managers of FEMA staff.

Selection Criteria: Any FEMA personnel placed in the role of supervising or managing other FEMA personnel.

CEUs: .2
Study Hours: 2

Household Hazardous Materials (IS-55.a)

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 the chemicals correctly. It will take 1 to 3 hours to complete all the units and take the final exam. This Independent Study course is a prerequisite for G311, *Hazardous Materials Contingency Planning*.

CEUs: .3
Study Hours: 3

Military Resources in Emergency Management (IS-75)

The purpose of this course is to provide participants with an overview of U.S. military resources potentially available to assist civilian authorities and procedures for obtaining and integrating military resources into disaster response and recovery operations.

The goal is to provide emergency managers at every jurisdictional level an overview of military resources; their capabilities and limitations; and how to access and integrate them in their respective jurisdiction's disaster response and recovery operations in order to save lives, mitigate human suffering, and mitigate significant property and/or environmental damage.

Selection Criteria: This course is developed in a flexible delivery format. A facilitator's guide and visuals are available for delivery in a classroom setting.

CEUs: .2
Study Hours: 2

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

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

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

Course topics:

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

Delivery Options:

IS-100.b can be taken as an Independent Study course in a classroom setting. Detailed information is found at *http://www.training.fema.gov/emiweb/IS/crslist.asp*.

IS-100.b: Instructor Guidelines (in addition to the General ICS Instructor Guidelines found on page 117):

1. Successful completion of accredited IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS), An Introduction*.
2. Served in a mid-level emergency management or incident response position within 5 years in real-world incidents, planned events, or accredited exercises.
3. Recognized qualifications in techniques of instruction and adult education methodologies.

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

Course Length: Approximately 8 hours for the classroom version.
CEUs: .3
Study Hours: 3

Introduction to the Incident Command System (ICS), ICS-100, for Food and Drug Administration (IS-100 FDA)

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course was developed collaboratively by the U.S. Food and Drug Administration (FDA) and the Emergency Management Institute.

CEUs: .3
Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Federal Workers (IS-100 FWa)

This course provides Federal Workers a familiarization with ICS principles, how they can be applied in incidents, and how to interface with response personnel. The course has the same objectives as IS-100.b, Introduction to the Incident Command System (ICS). Additional content has been added to explain how the ICS principles apply to an incident that involves Federal assistance under the Stafford Act or National Response Framework (NRF). This course meets the requirement for ICS-100/IS-100 training.

CEUs: .3
Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Healthcare/Hospitals (IS-100 HCb)

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 uses the same objectives and content as other ICS courses with healthcare/hospital examples and exercises.

CEUs: .3
Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Higher Education (IS-100 HE)

This course introduces the ICS and provides the foundation for higher-level ICS training. This course is a comprehensive introduction to ICS tailored for higher education situations. Case studies, scenarios, and video clips of people and places that have been involved in campus emergency planning are integrated into the course.

CEUs: .3
Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Law Enforcement (IS-100 LEb)

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 courses with law enforcement examples and exercises.

CEUs: .3
Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Public Works Personnel (IS-100 PWb)

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 courses with public works examples and exercises.

CEUs: .3
Study Hours: 3

Introduction to the Incident Command System, ICS-100, for Schools (IS-100 SCa)

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.

CEUs: .3
Study Hours: 3

Deployment Basics (IS-101.a)

This course is designed to help prepare participants for deployment to a domestic incident. Responding to incidents requires that we must be ready, willing, and able to deploy at a moment's notice. This course provides personnel with practical tips and advice for incident deployment. By the end of this course, participants will be able to:

- Prepare for deployment, including detailing what information to gather, what steps to take, and what things to pack.
- Check in when arriving at the assigned location.
- Acclimate to the working and living conditions at the Joint Field Office (JFO).
- Take care of themselves during deployment.
- Maintain standards for accountability.
- Complete the check-out process.

CEUs: .1
Study Hours: 1

Deployment Basics for FEMA Response Partners (IS-102.a)

This course is designed to help prepare participants for a deployment as a FEMA response partner to a domestic incident. Responding to incidents requires that we must be ready, willing, and able to deploy at a moment's notice. This course provides personnel with practical tips and advice for incident deployment.

By the end of this course, participants will be able to:

- Prepare for deployment.
- Check in when arriving at the assigned location.
- Acclimate to the working and living conditions at the Joint Field Office (JFO).
- Take care of themselves during deployment.
- Maintain standards for accountability.
- Complete the check-out process.

CEUs: .1
Study Hours: 1

Workplace Violence Awareness Training (IS-106.12)

This course gives employees awareness of how to recognize the warning signs of potential violence in the workplace and what actions to take to prevent or minimize violence.

Selection Criteria: It is required for every FEMA Disaster Reservist to take this course annually. For Permanent Full-Time (PFT)/Cadre of On-Call Response Employees (CORE) employees, it is a one-time requirement unless the course is revised.

CEUs: .1
Study Hours: 1

NOTE: *This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2013, the course code will be IS-106.13.*

FEMA Travel Rules and Regulations 2011 (IS-107 12)

Fulfilling our mission requires that we are ready to travel at a moment's notice. Part of being prepared requires that you gain an understanding of Federal travel rules and regulations. This course presents an overview of FEMA rules and regulations on employee travel, including eligible and non-eligible expenses. It is designed to prepare personnel with information on FEMA travel rules and regulations that are required to be followed when working for FEMA. These regulations help facilitate travel, ensure accountability, and meet the unique needs of the disaster workforce while they serve our Nation.

Selection Criteria: This course is mandatory for all FEMA Reservists every calendar year and is strongly suggested for all FEMA employees, especially those who travel frequently. (This replaces DF-502, *FEMA Travel Rules and Regulations*.)

CEUs: .1
Study Hours: 1

NOTE: *This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2013, the course code will be IS-107.13.*

Livestock in Disasters (IS-111.a)

This course combines the knowledge of livestock producers and emergency managers to present a unified approach to mitigate the impact of disasters on animal agriculture. The objectives of this course are to learn and understand issues that arise when disasters affect livestock, determine a farm's susceptibility to hazards, and identify actions to reduce economic losses and human and animal suffering in disasters.

CEUs: .4
Study Hours: 4

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). IS-120.a, *An Introduction to Exercises*, replaces 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).

Prerequisite:
Required: Individuals who wish to enroll in IS-130, *Exercise Evaluation and Improvement Planning*, must complete 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.

CEUs: 1.5
Study Hours: 15

Integrating Access and Functional Needs into Emergency Planning for Emergency Managers (IS-197 EM)

This course covers the importance of including people with disabilities and access and functional needs in State and local emergency plans and describes emergency planning requirements. Integrating these requirements and including the whole community throughout the planning process is key to providing equitable access and disaster support services to all.

Selection Criteria: The primary target audience for this course is Emergency Management Personnel.

CEUs: .4
Study Hours: 4

Integrating Access and Functional Needs into Emergency Planning for Service Providers (IS-197 SP)

This course describes emergency planning requirements for people with disabilities and others with access and functional needs. Integrating these requirements and including the whole community throughout the planning process is key to providing equitable access and disaster support services to all.

The primary target audience is the service providers, organizations and individual caregivers that work with people with disabilities and access and functional needs as they plan for emergencies.

Selection Criteria: Emergency Service Personnel, Hospital and Public Health Personnel; Non-Governmental Organizations (NGO) and Voluntary Organizations Active in Disaster (VOAD); Council on Aging; Other service delivery and

advocacy groups for people with disabilities and others with access and functional needs, and disability groups/organizations.

CEUs: .4
Study Hours: 4

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

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

IS-200.b can be taken as an Independent Study course in a classroom setting. Detailed information is found at *http://www.training.fema.gov/emiweb/IS/crslist.asp*.

Prerequisites:
Required: IS-100.b, *Introduction to the Incident Command System (ICS)*.

Recommended: Experience using concepts and principles from ICS-100 in a response or exercise

ICS-200.b: Instructor Guidelines (in addition to the General ICS Instructor Guidelines found on page 117):

1. Successful completion of accredited IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.
2. Service in a mid-level emergency management and incident response position within 5 years in real-world incidents, planned events, or accredited exercises.
3. Recognized qualifications in techniques of instruction and adult education methodologies.

Time: Approximately 13 hours for classroom delivery.
CEUs: .3
Study Hours: 3

Applying ICS to Healthcare Organizations (IS-200 HCa)

This course is designed to provide training on the Incident Command System (ICS) to healthcare professionals whose primary responsibility is emergency management, to include middle management within a hospital or healthcare system. Such professionals may include physicians, department managers, unit leaders, charge nurses, and hospital administrators that would have a leadership role during an incident.

CEUs: .3
Study Hours: 3

Forms Used for the Development of the Incident Action Plan (IS-201)

This is a web-based training course on the National Incident Management System (NIMS) Incident Command System (ICS). The course is designed to provide training through an Independent Study vehicle on the use of ICS forms.

Selection Criteria: The target audience for this course are the emergency management and response personnel who may be called upon to function in a Command, General Staff, or Unit Leader position during a significant incident or event, and who may be called upon to help prepare some portion of the Incident Action Plan (IAP).

Prerequisites:
Required: IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; and IS-700.a, *National Incident Management System (NIMS)*,

Recommended: E/L300, *Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300.*

CEUs: .2
Study Hours: 2

Overview of the FEMA Qualification System (FQS) and Qualification Review Boards (QRBs) (IS-207)

This course provides an overview of the FEMA Qualification System (FQS) and the Qualification Review Boards (QRBs). The course is applicable to all FEMA employees with disaster workforce responsibilities, and includes descriptions of the FQS qualification and QRB certification processes. The course also includes a hypothetical scenario depicting how a FEMA employee may progress through the FQS process.

Selection Criteria: All FEMA employees regardless of their position grade and appointment status.

CEUs: .1
Study Hours: 1

State Disaster Management (IS-208.a)

This course provides fundamental information on the disaster assistance process and disaster assistance programs. This course is used as a prerequisite to E208, *State Coordinating Officer*. This Independent Study course is designed for FEMA State response partners.

CEUs: 1.0
Study Hours: 10

Introduction to Unified Hazard Mitigation Assistance (IS-212)

The purpose of this course is to educate participants on the benefits of the Unified Hazard Mitigation Assistance (HMA) grant programs and how to become qualified to apply for a grant under HMA grant programs.

CEUs: .3
Study Hours: 3

Fundamentals of Emergency Management (IS-230 b)

The goal of this course is to introduce participants to the fundamentals of Emergency Management (EM) as an integrated system, and how its resources and capabilities can be networked together for all hazards. The effectiveness of emergency management rests on the ability of this network to support citizens and first responders.

CEUs: 1
Study Hours: 10

Emergency Planning (IS-235.b)

This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop participants' capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster.

CEUs: 1
Study Hours: 10

Leadership and Influence (IS-240 a)

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 vital part of every emergency manager, planner, and responder's job. This course is designed to improve participants' 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

CEUs: .9
Study Hours: 9

Decision Making and Problem Solving (IS-241.a)

Being able to make decisions and solve problems effectively is a necessary part of the job for every emergency manager, planner, and responder. This course is designed to improve participants' decision-making skills. It addresses:

- The decision making process
- Decision making styles
- Attributes of an effective decision maker
- Ethical decision making and problem solving

CEUs: .8
Study Hours: 8

Effective Communication (IS-242.a)

The ability to communicate effectively is a vital part of every emergency manager, planner, and responder's job. This course is designed to improve participants' communication skills. It addresses:

- Basic communication skills
- How to communicate in an emergency
- How to identify community-specific communication issues
- How to use technology as a communication tool
- Effective oral communication
- How to prepare an oral presentation

CEUs: .8
Study Hours: 8

Developing and Managing Volunteers (IS-244.a)

This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies. This course will provide procedures and tools for building and working with voluntary organizations. Topics include benefits and challenges of working with volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment; coordinating with voluntary agencies and community-based organizations; and special issues such as spontaneous volunteers, liability, and stress.

CEUs: 1
Study Hours: 10

Introduction to the Defense Priorities and Allocations System (DPAS) (IS-245.a)

This course introduces the Defense Priorities and Allocations System (DPAS), a regulation to help ensure the priority performance of contracts and orders for the timely delivery of critical materials and services to meet program requirements. The primary audience for this course is all FEMA personnel responsible for management and oversight of FEMA emergency management programs.

CEUs: .1
Study Hours: 1

Implementing the Defense Priorities and Allocations System (DPAS) (IS-246.12)

This course describes specific procedures for using Defense Priorities and Allocations System (DPAS) priority ratings for contracts and orders that support FEMA programs. The course emphasizes the critical role DPAS plays in support of FEMA's mission. The course describes DPAS priority ratings, the placement of rated orders, the roles of FEMA employees in the DPAS process, and how to address DPAS challenges.

Selection Criteria: This course is mandatory for DPAS Officers—FEMA personnel who are designated by FEMA management to fulfill DPAS Officer functions.

The course is also strongly recommended for:

- Program officials responsible for directing the placement of DPAS-rated orders and making FEMA program and procurement policy and decisions,
- Contracting Officers/Specialists who will be primary points of contact with prime contractors on DPAS issues and who may be responsible for determining DPAS activity eligibility, and
- Anyone interested in learning more about DPAS.

Prerequisite:
Required: IS-245.a, *Introduction to the Defense Priorities and Allocations System (DPAS)*.

CEUs: .3
Study Hours: 3

NOTE: *This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2013, the course code will be IS-246.13.*

Integrated Public Alert and Warning System (IPAWS) (IS-247 a)

This course provides basic information on the Integrated Public Alert and Warning System (IPAWS). The goal of this course is to provide authorized public safety officials with: increased awareness of the benefits of using IPAWS for effective public warnings; skills to draft more appropriate, effective, and accessible warning messages; and best practices in the effective use of Common Alerting Protocol (CAP) to reach all members of their communities.

Selection Criteria: This course is designed for emergency managers, law enforcement officials, fire department personnel, dispatch personnel (911), National Weather Service (NWS) personnel, and other authorized centers (according to a State's Emergency Alert System (EAS) plan, State emergency plan, Amber Plan/Amber Alert).

CEUs: .2
Study Hours: 2

Emergency Support Function (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, State, local, tribal, 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 Framework Plan (NFP). Additionally, State and local partners that may adopt the External Affairs/ESF #15 concept may find this course helpful in its implementation.

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.

CEUs: 1.0
Study Hours: 10

Basic Instructional Skills (IS-265)

The purpose of thIS-90-minute course is to prepare the participant to assist with State-delivered emergency management training. This course provides a foundation from which participants can develop or enhance their instructional delivery skills within a classroom setting. This course is not designed to teach how to design training. Rather, the focus of this course is how to present an existing lesson plan or training materials.

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

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

CEUs: .2
Study Hours: 2

Anticipating Hazardous Weather and Community Risk (Web-based) (IS-271.a)

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.

CEUs: 1
Study Hours: 10

Retrofitting Flood-Prone Residential Buildings (IS-279)

This 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.

The course format is programmed instruction which allows participants to work at their own pace. This course can be downloaded from the Independent Study web site and the test can be completed and submitted online.

CEUs: 1
Study Hours: 10

The Role of Voluntary Agencies in Emergency Management (IS-288)

This 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.

CEUs: 1
Study Hours: 2

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 FEMA, State, tribal, and other Federal agencies.
4. Describe the various elements of the MA - Phases from MA issuance, MA Execution to - MA Billing, Reimbursement, and Closeout.

Selection Criteria: The course is open to all FEMA/DHS, State, local, tribal, and other Federal agency 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.

CEUs: 1
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.

CEUs: 1
Study Hours: 10

Mitigation Planning for Local and Tribal Communities (IS-318)

This course (also referred to as *Hazard Mitigation Planning*) is for plan-writers and reviewers and will assist participants in undertaking the hazard mitigation plan development process. This plan will meet the needs of participants' communities and fulfill the requirements for local plans, as described in 44 Code of Federal Regulations (CFR) 201.6, or for tribal plans, as described in 44 CFR 201.7. In addition, this course will help Federal and State plan reviewers interpret the regulations to inform the review of local or tribal hazard mitigation plans.

Selection Criteria: This course meets the needs of diverse audiences, including: local or tribal government officials; community managers; community staff including planners; State, local, or tribal government emergency management agencies; Councils of Government or Regional Planning Commissions; first responders; State Hazard Mitigation Officers; or other State mitigation staff. Representatives from private or nonprofit organizations may want to participate in the training if they have a role in developing mitigation plans or participating in mitigation planning processes. These organizations may include: special utility districts or rural utility cooperatives; special districts, such as watershed management districts; hospital campuses; and universities or school districts.

CEUs: 1.2
Study Hours: 12

Community Hurricane Preparedness (IS-324.a)

This course provides people involved in the decision making process for hurricane preparedness 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.

CEUs: 1
Study Hours: 10

Earthquake Basics—Science, Risk, and Mitigation (IS-325)

This 30-minute Independent Study course presents basic information on earthquake science, risk, and mitigation. It discusses techniques for structural and non-structural earthquake mitigation. Although certification is not a part of the course, short quizzes are included to enhance interactivity and to boost retention.

Selection Criteria: *Earthquake Basics* is targeted to a wide range of audiences, including homeowners; businessowners; the private sector; Federal; State; tribal, and local government workforce at all levels; first responders; nonprofit organizations; volunteers; and community-based organizations.

Study Hours: 30 minutes

Community Tsunami Preparedness (IS-326)

This course is designed to help emergency managers prepare their communities for tsunamis. Lessons include basic tsunami science; hazards produced by tsunamis; regional U.S. tsunami risks; the Tsunami Warning System; the importance of public education activities; and how to craft good emergency messages and develop tsunami response plans. This course also contains links to extensive reference and resources sections.

CEUs: .6
Study Hours: 6

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 (Non-Resident) Regional Delivery*, course which is delivered in the Regions. Course topics include basic REP concepts and terminology, evaluator role and responsibilities, and evaluation areas.

CEUs: 1
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 participants with the assistance and confidence needed to effectively plan for and respond to hazardous materials incidents through sound emergency planning and with the highest level of safety for response personnel within their jurisdictions.

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.

Participants will enroll when they complete the online answer sheet for the final exam.

CEUs: 1
Study Hours: 10

Orientation to Hazardous Materials for Medical Personnel (IS-346)

This course 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* (*HMAs*).

CEUs: 1
Study Hours: 10

Multi-Hazard Emergency Planning for Schools (IS-362.a)

This course covers basic information about developing, implementing, and maintaining a school Emergency Operations Plan (EOP). The goal of this course is to provide participants with an understanding of the importance of schools having an EOP and basic information on how an EOP is developed, exercised, and maintained. The topics addressed in this course include: understanding incident management; forming the plan team; understanding the situation; developing a school EOP; incorporating ICS principles and roles in the school EOP; and training, exercising, and maintaining the school EOP.

Selection Criteria: This course is designed for teachers, substitute teachers, counselors, parent volunteers, coaches, bus drivers, and students. However, anyone with a personal or professional interest in school preparedness is welcome to participate. School administrators, principals, and first responders alike will find useful information in this course.

CEUs: .3
Study Hours: 3

Planning for the Needs of Children in Disasters (IS-366)

This course enables participants to improve their community's mitigation and Emergency Operations Plan (EOP) specifically regarding the needs of children. The course will provide participants with the information needed to address the unique needs of children prior to, during, and following disasters. It will also provide them guidance and direction on how to form coalitions and how to become advocates for the unique needs of children in all aspects of emergency management.

Selection Criteria: The target audience for this course is State and local emergency managers and planners, child services agencies, NGOs, childcare providers, schools, and faith-based organizations.

CEUs: .4
Study Hours: 4

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.

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.

CEUs: 1
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.

CEUs: 1
Study Hours: 10

FEMA Risk Assessment Database (IS-395)

This course is designed to train the FEMA 452, *Risk Assessment*, and FEMA 455, *Rapid Visual Screening for Buildings* components of the *Building Design for Homeland Security Course*.

Selection Criteria: The primary audience for this course is the building sciences and design professional community (architects, engineers, security personnel, and facility planners) working for private institutions, and building owners, managers, and Continuity of Operations (COOP) communities working for public (Federal, State, local, and tribal) and private institutions.

CEUs: .2
Study Hours: 2

Introduction to Individual Assistance (IA) (IS-403)

This course provides FEMA personnel and partners with a basic knowledge of the Individual Assistance (IA) program and activities that help individuals and households recover following a disaster.

- Describe how the Stafford Act governs FEMA disaster operations.
- Explain the Declaration Process.
- Identify the different types of IA programs.
- Explain the Sequence of Delivery of the IA programs.
- Define Individuals and Households Program (IHP) Housing Assistance.
- Define IHP Other Needs Assistance (ONA).
- Identify the various field offices and processing centers.

CEUs: .2
Study Hours: 2

Implementing the Emergency Food and Shelter National Board Program (IS-420)

This course provides an overview of the Emergency Food and Shelter National Board Program. It also instructs potential program participants about the requirements responsibilities of the program, eligibility for funding, and participant responsibilities, as well as the responsibilities of the National Board and FEMA.

CEUs: .2
Study Hours: 2

Emergency Preparedness for Federal Employees (IS-450)

This course provides practical steps you can take to prepare for emergencies that could threaten your home, workplace, and community. This course is intended for Federal employees living and working outside of the National Capital Region.

The first lesson focuses on the importance of personal emergency preparedness and its relationship to your professional responsibilities as a Federal employee. The second lesson introduces the four steps to personal emergency preparedness: Be Informed, Make a Plan, Build a Kit, and Get Involved. The last lesson reinforces the concepts learned in the previous lessons by applying the four steps of emergency preparedness to a given scenario.

Selection Criteria: Federal employees living and working outside of the National Capital Region.

CEUs: .1
Study Hours: 1

Emergency Preparedness for Federal Employees in the National Capital Region (IS-450 NCR)

This course provides practical steps you can take to prepare for emergencies that could threaten your home, workplace, and community. This course is intended for Federal employees living and working outside of the National Capital Region.

The first lesson focuses on the importance of personal emergency preparedness and its relationship to your professional responsibilities as a Federal employee. The second lesson introduces the four steps to personal emergency preparedness: Be Informed, Make a Plan, Build a Kit, and Get Involved. The last lesson reinforces the concepts learned in the previous lessons by applying the four steps of emergency preparedness to a given scenario.

Selection Criteria: Federal employees living and working in the National Capital Region.

CEUs: .1
Study Hours: 1

Introduction to Homeland Security Planning (IS-453)

This course serves as an introduction to, and overview of, homeland security planning. This course is meant to act as an awareness tool for employees who may or may not have a direct homeland security planning job function. For those who do have job functions that require additional training in planning, this course is meant to be a "gateway" to the 3-day *Introduction to Homeland Security/Homeland Defense* course or the 5-day National Planner's course.

The primary goal of this course is to familiarize DHS employees with basic planning knowledge, as well as to encourage them to learn more about the planning process and to build basic analytical and planning skills.

Selection Criteria: All DHS employees.

CEUs: .2
Study Hours: 2

Fundamentals of Risk Management (IS-454)

This course is designed to foster an overall culture of risk management throughout the DHS workforce. While providing awareness of the fundamental concepts of risk management, the course will prepare employees to manage risk at home, in the workplace, and in the community, and provide them with a foundation for further development in the area of risk management.

Selection Criteria: All DHS employees.

CEUs: .2
Study Hours: 2

Introduction to Continuity of Operations (COOP) Planning for Pandemic Influenzas (IS-520)

This course introduces participants to the characteristics of a pandemic influenza, the effects that a pandemic influenza can have on every facet of our society, and the steps their organizations can take to minimize the effects of a pandemic. The primary audiences for this course are personnel at any level of government, representatives from Non-Governmental Organizations (NGOs), or representatives from private industry who may have a need for a basic understanding of pandemic influenza and the impacts that they can expect should a widespread pandemic occur in the United States.

CEUs: .2
Study Hours: 2

Exercising Continuity Plans for Pandemics (IS-522)

This is a follow-on course to IS-520, *Introduction to Continuity of Operations (COOP) Planning for Pandemic Influenzas*. It includes a brief review of continuity planning for pandemics and then involves the participant in a continuity pandemic exercise (Determined Accord). The primary audiences for this course are personnel at any level of government, representatives from Non-Governmental Organizations (NGOs), or representatives from private industry who desire to conduct a short tabletop continuity pandemic exercise (Determined Accord). Participants should be familiar with their agency/organization continuity and pandemic plans.

CEUs: .8
Study Hours: 8

Continuity of Operations (COOP) Awareness (IS-546.12)

This 1-hour web-based course will provide all public sector employees with a fundamental understanding of continuity of operations, terms, objectives, and benefits to their 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 participants, their organizations, and their families, whether they are a member of their organization's COOP team or not.

CEUs: .1
Study Hours: 1

NOTE: *This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2013, the course code will be IS-246.13.*

Introduction to Continuity of Operations (COOP) (IS-547 a)

This 2-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 participants' COOP programs.

Prerequisite: IS-546.12, *Continuity of Operations (COOP) Awareness*.

CEUs: .2
Study Hours: 2

Continuity of Operations (COOP) Program Manager (IS-548)

This 4-hour course describes the requirements for developing a continuity program as prescribed in Federal Continuity Directive (FCD) 1, Federal Executive Branch National Continuity Program and Requirements. The course covers program requirements and elements and support requirements and describes the roles and responsibilities of the Continuity Program Manager and other key players in developing a viable continuity program.

Although this course directly addresses continuity requirements for Federal Executive Branch organizations, the course is also useful to State, local, territorial, and tribal governments.

Prerequisites: IS-546.12, *Continuity of Operations (COOP) Awareness*, and IS-547.a, *Introduction to Continuity of Operations (COOP)*.

CEUs: .4
Study Hours: 4

Devolution Planning (IS-551)

This course is designed to provide participants with the tools and practical knowledge necessary to develop their organization's devolution plans and procedures. After taking the course, participants should be able to:

- Identify the conditions under which devolution would be appropriate for their organization.
- Describe the activation protocols for devolution.
- Tailor the devolution template to meet their organization's needs.
- Identify special considerations for devolution planning.

CEUs: .2
Study Hours: 2

The Public Works Role in Emergency Management (IS-552)

This course provides an introduction to the role of public works departments in community emergency management. The training is intended to help communities improve their emergency management efforts regarding the functions of public works agencies prior to, during, and after disasters.

Selection Criteria: Public works professionals, urban planners, local government officials, and elected officials.

Prerequisites:
Recommended: IS-700.a, *National Incident Management System, An Introduction*; IS-800.b, *National Response Framework (NRF), An Introduction*; and IS-860.a, *National Infrastructure Protection Plan*.

CEUs: .2
Study Hours: 2

Emergency Planning for Public Works (IS-554)

This course explains how public works prepares and plans for emergencies.

Selection Criteria: Public works professionals, urban planners, local government officials, and elected officials.

Prerequisite:
Recommended: IS-552, *The Public Works Role in Emergency Management*.

CEUs: .3
Study Hours: 3

Damage Assessment for Public Works (IS-556)

The purpose of this course is to build local capacity for damage assessment by enabling the development or refinement of a damage assessment program for the public works agency.

Selection Criteria: Public works professionals, urban planners, local government officials, and elected officials.

Prerequisite:
Recommended: IS-552, *The Public Works Role in Emergency Management*.

CEUs: .3
Study Hours: 3

Public Works and Disaster Recovery (IS-558)

This course will explain how public works is involved in disaster recovery.

Selection Criteria: Public works professionals, urban planners, local government officials, and elected officials.

Prerequisite:
Recommended: IS-552, *The Public Works Role in Emergency Management*.

CEUs: .3
Study Hours: 3

Local Damage Assessment (IS-559)

This course provides information and resources that will enable participants to plan an effective damage assessment program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of recovery and mitigation.

Selection Criteria: Local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure.

Prerequisites:
Recommended: IS-100.b, *Introduction to the Incident Command System*; IS-200.b, *ICS for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; IS-800.b, *National Response Framework, An Introduction*; IS-120.a, *An Introduction to Exercises*; and IS-130, *Exercise Evaluation and Improvement Planning*.

CEUs: .2
Study Hours: 2

Technical Writing (IS-613)

This course provides instruction in technical writing processes and products. Key topics in this course include prewriting, drafting, revising, editing and proofreading, and publishing, as well as copyright requirements, organization of information, and use of photographs, graphics, and charts.

Course Length: 10 hours
CEUs: This course has not been reviewed for credit.

Research in Training and Education (IS-619)

This course provides an overview of the process of conducting research in training and education and documenting the analysis of the research in a paper. Topics in the course include the development of an issue or problem statement to be researched, process to conduct a literature review, types of research and data collection models, and formats for research papers.

Course Length: 10 hours
CEUs: This course has not been reviewed for credit.

Introduction to Debris Operations (IS-632.a)

This course is designed to familiarize participants with general debris removal operations and identify critical debris operations issues.

After taking the course, participants should be able to:

- List the eligibility criteria for participation in the Public Assistance Program.
- Identify the organizational structure for managing debris removal operations.
- Describe the types of debris generated by disasters.
- Explain strategies for debris removal.
- Describe procedures for debris removal.
- Discuss the special issues associated with debris removal operations.

Prerequisite:
Recommended: IS-634, *Introduction to the Public Assistance (PA) Program.*

CEUs: .2
Study Hours: 2

Introduction to the Public Assistance (PA) Program (IS-634)

This course is designed to familiarize participants with the Public Assistance Program and the steps in the Public Assistance process, as well as the documentation requirements.

After completing the course, participants should: be familiar with the Public Assistance Program; identify the functional steps in the Public Assistance Program; and be familiar with the documentation requirements for the Public Assistance Program.

CEUs: .4
Study Hours: 4

Building Partnerships with Tribal Governments (IS-650 a)

This course is designed to provide participants with the basic knowledge 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 how to develop good relationships with tribal communities.

CEUs: 1
Study Hours: 10

Introduction to Public-Private Partnerships (IS-660)

This course provides an introduction to the role of public-private partnerships in emergency preparedness and planning. The goal of this training is to establish a common vocabulary for public sector agencies and private sector organizations interested in utilizing partnerships to improve response, recovery, and resilience.

CEUs: .2
Study Hours: 2

National Incident Management System (NIMS), An Introduction (IS-700 a)

This course provides an introduction to the National Incident Management System (NIMS). At the end of this course, participants will be able to describe the intent of NIMS; describe the key concepts and principles underlying NIMS; describe the purpose of the NIMS Components, including Preparedness, Communications and Information Management, Resource Management, and Command and Management; and describe the purpose of the National Integration Center. This course provides a basic introduction to NIMS; it is not designed to replace Incident Command System or position-specific training.

CEUs: .3
Study Hours: 3

Multi-Agency Coordination System (MACS) Course (IS-701.a)

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 Federal, State, and local 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.

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.a)

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.

CEUs: .3
Study Hours: 3

National Incident Management System (NIMS) Resource Management (IS-703.a)

This interactive computer-based course provides the principles, tools, processes, and systems used in 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 APS, those who have completed G276 may still claim credit for it as an elective, or IS-703.a will count toward that elective.

There also is a group study version of this course by which it may be delivered in the classroom.

CEUs: .3
Study Hours: 3

National Incident Management System (NIMS) Communications and Information Management (IS-704)

This course introduces participants to the communication and information management component of NIMS. NIMS provides a consistent nationwide template to enable all government, private-sector, and Non-Governmental Organizations (NGOs) to work together during domestic incidents. Effective

emergency management and incident response activities rely on flexible communication and information systems that provide a common operating picture to emergency management/response personnel and their affiliated organizations. Establishing and maintaining a common operating picture and ensuring accessibility and interoperability are the principal goals of the communication and information component of NIMS.

CEUs: .2
Study Hours: 2

National Incident Management System (NIMS) Intrastate Mutual Aid—An Introduction (IS-706)

This online 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: 2

Emergency Operations Center (EOC) Management and Operations (IS-775)

This course describes the role, design, and functions of EOCs and their relationships as components of a Multi-Agency Coordination System. The course contains disaster-related examples, activities, and case studies that relate to EOCs and Multi-Agency Coordination Systems at the Federal, State, and local levels of government.

CEUs: .4
Study Hours: 4

National Response Framework (NRF), An Introduction (IS-800 b)

This course is intended for government executives, private-sector and Non-Governmental Organizations (NGOs) 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 of the National Response Framework (NRF). At the end of this course, participants will be able to describe:

- The purpose of the National Response 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.

CEUs: .3
Study Hours: 3

Emergency Support Function (ESF) #1—Transportation (IS-801)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #1—Transportation.

- Describe the overall purpose and scope of ESF #1.
- Identify the supplemental assistance ESF #1 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #1 resources and teams.
- Describe the types of partnerships formed between ESF #1 and other response agencies and organizations.

Emergency Support Function (ESF) #2—Communications (IS-802)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #2—Communications.

- Describe the overall purpose and scope of ESF #2.
- Identify the supplemental assistance ESF #2 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #2 resources and teams.
- Describe the types of partnerships formed between ESF #2 and other response agencies and organizations.

Emergency Support Function (ESF) #3—Public Works and Engineering (IS-803)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #3—Public Works and Engineering.

- Describe the overall purpose and scope of ESF #3.
- Identify the supplemental assistance ESF #3 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #3 resources and teams.
- Describe the types of partnerships formed between ESF #3 and other response agencies and organizations.

Emergency Support Function (ESF) #4—Firefighting (IS-804)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #4—Firefighting.

- Describe the overall purpose and scope of ESF #4.
- Identify the supplemental assistance ESF #4 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #4 resources and teams.
- Describe the types of partnerships formed between ESF #4 and other response agencies and organizations.

Emergency Support Function (ESF) #5—Emergency Management (IS-805)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #5—Emergency Management.

- Describe the overall purpose and scope of ESF #5.
- Identify the supplemental assistance ESF #5 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #5 resources and teams.
- Describe the types of partnerships formed between ESF #5 and other response agencies and organizations.

Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services (IS-806)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses provides an overview of each of the 15 ESFs. This course introduces Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services.

- Describe the overall purpose and scope of ESF #6.
- Identify the types of supplemental assistance ESF #6 provides to individuals and State, local, and tribal governments.
- Identify typical activities accomplished by ESF #6 resources and teams.
- Describe the types of partnerships formed between ESF #6 and other response agencies and organizations.

Emergency Support Function (ESF) #7—Logistics Management and Resource Support Annex (IS-807)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #7—Logistics Management and Resource Support Annex.

- Describe the overall purpose and scope of ESF #7.
- Identify the supplemental assistance ESF #7 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #7 resources and teams.
- Describe the types of partnerships formed between ESF #7 and other response agencies and organizations.

Emergency Support Function (ESF) #8—Public Health and Medical Services (IS-808)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #8—Public Health and Medical Service Support.

- Describe the overall purpose and scope of ESF #8.

- Identify the supplemental assistance ESF #8 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #8 resources and teams.
- Describe the types of partnerships formed between ESF #8 and other response agencies and organizations.

Emergency Support Function (ESF) #9—Search and Rescue (IS-809)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #9—Search and Rescue.

- Describe the overall purpose and scope of ESF #9.
- Identify the supplemental assistance ESF #9 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #9 resources and teams.
- Describe the types of partnerships formed between ESF #9 and other response agencies and organizations.

Emergency Support Function (ESF) #10—Oil and Hazardous Response Annex (IS-810)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #10—Oil and Hazardous Response Annex.

- Describe the overall purpose and scope of ESF #10.
- Identify the supplemental assistance ESF #10 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #10 resources and teams.
- Describe the types of partnerships formed between ESF #10 and other response agencies and organizations.

Emergency Support Function (ESF) #11—Agriculture and Natural Resources (IS-811)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #11—Agriculture and Natural Resources.

- Describe the overall purpose and scope of ESF #11.
- Identify the supplemental assistance ESF #11 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #11 resources and teams.
- Describe the types of partnerships formed between ESF #11 and other response agencies and organizations.

Emergency Support Function (ESF) #12—Energy (IS-812)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance.

This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #12—Energy.

- Describe the overall purpose and scope of ESF #12.
- Identify the supplemental assistance ESF #12 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #12 resources and teams.
- Describe the types of partnerships formed between ESF #12 and other response agencies and organizations.

Emergency Support Function (ESF) #13—Public Safety and Security Annex (IS-813)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #13—Public Safety and Security Annex.

- Describe the overall purpose and scope of ESF #13.
- Identify the supplemental assistance ESF #13 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #13 resources and teams.
- Describe the types of partnerships formed between ESF #13 and other response agencies and organizations.

Emergency Support Function (ESF) #14—Long-Term Community Recovery (IS-814)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #14—Long-Term Community Recovery.

- Describe the overall purpose and scope of ESF #14.
- Identify the supplemental assistance ESF #14 provides to State, local, and tribal governments.
- Identify typical actions accomplished by ESF #14 resources and teams.
- Describe the types of partnerships formed between ESF #14 and other response agencies and organizations.

Introduction to National Response Framework (NRF) Support Annexes (IS-820)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies from the smallest incident to the largest catastrophe. As part of the NRF, Support Annexes describe how Federal departments and agencies, the private sector, volunteer organizations, and Non-Governmental Organizations (NGOs) coordinate and execute the common support processes and administrative tasks required during an incident. The actions described in the Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident.

CEUs: .1
Study Hours: 1

Critical Infrastructure and Key Resources Support Annex (IS-821)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the

smallest incident to the largest catastrophe. As part of the NRF, Support Annexes describe how Federal departments and agencies, the private sector, volunteer organizations, and Non-Governmental Organizations (NGOs) coordinate and execute the common support processes and administrative tasks required during an incident. The actions described in the Support Annexes are not limited to particular types of events, but are overreaching in nature and applicable to nearly every type of incident. This course provides an introduction to the Critical Infrastructure and Key Resources (CIKR) Support Annex to the NRF.

- Describe the relationship between the NRF and CIKR prevention, protection, and response and recovery.
- Define the role of the Infrastructure Liaison in supporting coordination with the CIKR sectors and all levels of partners.
- Identify the processes defined in the NRF for ensuring the CIKR considerations are integrated into incident response efforts.

CEUs: .1

Introduction to National Response Framework (NRF) Incident Annexes (IS-830)

As part of the National Response Framework (NRF), Incident Annexes address the unique aspects of how we respond to seven broad incident categories (e.g., biological, nuclear/radiological, mass evacuation). The overarching nature of functions described in these annexes frequently involves either support to or cooperation of all Federal departments and agencies involved in incident management efforts to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities.

CEUs: .1
Study Hours: 1

Nuclear/Radiological Incident Annex (IS-836)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, the Incident Annexes describe the concept of operations to address specific contingency or hazard situations or an element of an incident requiring specialized application of the NRF. This course provides an introduction to the Nuclear/Radiological Incident Annex (NRIA) to the NRF.

- Describe the overall purpose of the NRIA and the policies that govern its use.
- Describe the roles and responsibilities of agencies involved in the management of nuclear/radiological incidents.
- Describe the types of incidents for which it would be activated and the concept of operations for a response.

CEUs: .1
Study Hours: 1

National Infrastructure Protection Plan (NIPP) (IS-860 a)

This course is intended for DHS and other Federal staff responsible for implementing the NIPP, and State, local, tribal, 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 (CIKR) of the United States.

1. Describe how the NIPP provides the unifying structure for the integration of CIKR protection efforts into a single national program.
2. Define CIKR 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 CIKR 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 CIKR protection-related aspects of homeland security plans; and helps to ensure an effective, efficient CIKR protection program over the long term.

CEUs: .2
Study Hours: 2

Dams Sector: Crisis Management (IS-870)

This is the first course in the Dams Sector web-based training series. The purpose of this series of courses is to provide owners and operators with information pertaining to security awareness, protective measures, and crisis management.

This course addresses crisis management activities as an important component of an overall risk management program and provides dam and levee stakeholders with recommendations to assist in the development of various plans focused on enhancing preparedness, protection, recovery, and resilience capabilities. The training course describes the purpose and basic elements of emergency action plans, recovery plans, and continuity plans; and addresses the basic elements of an effective exercise program.

Upon completion, participants will be able to:

- Describe the mission and characteristics of the Dams Sector.
- Identify the elements of risk management as they relate to the Dams Sector.
- Describe the purpose and elements of an Emergency Action Plan.
- Describe the purpose and elements of a Recovery Plan.
- Describe the purpose and elements of a Continuity Plan.
- Describe the purpose and elements of pandemic preparedness.
- Describe the purpose and types of exercises.

CEUs: .3
Study Hours: 3

Dams Sector: Security Awareness (IS-871)

This is the second course in the Dams Sector web-based training series. The purpose of this series of courses is to provide owners and operators with information pertaining to security awareness, protective measures, and crisis management.

This course provides information to enhance the ability to identify security concerns, coordinate proper response, and establish effective partnerships with local law enforcement and first responder communities. The training course describes common security vulnerabilities, potential indicators of threats, surveillance detection, and reporting of incidents and suspicious activities.

At the end of this course, the participants will be able to:

- Describe the mission and partners of the Dams Sector.
- Identify the common characteristics of dams.
- Describe the consequences of dam failures.
- Describe common security vulnerabilities and interdependencies that affect the Dams Sector.
- Describe potential terrorist threats and targets related to the Dams Sector.
- Identify terrorist surveillance objectives and methodologies.
- Identify indicators of surveillance and other suspicious activities.
- Identify indicators of weapons, explosives, chemical, biological, and radiological threats.

- Describe the process for reporting incidents.
- Identify the strengths and weaknesses in a sample report narrative.

IS-870, *Dams Sector: Crisis Management*, is a prerequisite for this course and is available on the Independent Study web site.

NOTE: *Due to the sensitivity of the information provided within this course, it has been designated as "For Official Use Only" and is only accessible through the Homeland Security Information Network–Critical Sectors (HSIN-CS) Dams Portal, which serves as the primary mechanism with which dam and levee stakeholders exchange information, both at the "For Official Use Only" and non-sensitive levels, during steady-state operations. The portal, managed by the Dams Sector-Specific Agency, promotes effective information collection and dissemination among sector partners in Federal, State, and local agencies, as well as the private sector. The portal provides trusted and vetted public and private representatives, including owners and operators, access to a number of resources, including training courses.*

Those who do not currently have access to the HSIN-CS Dams Portal must contact the Dams Sector-Specific Agency within the Office of Infrastructure Protection/U.S. Department of Homeland Security to request and be considered for access to the training course.

CEUs: .2
Study Hours: 2

Dams Sector: Protective Measures (IS-872)

This is the third course in the Dams Sector web-based training series. The purpose of this series of courses is to provide owners and operators with information pertaining to security awareness, protective measures, and crisis management.

This course addresses protective measures related to physical, cyber, and human elements, and describes the importance of these measures as components of an overall risk management program. The training course describes the basic elements of the risk management model, and discusses the steps required to develop and implement an effective protective program.

At the end of this course, the participants will be able to:

- Describe the mission of the Dams Sector.
- Describe the steps for establishing a protective program.
- Identify the elements of the risk management model.
- Describe strategies for reducing risk.
- Identify the general categories of protective measures (i.e., access controls, barriers, blast protection, communications, inspection, security force, cyber security, security programs, planning and preparedness, personal protection, and infrastructure interdependencies).
- Describe how protective measures relate to threat levels.
- Given a scenario, select potential protective measures to address a threat.

IS-870, *Dams Sector: Crisis Management*, and IS-871, *Dams Sector: Security Awareness*, are prerequisites for this course and are available on the Independent Study web site.

Note: *Due to the sensitivity of the information provided within this course, it has been designated as "For Official Use Only" and is only accessible through the Homeland Security Information Network–Critical Sectors (HSIN-CS) Dams Portal, which serves as the primary mechanism with which dam and levee stakeholders exchange information, both at the "For Official Use Only" and non-sensitive levels, during steady-state operations. The portal, managed by the Dams Sector-Specific Agency, promotes effective information collection and dissemination among sector partners in Federal, State, and local agencies, as well as the private sector. The portal provides trusted and vetted public and private representatives, including owners and operators, access to a number of resources, including training courses.*

Those who do not currently have access to the HSIN-CS Dams Portal must contact the Dams Sector-Specific Agency within the Office of Infrastructure Protection/U.S. Department of Homeland Security to request and be considered for access to the training course.

CEUs: .2
Study Hours: 2

Introduction to the Interagency Security Committee (ISC) (IS-890 a)

This is the first course in the ISC web-based training series. The purpose of this series of courses is to provide Federal facility security professionals, engineers, building owners, construction contractors, architects, and the general public with basic information pertaining to the ISC and its facility security standards, processes, and practices.

CEUs: .1
Study Hours: 1

Facility Security Level (FSL) Determinations for Federal Facilities (IS-891)

This is the second course in the ISC web-based training series. The purpose of this course is to provide Federal personnel with responsibilities for security-related policies, programs, projects, and/or operations for their department or agency with an overview of the process to determine the Facility Security Level (FSL) for a Federal facility.

CEUs: .1
Study Hours: 1

Physical Security Criteria for Federal Facilities (IS-892)

This is the third course in the ISC web-based training series. It provides an introduction to how the *ISC Physical Security Criteria for Federal Facilities Standard* establishes a baseline set of physical security measures to be applied to all non-military Federal facilities. The course also provides an understanding of the framework for the customization of security measures to address unique risks faced at each facility.

CEUs: .2
Study Hours: 2

Section 508 Awareness Course (IS-901)

This course provides the user with background information about Section 508 by providing participants with a general overview of Section 508 basics.

CEUs: .3
Study Hours: 3

Workplace Security Awareness (IS-906)

This course provides guidance to individuals and organizations on how to improve the workplace security.

By the end of this course, participants will be able to:

- Identify potential risks to workplace security.
- Describe measures for improving workplace security.
- Determine the actions to take in response to a security situation.

Selection Criteria: Staff at Critical Infrastructure and Key Resources (CIKR) locations.

CEUs: .1
Study Hours: 1

Active Shooter: What You Can Do (IS-907)

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and otherwise populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

All employees can help prevent and prepare for potential active shooter situations. This course provides guidance to individuals, including managers and employees, so that they can prepare to respond to an active shooter situation.

Upon completing this course, the participant will be able to:

- Describe actions to take when confronted with an active shooter and responding law enforcement officials.

- Recognize potential workplace violence indicators.
- Describe actions to take to prevent and prepare for potential active shooter incidents.
- Describe how to manage the consequences of an active shooter incident.

Selection Criteria: All individuals, including managers and employees.

CEUs: .1
Study Hours: 1

Community Preparedness: Implementing Simple Activities for Everyone (IS-909)

Community members are the key to our Nation's preparedness and resilience. As such, we need to:

- Support the development of prepared, vigilant, and engaged communities.
- Foster strategic partnerships among:
  - The private sector
  - Nongovernmental organizations
  - Foundations
  - Community-based organizations

This course presents a model program for community preparedness. In addition, this course includes 16 Preparedness Modules ranging from 20 to 90 minutes that can be delivered to community groups. The modules (available in English and Spanish) provide information and activities on:

1. Creating a no-cost or low-cost disaster kit
2. Developing a communications plan
3. Establishing a personal support network
4. Planning for and practicing an evacuation
5. Staying safe when evacuation is not an option
6. Practicing your disaster plan
7. Identifying and reducing home hazards
8. Identifying and reducing fire risks
9. Using a fire extinguisher
10. Implementing simple risk-reduction (mitigation) measures
11. Protecting important items and documents
12. Taking care of pets and service animals during a disaster
13. Starting a "Stay Healthy" Kit and plan
14. Preparing for utility outages
15. Planning for recovery from disaster
16. Understanding emergency management and response roles and getting involved

Selection Criteria: Community members, emergency management personnel, and representatives of faith-based and nonprofit organizations.

CEUs: .1 -
Study Hours: 1 (including the final exam) -

Retail Security Awareness: Understanding the Hidden Hazards (IS-912)

The purpose of this course is to make persons involved in commercial retail operations aware of the actions they can take to identify and report suspicious purchases or thefts of products that actors could use in terrorist or other criminal activities.

To achieve this goal, the course provides an overview of prevention steps aimed at identifying and monitoring high-risk inventory products and reporting suspicious activities to law enforcement agencies.

Selection Criteria: This course is designed for retail managers, loss prevention specialists, risk management specialists, product managers, sales associates, and others involved in retail operations.

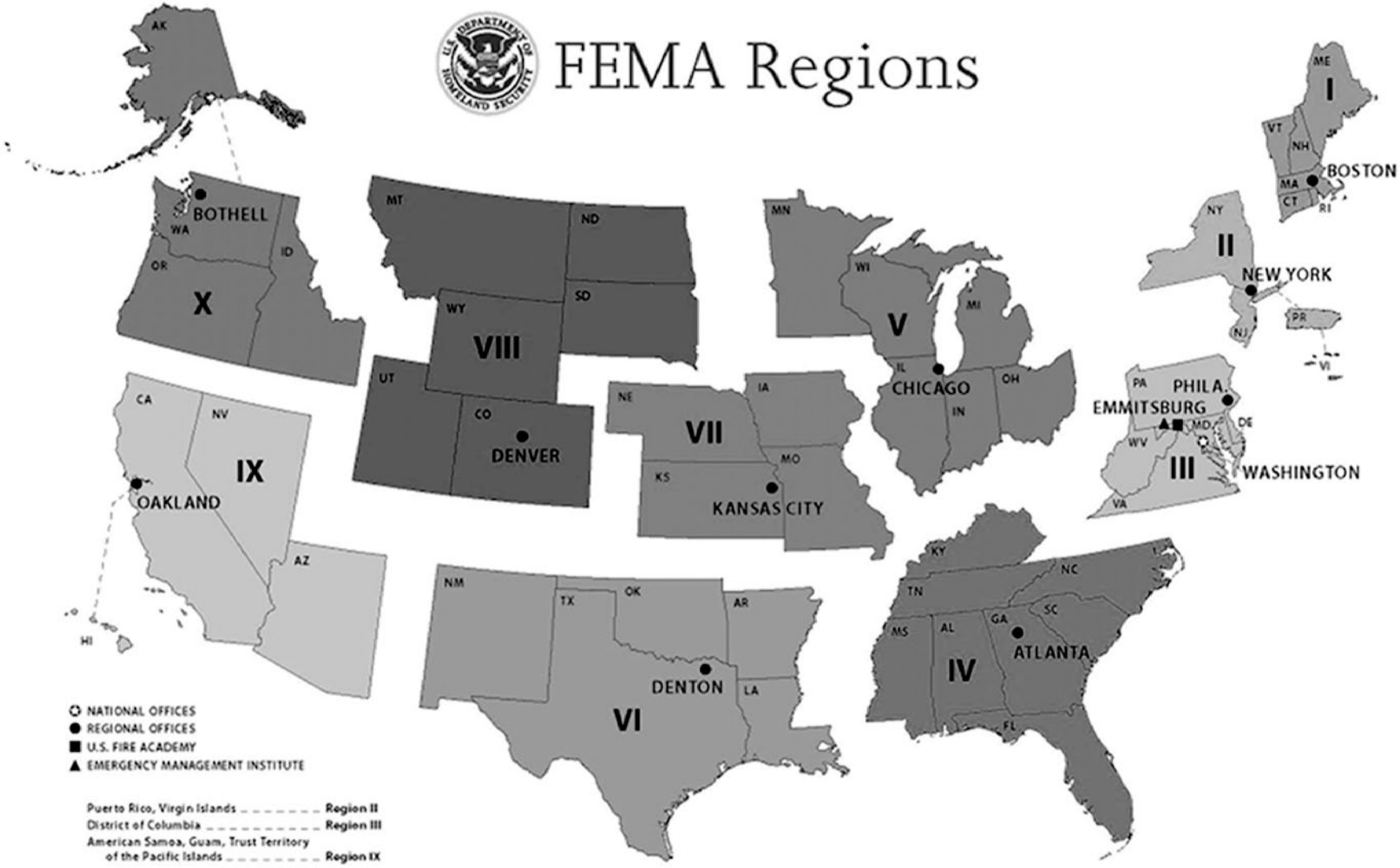
Study Hours: 45 minutes

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.

CEUs: .3
Study Hours: 3


FEMA Regions
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REGIONAL OFFICES
U.S. FIRE ACADEMY
EMERGENCY MANAGEMENT INSTITUTE
Puerto Rico, Virgin Islands Region II
District of Columbia Region III
American Samoa, Guam, Trust Territory of the Pacific Islands Region IX

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 Daisy Sweeney, Regional Training Manager 99 High Street, 5th Floor Boston, Massachusetts 02110-2320 (617) 832-4788 (Training Office) FSN: 551-9550 Fax: (617) 956-7519 or 956-7538 E-mail: daisy.sweeney@fema.dhs.gov	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Region II Edward Capps, Regional Training Manager 26 Federal Plaza, Room 1307 New York, New York 10278-0002 (212) 680-3615 (212) 225-7018 (Training Office) Fax: (212) 680-3608 E-mail: edward.capps@fema.dhs.gov	New Jersey, New York, Puerto Rico, Virgin Islands
Region III Rhonda Booth, Regional Training Manager One Independence Mall Building 615 Chestnut Street, 6th Floor Philadelphia, Pennsylvania 19106-4404 (215) 931-5500 (215) 931-5685 (Training Office) FSN: 553-5569 Fax: (215) 931-5714 E-mail: rhonda.booth@fema.dhs.gov	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

ADDRESS	STATES SERVED
Region IV Gayle Alston, Regional Training Manager - 3003 Chamblee Tucker Road Atlanta, Georgia 30341-4112 - (770) 220-5200 - (770) 220-5218 (Training Office) - FSN: 554-5218 - Fax: (770) 220-5275 - E-mail: gayle.alston@fema.dhs.gov -	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
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@fema.dhs.gov -	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
Region VI Angela Stapleton, Regional Training Manager Federal Regional Center 800 North Loop 288 Denton, Texas 76209-3698 (940) 898-5399 - (940) 898-5457 (Training Office) FSN: 536-5399 - Fax: (940) 898-5263 - E-mail: angela.stapleton@fema.dhs.gov -	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
Region VII Thomas Akins, 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) 283-7093 - E-mail: thomas.akins@fema.dhs.gov -	Iowa, Kansas, Missouri, Nebraska

ADDRESS	STATES SERVED
Region VIII Anne Griffin, Regional Training Manager Denver Federal Center Building 710, 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@fema.dhs.gov	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
Region IX Tomas Kaselionis, Regional Training Manager 1111 Broadway, Suite 1200 Oakland, California 94607-4052 (510) 627-7100 (510) 627-7298 (Training Office) FSN: 539-7298 Fax: (510) 627-7112 or 627-7117 E-mail: tomas.kaselionis@fema.dhs.gov	Arizona, California, Hawaii, Nevada, Guam, American Samoa, Commonwealth of the Northern Mariana Islands
Region X Scott Zaffram, Regional Training Manager Federal Regional Center 130 228th Street SW Bothell, Washington 98021-9796 (425) 487-4600 (425) 487-4662 (Training Office) or (425) 487-4684 FSN: 530-4603 Fax: (425) 487-4777 E-mail: scott.zaffram@fema.dhs.gov	Alaska, Idaho, Oregon, Washington

State Training Offices

REGION I

Connecticut
State Training Officer
Connecticut Department of Emergency Management and Homeland Security
25 Sigourney Street, 6th Floor
Hartford, Connecticut 06106
(860) 706-5519 -
Fax: (860) 706-5539 -
www.ct.gov/demhs/site/default.asp

Maine
State Training Officer
Maine Emergency Management Agency
State House, Station 72 -
Augusta, Maine 04333-0072 -
(207) 624-4460 -
Fax: (207) 287-3189 -
www.maine.gov/mema/

Massachusetts
State Training Officer
Massachusetts Emergency Management Agency
400 Worcester Road
Framingham, Massachusetts 01702-5399 -
(508) 820-1446 -
Fax: (508) 820-2030 -
www.mass.gov

New Hampshire
State Training Officer
New Hampshire Homeland Security and Emergency Management
33 Hazen Drive
Concord, New Hampshire 03305
(603) 271-2661; (603) 271-2231 -
Fax: (603) 271-1091 -
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 -
www.riema.ri.gov

Vermont
State Training Officer
Vermont Emergency Management Agency
Waterbury State Complex -
103 South Main Street
Waterbury, Vermont 05671-2101 -
(802) 244-8721 -
(800) 347-0488 -
TTY: (888) 545-7598 -
Fax: (802) 241-5349 -
http://vem.vermont.gov/

REGION II

New Jersey
State 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 -
http://www.state.nj.us/njoem/

New York
State Training Officer
New York State Office of Emergency Management
1220 Washington Avenue -
Building 22, Suite 101 -
Albany, New York 12226-2251
(518) 292-2351 -
Fax: (518) 322-4987 -
www.semo.state.ny.us/

Puerto Rico
State Training and Exercise Officer
Puerto Rico Emergency Management Agency
P.O. Box 9066597 -
115 Eleanor Roosevelt Avenue -
San Juan, Puerto Rico 00906-6597 -
(787) 724-0124 -

Virgin Islands
State Training Officer
Virgin Islands Territorial Emergency
Management Agency (VITEMA)
102 Estate Hermon Hill
St. Croix, U.S. Virgin Islands 00820
(340) 774-2244 -
Fax: (340) 774-1491 -

REGION III

Delaware
State Training Officer
Delaware Emergency Management Agency
165 Brick Store Landing Road
Smyrna, Delaware 19977-9628 -
(302) 659-2233 -
Fax: (302) 659-6855 -
www.state.de.us/dema
District of Columbia
State Training Officer
DC Emergency Management Agency
2720 Martin Luther King, Jr., Avenue, SE -
Washington, DC 20032 -
(202) 727-6161; (202) 673-2101 (ext. 1162) -
Fax: (202) 673-2290 -
http://dcema.dc.gov

Maryland
Lead Training Administrator
Maryland Emergency Management Agency
Camp Fretterd Military Reservation
5401 Rue Saint Lo Drive -
Reisterstown, Maryland 21136-4541 -
(410) 517-3600; (410) 517-3609 -
(877) MEMA-USA -
Fax: (410) 517-3610 -
www.mema.state.md.us/

Pennsylvania
State Training and Exercise Officer
Pennsylvania Emergency Management Agency
2605 Interstate Drive -
Harrisburg, Pennsylvania 17110-9364 -
(717) 651-2256-
Fax: (717) 651-3105 -
www.pema.state.pa.us/

Virginia
State Training and Exercise Officer
Virginia Department of Emergency Management
10501 Trade Court -
Richmond, Virginia 23236-3713 -
(804) 897-6500-
Fax: (804) 897-6556 -
www.vaemergency.com

West Virginia
State Training Officer
West Virginia Division of Homeland Security
and Emergency Management
Building 1, Room EB-80 -
1900 Kanawha Boulevard, East -
Charleston, West Virginia 25305-0360 -
(304) 558-5380-
Fax: (304) 344-4538 -
http://www.dhsem.wv.gov/Pages/default.aspx -

REGION IV

Alabama
State Training Officer
Alabama Emergency Management Agency
5898 County Road 41 -
P.O. Drawer 2160 -
Clanton, Alabama 35046-2106 -
(205) 280-2246 -
Fax: (205) 280-2495 -
http://ema.alabama.gov

Florida
State Training Officer
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
(850) 413-9899
Fax: (850) 488-0395
www.floridadisaster.org

Georgia
State Training Officer
Georgia Emergency Management Agency
1000 Indian Springs Drive
Forsyth, Georgia 31029
(478) 993-4621
Fax: (478) 993-4260
www.gema.state.ga.us

Kentucky
Training and Exercise Section Supervisor
Kentucky Division of Emergency Management
100 Minuteman Parkway
Frankfort, Kentucky 40601
(502) 607-5733
Fax: (502) 607-5710
http://kyem.ky.gov

Mississippi
State Training Officer
Mississippi Emergency Management Agency
P.O. Box 5644
1 MEMA Drive
Pearl, Mississippi 39288
(601) 933-6370
Fax: (601) 933-6800
www.msema.org

North Carolina
State Training Officer
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4713 Mail Service Center
Raleigh, North Carolina 27699-4713
(919) 733-3426
(919) 733-2500
Fax: (919) 733-6327
http://www.ncem.org

South Carolina
Training and Exercise Manager
South Carolina Emergency Management Division
2779 Fish Hatchery Road
West Columbia, South Carolina 29172
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Fax: (803) 737-8570
www.scemd.org

Tennessee
State Training Officer
Tennessee Emergency Management Agency
3041 Sidco Drive
Nashville, Tennessee 37204-1502
(615) 741-3882
Fax: (615) 741-4173
www.tnema.org/

REGION V

Illinois
State Training Officer
Illinois Emergency Management Agency
2200 South Dirksen Parkway
Springfield, IllinoIS-62703
(217) 557-4791
www.state.il.us/iema/

Indiana
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Indiana Department of Homeland Security
Public Safety Training Institute
302 West Washington Street, Room E308
Indianapolis, Indiana 46204-2760
(317) 232-2539
Fax: (317) 234-0736
www.in.gov/dhs

Michigan
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Michigan State Police
Emergency Management Division
4000 Collins Road
Lansing, Michigan 48910-8136
(517) 333-5021
Fax: (517) 333-4987
www.michigan.gov/emd

Minnesota
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444 Cedar Street, Suite 223
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(651) 201-7441
Fax: (651) 296-0459
www.hsem.state.mn.us/

Ohio
State Training Officer
Ohio Emergency Management Agency
2855 West Dublin-Granville Road
Columbus, Ohio 43235-2206
(614) 799-3824
Fax: (614) 799-3831
http://ema.ohio.gov

Wisconsin
State Training Supervisor
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2400 Wright Street
Madison, Wisconsin 53707-7865
(608) 242-3213
Fax: (608) 242-3247
http://emergencymanagement.wi.gov/

REGION VI

Arkansas
Training and Exercise Branch Manager
Arkansas Department of Emergency Management
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North Little Rock, Arkansas 72199-9600
(501) 683-6700
Fax: (501) 730-9754
www.adem.arkansas.gov/

Louisiana
State Training Officer
Louisiana Office of Emergency Preparedness
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Baton Rouge, Louisiana 70806-6404
(225) 925-1706
Fax: (225) 925-7501
www.ohsep.louisiana.gov

New Mexico
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New Mexico Department of Homeland Security and Emergency Management
P.O. Box 27111
13 Bataan Boulevard
Santa Fe, New Mexico 87508
(505) 476-0632
Fax: (505) 471-5922
www.dps.nm.org

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2401 North Lincoln Boulevard, Suite C51
Oklahoma City, Oklahoma 73015
(405) 521-2481
Fax: (405) 521-4053
www.ok.gov/OEM/

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(512) 424-2195
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http://www.txdps.state.tx.us/dem/index.htm

REGION VII

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State Training Officer
Iowa Homeland Security and Emergency Management Division
7105 NW 70th Avenue, Camp Dodge Building W-4
Johnston, Iowa 50131
(515) 725-3231
Fax: (515) 281-3260
www.iowahomelandsecurity.org

Kansas
State Training Officer
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2800 Southwest Topeka Boulevard
Topeka, Kansas 66611-1287 -
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Fax: (785) 274-1426 -
http://www.accesskansas.org/kdem

Missouri
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2302 Militia Drive -
Jefferson City, Missouri 65102-0116 -
(573) 526-9120 -
Fax: (573) 526-9262 -
www.sema.dps.mo.gov

Nebraska
State Training and Exercise Programs Manager
Nebraska Emergency Management Agency
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Lincoln, Nebraska 68508-1090 -
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Fax: (402) 471-7433 -
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Colorado Division of Emergency Management
9195 East Mineral Avenue, Suite 200 -
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(720) 852-6617 -
Fax: (720) 852-6750 -
www.colorao.gov/cs/satellite/DOLA-Main/CBON/1251590375261

Montana
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Montana Disaster and Emergency Services Division
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1956 Mt. Majo Street -
Fort Harrison, Montana 59636-4789 -
(406) 841-3968; (406) 841-3911 -
Fax: (406) 841-3965 -
http://dma.mt.gov/des/

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Training and Exercise Officer
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P.O. Box 5511
Fraine Barracks Lane, Building 35 -
Bismarck, North Dakota 58506-5511
(701) 328-8100 -
Fax: (701) 328-8181 -
www.nd.gov/des

South Dakota
State Training and Exercise Coordinator
South Dakota Office of Emergency Management
118 West Capitol Avenue -
Pierre, South Dakota 57501-5070 -
(605) 773-3231 -
Fax: (605) 773-3580 -
http://dps.sd.gov/emergency_services/emergency_management/default.aspx

Utah
State Training Officer
Utah Division of Emergency Services and Homeland Security
Room 1110, State Office Building -
Salt Lake City, Utah 84114-1710 -
(801) 538-3400; (801) 538-3758 -
Fax: (801) 538-3770 -
http://publicsafety.utah.gov/emergencymanagement

Wyoming
State Training Officer
Wyoming Office of Homeland Security/
Emergency Management
1556 Riverbend Drive -
Douglas, Wyoming 82633 -
(307) 358-1920 -
Fax: (307) 638-7670 -
http://wyohomelandsecurity.state.wy.us/

REGION IX

Arizona
State Training Officer
Arizona Division of Emergency Management
5636 East McDowell Road
Phoenix, Arizona 85008 -
(602) 464-6262 -
Fax: (602) 464-6206 -
www.azdema.gov

California
State Training Officer
California Emergency Management Agency
9800 Goethe Road -
Box 46 -
Sacramento, California 95827 -
(916) 324-9128 -
Fax: (916) 324-5929 -
www.oes.ca.gov

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Hawaii State Civil Defense
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Honolulu, Hawaii 96816-4495
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Fax: (808) 733-4287 -
www.scd.hawaii.gov

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Nevada Department of Public Safety
Division of Emergency Management
2478 Fairview Drive -
Carson City, Nevada 89701 -
(775) 687-0320 -
Fax: (775) 687-0323 -
http://dem.state.nv.us/

American Samoa
Director
Territorial Emergency Management
Coordinating Office (TEMCO)
American Samoa Government
P.O. Box 4567 -
Pago Pago, American Samoa 96799 -
(684) 699-6481 -
Fax: (684) 699-6414 -

Guam
Training and Exercise Program Manager
Guam Homeland Security
Office of Civil Defense
221-B Chalan Palasyo Street -
Agana Heights, Guam 96910
(671) 475-9600 -
Fax: (671) 475-3727 -
http://guamhs.org

Northern Mariana Islands (MP)
Director
Emergency Management Office
Commonwealth of the Northern Mariana Islands
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Saipan, Mariana Islands 96950
(670) 322-8001 -
Fax: (670) 322-7743 -
www.cnmiemo.gov.mp

Republic of the Marshall Islands (MH)
Director
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Office of the Chief Secretary
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Majuro, MH 96960-0015 -
(692) 625-3234 -
Fax: (692) 625-6896 -

Federated States of Micronesia (FM)
National Disaster Control Officer
Federated States of Micronesia
P.O. Box PS-53 -
Kolonia, Pohnpei-Micronesia 96941 -
(691) 320-8815 -
Fax: (691) 320-2785 -

REGION X

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State Training Officer
Alaska Division of Homeland Security and Emergency Management
P.O. Box 5750
Building 49000, Suite B-210 -
Ft. Richardson, Alaska 99505-5750 -
(907) 428-7021 -
Fax: (907) 428-7009 -
www.ak-prepared.com/

Idaho
State Training Officer
Idaho Bureau of Homeland Security
4040 West Guard Street, Building #600 -
Boise, Idaho 83705-5004 -
(208) 422-3095 -
Fax: (208) 422-3044 -
www.bhs.idaho.gov

Oregon
State Training and Exercise Officer
Oregon Emergency Management Division
3225 State Street -
PO Box 14370 -
Salem, Oregon 97309-5062 -
(503) 378-2911 -
Fax: (503) 373-7833 -
http://www.oregon.gov/OMD/OEM/index.shtml -

Washington
State Training Officer
Washington State Emergency Management Division
Building 20, Mailstop TA-20 -
Camp Murray, Washington 98430-5122 -
(253) 512-7049 -
Fax: (253) 512-7206 -
www.emd.wa.gov/

Index of Courses and Mission Areas

On March 30, 2011, the President issued Presidential Policy Directive-8 (PPD-8). PPD-8 is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber attacks, pandemics, and catastrophic natural disasters. PPD-8 directed the Secretary of Homeland Security to develop the national preparedness goal in coordination with the heads of other appropriate Federal departments and agencies and in consultation with State, local, tribal, and territorial governments, the private and nonprivate sectors, and the public.

The National Preparedness Goal was published in September 2011. It establishes a capabilities-based approach to preparedness. Simply put, a capability provides the means to accomplish a mission. The Goal addresses preparedness for all homeland security mission areas: mitigation, prevention, protection, response, and recovery.

Prevention: Actions to avoid, prevent, or stop a threatened or actual act of terrorism. Prevention capabilities include, but are not limited to, information sharing and warning; domestic counterterrorism; and preventing the acquisition or use of Weapons of Mass Destruction (WMD).

Protection: Actions to secure the homeland against acts of terrorism and manmade or natural disasters. Protection capabilities include, but are not limited to, defense against WMD threats; defense of agriculture and food; critical infrastructure protection; protection of key leadership and events; border security; maritime security; transportation security; and cyber security.

Mitigation: Actions to reduce loss of life and property by lessening the impact of disasters. Mitigation capabilities include, but are not limited to, community-wide risk-reduction projects; efforts to improve the resilience of critical infrastructure and key resource lifelines; risk reduction for specific vulnerabilities from natural hazards or acts of terrorism; and initiatives to reduce future risks after a disaster has occurred.

Response: Actions to save lives, protect property, and the environment, and to meet basic human needs after an incident has occurred.

Recovery: Actions to assist communities affected by an incident to recover effectively. Recovery capabilities include, but are not limited to, rebuilding infrastructure systems; providing adequate interim and long-term housing for survivors; restoring health, social, and community services; promoting economic development; and restoring natural and cultural resources.

The following table matches EMI's courses with the mission areas developed to support the National Preparedness Goal. Also indicated is FEMA Employee Development for FEMA employees.

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
E/L101	Foundations of Emergency Management		X	X	X	X	X	Newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies and prospective professionals transferring from another discipline to emergency management
E/L102	Science of Disaster		X	X	X	X	X	Newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies and prospective professionals transferring from another discipline to emergency management
E/L103	Planning		X	X	X	X	X	Newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies and prospective professionals transferring from another discipline to emergency management
E/L104	Exercise Design		X	X	X	X	X	Newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies and prospective professionals transferring from another discipline to emergency management
E/L105	Public Information and Warning		X	X	X	X	X	Newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies and prospective professionals transferring from another discipline to emergency management
E106	Joint Field Office (JFO) Finance and Administration Section Chief Training					X	X	FEMA JFO Comptroller
E113	JFO Procurement Specialist Training					X	X	FEMA JFO Procurement Staff
E122	Emergency Management Accreditation Program (EMAP) Accreditation Manager Orientation/ Assessor Training		X	X	X	X	X	Emergency management personnel from State, tribal, territorial, county, and city emergency management programs
E131	Exercise Evaluation and Improvement Planning		X	X	X	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
E132	Discussion-Based Exercise Design and Evaluation		X	X	X	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	X	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	X	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
E141	Instructional Presentation and Evaluation Skills		X					SMEs responsible for delivering instruction
E/L156	Building Design for Homeland Security for Continuity of Operations (COOP) TTT		X	X	X			Federal Agency COOP Program Office Facility Management and Security Management representatives
E/L/B160	Hazard Mitigation Community Education and Outreach (CEO) in Disaster Operations	X	X	X	X	X	X	New HM Community Education and Outreach (CEO) Staff, HM CEO Specialist Experts, and Crew Leaders
E/L/B161	Hazard Mitigation Community Planning in Disaster Operations	X	X	X	X	X	X	New HM Community Planner Specialists, HM Planning Specialist Experts, and HM Planning Supervisors

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
E/L/B162	Hazard Mitigation Floodplain Management in Disaster Operations	X	X	X	X	X	X	New HM Floodplain Management Staff, HM Floodplain Management Specialist Experts, and Supervisors
E/L/B163	Hazard Mitigation Grants in Disaster Operations	X	X	X	X	X	X	New HM Grants Specialists, HM Grants Specialist Experts, and HM Grants Crew Leaders
E/L/B164	Hazard Mitigation Hazard Performance Analysis (HPA) in Disaster Operations	X	X	X	X	X	X	New HM HPA Staff, Specialist Experts, and Crew Leaders
E/L/B165	Hazard Mitigation Insurance in Disaster Operations	X	X	X	X	X	X	New HM Insurance Specialists, HM Insurance Specialist Experts, and HM Insurance Crew Leaders
E170	Hazus-MH for Hurricane		X	X	X	X	X	EM, GIS Specialists, State and Local Planners
E172	Hazus-MH for Flood		X	X	X	X	X	EM, GIS Specialists, State and Local Planners
E174	Hazus-MH for Earthquake		X	X	X	X	X	EM, GIS Specialists, State and Local Planners
E176	Hazus-MH for National Floodplain Managers		X	X	X		X	EM, GIS Specialists, State and Local Planners, State and local Floodplain Managers
E179	Application of Hazus MH for Disaster Operations			X		X	X	FEMA Mitigation Staff, State Building Science Officials, GIS professionals
E/L/B180	Core Principles for Insurance Specialists	X	X	X	X	X	X	FEMA disaster workforce employees who will serve as HM Insurance Specialists during a disaster
E/L/B181	Hazard Mitigation Advisor Course: Flood	X	X	X	X	X	X	FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
E/L/B182	Hazard Mitigation Advisor Course: Hurricane	X	X	X	X	X	X	FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
E/L/B183	Hazard Mitigation Advisor Course: Tornado	X	X	X	X	X	X	FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
E/L/B184	Hazard Mitigation Advisor Course: Earthquake	X	X	X	X	X	X	FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
E/L/B185	Hazard Mitigation Advisor Course: Wildfire	X	X	X	X	X	X	FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
E190	ArcGIS for Emergency Managers	X	X	X	X	X	X	EM, GIS Specialists
E194	Advanced Floodplain Management Concepts			X	X		X	Floodplain Managers
E/L196	Operations Section Chief (OSC)					X	X	FEMA Staff who have title of Operations Section Chief or Branch Director in ADD
E/L201	Debris Technical Specialist						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		X	X	X	FEMA Staff involved in Mitigation Grant Processes

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
E206	Conducting Hazard Mitigation Disaster Operations Training		X		X	X	X	FEMA Staff involved in Mitigation Grant Processes
E/L/B207	Introduction to Hazard Mitigation Field Operations	X	X	X	X	X	X	FEMA employees recently assigned to HM disaster operations positions, State employees recently assigned to disaster operations positions in the HM component of their organization
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 (LTCR)						X	FEMA Staff, OFAs, State LTCR Representatives
E212	Unified Hazard Mitigation Assistance: Developing Quality Application Elements			X	X			State or FEMA Staff involved in Mitigation Grants
E213	Unified Hazard Mitigation Assistance: Application Review and Evaluation		X		X		X	EM, Government Administrative
E214	Unified Hazard Mitigation Assistance: Project Implementation and Programmatic Closeout		X		X		X	EM, Government Administrative
E217	Equal Rights Officer Update Course					X	X	Current EROs
E/L/B229	Documentation Unit					X	X	FEMA Documentation Unit Leaders and Trainees
E237	National Training and Exercise Conference		X	X	X	X	X	FEMA RTMs, State Emergency Management Training Officers, State Emergency Management Exercise Officers, State Administrative Agency Representatives, Tribal Training and Exercise Officers
E/L239	406 Hazard Mitigation						X	FEMA PA Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, PA Technical Specialist, and State/Tribal PA Staff
E241	Cooperating Technical Partners (CTP): Special Topics				X			Federal/State/Local CTP Members
E247	Executive Orders (EOs) 11988 and 11990: Floodplain Management and Wetlands Protection TTT		X	X	X			EHP Cadre Members who have approval from Headquarters and/or FEMA Regional Environmental Officers
E/L248	Environmental and Historic Preservation Management Information System (EMIS) Training		X	X	X			EHP Cadre Members who have approval from Headquarters and/or FEMA Regional Environmental Officers
E249	External Affairs Planning and Products/Joint Information Center Basic Training					X	X	FEMA External Affairs Cadre Members
E252	Environmental and Historic Preservation (EHP) Cadre Training		X	X	X			EHP Cadre Members including EHP Advisors, Team Leads, and EHP Specialists
E255	EMIS TTT		X	X	X			EHP Cadre Members who serve as trainers in the field

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
E257	State Emergency Management Director Training Course		X	X	X	X	X	State Emergency Management Directors/Deputy Directors
E261	Consequence Assessment for Dam Failure Scenarios				X	X		EM, IT, Government administrative
E262	Instructional Skills 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	X	X			Staff of State or Federal Dam Safety Offices
E265	Advanced Methods of FEMA's Historic Preservation Program		X	X	X			EHP Cadre Members, Historic Preservation Specialists, FEMA TACs, State/ Tribal Representatives
E271	Hydrologic Engineering Center: Hydrologic Modeling System (HEC-HMS)		X		X			Staff of State or Federal Dam Safety Offices
E272	Managing the Floodplain Post-Disaster		X				X	EM and Government Administrative
E273	Managing Floodplain Development Through the NFIP				X		X	Floodplain Managers, Building Officials, Code Enforcement, Planners, Engineers
E274	National Dam Safety Technical Workshop (NDSTW)		X	X	X			Staff of State or Federal Dam Safety Offices
E275	Benefit-Cost Users Workshop		X		X			FEMA, State, and Local Hazard Mitigation Officials
E276	Benefit-Cost Analysis: Entry-Level Training		X		X			FEMA, State, and Local Hazard Mitigation Officials
E/L/B277	Community Relations (CR) Basic					X	X	Potential and Current CR Specialists
E278	National Flood Insurance Program/ Community Rating System (NFIP/CRS)		X	X	X			Floodplain Managers
E279	Retrofitting Flood-Prone Residential Buildings			X	X			Engineers, Architects, Building Science Officials
E282	Advanced Floodplain Management Concepts II			X	X		X	Floodplain Managers
E283	Disaster Field Training Operations (DFTO) Orientation					X	X	DFTO Cadre Member Training Specialists or Team Unit Leaders
E284	Advanced Floodplain Management Concepts III			X	X		X	Floodplain Managers
E/L287	Voluntary Agency Liaison Specialist: Functions and Methods					X	X	FEMA Voluntary Agency Liaison Specialist and Voluntary Organization Representatives
E/L289	State Volunteer and Donations Management					X	X	State, Tribal, and Federal Volunteer and Donations Managers, VOAD

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
E292	Disaster Field Operations Management (DFOM)					X	X	FEMA Employees who are Program and Functional Managers within Joint Field Offices and other disaster facilities
E294	DFTO Training Unit Leader					X	X	FEMA Employees in the DFTO Cadre
E296	Application of Hazus-MH for Risk Assessment			X	X		X	EM, GIS Specialists, State, and Local Planners
E/L300	Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300					X	X	Incident Commanders
E312	Fundamentals of Building Science			X	X			FEMA PFTs and Disaster Reservists
E313	Basic Hazus-MH			X	X	X	X	EM, GIS Specialists, State, and Local Planners
E317	Comprehensive Data Management for Hazus-MH				X			EM, GIS Specialists, State, and Local Planners
E/L/B321	Management of Individual Assistance						X	FEMA IA Group Supervisors, IA Task Force Leaders, Operations Section Chiefs, FCOs
E337	Posting Integrated Financial Management Information System (IFMIS) Transactions		X	X	X	X	X	FEMA Staff
E339	Radiological Emergency Preparedness (REP) Core Concepts Course (RCCC)					X		EM, General Public, PW
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
E347	Introduction to Mission Assignment (MA) Processing					X	X	MA Managers, MA Specialists, Action Trackers, Operations Section Chiefs, Branch Directors, and Finance and Logistics Staff as appropriate
E352	Crisis Counseling Assistance and Training Program: Training State Trainers						X	State and territory mental health coordinators, individuals with crisis counseling and training experience identified to conduct CCP training
E354	Basic Crisis Counseling Grant Program Course						X	State mental health personnel responsible for preparing CCP grant application following a qualifying Presidential declaration of disaster
E356	Individual Assistance (IA) Program Management CCP/ DUA/DLS Specialist						X	FEMA IA Program Staff
E357	State IA Operations						X	State-level staff responsible for coordinating and administering IA
E/L358	IA Branch Director Type I						X	FEMA IA Branch Directors and Operations Section Chiefs
E/L359	IA Other Needs Assistance (ONA) Specialist						X	FEMA IA Program Staff

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			Prevention	Protection	Mitigation	Response	Recovery	
E/L361	Multi-Hazard Emergency Planning for Schools		X		X	X	X	Education, Police, Fire, EM, EMS, PH
E/L362	Multi-Hazard Emergency Planning for Schools TTT		X		X	X	X	Education, Police, Fire, EM, EMS, PH
E368	Congressional Affairs Basic						X	FEMA External Affairs Cadre Members
E372	FEMA State Public Assistance (PA) Workshop						X	FEMA PA Staff, State and Tribal PA Officers
E/L374	PA Group Supervisor Course						X	FEMA PA Staff
E376	State PA Operations						X	Grantee and Subgrantee Public Assistance Program and Grant Administration Staff
E/L380	Public Assistance (PA) Task Force Leader						X	FEMA PA Staff
E/L381	Project Specialist						X	FEMA PA Group Supervisors, PA Task Force Leaders, PAC Crew Leaders, PA Project Specialists, and PA Technical Specialists
E/L382	PAC Crew Leader						X	FEMA PA Staff performing duties of PAC Crew Leader
E/L384	Defense Support of Civil Authorities (DSCA) Phase II					X	X	DOD Personnel, FCO Cadre, and FEMA Section Chiefs/Mission Assignment Staff
E386	Residential Coastal Construction		X	X	X			Engineers, Architects, Building Science Officials
E388	Advanced Public Information Officers		X	X	X	X	X	Public Information Officers, LE, Fire, EMS, PW, PH, EM
E389	Master Public Information Officer		X	X	X	X	X	Public Information Officers, LE, Fire, EMS, PW, PH, EM
E390	Integrating Emergency Management Education Into Your Institution		X					Minority Colleges and Universities Department Chairs of emergency management-related disciplines such as sociology, geography, public administration, psychology, etc.
E392	Emergency Management Higher Education Conference		X					College and University Faculty and Administrators
E/L400	Advanced ICS, Command and General Staff—Complex Incidents, ICS-400					X	X	Incident Commanders
E/L410	Mass Care/Emergency Assistance Task Force Leaders						X	FEMA IA Mass Care/Emergency Assistance Task Force Leaders
E/L411	Mass Care and Emergency Assistance Principles					X	X	FEMA IA Mass Care Specialists
E/L415	Mass Care/Emergency Assistance Group Supervisor						X	FEMA IA Mass Care/Emergency Assistance Group Supervisors
E/L422	Response Operations II—ICS-420					X		JFO FEMA Command and General Staff
E/L423	Response Operations III—ICS-320					X		JFO FEMA Command and General Staff

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			Prevention	Protection	Mitigation	Response	Recovery	
E427	Community Emergency Response Team (CERT) Program Manager					X		Professionals and volunteers who are either already CERT Program Managers or interested in being one
E428	CERT TTT					X		Current or future Course Managers for CERT Basic Training course
E431	Understanding the Emergency Management Assistance Compact (EMAC)					X	X	State Emergency Management Officials
E449	Incident Command System (ICS) Curricula TTT					X	X	ICS Trainers
E451	Leadership Attributes		X	X	X	X	X	Directors of EM or those aspiring to that role
E/L/B469	Surge Capacity Force (SCF) Staging Training					X	X	FEMA Surge Capacity Force Specialists
E/L/B470	Surge Capacity Force (SCF) Liaison Training					X	X	FEMA Surge Capacity Force Personnel
E478	Public Assistance (PA) Grants Administration for Grantees						X	Grantee Staff responsible for administering the PA Program
E/L480	PA Cost Estimating Format						X	FEMA PA Staff
E/L483	Administration of PA for Community Recovery						X	Local, county, State, or tribal officials who are or could be PA Agent Representatives
E491	Individual Assistance (IA) Direct Housing Manager						X	FEMA Direct Housing Group Supervisors, Direct Housing Task Force Leaders, Direct Housing Crew Leaders, IA Group Supervisors, and Logistics personnel assigned to manage the Logistics Support of Direct Housing missions
E/L492	IA Direct Housing Specialist						X	FEMA IA Direct Housing Specialists and Logistics personnel assigned to support Direct Housing missions
E/L493	Individual Assistance (IA) Direct Housing Support Specialist						X	FEMA IA Direct Housing Support Specialists
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
E533	Performance Excellence Series I—Leadership Skills for Emerging Leaders	X						Permanent full-time (PFT) employees at the GS-10 and below levels. CORE employees may participate on a space-available basis
E534	Performance Excellence Series I—Communication and Customer Service	X						Permanent full-time (PFT) employees at the GS-10 and below levels. CORE employees may participate on a space-available basis

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			Prevention	Protection	Mitigation	Response	Recovery	
E535	Performance Excellence Series I—Achieving Effective Results and Teamwork	X						Permanent full-time (PFT) employees at the GS-10 and below levels. CORE employees may participate on a space-available basis
E536	Performance Excellence Series I—Representing the Agency	X						FEMA Permanent full-time (PFT) employees at the GS-10 and below levels. CORE employees may participate on a space- available basis
E542	Mediation Skills for the Workplace	X						FEMA Employees
E543	Human Resources (HR) for Supervisors and Managers	X						FEMA PFTs who are supervisors or managers
E/L/B545	Basic HR for Disaster Supervisors					X	X	Supervisory FEMA Personnel
E/L548	Continuity of Operations (COOP) Program Managers TTT			X				Federal, State, local, and tribal COOP Managers who teach E/L548
E/L550	COOP Planning TTT			X				COOP Planners
E/L551	COOP Devolution Planning Workshop TTT			X				COOP Planners
E/L580	Emergency Management Framework for Tribal Governments		X	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
E/L581	Emergency Operations for Tribal Governments		X	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
E/L582	Mitigation for Tribal Governments				X		X	EM, PW, Government Officials, planning staff, grant administration staff
E610	Introduction to Instructional Design Methods	X	X	X	X	X	X	Persons assigned to Instructional Design and Curriculum Development positions or duties
E611	Instructing and Facilitating in the Classroom and Online	X	X	X	X	X	X	Persons assigned to Instructor positions or duties
E612	Managing Courses and Classrooms	X	X	X	X	X	X	Persons assigned to Instructor positions or duties
E614	Analysis and Design of Training	X	X	X	X	X	X	Persons assigned to Instructional Design and Curriculum Development positions or duties
E615	Development and Evaluation of Training	X	X	X	X	X	X	Persons assigned to Instructional Design and Curriculum Development positions or duties
E616	Training Program Management	X	X	X	X	X	X	Persons assigned to Training Management positions or duties
E617	Training Project Management	X	X	X	X	X	X	Persons assigned to Training Management positions or duties
E618	Strategic Issues in Training Management	X	X	X	X	X	X	Persons assigned to Training Management positions or duties
E660	Federal Staging Area (FSA) Operations					X	X	State, local, tribal, and Federal Logistics Personnel; DOD
E/L662	Single Point Order Tracking (SPOT)					X	X	FEMA staff who manage and track resources for disasters
E/L663	Managing Logistics Fiscal Responsibilities					X	X	FEMA unit leaders, managers, and specialists in Logistics Section

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E/L664	LSCMS Warehouse Management					X	X	FEMA Distribution Center staff
E/L680	Emergency Management—A Leadership Challenge		X	X	X	X	X	Emergency Management and Senior Leadership and Executives
E/L682	Emergency Management in the 21st Century		X	X	X	X	X	Emergency Management and Senior Leadership and Executives
E/L684	The Science of Disaster: Integration into Emergency Management Policies and Decisions		X	X	X	X	X	Emergency Management and Senior Leadership and Executives
E/L686	Putting Strategic Leadership Knowledge into Practice		X	X	X	X	X	Emergency Management and Senior Leadership and Executives
E/L/B695	FEMA Resources Unit Leader (RESL)					X	X	FEMA Resources Unit Leaders/Trainees
E696	FEMA Mission Readiness	X						FEMA PFTs
E/L/B697	FEMA Planning Section Chief (PSC)					X	X	FEMA Planning Section Chiefs/Trainees
E/L/B698	FEMA Planning Support Unit Leader (PLSL)					X	X	FEMA Planning Support Unit Leaders/Trainees
E706	Disaster Contracting						X	FEMA JFO Contract Specialists
E/L709	Introduction to FEMA Office of Chief Counsel (OCC) Field Operations—Response					X		Federal, State, local, and tribal Government Attorneys
E/L711	Introduction to FEMA OCC Field Operations—Response and Recovery					X	X	Federal, State, local, and tribal Government Attorneys
E/L713	Introduction to FEMA OCC Field Operations—Response, Recovery, and OCC Cadre Deployment					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	X	FEMA JFO Comptroller
E717	Introductory Alternative Dispute Resolution (ADR) Advisor Training	X						FEMA ADR Specialists
E/L718	Annual Intermediate ADR Advisor Training	X	X			X	X	FEMA ADR staff and ADR Cadre members with deployment experience
E/L721	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

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E/L/B726	Financial Management Concepts for Disaster Operations					X	X	FEMA FM and Comptroller Cadre Members
E727	Executive Orders (EOs) 11988 and 11990: Floodplain Management and Wetlands Protection		X	X	X			EHP Cadre Members, Environmental Floodplain Management Specialists, PAOs, Coordinators, Project Officers
E/L730	Logistics Information Management System (LIMS) for Custodial Officers					X	X	FEMA Custodial Officers or Managers
E/L731	External Affairs Overview Field Course					X	X	FEMA Disaster Reservists, COREs, PFTs
E732	Logistics Information Management System (LIMS) Mobile					X	X	FEMA staff working with Property Management
E/L733	Logistics Section Chief					X	X	FEMA Type 3 Logistics Section Chiefs, FCOs, and RRCC/NRCC Section Chiefs
E738	External Affairs Private Sector Basic					X	X	FEMA External Affairs Cadre Members
E739	Intermediate External Affairs					X	X	FEMA External Affairs Cadre Members
E743	FEMA Telecommunications Specialist					X	X	New FEMA Telecommunications Specialists
E744	FEMA Information Technology (IT) Specialist					X	X	New FEMA IT Specialists
E/L/B750	Policy, Procedure and Practice for External Affairs—Part 1					X	X	FEMA Disaster Reservists who are new members of External Affairs Cadre
E/L/B753	Policy, Procedure and Practice for External Affairs—Capstone					X	X	Members of EA Cadre who have completed 750, 751, and 752, and are either new reservists without component-specific training or who are training in a new component of External Affairs
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 IHP, Grants, and Financial Closeout TTT						X	FEMA employees working in areas of IA Financial Management or Grants Management
E762	External Affairs Operations I					X	X	EM
E763	External Affairs Operations II					X	X	EM
E764	External Affairs Operations III					X	X	EM
E765	External Affairs Operations IV					X	X	EM
E766	External Affairs Resources Support Specialist					X	X	EM

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E767	External Affairs Officer					X	X	EM
E768	FEMA Video Production					X	X	EM
E/L771	Individual Assistance Preliminary Damage Assessments (IA PDA) Field Operations					X		FEMA Employees with an open Position Task Book
E/L/B773	FEMA Information Specialist (INSP)					X	X	FEMA Information Specialists/Trainees
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
E780	Basic FEMA Safety Officer Course					X	X	FEMA Disaster Safety Officers
E/L781	Management of Individual Assistance (IA) Preliminary Damage Assessment (PDA) Field Operations (IDCL)					X		FEMA Employees with an open Position Task Book
E784	FEMA Status Check-In Recorder (SCKN)					X	X	FEMA Status Check-in Recorders/Trainees
E788	Intergovernmental Affairs Basic					X	X	FEMA External Affairs Cadre Members
E791	Interagency Consultation for Endangered Species		X	X	X			EHP Cadre Members, Environmental Specialists
E/L/B793	FEMA Planning Specialist (PLSP)					X	X	FEMA Planning Specialists/Trainees
E/L/B799	FEMA Situation Unit Leader (SITL)					X	X	FEMA Situation Unit Leaders/Trainees
E815	JFO Communications					X	X	FEMA Communications/IT and Operations Disaster Planners and Responders
E816	Phone Book Exchange (PBX) Maintenance					X	X	FEMA Communications/IT and Operations Disaster Planners and Responders
E817	Disaster Training for Information Technology (IT) Managers					X	X	FEMA IT Managers
E819	Advanced Phone Book Exchange (PBX) Operations					X	X	FEMA Communications/IT and Operations Disaster Planners and Responders
E/L821	FEMA Incident Management and Support Keystone Workshop	X	X	X		X	X	Command General Staff Members rostered to the National and Regional IMAT
E/L822	Fundamentals of Management and Support Coordination of Federal Disaster Operations					X	X	FEMA PFT Reservists and CORE employees
E/L/B823	FQS Coach-Evaluator					X	X	FEMA staff assigned to position of FQS Coach-Evaluator
E/L/B825	FEMA Incident Action Planning					X	X	FEMA staff assigned to JFO
E/L/B827	Geospatial Information System Managers and Unit Leaders					X	X	FEMA staff assigned in FQS as GIMG, or GUIL or Trainees
E835	Information Technology (IT) Enterprise System						X	FEMA ITS Staff

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E/L836	Applicant Services Program Specialist						X	EM
E841	National Emergency Management Information System–Mitigation (NEMIS MT)		X	X	X			Mitigation/State staff working HMGP Program
E861	Emergency Management Mission Integrated Environment (EMMIE) Public Assistance (PA) TTT						X	EMMIE Public Assistance Trainers
E900	IEMC: All Hazards Preparedness and Response					X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E901	IEMC: All Hazards Recovery and Mitigation			X	X		X	Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E905	IEMC: Hurricane Preparedness and Response					X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E910	IEMC: Earthquake Preparedness and Response					X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E915	IEMC: Homeland Security		X	X		X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E920	IEMC: Hazardous Materials Preparedness and Response		X	X		X		Elected Officials, HazMat specialists, VOAD, LE, Fire, EMS, PW, PH, EM
E922	IEMC: Planned Events		X	X		X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E/L930	Community-Specific Integrated Emergency Management Courses				X	X	X	LE, Fire, EMS, PW, PH, EM, Elected Officials, VOAD, PIO
E/L947	IEMC: EOC-IMT Interface					X	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).
E949	NIMS ICS All-Hazards Position-Specific: Communications Unit Leader (COML) TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L950	NIMS ICS All-Hazards Position-Specific: Incident Commander (IC) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E951	NIMS ICS All-Hazards Position-Specific: IC Course TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L952	NIMS ICS All-Hazards Position-Specific: Public Information Officer (PIO) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E953	NIMS ICS All-Hazards Position-Specific: PIO Course TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership

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E/L954	NIMS ICS All-Hazards Position-Specific: Safety Officer (SOFR) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E955	NIMS ICS All-Hazards Position-Specific: SOFR Course TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L956	NIMS ICS All-Hazards Position-Specific: Liaison Officer (LOFR) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E957	NIMS ICS All-Hazards Position-Specific: LOFR Course TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L958	NIMS ICS All-Hazards Position-Specific: Operations Section Chief (OSC) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E959	NIMS ICS All-Hazards Position-Specific: OSC Course TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L960	NIMS ICS All-Hazards Position-Specific: Division/Group Supervisor (DIVS) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E961	NIMS ICS All-Hazards Position-Specific: Division/Group Supervisor (DIVS) TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L962	NIMS ICS All-Hazards Position-Specific: Planning Section Chief (PSC) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E963	NIMS ICS All-Hazards Position-Specific: PSC Course TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L964	NIMS ICS All-Hazards Position-Specific: Situation Unit Leader (SITL) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L965	NIMS ICS All-Hazards Position-Specific: Resources Unit Leader (RESL) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E966	NIMS ICS All-Hazards Position-Specific: Resources Unit Leader (RESL) TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L967	NIMS ICS All-Hazards Position-Specific: Logistics Section Chief (LSC) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E968	NIMS ICS All-Hazards Position-Specific: LSC Course TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership

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E/L969	NIMS ICS All-Hazards Position-Specific: Communications Unit Leader (COML) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L970	NIMS ICS All-Hazards Position-Specific: Supply Unit Leader (SPUL) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L971	NIMS ICS All-Hazards Position-Specific: Facilities Unit Leader (FACL) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E972	NIMS ICS All-Hazards Position-Specific: Facilities Unit Leader (FACL) TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L973	NIMS ICS All-Hazards Position-Specific: Finance/Administration Section Chief (FSC) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E974	NIMS ICS All-Hazards Position-Specific: FSC Course TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E/L975	NIMS ICS All-Hazards Position-Specific: Finance/Administration Unit Leader (FAUL) Course					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E976	NIMS ICS All-Hazards Position-Specific: Finance/Administration Unit Leader (FAUL) TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E977	NIMS ICS All-Hazards Position-Specific: Supply Unit Leader (SPUL) TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E978	NIMS ICS All-Hazards Position-Specific: Situation Unit Leader (SITL) TTT					X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of State and/or local Type III or Type IV Incident Management Teams (IMTs) or working to gain team membership
E979	Security Orientation					X	X	Newly hired FEMA Security Managers
E980	Security Recertification					X	X	Security Managers and Specialists belonging to FEMA Security Cadre
E981	Advanced Disaster Safety Officer					X	X	FEMA Safety Cadre Members
G108	Community Mass Care Management					X	X	EM, Red Cross, VOAD
G110	Emergency Management Operations Course (EMOC) for Local Governments		X	X	X	X	X	EM, EMS, Fire, LE, PW, EOC Staff, VOAD, PIO
G130	Exercise Evaluation		X	X	X	X	X	EM, Public Information Officials, Fire, EMS, PH, LE, PW, VOAD, Private

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
G135	Exercise Control/ Simulation		X	X	X	X	X	EM, Public Information Officer, Fire, EMS, PH, LE, PW, VOAD, Private Industry
G137	Exercise Program Manager/Management		X	X	X	X	X	EM, Public Information Officer, Fire, EMS, PH, LE, PW, VOAD, Private Industry
G138	Exercise Practicum for the Master Exercise Practitioner		X	X	X	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	X	LE, Fire, EMS, PW, PH , EM
G194.1	Local Floodplain Manager Roles and Responsibilities		X	X			X	Floodplain Managers
G194.2	NFIP Rules and Regulations in Depth		X	X			X	Floodplain Managers
G194.3	Letters of Map Change (LOMC)		X	X			X	Floodplain Managers
G194.4	Preparing for Post-Disaster Responsibilities		X	X			X	Floodplain Managers
G197	Planning for Disability Integration in Emergency Management					X		EM, Access and Functional Needs Agencies, PH, Hospital Personnel, EMS, Evacuation Planners
G202	Debris Management Planning for State, Tribal, and Local Officials						X	State, local, and tribal EM
G203	Public Assistance (PA) Program Applicant Workshop						X	EM
G235	Emergency Planning		X		X			Emergency Management Personnel
G249	Managing People in Disasters: A Local Perspective		X	X	X	X	X	EM
G251	Amateur Radio Resources					X		EM, Amateur Radio Emergency Services
G265	Instructional Delivery Skills		X					State and Local Emergency Management Trainers
G270.3	Expedient Flood Training		X					EM, Community Volunteers, Fire
G270.4	Recovery from Disaster: The Local Government Role						X	State, Local, and Tribal EM
G271	Hazardous Weather and Flood Preparedness		X	X	X	X		EM, PW, National Weather Service, Elected Officials, Fire
G272	Warning Coordination		X			X		EM
G277	Residential Coastal Construction		X	X	X			Engineers, Architects, Building Science Officials
G278	Benefit-Cost Analysis: Entry-Level Training		X	X	X	X		FEMA State, Local, Hazard Mitigation Officials
G279	Retrofitting Flood-Prone Residential Buildings			X	X			Engineers, Architects, Building Science Officials

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
G282.1	Flood Insurance for the Local Floodplain Manager			X	X		X	Floodplain Managers, Building Officials, Planners, Code Enforcement
G282.2	Hydrology and Hydraulics for the Floodplain Manager		X	X	X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G282.3	Manufactured Homes and Recreational Vehicles (RVs) in the Floodplain		X	X	X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G282.4	Higher Standards and No-Adverse Impact Concepts in Floodplain Management		X	X	X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G284.1	Floodway Standards		X	X	X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G284.2	Disconnects Between NFIP Regulations and Insurance		X	X	X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G284.3	Common Noncompliance Issues		X	X	X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G284.4	Digital Flood Insurance Rate Maps (Digital FIRMs)		X	X	X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G284.5	Substantial Improvement/ Substantial Damage		X	X	X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G288	Local Volunteer and Donations Management					X	X	State and local Emergency Managers, members of voluntary organizations, VOAD
G289	Public Information Officer (PIO) Awareness Training					X		New Public Information Officers in EM and related fields of LE, Fire, EMS, PW, PH, EM
G290	Basic PIO					X		Public Information Officers in EM and related fields of LE, Fire, EMS, PW, PH, EM
G291	Joint Information System/Center Planning for Tribal, State, and Local PIOs					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	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

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
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		X			Members of LEPC, EM, HazMat, Inspectors, LE, Fire, and Media
G320	Fundamentals Course for Radiological Response					X		Federal, State, tribal, and local LE, Fire, EM, PW, PH, EM (generally first and second-level responders)
G351	Who's in Charge Here?: Exercising Leadership in an Emergency or Disaster					X	X	Chief elected and appointed officials
G357	Emergency Response to Criminal and Terrorist Incidents					X		LE, EMS, EM, Fire, HazMat
G358	Evacuation and Re-entry Planning Course					X	X	EM, Planners, persons responsible for evacuations
G361	Flood Fight Operations		X	X				EM, PW, Elected Officials
G363	Hurricane Readiness for Coastal Communities					X	X	EM, Fire, LE
G364	Multi-Hazard Emergency Planning for Schools		X	X	X	X	X	Education, Police, Fire, EMS, EM, PH
G365	Workshop: Partnerships for Creating and Maintaining Spotter Groups		X	X				EM, National Weather Service, Community Volunteers
G366	Planning for the Needs of Children in Disasters			X	X	X		EM, School Officials, and NGOs
G367	Emergency Planning for Campus Executives		X	X			X	Presidents, Vice Presidents, Provosts, Chancellors, Deans, and other leadership positions at institutions of higher education
G386	Mass Fatalities Incident Response					X	X	EM
G393	Mitigation for Emergency Managers			X	X	X	X	EM, Mitigation Planners; tribal, State and local Officials
G400	Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents, ICS-400					X	X	LE, Fire, EMS, PW, PH, EM
G402	ICS Overview for Executives and Senior Officials, ICS-402					X	X	Elected or Appointed Officials, Agency Administrators, Executives
G408	Homeland Security Planning for Local Governments		X	X				Planners from LE, Fire, EMS, PW, PH, EM
G434.a	Earthquake Safety for Schools		X		X	X	X	Educators
G436	Earthquakes: A Teacher's Package for K–6		X		X	X	X	Teachers

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
G439	Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7–12		X		X	X	X	Teachers
G489	Management of Spontaneous Volunteers in Disasters					X	X	EM
G548	COOP Managers Training Course			X		X		Federal, State, local, and tribal COOP Managers
G556	Local Damage Assessment					X	X	Local officials responsible for assessing, collecting, and reporting damages
G557	Rapid Needs Assessment						X	State, tribal, and local EM, Fire, LE, PW, PH
G575	Communications Interoperability Course					X	X	State, local EM
G775	Emergency Operations Center (EOC) Management and Operations					X	X	Emergency Managers and Staff, First Responders, Private Industry, and Voluntary Agency Personnel
IS-1.a	Emergency Manager: An Orientation to the Position		X	X	X	X	X	State, local 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			X		LE, Fire, EMS, PW, PH, EM, General Public
IS-7	A Citizen's Guide to Disaster Assistance					X	X	General Public
IS-8.a	Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699		X	X	X			Building Officials, Planners, Local Government Leaders
IS-10.a	Animals in Disaster: Module A, "Awareness and Preparedness"		X	X	X	X	X	General Public, Animal Welfare Officials, Local EM
IS-11.a	Animals in Disaster: Module B, "Community Planning"		X	X	X	X	X	General Public, Animal Welfare Officials, Local EM
IS-15.b	Special Events Contingency Planning for Public Safety Agencies			X				LE, Fire, EMS, PW, PH, EM
IS-18.12	FEMA Equal Employment Opportunity (EEO) Employee Course 2011	X						FEMA employees
IS-19.12	FEMA EEO Supervisor Course	X						FEMA employees
IS-20.12	Diversity Awareness	X						FEMA employees
IS-21.12	Civil Rights and FEMA Disaster Assistance	X						FEMA employees
IS-22	Are You Ready? An In-Depth Guide to Citizen Preparedness		X	X	X	X	X	General Public

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
IS-23	Custodial Officer Training					X	X	FEMA staff working with Property Management
IS-24	Receiving Officer Training					X	X	FEMA staff working with Property Management
IS-25	Basic Property Management					X	X	FEMA staff working with Property Management
IS-26	Guide to Points of Distribution					X	X	EM Planners
IS-27	Orientation to FEMA Logistics					X	X	FEMA Logistics Staff, all FEMA cadres, government and private sector partners who interface with FEMA Logistics
IS-29	Public Information Officer Awareness Training					X	X	EM
IS-30	Mitigation eGrants for the Subgrant Applicant		X	X	X		X	Local, State, and tribal officials involved with development of flood mitigation assistance and Pre-Disaster Mitigation competitive projects
IS-31	Mitigation eGrants for the Grant Applicant		X	X	X		X	State and tribal officials involved with development of flood mitigation assistance and Pre-Disaster Mitigation competitive projects
IS-32	Mitigation eGrants Internal System		X	X	X		X	New and existing FEMA Regional and HQ Internal Staff who use Internal eGrants System to administer various grants programs
IS-33.12	FEMA Initial Ethics Orientation 2011	X						All new FEMA employees
IS-35.12	FEMA Safety Orientation	X						All new FEMA employees
IS-36	Multi-Hazard Planning for Childcare		X		X	X	X	EM, LE, PH, General Public
IS-37	Managerial Safety and Health	X						Any FEMA personnel who supervise or manage FEMA staff
IS-55.a	Household Hazardous Materials			X				General Public
IS-75	Military Resources in Emergency Management					X		EM
IS-100.b	Introduction to the Incident Command System (ICS), ICS-100					X		LE, Fire, EMS, PW, PH, EM
IS-100. FDA	Introduction to the Incident Command System (ICS) , ICS-100, for Food and Drug Administration					X	X	U.S. Food and Drug Administration staff
IS-100. FWa	Introduction to the ICS, ICS-100, for Federal Workers					X	X	Federal Disaster Workers
IS-100. HCb	Introduction to the ICS, ICS-100, for Healthcare/Hospitals					X	X	Healthcare, Public Health
IS-100.HE	Introduction to the ICS, ICS-100, for Higher Education					X	X	LE, Fire, EMS, PH, EM, Universities
IS-100.LEb	Introduction to the ICS, ICS-100, for Law Enforcement					X	X	LE, Fire, EMS, PW, PH, EM
IS-100. PWb	Introduction to the ICS, ICS-100, for Public Works Personnel					X	X	LE, Fire, EMS, PW, PH, EM
IS-100. SCa	Introduction to the ICS, ICS-100, for Schools					X	X	LE, Fire, EMS, PH, EM, Schools

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
IS-101.a	Deployment Basics					X	X	FEMA Employee Readiness
IS-102.a	Deployment Basics for FEMA Response Partners					X	X	Non-FEMA Employee Readiness (Federal level)
IS-106.12	Workplace Violence Awareness Training	X						FEMA employees
IS-107.12	FEMA Travel Rules and Regulations 2011	X						FEMA employees
IS-111.a	Livestock in Disasters		X	X	X	X	X	Animal Owners, EM, Agriculture Officials
IS-120.a	An Introduction to Exercises		X	X	X	X	X	EM, Public Information Officers, Fire, EMS, PH, LE, PW, VOAD, Private Industry
IS-130	Exercise Evaluation and Improvement Planning		X	X	X	X	X	EM, Public Information Officers, Fire, EMS, PH, LE, PW, VOAD, Private Industry
IS-139	Exercise Design		X	X	X	X	X	EM, Public Information Officers, Fire, EMS, PH, LE, PW, VOAD, Private Industry
IS-197.EM	Integrating Access and Functional Needs into Emergency Planning for Emergency Managers		X	X				EM, Governmental Administrative, General Public
IS-197.SP	Integrating Access and Functional Needs into Emergency Planning for Service Providers		X	X				EMS, FF, LE, PH, PW, Transportation, Medical, Public Safety, General Public
IS-200.b	ICS for Single Resources and Initial Action Incidents, ICS-200					X	X	LE, Fire, EMS, PW, PH, EM
IS-200. HCa	Applying ICS to Healthcare Organizations					X		Healthcare Professionals
IS-201	Forms Used for the Development of the Incident Action Plan					X	X	LE, Fire, EMS, PW, PH, EM
IS-207	Overview of the FEMA Qualification System (FQS) and Qualification Review Boards (QRBs)		X	X	X	X	X	All FEMA employees
IS-208.a	State Disaster Management		X	X	X	X	X	Federal, State, and tribal EM
IS-212	Introduction to Unified Hazard Mitigation Assistance			X	X			General Public, EM
IS-230.b	Fundamentals of Emergency Management		X	X	X	X	X	EM
IS-235.b	Emergency Planning		X	X	X	X	X	EM
IS-240.a	Leadership and Influence		X	X	X	X	X	EM
IS-241.a	Decision Making and Problem Solving		X	X	X	X	X	EM
IS-242.a	Effective Communication		X	X	X	X	X	EM
IS-244.a	Developing and Managing Volunteers					X	X	EM

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
IS-245.a	Introduction to the Defense Priorities and Allocations System (DPAS)		X	X		X	X	FEMA personnel responsible for management and oversight of FEMA EM programs
IS-246.12	Implementing the Defense Priorities and Allocations System (DPAS)					X		FEMA DPAS Officers
IS-247.a	Integrated Public Alert and Warning System (IPAWS)		X			X		EM, LE, Fire, Dispatch, and NWS
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
IS-265	Basic Instructional Skills		X					Members of State, local, tribal emergency management disciplines
IS-271.a	Anticipating Hazardous Weather and Community Risk		X	X	X	X	X	General Public, EM
IS-279	Retrofitting Flood-Prone Residential Buildings			X	X			Engineers, Architects, Building Science Officials
IS-288	The Role of Voluntary Agencies in Emergency Management					X	X	State and Federal voluntary agency liaisons
IS-293	Mission Assignment (MA) Overview					X	X	Local, State, tribal, and other Federal Agency and FEMA/DHS Program and Financial Staff
IS-301	Radiological Emergency Response					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-318	Mitigation Planning for Local and Tribal Communities				X	X	X	EM, Fire, LE, PH, PW, Government Administrative, General Public
IS-324.a	Community Hurricane Preparedness		X			X		LE, Fire, EMS, PW, PH, EM appointed or elected officials
IS-325	Earthquake Basics—Science, Risk, and Mitigation				X	X	X	EM, General Public
IS-326	Community Tsunami Preparedness		X			X		Coastal Emergency Managers
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

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
IS-346	Orientation to Hazardous Materials for Medical Personnel		X					Fire, EMS, PH, and Medical/Hospital Staff
IS-362.a	Multi-Hazard Emergency Planning for Schools		X		X	X	X	Education, EM, LE, General Public
IS-366	Planning for the Needs of Children in Disasters		X	X	X	X	X	EM, School Officials, and NGOs
IS-386	Introduction to Residential Coastal Construction		X	X	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-395	FEMA Risk Assessment Database		X	X	X			Architects, Engineers, Security Personnel, Faculty Planners, COOP Personnel
IS-403	Introduction to Individual Assistance (IA)						X	FEMA Employees, State IA Officers
IS-420	Implementing the Emergency Food and Shelter National Board Program					X	X	State Set-Aside Committees, Local Boards, and Local Recipient Organizations
IS-450	Emergency Preparedness for Federal Employees	X	X	X				Federal Employees Outside of National Capital Region
IS-450. NCR	Emergency Preparedness for Federal Employees in the National Capital Region	X	X	X				Federal employees living and working inside the National Capital Region
IS-453	Introduction to Homeland Security Planning	X	X	X				All DHS employees
IS-454	Fundamentals of Risk Management	X	X	X	X	X	X	All DHS employees
IS-520	Introduction to Continuity of Operations (COOP) Planning for Pandemic Influenzas			X		X		Personnel at any level of government, representatives from NGOs, or representatives from private industry who may have a need for a basic understanding of pandemic influenza and the impacts that they can expect should a widespread pandemic occur in the United States
IS-522	Exercising Continuity Plans for Pandemics			X		X		Personnel at any level of government, representatives from NGOs, or representatives from private industry who desire to conduct a short tabletop continuity pandemic exercise (Determined Accord). Participants should be familiar with their agency/organization continuity and pandemic plans.
IS-546.12	COOP Awareness			X		X		LE, Fire, EMS, PW, PH, EM, Appointed or Elected Officials
IS-547.a	Introduction to COOP			X		X		LE, Fire, EMS, PW, PH, EM, Agency Managers, COOP Planners
IS-548	COOP Program Manager			X		X		LE, Fire, EMS, PW, PH, EM, Agency Managers, COOP Managers
IS-551	Devolution Planning			X		X		LE, Fire, EMS, PW, PH, EM, Agency Managers, COOP Managers
IS-552	The Public Works Role in Emergency Management					X	X	EM, PW, appointed or elected officials
IS-554	Emergency Planning for Public Works				X	X	X	EM, Public Works, Transportation

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
IS-556	Damage Assessment for Public Works				X	X	X	EM, Public Works, Transportation
IS-558	Public Works and Disaster Recovery				X	X	X	EM, Public Works, Transportation
IS-559	Local Damage Assessment					X	X	Local officials responsible for assessing, collecting, and reporting damages
IS-613	Technical Writing	X	X	X	X	X	X	EM, General Public
IS-619	Research in Training and Education	X	X	X	X	X	X	Training PROFESSIONALS
IS-632.a	Introduction to Debris Operations						X	EM
IS-634	Introduction to the Public Assistance (PA) Program						X	EM, General Public
IS-650.a	Building Partnerships with Tribal Governments					X	X	Disaster workers who interface with tribal people during times of disaster
IS-660	Introduction to Public-Private Partnerships		X	X	X	X	X	State, tribal, local, voluntary agency, and private sector officials who are active in disasters
IS-700.a	NIMS, An Introduction		X	X	X	X	X	All persons with response or recovery responsibilities
IS-701.a	Multi-Agency Coordination System (MACS) Course		X	X	X	X	X	State, tribal, local, voluntary agency, and private sector officials who broker assets to support incident management
IS-702.a	NIMS Public Information Systems					X		Local, State Public Information Officers
IS-703.a	NIMS Resource Management					X		State and local individuals responsible for effectively developing and maintaining a resource management system within the EOC or ICS
IS-704	NIMS Communications and Information Management		X	X		X		EM, Fire, LE, EMS, EOC Personnel
IS-706	NIMS Intrastate Mutual Aid—An Introduction					X		State, tribal, local Emergency Response and Coordination Staff
IS-775	Emergency Operations Center (EOC) Management and Operations		X			X	X	Local, State, tribal, and private sector EOC Managers and Staff
IS-800.b	National Response Framework (NRF), An Introduction					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-801	ESF #1—Transportation					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-802	ESF #2—Communications					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-803	ESF #3—Public Works and Engineering					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-804	ESF #4—Firefighting					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-805	ESF #5—Emergency Management					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-806	ESF #6—Mass Care, Emergency Assistance, Housing, and Human Services					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers

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			Prevention	Protection	Mitigation	Response	Recovery	
IS-807	ESF #7—Logistics Management and Resource Support Annex					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-808	ESF #8—Public Health and Medical Services					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-809	ESF #9—Search and Rescue					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-810	ESF #10—Oil and Hazardous Response Annex					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-811	ESF #11—Agriculture and Natural Resources					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-812	ESF #12—Energy					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-813	ESF #13—Public Safety and Security Annex					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-814	ESF #14—Long-Term Community Recovery					X	X	Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-820	Introduction to National Response Framework (NRF) Support Annexes					X	X	Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-821	Critical Infrastructure and Key Resources Support Annex			X				Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-830	Introduction to NRF Incident Annexes					X		Federal, State, tribal, local EM, and Private Sector and NGO
IS-836	Nuclear/Radiological Incident Annex					X		Local, State, tribal, and Federal First Responders, EM Planners, and Managers
IS-860.a	National Infrastructure Protection Plan (NIPP)			X				DHS and other Federal staff responsible for implementing the NIPP, tribal, State, local, and private sector EM professions
IS-870	Dams Sector: Crisis Management					X	X	All Dams Sector facility owners and operators, with emphasis on owners and operators seeking the fundamentals of the crisis management elements of a risk management program
IS-871	Dams Sector: Security Awareness		X	X				All Dams Sector facility owners and operators, with emphasis on owners and operators seeking the fundamentals of the crisis management elements of a risk management program
IS-872	Dams Sector: Protective Measures		X	X		X		All Dams Sector facility owners and operators, with emphasis on owners and operators seeking the fundamentals of the crisis management elements of a risk management program
IS-890.a	Introduction to the Interagency Security Committee (ISC)			X				Federal facility security professionals, engineers, building owners, construction contractors, architects, general public
IS-891	Facility Security Level (FSL) Determinations for Federal Facilities			X				Federal personnel with responsibilities for security-related policies, programs, projects, and/or operations for their department or agency
IS-892	Physical Security Criteria for Federal Facilities			X				Federal personnel with responsibilities for security-related policies, programs, projects, and/or operations for their department or agency
IS-901	Section 508 Awareness Course		X					FEMA staff, contractors, general public
IS-906	Workplace Security Awareness		X					Private Business/Industry, Emergency Management Personnel
IS-907	Active Shooter: What You Can Do			X		X		Private Business/Industry, General Public, Emergency Management Personnel

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
IS-909	Community Preparedness: Implementing Simple Activities for Everyone				X	X	X	Federal, State, local, tribal, EM, and Non-governmental NGO, and Individuals and Families
IS-912	Retail Security Awareness: Understanding the Hidden Hazards			X				Private Sector
IS-1900	National Disaster Medical System (NDMS) Federal Coordinating Center (FCC) Operations Course			X		X	X	FCC
L253	Introduction to Environmental and Historic Preservation Compliance		X	X	X			EHP Cadre Members, new EHP Specialists, FEMA Program Staff, TACs, State/tribal and Community Representatives
L304	Radiological Emergency Preparedness (REP) Exercise Evaluation (Non-Resident) Regional Delivery		X			X		EM, Federal, State, tribal, and Local REP Staff
L324	Hurricane Preparedness for Decision Makers			X		X		Coastal EMs, elected officials, and evacuation planners
L348	Orientation to Mission Assignments					X	X	FEMA Staff, OFA Staff, State EM
L363	Multi-Hazard Emergency Planning for Higher Education		X	X		X	X	University/College Officials, Police, Fire, EM, EMS, PH
L369	Congressional Affairs Basic Field Course						X	External Affairs Cadre members
L385	External Affairs Planning and Products/ Joint Information Center Basic Training Field Course					X	X	FEMA Disaster Reservists, CORE and PFT employees
L488	Local Volunteer and Donations Management: Training the Team					X	X	EM
L552	Continuity of Operations (COOP) for Tribal Governments			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
L583	Emergency Management Overview for Tribal Leaders					X	X	Tribal elected and appointed officials
L737	External Affairs Private Sector Basic Field Course					X	X	FEMA External Affairs Cadre or all FEMA Staff working in JFO
L747	Practical Application of Emergency Support Function (ESF) #15 for Enhancing Interagency Collaboration					X	X	EM
L748	Assistant External Affairs Officer					X	X	Members of EA Cadre

Course Code	Course Title	FEMA Employee Development	Mission Areas					Target Audience
			Prevention	Protection	Mitigation	Response	Recovery	
L751	Policy, Procedure and Practice for External Affairs—Field Internship Part 1					X	X	Members of EA Cadre who have never been deployed and have completed 750
L752	Policy, Procedure and Practice for External Affairs—Field Internship Part 2					X	X	Members of EA Cadre who have never been deployed and have completed 750 and 751
L790	Intergovernmental Affairs Basic Field Course					X	X	FEMA External Affairs Cadre or all FEMA Staff working in JFO
L990	Hurricane Liaison Team (HLT)					X	X	FEMA Personnel assigned to the HLT (work at National Hurricane Center)

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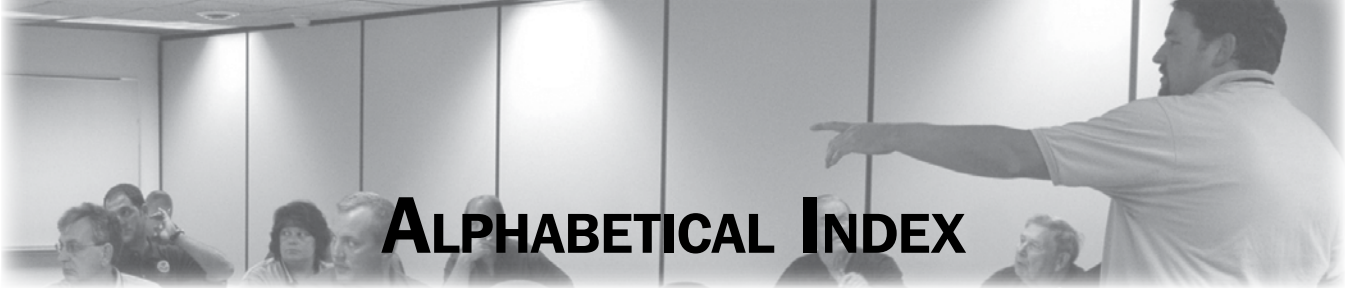
Acronyms

AAC	After-Action Conference
AAR	After-Action Report
ACE	American Council on Education
ACN	Additional Communication Needs
ADD	Automated Deployment Database
ADR	Alternative Dispute Resolution
AEAO-CA	Assistant External Affairs Officer-Congressional Affairs
AEAO-CR	Assistant External Affairs Officer-Community Relations
AEAO-IGA	Assistant External Affairs Officer-Intergovernmental Affairs
AEAO-JIC	Assistant External Affairs Officer-Joint Information Center
AEAO-P&P	Assistant External Affairs Officer-Planning and Products
AEAO-PS	Assistant External Affairs Officer-Private Sector
AEBM	Advanced Engineering Building Model
AED	Automated External Defibrillation
AFO	Area Field Office
AGU	American Geophysical Union
AHIMT	All-Hazards Incident Management Team
ANSI	American National Standards Institute
APA	American Psychological Association
APO	Army Post Office Accountable Property Officer
APS	Advanced Professional Series
APWA	American Public Works Association
ARF	Action Request Form
ART	Advanced Responder Training
ASCE	American Society of Civil Engineers
ASFPM	Association of State Floodplain Managers
BBP	Blood Borne Pathogen
BC	Benefit-Cost
BCA	Benefit-Cost Analysis
BFE	Base Flood Elevation
CA	Congressional Affairs
CAP	Common Alerting Protocol
CC	Crisis Counseling
CCP	Crisis Counseling Program
CDC	Centers for Disease Control and Prevention
CDP	Center for Domestic Preparedness Civil Defense Program
CDSC	Civil Defense Staff College
CEC	Comprehensive Exercise Curriculum Continuing Education Credit
CEF	Cost Estimating Format
CEM	Certified Emergency Manager
CEO	Community Education and Outreach
CERT	Community Emergency Response Team
CEU	Continuing Education Unit
CFM	Certified Floodplain Manager
CFR	Code of Federal Regulations
CHDS	Center of Homeland Defense and Security
CIKR	Critical Infrastructure and Key Resources
COML	NIMS ICS Communications Unit Leader
COOP	Continuity of Operations
CORE	Cadre of On-Call Response Employees
COS	Chief of Staff
COST	Cost Unit Leader
CPG	Comprehensive Preparedness Guide
CPR	Cardiopulmonary Resuscitation
CR	Community Relations
CRS	Community Rating System
CTP	Cooperating Technical Partners
DCPA	Defense Civil Preparedness Agency
DFC	Disaster Finance Center
DFIRM	Digital Flood Insurance Rate Map
DFOM	Disaster Field Operations Management
DFTO	Disaster Field Training Operations
DHS	Department of Homeland Security
DIR	Disaster Initiated Review
DIVS	NIMS ICS Division/Group Supervisor
DLS	Disaster Legal Services
DOCL	Documentation Unit Leader
DOD	Department of Defense
DOE	Department of Energy
DPAS	Defense Priorities and Allocations System
DRC	Disaster Recovery Center

DSCA Defense Support of Civil Authorities
DUA Disaster Unemployment Assistance
EA External Affairs
EAO External Affairs Officer
EEO Equal Employment Opportunity
EHP Environmental and Historic Preservation
EMAC Emergency Management Assistance Compact
EMAP Emergency Management Accreditation Program
EMEA Emergency Manager Executive Academy
EMI Emergency Management Institute
EMIS Environmental and Historic Preservation Management Information System
EMLA Emergency Manager Leaders Academy
EMMIE Emergency Management Mission Integrated Environment
EMOC Emergency Management Operations Course
EMPP Emergency Management Professional Program
EMS Emergency Medical Services
EO Executive Order
EOC Emergency Operations Center
EOP Emergency Operations Plan
EPA Environmental Protection Agency
ERO Equal Rights Office
ERT Emergency Response Team
ESA Endangered Species Act
ESF Emergency Support Function
ESFLG ESF Leader's Group
EST Emergency Support Team
EVM Earned Value Management
FACL NIMS ICS Facilities Unit Leader
FAUL NIMS ICS Finance/Administration Unit Leader
FBI Federal Bureau of Investigation
FCC Federal Coordinating Center
FCD Federal Continuity Directive
FCDA Federal Civil Defense Administration
FCO Federal Coordinating Officer
FDA Food and Drug Administration
FEKC FEMA Employee Knowledge Center
FEMA Federal Emergency Management Agency
FIRM Flood Insurance Rate Map
FIS Flood Insurance Studies
FIT Flood Information Tool
FMR Federal Management Regulation
FOIA Freedom of Information Act
FPM Floodplain Management
FPO Fleet Post Office
FQS FEMA Qualification System
FSA Federal Staging Area
FSC NIMS ICS Finance/Administration Section Chief
FSC2 Finance/Administration Section Chief Type II
FSE Full-Scale Exercise
FSL Facility Security Level
FTIN FEMA Training Identification Number
FX Functional Exercise
FWS U.S. Fish and Wildlife Service
G Graduate Program or Code for State/Local/Tribal Field Courses
GIMG Geospatial Information System Manager
GIS Geographic Information System
GIUL Geospatial Information Unit Leader
HAZUS Hazards United States
HEC-HMS Hydrologic Engineering Center: Hydrologic Modeling System
HEC-RAS Hydrologic Engineering Center: Riverine Analysis System
HES Hurricane Evacuation Studies
HLT Hurricane Liaison Team
HM Hazard Mitigation
HMA Hazardous Materials Accident
Hazard Mitigation Assistance
HMGP Hazard Mitigation Grant Program
HMT Hazardous Materials Team
HPA Hazard Performance Analysis
HR Human Resources
HSEEP Homeland Security Exercise and Evaluation Program
HSIN-CS Homeland Security Information Network
HUD Department of Housing and Urban Development
IA Individual Assistance
IACET International Association for Continuing Education and Training

IAEM International Association of Emergency Managers
IAP Incident Action Plan
IC Incident Commander
ICS Incident Command System
ICS/EOC Incident Command System/Emergency Operations Center
IDCL Individual Assistance Preliminary Damage Assessment Field Operations
IEMC Integrated Emergency Management Course
IEMS Integrated Emergency Management System
IFMIS Integrated Financial Management Information System
IGA Intergovernmental Affairs
IHP Individuals and Households Program
IMAT Incident Management Assistance Team
IMT Incident Management Team
INSP Information Specialist
IPAWS Integrated Public Alert and Warning System
IS Independent Study
ISB Incident Support Base
ISC Interagency Security Committee
ISP Independent Study Program
IT Information Technology
ITS Information Technology System
JFO Joint Field Office
JIC Joint Information Center
JIS Joint Information System
LD Lower Division
Limited Data
LEP Limited English Proficiency
LEPC Local Emergency Planning Committee
LIMS Logistics Information Management System
LOFR NIMS ICS Liaison Officer
LOMC Letter of Map Change
LRC Learning Resource Center
LSC NIMS ICS Logistics Section Chief
LSCMS Logistics Supply Chain Management System
LTCR Long-Term Community Recovery
MA Mission Assignment
MACS Multi-Agency Coordination System
MC/EA Mass Care and Emergency Assistance
MEPP Master Exercise Practitioner Program
MERRTT Modular Emergency Radiological Response Transportation Training
MSDS Materials Safety Data Sheet
MTP Master Trainer Program
NAI No-Adverse Impact
NDMS National Disaster Medical System
NDPTC National Disaster Preparedness Training Center
NDSTW National Dam Safety Technical Workshop
NEHRP National Earthquake Hazards Reduction Program
NEMA National Emergency Management Association
NEMIS National Emergency Management Information System
NEMIS-MT National Emergency Management Information System–Mitigation
NEPA National Environmental Policy Act
NETC National Emergency Training Center
NFA National Fire Academy
NFIP National Flood Insurance Program
NFP National Framework Plan
NGO Non-Governmental Organization
NHC National Hurricane Center
NHPA National Historic Preservation Act
NIC National Integration Center
NIMS National Incident Management System
NIPP National Infrastructure Protection Plan
NMFS National Marine Fisheries Service
NPLI National Preparedness Leadership Initiative
NPS Naval Postgraduate School
NPSC National Processing Service Center
NRCC National Response Coordination Center
NRF National Response Framework
NRIA Nuclear/Radiological Incident Annex
NSEC National Standard Exercise Curriculum
NSTA National Science Teachers Association
NTF Noble Training Facility
NUREG Nuclear Regulatory Guide
NWCG National Wildfire Coordinating Group
NWS National Weather Service

OCC Office of Chief Counsel
OCFO Office of Chief Financial Operations
OFA Other Federal Agency
OMB Office of Management and Budget
ONA Other Needs Assistance
OSC Operations Section Chief
OSHA Occupational Safety and Health Administration
PA Public Assistance
PAC Public Assistance Coordinator
PBX Phone Book Exchange
PDA Preliminary Damage Assessment
PDS Professional Development Series
PFT Permanent Full-Time
PIO Public Information Officer
PKEMRA Post-Katrina Emergency Management Reform Act
PLSL Planning Support Unit Leader
PMO Property Management Officer
PNP Private Non-Profit
POC Point of Contact
POD Points of Distribution
POI Plan of Instruction
POV Privately Owned Vehicle
PPD Presidential Policy Directive
PRODEM Proficiency Demonstration
PS Program Support
PSC NIMS ICS Planning Section Chief
PTA Parent Teacher Association
PTB Position Task Book
QRB Qualification Review Board
RAAC Radiological Accident Assessment Concepts
RATS Request Action Tracking System
REP Radiological Emergency Preparedness
RESL NIMS ICS Resources Unit Leader
RESP Reports Specialist
RISC Regional Interagency Steering Committee
ROC Regional Operations Center
RRCC Regional Response Coordination Center
RV Recreational Vehicle
SAMHSA Substance Abuse and Mental Health Services Administration
SCKN Status Check-In Recorder
SCO State Coordinating Officer
SEMA State Emergency Management Agency
SCF Surge Capacity Force
SHMR Safety, Health and Medical Readiness Division
SID Student Identification
SI/SD Substantial Improvement/Substantial Damage
SIMCELL Simulation Cell
SITL NIMS ICS Situation Unit Leader
SLOSH Sea, Lake, and Overland Surge from Hurricanes
SME Subject Matter Expert
SOFR NIMS ICS Safety Officer
SOP Standard Operating Procedures
SPOT Single Point Order Tracking
SPUL NIMS ICS Supply Unit Leader
SRO School Resource Officer
SSN Social Security Number
TA Travel Authorization
TAC Technical Assistance Contractor
TEEX Texas Engineering Extension Service
TEI Training and Exercise Integration
TFT Temporary Full-Time
THIRA Threat and Hazard Identification and Risk Assessment
TIC Toxic Industrial Chemicals
TTT Train-the-Trainer
UASI Urban Area Security Initiative
UD Upper Division
UHMA Unified Hazard Mitigation Assistance
USACE U.S. Army Corps of Engineers
USCG U.S. Coast Guard
USDA United States Department of Agriculture
USFA United States Fire Administration
USGS U.S. Geological Survey
VAL Voluntary Agency Liaison
VOAD Voluntary Organizations Active in Disaster
VRC Volunteer Reception Center
WMD Weapons of Mass Destruction



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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 August 31, 2013

SECTION I - GENERAL INFORMATION

1. U.S. Citizen ☐ YES ☐ 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?
☐ NO ☐ 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
1. ☐ STATEWIDE
2. ☐ COUNTY GOVERNMENT
3. ☐ CITY/TOWN/VILLAGE
4. ☐ SPECIAL DISTRICT/TOWNSHIP/ TRIBAL NATION
5. ☐ FEDERAL/MILITARY (non-DHS)
6. ☐ INDUSTRY/BUSINESS
7. ☐ FOREIGN
8. ☐ DHS/FEMA
9. ☐ NDER/IMA

14 b. ORGANIZATION
1. ☐ ALL CAREER
2. ☐ ALL VOLUNTEER
3. ☐ COMBINATION

15. CURRENT STATUS
1. ☐ PAID FULL TIME
2. ☐ PAID PART TIME
3. ☐ VOLUNTEER
4. ☐ DISASTER RESERVIST

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
1. ☐ MANAGEMENT
2. ☐ TRAINING/EDUCATION
3. ☐ SCIENTIFIC/ENGINEERING
4. ☐ INVESTIGATION
5. ☐ FIRE PREVENTION
6. ☐ FIRE SUPPRESSION
7. ☐ PROGRAM/ACTIVITY
8. ☐ HEALTH
9. ☐ PUBLIC WORKS
10. ☐ DISASTER RESPONSE/RECOVERY
11. ☐ EMERGENCY MEDICAL SERVICE
12. ☐ HAZARD MITIGATION
13. ☐ EMERGENCY PREPAREDNESS
14. ☐ OTHER (Specify) _____

17b. TYPE OF EXPERIENCE
1. ☐ INCIDENT COMMAND
2. ☐ ADMINISTRATION/STAFF SUPPORT
3. ☐ SUPERVISION
4. ☐ BUDGET/PLANNING
5. ☐ PROGRAM DEVELOPMENT/DELIVERY
6. ☐ COORDINATION/LIAISON
7. ☐ PUBLIC EDUCATION
8. ☐ CODE DEVELOPMENT
9. ☐ CODE ENFORCEMENT/INSPECTION
10. ☐ SUPPORT SERVICES
11. ☐ RESEARCH AND DEVELOPMENT
12. ☐ ARSON
13. ☐ LAW ENFORCEMENT
14. ☐ DESIGN AND PLANNING
15. ☐ OTHER (Specify) _____

17c. NUMBER OF YEARS OF EXPERIENCE _____

17d. SIZE OF DEPARTMENT _____

17e. BUSINESS TYPE
1. ☐ GOVERNMENT
2. ☐ EDUCATION
3. ☐ FIRE SERVICE
4. ☐ LAW ENFORCEMENT
5. ☐ VOLUNTEER AGENCY
6. ☐ EMERGENCY MANAGEMENT
7. ☐ HEALTH CARE
8. ☐ PUBLIC WORKS

18. DATE OF BIRTH

19. GENDER ☐ Male ☐ Female

20a. ETHNICITY ☐ HISPANIC or LATINO ☐ NOT HISPANIC or LATINO

20b. RACE (Please check all that apply)
1. ☐ AMERICAN INDIAN or ALASKA NATIVE 2. ☐ ASIAN 3. ☐ BLACK or AFRICAN AMERICAN 4. ☐ WHITE 5. ☐ NATIVE HAWAIIAN or PACIFIC ISLANDER

FEMA Form 119-25-1, AUG 2010 PREVIOUSLY FEMA Form 75-5

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) and FEMA-wide courses.

SIGNATURE OF APPLICANT	DATE

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

23. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE:

23a. SIGNATURE AND DATE (State Office)	23b. SIGNATURE AND DATE (FEMA Regional Office)

24a. FOR NFA REGIONAL DELIVERY COURSES AND COURSES DELIVERED AT EMMITSBURG, MD. SUBMIT APPLICATION TO:

NATIONAL EMERGENCY TRAINING CENTER
OFFICE OF ADMISSIONS, BLDG. I-216
16825 SOUTH SETON AVENUE
EMMITSBURG, MD. 21727

24b. FOR EMI AND FEMA-WIDE 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.

25. DISPOSITION ☐ ACCEPTED ☐ REJECTED	SIGNATURE OF REVIEWER	DATE

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, EMI or any FEMA Agency-wide training.

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, EMI and any FEMA Agency-wide training 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 and FEMA-wide 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 vaild 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.

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Emergency Management Institute
16825 S. Seton Ave.,
Emmitsburg, MD 21727
www.training.fema.gov