Course: *L0110 National Emergency Management Basic Academy*

Train-the-Trainer

Course Dates:
May 22 – 26, 2017

Travel Dates:
May 21, 2017 and May 27, 2017

Course Length:
This course is 5 days in length.

Location:
Ohio Emergency Management Agency
2855 West Dublin Granville Road
Columbus, Ohio 43235

Course Description:
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 Basic Academy. The Emergency Management Institute (EMI) is offering the opportunity to students who are experienced in emergency management and adult training to take a step toward becoming qualified as an instructor for the Basic Academy courses.

The first day of the Train-the-Trainer is devoted to course delivery strategy, logistics, demonstration, and adult learning methods. The last four days will consist of student teach-backs that summarize a portion of the Basic Academy course subject matter, and describe activities and exercises plus time for critique and questions. The assignments are made in advance of the first day of class.

All topics covered in the course are covered from an instructor's perspective in the Train-the-Trainer including at a minimum: history, legal issues, intergovernmental and interagency context, influencing, organizing, social vulnerability issues, managing stress, collaboration, planning, exercises, public information and warning, preparedness, team building, protection and prevention, mitigation, response, ethical decision-making, recovery, technology, administration, and the future of emergency management.

Course Goal:
Upon completion of this course, students will possess the skills necessary to set up and facilitate an offering of the Basic Academy courses.

Prerequisites:
The prerequisite is **at least five years background in emergency management and three years' experience training adults**.

Completion of the following courses is highly recommended before taking this course:
• E/L0101 Foundations of Emergency Mgmt.;
• E/L0102 Science of Disaster;
• E/L0103 Planning: Emergency Operations;
• E/L0104 Exercise Design; and
• E/L0105 Public Information and Warning.

Target Audience:
This course is intended for individuals experienced in emergency management and instructing emergency management to adults.

TRAINING OPPORTUNITY

Notice to Applicants:

FEMA **will provide stipend reimbursement for this off-campus course delivery**. Stipend reimbursement includes travel and lodging.

How to Register for the Course in the Ohio Public Safety Training Campus (PSTC).

Request a new user account using this link: https://trainingcampus.dps.ohio.gov/cm/cm710/pstc/pstc.html. If you do not receive your User ID and Password within 24 hours, call the Help Desk at (614) 752-6487 to inquiry about your account.

Next, register for the course using the link: https://trainingcampus.dps.ohio.gov/cm/cm710/home.html. Log into the website, access the Course Catalog, enter the course number "110" in the Catalog ID box, click the search button, double-click on the course, and select "Enroll".

The system will indicate that you are now "Waiting for Approval".

Contact the PSTC Help Desk at (614) 752-6487 if you need help with the registration process.

If you need additional help contact Lisa Jones at (614) 799-3824 or ljones@dps.ohio.gov.

EMI registration requirements are listed below.

To Apply:
Complete a FEMA Form 119-25-1, General Admissions Application form with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training Office.

Scan the QR Code, or click the link to get download the application:

http://training.fema.gov/Apply/

Note to RTMs and RPMs and STOs: The FEMA Application Form 119-25-1 must be received by **Lisa Jones, Ohio EMA SAA Training Point of Contact** no later than **seven days prior** to start date.

Out of State Students must obtain the approval and signature of their Sponsoring Organization and their State Training Officer.

Application Review:
In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the Target Audience above and indicate how you meet the requirements based upon your position and experience.

Lodging Information:
FEMA EMI will reimburse students for lodging and travel expenses for this course; therefore, after you complete the course contact FEMA's EMI Admissions office at 1-800-238-3358 for lodging reimbursement information.

Notice to Applicants for EMI courses:
Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

How do I obtain my FEMA SID number?
Step 1: To register, go to:
https://cdp.dhs.gov/femasid
Step 2: Click on the "Register for a FEMA SID" button on screen.
Step 3: Follow the instructions and provide the necessary information to create your account.

State of Ohio Training Point of Contact:
Lisa Jones, SAA Training Point of Contact for Ohio Emergency Management Agency, 2855 West Dublin Granville Road, Columbus, Ohio 43235, ljones@dps.ohio.gov, (614) 799-3824

EMI Point of Contact:
For additional information contact the course manager, Jeff Januchowski at (301) 447-1356 or by email at jeffrey.januchowski@fema.dhs.gov.

TRAINING OPPORTUNITY