



## **Courses: *E0289 State Volunteer and Donations Management & E0489 Management of Spontaneous Volunteers in Disasters***

### **Course Dates:**

E0289 – April 15-18, 2019

E0489 – April 19, 2019

### **Travel Dates:**

Travel days are Sunday, April 14th and Saturday, April 20<sup>th</sup>.

### **Course Length:**

E0289 – 3.5 days

E0489 – 1 day

Classes run from 8 am to 5 pm each day. ***All students will take both classes consecutively.***

### **Location:**

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

### **Course Description:**

#### **E0289 State Volunteer and Donations Management**

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.

#### **E0489 Management of Spontaneous Volunteers in Disasters**

This course introduces the skills and planning considerations required to manage large numbers of people who are not affiliated with an experienced relief organization, but who want to help in disasters. These helpers or "spontaneous volunteers" are generally well motivated and sincerely want to help, but if their efforts and resources are not coordinated effectively, they could be counterproductive, wasteful, and often place a strain on the disaster area.

### **Course Goal:**

#### **E0289 State Volunteer and Donations Management**

To provide State emergency management personnel and voluntary agency representatives with the knowledge and skills necessary to develop and execute an effective volunteer and donations management program and State volunteer and donations management annex to the State emergency operations plan. Given these tools, the participants will be better equipped to prepare a program to effectively manage the masses of unaffiliated volunteers, unsolicited goods, and offers of undesignated cash donations, that if left uncoordinated and unmanaged, can interfere with disaster operations and cause a secondary disaster.

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## **E0489 Management of Spontaneous Volunteers in Disasters**

The purpose of this course is to introduce the skills and planning considerations that are required to manage large numbers of people who are not affiliated with an experienced relief organization, but who want to help in disasters.

### **Prerequisites:**

#### **E0289 State Volunteer and Donations Management**

IS 0288.a, the Role of Voluntary Organizations in Emergency Management

## **E0489 Management of Spontaneous Volunteers in Disasters**

None

### **Continuing Education Units (CEU's):**

#### **E0289 State Volunteer and Donations Management**

EMI awards 2.5 CEUs for completion of this course.

## **E0489 Management of Spontaneous Volunteers in Disasters**

EMI awards .7 CEUs for completion of this course.

### **Target Audience:**

#### **E0289 State Volunteer and Donations Management**

This course is designed for State-level staffs to include:

- State Volunteer/Donations Coordinator
- Coordinator's Alternate
- Leading stakeholders of statewide voluntary organizations
- State VOAD (Voluntary Organizations Active in Disaster) Chair or Designee
- Public Information Officer or Liaison
- Program Functional Leads (e.g. Warehousing; Phone Bank)
- Government-Private Sector Liaison

Others to include Federal, State, territorial, and Tribal emergency management personnel.

## **E0489 Management of Spontaneous Volunteers in Disasters**

This course has been developed for emergency managers and voluntary organizations responsible for the management of spontaneous volunteers

### **To Apply:**

Complete a FEMA Form 119-25-1, General Admissions Application **for each of the two classes**, with student signature and signature of supervisor or sponsoring agency official. Submit the application no later than 4 weeks prior to the start of the course. Mail, scan, or fax the application to:

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

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



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

Note to RTMs and RPMs and STOs: **The FEMA Form 119-25-1 must be received by NETC Admissions – no later than March 15, 2019.**

### **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.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code below, or click the link for a PDF copy of the NETC Welcome Package online:

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[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

#### **Travel Authorizations:**

PFT and CORE employees must ensure their travel authorization (TA) is completed through Concur Government Edition (CGE) Travel System for course offerings.

#### **Notice to Applicants for EMI courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required.**

#### **How do I obtain my FEMA SID number?**

- Step 1. [To register](#), go to <https://cdp.dhs.gov/femasid>
- Step 2. Click on the "Register for a FEMA SID" button on screen.
- Step 3. Follow the instructions and provide the necessary information to create your account.
- Step 4. You will receive an email with your SID number. You should save this number in a secure location.

#### **NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS**

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets [REAL ID Act standards](#). The purpose of the REAL ID Act is to stop terrorists from evading detection by using false identification. Check to [see if your state is](#)

[compliant](https://www.dhs.gov/current-status-states-territories) at <https://www.dhs.gov/current-status-states-territories>.

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day time-frame a student is expected to obtain a compliant form of identification).

Submit the following information to [Jason.Cawthon@fema.dhs.gov](mailto:Jason.Cawthon@fema.dhs.gov) in a password-protected document at least 3 weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to [Jane.Sentz@fema.dhs.gov](mailto:Jane.Sentz@fema.dhs.gov) or 301-447-7207.

#### **EMI Point of Contact:**

For additional information contact the course manager, Mark Myers, at: 301-447-1316. Email: [mark.myers@fema.dhs.gov](mailto:mark.myers@fema.dhs.gov)

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