Course: *L0103 Planning: Emergency Operations*

Course Dates:
June 20-21, 2019

Travel Dates:
June 19 (if not attending L0102) and June 22, 2019.

Course Length:
This course is two days in length.

Location:
South Carolina Emergency Management Division (SCEMD) Training Room, 2779 Fish Hatchery Road, West Columbia, SC 29172

Course Description:
This course 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 the 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 the Comprehensive Preparedness Guide 201, Threat and Hazard Identification and Risk Assessment (THIRA), 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.

It is mandatory that the participant complete all 16 hours of this course to receive full credit. Anything less will result in the participant's need to re-register for another course and start from the beginning.

Course Goal:
The goals of this course are to promote effective emergency management planning practices and to enhance planning skills through application exercises.

Prerequisites:
If a participant is taking this course as part of the Academy, then he or she should take E0101, Foundations of Emergency Management, first (but not required). If a participant is taking this course on its own for its planning information and not in fulfillment of the Academy requirements, there are no prerequisites.

Continuing Education Units (CEU's):
EMI awards 1.6 CEUs for completion of this course.

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

How to Register for the Course:
Please register for this course through SCEMD's Training Registration System located
https://www.scemdlms.org/TRS/home.do

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/

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:
Please review lodging options at https://scemd.org/media/1335/website_lodging_information.pd**f**

Cost/Reimbursement Information:
EMI does not provide stipend reimbursement for off-campus course deliveries. Please review the link for state reimbursement information: https://scemd.org/media/1334/reimbursement_information.pdf

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 South Carolina Training Point of Contact:
Katie Menaugh: kmenaugh@emd.sc.gov

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 or Richard Bashioum at (301) 447-1629 or by e-mail at richard.bashioum@fema.dhs.gov.