



## Fiscal Year 2021 Community-Specific Integrated Emergency Management Course (IEMC) Application Process

### Purpose:

To provide an overview of the Community-Specific Integrated Emergency Management Course (IEMC) Application Process for Fiscal Year (FY) 2020. **The deadline for applying to the Emergency Management Institute (EMI) for a Community-Specific IEMC in FY21 is February 1, 2020. Applications must be submitted to your respective FEMA Region by this date.**

### Program Description:

Each year State, local, tribal, territorial, and specialized jurisdictions throughout the United States can apply to EMI to conduct a Community-Specific IEMC.

IEMCs are exercise-based training workshops that place a jurisdiction's emergency operations center (EOC) personnel in realistic crisis situations within a structured learning environment. The jurisdiction selects the hazard(s) and the Core Capabilities it wishes to include in both the plenary and exercise components of the course to reflect the jurisdiction's hazards or events, EOC type, and organizations included in emergency plans. Data reported in the applicable Stakeholder Preparedness Report and the Threat and Hazard Identification and Risk Assessment should be used as a basis for the request.

A Community-Specific IEMC builds awareness and skills needed to develop/refine and implement a jurisdiction's policies, plans, procedures, and mutual aid agreements in an EOC environment. Skilled EMI curriculum and exercise specialists conduct extensive virtual planning with jurisdictional staff to collect local information, identify critical infrastructure, study transportation

systems, and analyze current response plans. From this information, exercises are built to access the jurisdiction's planned approach to specific hazards and to surface issues that IEMC participants may need to re-evaluate and develop corrective action plans.

### Target Audience:

IEMCs are Homeland Security Exercise and Evaluation Program (HSEEP) consistent and designed for personnel who fill specific emergency support positions within their community. A sample of appropriate attendees include:

- Chief elected and appointed officials from local, regional, State, and Federal emergency management agencies;
- Senior level personnel from response agencies and organizations (e.g., law enforcement, fire, emergency medical services, and public health);
- Managers from volunteer organizations active in disasters (VOADs); and,
- Representatives from private organizations which participate in local, regional, and State responses.

Refer to the IEMC website for a [complete list of recommended attendees](https://training.fema.gov/iemc/iemcpos.aspx) (<https://training.fema.gov/iemc/iemcpos.aspx>).

### How to Apply:

Nomination Packages for Community-Specific IEMCs include questions that require narrative responses addressing:

- Community demographics and critical infrastructure
- Disaster history

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- Accomplishments and improvements to emergency management capability
- Major strengths and areas for improvements
- Why the community is requesting an IEMC
- Requested Exercise and Course Specifics
- Preference of an on-campus delivery at the NETC or a field delivery in the jurisdiction

For specifics on how to apply for an IEMC, please refer to the [Application Process](https://training.fema.gov/iemc/selprocess.aspx) website (<https://training.fema.gov/iemc/selprocess.aspx>).

#### **Deadline:**

Application must be received by the appropriate FEMA Regional Offices no later than February 1, 2020. Regional Offices should forward completed nomination packages to the Integrated Emergency Management Branch at EMI no later than February 15, 2020.

#### **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?**

1. To register, go to the [Student Identification System](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>).
2. Click on the "Register for a FEMA SID" button on screen.
3. Follow the instructions and provide the necessary information to create your account.
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 your [State](#)

#### [or territory compliancy](#)

(<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 [Jason.Cawthon@fema.dhs.gov](mailto:Jason.Cawthon@fema.dhs.gov) or 301-447-1513.

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

For continual updates on the IEMCs and to sign up for our free email subscription service, click on the link "[Sign up via our free e-mail subscription service](#)" (<http://www.training.fema.gov/iemc/>).

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For additional information on the IEMC program,  
please contact the Integrated Emergency  
Management Branch at [fema-emi-  
iemb@fema.dhs.gov](mailto:fema-emi-<br/>iemb@fema.dhs.gov).

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