



## Pilot Offerings of E0360 Preparing for Emergencies: What School Staff Need to Know and E0361 Multi-Hazard Emergency Planning for Schools

**Course Dates:**

August 8–12, 2022

**Travel Dates:**

August 7 and August 13, 2022

**Course Length:**

This offering includes both E0360 and E0361 courses for a total of 5 days.

**Location:**

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

- Identify natural, technological, and human-caused hazards most likely to impact the classroom, school, and surrounding community.
- Explain best practices for school and classroom-level emergency preparedness before, during, and after an emergency.
- Identify the school staff members' role in drills and exercises to improve school preparedness.
- Describe the school staff members' role in collaborating with school officials, parents, community members, and other stakeholders before, during, and after an emergency.

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**E0360 Course Description:**

This course provides school staff with the knowledge, skills, and tools needed to prepare for school emergencies before, during, and after a school emergency. School personnel will have an opportunity to improve school emergency preparedness efforts by providing them with the preparedness skills necessary to strengthen both school and classroom-level prevention, mitigation, protection, response, and recovery capabilities.

**E0360 Course Objectives:**

At the end of this course, the participant should be able to:

- Describe the basic knowledge, skills, and tools needed to strengthen school and classroom-level emergency preparedness through prevention, mitigation, protection, response, and recovery actions.

**E0360 Prerequisites:**

None

**Continuing Education Units (CEUs):**

EMI awards 1.2 CEUs for completion of this course.

**E0360 Target Audience:**

This course is intended for education professionals in school districts and K–12 schools including, but not limited to:

- Teachers
- Substitute Teachers
- Teacher's Aides/Instructional Assistants
- School Counselors/Psychologists
- Social Workers
- School Nurses
- School Secretaries/Office Staff
- Before- and After-School Monitors
- Food Service/Cafeteria Workers
- Librarians
- Coaches

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- Media Center/Information Technology Technicians
- Custodial Staff
- Individuals on the school Emergency Management Team

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### **E0361 Course Description:**

This course provides school teams with the knowledge, skills, and tools needed to develop, review, enhance, and sustain an all-hazards/threats Emergency Operations Plan (EOP). In every unit, emphasis is placed on working with the whole community—including parents/guardians and outside agencies such as law enforcement, fire, and emergency management—on planning for and mitigating all threats and hazards, including active shooter/mass casualty incidents. Through this course, participants will learn how to leverage existing relationships and build new working relationships with community-based protection, response, and recovery organizations to help their schools better plan for, protect against, mitigate, respond to, and recover from emergencies.

### **E0361 Course Objectives:**

At the end of this course, the participant should be able to:

- Leverage working relationships with community organizations for planning.
- Conduct assessments to identify threats, hazards, and vulnerabilities.
- Develop or refine your school EOP.
- Develop response and recovery protocols.
- Conduct effective training and exercises.
- Develop an action plan for sustaining your school EOP.
- Implement techniques to support the EOP.

### **E0361 Prerequisites:**

Required:

- [IS-362.A](https://training.fema.gov/is/courseoverview.aspx?code=IS-362.a): Multi-Hazard Emergency Planning for Schools (https://training.fema.gov/is/courseoverview.aspx?code=IS-362.a).
- [IS-100.C](https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c): Introduction to the Incident Command System, ICS 100 (https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c).

- [IS-700.B](https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b): An Introduction to the National Incident Management System (https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b).
- E0360: Preparing for Emergencies: What School Staff Need to Know – required for this offering.

### **Continuing Education Units (CEUs):**

EMI awards 2.1 CEUs for completion of this course.

### **E0361 Target Audience:**

This course is intended for school Emergency Management Teams. Teams may consist of school staff including, but not limited to:

- Superintendents/Assistant Superintendents
- Risk Managers
- School Board members
- Principals/Assistant Principals
- Public Information Officers
- School Security Officials
- School Safety Coordinators/School Safety Team members
- Instructional Staff members
- Information Technology officials
- Facility Managers/Building Engineers
- Transportation Coordinators
- Food Service Coordinators
- School Nurses/Psychologists
- School Counselors

As well as community partners including, but not limited to:

- Local Police Officers
- Local Fire officials
- Local Emergency Managers
- Local Emergency Medical Services officials
- Public Health officials

### **To Apply:**

For information on how to apply for EMI courses, click this link: [NETC Online Admissions Application](https://training.fema.gov/netc_online_admissions) (https://training.fema.gov/netc\_online\_admissions).

**IMPORTANT: Please ensure that you apply for both E0360 and E0361. You must attend both pilot offerings.**

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**Application Review:**

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

Please note: NETC Admissions will notify you of your acceptance into this course via email with an Acceptance Letter/Welcome Package. The course manager will send a separate email prior to the course outlining additional information to ensure you have a successful experience.

**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:

[FEMA Student Identification System](https://cdp.dhs.gov/femasid)  
(<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.

**EMI Training Point of Contact:**

For additional information, contact the EMI Mitigation Branch by email at [fema-emi-mit@fema.dhs.gov](mailto:fema-emi-mit@fema.dhs.gov).

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