K0289 State Volunteer and Donations Management Virtual Course Pilot

Course Dates/Times:
September 19–23, 2022 (8 a.m.–1 p.m. Eastern Time)

Course Length:
25 hours of online instruction. This virtual course will be held over 5 consecutive days (5 hours/day).

Location:
This course will be delivered as a facilitated, distance learning training event using Adobe Connect sessions.

Course Description:
This course supports state, tribal, and territorial governments and their emergency management partners in preparing for, responding to, and recovering from disaster events at the state, tribal, or territorial level. The course is designed to strengthen states' abilities to successfully prepare for and handle volunteer and donations management issues that may arise after a disaster event, including managing the offers of things, people, and money and matching them according to donor intent, area of greatest need, while being fair and equitable. The course content and activities may also serve as a template for procedures, thereby enhancing uniformity among states in addressing areas of unsolicited donated items, unaffiliated volunteers, and undesignated cash. This training also provides information regarding FEMA's volunteer and donations management responsibilities, which are designed to help build relationships between government and non-government organizations.

Course Goal:
To provide state emergency management personnel and state-level voluntary agency representatives with the knowledge and skills necessary to develop and execute (a) an effective volunteer and donations management program and (b) a state volunteer and donations management annex to the state Emergency Operations Plan. Given these tools, participants will be better equipped to create a program to effectively manage the masses of unaffiliated volunteers, unsolicited goods, and offers of undesignated cash donations, which, if left uncoordinated and unmanaged, could interfere with disaster operations, and even cause a secondary disaster.

Prerequisites:
There are no prerequisites. However, the following courses are recommended before taking this course:
- IS-0288.a: The Role of Voluntary Organizations in Emergency Management
- IS-0700.b: An Introduction to the National Incident Management System (NIMS)
- IS-0100.c: Introduction to the Incident Command System (ICS), ICS-100
- IS-0230.e Fundamentals of Emergency Management
- IS-0244.b: Developing and Managing Volunteers

Continuing Education Units (CEUs):
EMI awards 2.5 CEUs for completion of this course.

Target Audience:
This course is designed for state-level personnel 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)
- FEMA Human Services staff (e.g., Voluntary Agency Liaison, Donations Specialist)
- Government-Private Sector Liaison
- Others to include Federal, state, territorial, and tribal emergency management personnel

To Apply:
Participants must apply using the National Emergency Training Center (NETC) online admissions system to gain access to the course.

Before applying through the NETC online admissions system, a valid FEMA Student Identification Number (SID) is required. Apply for a FEMA SID or find a forgotten FEMA SID (https://cdp.dhs.gov/femasid).

Access the NETC online admissions system (https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx).

All EMI applications require an electronic approval from the head of your sponsoring organization. You will need the name, title, and email address of this person to submit the application.

Non-Federal applicants for EMI courses must use the appropriate State Training Officer (STO) (https://www.firstrespondertraining.gov/frts/statecontacts) as "Head of Organization."

Application Review:
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.

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

EMI Training Point of Contact:
For additional information, contact the Response and Recovery Branch fema-emi-randr@fema.dhs.gov.

TRAINING OPPORTUNITY