



## E0418 Mass Care/Emergency Assistance Planning and Operations

**Course Date:**

March 13–15, 2023  
July 18–20, 2023

**Course Length:**

This course is 3 days in length.

**Travel Dates:**

Travel days are Monday before the course begins and Friday after the course ends.

**Location:**

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

**Course Description:**

The purpose of this course is to prepare Mass Care/Emergency Assistance (MC/EA) Coordinators and their teams to develop MC/EA plans to support and/or coordinate MC/EA disaster responses.

**Course Goal:**

The goal of the course is to improve coordination and collaboration between local and/or State MC/EA coordinators and other agencies, nongovernmental organizations and the private sector using scalable, repeatable, and consistent processes.

**Prerequisites:**

IS-405 Overview of Mass Care/Emergency Assistance

**Continuing Education Units (CEUs):**

EMI awards 1.7 CEUs for completion of this course.

**Target Audience:**

This course is intended for Mass Care Coordinators, nongovernmental organization (NGO) leaders, private sector, and other emergency management staff that are a part of the team and have responsibility for effective MC/EA preparedness and response.

Participants should represent or be responsible for the following MC/EA activities in the State: Evacuee Support, Sheltering, Feeding, Distribution of Emergency Supplies, Reunification Services, People with Disabilities and others with Access and Functional Needs, and Household Pets and Service Animals.

**To Apply:**

Visit: [NETC Online Application](https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx)  
(<https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx>). Upload copies of ALL prerequisites to prevent rejection of your application.

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

**Application Review:**

To be evaluated for admission into this course, **application form must be completed and reflect experience**. Refer to the Target Audience statement and **indicate how you meet the requirements based upon your position and experience**. Attach a separate document, if needed. Include copies of prerequisite course completion certificates or transcripts.

# TRAINING OPPORTUNITY

**Applications without prerequisite documentation will be rejected.**

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. Click or copy and paste the link below for a PDF copy of the [NETC Welcome Package](https://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf?ver=11-2021) ([https://www.usfa.fema.gov/downloads/pdf/netc\\_welcome\\_package.pdf?ver=11-2021](https://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf?ver=11-2021)).

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).

**Request for Accommodation:**

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions at [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov).

**EMI Training Point of Contact:**

For additional information, contact the Response and Recovery Branch at [fema-emi-randr@fema.dhs.gov](mailto:fema-emi-randr@fema.dhs.gov).

# TRAINING OPPORTUNITY