

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Course: *E0361 Multihazard Emergency Planning for Schools*

### Course Dates:

March 9-12, 2015  
July 6-9, 2015  
August 3-6, 2015

### Travel Dates:

March 8 and 13, 2015  
July 5 and 10, 2015  
August 2 and 7, 2015

### Course Length:

This course is 4 days in length.

### Location:

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

### Course Description:

This course provides school district teams with the knowledge, skills, and tools needed to develop, review, enhance, and sustain an all threats/hazards school 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.

### Course Goals:

Participants will learn how to leverage existing relationships and build new working relationships with community-based protection, response and recovery organizations to help schools plan for, protect against, mitigate, respond to, and recover from emergencies. Participants will have an opportunity to review, develop, and exercise their EOP, and are encouraged to ask questions, and to use each other as

resources. Using the collective knowledge and expertise of instructors and participants, participants can strengthen their EOP and gain a broader understanding of emergency preparedness and planning.

### Units:

Unit 1: Course Objectives  
Unit 2: Getting Ready for Planning  
Unit 3: Assessing Threats/Hazards and Conducting Assessments  
Unit 4: Developing the School EOP  
Unit 5: Developing Response and Recovery Procedures  
Unit 6: Developing Threat/Hazard-Specific Annexes  
Unit 7: Training and Exercising  
Unit 8: Establishing an Action Plan for Sustainability  
Unit 9: Course Summary

### Prerequisites:

Teams MUST bring their school district/school EOP to this course. Completion of IS-100.SCa (or ICS-100), Introduction to the Incident Command System is recommended. For schools, completion of IS-700a, National Incident Management System, An Introduction is also recommended.

### Continuing Education Units (CEU's):

EMI awards 2.8 CEUs for completion of this course.

### Target Audience:

This course is intended for State, County, and School District teams. Suggested team members include:

#### First Responders:

- Law Enforcement, School Resource Officers, Fire, Emergency Management, Emergency Medical Services, Public Health Officials.

#### School District/School Administrators:

- Elected Official or School Board Member;

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- Superintendent, or Assistant Superintendent, or Risk Manager;
- Principal or Assistant Principal;
- Public Information Officer
- Security Official, or School Safety Coordinator, or School Safety Team member;
- Facility Manager or Building Engineer;
- Food Service Coordinator;
- Transportation Coordinator;
- School Nurse, or School Counselor, or School Psychologist.

outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

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).

### To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. **The supervisor or sponsoring agency official will forward the application to the State Training Officer (STO). The STO is responsible for approving and submitting applications to:**

NETC Admissions Office (Room I-216)  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
Phone: (301) 447-1035 Fax: (301) 447-1658  
Email: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

The FEMA Form 119-25-1 must be received by NETC Admissions – no later than January 26, 2015; May 26, 2015; and June 22, 2015, respectively.

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

### 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 student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package

### Travel Authorizations (TA):

All Federal travelers must have an approved TA prior to travel. A copy of the TA must be presented upon arrival. No exceptions are made to the NETC policy.

### 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?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

### What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

### EMI Point of Contact:

For additional information contact the course manager, Dawn Warehime, at (301) 447-1309 or by email at: [Dawn.warehime@fema.dhs.gov](mailto:Dawn.warehime@fema.dhs.gov).

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