

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E0364 Multihazard Emergency Planning for Schools*

Course Dates:

October 14-16, 2014
January 20-22, 2015
March 24-26, 2015
July 21-23, 2015

Travel Dates:

October 13 and 17, 2014
January 19 and 23, 2015
March 23 and 27, 2015
July 20 and 24, 2015

Course Length:

This course is 3 days in length.

Location:

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

Course Description:

This course provides schools with the knowledge, skills, and tools needed to develop, enhance, and sustain an all threats/hazards school emergency operations plan (EOP). This course follows the guidance set forth in the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 201, for developing an EOP, and explains how to engage the whole community, including parents/guardians, and outside agencies such as law enforcement, fire, and emergency management on school preparedness and planning. Throughout the course, school representatives will review their existing EOP or identify how to develop one, determine areas for improvement, and make changes/updates to the EOP.

Course Goals:

Using the collective knowledge and expertise of instructors and participants, participants will have an opportunity to review and enhance their school EOP and gain a broader understanding of emergency preparedness and planning. 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, response to, and recover from emergencies.

Units:

Unit 1: Course Overview
Unit 2: Getting Ready for Planning
Unit 3: Understanding the Situation
Unit 4: Developing the School EOP
Unit 5: Developing Procedures and Functional Annexes
Unit 6: Developing Threat/Hazard-Specific Annexes
Unit 7: Training and Exercising the School EOP
Unit 8: 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 1.8 CEUs for completion of this course.

Target Audience:

This course is intended for school and emergency management personnel who are interested in comprehensive planning for grades K-12.

TRAINING OPPORTUNITY

Teams are preferred, which include:

School Personnel: Principals/Assistant Principals; Risk Managers; School Board Members; School Safety Coordinators; Transportation and Food Service Coordinators; Facility Managers; Nurses/Counselors; Public Information Officers, and others involved in school planning.

Emergency Management Personnel: Law Enforcement; School Resource Officers; Fire; Emergency Management; Emergency Medical Services; Public Health Officials, or other response agencies.

Community Colleges, Technical, and Child Care Centers are also encouraged to attend.

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

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



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

The FEMA Form 119-25-1 must be received by NETC Admissions 6 weeks prior to the start of class.

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 Target Audience selection criteria 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 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

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.

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.

TRAINING OPPORTUNITY

