

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E0104 Exercise Design* Course Offerings for Fiscal Year (FY) 2015

Federal Emergency Management Agency (FEMA) National Emergency Management Basic Academy

Dates and Location:

The E0104 offerings are as follows:

June 22-23, 2015 Emmitsburg, MD

August 17-18, 2015 Emmitsburg, MD

The E0105 offerings are as follows:

June 24-25, 2015 Emmitsburg, MD

August 19-20, 2015 Emmitsburg, MD

NOTE: The E0104 Exercise Design course is delivered at the Emergency Management Institute (EMI) during the same week with E0105 Public Information and Warning. Students are required to apply for the two courses for the same week. Both courses can be listed on the same application.

Course Description:

The purpose of this course in the National Emergency Management Basic Academy is to acquaint students who are new to the field of emergency management to the benefits, kinds, and methods of exercises that will support their future work.

The content covered will include the types of exercises in a progressive exercise program, the exercise design and development steps, the process to prepare for conduct and evaluation of exercises, and after-action reports and corrective actions. Exercises will be explored through student table group activities.

Course Goal:

At completion of this course, students will have a basic understanding of the different types of exercises, the steps to design and develop exercises, and the building blocks of a progressive exercise program.

Course Length:

Two days (four days when taken with E0105).

Prerequisite:

E0101 Foundations of Emergency Management

Continuing Education Units (CEU's):

EMI awards 1.6 CEUs for completion of this course.

Target Audience:

This course is intended for newly appointed emergency managers from state, local, territorial, tribal, and Federal emergency management agencies, and prospective professionals transferring from another discipline to emergency management. Veteran emergency managers willing to mentor are also welcome to apply.

Location:

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

To Apply:

Students attending any course(s) of the Basic Academy are required to submit a FEMA Form 119-25-1, General Admissions Application to:

TRAINING OPPORTUNITY

Admissions Office, Room I-216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 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 must be received six weeks prior to the course start date.

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form (FEMA Form 119-25-1) must be completed. Please indicate how you meet the requirements based upon your position and experience. Acceptance into any of the Basic Academy courses will be on a first-come, first-served basis.

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 two weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email / FEMA-netc-housing@fema.dhs.gov

Student Stipends:

State, local, territorial, and tribal students taking classes at EMI will be eligible for stipends to cover costs of transportation. Their lodging at EMI is provided at no cost.

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.

EMI Point of Contact:

Jennifer Ogle at (301) 447-1585 or fema-empp-basic-academy@fema.dhs.gov

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