

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E0388 Advanced Public Information Officers*

*E0387 Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs**

Course Dates:

May 4–7, 2015

August 24–27, 2015

Travel Dates:

Travel days are:

Sunday, May 3 and Friday, May 8, 2015

Sunday, August 23 and Friday, August 28, 2015

Course Length:

This course is four (4) days. Class times generally run from 8:00 a.m. to 5:00 p.m. each day.

Course Description:

The Advanced Public Information Officer Course provides participants the knowledge and skills to establish, manage and work within a joint information center. The training will allow students to develop the skills to coordinate a message once developed and to modify if problems or sources of confusion arise. It discusses techniques to develop strategic messaging in support of incident action plans, manage joint information centers, personnel and stress. The course uses exercises as well as lectures to achieve objectives.

Course Objectives:

Upon completion of the course, the participant will be able to:

- Describe the history and present environment in which public information officers' work.
- Describe the changes in the American family and society over the last twenty years.
- Analyze the impact of fear mongering on the acceptance of emergency communication messages.

- Discuss current crisis communication methodologies and the relationship with emergency communication.
- Describe the tools available for successful strategic communications planning.
- Describe the practice, policy and procedure related to Joint Information Systems and Joint Information Centers.
- List leadership skills required by public information officers working in a joint information center.
- Demonstrate the ability to work in a joint information center.

Continuing Education Units (CEUs):

The Emergency Management Institute (EMI) awards 3.2 CEUs for completion of this course.

Course Prerequisites:

1. IS- 42 Social Media in Emergency Management
2. IS-100.b Introduction to Incident Command System (ICS) (or ICS course for specific specialty: healthcare, public works, etc.)
3. IS-200.b ICS for Single Resources and Initial Action Incidents (or discipline specific course)
4. IS-201 Forms Used for the Development of the Incident Action Plan (Waived if ICS-300 completed)
5. IS-250.a: Emergency Support Function #15 (ESF 15) - External Affairs: A New Approach to Emergency Communication and Information Distribution
6. IS-251 Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities
7. IS-700.a National Incident Management System (NIMS), an Introduction
8. IS-702.a NIMS Public Information Systems
9. IS-800.b National Response Framework, An Introduction

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- 10. G0289 Public Information Officer Awareness Training (or IS-29 PIO Awareness on-line course)
- 11. G0290 Basic Public Information Officers Course (or S203 Public Information Officer or E/L 952 All Hazard Incident Management PIO)
- 12. G0291 Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs (may be waived with written request of Course Manager).

- *There will be an offering of this course the day before the E0388 course begins. You must submit a separate registration for E0387 and you will travel to campus on Saturday instead of Sunday.
- *Only students who have not taken G0291 are eligible for this offering.

Recommended Prerequisites:

- 1. ICS-300: Intermediate Incident Command System for Expanding Incidents
- 2. IS-120.a An Introduction to Exercises
- 3. IS-242.b Effective Communication
- 4. IS-650.a Building Partnerships with Tribal Governments
- 5. IS-660 Introduction to Public-Private Partnerships
- 6. IS-909 Community Preparedness: Implementing Simple Activities for Everyone

Target Audience:

Full-time Public Information personnel who have completed the prerequisites listed above. The “G” course requirements can be waived for those individuals who have extensive experience in public information activities. Waiver requests must be in writing and submitted to Admissions. (Part-time public information officers with approval from course manager.) Applicants should have held their position for at least three (3) years.

Location:

National Emergency Training Center (NETC)
Emergency Management Institute (EMI)
16825 S. Seton Avenue – S Building
Emmitsburg, Maryland 21727

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it 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 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.

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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.

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.

For continual updates on other EMI exercise-based courses, please sign up for our free email subscription at: <http://training.fema.gov/EMIWeb/IEMC/>

EMI Point of Contact:

For additional information, contact the course manager, Phil Politano at (301) 447-1343 or email philip.politano@fema.dhs.gov.

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