

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Course: *E0364 Multihazard Emergency Planning for Schools*

### Course Dates:

June 29-July 1, 2015  
July 21-23, 2015

### Travel Dates:

June 28 and July 2, 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 individuals/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 identify changes to their 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, respond 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:

Individuals MUST bring their school district/school EOP to this course. Completion of IS-100.SCa (or ICS-100), Introduction to the Incident Command System, and IS 700a, National Incident Management System, An Introduction is 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. School teams consisting of 3-5 individuals are encouraged to attend. Community Colleges, Technical and Child Care Centers are encouraged to attend.

# TRAINING OPPORTUNITY



**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)

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](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).

**Travel Authorizations:**

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.

**To Contact a State Office of Emergency Management:**

The FEMA website that shows the list of Emergency Management Agencies for each state is:

<https://www.fema.gov/emergency-management-agencies>

**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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