

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## **Course: *E0360 Preparing for Emergencies: What Teachers Need to Know*** *November 9-11, 2015      June 27-29, 2016*

The E0360 Preparing for Emergencies: What Teachers Need to Know, is a 3-day course that provides teachers with the knowledge, skills, and tools needed to prepare for school emergencies before, during, and after they occur. In recent years, schools have experienced natural, technological, and human-caused emergencies. Adequate training must be at the forefront of any emergency preparation initiative to ensure the safety and security of all students, staff, and visitors in the school. Teachers and other classroom instructors play a critical role in emergency preparedness actions that may prevent emergencies from occurring, and ultimately save lives or property, and restore the normal operation of the school as quickly as possible.

The goal of this course is to improve school emergency preparedness efforts by providing teachers with the preparedness skills necessary to strengthen both school and classroom-level prevention, mitigation, protection, response, and recovery capabilities.

### **Topics covered include:**

- Unit 1: Course Overview and Introduction
- Unit 2: Special Considerations
- Unit 3: Before an Emergency
- Unit 4: During an Emergency
- Unit 5: After an Emergency
- Unit 6: Course Summary

It is recommended that participants take IS-700, National Incident Management System (NIMS), An Introduction.

### **Target Audience and Personnel**

This course is designed for school teachers; however, other certified and non-certified staff will benefit from the materials presented in this course. Examples of other school staff include:

- Teacher/Substitute Teacher/Teacher's Aide/Instructional Assistant
- School Counselor/Psychologist/Social Worker
- School Nurse
- School Secretary/Office Staff/Before and After School Monitor
- Food Service/Cafeteria Worker
- Librarian/Media Center/IT Technician
- Custodial Staff

**NOTE: THIS COURSE IS NOT INTENDED FOR SCHOOL ADMINISTRATORS OR FIRST RESPONDERS.**

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There is no fee for attending this course. However, participants will purchase their airline ticket upfront and submit complete reimbursement paperwork to the National Emergency Training Center (NETC) for reimbursement upon arrival. Stipend reimbursements may take 6 to 8 weeks from the course start date. Reimbursement follows NETC guidance addressed in the student welcome packet. Each student will receive a welcome packet, by email, once accepted into the course. Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket (approximately \$100) for the duration of the training activity. The meal ticket will not be reimbursed by NETC.

**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/>

**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 email 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)

**Application Deadlines:**

The application deadline for the November 9-11, 2015 offering is *September 28, 2015*.

The application deadline for the June 27-29, 2016 offering is *May 16, 2016*.

**EMI Point of Contact:**

For additional information contact Dawn Warehime at (301) 447-1309 or [Dawn.Warehime@fema.dhs.gov](mailto:Dawn.Warehime@fema.dhs.gov).

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