

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## E364 Multihazard Emergency Planning for Schools

November 2-4, 2015

June 20-22, 2016

March 14-16, 2016

August 1-3, 2016

The E364 Multihazard Emergency Planning for Schools is a 3-day course that provides schools with the knowledge, skills, and tools needed to review, 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) 101, 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, in their school planning efforts. Using the collective knowledge and expertise of instructors and participants, participants will gain a broader understanding of emergency preparedness and planning. Throughout the course, school representatives will have an opportunity to review their existing EOP, or identify how to develop one, determine areas for improvement, and identify necessary changes in order to update their EOP.

### Topics to be covered include:

- Unit 1: Course Overview and Introduction
- 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

### INDIVIDUALS/TEAMS MUST BRING THEIR SCHOOL DISTRICT/SCHOOL EOP TO THE COURSE.

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

### Target Audience and Personnel

This course is intended for school and emergency management personnel interested in comprehensive planning for grades K-12. School teams consisting of 3-5 individuals are encouraged to attend as a team. Individuals or teams representing Community Colleges, Technical Centers, and Child Care facilities are encouraged to apply.

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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 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)

**Application Deadlines:**

The application deadline for the November 2-4, 2015 offering is *September 21, 2015*.

The application deadline for the March 14-16, 2016 offering is *February 1, 2016*.

The application deadline for the June 20-22, 2016 offering is *May 9, 2016*.

The application deadline for the August 1-3, 2016 offering is *June 20, 2016*.

**EMI Point of Contact:**

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

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