

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## **Course: E0237 – 2015 National Preparedness Directorate National Training, Education, and Exercise Symposium**

**Dates:** May 19 – 21, 2015

**Travel Dates:**

Travel days are May 18 and May 22, 2015.

*Travel and Per Diem for Federal staff is the responsibility of the participant's office, directorate, or region.*

**Course Length:**

This course is 3 days in length. Travel days are Monday and Friday.

**Course Description:**

This symposium provides a review of training and exercise programs within the Federal Emergency Management Agency (FEMA) that are applicable to our state, local, tribal, and territorial (SLTT) partners. The symposium also provides a forum for sharing best practices and case studies in training and exercises from the SLTT level.

**Course Objectives:**

1. Identify the best practices for improving capabilities through training and exercise;
2. Identify available training and exercise programs to bridge capabilities gaps identified in the National Preparedness Report (NPR) and in State Preparedness Reports (SPR);
3. Identify opportunities to access training and exercise programs to bridge capabilities gaps; and
4. Identify lessons learned in building and sustaining capabilities that apply to bridging existing gaps.

**Continuing Education Units (CEU's):**

The Emergency Management Institute (EMI) awards 2.8 CEUs for completion of this course.

**Target Audience/Selection Criteria:**

Participation is limited to:

- National Preparedness Directorate Staff
- State and Territorial Emergency Management Training and Exercise Training Officers (STO/ETO)
- State Administrative Agency (SAA) Training and Exercise Officers
- Tribal Emergency Management Officials including Tribal Training Officers
- Federal Preparedness Coordinators
- FEMA Regional and State National Incident Management System (NIMS) Points-of-contact
- FEMA Regional Training Managers and Regional Exercise Officers (RTMs/REOs)
- FEMA Headquarter Training and Exercise Staff

**Location:**

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

**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:

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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)

FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admissions Office.

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Note to RTMs, Regional Program Managers, and STOs:  
The FEMA Form 119-25-1 must be received by NETC Admissions – no later than **April 7, 2015**.

**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 student selection criteria listed below 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).

**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:**

For additional information contact the course manager, Dan Lubman, at (301) 447-1364, or by email at [daniel.lubman@fema.dhs.gov](mailto:daniel.lubman@fema.dhs.gov).

**Application Deadline:**

Applications must be received by **April 7, 2015**.

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