



Course: *E0197 Integrating Access and Functional Needs into Emergency Planning*

Course Dates:

August 30-31, 2016

Travel Dates:

August 29 and September 1, 2016

Course Length:

This course is 2 full days in length. Class times generally run from 8:00 a.m. to 5:00 p.m. each day.

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

Location:

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

Course Description:

To provide participants who are responsible for Emergency Planning with the information necessary to utilize disability and access and functional needs-inclusive practices, as well as the additional updated skills and knowledge they will need to prepare for, respond to, and recover from emergencies.

Course Goal:

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

- Define access and functional needs and disabilities.
- Define key terms related to inclusive planning.

- Identify resources to assist in planning with and for adults and children with disabilities and access and functional needs.
- Identify the essentiality of inclusive practices.
- Learn how to incorporate access and functional needs in all phases of emergency management.

Prerequisites:

Participants in this course should have completed: IS-0230.d Fundamentals of Emergency Management.

EMI recommends participants should complete: IS-0100.b, Introduction to the Incident Command System, ICS 100; and IS-0700.a, National Incident Management System, An Introduction.

Participants do not need to complete the pre-course requirements prior to submitting their applications, but should complete them prior to attending the E0197 course.

Continuing Education Units (CEU's):

EMI awards 1.4 CEUs for completion of this course.

Target Audience:

State, local, tribal, and territorial emergency planning personnel, such as emergency service personnel, Non-Governmental Organizations, and Volunteer Organizations Active in Disaster, and disability groups/organizations.

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To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official.

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

FEMA Regional employees should submit their application to their Regional Training Manager (RTM).

The FEMA Form 119-25-1 must be received by NETC Admissions – no later than July 19, 2016.

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 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 and Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code below, 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. 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.

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.

REAL ID

Effective **January 10, 2016** students from **American Samoa, Minnesota, Washington, New Mexico, Missouri, and Illinois** attending EMI for training will need to present a **valid United States Passport or Passport Card; Federal employee, military or veteran identification card; or a State-enhanced driver’s license.**

Students from the aforementioned jurisdictions without one of these forms of identification (a regular driver’s license from these jurisdictions will **not** be accepted) must submit the following documentation to the NETC Security Office (Michael.Wells@fema.dhs.gov) for a National Crime Information Center (NCIC) check: full legal

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name, date and place of birth, and Social Security Number in a password-protected document, **AT LEAST 3 WEEKS PRIOR TO YOUR EXPECTED ARRIVAL ON CAMPUS.**

You must pass the NCIC check before you are permitted unescorted access to the campus.

(Note: A successful NCIC check is valid for 180 days). **Students arriving at the NETC campus without a compliant ID or a successful NCIC check will be denied access to the NETC campus and sent home at their own expense.**

For questions about campus access identification or permissible identification, contact Jane Sentz at 301-447-7207 between the hours of 9:00 – 4:00 EST or by email jane.sentz@fema.dhs.gov.

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