



Course: *E0361 Multi-hazard Emergency Planning for Schools*

Course Dates:

March 11 – 14, 2019
July 22 – 25, 2019

Travel Dates:

March 10 and 15, 2019
July 21 and 26, 2019

Course Length:

This course is 4 days in length.

Location:

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

Course Description:

This course provides school district teams with the knowledge, skills, and tools needed to develop, review, enhance, and sustain an all threats/hazards school emergency operations plan (EOP). In every unit emphasis is placed on working with the whole community, including parents/guardians, and outside agencies such as law enforcement, fire, and emergency management, on planning for, and mitigating all threats and hazards, including active shooter/mass casualty incidents.

Course Goal:

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. Participants will have an opportunity to review, develop, and exercise their EOP, and are encouraged to ask questions, and to use each other as resources. Using the collective knowledge and expertise of instructors

and participants, participants can strengthen their EOP and gain a broader understanding of emergency preparedness and planning.

Prerequisites:

Teams **MUST** bring their school district/school EOP to this course. Completion of IS-100.SCa (or ICS-100), Introduction to the Incident Command System is recommended. For schools, completion of IS-700a, National Incident Management System, An Introduction is also recommended.

Continuing Education Units (CEU's):

EMI awards 2.8 CEUs for completion of this course.

Target Audience:

This course is intended for State, County, and School District teams. Suggested team members include:

First Responders:

- Law Enforcement, School Resource Officers, Fire, Emergency Management, Emergency Medical Services, Public Health Officials.

School District/School Administrators:

- Elected Official or School Board Member;
- Superintendent, or Assistant Superintendent, or Risk Manager;
- Principal or Assistant Principal;
- Public Information Officer
- Security Official, or School Safety Coordinator, or School Safety Team member;
- Facility Manager or Building Engineer;
- Food Service Coordinator;
- Transportation Coordinator;

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- School Nurse, or School Counselor, or School Psychologist.

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. FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admission Office. Tribal government representatives or Federal government employees DO NOT need to submit applications through the State Emergency Management Training office or FEMA Regional Office. Mail, scan and e-mail, or fax the signed Application 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

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 and RPMs and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – no later than #1 February 1, 2019 or #2 June 14, 2019.

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 above 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.

Travel Authorizations:

PFT and CORE employees must ensure their travel authorization (TA) is completed through Concur Government Edition (CGE) Travel System for course offerings.

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 "Register for a FEMA SID" button on 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.

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NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets [REAL ID Act standards](#). The purpose of the REAL ID Act is to stop terrorists from evading detection by using false identification. Check to see if your state is compliant at <https://www.dhs.gov/current-status-states-territories>.

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day time-frame a student is expected to obtain a compliant form of identification).

Submit the following information to Jason.Cawthon@fema.dhs.gov in a password-protected document at least three weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to Jane.Sentz@fema.dhs.gov or 301-447-7207.

EMI Point of Contact:

For additional information contact the course manager, Paul F. Ganem, at (301) 447-1172 or by email at: Paul.Ganem@fema.dhs.gov

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