



### K0103 – Planning: Emergency Operations

**Course Dates:**

December 14-17, 2020 (Monday-Thursday), 1:00 pm - 5:00 pm Eastern Standard Time (EST)

**Course Length:**

This course will be conducted in four-hour blocks, over four consecutive days.

**Location:**

Online, Adobe Connect Webinar course.

**Course Description:**

This course is designed to give basic concepts and planning steps to those new to the field of emergency management so that they may apply planning discipline and skills to challenges in their jobs. The course content includes Emergency Management Planning doctrine and steps to take to accomplish writing plans and using them to deal with special events, which are common challenges for all jurisdictions.

The content also derives from the Comprehensive Preparedness Guide 101, Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans, and its six-step planning process and inclusive whole community philosophy. Likewise, doctrine from the Comprehensive Preparedness Guide 201, Threat and Hazard Identification and Risk Assessment (THIRA), is included in the course. Special event planning is then explained in the course, and table group activities to analyze plans for special events are conducted.

It is mandatory that the participant complete all 16 hours of this course to receive full credit. Anything less will result in the participant's need to re-register for another course and start from the beginning

**Course Goal:**

The goals of this course are to promote effective emergency management planning practices and to enhance planning skills through application exercises

**Prerequisites:**

If a participant is taking this course as part of the Academy, then he or she should take E0101, Foundations of Emergency Management, first (but not required). If a participant is taking this course on its own for its planning information and not in fulfillment of the Academy requirements, there are no prerequisites.

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

EMI awards 1.6 CEUs for completion of this course.

**Target Audience:**

This course is intended for newly appointed emergency managers from Federal, state, local, tribal, and territorial emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

**To Apply:**

Apply for this course [National Emergency Training Center Online Admissions Application](https://training.fema.gov/netc_online_admissions/) ([https://training.fema.gov/netc\\_online\\_admissions/](https://training.fema.gov/netc_online_admissions/))

Note - You must attach the IS-0120 (a or c) – An Introduction to Exercises completion certificate to the NETC online application.

**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

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requirements based upon your position and experience.

Please note - NETC Admissions will notify you of your acceptance into this course via email with an Acceptance Letter/Welcome Package. The Adobe Connect course manager will send a separate email prior to the course conduct, outlining how to register for this course within the Adobe Connect system.

**Notice to Applicants for EMI courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

**How do I obtain my FEMA SID number?**

Step 1: To register, go to: [FEMA Student Identification System](https://cdp.dhs.gov/femasid)  
(<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.

**EMI Point of Contact:**

For Basic Academy course questions contact the course manager, Jeff Januchowski at (301) 447-1356 or by email at [jeffrey.januchowski@fema.dhs.gov](mailto:jeffrey.januchowski@fema.dhs.gov) or Richard Bashium at (301) 447-1629 or by e-mail at [richard.bashium@fema.dhs.gov](mailto:richard.bashium@fema.dhs.gov)

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