



L0110 National Emergency Management Basic Academy Train-the-Trainer

Course Dates:

May 1–5, 2023

Travel Dates:

April 30, 2023, and May 6, 2023
(for those not in the local commuting area)

Course Length:

This course is 5 days in length.

Location:

City of San Antonio/Bexar County OEM
8130 Inner Circle
San Antonio, TX 78235

Course Description:

The Basic Academy Train-the-Trainer consists of 2 days of discussions about course objectives, how to set up and facilitate the class, time management, and other general topics. The last 3 days consist of student teach-backs that describe activities and exercises to demonstrate students' grasp of the Basic Academy course subject matter.

All curriculum content of the Basic Academy courses is covered in the Train-the-Trainer to support a training experience that combines knowledge of all fundamental systems, concepts, and practices of contemporary emergency management. The Academy provides shared experiences of adult learners and skillful instructors resulting in a solid foundation upon which to become a qualified Basic Academy instructor.

Course Goal:

The goal of the Basic Academy Train-the-Trainer is to provide a sound and consistent basis for new instructors to learn to teach foundational concepts of emergency management and develop skills in planning, exercises, and public information and warning.

Prerequisites:

Participants of the course have met the following selection requirements:

- Five years of experience in Emergency Management
- Three years of classroom training experience in adult learning

It is recommended to complete the Basic Academy curriculum before taking this course as most of the host training managers require before instructing:

- E/L/K0101: Foundations of Emergency Management, to include the Prerequisites for E/L/K0101:
 - IS-29: Public Information Officer Awareness
 - IS-100: Introduction to the Incident Command System, ICS-100
 - IS-120: An Introduction to Exercises
 - IS-200: Basic Incident Command System for Initial Response
 - IS-230: Fundamentals of Emergency Management
 - IS-235: Emergency Planning
 - IS-240: Leadership and Influence
 - IS-241: Decision Making and Problem Solving
 - IS-242: Effective Communication
 - IS-244: Developing and Managing Volunteers

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- IS-700: An Introduction to the National Incident Management System
- IS-800: National Response Framework, An Introduction
- E/L/K0102: Science of Disaster
- E/L/K0103: Planning: Emergency Operations
- E/L/K0146: Homeland Security Exercise and Evaluation Program (HSEEP)
- E/L/K0105: Public Information Basic

Continuing Education Units (CEUs):

EMI awards 3.0 CEUs for completion of this course.

Target Audience:

This course is intended for those emergency managers and trainers from Federal, state, local, tribal, and territorial emergency management agencies who have extensive background in emergency management and experience in training adults.

- Minimum 5 years’ experience in emergency management (recommended to be current practitioners)
- Proven and proficient capability to deliver and facilitate training (EMI resume/ recommendation review)
- Demonstrated knowledge of the fundamental systems, concepts, and current practices in emergency management
- Resume detailing responsibilities, authority, and length of time in profession
- Effectiveness in teaching emergency management to adults
- Documentation of at least 3 years’ experience teaching emergency management to adults

To Apply:

Please use the link below to register with the host state. Once participants have been accepted into the course, instructions will be sent on how to register with FEMA for course credit.

Potential students can now apply for E/L0110 at the [Texas Division of Emergency Management site](https://www.preparingtexas.org/ViewCourse.aspx?courseid=542268b8-7d24-4266-a020-db2ea8e114de) (https://www.preparingtexas.org/ViewCourse.aspx?courseid=542268b8-7d24-4266-a020-db2ea8e114de).

All registered students must have a www.preparingtexas.org account, with all prerequisites uploaded to your transcripts.

Please attach the recommended prerequisites, resume, and commitment statement.

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.

Application Review:

To be evaluated for admission into this course, block #16 on the application form must be completed and attach the recommended prerequisites, resume, and commitment statement to the NETC online application. Please refer to the [E/L0110 – Train the Trainer webpage](https://training.fema.gov/empp/e110.aspx) (https://training.fema.gov/empp/e110.aspx).

Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make request NLT 15 days prior to the course offering. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please send these requests to the course host, Paul Hahn via email at paul.hahn@tdem.texas.gov (512) 632-5386, along with a cc: copy to DHS/FEMA/EMI/National/Emergency Management Professional Program/National Emergency Management Basic Academy: FEMA-EMPP-Basic-Academy@fema.dhs.gov.

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Lodging Information:

The course is located in San Antonio, Texas.
There are options for lodging within close proximity of the classroom.

Cost/Reimbursement Information:

EMI does not provide stipend reimbursement for off-campus course deliveries.

Training Point of Contact:

Paul Hahn
Training Program Manager
512-632-5386
Paul.hahn@tdem.texas.gov

EMI Point of Contact:

For additional information, contact the Course Manager, Jeff Januchowski, at (301) 447-1383 or by email at jeffrey.januchowski@fema.dhs.gov or Richard Bashoum at (301) 447-1629 or by e-mail at richard.bashoum@fema.dhs.gov.

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