

Monthly Newsletter



EMI Anywhere

The EMI Anywhere Initiative supports the 2022-2026 FEMA Strategic Plan of a bold vision and three ambitious goals designed to address key challenges the agency faces during a pivotal moment in the field of emergency management. This initiative greatly enhances FEMA's ability to address the increasing range and complexity of disasters, support the diversity of communities, and complement the nation's growing expectations of the emergency management community. Specifically, this effort will support the FEMA Strategic Plan and the Administration priorities related to climate and equity by enhancing emergency managers' understanding of climate science, the impacts of climate change, and effective climate adaptation strategies. The effort will enhance equity by making emergency management training more accessible to underserved communities and educating emergency managers on the operational imperatives of equitable preparedness, response, recovery, and mitigation.

EMI Anywhere consists of 6 key lines-of-effort:

1. Expand **virtual delivery** & build a modern e-campus.
2. Establish **satellite campuses** in each FEMA Region.
3. Simplify our **course catalog** and build certificate programs to fill knowledge gaps.
4. Develop an **executive crisis leadership program** for our most senior emergency managers.
5. Facilitate and catalyze **thought leadership** for the profession,
6. Transform EMI into the **National Emergency Management College**.

For more information about EMI Anywhere, join us at EMI for the National Preparedness Symposium May 23-25, 2023.

National Preparedness Symposium Topic Survey

The National Preparedness Symposium (NPS) is scheduled for May 23-25, at EMI, on the National Emergency Training Center campus in Emmitsburg, Maryland. The purpose of the Symposium is to ensure key preparedness personnel at the state, territorial, tribal, and local level have current and accurate information related to training, education, exercises, and planning.

The NPS provides a collaborative environment for emergency management training, exercise, and planning personnel to engage peers, receive information on available guidance, tools, and resources, and to discuss current and future programs and initiatives. Attendees of the NPS will gain knowledge of elements that they can implement, modify, or

validate in their preparedness programs that will contribute to improved outcomes. The Theme of the 2023 NPS is Enhancing your Preparedness Toolbox.

To provide NPS attendees with the best possible symposium experience, the planning team has compiled a [NPS event topic survey](https://teex.co1.qualtrics.com/jfe/form/SV_7Wdfgxwj1KfxDLM) (https://teex.co1.qualtrics.com/jfe/form/SV_7Wdfgxwj1KfxDLM) to gather your feedback. The survey, which is currently live, will remain open through Saturday, December 17th.

Team EMI had a productive week at the International Association of Emergency Managers (IAEM) Conference in Savannah, Georgia

EMI Staff had wonderful interactions with partners, students, and stakeholders from across the emergency management field. Here are some EMI highlights from the week:

🗨️ Dr. Kelly Garrett, EMI EMPP Branch Chief, presented “Unmuting Emergency Managers as Influential Leaders.”

🗨️ Jeffery Hice, EMI Preparedness Branch Chief, presented “ICS and EOC Training for the National Qualification System (NQS).”

In addition to providing speakers and interacting with stakeholders at the EMI booth, EMI also provided some pre-conference training. The courses that were offered:

- L0105, Public Information Basic
- L0146, Homeland Security Exercise and Evaluation Program (HSEEP)
- L0219, Mitigation Assessment Team (MAT) Workshop
- L0300, Intermediate Incident Command System for Expanding Incidents



EMI Staff, Jeff Hice, Jeff Januchowski, Dr. Kelly Garrett, and Russ Flick pose in front of the EMI booth at the International Association of Emergency Managers conference in Savannah, Georgia.

News from the EMI Branches

Preparedness:

EMI Tribal brings 2023 Updates: EMI's Tribal Train-the-Trainer continues to evolve and progress. The first Tribal local course was successfully delivered November 14–17 in Shawnee, OK, hosted by the Citizen Potawatomi Tribal Nation. Of note, the instruction was primarily provided by recent graduates of EMI's Tribal Train-the-Trainer Seminar.

Currently, four additional local deliveries are scheduled in January and February in Region 6, Region 8, and Region 9.

Tribal Train-the-Trainer participants are currently scheduling and completing coaching sessions with the EMI Tribal Training Curriculum Manager prior to unit training presentations in upcoming deliveries.

The next Train-the-Trainer delivery is scheduled for April 24–28, 2023 in Hollywood, FL hosted by the Seminole Tribe of Florida. Following this, the next Tribal Train-the-Trainer will be held September 11–15, 2023. We only take 21 students for each Train the Trainer and do follow-up with participants including coaching sessions, periodic supplemental instructional and training emails, and monthly conference calls.

EMI Tribal wishes you a happy holiday season, time to spend with family and friends, and a prosperous New Year.

EMI Course Completion Documents, Record Keeping: Losing EMI course completion documents can be a “significant emotional experience” for instructors, State Training Officers (STOs), students, and EMI Course Managers. Considerable time and labor are necessary to prepare for and then deliver a course; to then lose course documentation can be frustrating. When students do not receive certificates for courses they complete toward credentialing in a position, it can be career impacting!

Though rare, course completion documents become lost for a variety of reasons despite efforts and processes. We hope that, along with job aids provided by course managers, the information below will help reduce instances of lost course documentation.

As with many processes, EMI course deliveries can be broken into three phases: Pre-Delivery, Delivery and Post-Delivery. Let's look at each phase and some ideas to help ensure successful certification of courses:

Pre-Delivery: As part of preparing for a course delivery, instructors, course hosts/points of contact (POCs) and STOs should discuss the process used to ensure that all course documents are available for the course delivery. EMI course managers ensure that course sign-in rosters, Level I Evaluation Forms, Level II Spreadsheet files, and any other documents necessary to deliver the course are sent to the STO and POC prior to the course start date. Ensuring that the forms arrive in the instructor's possession prior to class start is critical. Making sure that all parties understand that these forms need to be returned to the EMI Course Manager via the STO after class and the flow of that paperwork is critical. Refer to the EMI Job Aid for guidance.

Delivery: Instructors need to follow the instructions on course sign-in rosters regarding proper documentation of student attendance/non-attendance. Additionally, ensure the Level I Student Evaluations are distributed, and the students are given proper instruction of filling out the evals. Finally, collect Level II pre- and post-exam scores and annotate them in the Level II Spreadsheet (remember, no names need to be included). Use the same student number from the sign-in roster to keep track of the student pre- and post-exam scores.

Post-Delivery: Finally, make sure the sign-in roster is closed out properly. Line through students who do not complete the course. Also ensure that lead and support instructors names and signatures are filled in at the bottom of the

forms. Ensure students exam data is filled in on the Level II Spreadsheet. And finally, make sure that each student completes the Level I Evaluation and return it to the instructor team.

Instructors are responsible for collecting the data and ensuring that it is quickly returned to the POC or course host. They must ensure that it is successfully transferred into the custody of the STO for screening, copying and then dispatching to the EMI Course Manager. Please follow the EMI Job Aid for guidance.

We remind STOs that they must comply with their jurisdiction and/or state record keeping regulations. We also recommend that copies of all files are kept as a backup in case there is an unfortunate and rare instance that a package is lost in transmission.

Mitigation:

Hazard Mitigation Assistance: Seats are still available for the virtual offering of K0212 *Hazard Mitigation Assistance: Developing Quality Application Elements* which is scheduled for January 30 - February 3, 2023. Applications will be processed thru the NETC Online Application system for SLTT and FEMA participants that do not require this course for their Position Task Book (PTB).

Floodplain Management: Seats remain available for E0273 *Managing Floodplain Development through the National Flood Insurance Program (NFIP)* scheduled February 13-16, 2023, on the EMI campus. This course provides local, state, tribal, territorial, and Federal officials with the knowledge and skills to administer and enforce floodplain management regulations. The course focuses on the NFIP and concepts of floodplain management, flood maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance.

E0278 *National Flood Insurance Program/Community Rating System (NFIP/CRS)* has seats remaining for the only FY23 offering, which is scheduled for April 3-6, 2023, on the EMI campus. This course covers the Community Rating System (CRS), a nationwide initiative of FEMA's National Flood Insurance Program (NFIP). It describes activities eligible for credit under the 2017 CRS Coordinator's Manual, how a community applies, and how a community modifies an application to improve its classification.

Applications for both the E0273 and E0278 offerings must be submitted thru the NETC Online Application system.

Building Science: The next offering of the E0386 *Residential Coastal Construction* is scheduled for February 27- March 2, 2023, at EMI. This course is aimed at providing engineers, architects, and community building officials and code administrators, training in planning, siting, design, construction, and maintenance of coastal residential structures.

The E2460 Advanced Building Science Series I is now being offered as two courses. E2461 *Advanced Building Science Series I: Strategies for Maximizing Floodproofing Success*, a 3-day course and E2462 *Advanced Building Science Series I: Critical Building Performance for Wind*, a 2-day course. When delivered on the EMI campus, the two courses will be offered consecutively March 27-31, 2023, and must be attended together; field offerings may be scheduled as stand-alone courses and can be requested as individual courses. These courses are designed for engineers, architects; and community building officials and code administrators.

General Mitigation Information: If you have questions about Mitigation course deliveries, please contact the EMI Mitigation Branch at FEMA-EMI-MIT@fema.dhs.gov.

Reminder, if you need Mitigation courses for your Position Task Book (PTB), please contact the FIWA/WDD training team at FEMA-FQS-Training@fema.dhs.gov to coordinate. WDD funding is no longer available for EMI resident training.

Integrated Emergency Management:

Integrated Emergency Management Course (IEMC): The application period for the Fiscal Year 2024 Community-Specific IEMC is open until February 1, 2023. The IEMC is a community-specific training program available to state, local, tribal, territorial, and specialized jurisdictions throughout the United States focusing on a community's emergency operation center (EOC) personnel and emergency management partners. The IEMC is a fully customizable training event that uses both classroom and exercise learning environments to achieve community learning objectives.

Selected communities work with EMI's Integrated Emergency Management Branch staff to develop overall IEMC course goals, select the units of instruction, and design accompanying exercises that are developed to compliment the classroom learning. EMI has a standing menu of instruction topics from which a community may select. EMI also can work with subject matter experts to develop specialized topics for your IEMC. Additionally, communities may deliver their own units of instruction on local plans, hazards, or other topics.

Lane County, Oregon recently conducted an E0930 IEMC at the National Emergency Training Center in Emmitsburg, MD and provided the following summary about their experience:

“Building relationships before a disaster is key in preparing for and responding to a disaster. This training was an incredible opportunity to bring many of our emergency response partners together to focus on how we work together and what resources we can bring to bear to respond to an event such as a Cascadia Earthquake,” said Patence Winningham, Lane County Emergency Manager. “We were fortunate to be selected by FEMA to do this training – only a handful of communities are invited each year.”

The training, which was specific to Lane County, helped participating agencies build the awareness, leadership, and communication skills needed to respond to a complex event. It combined classroom lectures and discussions with small group planning sessions and an immersive exercise designed to increase the coordination among responders and emergency management personnel. The immersive exercise included elements of flooding, dam failure, hazardous materials and more.



Participants from Lane County, Oregon take part in a Community-Specific IEMC at EMI in Emmitsburg, MD.

If you are looking to improve your emergency management stakeholders' skillsets and developing a stronger, well-rounded team, consider applying today for the Fiscal Year 2024 IEMC program. The Training Bulletin with Information on applying for an IEMC for your jurisdiction is located at: [Fiscal Year 2024 Community-Specific Integrated Emergency Management Course \(IEMC\) Application Process](https://training.fema.gov/emigrams/2022/1748-training%20bulletin%20-fy24%20community%20specific%20%20iemc%20application%20process.pdf?d=9/30/2022) (<https://training.fema.gov/emigrams/2022/1748-training%20bulletin%20-fy24%20community%20specific%20%20iemc%20application%20process.pdf?d=9/30/2022>).

For additional information on the IEMC program, please contact the Integrated Emergency Management Branch at fema-emi-iemb@fema.dhs.gov or Patrick J. Flynn, the IEMC Program Manager at patrick.flynn.2@fema.dhs.gov.

Emergency Management Professional Program (EMPP):

The EMPP Academies and the Public Information Officer (PIO) Program continue with a full slate of course offerings around the country this in December. Here is a list of courses scheduled in the field (L), on campus (E), or online (K) in the month of this month:

Basic Academy Course Number	Location	Dates
E0146	EMI	December 5-6
K0101	Online	December 5-16
L0146	AR	December 6-7
L0105	AZ	December 6-8
L0105	CA	December 6-8
E0102	EMI	December 7-9
L0105	TX	December 7-9
E0103	EMI	December 12-13
L0146	CT	December 12-13
L0102	MS	December 12-14
L0105	VA	December 13-15
E0105	EMI	December 14-16
L0105	CT	December 14-16
L0103	MS	December 15-16
PIO Program Course Number	Location	Dates
L0389*	EMI	December 5-8
Advanced Academy Course Number	Location	Dates
L0451**	NC	December 5-9

*Only open to accepted Master PIO students.

**Only open to accepted Advanced Academy students.

Ask a Course Manager?

What if my state wants to teach a G-course that is no longer on the G-course website and was retired?

EMI-developed and state delivered courses, also known as G-courses are delivered at the discretion of the states, by state-approved instructors. If a course has been removed from the G-course website, then you can contact the course manager to determine if the course is undergoing revision or there is some other reason. In this case, it is up to the state to decide to wait for the updated material. If a G-course has been retired, then it is up to the state to determine whether to deliver the course in the last version before retirement.

Current Training Opportunities:

Please refer to the [EMI Course Schedule](https://training.fema.gov/emcourses/schedules.aspx) (<https://training.fema.gov/emcourses/schedules.aspx>) for a complete list of upcoming course offerings.

For More Information:

- [EMI Course Catalog](#)
(https://www.firstrespondertraining.gov/frtserver/catalogs/EMI_course_catalog.pdf?_=1603823874749)
- [EMI Course Schedule](#)
(<https://training.fema.gov/emicourses/schedules.aspx>)
- [EMI Programs and Activites](#)
(<https://training.fema.gov/programs>)
- [State Training Officers Contact Listing](#)
(<https://training.fema.gov/programs/aps/stolist.aspx>)
- [Independent Study Program FAQs](#)
(<https://training.fema.gov/is/isfaq.aspx>)

EMI Program Points-of-Contact:

EMI Branch	Email
EMPP	empp@fema.dhs.gov
IEM	fema-emi-iemb@fema.dhs.gov
Mission Support	fema-ms-branch@fema.dhs.gov
Mitigation	fema-emi-mit@fema.dhs.gov
Preparedness	fema-emi-prepbranch@fema.dhs.gov
Response & Recovery	fema-emi-RandR@fema.dhs.gov
G-course Program	fema-G-course@fema.dhs.gov
General EMI Inquiries	emiactionoffice@fema.dhs.gov
Independent Study	independent.study@fema.dhs.gov
NETC Admissions	netcadmissions@fema.dhs.gov

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