



# FEMA

*National Emergency Training Center (NETC)*  
U.S. Department of Homeland Security  
16825 S. Seton Avenue, N414  
Emmitsburg, MD 21727-8998

## *L0363 Multi-Hazard Emergency Management for Higher Education*

### **Host Application Steps/Selection Process**

1. Review the host institution recruitment and delivery requirements to ensure that all requirements can be met by your institution.
2. Complete this screen-fillable application in Adobe Acrobat.
3. Submit the completed application to your respective **State Office of Emergency Management** by **August 16, 2024**. The State Office of Emergency Management will review the application and forward to the appropriate **FEMA Regional Office**. The State Office of Emergency Management must have all applications forwarded to the appropriate FEMA Regional Office by **August 30, 2024**.
4. The FEMA Regional Office will review the application, attach a letter from the FEMA Regional Administrator with the appropriate endorsements, and forward the package to the Emergency Management Institute (EMI). The letter from the FEMA Regional Administrator will include the nomination's priority rank, rationale for ranking, and any additional relevant comments. Prior to the start of the final reviewing process, EMI will request a consolidated prioritized ranking of applications from each FEMA Region.
5. **Applications must be received by EMI from the FEMA Regional Offices by September 20, 2024**. The FEMA Regional Offices should submit the applications packets via email to [FEMA-EMI-MIT@fema.dhs.gov](mailto:FEMA-EMI-MIT@fema.dhs.gov). A review team will evaluate the application packets in collaboration with the FEMA Regions. The Superintendent of the Emergency Management Institute will make the final decision regarding the selected host institutions. Selected applicants will be notified in October 2024. The applicable FEMA Regional Training Manager and State Training Officer will be included in the notification. Applicants not selected will also be informed.

Any questions about this process may be sent to [FEMA-EMI-MIT@fema.dhs.gov](mailto:FEMA-EMI-MIT@fema.dhs.gov). Thank you!

**Please provide the following information:**

**Institution:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Office phone:** \_\_\_\_\_

**Mobile phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Recruitment Requirements

The L0363 course is designed to assist participating institutions with defining their emergency management process. **Recruiting is key** to a successful delivery of the course. This course is designed to promote learning, not just from the instructors, but through discussion and networking among all participants. Therefore, it is extremely important that recruitment is maximized, not just within the host institution, but also within the local area surrounding the host institution to include emergency management partners. **For the course to be most effective, a sufficient number of teams and range of job positions within each team is needed.** The target class size is 30 - 40 with 4 - 8 members per team.

A **MINIMUM of 30 participants from 4 different institutions** is required to hold a L0363 offering.

### As the host, you must commit to:

- Recruit teams from 8 - 10 local higher education institutions (public and/or private) using email, telephone, and mail/distribution lists.
- Recruit individuals from emergency management partner organizations of the participating higher education institutions.
- Assist participating institutions in identifying team members (a recruitment flyer with more details will be sent upon selection).
- Update Emergency Management Institute's (EMI's) Course Manager of recruitment status on a regular basis beginning 4 months in advance of the course offering.
- Provide EMI Course Manager with a roster of enrolled participants including name, organization, position, and email address no later than 6 weeks prior to the class.

NOTE: Individuals attending the class will be requested to use their cellphone for the primary course exercise.

### 1. Describe the details of your recruitment plan including who and how you plan to recruit.

## **Hosting Institution must commit to provide:**

- **Classroom:**
  - that will comfortably accommodate 30 - 40 students seated in table groups of 6 - 8 individuals per group with 3 additional tables in the back of the room for the instructors and supplemental course materials. The room and tables should be large enough to allow the participants sufficient table space for mobility during activities and exercise.
  - must have an electrical outlet near instructor tables for instructor equipment.
  - must be available the afternoon prior to the start of class for instructor setup and for the duration of the 3-day class.
  - must be secured overnight to allow course materials to remain in the room and avoid setup each day.
  - must have adequate cellphone signal reception to accommodate the course exercise.
- **Break-out room:**
  - that will accommodate 8 - 10 people preferably with conference or U-shape style seating.
  - must have adequate cellphone signal reception to accommodate the course exercise.
- **Instructor podium with:**
  - computer that will allow the loading of the FEMA course files via USB port and the removal of those files after the course completion.
  - projection system for visual presentations wired with audio.
- **Microphone system with:**
  - minimum of 3 handheld microphones for student table groups.
  - 1 - 2 wireless lavalier microphones for the instructors.
- **Easels** with pads of paper and markers – one per table group and one for the instructors.
- **Printing support** during class, as needed, to support exercises. Note: this is for a limited number of materials that cannot be produced until the class is in session.
- **Refreshments** within easy access during breaks - at minimum - coffee, tea, and water.
- **Logistical information** including parking, campus security, campus maps, etc. Note: Participating institutions are expected to cover any costs for their team members' transportation, housing and related travel expenses, if applicable.

## **EMI will provide:**

- **Course management** to include:
  - two subject-matter-experts as Instructors.
  - EMI Course Manager to manage coordination with the Host Point-of-contact (POC) prior, during and after the course offering.
  - FEMA representative on-site during the course offering to coordinate with the Host POC.
- **Course materials and classroom supplies** for confirmed number of participants. Note: Confirmed number of participants is required 6 weeks prior to course start date.
- **Presentation materials.** Note: These materials will need to be loaded to the Host presentation computer prior to class via an USB port.
- **Classroom setup assistance to support the Host POC** on afternoon prior to class start date.
- **Classroom cleanup assistance to support the Host POC** after class concludes on last day.

- 2. Confirm you have the ability to meet the delivery requirements and describe your accommodations plan.**

- 3. Describe the status of your Emergency Operations Planning process—are you just getting started, have a planning team established, have an out-of-date plan that needs updated, actively updating and exercising your plan, etc.**

**4. Explain in what way(s) you feel this course would benefit your organization and local area.**

**Please select your top 3 preferences for dates to conduct the L0363 class on your campus by placing a 1, 2, or 3 in the appropriate boxes. We will try to schedule as closely as possible to the preferred dates; however, when that is not possible, alternate dates will be suggested.**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> February 25 - 27, 2025 | <input type="checkbox"/> April 8 - 10, 2025     | <input type="checkbox"/> July 15 - 17, 2025      |
| <input type="checkbox"/> March 4 - 6, 2025      | <input type="checkbox"/> April 29 - May 1, 2025 | <input type="checkbox"/> July 29 - 31, 2025      |
| <input type="checkbox"/> March 11 - 13, 2025    | <input type="checkbox"/> May 6 - 8, 2025        | <input type="checkbox"/> August 5 - 7, 2025      |
| <input type="checkbox"/> March 18 - 20, 2025    | <input type="checkbox"/> May 13 - 15, 2025      | <input type="checkbox"/> August 12 - 14, 2025    |
| <input type="checkbox"/> March 25 - 27, 2025    | <input type="checkbox"/> June 3 - 5, 2025       | <input type="checkbox"/> August 19 - 21, 2025    |
| <input type="checkbox"/> April 1 - 3, 2025      | <input type="checkbox"/> June 10 - 12, 2025     | <input type="checkbox"/> September 23 - 25, 2025 |