



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 electronically to Tina.Hovermale@fema.dhs.gov by clicking the submit button on the last page of this application. If you are unable to submit the application electronically via Adobe Acrobat, scan the completed form and email to Tina.Hovermale@fema.dhs.gov with a subject line of ‘2017 L0363 Host Application’.
4. Applications must be received **by 5:00 p.m. ET, August 19, 2016**. A team will evaluate the applications and selected institutions will be notified in October 2016. 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 Tina.Hovermale@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 24 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 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 activities.
 - must have an electrical outlet in close proximity to 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 FEMA equipment and student 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 projection system for visual presentations wired with audio.
 - with connectivity for FEMA-provided laptop computer.
- **Microphone system:**
 - with minimum of 3 handheld microphones for student table groups.
 - with 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:**
 - for 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:

- Two subject-matter-experts as instructors.
- A course manager to manage all coordination on the FEMA-side prior, during and after the course offering.
- A FEMA representative to facilitate the course offering on-site.
- Course materials and classroom supplies for confirmed number of participants. Note: Confirmed number of participants is required 6 weeks prior to course start date.
- Laptop computer with all presentation materials loaded.
- Classroom setup assistance on afternoon prior to course start date.
- Classroom clean up assistance 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 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 5 preferences for dates to conduct the L0363 class on your campus by placing a check mark 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"/> January 10-12, 2017 | <input type="checkbox"/> January 24-26, 2017 | <input type="checkbox"/> January 31-February 2, 2017 |
| <input type="checkbox"/> February 7-9, 2017 | <input type="checkbox"/> February 14-16, 2017 | <input type="checkbox"/> February 28-March 2, 2017 |
| <input type="checkbox"/> March 7-9, 2017 | <input type="checkbox"/> March 14-16, 2017 | <input type="checkbox"/> March 21-23, 2017 |
| <input type="checkbox"/> April 11-13, 2017 | <input type="checkbox"/> April 25-27, 2017 | <input type="checkbox"/> May 2-4, 2017 |
| <input type="checkbox"/> May 16-18, 2017 | <input type="checkbox"/> May 23-25, 2017 | <input type="checkbox"/> June 13-15, 2017 |
| <input type="checkbox"/> June 20-22, 2017 | <input type="checkbox"/> June 27-29, 2017 | <input type="checkbox"/> July 11-13, 2017 |
| <input type="checkbox"/> July 18-20, 2017 | <input type="checkbox"/> July 25-27, 2017 | <input type="checkbox"/> August 1-3, 2017 |
| <input type="checkbox"/> August 8-10, 2017 | <input type="checkbox"/> August 15-17, 2017 | <input type="checkbox"/> August 22-24, 2017 |
| <input type="checkbox"/> August 29-31, 2017 | <input type="checkbox"/> September 12-14, 2017 | <input type="checkbox"/> September 26-28, 2017 |

Click on SUBMIT below to send to EMI program manager.

SUBMIT