

## CONTRACT INSTRUCTOR CRITERIA

<b><u>Course Title</u></b>	<b>E/L 0143 Advanced Situational Awareness and Common Operating Picture</b>
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This advanced Situational Awareness and Common Operating Picture (SA/COP) training applies best practices and facilitates the improvement of an integrated SA and COP system. The primary focus of the training is to apply critical steps required for an SA and COP system to effectively improve critical decision-making prior to, during, and after an incident. The purpose of this course is to develop the skills and knowledge necessary to provide a common operating picture that enhances decision-making. The participants will have the skills to manage, analyze, plan, implement, and evaluate the situational awareness and common operating picture.

### **Criteria for Contract Instructor Selection:**

Applicants must meet the following criteria to be considered. Those not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration. Application packages from individuals meeting the basic criteria will be reviewed based on:

Documented knowledge and experience in subject area:

- Successfully served at least 5 years dealing directly with SA/COP activities in the area Emergency Management, Law Enforcement, Emergency Medical Services, Firefighting, Elected and Appointed Officials, Hazardous Materials, Health Care, Mass Care, Law Enforcement, Public Health, Public Safety Communications, Public Works and Utilities, and Transportation.
- Demonstrated knowledge of activities with regard to emergency management
- One-page synopsis of current issues, trends and research that directly relate to the specific course.
- Completion of the following courses:
  - IS-100 Introduction to the Incident Command System
  - IS-135 Emergency Planning
  - IS-200 ICS for Single-Resources and Initial Action Incidents
  - IS-241 Decision Making and Problem Solving
  - IS-700 National Incident Management System – An Introduction
  - IS-704 NIMS Communications and Information Management
  - IS-800 National Response Framework

Demonstrated effectiveness instructing at the fully professional level in an active training environment:

- Provide course description, objectives, and syllabus of emergency management training material delivered
- Provide two references from individuals in organizations, where you have delivered training. Do not include staff members or contract instructors from the National Emergency Training Center as these organizational representatives.
- Have successfully completed the E/L0143 course

## **Education:**

All degree requirements for each course (Associate's, Bachelor's, Master's, etc.) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organization for Higher Education and may require transcripts.

### *Preferred:*

- Undergraduate degree in emergency management or an associated field of study.
- Demonstrated experience equivalent to a degree in emergency management or an associated field of study.

## **Demonstrated Subject Experience:**

### *Preferred:*

- Extensive (more than 5 years) experience years dealing directly with SA/COP activities in the area Emergency Management, Law Enforcement, Emergency Medical Services, Firefighting, Elected and Appointed Officials, Hazardous Materials, Health Care, Mass Care, Law Enforcement, Public Health, Public Safety Communications, Public Works and Utilities, and Transportation to include the following activities:
- Successfully participated in an emergency response dealing with SA/COP activities, either for the Incident Command on-scene or in an activated Emergency Operations Center
- Had responsibility for writing and maintaining a plan(s) or participated on a team to develop a plan for emergency operations, preparedness, recovery, hazard mitigation or continuity of operations

### *Minimum:*

- Five years dealing directly with SA/COP activities in years in the area Emergency Management, Law Enforcement, Emergency Medical Services, Firefighting, Elected and Appointed Officials, Hazardous Materials, Health Care, Mass Care, Law Enforcement, Public Health, Public Safety Communications, Public Works and Utilities, and Transportation.

## **Probationary Period**

All new instructors will be on a probationary status until they have successfully completed two (2) course deliveries at EMI and achieved an average score of 3.0 or better on a scale of 1 to 5 for all units taught for those deliveries. During this probationary period they will be mentored by select experienced instructors. They will not be considered for an off-site delivery until they have successfully completed this probationary period unless it is deemed necessary by the course manager to waive this requirement.

## **Selection Process**

Applicants must meet the subject matter experience requested above as well as having teaching experience. Selection for courses will be through a bid process conducted by the Emergency Management Institute. Selected applications will be scheduled to attend an offering of the course as an instructor. In order to provide the optimum quality and flexibility for EMI as an instructor, you will be required to eventually be able to teach all units within the course for which you have submitted a bid to instruct.

## **Contract Instructor Performance Requirement**

Contractors whose Statements of Work include the presentation of materials must maintain a cumulative minimum rating of 3.5 on a Likert scale rating of 1-5 on student evaluations in the “Quality of Instruction” category. In addition, those contractors acting in classroom and exercise support roles will be evaluated in the following areas:

- Knowledge of subject
- Encouraging student participation
- Fostering collaborative team-based learning
- Presenting engaging lectures
- Providing relevant and accurate responses to student questions
- Supplementing course materials with current examples of issues/trends
- Facilitating exercises in a manner that enhanced development of students skills
- Supporting the course with relevant and appropriate experiences
- Adherence to assigned unit objectives, the Instructor Guide and timelines
- Timely submission of materials for review prior to conduct of the course (if applicable)
- Timely submission of required materials after the course concludes (including applications, evaluations, sign-in sheets, or anything else requested by the Course Manager)
- Adherence to Instructor Guidelines
- Adherence to NETC Code of Conduct, EMI Human Dignity Statement, as well as any other performance or rating criteria set forth by the Course Manager.

NOTE: Because an Adjunct Instructor is a representative of FEMA and EMI during a course delivery, no instructor may use an EMI course delivery to solicit work, endorse, or solicit support of any private or non-profit organization. Instructors will also present a neutral opinion on FEMA and its policies and will defer to FEMA personnel who are present in the classroom.

Sustainable allegations of violations of the Agency, NETC, EMI or Course Manager Standards of Conduct is a basis for removal from the Qualified Bidder’s List.