



FEMA



Emergency Management Institute *Monthly Newsletter*

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EMI Anywhere

Are you interested in delivering an EMI “L” (off-campus physical classroom) or “K” (virtual classroom) course?

“EMI Anywhere” is a new term you will hear from EMI this year. This refers to our efforts to expand deliveries outside of the EMI campus to meet the students that need our training wherever they are in the nation. This effort will include increasing our virtual capabilities, seeking additional off campus physical classroom venues, and partnering with states, territories, and tribes to deliver our EMI courses at their locations.

In keeping with this EMI Anywhere approach, we seek to make more L and K courses available for delivery by state, territorial and tribal governments. These are course deliveries taught by EMI approved instructors, funded by the state, territory, or tribe, and receive an EMI certificate of completion.

Because EMI certificates and ACE/IACET recognition accompany these courses, there are additional requirements for these deliveries that do not exist when delivering “G” courses.

Generally, EMI must ensure that the course meets the same standards that it would when delivered directly by EMI. These standards include following the approved plan of instruction, meeting all the course objectives, conducting all the course activities, administering the course exams, and collecting the student feedback. In addition, EMI approved instructors must teach the course, and the students must meet all the course prerequisites in order to attend.

Any state, territory, or tribal emergency management organization interested in an L or K delivery must coordinate with the appropriate EMI course manager to schedule the course in advance. This is particularly

important for the initial delivery of an L or K course. Please ensure you plan several months ahead for an initial delivery of an L or K course. For subsequent deliveries, please plan as far in advance as possible so that courses can be properly coordinated and scheduled.

The requesting organization must agree to meet EMI standards, and EMI will conduct quality assurance checks to verify that the delivery follows those standards. The corresponding branch chief, the Curriculum Standards and Instructional Technology Branch Chief and the Superintendent’s office must screen any request before approving the delivery.

FEMA HQ also currently requires that all indirect “L” course requests include a COVID-19 Mitigation plan. EMI’s Deputy Superintendent reviews all COVID mitigation plans before approving field deliveries. Once the course has concluded, NTEC Admissions (and the responsible course manager) must receive application packages within 45 days of the course end date for off-site resident courses. This deadline is specified in NETC SOP 119-25 – Para. 5-11, a.

For virtual training, EMI must approve the training platform for online synchronous courses prior to the course delivery. EMI will ensure that the training platform will adequately support the delivery and that the platform meets FEMA standards for protecting student personal information.

If you are interested in delivering an EMI course in a classroom or virtually, please contact the course manager through the EMI Program POC emails to begin the approval process.



Highlights and news from EMI in general:

EMI Implements Video Production Capability

The Superintendents Business Office recently launched a new system providing studio-grade video production capability for users with little or no prior experience. Modeled after systems employed at several universities across the country, EMI's one-button studio streamlines video production workflows allowing users to capture professional looking videos quickly and easily – helping to keep the focus on creating great instructional content vs the time consuming steps involved in video production projects. Located on the NETC campus, the studio is equipped, configured, and ready for video production. Users simply insert a thumb drive to activate the system, and with the push of a button, they are recording. In addition to capturing the recorded session, the system also provides green screen capability, making it easy to add background elements such as images, slides, and other videos in post-production. This system not only provides EMI facility with a new instructional content development capability, but also offers visiting students new and exciting tools that can be used for practicing presentation skills, developing presentations for student projects, and host of other applications.

From the EMI Branches

Emergency Management Professional Program (EMPP):

Last month we highlighted that EMPP is offering Basic, Advanced and Executive courses through virtual delivery.

Upcoming Basic Academy Courses:

- March 8-11, K0103 Planning
- March 15-18, K0146 HSEEP
- March 22-April 1, K0101 Foundations in Emergency Management
- March 30-April 8 K0105 Public Information Basics
- April 13-22, K0102 Science for Disasters
- April 26-29, K0103 Planning
- May 3-6, K0146 HSEEP
- May 10-21, K0101 Foundations in Emergency Management

The Basic Academy is seeking regional partners to co-sponsor a pilot of the L0110 Train-the-Trainer course. Any interested RTMs please contact Jeff Januchowski Jeffrey.januchowski@fema.dhs.gov or Rich Bashioum Richard.bashioum@fema.dhs.gov.

The application period for the FY22 cohorts of the Advance Academy, Executive Academy, and Master PIO Program opens April 1, 2021 and runs through June 1, 2021. Please look for the training announcements with the application information coming out in early March.

Preparedness:

EMI Preparedness Branch continues to focus significant effort on developing virtual and blended approaches to delivering Incident Command System (ICS) and Incident Management Team (IMT) training in partnership with a variety of Federal and State entities.

Some key lessons learned from the delivery of virtual training:

- More contact hours are needed to meet the course learning objectives for virtual courses
- A qualified instructor is needed to guide activities and ensure participation for each breakout room
- A Course Manager, separate from instructors, is needed to manage and monitor the overall course
- A “producer” with significant expertise is needed to manage the virtual platform and troubleshoot problems during the delivery
- Attendance policy has to be addressed up front and enforced (10% absence, regardless of reason)
- Conduct a technical check with students prior to start date to ensure access and functionality
- Conduct a full walk through of course activities with the Instructors to ensure they are familiarized with the appearance and function of the platform
- We found it was more effective to teach the course displaying the Student Manual versus Slides – this allows students to follow along in their student manual and make notes in their electronic copy of that document
- Some ICS forms used in courses, such as the ICS Form 207, are not fully useable through an online platform – for these there needs to be an alternate approach that enables students to still become familiar with the ICS forms and meet the full course objectives.
- We have added end of unit knowledge Reviews as a method to check student learning and validate participation.

EMI Preparedness is incorporating virtual delivery guidance into Plan of Instruction (POI) created for each course that is adapted for virtual delivery. Additionally,



we are collecting best practices for virtual and blended delivery from across the nation and will be adding these as tools for the States as they are reviewed and validated.

Improving IMT Training:

The current Incident Management Team Position Specific Training curriculum consists of eighteen courses. These courses were first offered through EMI in 2008 and have only been revised once (2019-2020 NIMS update).

EMI has received stakeholder input that these courses would benefit from a major revision. To validate this, EMI contracted for an analysis of the current courses against the baseline standards for IMT positions defined by the National Qualification System. What we learned from this analysis is that the current courses are at too low of a learning level, and do not adequately teach key position-specific tasks.

EMI is working toward a major revision of the IMT Position Specific courses to better prepare students to serve on a Type 3 IMT. The new courses are envisioned as blended learning events with foundational information gained through online learning and improved performance-based training facilitated through scenario-based activities in a physical or virtual classroom.

This will be a multi-year effort that will only be successful with significant input from the stakeholder community. In future editions of this newsletter we will highlight opportunities for IMT SMEs to contribute to this effort through participation in review of course materials.

Mitigation Branch:

The Mitigation Branch is diligently working with the Building Science HQ program staff to continue with virtual course conversions and deliveries for the Building Science community. Upcoming virtual offerings include:

- 1) K312 *Fundamentals of Building Science* is scheduled for March 8 – 23, 2021, in support of the Puerto Rico Joint Regional Office. Approximately 20 additional seats have been opened on a first-come, first serve basis to the FEMA/Federal workforce needing to accomplish this training in accordance with their assigned position task books. This virtual offering will be delivered in eight four-hour morning sessions from 0830-1230 EST.
- 2) K2460 *Advanced Building Science Series I* is scheduled for April 12 – 20, 2021. The 7-day course is comprised of 1 full-day and 5 half-day modules 1 to 5 p.m. EST.

The Mitigation branch has successfully rescheduled the four mobile offerings of L0363 *Multi-Hazard Emergency Planning for Higher Education*. The schools that were awarded the offerings and rescheduled to host offerings in 2021 are the University of Colorado – Boulder, CO; the University of Kentucky - Lexington, KY; the University of Alaska – Anchorage, AK; and Brunswick Community College – Supply, NC. A training announcement will be posted soon with details.

As a gentle reminder to all, the Mitigation Branch is still understaffed working off a team of three Training Specialists. We remain dedicated to meeting your needs and training requests. Please send all Mitigation course inquiries to: FEMA-EMI-MIT@fema.dhs.gov.

Superintendent’s Business Office (SBO):

The EMI SBO has updated the Regional Training Managers’ Dashboard. Currently, this internal site provides information about E (Resident) and L (Field) deliveries. In response to several inquiries, the dashboard now includes all of our K (Virtual) deliveries.

Courses in Development

COURSE DEVELOPMENT

Course #	Course Title	Release
E/L 1301	COOP Planning Course	CY 2021
E/L 1302	COOP Program Mgmt Course	CY 2021
E/L/G 0142	Situational Awareness	CY 2021

COURSE REVISION

Course #	Course Title	Release
E/L 580, 581, 582	Tribal Curriculum	Oct 2021
L 0197	Integrating Individuals with Disabilities into Emergency Planning	CY 2021
E/L/K 0146	Homeland Security Exercise and Evaluation Program (HSEEP)	CY 2021

COURSE RETIREMENT

Course #	Course Title	Retirement
E/L/K 0550	Continuity Planners Course	CY 2021
E/L/K 0548	Continuity Program Manager Course	CY 2021



For More Information

For the EMI Course Catalog, go to https://www.firstrespondertraining.gov/frtserver/catalogs/EMI_course_catalog.pdf? =1603823874749.

For the EMI Course Schedule, go to <https://training.fema.gov/emicourses/schedules.aspx>.

For the list of EMI Programs and Activities, go to <https://training.fema.gov/programs>.

For the list of State Training Contacts, go to <https://training.fema.gov/programs/aps/stolist.aspx>.

Independent Study Program FAQs, go to <https://training.fema.gov/is/isfaq.aspx>.

Current Training Opportunities

Please refer to the EMI schedule for a complete list of upcoming course offerings. <https://training.fema.gov/emicourses/schedules.aspx>

This Month's Frequently Asked Questions

Q: Have there been any recent changes to the COVID-19 protocols going to be for inbound students to EMI?

A: NETC staff is continuously monitoring and evaluating the national COVID-19 situation and the current guidance in Maryland and Pennsylvania.

Based on COVID-19 conditions, training at the NETC campus will be evaluated weekly. Training may be cancelled as late as the Thursday prior to your scheduled arrival on campus.

Additional information on the steps NETC is taking can be found at <https://training.fema.gov/covid19.aspx>.

EMI Program Points-of-Contact

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