



FEMA

Emergency Management Institute *Monthly Newsletter*



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April 6, 2021

Resumption of EMI Resident Training on the NETC Campus

You may have noticed through social media or via EMI's website that we will resume in-person, resident training on the National Emergency Training Center (NETC) campus starting the week of April 5th.

The NETC Management, Operations and Support Services Division, in conjunction with the EMI management team, has worked tirelessly to develop COVID-19 protocols that are designed to protect the health and safety of students and staff attending training, and comply with Centers for Disease Control and Prevention Guidelines, Maryland State health regulations, and FEMA safety standards.

A few highlights of these new measures include:

- Limiting access to essential personnel.
- Daily temperature screening of all persons entering campus.
- Testing every 72 hours for all students, instructors, and NETC staff in direct contact while engaged in training activities - weekly testing for all others who are not in contact with the above population.
- Classroom and other facility capacity limits and room layouts designed to maximize social distancing.
- Enhanced protocols, training, and equipment for housekeeping staff to ensure classroom, dormitories, and other congregate spaces are cleaned properly and more frequently.
- Enhanced food services procedures focused on hygiene, physical barriers in food dispensing and dining area, and assigned dining times to ensure

adherence with capacity limits and maximize social distancing.

- Closure of non-essential facilities such as the physical fitness center and the pub.
- Registered nurse available on campus on Sunday afternoons and during the day Monday through Friday to assist with testing and attending to students and instructors who are COVID symptomatic.

[Additional details regarding the new health and safety procedures can be found on the EMI website at:](#)

<https://training.fema.gov/covid19.aspx> or [located in the student welcome packet at:](#)

https://training.fema.gov/emiweb/downloads/netc_welcome_package.pdf?ver=03162021

From the EMI Branches

Emergency Management Professional Program (EMPP):

EMPP is offering Basic, Advanced, and Executive courses through virtual delivery.

Upcoming Basic Academy Courses:

- April 26-29, K0103 *Planning: Emergency Operations*
- May 3-6, K0146 *HSEEP Training Course*
- May 10-21, K0101 *Foundations of Emergency Management*

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



EMPP (continued):

The application period for the FY22 cohorts of the Advanced Academy, Executive Academy, and Master PIO Program opened April 1, 2021, and will run through June 1, 2021. Look for the training announcements with the application information.

Updated E/L/K0105 Public Information Basic:

ELK0105, Public Information Basic has been revised to better align with the Basic Academy and the Advanced PIO courses. This was an in-house revision started in April 2020. This revision combines content from E/L/G0290/0291 with E/L0105. The course expanded from 2 days (16 contact hours) to 3 days (24 contact hours). This revised training was validated through pilot deliveries in November and December 2020 in New Jersey and Arkansas.

Major areas revised include:

- New content on Crisis Communications
- New content on conference activity
- Replaced the final exercise with a new JIC/JIS activity

E/L/K0105 can be used as the prerequisite for the E/L/K0388 APIO course starting October 2020. The new course will start being delivered in FY21.

G0290 and G0291 are not a substitute for the E/L/K0105. They will be phased out, and EMI will no longer update or accept the courses as a prerequisite starting in FY23.

States can use their own PIO instructors for this course. States are highly encouraged to have their E/L/K0105 instructors attend the E/L/K0110 Train-the-Trainer course. EMI will assist with instructors if needed.

Point of contact for E/L/K0105 is Jeff Januchowski, jeffrey.januchowski@fema.dhs.gov

E/L/K0105 Public Information Basic Content:

- Strategic Communication
- PIO Roles and Responsibilities
- Writing Skills Workshop
- Interview Skills
- Crisis/Emergency Communications
- Media Relations at the Scene
- Information Coordination
- Wrap-Up Exercise

Preparedness:

Pilot of electronic process for submitting L Course packets: In an effort toward paper reduction, the Preparedness Branch has begun working with AHJs to electronically submit course completion packages for select off-campus “L” deliveries. For some courses, this includes the use of online student applications (Form 119).

The procedure being tested for electronic submission of course packets includes:

- When a course is approved for electronic submission, the EMI course manager and NETC Admissions work cooperatively to enter the course into the NETC Portal.
- Students attending the course are directed to complete an online application. The State Training Officer approves the students for admission into the course (this ensures that the STO retains control over course enrollment).
- A roster of approved students is submitted to the EMI course manager by the STO. Only those on this roster will have their applications for the course approved.
- Upon completion of the “L” course, the field delivery POC, usually an STO, submits the following through email to close out the course:
 - ✓ Level I evaluations
 - ✓ Level II evaluation scores (pre- and post-course assessment)
 - ✓ Daily sign-in
 - ✓ If enrollment was not through the online admissions process mentioned above, the password-protected student applications (119 Forms) must also be submitted electronically

This electronic approach is currently being piloted for select deliveries in the Preparedness Branch. Please check with the course manager for more detailed information regarding which courses have begun implementing this process and to request electronic Level I evaluations.



Curriculum Standards (CSIT):

Emergency Management Institute (EMI) Course

Accreditation: Through the Emergency Management Institute's (EMI) membership in various accreditation agencies, it is possible for our students to earn transferable academic credit and Continuing Education Units for completion of EMI courses.

This accreditation provides assurance that EMI curriculum covers essential skills and knowledge needed in the emergency management profession and national recognition of quality of EMI training. Accreditation provides a flexible, portable, and efficient transfer of credits for individuals pursuing higher education and documents skills and competencies developed through training and other educational activities. For our stakeholders, it provides greater access to higher education for their employees. For our students, it promotes professional mobility and enhances employment opportunities in positions that base eligibility upon graduation from an accredited school or program.

EMI utilizes the following accreditation agencies:

American Council on Education (ACE): American Council on Education's (ACE) College Credit Recommendation Service (CREDIT) connects workplace learning with colleges and universities by helping adults gain access to academic credit for formal courses and examinations taken outside the traditional academic classroom. As a member of ACE, EMI is able to provide college credit recommendations for courses reviewed by ACE so that students can apply the training they have received through EMI to an academic degree program.

[The list of EMI courses that have been reviewed and have received college credit recommendations is available at](https://www.acenet.edu/National-Guide/Pages/Organization.aspx?oid=4c099b28-9016-e811-810f-5065f38bf0e1) <https://www.acenet.edu/National-Guide/Pages/Organization.aspx?oid=4c099b28-9016-e811-810f-5065f38bf0e1>.

Frederick Community College (FCC): Frederick Community College (FCC) provides direct accreditation of EMI Independent Study (IS) courses. These online, interactive courses provide foundational learning opportunities in emergency management, and the accreditation provided by FCC allows students to use this training in completing undergraduate degree programs. [Individuals may request college credit from FCC for EMI IS courses at http://www.emstudy.com/](http://www.emstudy.com/), and provide FCC transcripts to the college of their choice as transfer

credit. Additionally, EMI IS courses may be used to complete an Associate of Applied Science Degree and several academic certificate programs through FCC. [Information for these programs is available at https://macem.org/Academic-Programs.aspx](https://macem.org/Academic-Programs.aspx).

International Association of Continuing Education and Training (IACET): EMI courses are evaluated and awarded CEUs in accordance with the standards established by the International Association of Continuing Education and Training (IACET). These CEUs can be used in achieving and maintaining a variety of certifications and qualification in the emergency management and public safety fields. [For additional information about IACET, please see their website at http://www.iacet.org/ceus/about-the-ceu/](http://www.iacet.org/ceus/about-the-ceu/).

Mitigation:

Hazard Mitigation Assistance Grants K0212 course goes virtual: The K0212 *HMA: Developing Quality Application Elements* course was fielded as a virtual course the week of March 29-April 6, 2021. This course is for FEMA, State, Local, Tribal, and Territorial audiences. The virtual course will be delivered for 7 consecutive days for a total of 28 hours of instruction time. Seats were added on a first-come, first-serve basis for FEMA workforce needing this training for their Position Task Books. The K0212 course educates students on the process of preparing and submitting quality Unified Hazard Mitigation Assistance Grant Program's planning and project sub-application elements. At least two more offerings are planned within the next 6 months.

The Mitigation Branch continues to work with the Building Science HQ program staff on virtual course conversions and deliveries for the Building Science community. Courses include:

- 1) K0312 *Fundamentals of Building Science* was delivered on March 8–23, 2021, in support of the Puerto Rico Joint Regional Office and the FEMA workforce for those needing the training for their Position Task Books. This virtual offering was delivered in eight 4-hour morning sessions from 0830-1230 EST. Thirty-six individuals completed the training. Additional offerings will be scheduled as needed to support the community.



- 2) K2460 *Advanced Building Science Series I* is scheduled for April 12–20, 2021. The 7-day course is comprised of 7 half-day modules 1 to 5 p.m. EST. Applications should be submitted via the NETC Online Admissions system.

The Mitigation Branch is also working with the Floodplain Management HQ program staff to increase instructor proficiency in the changes made to the E/L0273 *Managing Floodplain Development through the National Flood Insurance Program (NFIP)* curriculum in August 2019 by offering K1274 *Close-the-Gap Training for Current EL0273 Instructors*. Two offerings of K1274 have been delivered with six more offerings planned for this fiscal year. The next offering is scheduled for April 19–23, 2021. This is a virtual course that is delivered for 5 consecutive half-days. This is an invitation-only course for current E/L0273 instructors. A Train-the-Trainer course for new E/L0273 instructors is planned for 2022.

Finally, the Mitigation Branch will be offering several in-person course offerings on the EMI campus in April. We are scheduled to deliver two Hazus courses on campus in the month of April. The E0174 *Hazus for Earthquake and Tsunami* course is scheduled for April 12–15, and the E0177 *Advanced Hazus* course is scheduled for April 26–29.

As a reminder, the Mitigation Branch is still understaffed, working with 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.

Integrated Emergency Management (IEM):

Virtual Table Top Exercises (VTTX): During the month of February, 175 individuals from dozens of counties, municipalities, corporate and non-profit organizations, hospitals, and sports teams participated in at least one of five separate VTTXs. These exercises included the latest installment of a series of exercises for Major League Baseball (10 teams attended the food borne illness scenario VTTX); three VTTXs were conducted in partnership with the Cybersecurity and Infrastructure Security Agency; and two VTTXs were conducted with an earthquake scenario. March has seen an additional installment of the Major League Baseball VTTXs with a severe weather scenario, and a flood scenario VTTX with 40 attendees representing counties, municipalities, health organizations, and non-profit

organizations. IEMB's schedule of VTTXs continues unabated in the current pandemic environment with VTTXs scheduled for an average of 6 days a month. The latest training bulletin for Fiscal Year 2021 VTTXs can be found at: [Training Bulletin - Master Exercise Practitioner Program \(MEPP\) FY21 Application \(fema.gov\)](#):

<https://training.fema.gov/emigrams/2021/1645%20-%20training%20bulletin%20-%20vttx%20fy2021.pdf>

April's VTTX offerings include:

- April 6-8, 2021: Hurricane Scenario
- April 20-22, 2021: Cyber Scenario

Master Exercise Practitioner Program (MEPP): In February and March, the IEM Branch conducted two virtual offerings of the K0136 MEPP Capstone, the final step in the Master Exercise Practitioner Program, where students demonstrate their proficiency in applying their learning to an operations-based exercise that they have designed, conducted, and evaluated. Two more K0136 MEPP Capstone courses are scheduled in Fiscal Year 21: May 24-28, 2021, and August 23-27, 2021.

Integrated Emergency Management Courses (IEMC): The IEM Branch continues to plan with nine Fiscal Year 2021 IEMC communities to prepare for conduct of their training/exercise events. IEMC communities that had to postpone their Fiscal Year 2020 and 2021 deliveries due to COVID will be re-scheduled in Fiscal Year 2022.

Homeland Security Exercise and Evaluation Program Training (HSEEP): All revised E/L/K0146 HSEEP training material from the 2020 HSEEP doctrine update is approved by EMI for release and use within the HSEEP community. The documents are uploaded to the EMI Instructor Materials Download Application (IMDA). All Regional Training Managers (RTMs) and State Training Officers (STOs) will be added to the Approved Instructor List (using their First Name, Last Name, and Email Address) by COB April 2, 2021. All RTMs (FEMA staff) will use their PIV card for access, and STOs (non FEMA staff) will use their Student Identification number (SID) to access the K/L0146 HSEEP course material (IG, POI, SM, Pre-test, Post-test, Videos, PowerPoints, Activities Guide, and Reference Material). You will receive an email with the link and instructions to access the IMDA.



If you are planning on delivering a K/L0146 course, you will need to identify your instructors and submit your request NLT 6 weeks prior to course delivery to the EMI HSEEP Course Manager steven.cardinal@fema.dhs.gov and cc fema-emi-iemb@fema.dhs.gov. The 2013 E/L/K0146 training material is still being used to deliver approved courses into 3rd quarter FY 2021. [Please monitor the EMI HSEEP webpage for updates on sunseting the 2013 E/L/K0146 training material:](#) <https://training.fema.gov/programs/hseep>.

New Course Released

[IS-403 Introduction to Individual Assistance \(IA\)](#)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-403>

For More Information, Visit

EMI Course Catalog: [EMI Course Catalog](#)
(https://www.firstrespondertraining.gov/frtserver/catalogs/EMI_course_catalog.pdf)

EMI Course Schedule: [Emergency Management Institute | Course Schedules](#)
(<https://training.fema.gov/emicourses/schedules.aspx>)

List of EMI Programs and Activities: [Emergency Management Institute \(EMI\) | EMI Programs and Activities](#) (<https://training.fema.gov/programs/>)

List of State Training Contacts: [Emergency Management Institute \(EMI\) – EMI Programs and Activities | State Training Officer Contact listing](#)
(<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:

[Emergency Management Institute | Course Schedules](#)
(<https://training.fema.gov/emicourses/schedules.aspx>)

EMI Program Points-of-Contact

EMI Branch	Email
CSIT	matthew.prager@fema.dhs.gov
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Mitigation	fema-emi-mit@fema.dhs.gov
Preparedness	fema-emi-prepbranch@fema.dhs.gov
Response & Recovery	fema-emi-RandR@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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