

Monthly Newsletter



EMI Bids Farewell to Deputy Superintendent Mike Sharon

On April 29, 2022, after three and a half years as EMI's Deputy Superintendent, Mike Sharon will be moving on to share his emergency management knowledge and experience with the Department of Agriculture, Office of Homeland Security. EMI wishes Mike the best of luck in his new position, and we thank him for all he did during his time with us.

The National Emergency Training Center (NETC) Resumes In-Person, On-Campus Course Deliveries

In April 2021, the National Emergency Training Center (NETC) resumed in-person, on-campus course deliveries. To maintain the required social distancing established by the CDC, the campuses reduced their class sizes by 50 percent at that time. Considering updated CDC guidance and current community conditions, the NETC and the CDP is resuming 100 percent occupancy of classrooms. This change is based on the campus' current COVID precautions and regular communication with Maryland and FEMA health and safety officials.

State, local, tribal, territorial (SLTT) students and instructors participating in resident events at the NETC are required to be fully vaccinated (effective November 27, 2021). Upon arrival on the campus, individuals must provide visual proof of their vaccination status to authorized campus personnel. This practice will continue and provides needed information should the campus need to adjust mitigation measures based on local conditions.

The NETC student admission packages will include guidelines for attendance and campus health and safety measures. NETC facility officials will remain vigilant, monitor all health and safety developments, and ensure a safe and responsible learning environment.

Contract Instructor Bid Cycle for October 2022–March 2023 Courses is Open May 1-31, 2022

The next open bid cycle for qualified contract instructors to bid on course deliveries in the first half of the 2023 Fiscal Year (October 2022 – March 2023) is open from May 1-31, 2022. EMI will accept bids via email at [fema-emi-](mailto:fema-emi@fema.gov)

instructorbidding@fema.dhs.gov. The updated EMI Bid Quotation Form is available at: [EMI Bid Quotation Form](https://training.fema.gov/instructors/docs/bid_quotation_form_4-27-2022.pdf) (https://training.fema.gov/instructors/docs/bid_quotation_form_4-27-2022.pdf).

For question on how to become a qualified bidder, check out our video on How to Become a Contract Instructor at EMI at: <https://training.fema.gov/instructors/howtovideo.aspx>. If you have further questions, please feel free to contact our Instructor Application mailbox at: fema-emi-instructorapplication@fema.dhs.gov.

News from the EMI Branches

Preparedness:

EMI Pilots Tribal Train the Trainer: EMI's new initiative to bring Tribal Curriculum Training to Tribal Nations resulted in the development of a Tribal Train the Trainer in-person offering in Tahlequah, OK, June 6-10, 2022. Following the offering in OK, EMI will launch the first virtual Tribal Train the Trainer, Sep 26-30, 2022. We welcome interested individuals with a background knowledge of Tribal culture, Tribal governments, Tribal emergency management, and instructional experience to apply through FEMA's EMI website. Course number is L8585 for the In-Person offering and K8585 for the Virtual offering.

Please contact Mary Reevis for further information about the Tribal Curriculum, mary.reevis@fema.dhs.gov.

The Impacts of Changing Scheduled Approved Courses: Changes that occur to approved/scheduled courses without our knowledge severely impede the issue of certificates to students. When the location or dates of training are different in the course packages being returned to the Emergency Management Institute or National Emergency Training Center Admissions office than what we have listed in our system; this causes a delay in processing courses for certification. Also, please inform us of any cancelations of courses as we try to ensure that all courses are closed out for each month. State Training Officers, please send an the emi-nims-icstraining@fema.dhs.gov notifying us of any change of location or date to courses. We appreciate your corporation with this matter.

End of Course Packages and Student Application System Changes on the Horizon: Many of you have communicated your challenges in processing end of course packages. We know that it requires a significant amount of time and effort to collect end of course materials and copy, scan, ship or email them to us at EMI. Too often, missing items, mistakes, lost packages, and delays in certificating courses create frustration for our training partners and our students. Here is one idea on how we can improve this.

We are pursuing changes that would enable us to manage Student Applications through the NETC Online Admission System for all NMS ICS Position Specific courses (the largest resident delivery curricula in FEMA).

This move would significantly reduce items that must be returned to EMI to close out a course. You would only need to send the Level I Student Evaluations and the Level II Pre- and Post-Test Score Collection Spreadsheet - both of which are available electronically. Closing out a course would be as simple as transmitting these two items to EMI-NIMS-ICSTraining@fema.dhs.gov for processing the delivery to NETC Admissions and issuance of certificates. All the L0449 ICS Train the Trainer courses have been using this process for over a year. We have also been using this method for conference training. Use of this approach has resulted in students consistently receiving their certificates within a week of the course conclusion. Speed to competency!

Some benefits we see in implementing online admissions for the All-Hazards Position Specific Training include:

1. Students are screened to ensure they meet the selection criteria and prerequisites by the STOs/Course POCs prior to receiving a seat in the class.
2. Time it takes for students to fill out a paper 119 student application versus time to use the online registration is about the same.
3. Any Student Identification number issues or errors are identified and taken care of immediately (no delay in certificate)
4. All other items (Roster, Level 1, and Level 2) are electronic, nothing to mail!
5. Reduces the administrative burden of the course host - no scanning of paper 119s
6. Eliminated delays in certification in our use for ICS Train the Trainer
7. Ensures that the State Training Officer, and their designated authorities, are a part of endorsing student applications.

Implementation of this proposed change would be supported by making electronic job aides, state code sheets, standard sign-in roster forms, pre-filled Level I, Student Evaluations in PDF fillable format for each course and the Level II, Pre- and Post-Test Score Collection Spreadsheet available for download for training partners and instructors. Our release of these new processes would be announced via EMI Training Opportunities and webinars would be conducted to help our partners transition to new ways of doing business.

We recognize this issue and any steps to improve it have a big impact on you and your workload. We are soliciting your input on this proposal, and on any other ways in which can improve the process. If you have input, please send us an email at EMI-NIMS-ICSTraining@fema.dhs.gov.

Mitigation:

Hazard Mitigation Assistance - E0213 and E0214: Seats are available for the E0213 Application: Review and Evaluation offering from July 18-19. This course will be held on the EMI campus. This course equips participants with the knowledge and skills required to effectively review and evaluate HMA sub applications and provide a general overview of how a subaward is issued. The ELK0212 Developing Quality Applications Elements course is a prerequisite for this course. Seats are also available for the E0214 Project Implementation and Closeout offering from July 20-21. This course will be held on the EMI campus the same week as the E0213 class. This course will provide course participants with the knowledge and skills required to effectively implement and closeout a Hazard Mitigation Assistance grant project. Students must enroll in both the E0213 and E0214 classes to be eligible for the training.

Building Science - E2460 – Date Change: The E2460 Advanced Building Science Series I Training course previously advertised for May 9-13, is rescheduled for August 22- 26, 2022 at EMI. Students registered for May 9-13 will be transferred to the August 22-26, 2022, offering. The course addresses the ever-changing challenges faced from flood and wind risk through a comprehensive approach of best-practice mitigation, code compliance, designing for future conditions, and FEMA policies and funding mechanisms aimed at achieving higher standards. Registration is currently open via the NETC Online Admissions system.

Building Science - E0312: The E0312 Fundamentals of Building Science: Multi-Hazard Design and Mitigation Concepts course is scheduled for July 11 -14, 2022, on the EMI campus. The E0312 course is designed to present information on the risks to the built environment posed by various natural hazards and the current state-of-the-art design and construction of hazard-resistant buildings and facilities. Registration is open via the NETC Online Admissions system.

Curriculum Standards and Instructional Technology:

The following EMI courses are currently under revision:

E/K/L Courses	E Courses	Independent Study Courses
E/K/L 0131	E 0190	IS 0230.e
E/K/L 0219	E 0208	IS 0236
E/K/L 0388	E 0237	IS 0368
E/K/L 2306	E 0238	IS 0995
E/K/L 2308	E 0273	
	E 0278	
	E 0289	
	E 0312	
	E 0386	

Response and Recovery:

IS-0238 Critical Concepts of Supply Chain Flow and Resilience course: will be available May 15, 2022. The course is approximately 4 hours long, and the goal of the course is to strengthen understanding of local supply chain dynamics; improve information-sharing and coordination among public and private stakeholders; and provide state, local, tribal, and territorial emergency managers with the knowledge of potential and experienced post-disaster supply chain disruptions, management efforts and best practices.

The 2017 hurricanes Harvey, Irma, and Maria—each unique and record-setting storm occurring in quick succession—stretched the response capacity of emergency management and strained supply chains that facilitate the flow of critical commodities. These experiences revealed many strengths and the vulnerabilities in national and regional supply. Lessons learned from these hurricanes can inform future strategies to improve supply chain management and serve as the foundation for the material in this course.

Upon completion of this course, participants will be able to:

- Explain basic supply chain concepts and associated challenges
- Describe the basic components of a supply chain, common disruptions to supply chain, and ways to respond
- Describe concepts of the bottleneck and their impacts on supply chain management
- Describe the potential impacts of a disaster on supply chains
- Describe concepts of supply chain resilience before, during, and after a disruption

The target audience for this course is state, local, tribal, and territorial emergency managers.

Emergency Management Professional Program (EMPP):

The application period for the Advanced Academy, Executive Academy, and Master PIO Program opened on April 1, 2022. For information on the application requirements, please visit:

[How to Apply to the National Emergency Management Advanced Academy](https://training.fema.gov/empp/applytoadvancedacademy.aspx)

(<https://training.fema.gov/empp/applytoadvancedacademy.aspx>)

[National Emergency Management Executive Academy - Apply](https://training.fema.gov/empp/applytoexecutiveacademy.aspx)

(<https://training.fema.gov/empp/applytoexecutiveacademy.aspx>)

[Master Public Information Officer Program](https://training.fema.gov/programs/pio/masterpio.aspx) (<https://training.fema.gov/programs/pio/masterpio.aspx>)

EMPP courses scheduled in the field (L), on campus (E), or online (K) in the month of May 2022:

Basic Academy Course Number	Location	Dates
L0146	WA	May 2-3
L0105	MO	May 2-4
L0105	WI	May 3-5
L0105	VA	May 3-5
L0105	WA	May 4-6
L0103	VA (Fairfax)	May 9-10
L0102	IN	May 9-11
K0102	Online	May 9-13
L0103	NJ	May 10-11
L0105	KS	May 10-12
L0146	AR	May 16-17
L0146	NJ	May 16-17
L0146	SC	May 16-17
L0102	NV	May 16-18
L0101	NC	May 16-20
K0105	Online	May 16-20
L0103	IN	May 17-18
L0105	AR	May 18-20
L0105	SC	May 18-20
L0103	NV	May 19-20
L0146	AZ	May 23-24
L0105	NJ	May 23-25
L0103	VA (Marion)	May 24-25

PIO Program Course Number	Location	Dates
L0388	CA	May 23-27, 2022

Advanced Academy Course Number	Location	Dates
K0454*	Online	May 2-6
E0453*	Emmitsburg, MD	May 9-13
E0453*	Emmitsburg, MD	May 16-20
L0453*	Nashville, TN cohort	May 23-27

* Only open to accepted Advanced Academy students

The Basic Academy is seeking regional partners to host the L0110 Basic Academy Train-the-Trainer course. Any interested RTMs please contact Jeff Januchowski jeffrey.januchowski@fema.dhs.gov or Rich Bashioum richard.bashioum@fema.dhs.gov.

Integrated Emergency Management (IEM):

National Standard Exercise Curriculum (NSEC): EMI has updated its NSEC webpage. Please visit the new NSEC website at <https://www.training.FEMA.gov/programs/NSEC> to view available courses under the four levels of exercise training (Beginner, Intermediate, Advanced, and Professional). The NSEC is a series of courses, from awareness to professional level. It is designed to unify curricula in exercise program management, design, development, conduct, evaluation,

and improvement planning across the country. The NSEC strategy involves providing guidance to Federal, State, tribal, and local jurisdictions and the private sector concerning the exercise training curricula, workshops, and briefings. The goal of NSEC is to create a national standardized exercise curriculum and to provide additional exercise training and reinforcement guidance to stakeholders as needed. The foundation for NSEC is the Homeland Security Exercise and Evaluation Program (HSEEP).

Master Exercise Practitioner Program (MEPP) Application Period: The Fiscal Year 2023 MEPP application period will be open May 1 through July 1, 2022. Instructions on how to apply can be found at: [National Standard Exercise Curriculum - MEPP](https://training.fema.gov/programs/nsec/mepp/#how-to-apply) (<https://training.fema.gov/programs/nsec/mepp/#how-to-apply>).

Ask a Course Manager:

Why do applications get “lost” in the NETC Online Admissions System?

Applications don’t get “lost,” in reality, what happens is that an application “times out” after 14 days if the approving authority does not approve it. There are several reasons how this happens. For example, if a student applies for a course and lists the state training officer (STO) as the approving official and:

- The email address is misspelled or incorrect
- The approving official does not know to look for the email from NETC
- The email from NETC goes into the approving official’s “junk or spam” folder
- The approving official is on vacation
- The approving official doesn’t see or respond to the email.

If any of these situations occur, the application will “time out,” and the applicant will not get into the class or miss the application deadline.

Current Training Opportunities:

Please refer to the [EMI Course Schedule](https://training.fema.gov/emicourses/schedules.aspx) (<https://training.fema.gov/emicourses/schedules.aspx>) for a complete list of upcoming course offerings.

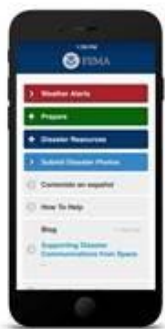
For More Information:

- [EMI Course Catalog](https://www.firstrespondertraining.gov/frtserver/catalogs/EMI_course_catalog.pdf?_=1603823874749)
(https://www.firstrespondertraining.gov/frtserver/catalogs/EMI_course_catalog.pdf?_=1603823874749)
- [EMI Course Schedule](https://training.fema.gov/emicourses/schedules.aspx)
(<https://training.fema.gov/emicourses/schedules.aspx>)
- [EMI Programs and Activities](https://training.fema.gov/programs)
(<https://training.fema.gov/programs>)
- [State Training Officers Contact List](https://training.fema.gov/programs/aps/stolist.aspx)
(<https://training.fema.gov/programs/aps/stolist.aspx>)
- [Independent Study Program FAQs](https://training.fema.gov/is/isfaq.aspx) (<https://training.fema.gov/is/isfaq.aspx>)

EMI Program Points-of-Contact:

EMI Branch	Email
EMPP	empp@fema.dhs.gov
IEM	fema-emi-iemb@fema.dhs.gov
Mission Support	fema-ms-branch@fema.dhs.gov
Mitigation	fema-emi-mit@fema.dhs.gov
Preparedness	fema-emi-prepbranch@fema.dhs.gov
Response & Recovery	fema-emi-RandR@fema.dhs.gov
G-course Program	fema-G-course@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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