

Monthly Newsletter



EMI Pilot - EMI Overview for State Training Officers (STO) and Regional Training Managers (RTM)

EMI hosted a pilot offering of a virtual STO/RTM EMI Orientation Webinar on June 27, 2022, from 12:00 – 4:00 p.m. EST. The purpose of this webinar was to provide EMI-specific information on EMI Training and Education, procedures, systems, and points of contact to new STOs and RTMs. The initial feedback has been very positive but has also identified some opportunities to improve the webinar. EMI is planning to host another iteration of this webinar in early October. The next offering will have a slightly different format. Due to the amount of information that is included in the webinar, EMI is planning to increase the total time to six hours. This will be delivered as two 3-hour webinars over consecutive days. The extended webinar will provide sufficient time to cover all the material, as well as offering an opportunity to go into select topics in greater detail. If you have any contributions to make on the agenda topics for the next webinar, please share your thoughts by emailing me at daniel.lubman@fema.dhs.gov.

Information Technology (IT) Modernization

As part of our ongoing Information Technology modernization efforts, on July 7th EMI released several new capabilities to our website at training.fema.gov. In addition to several behind-the-scenes modifications to improve performance, we added the following:

Spanish Language Translation Independent Study (IS) Courses: We've added [25 courses translated to the Spanish language](https://training.fema.gov/is/crslst.aspx?lang=es) (<https://training.fema.gov/is/crslst.aspx?lang=es>). In addition, we've enhanced the IS course listing web page to include menus and navigation functions in Spanish. Also, each of the course landing webpages, as well as the associated interactive web-based course content and exams are provided to the user in Spanish.

EMI Student Portal: The [new self-service student portal](https://training.fema.gov/student/sssp.aspx) (<https://training.fema.gov/student/sssp.aspx>) allows students to view IS course completions and print certificates, as well as providing functionality to request official transcripts from the Independent Study Program office.

EMI Field Delivery Course (L-Course) Request Process

As part of our ongoing process improvements and information technology modernization efforts, EMI is reviewing the current field-delivered course (L-course) request process. We are inviting feedback from the STO community regarding

a proposed change. Unlike the current process of filling out a static PDF request form and submitting it to the appropriate EMI branch for action, the proposed change would introduce a new web-based request form hosted on the EMI website. The information requested would be similar in nature to the current PDF request; however, what's different would be the introduction of dynamic routing of the submitted request. Depending on the course requested, once the form is submitted it would route to either the STO for approval or for information purposes. As an example, Incident Command System (ICS) related course requests would be directed to the STO for approval and then dynamically sent to EMI for approval/action. Other courses not requiring STO approval (example: Mitigation courses), would be directed to EMI for approval/action on submission, but also sent to the STO's for information purposes. STO's interested in providing feedback regarding the proposed change are encouraged to submit any comments on this initiative by 1 August to: emiactionoffice@fema.dhs.gov, attention Scott Van Dermark. Based on STO feedback we will provide an update for this effort in the August newsletter.

News from the EMI Branches

Preparedness:

EMI Tribal Curriculum: To align with EMI's strategic move of EMI Anywhere, EMI is moving toward decentralizing the EMI Tribal Curriculum. The approach is to train individuals with backgrounds in cultural knowledge, knowledge of Tribal governments, knowledge of adult education and training, and experience in Tribal emergency management with the intent that these individuals will deliver EMI's FEMA Tribal Curriculum locally in Tribal Communities.

The first Tribal Train the Trainer (TTT) was held in Tahlequah, OK Jun 6-10 with 19 students successfully completing the L8585 Tribal Train the Trainer Seminar.

We're very excited to announce that the first local delivery, L0581 Emergency Operations for Tribal Governments, has been scheduled in Shawnee, OK, October 24-27, 2022.

A second virtual Tribal TTT K8585 is scheduled for September 26-30, 2022, and it is available for nominations for a maximum of 21 students.

For more information, please click here: [EMI Tribal Curriculum Schedule](https://training.fema.gov/tribal/schedule.aspx) (<https://training.fema.gov/tribal/schedule.aspx>). For registration, please click here: [National Emergency Training Center Online Admissions Application](https://training.fema.gov/netc_online_admissions/) (https://training.fema.gov/netc_online_admissions/).

National Incident Management System (NIMS) ICS All Hazard Position Specific Instructor Qualifications – Lead vs Support vs Adjunct: Referring to the *NIMS Training Program, May 2020*, attachment *NIMS ICS Instructor Qualification* (linked to page 25 of the main document), the definition of a Lead Instructor - must have sufficient experience in presenting all units of the course to be capable of last-minute substitution for unit or support instructors.

The section goes on to define the unit or Support Instructor - must be experienced in the lesson content they are presenting. And finally, it defines an Adjunct Instructor - may provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. Adjunct instructors must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

In Appendix B - *NIMS ICS AHPS Instructor Qualifications*, goes on to clearly explain the additional qualifications for both lead and unit or support instructors.

All NIMS ICS Position Specific course deliveries are required to have two approved instructors. One of which must be qualified as a lead instructor and at least one as a support instructor.

Lead instructor status can be validated by STOs or Federal Training Managers accessing the National Instructor List. You can also contact the course manager to verify completion of the TTT course for the course being instructed.

To assist STOs in the development of future lead instructors, qualified position holders with completed position task books and at least three years of experience can be listed as support instructors.

Individuals seeking further development as support instructors can gain instructional experience teaching as an adjunct instructor. The adjunct instructor with three years of documented experience post completion of the position task book would then qualify to be a support instructor and be eligible to apply for the course's TTT program.

Mitigation:

Floodplain Management Training: Are you new to Floodplain Management or a more experienced Floodplain Administrator wanting to learn or refresh your knowledge on basic floodplain management tools, terms, and concepts? FEMA's Floodplain Management Division is proud to announce the availability of "*NFIP 101: Introduction to Floodplain Management*". This is a free, e-learning opportunity, in a convenient on-demand setting, and hosted by the Association of State Floodplain Managers (ASFPM). This course teaches floodplain management fundamentals and concepts. It is worth up to 15 Continuing Education Credits (CECs) for Certified Floodplain Managers through ASFPM; however, is not eligible for formal EMI credit and does not take the place of E/L0273 Managing Floodplain Development Through the NFIP. There are options to take the full course, in order, for ASFPM credit, or use the course as a reference guide and take units as needed for no credit. To learn more, go to: [ASFPM On-Demand Learning \(floods.org\)](https://www.floods.org/training-education/online-training/asfpm-on-demand-learning/) (<https://www.floods.org/training-education/online-training/asfpm-on-demand-learning/>)

E0278: National Flood Insurance Program (NFIP) Community Rating System (CRS): Seats are still available for E0278: National Flood Insurance Program (NFIP) Community Rating System (CRS). This course is scheduled for August 22-25 on the EMI campus. The course covers the CRS, a nationwide initiative of FEMA's NFIP. It describes activities eligible for credit under the 2017 CRS Coordinator's Manual and the 2019 Addendum, how a community applies, and how a community modifies an application to improve its classification. Applicants must be a Certified Floodplain Manager, have completed E/L0273 Managing Floodplain Development Through the NFIP, or be a full-time floodplain manager with more than 2 years of full-time floodplain management experience.

IS350: Tribal Hazard Mitigation Planning: The IS350: Tribal Hazard Mitigation Planning is back on-line after being down temporarily to fix issues with the testing module. The goal of this course is to provide tribal officials, planners, emergency managers, and other partners with the information necessary to prepare and implement a Tribal Hazard Mitigation Plan. The emphasis is on getting the right people to the table and working through the full planning process. This course is available for anyone who want to learn more about Tribal Hazard Mitigation Planning.

Hazard Mitigation Planning: The National Mitigation Planning Program is in the process of updating L-329: State Hazard Mitigation Planning and L/K-318: Local Hazard Mitigation Planning to incorporate the [State Mitigation Planning Policy Guide](https://www.fema.gov/sites/default/files/documents/fema_state-mitigation-planning-policy-guide_042022.pdf) (https://www.fema.gov/sites/default/files/documents/fema_state-mitigation-planning-policy-guide_042022.pdf) (FP 302-094-2) and the [Local Mitigation Planning Guide](https://www.fema.gov/sites/default/files/documents/fema_local-mitigation-planning-policy-guide_042022.pdf) (https://www.fema.gov/sites/default/files/documents/fema_local-mitigation-planning-policy-guide_042022.pdf) (FP-206-21-0002). The anticipated release of the official updated courses is December 2022. As an alternative we would like to offer G0318: Local Hazard Mitigation Planning. This course is now available to be uploaded by State Training Officers at the FEMA Field Delivery Course website. **Note:** The G0318 course does not include the newly released policies listed above at this time. Local Hazard Mitigation Planning Training is the foundational course for FEMA's Mitigation Planning Program. This course is designed to teach local officials, emergency managers, planners, and other partners how to develop hazard mitigation plans that not only meet FEMA's requirements, but also are effective

tools for community risk reduction. Consultants who assist in developing hazard mitigation plans may also participate. There are no prerequisites for this course.

Integrated Emergency Management:

National Standard Exercise Curriculum (NSEC): EMI delivered the newly redesigned E/L/K0131 Exercise Evaluation and Improvement Planning course pilot at the end of June. Students from around the country connected remotely via Adobe Connect to participate in this virtual pilot. Students participated and provided course feedback to assist EMI in finalizing this Advanced Level NSEC curriculum.

Response and Recovery:

The Response and Recovery (R & R) Branch is working with the Mass Care/Emergency Assistance (MC/EA) Program Office on the development of an Independent Study Course titled Shelter Operations Management that will be approximately 7 hours in length. The course will be designed to provide basic sheltering guidance to include the roles and best practices in sheltering. The Preparedness Procurement Office indicated that they hope to have the contract for this effort awarded by mid-July.

The R & R Branch is working with the Public Assistance (PA) Program Office on the development of an in-person, instructor-led Preliminary Damage Assessment course that will be 2-3 days in length for State, Local, Tribal, and Territorial (SLTT) partners. Completion of the course is expected to take approximately 9-12 months once a contract is awarded. The Preparedness Procurement Office indicated that they hope to have the contract for this effort awarded by mid-July.

The rescheduled (rescheduled from 19-21 April due to Dining Facility closure) delivery of the E0418 Mass Care/Emergency Assistance Planning and Operations Course took place from 27-29 June at EMI. 14 Students completed the training.

R & R delivered the virtual K0419 Shelter Field Guide for State and Local Communities. There were 18 students in attendance. This was the 10th delivery of the K0419; for FY 2022 EMI has trained 226 students in the use of the Shelter Field Guide.

The R & R Branch is working with the Voluntary Agency Liaison (VAL) Program Office on the development of an in-person, instructor-led E/K0490 Voluntary Agency Coordination in Disasters course that will be 4 days in length. A contract for this project was awarded in September of 2021. This course will be piloted in July 2022. Course completion is anticipated for August-September of 2022. This course will be available as both an in-person and virtual format, instructor-led course. Contractor provided materials have been submitted to EMI for the pilot and the max-cap of 20 enrolled students was reached with a waiting list of 5.

The R & R Branch will be piloting the virtual version of the K0289 State Volunteer and Donations Management Course in September 2022. The virtual format of the class will be hosted on the Adobe platform and will be 5 hours/day for 5 days. This format will provide additional flexibility to SLTT students who need to receive essential Volunteer and Donations training.

The Emergency Management Assistance Compact (EMAC), forwarded the new EMAC video to the EMI Superintendent and other senior staff and recommended the video as part of the opening course session in July.

- L0489 Management of Spontaneous Volunteers in Disasters was delivered in Juneau, AK
- Look for monthly virtual offerings of K0419 Shelter Field Guide for State and Local Communities

Emergency Management Professional Program (EMPP):

The application period for the Advanced Academy, Executive Academy, and Master PIO Program closed on June 1, 2022. The selection panels for the respective programs met in late June to select the cohorts for 2023. The results will be announced in late July.

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

Basic Academy Course Number	Location	Dates
E0101	EMI	July 11-15
K0102	Online	July 11-15
L0102	NC	July 18-20
K0101	Online	July 18-29
L0105	IL	July 19-21
L0105	NE	July 19-21
L0105	NC	July 19-21
L0105	OH	July 20-22
L0103	NC	July 21-22
K0103	Online	July 21-28
L0101	ME	July 25-29

PIO Program Course Number	Location	Dates
K0388	Online	July 25-29
K0393	Online	July 25-29

Advanced Academy Course Number	Location	Dates
L0454*	Austin, TX	July 11-15
L0454*	Clovis, CA	July 18-22
L0454*	Nashville, TN	July 25-29

* 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 Bashoum richard.bashoum@fema.dhs.gov.

Ask a Course Manager?

More answers rather than questions, here is a “twofer” from the Preparedness Branch relating to the Incident Command System (ICS) Core Curriculum.

First, it has come to our attention that the information regarding the Planning P videos for ICS 300 that was put out during the course rollouts in 2019 needs to be rebroadcast. The Planning videos were too large to be embedded in the course. We were able to utilize the FEMA YouTube channel to house these videos. The links below will take you directly to the video segments and the reference visual to when they should be shown:

Planning P Video Links:

1. [Introduction - Play immediately after Visual 3.4](https://www.youtube.com/watch?v=6g7qLKbNby8&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=2&t=0s)
(https://www.youtube.com/watch?v=6g7qLKbNby8&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=2&t=0s)
2. [Agency Administration Brief - Play Immediately after Visual 3.9](https://www.youtube.com/watch?v=HCKJK7USEJc&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=2)
(https://www.youtube.com/watch?v=HCKJK7USEJc&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=2)
3. [Incident Briefing – Play immediately after Visual 3.13](https://www.youtube.com/watch?v=OhUVKnMV5DE&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=3)
(https://www.youtube.com/watch?v=OhUVKnMV5DE&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=3)
4. [Initial Unified Command Meeting- Play immediately after Visual 3.21](https://www.youtube.com/watch?v=TuMD_173AEU&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=4)
(https://www.youtube.com/watch?v=TuMD_173AEU&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=4)
5. [Strategy Meeting – Play immediately after Visual 3.36](https://www.youtube.com/watch?v=Ti6LHOvqr3Q&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=5)
(https://www.youtube.com/watch?v=Ti6LHOvqr3Q&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=5)
6. [Tactics Meeting – Play immediately after Visual 4.4](https://www.youtube.com/watch?v=LFqOcoWwIYo&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=6)
(https://www.youtube.com/watch?v=LFqOcoWwIYo&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=6)
7. [Prepare for the Planning Meeting – Play immediately after Visual 5.4](https://www.youtube.com/watch?v=kqp6Hy3A324&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=7)
(https://www.youtube.com/watch?v=kqp6Hy3A324&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=7)
8. [Planning Meeting- Play immediately after Visual 5.6](https://www.youtube.com/watch?v=DHfNW_GcArs&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=8)
(https://www.youtube.com/watch?v=DHfNW_GcArs&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=8)
9. [IAP Preparation Approval – Play immediately after Visual 5.9](https://www.youtube.com/watch?v=R3WSovkr7VU&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=9)
(https://www.youtube.com/watch?v=R3WSovkr7VU&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=9)
10. [Operational Period Briefing- Play immediately after Visual 5.27](https://www.youtube.com/watch?v=1Hu5REDJ_6M&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=10)
(https://www.youtube.com/watch?v=1Hu5REDJ_6M&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=10)
11. [Execute Plan and Assess- Play immediately after Visual 5.30](https://www.youtube.com/watch?v=fYQkXy4YgRo&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=11)
(https://www.youtube.com/watch?v=fYQkXy4YgRo&list=PL720Kw_OojJbN2IOfiS43IVO-CMDM9ms&index=11)

I encourage you to send this information out to every ICS instructor within your jurisdiction.

Our second item revolves around the retirement of the ELGK0191 EOC/ICS Interface course. A month or so ago, it came to our attention that the social media site had a conversation going about the retirement of the ELGK0191. We were able to get added to the site and quell the rumor of the infamous 191 retirement. I want to reiterate that the course is alive and well with no plans for its retirement. As a friendly reminder, the graphic below from the NIMS Training Program shows where the ELGK0191 is best suited during training progression.

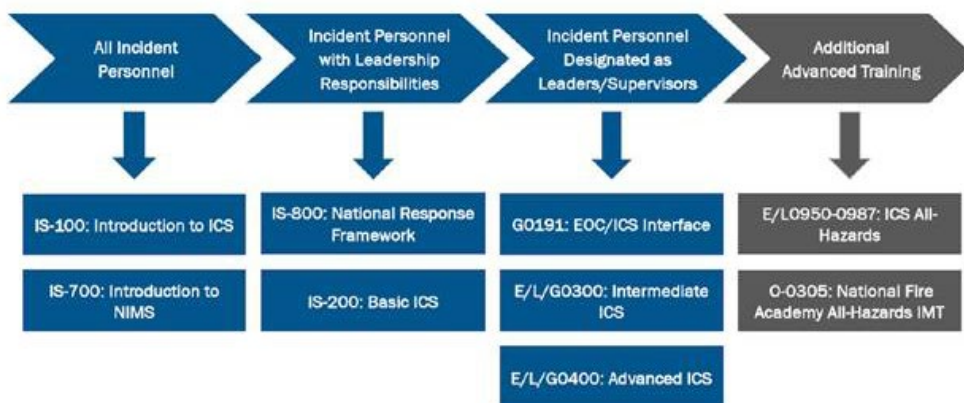


Figure 3: ICS Training Progression

As always, we welcome your questions and comments. Until next month!

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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