Monthly Newsletter

Learning Management System (LMS)

We have an update on the USALearning Moodle LMS implementation. The Chief Information Officers at the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) have advised the Emergency Management Institute (EMI) that we are not able to move forward with the rollout of the new LMS. With the inability to move forward, we will be maintaining the current system, with some required updates. The good news is that there will be no interruption to EMI training.

The required updates that are needed for the current system are to enable Multi-Factor Authentication (MFA) on specific parts of the system and are necessary for the system to be compliant with DHS and FEMA standards. We are also exploring future options to update the LMS.

This was a multi-system effort which included the procurement of a new Learning Content Management System (LCMS) that is used to create course content for both Independent Study and Instructor-Led Training. The new LCMS, which is operational, will not be impacted by the LMS issues, and will work seamlessly with the current system.

While this is indeed a setback, we are rapidly pivoting to address a next generation replacement system. EMI previously initiated an effort to procure a system engineering firm to help explore future technologies, and EMI will be working with this partner to help identify a way forward, to help develop an engineering and acquisition strategy. More to follow on this initiative.

For any questions, please email *FEMA-EMI-ICS-Courses@fema.dhs.gov*.

Independent Study System Training Reports

Attention State Training Officers: We will be continuing to provide Training Reports from the current Independent Study System to state partners. To continue receiving reports, you must have a FEMA Form 109-2-1-1 Student Data signed and on file with us. As of this newsletter, there are only 22 on file. We will send a direct email to the states that do not have one on file. August will be the last month that reports are sent out to states without this form on file. If you do not receive an email from Russ Flick, we have yours on file. As always, please feel free to contact Russ with any questions at *russell.flick@fema.dhs.gov*. Thank You!

News from the EMI Branches

Preparedness:

National Incident Management System (NIMS) Incident Command System (ICS) Position Specific Course – Certificate Delays: Delays in issuance of certificates to students for NIMS ICS Position Specific courses can be mitigated. Most often, students do not receive certificates because course packages are incomplete when they arrive at EMI. So, we want to remind State Training Officers (STOs) and other training Points of Contact (POCs) of the process.

All students attending any NIMS ICS Position-Specific courses must be screened for selection criteria and prerequisites found in the [National Preparedness Course Catalog](https://www.firstrespondertraining.gov/frts/npccatalog) (*https://www.firstrespondertraining.gov/frts/npccatalog*).

STOs and POCs should use the *STO-POC—Application Screening and Communication Job Aid* to guide them through this process.

Once screened, students must be provided the *Student - Coupon Code and Online Application Process Job Aid*, which will include the invitation/coupon code and the name and contact information for the "Head of Organization". The job aid will guide them through the process of applying for a seat in the target class. The "Head of Organization" must endorse the application before it can be processed in the system.

The above process will allow the STOs and POCs to create a "course roster". The roster can be provided to the course host and the instructor team. The instructors can then pre-build seating plans, breakout groups, and the required formal *EMI Standard Course Sign-In Roster* and pre-populate the *EMI Level II Exam Data* spreadsheet.

By ensuring ALL students have endorsed applications in the National Emergency Training Center (NETC) application system, the likelihood of the student receiving the course certificate in a timely manner is increased significantly.

On day 2 of all scheduled courses, the POC and STO receive an email with the list of students who have been endorsed in the application system. The POC and STO should work closely with the host and instructors to ensure that the list is reconciled against the course sign in sheet <u>before</u> the course concludes to ensure all applications are endorsed in the NETC system.

Please ensure that you are using and submitting the most up-to-date and correct forms in your completion packages. These forms constitute formal documentation of the course delivery (which are permanent course records) and need to comply guidance provided above.

The most current versions of the forms are sent to the STO and POC prior to every delivery. POCs should ensure that the hosts and instructors are using the most current versions. The use of the most current forms expedites the uploading and transfer of data between the STO, EMI, and NETC, and the correct forms help ensure that each student receives their certificate in a timely manner.

In addition, changing course dates, instructors, or location delays the certification of a course. The POC and STO are sent the approved course details prior to each course. POCs should inform the STO of any changes immediately so course records can be updated before the course concludes, and course package are transmitted per the instructions found in the *"L" Course Communications, Delivery, and Completion Job Aid for NIMS ICS PS Courses Job Aid*.

We have produced a complete set of job aids to assist in this process. Please contact us at *emi-nims-icstraining@fema.dhs.gov* for copies or any other questions.

Integrated Emergency Management:

St. Louis Area Regional Response System (STARRS) L0930 Integrated Emergency Management Course (IEMC): On June 12-15, 2023, STARRS held their L0930 IEMC at the St. Louis County Emergency Operations Center. STARRS is a consortium of key public and private organizations that has been organized to address critical security needs in the region. STARRS works with county and municipal emergency managers and regional healthcare coalition partners.

"As a result of the St. Louis IEMC, we've seen a renewed interest in regional collaborative efforts. New partner organizations have become involved in our regional planning due to the networking and relationship-building done during our IEMC, which will ultimately result in safer and more prepared communities." Kristen Capps-Jones, Public Safety Administrator, STARRS

The IEMC program is designed to provide all communities state, local, tribal, territorial, and specialized jurisdictions throughout the nation with a training program designed specifically to enhance the skillsets of Emergency Operation Center (EOC) personnel.

The IEMC can be an outstanding way of validating your Comprehensive Emergency Management Plan (CEMP) or any of your emergency operations related planning efforts.

For additional information on the IEMC program, please contact the Integrated Emergency Management Branch at *fema-emi-iemb@fema.dhs.gov* or you can reach out to Patrick J. Flynn, the IEMC program lead at *patrick.flynn.2@fema.dhs.gov* with any questions about the program.

Mitigation:

Hazard Mitigation Assistance: The pilot offerings of the **E/L0212 Hazzard Mitigation Assistance: Developing Quality Application Elements** course have been completed, and final curriculum revisions are in progress, requiring a momentary pause in approving requests for this course. Please note that approval of course requests will resume after the course updates are finalized and ready for delivery. We highly advise all communities to plan for E/L0212 course deliveries to resume after October 1, 2023. All course requestors will be notified of the status of their request no later than 30 days prior to their requested course dates.

The pilot offerings of **E/L0213 Hazard Mitigation Assistance: Application Review and Evaluation and E/L0214 Hazard Mitigation Assistance: Project Implementation and Closeout** courses have been **rescheduled** for September 18–21, 2023. Applications must be submitted for both courses to be considered for enrollment. Registration is open via the NETC Online Admissions system. For additional information on this course, contact the EMI Mitigation Branch at: *fema-emi-mit@fema.dhs.gov*.

We highly advise all communities to refrain from submitting course requests for E/L0213/0214 until further notice.

General Mitigation Information: Applications will be processed through the NETC Online Application system. If you need Mitigation courses to support PTB requirements, registration must be completed in the Deployment Tracking System. Please contact the FEMA Incident Workforce Academy/Workforce Development Division training team at: *fema-fqs-training@fema.dhs.gov* to coordinate. If you have questions about Mitigation course deliveries, please contact the EMI Mitigation Branch at: *fema-emi-mit@fema.dhs.gov.*

Emergency Management Professional Program (EMPP):

The EMPP Academies and the PIO Program continue with a full slate of course offerings around the country in August 2023. Here is a list of the EMPP courses scheduled in the field (L), on campus (E), or online (K) during this month:

Basic Academy Course Number	Location	Dates
L0105	CO	August 1–3
L0146	VA	August 2–3
L0103	IN	August 7–8
L0102	ID	August 7–9
K0146	Online	August 7–10
L0105	VA	August 8–10
L0105	WA	August 8–10
L0103	ID	August 10–11
L0146	IN	August 14–15
L0110	MA	August 14–18
L0101	VA	August 14–18
L0146	MA	August 15–16
L0105	MI	August 15–17
L0105	TX	August 15–17
L0146	NV	August 21–22
K0105	Online	August 21–25
L0105	MA	August 22–24
L0105	ID	August 23–25
L0105	NV	August 23–25
L0105	IN	August 28–30
L0105	IL	August 29–31
L0105	TX	August 29–31
K0103	Online	August 29–September 9

Public Information Officer Program	Location	Dates
L0388	ND	August 14–18
MPIO Paper Review Panel	Online	August 28–31

Advanced Academy Course Number	Location	Dates
E0454*	Emmitsburg, MD	August 7–11
L0454*		August 21–25

Executive Academy Course Number	Location	Dates
E0686**	Emmitsburg, MD	July 31–August 3

*Only open to accepted Advanced Academy students

**Only open to accepted Executive Academy students

The Basic Academy consists of the following courses:

- E/L/K 0101 Foundations of Emergency Management
- E/L/K 0102 Science of Disaster
- E/L/K 0103 Planning: Emergency Operations
- E/L/K 0105 Public Information Basics
- E/L/K 0146 Homeland Security Exercise and Evaluation Program Training Course

The Basic Academy is seeking regional partners to host the L0110 Train-the-Trainer course in Fiscal Year 2024. Any interested training partners, please contact: Jeff Januchowski at: *jeffrey.januchowski@fema.dhs.gov* or Rich Bashioum at: *richard.bashioum@fema.dhs.gov*.

Response and Recovery:

The only resident offering in 2023 of E0431 Understanding Emergency Management Assistance Compact (EMAC) was held July 18-20, 2023, at EMI with 22 students in attendance. The class included representatives from 13 States, the National Guard, and FEMA staff from the National Integration Center (NIC) and National Incident Management Assistance Team (N—IMAT) Blue team. Instructors were Cindy VonFeldt, EMAC Exercise and Training Coordinator, National Emergency Management Association (NEMA) and Jack Jowett, EMAC Advisor.

The class started with a video celebrating the 25th Anniversary of EMAC with the FEMA Administrator, Deanne Criswell highlighting the importance of EMAC. A presentation on the use of National Guard assets was given via

E0431 - Understanding the Emergency Management Assistance Compact (EMAC)
Emergency Management Institute, Emmitsburg, MD - July 2023

Zoom by Kim Ketterhagen, EMAC Liaison Officer (LNO) to U.S. Army Northern Command (USNORTHCOM) and the National Guard Bureau (NGB). The class finished with a round table earthquake simulated tabletop exercise (TTX).

One student wrote, "Course was great but meeting new people across the USA and getting a chance to build relationships with others was the best part of the course."

Ask a Course Manager

This month we are addressing two frequently asked questions.

Q1: I have taken the most recent version of ICS 300 and 400. The date on the ICS 300 certificate is 14-16 February 2022 and the date on the ICS 400 certificate is 17-18 February 2022. The courses meet the time requirements in the Plan of Instruction (POI). I was rejected from the E0449, ICS Train-the-Trainer. Can you please tell me why?

Course Manager Response: In accordance with the NIMS Training Program, FEMA recommends that students not take ICS-400 immediately following ICS-300 but instead wait to take ICS-400 after gaining additional ICS experience. The intent is to gain operational experience, either in real-world or training exercises before continuing with training. There is not a set time or a specific waiting period, so it is up to the authority having jurisdiction to ensure experience is gained before moving on. Furthermore, let's look at the target audience for both ICS 400 and E0449.

ICS 400 Target Audience: The target audience for this course includes experienced senior emergency management personnel who may perform in a management capacity for major or complex incidents. This group includes individuals who may serve as the Incident Commander, as a member of a Unified Command, or as members of the Command or General Staff, or Multiagency Coordination Group/Emergency Operations Center (EOC) management for incidents that may use an Area Command.

E0449 Target Audience: The target audience for this course is individuals who have a working knowledge of ICS through experience and training and have experience delivering adult training. Students must have worked as Incident Commander, or Command or General Staff positions on incidents, planned events, or exercises that were active for multiple operational periods or involved a written incident action plan and involved multiple jurisdictions or coordination. Only instructors who have completed the E/L/K 0449 and received further evaluation by the Course Manager will be authorized to deliver the E/L/K 0449 course.

Exception: If a student is taking ICS 300 and 400 as a refresher to attend the E0449, and they can provide the legacy certificates, **as well as the refresher certificates**, that are in accordance with the NIMS Training Program, EMI will accept them.

Q2: I have taken the most recent version of ICS 300. The date on the ICS 300 certificate is 14-15 February 2022. I was rejected from the E0449, ICS Train-the-Trainer. Can you please tell me why?

Course Manager Response: The Plan of Instruction (POI) Course Schedule is:

Day 1

Unit	Duration	Unit Title
Unit 1:	1 hour 30 minutes	Course Introduction
Unit 2:	3 hours	ICS Fundamentals Review
Unit 3:	2 hours 15 minutes	Initial Actions for Unified Command

Day 2

Unit	Duration	Unit Title
Unit 4:	2 hours 15 minutes	Implementing an Operational Planning Process
Unit 5:	5 hours	Planning Process, Incident Action Plan, and Operations Brief

Day 3

Unit	Duration	Unit Title
Unit 6:	3 hours	Incident Resource Management
Unit 7:	2 hours	Demobilization, Transfer of Command, Closeout, and Transition to Recovery
Unit 8:	2 hours	Course Summary
Total	**21 Hours**	

The 21-hour total does not include any breaks. The POI recommends a schedule that adheres to a 50 min teaching and 10 min break. Since the release of the course in 2019, we have had several inquiries about delivering the course in two days. We respond by providing the POI and asking where the time saving comes in. To date, we have not had anyone demonstrate where the time can be cut. Very recently, we were contacted about an ICS 300 that was delivered in 2 days, but the class did not create an Incident Action Plan (IAP), which is a core goal of the course. Since there are no test questions on the activities, they can be cut out without a big impact on passing the exam. The impact comes when students move on to follow-on courses and do not have the basics from ICS 300.

While it is up to each authority having jurisdiction to determine if they accept these shortened courses, EMI will not accept a two-day delivery of ICS 300.

Current Training Opportunities:

Please refer to the EMI Course Schedule (*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*)
- **EMI Course Schedule**
  (*https://training.fema.gov/emicourses/schedules.aspx*)
- **EMI Student Portal** (*https://training.fema.gov/student/sssp.aspx*)
- **EMI Programs and Activities**
  (*https://training.fema.gov/programs*)
- **State Training Officers Contact List**
  (*https://training.fema.gov/programs/aps/stolist.aspx*)
- **Independent Study Program FAQs** (*https://training.fema.gov/is/isfaq.aspx*)
- **FEMA Student Identification (SID) System website** (*https://cdp.dhs.gov/femasid*)

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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