

# Monthly Newsletter

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## Are You Interested in Becoming an EMI Contract Instructor?

If you are interested in becoming a contract instructor for one or more Emergency Management Institute (EMI) courses, please review the following information.

**Course Specific Requirements:** EMI instructor applicants must have subject area expertise and proven successful teaching experience for the courses they intend to teach. You can ensure that you meet the minimum qualifications for each course by accessing the [EMI Biddable Course List](#).

**Education:** Education requirements are also specified for each course.

**Instruction Experience:** All potential instructors shall have completed formal instructor training such as:

- The EMI Instructional Presentation and Evaluation Skills (E0141) course
- The Center for Domestic Preparedness (CDP) Instructor Training Certification (ITC) course, PER-266

Refer to the [How To Become a Contract Instructor webpage](#) for more information about the contract instructor application process,

## News from the EMI Branches

### Preparedness:

**Position-Specific Course Offerings:** As mentioned in previous newsletters, we are at a phase in our contract for the next generation of Position-Specific courses to begin piloting courses. The courses listed below are pilots that are already on the EMI Course schedule and are available for students to apply. Please be advised that students will be required to complete pre-work for the pilots that will consist of the IS-995 (access will be provided to individuals successfully submitting all required documentation if selected to participate in the pilot), and the Position-Specific course student workbook.

Students also will be encouraged to complete [IS-201: Forms Used for the Development of the Incident Action Plan](#).

We are looking for students who are current practitioners (credentialed/qualified) in the position as well as students who are new to the position. This mix of students will provide more diverse data for course improvement. Prerequisites for the pilots will be the same as for the current version of the course, with the addition of the [IS-13: EMI Conduct and Behavior course](#). Please direct students to the NETC application system and provide all documentation of prerequisites with their application.

<b>Course</b>	<b>Date</b>
<i>E 0969: Communication Unit Leader</i>	<i>Nov 18–22, 2024</i>
<i>E 0958: Operations Section Chief</i>	<i>Jan 13–17, 2025</i>
<i>E 0967: Logistics Section Chief</i>	<i>Feb 3–7, 2025</i>
<i>E 0950: Incident Commander</i>	<i>Feb 24–28, 2025</i>
<i>E 0973: Finance/Administration Unit Leader</i>	<i>Mar 17–21, 2025</i>
<i>E 0956: Liaison Officer</i>	<i>May 5–9, 2025</i>
<i>E 0960: Division/Group Supervisor</i>	<i>May 12–16, 2025</i>
<i>E 0964: Situation Unit Leader</i>	<i>Jun 23–27, 2025</i>
<i>E 0965: Resource Unit Leader</i>	<i>Jul 21–25, 2025</i>
<i>E 0984: Task Force/Strike Team Leader</i>	<i>Sep 8–11, 2025</i>

Send any questions to: [EMI-NIMS-ICStraining@fema.dhs.gov](mailto:EMI-NIMS-ICStraining@fema.dhs.gov) to ensure a timely response.

## Response and Recovery:

**Emergency Management Assistance Compact (EMAC):** July 16–18, 2024, EMI hosted an offering of E0431-Understanding EMAC. Nineteen students attended the training representing the National Guard, FEMA's National Integration Center (NIC), and 11 different states including Alaska and the Territory of Puerto Rico. As the Nation's interstate mutual aid system, EMAC provides mutual assistance between EMAC's membership when the Governor has declared a state of emergency or disaster.

Through lecture, videos, small group discussions, and a final practical exercise, students were able to learn and apply the five phases of the EMAC process. A highlight of the course was a question-and-answer video conference with Kim Ketterhagen, NEMA-EMAC Advisor and liaison to the National Guard Bureau and U.S. Northern Command.



E0431 Understanding EMAC  
Emergency Management Institute, Emmitsburg, MD - July 16, 2024

The next E0431 course is scheduled for November 19–21, 2024, in Emmitsburg, Maryland.

## Mitigation:

**Higher Education Program Training:** The [2025 Host Application for the L0363 Multi-Hazard Emergency Management for Higher Education course](#) has been posted on the EMI website. The goal of this course is to provide institutions of higher education with knowledge and planning strategies to better protect lives, property, and operations more effectively and efficiently within the context of comprehensive emergency management. The deadline to submit applications to the State Office of Emergency Management is August 16, 2024.

**K-12 Schools Program Training:** Three updated K-12 Schools Program training courses have been added to the [Non-Resident Courses \(EMI Courses Conducted by States\) website](#).

- G0360, Preparing for Emergencies – What K-12 School Staff Need to Know, provides K-12 school staff with the knowledge, skills, and tools needed to prepare for school emergencies before, during, and after a school emergency. School staff will have an opportunity to improve school emergency preparedness efforts by providing them with the preparedness skills necessary to strengthen both school and classroom-level prevention, mitigation, protection, response, and recovery capabilities.
- G0361, Multi-Hazard Emergency Planning for K-12 Schools, participants will learn how to use existing relationships and build new ones with community-based protection, response, and recovery organizations to help their schools better plan for, protect against, mitigate, respond to, and recover from emergencies. This course follows the guidance set forth in FEMA's Comprehensive Preparedness Guide (CPG) 101 for developing an emergency operations plan.
- G0362, Train-the-Trainer for K-12 Schools Curriculum, provides a sound and consistent basis for training instructors to teach the foundational concepts of ELG0360 and ELG0361 courses as well as an understanding of the course materials and activities.

**General Mitigation Information:** Applications will be processed through the NETC Online Application system. If you need Mitigation courses to support Position Task Book (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](mailto: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](mailto:fema-emi-mit@fema.dhs.gov).

## Integrated Emergency Management:

**Fiscal Year (FY) 2025 Exercise Course Opportunities:** In FY 2025, the IEM Branch's course schedule features multiple courses focused on exercises. We still have several open seats for the below courses scheduled between October and December of 2024:

- **October 28–31, 2024:** K0139 – Exercise Design and Development (Virtual)
- **November 4–5, 2024:** E0139 – Exercise Design and Development
- **November 6–7, 2024:** E0050 – Exercise Control and Simulation
- **December 9–12, 2024:** K0131 – Exercise Evaluation and Improvement Planning (Virtual)

For the complete list of our latest course offerings for the entire fiscal year, please visit the [EMI Course Schedule](#).

## Emergency Management Professional Program (EMPP):

**EMPP Graduations:** Cohort 1 of the Advanced Academy will graduate 30 students on August 16, and National Preparedness Directorate (NPD) Assistant Administrator Stephanie Dobitsch will be the keynote speaker.

Cohort 2 of the Advanced Academy will graduate 30 students on August 23, and NPD Deputy Assistant Administrator Erin Hoffman will be the keynote speaker. In addition, graduation guests will also include several members of the Seminole Tribe of Florida.

In Birmingham, Alabama, on August 16, 15 Advanced Academy students will graduate, and Dr. Jeff Januchowski will be conducting the graduation ceremony.

The Executive Academy will conduct the final course, E0686 Creating an EM Stakeholder Community, August 12–15 with 35 students graduating. The National Advisory Council (NAC) will participate via Zoom during the students' final capstone presentations. This will be the first time that representatives from NAC will participate.

Featured lecturers for the week include:

- Faith Newton, Director, Preparedness and Resilience, The Resiliency Initiative
- Jeffrey Jackson, Deputy Assistant Administrator, Federal Insurance Directorate, FEMA
- Dr. David Cauble, President & CEO, Advance Structure Risk Services, Texas
- Dr. Thomas Wilkinson, Chief Medical Information Officer, DHS
- Dr. Jamison Day, Data Scientist, Ecosify

NPD Assistant Administrator Stephanie Dobitsch will be the keynote speaker for the graduation.

**The EMPP Academies and the PIO Program continue with a full slate of course offerings around the country this month.**

Here is a list of the EMPP courses scheduled in the field (L), on campus (E), or online (K) for August 2024:

Basic Academy Course Number	Location	Dates
L0146	Topeka, KS	August 5–6
L0105	Topeka, KS	August 7–9
K0146	Virtual Delivery	August 12–15
E0146	Emmitsburg, MD	August 12–13
E0102	Emmitsburg, MD	August 14–16
E0103	Emmitsburg, MD	August 19–20
K0105	Virtual Delivery	August 19–23
L0102	Columbus, OH	August 21–23
E0105	Emmitsburg, MD	August 21–23
K0105	Virtual Delivery	August 26–30
L0102	West Virginia	August 28–30
Advanced Public Information Officer Course Number	Location	Dates
L0388	Englewood, CO	August 12–16
Advanced Academy Course Number	Location	Dates
E0454 (Cohort 1) *	Emmitsburg, MD	August 12–16
E0454 (Cohort 2) *	Emmitsburg, MD	August 19–23
L0454	Birmingham, AL	August 12–16

\*Only open to accepted Advanced Academy students

For more information about the Basic Academy, please contact Rich Bashoum at: [richard.bashioum@fema.dhs.gov](mailto:richard.bashioum@fema.dhs.gov).

For more information about the EMPP, please contact Nicole Shutts at: [nicole.shutts@fema.dhs.gov](mailto:nicole.shutts@fema.dhs.gov).

## Ask a Course Manager

### What do I do if I have to cancel my attendance in a resident (E) course?

If a student is unable to attend a course, the student must notify Admissions in writing by letter or email to Admissions ([netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)) at least 30 days before the course start date to avoid restrictions on future attendance. A student who cancels in writing at least 30 days before the course start date may apply for any remaining offerings during that fiscal year.

**Emergency cancellations:** Students who send a notification of cancellation in writing within 30 days of the class start dates or who fail to attend the class will be restricted from attendance at EMI courses for 24 months from the course start date, unless the reason for cancellation or non-attendance is one of the following:

1. Department suffers severe financial/personnel cutbacks.
2. Personal injury/illness.
3. Retirement.
4. Family emergency (generally stated but examined on a case-by-case basis).
5. Disaster or other emergent local event in the student's community.

**To remove a restriction:** The student should send a letter or email to Admissions ([netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)) explaining the cancellation or failure to attend. If Admissions lifts the restriction, the student may reapply during the next enrollment period or for advertised vacancies within the same enrollment period. Admissions will contact the respective Superintendent prior to denying a request.

Admissions will honor requests for transfer from one course date to another only when space is available. The student must submit the request in writing. For more information, refer to the [NETC Welcome Package](#) or contact the NETC Admissions Office at 301-447-1035 or at [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov) Monday to Friday between 8 a.m. and 4 p.m. ET.

## Current Training Opportunities:

Please refer to the [EMI Course Schedule](#) for a complete list of upcoming course offerings.

## For More Information:

- [EMI Course Catalog](#)
- [EMI Course Schedule](#)
- [EMI Student Portal](#)
- [EMI Programs and Activities](#)
- [State Training Officers Contact List](#)
- [Independent Study Program FAQs](#)
- [FEMA Student Identification \(SID\) System website](#)

## EMI Program Points-of-Contact:

EMI Branch	Email
EMPP	<a href="mailto:empp@fema.dhs.gov">empp@fema.dhs.gov</a>
IEM	<a href="mailto:fema-emi-iemb@fema.dhs.gov">fema-emi-iemb@fema.dhs.gov</a>
Mission Support	<a href="mailto:fema-ms-branch@fema.dhs.gov">fema-ms-branch@fema.dhs.gov</a>
Mitigation	<a href="mailto:fema-emi-mit@fema.dhs.gov">fema-emi-mit@fema.dhs.gov</a>
Preparedness	<a href="mailto:fema-emi-prepbranch@fema.dhs.gov">fema-emi-prepbranch@fema.dhs.gov</a>

EMI Branch	Email
Response & Recovery	<a href="mailto:fema-emi-RandR@fema.dhs.gov">fema-emi-RandR@fema.dhs.gov</a>
G-course Program	<a href="mailto:fema-G-courses@fema.dhs.gov">fema-G-courses@fema.dhs.gov</a>
General EMI Inquiries	<a href="mailto:emiactionoffice@fema.dhs.gov">emiactionoffice@fema.dhs.gov</a>
Independent Study	<a href="mailto:independent.study@fema.dhs.gov">independent.study@fema.dhs.gov</a>
NETC Admissions	<a href="mailto:netcadmissions@fema.dhs.gov">netcadmissions@fema.dhs.gov</a>

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