E0388: Advanced Public Information Officer

Course Dates:
January 22–26, 2024
April 22–26, 2024
July 29–August 2, 2024

Travel Dates:
Travel days are the Sunday before the course begins and the Saturday after the course ends.

Course Length:
This course is 5 days in length.*
Some pre-course work is required prior to the training course.

Location:
Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland

Course Description:
The Advanced Public Information Officer (PIO) course teaches participants additional skills for use during escalating incidents, including strategic communications and incident action planning as it relates to Joint Information Center (JIC) operations.

Course Goal:
1. Provide participants with the knowledge and skills to establish, manage, and work within a JIC.
2. Provide participants the opportunity to apply advanced public information skills during a multi-day full functional exercise.
3. Provide participants the opportunity to apply advanced public information skills in the short- and long-term recovery phases of an incident.
4. Encourage participants to improve their processes and ensure every action has a measurable relevance for each identified audience, including senior leadership.

Prerequisites:
Participants must have a minimum of 2 years of public information experience.
- IS-29.a, Public Information Officer Awareness
- IS-42, Social Media in Emergency Management
- IS-100.c, Introduction to Incident Command System (ICS) (or ICS course for specific specialty: healthcare, public works, etc.)
- IS-200.c, Basic Incident Command System for Initial Response
- IS-201, Forms Used for the Development of the Incident Action Plan (waived if ICS-300 is completed).
- IS-247.b, Integrated Public Alert and Warning System (IPAWS) for Alert Originators or IS-251.a, Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities
- IS-700.b, An Introduction to the National Incident Management System
- IS-800.d, National Response Framework, An Introduction
- E/L/K0105, Public Information Basic **(no substitutions or waivers)**

Additional Course Requirements:
Full commitment and dedicated time required for the duration of the course.

Participants must bring a laptop or tablet with internet capabilities for daily course activities (cell phones can be used as a secondary device, not a primary device).

Withdrawals or last-minute cancellations within 15 days of course start date will incur a 1-year probation period for future Advanced PIO course applications.

Continuing Education Units (CEUs):
EMI awards 3.2 CEUs for completion of this course.

Target Audience:
Public information personnel who have 2 years of public information experience and who have completed the prerequisites listed above.

To Apply:
Scan the QR Code, or click the link to fill out the EMI online admissions application (https://training.fema.gov/netc_online_admissions):

Upload copies of ALL prerequisites to prevent rejection of your application.

All EMI applications require an electronic approval from the head of your sponsoring organization (supervisor). You will need the name, title, and email address of this person to submit the application.

Application Review:
To be evaluated for admission into this course, **application form must be completed and reflect experience.** Refer to the Target Audience statement and **indicate how you meet the requirements based upon your position and experience.** Attach a separate document if needed. Include copies of prerequisite course completion certificates or transcripts.

Applications without prerequisite documentation will be rejected.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging, and other logistics. Click or copy and paste the link for a PDF copy of the online NETC Welcome Package (https://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf).

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity.

Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat.

Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Reasonable Accommodation:
If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions at netcadmissions@fema.dhs.gov.

Training Point of Contact:
Nicole Shutts, PIO Program Manager
Email: nicole.shutts@fema.dhs.gov

Visit the EMI PIO training program website (https://training.fema.gov/programs/pio).