

## **CONTRACT INSTRUCTOR CRITERIA E/L0142 Situational Awareness**

This Situational Awareness (SA) training course is designed to build skills, knowledge, and capabilities necessary for individuals, teams, and organizations involved in emergency preparedness, response, and recovery to provide situational awareness that enhances critical decision making at all levels. The primary goal of this course is to introduce participants to the concepts of collecting, analyzing, and disseminating information in order to develop and enhance situational awareness. At the completion of this course, participants will be able to explain how data is collected, analyzed, and disseminated; identify and build relationships; and develop an information management plan.

### **Criteria for Contract Instructor Selection:**

Applicants must meet the following criteria to be considered. Those not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration. Application packages from individuals meeting the basic criteria will be reviewed based on:

#### **Documented knowledge and experience in subject area:**

- Successfully served at least 5 years dealing directly with SA activities in the areas of Emergency Management, Law Enforcement, Emergency Medical Services, Firefighting, Elected and Appointed Officials, Hazardous Materials, Health Care, Mass Care, Law Enforcement, Public Health, Public Safety Communications, Public Works and Utilities, and Transportation.
- Demonstrated knowledge of activities with regard to emergency management.
- One-page synopsis of current issues, trends, and research that directly relates to the specific course.
- Completion of the following courses:
  - IS-0100: *Introduction to the Incident Command System*
  - IS-0135: *Emergency Planning*
  - IS-0200: *Basic Incident Command System for Initial Response*
  - IS-241: *Decision-Making and Problem-Solving*
  - IS-0700: *An Introduction to the National Incident Management System*
  - IS-0704: *NIMS Communications and Information Management*
  - IS-0800: *National Response Framework, An Introduction*

#### **Demonstrated effectiveness instructing at the fully professional level in an active training environment:**

- Provide course description, objectives, and syllabus of emergency management training material delivered
- Provide two references from individuals in organizations where you have delivered training. Do not include staff members or contract instructors from the National Emergency Training Center as these organizational representatives.
- Have successfully completed the E/L0142 course.

**Education:**

All degree requirements for each course (Associate's, Bachelor's, Master's, etc.) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organization for Higher Education and may require transcripts.

*Preferred:*

- Undergraduate degree in emergency management or an associated field of study.
- Demonstrated experience equivalent to a degree in emergency management or an associated field of study.

**Demonstrated Subject Experience:***Preferred*

Extensive (more than 5 years) experience years dealing directly with SA activities in the areas of Emergency Management, Law Enforcement, Emergency Medical Services, Firefighting, Elected and Appointed Officials, Hazardous Materials, Health Care, Mass Care, Law Enforcement, Public Health, Public Safety Communications, Public Works and Utilities, and Transportation to include the following activities:

- Successfully participated in an emergency response either for the Incident Commander on-scene or in an activated Emergency Operations Center.
- Had responsibility for writing and maintaining a plan(s) or participated on a team to develop a plan for emergency operations, preparedness, recovery, hazard mitigation, or continuity of operations

*Minimum*

Five years dealing directly with SA activities in the areas of Emergency Management, Law Enforcement, Emergency Medical Services, Firefighting, Elected and Appointed Officials, Hazardous Materials, Health Care, Mass Care, Law Enforcement, Public Health, Public Safety Communications, Public Works and Utilities, and Transportation.

**Probationary Period:**

All new instructors will be on a probationary status until they have successfully completed two (2) course deliveries at EMI and achieved an average score of 3.0 or better on a scale of 1 to 5 for all units taught for those deliveries. During this probationary period, they will be mentored by select experienced instructors. They will not be considered for an off-site delivery until they have successfully completed this probationary period unless it is deemed necessary by the Course Manager to waive this requirement.

## **Selection Process:**

Applicants must meet the subject matter experience requested above as well as having teaching experience. Selection for courses will be through a bid process conducted by the Emergency Management Institute. Selected applications will be scheduled to attend an offering of the course as an instructor. In order to provide the optimum quality and flexibility for EMI as an instructor, you will be required to eventually be able to teach all units within the course for which you have submitted a bid to instruct.

## **Contract Instructor Performance Requirement:**

Contractors whose Statements of Work include the presentation of materials must maintain a cumulative minimum rating of 3.5 on a Likert scale rating of 1–5 on student evaluations in the “Quality of Instruction” category. In addition, those contractors acting in classroom and exercise support roles will be evaluated in the following areas:

- Knowledge of subject
- Encouraging student participation
- Fostering collaborative team-based learning
- Presenting engaging lectures
- Providing relevant and accurate responses to student questions
- Supplementing course materials with current examples of issues/trends
- Facilitating exercises in a manner that enhances development of students’ skills
- Supporting the course with relevant and appropriate experiences
- Adherence to assigned unit objectives, the Instructor Guide, and timelines
- Timely submission of materials for review prior to conduct of the course (if applicable)
- Timely submission of required materials after the course concludes (including applications, evaluations, sign-in sheets, or anything else requested by the Course Manager)
- Adherence to Instructor Guidelines
- Adherence to NETC Code of Conduct, EMI Human Dignity Statement, as well as any other performance or rating criteria set forth by the Course Manager

NOTE: Because an Adjunct Instructor is a representative of FEMA and EMI during a course delivery, no instructor may use an EMI course delivery to solicit work, endorse, or solicit support of any private or non-profit organization. Instructors will also present a neutral opinion on FEMA and its policies and will defer to FEMA personnel who are present in the classroom.

Sustainable allegations of violations of the Agency, NETC, EMI, or Course Manager Standards of Conduct is a basis for removal from the Qualified Bidder’s List.