

Monthly Newsletter



Celebrating the Inaugural Graduates of the Planning Practitioner Program (PPP)

In the dynamic landscape of emergency management, the ability to effectively plan and respond to ever-evolving risks and hazards is increasingly difficult. Recognizing this critical need, the Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) introduced the Planning Practitioner Program (PPP), a comprehensive training initiative designed to enhance the capabilities of emergency management planning professionals. Today, we are excited to spotlight the very first cohort of graduates from the PPP.

The PPP is structured to address the complexities and challenges of modern operational planning. With a curriculum encompassing two intensive resident courses, E0237 and E0238, followed by an Online Planning Practitioner Capstone (K0243), the Program offers an in-depth exploration of planning theory, project management, risk analysis, and more. These elements are crucial for candidates who aspire to lead as planners and planning program managers within their jurisdictions.

The program demands a high level of dedication and commitment, with a minimum passing score of 75% in final assessments, alongside performance evaluations and research assignments. This rigor ensures that graduates are not just theoretically proficient, but also practically equipped to handle real-world planning challenges. The first course, E0237 Planning Process Theory and Application, encompasses topics like stakeholder engagement and comprehensive risk analysis. E0238 Planning Integration and Contemporary Issues then builds on this foundation, focusing on including planning program management and advocacy for the emergency management planning profession.

The culmination of the PPP is the K0243 Capstone, where candidates have a year to develop and present a comprehensive planning project. This involves creating a project management plan, system map, essay, and a presentation, reviewed by a panel of subject matter experts. This final step is crucial for candidates to receive their

PPP Completion Certificate, representing their readiness to contribute significantly to the field of emergency management planning.

The inaugural graduates of the PPP come from diverse backgrounds, including emergency management staff from various levels of government, public safety officials, and personnel from emergency management disciplines. Their achievement is not just a personal milestone but a significant contribution to the broader field of emergency management. These individuals, equipped with advanced knowledge and practical skills, are now better prepared to tackle the challenges of operational planning in their respective jurisdictions.

Their graduation marks a momentous occasion in FEMA's efforts to enhance the Nation's emergency management capabilities. As these graduates return to their communities, they carry with them advanced skills, innovative strategies, and a network of peers and mentors, all of which are invaluable in fostering a more resilient future. Congratulations to all the graduates!

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 course must be screened for selection criteria and prerequisites found in the [National Preparedness Course Catalog](#).

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 with 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 before the course concludes to ensure all applications are endorsed in the NETC system.

Note that course completion packages continue to be submitted using outdated or incorrect forms. These forms constitute formal documentation of the course delivery (which are permanent course records) and need to comply with the 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 helps ensure that the student receives their certificate in a timely manner.

Additionally, changing of 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 the course package is transmitted per the instructions found in the *"L" Course Communications, Delivery, and Completion Job Aid for NIMS ICS PS Courses*.

We have produced a complete set of Job Aids to assist in this process. Please contact our office at emi-nims-icstraining@fema.dhs.gov for copies or any other questions.

Integrated Emergency Management:

The Master Exercise Practitioner Program (MEPP) application period is shifting! The application period will now begin on April 1 and close June 1. Applications received outside of this window will not be considered. The process to apply can be found on the [MEPP Website](#).

Opportunities are still open for enrollment in the E0139 – Exercise Design and Development and E0050 – Exercise Control and Simulation courses, scheduled to take place on-campus at EMI. The course dates with remaining availability include April 29–May 2, and July 8–11, 2024. Please note that these two courses are always offered consecutively within the same week. Therefore, be sure to apply for both classes simultaneously.

Additionally, there are available slots for the E0131 – Exercise Evaluation and Improvement Planning Course, which will be conducted in person at EMI from March 4–7, 2024. Please be sure to submit your application for this course as soon as possible.

The schedule of all Integrated Emergency Management course offerings for FY24 can be found at: [Emergency Management Institute Course Schedules](#). If you have any questions, we can be reached at fema-emi-semb@fema.dhs.gov.

Mitigation:

Building Science: Seats are still available in the following classes:

E2461, Advanced Building Science Series I: Flood Mitigation, scheduled on EMI campus the week of May 13–15, 2024.

E2462, Advanced Building Science Series I: Wind Mitigation, scheduled on EMI campus May 16–17, 2024.

Applicants must register for **both E2461 and E2462** when attending at EMI. The travel days for this pair of courses are Sunday, May 12, and Saturday, May 18, 2024.

E0312, Fundamentals of Building Science: Multi-Hazard Mitigation Design Concepts, scheduled on EMI campus the week of August 19–22, 2024.

Registration is open via the NETC Online Admissions system for all these courses.

If you have any questions, please contact the Course Manager at FEMA-EMI-MIT@fema.dhs.gov.

Floodplain Management: Seats remain available for **E0273, Managing Floodplain Development through the National Flood Insurance Program (NFIP)**, scheduled February 12–15, 2024, March 11–14, 2024, April 22–25, 2024,

and September 9–12, 2024, on the EMI campus. This course provides local, state, tribal, territorial, and Federal officials with the knowledge and skills to administer and enforce floodplain management regulations. The course focuses on the NFIP and concepts of floodplain management, flood maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance.

Applications for the E0273 offerings are processed through the NETC Online Application system.

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 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 this month.

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

Basic Academy Course Number	Location	Dates
L0101	Phoenix, AZ	January 29–February 2
L0101	Denton, TX	January 29–February 2
K0105	Virtual	January 29–February 2
K0101	Virtual	February 5–16
L0101	Salem, OR	February 5–9
L0102	Fairfax, VA	February 5–7
L0103	Ottumwa, IA	February 6–7
L0103	Westminster, MD	February 6–7
L0105	Brookfield, IL	February 6–8
L0101	Franklin, MA	February 6–14
L0103	Fairfax, VA	February 8–9
L0101	West Bloomfield, MI	February 12–16
L0103	San Antonio, TX	February 12–13
L0110	Coraopolis, PA	February 12–16
L0105	Warren, OH	February 13–15
L0146	Lynchburg, VA	February 14–15
L0102	Los Lunas, NM	February 19–21
L0102	Roanoke, VA	February 20–22
L0105	Eugene, OR	February 20–22
L0105	Joliet, IL	February 21–23
L0103	Los Lunas, NM	February 22–23
L0102	Wausau, WI	February 26–28
L0102	Denton, TX	February 26–28
L0105	Lake Jackson, TX	February 26–28
L0105	Mason, MI	February 27–29

L0146	Little Rock, AR	February 27–28
L0105	Pearl, MS	February 28–March 1
L0103	Wausau, WI	February 29–March 1
L0103	Denton, TX	February 29–March 1

Advanced Public Information Officer Course Number	Location	Dates
L0388	Phoenix, AZ	February 26–March 1

Advanced Academy Course Number	Location	Dates
E0452**	EMI	February 5–9
L0452**	Birmingham, AL	February 12–16

*Only open to accepted Master Public Information Officer Program students

**Only open to accepted Advanced Academy students

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: Rich Bashioum at: richard.bashioum@fema.dhs.gov.

For more information about the EMPP, please contact: Jeff Januchowski at: jeffrey.januchowski@fema.dhs.gov.

Ask a Course Manager:

What do the letters mean in the EMI course codes?

E = Instructor-led courses, on campus at EMI

L = Instructor-led courses, at a location other than at EMI

K =Virtual, instructor-led courses usually held within Zoom or Adobe Connect

V = Virtual instructor-led courses held via Video Teleconference (VTC)

IS = Independent Study, offered online

G = State/Local/Tribal Field-delivered courses, conducted by state/local/tribal/territorial emergency management or emergency services agencies

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	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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